

Special Council

Meeting

January 26, 2011

Minutes of Special Meeting of the
Borough Council held at 6:30 P.M. on
Wednesday, January 26, 2011, in the Council
Chamber, Hillsdale, New Jersey.

The meeting was called to order by
Mayor Arnowitz who also led the Salute
to the Flag.

ANNOUNCEMENT OF MEETING

The Special Meeting of the Borough Council of the Borough of Hillsdale was called pursuant to the provisions of the Open Public Meetings Act. In addition, copies of the notice were posted on the bulletin board in the Municipal building and filed in the office of the Municipal Clerk.

Please silence all cell phones and pagers.

ROLL CALL:

Borough Clerk Sandt called the roll those present being as follows: Councilmembers DeJoseph, Frank, Giancarlo, Hanlon, Schiavone and Weinstein.

DISCUSSION:

- 1 - Vacancy in the Office of Recreation Director
- 2 - Borough Administrator vacancy

Mayor Arnowitz said we will discuss with these two positions. Presently, Councilmember Frank has taken on most of the duties of the Borough Administrator. We need more financial direction with these positions which are combined to some extent. He asked the Council how they wished to proceed.

Councilmember Giancarlo said we would need a job description with regard what qualifications we require for an Administrator.

Councilmember Frank said we do not have a full-time position for an Administrator. We have a CFO, we are understaffed and this is an opportunity to combine those positions which would be a lower cost

to the borough. There is no immediacy and he felt it would be wise to consider this.

Mayor Arnowitz said Councilmember Frank has been compiling job descriptions throughout the borough. It would be an easy task for him to put something together which would meet the Council's criteria. We have to keep all options open, perhaps combining these positions is not the Council's wish, however, everything will be considered. CFO Henderson is managing the vouchers, Borough Clerk Sandt is managing the email; Councilmember Frank comes in daily as I do as Mayor.

Councilmember Schiavone said updating our website has gone by the wayside.

Mayor Arnowitz said we can look into that.

Councilmember Schiavone also wanted an ordinance to charge landlords to hold rentals in the municipality. This would require an annual fee.

Mayor Arnowitz will look into this, get a copy of a neighboring borough's ordinance, pass it by Code, and introduce it.

Councilmember Giancarlo said we should get together, record everything we are thinking about.

Mayor Arnowitz said grants that we receive are initiated by the Borough Engineer's Office. However, in his conversations with the Borough Engineer it has been noted that grants have gone by the wayside because of the state and federal cuts. Some of the grants available require a huge co-pay that is probably would not be worth our while.

In his opinion he did not believe we need a full-time Administrator, we need more financial, but someone has to be in charge of the office and managers; we need a meeting of the managers. Presently, this is being handled by Councilmember Frank but this is a short term proposition.

Mayor Arnowitz said he and Councilmember Frank will compile a job description of a combined position and forward it to the Council and then we can decide how we will fill the vacancy.

Councilmember Weinstein had an issue with combination CFO and Administrator being one person because it creates some controls and checks and balances for a person to be responsible essentially for the day to day management of the borough and our paid employees and department heads and also has a sharing role as Chief Financial Officer. Being the same person who signs the checks and approves

the checks is something that we must keep in mind. He would be more comfortable with a part-time Administrator in a separate role from the CFO. There is not a full-time necessity.

Councilmember Franks said some towns have combined Administrator/Clerk, some have combined CFO. He did not believe we need three people and he was not in favor of a part-time Administrator.

Mayor Arnowitz said everything is open for discussion, we have two months to make a decision. We will create a job description of a CFO/Administrator position and by early March we should be making up our minds.

Councilmember Schiavone said if we combine Administrator/Clerk as a full-time position then we could have CFO/Clerk as a full-time position, the Clerk duties don't rely on one position. Perhaps some of the duties performed by the Borough Clerk could be done by the CFO so they could share those clerical positions and duties.

Mayor Arnowitz did speak with CFO Henderson who said she works two hours per day and there is not enough time now; it does slow down and she could get some things done. It is not a full-time position that is necessary for CFO but somewhere between that and the two hours a day we need to get it done. There have been people in the area who have reached out to him about part-time positions and we will have to decide which direction we will go.

There is an urgent need for a Recreation Director because summer camp will be coming up very soon. He spoke to Patty Hughes who felt she could fill the position. If that is the direction the Council wishes to take, we should discuss this with Jay Campbell because we don't want to lose her expertise with Stonybrook. We could discuss the possibility of her filling both positions otherwise we should be looking for a part-time or full-time Director. This position was a part-time position in the past, however, the program has changed drastically. We do have a full-time Camp Director and we will have to find out what Kate Leonard did with the camp.

Councilmember Weinstein asked if there is a more substantial camp director position that could be put in place and not necessarily a Rec Director because during the other nine months of the year Patty Hughes could handle it.

Councilmember Schiavone said two people approached her, Bob Buesser and Kelly. We would possibly explore having them work together in that capacity involving camp.

Mayor Arnowitz said we should consider the savings with no benefits

and this is something we should explore.

Councilmember Weinstein said we should have job descriptions.

Mayor Arnowitz said Patty Hughes to prove to the Stonybrook Commission and to the Council how this could work. Patty's position was originally created to oversee the Rec position because we had a problem in the Rec Department. Originally, she was Stonybrook manager and it shouldn't require any additional compensation or dramatic compensation on our part because that was the job to start with. It all comes down to lack of job descriptions.

Councilmember Giancarlo said there are a lot of people in town who would like this job and put it out for bid.

Mayor Arnowitz said we have some part-time people who are interested. Do we put a part-timer in the Rec Director's position to oversee because Patty is not available 12 months per year. That is a good possibility. We can utilize people who are already on the payroll, it is something we are restructuring.

This requires restructuring of the entire Borough Hall and we have to look at all positions and making sure we are maximizing their talents.

Councilmember DeJoseph said in the ordinance for Camp Director or Assistant Director he checked on the salary ranges. We have to evaluate this. There are many seasonal salary attachments and he wanted to make sure Recreation should be doing it or the Director or a part-time person. The restructuring approach would apply. If some of these things could be eliminated this would be determined with the job descriptions.

Mayor Arnowitz said to recap our discussion, we are going to create job descriptions and we will advertise for a Recreation Director's position and then make a decision as to who we would hire for the position. This has to be taken care of very soon, the Administrator's position is not pressing.

Councilmember Hanlon said Harold Karns had monthly or bi-monthly Manager meetings and how can it be determined at the end of the year how a person is doing if you don't have quarterly or semi-annual evaluations.

Mayor Arnowitz said we will have to look closely at the contracts that are signed by the Administrator. We have to make some changes.

ORDINANCES:

(Introduction) Clerk read by title only proposed Ordinance
 Establishing No. 11-04 as follows:
 2011 Stonybrook
 Swim Club AN ORDINANCE TO AMEND AND SUPPLEMENT
 Fees ORDINANCE 10-01 CHAPTER 138 "FEES" AND
 CHAPTER 71 SWIMMING POOL COMMISSION.

Mayor Arnowitz asked the Council if there was any discussion on the proposed Ordinance.

Mayor Arnowitz asked the Borough Clerk to read the resolution adopting the Ordinance on first reading.

Following is the result of the roll call vote on the foregoing Ordinance No. 11-04:

Ayes: Councilmembers DeJoseph, Frank, Giancarlo, Hanlon,
 Schiavone and Weinstein
 Nays: None

(SEE COPY OF THE AFORESAID ORIGINAL RESOLUTION AFFIXED HERETO)

Ord. No. 11-05 At the Mayor's request, the Borough
 (Introduction) Clerk read by title only proposed Ordinance
 Establishing No. 11-05 as follows:
 2011 Stonybrook
 Swim Club AN ORDINANCE ESTABLISHING SALARIES FOR THE
 Salaries STAFF OF THE HILLSDALE SWIMMING POOL
 COMMISSION FOR THE CURRENT YEAR 2011 IN THE
 BOROUGH OF HILLSDALE, COUNTY OF BERGEN,
 STATE OF NEW JERSEY.

Mayor Arnowitz asked the Council if there was any discussion on the proposed Ordinance.

Mayor Arnowitz asked the Borough Clerk to read the resolution adopting the Ordinance on first reading.

Following is the result of the roll call vote on the foregoing Ordinance No. 11-05:

Ayes: Councilmembers DeJoseph, Frank, Giancarlo, Hanlon,
 Schiavone and Weinstein
 Nays: None

(SEE COPY OF THE AFORESAID ORIGINAL RESOLUTION AFFIXED HERETO)

RESOLUTIONS: (Consent Agenda)

Mayor Arnowitz read Resolutions from the consent agenda.

11030 Payment of Bills was introduced by Councilmember Weinstein, seconded by Councilmember Schiavone.

11031 Appointing Acting-Treasurer was introduced by Councilmember Weinstein, seconded by Councilmember Schiavone.

Roll Call Vote on the foregoing resolutions:

Ayes: Councilmembers DeJoseph, Frank, Giancarlo, Hanlon, Schiavone and Weinstein

Nays: None

(SEE COPIES OF THE ORIGINAL AFORESAID RESOLUTIONS AFFIXED HERETO)

GENERAL PUBLIC HEARING:

Mayor Arnowitz opened the meeting and invited comment from the public.

John Gerrity, 60 Large Avenue -

He read the cost of snow removal was higher compared to Bergen County. Paramus was at \$100,000 and they are bigger than Hillsdale and we were at \$75,000.

Angelo Stathes, 177 Lincoln Avenue -

He said Baseball/Softball will be contributing approximately \$2000 to help with the costs and will continue to assist with the energy costs.

Mayor Arnowitz said we were supposed to hear the first week in January what we are going to do with the lights but hasn't heard anything.

Mr. Stathes (Contd).

We haven't met altogether as yet concerning lights; Baseball begins the first of April. He doesn't have a definite answer but he will look into the schedule of games. He will get back to the Council. He thought the Council needed something right now and that is why he came to the meeting.

Gregg Blair, 38 Pascack Road -

He asked about the \$1700 fee for lights. If a month has 30 days and you turn off on the 29th day, is the cost still \$1700?

Mayor Arnowiz said he was advised that it is a monthly fee whether it is on for one day or 30 days, it is still \$1700. We don't know

yet if there is a removal charge and an installation charge. All the lights will be adjusted, all computer problems will be fixed so that will reduce our consumption also. The monthly fee is more than 50% of the whole cost; we don't really need all of the power that is at the field.

Mr. Blair (Contd).

Engineering and technology has improved and perhaps there could be other lines with lower, shorter lights.

Councilmember DeJoseph volunteered to meet with one or two people of the associations and a conference call with PSE&G and hopefully get something in writing. We could also monitor our own usage. He said we can get a spreadsheet that lists all the different accounts, traffic lights, various locations, different building and we can get a dollar amount.

Angelo Stathes, 177 Lincoln Avenue -

He said we are also looking at everything as the Council is looking at everything.

After a discussion with the Council, the public portion of the meeting was closed.

Councilmember DeJoseph said we received \$125,000 grant for energy upgrades and this will be on the Agenda next week authorizing the Borough Clerk to sign the grant. Last year there was funding between Stonybrook, the Library and the Ambulance Corps. We will work on those buildings plus any other projects and the DPW. Every building in town will be energy efficient as far as lighting, HVAC units and boilers. This \$125,000 grant is a zero match.

Councilmember Frank sent the employee handbook to everyone on the Council with changes made from the last version and asked for comments.

He will send the budgets that are in to the Council and advise which are still outstanding. He suggested we meet as a group possibly on Saturday; Fire is ready, however, DPW has not been reviewed. We are meeting on February 2nd at 6:30PM.

We had a conference with CFO Henderson and Auditor Garbarini to review the questionnaire to get our rating.

Mayor Arnowitz said on February 18, the Chief of Police, Engineer Statile, OEM and he and the water company and Mayors from other towns to discuss the causeway on Church road. The engineer had some major problems with it and emailed them saying they should not go ahead with the project. They have not advised the height of the Woodcliff Lake causeway and what effect it will have on the closing

of that road. There are still some major concerns.

Tomorrow he is meeting with the Pascack Valley and Northern Valley Mayors at Hackensack North to discuss our strategy with Hackensack as to getting the hospital open. He asked that people send letters which would help us in our struggle to get this hospital reopened.

Last evening two gentlemen came in with a presentation to build apartments on Orchard Street where the three houses are between the gas station and the RR tracks on the north side of the street. It was informal and wanted the Council to be apprised.

We were advised that Harold Ritvo prevailed in the legal fight in Trenton over Ell Road. They are planning to break ground in the spring so he advised the Health Department to be proactive so that there won't be any rodent problems. He feels that the Finance Committee and Shared Services Committee should give their ideas to help lower taxes, research and gather data supporting for or against the ideas, meet with the effective department heads and ask for their opinions, present their ideas pro and con to the Council for discussion and if necessary, move the idea to the next step of public discussion with the department head. It is imperative with the budget crisis that we will be facing today and tomorrow we need more ideas. Mr. Murphy called and suggested we get the Citizens Committee going again. All suggestions are worth looking at.

The Chief's dinner is Saturday night and on the 3rd of February, he will attend the MEL meeting in Washington Township at 5:30 PM.

ADJOURNMENT:

A motion to adjourn was made by Councilmember Hanlon, seconded by Councilmember Giancarlo, and unanimously carried.

1-26-11

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Robert P. Sandt, RMC
Borough Clerk

APPROVED AS PRESENTED

Robert P. Sandt, RMC
Borough Clerk