

MINUTES
JOINT BOARDS OF MAYOR AND BURGESSES AND
BOARD OF FINANCE
REGULAR MEETING – JANUARY 14, 2014

1. Mayor Robert A. Mezzo called the regular meeting to order at **7:00 p.m.** with the following in attendance:

BURGESSES:

T. K. Rossi	R. Neth, absent
M. Bronko, absent	A. Olbrys
R. Burns	P. Scully, Sr.
C. Ernsky, absent	R. Vitale
L. Jackson	

PRESS:

P. Singley

RESIDENTS:

None

FINANCE BOARD:

A. Bottinick	A. Pistarelli, absent
J. Branco Sampaio	D. Scinto
A. Campbell, absent	D. Sheridan, Jr.
K. Kiernan, arr. 7:05 p.m.	J. Tavares
J. Merrill, absent	

ALTERNATES:

F. DiPerna
W. McAllister, absent
S. Stirk

DEPARTMENT HEADS:

J. Lawlor, Human Resources Director
J. Stewart, Public Works Director

R. Butler, Controller
C. Edson, Police Chief

OTHERS:

S. Baummer, Recycling Coordinator

K. LeBeau, QScend Tech.

2. Mayor Mezzo led in the Pledge of Allegiance to the flag.
3. Mayor Mezzo turned the meeting over to Finance Board Chairwoman Diane Scinto.
4. Chairwoman Scinto appointed S. Stirk in the absence of A. Pistarelli and F. DiPerna in the absence of J. Merrill.
5. **VOTED:** Unanimously on a motion by T. K. Rossi and seconded by P. Scully that the Joint Boards of Mayor and Burgesses and Board of Finance approve the minutes of the regular meeting of **September 10, 2013**. Each member received a copy for review.
6. Motion by T. K. Rossi and seconded by R. Burns to recess to Executive Session at **7:01 p.m.** for discussion on the following: **Personnel** (Borough Engineer, Deputy Chief of Police) inviting in Police Chief C. Edson and Public Works Director J. Stewart and Human Resources Director J. Lawlor.
Motion withdrawn.

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VOTED: Unanimously on a motion by T. K. Rossi and seconded by P. Scully to recess to Executive Session at **7:03 p.m.** for discussion on the following: **Personnel** (Borough Engineer, Deputy Chief of Police) inviting in Police Chief C. Edson, Human Resources Director J. Lawlor, Public Works Director J. Stewart and Controller R. Butler.

Chairwoman Scinto reconvened the meeting at **7:25 p.m.**

7. **VOTED:** Unanimously on a motion by T. K. Rossi and seconded by P. Scully that the Joint Boards of Mayor and Burgesses and Board of Finance approve the recommendation of the Non Union Salary Review Board for **Borough Engineer Wayne Zirolli** to receive a 2% salary increase to **\$88,263 annually** for the period October 7, 2013 through October 6, 2014.
8. **VOTED:** Unanimously on a motion by T. K. Rossi and seconded by P. Scully that the Joint Boards of Mayor and Burgesses and Board of Finance approve the recommendation of the Non Union Salary Review Board for **Deputy Chief of Police Joshua Bernegger** to receive a 2% general wage increase and a 3% market increase totaling a **\$97,000 annual salary** for the period August 17, 2013 through August 16, 2014.
9. A presentation was made by Keith LeBeau of QScend Technologies on the **Citizens Request Management System (QAlert)**. Frequently people call the borough to lodge a complaint or concern and get transferred to various town departments, ending up frustrated. Multiple employees may start the process of fulfilling the request but are not in communication with each other. There currently isn't a follow through procedure in place. **QAlert** is a computer software system that allows employees and residents to file a complaint/concern electronically. The clock starts ticking as soon as the complaint is filed. An email is sent to the appropriate department to handle the request. Multiple departments can be sent an email for the same request depending on how the system is set up to address various issues. Once it is filed in the system, it automatically tracks the complaint to make sure the appropriate department has fulfilled the request. If not, an additional email is sent to the employee/department. When the request is completed, an email is sent to the resident who originally lodged the complaint notifying them the issue has been resolved. Mr. LeBeau said it will take approximately six to eight weeks to implement before going live.
10. **VOTED:** Unanimously on a motion by T. K. Rossi and seconded by P. Scully that the Joint Boards of Mayor and Burgesses and Board of Finance approve a transfer request not to exceed **\$100,000** from **Contingency** to **Public Works Department – Road Side Boom Mower** as recommended by Public Works Director James Stewart.

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11. Public Works Director James Stewart and Recycling Coordinator Sheila Baummer lead a discussion regarding the potential privatization of **Municipal Solid Waste (MSW) and Recycling Collection**. Responses to an RFP were obtained and an analysis was done to assess the direction for privatizing trash and recycling. Mr. Stewart provided inflation costs of maintaining trash and recycling pick up in the borough for the next five years. It increased from approximately \$927,000 to almost \$1,080,000 dollars by the fifth year. Mrs. Baummer spoke to towns that are privatized and found contract costs did not increase significantly in five years. Private haulers will use the borough owned municipal solid waste and recycling receptacles. Our trucks will be used for seven years then contractors will need to use trucks they own that are five years old or younger.
12. **IT Committee** Chairwoman Deputy Mayor Rossi said the committee is finalizing issues and should have a presentation ready for the board next month. There is a **proposed IT Ordinance** establishing an Information Technology Commission comprised of public and private sector individuals with information technology knowledge. It is modeled after Hamden's ordinance.
13. Controller Robert W. Butler, Jr. gave an update on **Fiscal Year 2012 – 2013**. Revenue is up \$99,782 and expenses are down \$615,436.95. Former Controller McAllister made adjustments to the insurance which realized a savings of almost \$200,000. The Public Works Department received a refund of \$68,000 on workers compensation from CIRMA and a reimbursement for Storm Sandy. The surplus of \$715,000 was put into the general fund which is now standing at 13.1 million or 11.8% of our current budget. The Board of Education had a \$200,000 surplus that was set aside for technology which now totals \$350,000. Controller Butler said Standard & Poor's has raised the borough's bond rating to AA.
14. **VOTED:** Unanimously on a motion by P. Scully and seconded by D. Scinto to adjourn the meeting at **9:20 p.m.**

A digital recording of this meeting is available in the office of the Borough Clerk for further review.

Attest:

Nancy K. DiMeo
Borough Clerk

cc: R. Butler/J. Lawlor/C. Rinaldi/K. Csengo/File