

**MINUTES OF SPECIAL MEETING OF
COMMON COUNCIL HELD SATURDAY,
FEBRUARY 8, 1997.**

(Distributed: 2/14/97)
(Approved: 3/18/97)

The meeting was called to order by President Clark at 9:00 a.m.

Present on Roll Call: President Clark, Councilmembers Hatfield, Martin, Muñoz, Ogden and Rosen. Also present were Mayor Long, Messrs. Angelo, Burkholder, Chandross, Cotter, Gallo (arrived 9:25 a.m.), Hughes, Kaufmann, Ruland, Schneller, Townley (arrived 9:40 a.m.).

Absent: Councilmember Dill.

Minutes of the Budget portion of the meeting are recorded on Cassette Tape #97-9, Section 0645- End, #97-10, Section 0000-0027.

President Clark then led the Flag Salute.

“Adequate notice of this meeting has been provided by the City Clerk in the preparation of a Special Meeting Notice, dated February 3, 1997, which set forth the date, time, and place of this meeting and by properly posting such notice and forwarding the notice to those designated newspapers and the persons requesting meeting notices. Please be further advised that this is a NO SMOKING building and that the FIRE EXITS are to my FRONT your back.

As has been the practice in the past and agreed to by past Presidents and current President Clark, minutes of meetings such as this are a summary of the comments made and do not necessarily touch upon every comment or identify who made the comment.

CONTINUATION OF MUNICIPAL OPERATIONS BUDGET DISCUSSION

Burkholder advised that the Finance Committee has developed a budget with a 1 cent increase and he referenced his February 4th memo describing how this could take place. He said that since then the State has advised of \$166,000.00 in State aide which had previously been \$11,000.00. Use of this would cut in half the use of the New Providence Sewer Revenues which allowed use of the balance of those monies for the future and protected the surplus.

Councilmember Rosen said the Finance Committee supported Burkholder's recommendation and read a statement regarding his philosophy on the Budget emphasizing that the Finance Committee will be reviewing the surplus levels relative to future standards.

Councilmember Clark advised he wanted a zero tax increase and gave a break down of statistical and the various surpluses that existed to support his philosophy as how a zero increase could be reached. He emphasized the concept of borrowing only when needed.

Councilmember Hatfield felt the Finance Committee had addressed the Budget in a responsible way and emphasized that the City cannot develop its Budget based on what the Board of Education and County might do since the City provides separate services. She pointed out that the Budget identifies and deals with priorities previously set by this Council and prior Councils.

Mayor Long support Clark's position and suggested another meeting for Councilmembers to get a better understanding of the Budget and its process.

Councilmember Ogden said Council President Clark presented a most persuasive argument, said some revenues that might be available next year cannot be projected since they are unknown and urged the surplus comfort level be fully explored.

Angelo explained the reserve for uncollected taxes meaning and need for and the use of surplus.

Councilmember Ogden suggested that the surplus level decision be made now and not for 1998.

Councilmember Hatfield emphasized that the City was already drawing down its surplus, citing that in 1996 the level was \$7.46 million and starting in 1997 it was \$7.178 million.

Burkholder stated that the original Budget had been a 2.5 cent or 5% increase but by using things which will never be seen again, he got it to a 1 cent increase. He expressed concern that in 1998 the increase could grow to 10% and that his philosophy in budget development was to take a long-term look at the financial picture.

Councilmember Rosen reemphasized the draw down on the surplus and stated that this Budget adds expenses but does not provide the revenue for them.

Councilmember Muñoz commented on the fact that the taxpayer does not understand the tax bill regarding who gets the various funds and expressed concern over the shifting of resources out of the City if the City portion does not increase.

In answer to a question from Councilmember Ogden regarding negative effects of this Budget on 1998, several people commented on the known increases in wages, pension, debt service, and the likelihood of less State aide.

Councilmember Martin - Proposed Budget represents a reasonable compromise regarding the surplus balances and she hoped the citizens would be pleased with a one cent increase when realizing the new initiatives that are included in the Budget and that it deals with debt service and decrease in State aide. She said she looked forward to more talk regarding cost-cut measures and asked if a half cent increase was possible.

In answer to a question Angelo advised that the Budget introduction could be delayed but we could expect a letter from the State regarding same.

The following vote then took place relative to a Budget increase:

Rosen, Martin and Hatfield - 1 cent.

Ogden, Muñoz and Clark - 0 cent.

Dill - Absent.

Gil Owren, 52 Bellevue Place, advised that the Council Rules allow for the Mayor break a tie vote.

Mayor Long said this was a big issue and requested that Clark's and Hatfield's numbers be typed up and distributed, felt the 1998 picture needs to be looked at and he was not in favor of a zero increase now with a big increase next year.

Robert Wolfenbarger, 30 Harvey Drive, felt there were strong reasons to have a zero increase.

Jerry Schechter, 23 Hughes Place, felt a one cent increase will help if there are new uncontrollable expenses next year.

DISCUSSION OF TOPICS TO ESTABLISH THE AGENDA FOR 1997

Minutes of this portion of the meeting appear on Cassette Tape #97-10, Section 0027-End and #97-11, Section 0000-1730.

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**WORDS IN BOLD REPRESENT THAT AGREED UPON
OR DIRECTION DESIRED.**

President Clark suggested that the issues which have asterisks next to them be dealt with first and thereafter each Councilmember speak about an item which is of most interest to them.

PARKING

1. Parking Advisory Committee Report has been received and March 11th Special Meeting has been scheduled.
2. Decision time lines need to be set.
3. Suggestion of private valet parking at Maple, Broad and Elm which might alleviate the need to build anything now, or use one lot as a pilot project. **Ask Steiner to consider.**
4. Wolfenbarger - Garage should be self-sufficient.
5. Gallo - Commented that the report did not address the Overlook surplus parking situation.

Owren - Concerned that parking garage is not in the Capital Plan.

DOWNTOWN BEAUTIFICATION, REVITALIZATION, ETC.

1. Revitalization and beautification are needed but to what degree and who pays for same.
2. Already working on it, but citizens need to know what is going on.
3. The City would bear cost of sidewalk work at intersections and all the paving.
4. Should be tied together with the general planning for the City.
5. Revitalization should be above beautification and there should be a connection with Centennial Celebration.
6. Next step regarding beautification versus revitalization is:
 - a. SID report will not present a design, City is responsible for it.
 - b. City needs to hold a meeting with the landlords regarding the concept.

7. SDI report needed and landlord meeting needed.

PLAYING FIELDS

1. Field conditions need to be addressed.
2. New places need to be explored.
3. Hope for users to participate in reconditioning of fields.
4. Parking is needed near the railroad trestle by Briant Park (*this is Springfield property*).
5.
 - a. Excellent opportunity for public/private partnership.
 - b. Awaiting copy of letter Summit Soccer Club sent to County and then letter to be drafted to Freeholders regarding Briant Park and the Parking situation.
6. **Issue is important, study is necessary and Recreation is ideal coordinator. Request study completed within four months with consideration being given to Rosen's suggestion regarding the Novartis property.**
7. County has developed Green Acres properties in other towns.
8. Urge Council's support for use of County properties in Summit.
9. Jr. Baseball and Summit Lacrosse have already come to Recreation asking what assistance they can provide.

EVALUATING SERVICES, PRODUCTIVITY, COSTS, AND METHODS OF OPERATION; PREVENTING PROPERTY TAXES FROM RISING; SALARY AND WORKLOAD STUDY

1. Police study regarding patrols and study of finance operation are ready to proceed.
2. Decision needs to be reached as to how to go about the evaluation of operations.
3. Suggest each department and Council Committee come up with one idea to save money in 1997 and a system of recognition via shared savings be established.

4. a. Concerned over Council as a Whole addressing this issue and suggest Finance Committee deal with it throughout the year and that item 28 be considered when considering issues in item 4 and 38.
b. Finance Committee could meet on alternate Tuesdays or in special meetings to discuss the topics in some design of sequence.
5. Each year cost-cutting measures should be reviewed as the Budget is developed.
6. #6, #23, and #33 should all be part of the study.
7. Schechter - more depth analysis should be done in department meetings regarding evaluation.
8. Owren - anything that would generate expenditures should be put in the Capital Plan.
9. **Finance Committee will have additional meetings to address these issues with recommendation coming back to Council for discussion.**
10. Caution on finance roll relative to other departments and that it just deal with the broad picture but that day-to-day operations need to be treaded upon lightly.

CENTENNIAL AND CITY'S ROLL IN CENTENNIAL CELEBRATION

1. Go to the private sector if needed.
2. At 2/18/97 meeting input is important relative to the Budget.
3. There will be some City costs such as the parade.
4. If zero tax increase is desired, \$50,000 for Centennial Budget would be cut.
5. Support celebration as it embodies the spirit of Summit.
6. Many great ideas have been put forth and Chairman Whitman wants some free events.
7. Concerned over number 30 re Charitable contributions and how loss of some institutions in Summit might affect this picture.

YOUTH SERVICES AND RECREATION: MISSION, GOALS, "COMPETITION"

1. Mission of Youth Services Board needs to be addressed in addition to the role it would take in managing the building.
2. A set of questions have been presented to the Youth Services Board regarding the opening of 2 Walnut.
3. Get building operating by end of year.
4. Take Y's offer to assist in running program.
5. Should some consideration be given to merger of Youth and Recreation and save \$50,000.00 plus or minus?
6. Currently have three busy positions and reducing to two positions does not get the work done.
7. With relationship to number 23, need to determine what Youth and Recreation do differently for the youth and need to address the mission of each department and board.
8. See Youth Services Board as part of Recreation and public input should be sought on the issue.
9. Planning is needed as to what will happen in 2 Walnut which might interact with and affect the construction plans.
10. Subcommittee of 2005, Community Center Needs Assessment Group, has been expanded to 20 plus members so hopefully it will accomplish the overall planning desires and needs and report within two months.
11. Owren - Lark's input is correct in that the building will need six employees. Suggest Perkins become Assistant Recreation Director and YM run building and program.
12. 2005 Group is gathering data only as to what programs exist.
13. After receipt of data need to decide management needs of Youth Center and Council should look at Youth Center and Recreation mission.
14. Kaufmann - Many issues are being discussed and regardless of the results these operations cannot run without the three key people.

15. Get the study done with Lark's input within two months.

STRATEGIC PLAN UPDATE

1. Discussion as to possibly having too much on the Council's plate this year and this issue might not be attended to.
2. Question as to 2005 being the right organization to handle.
3. Planning Board wants to independently do a land-use update and suggest that the Strategic Plan work parallel with such an update.
4. It was agreed not to have 2005 be responsible for the Strategic Plan but for it to have input.
5. **Discuss Clark's memo at the February 18th meeting with the Strategic Plan and its update being delivered to everyone.**

TRAFFIC AND NEIGHBORHOOD SPEEDING

1. Speed monitor should help the situation.
2. Need aggressive program to prevent a tragedy.
3. Signs do not slow drivers but enforcement will and thus the need for two more officers.
4. Suggest await the response results from the monitor and use of overtime before considering additional staff.
5. Suggest Explorers ride around town at a speed limit to encourage same.
6. Reduce tolerance (issue tickets) where monitor has been placed and give a year for an overall analysis of its affects.
7. Schneller - felt it was a perceived problem and questioned if it was a constant problem.
8. Hopefully DOT will approve the cone.
9. Discussion as to the recreating the City-wide Safety Committee.
10. Ruland - each speeding ticket nets \$48.00 to the City.

11. Concerned over creating a committee since committees can go beyond their charge.

12. Use the monitor and pay attention to the overtime and have the Safety Committee recommend how to restructure the city-wide Safety Committee and report on same within a month.

RESOLVE 71 SUMMIT AVENUE

Specifications on how to deal with the non-profits are being worked on and there was no disagreement to keep on this track.

PUBLIC COMMUNICATIONS PROGRAM

1. Hopefully Department Heads will be speaking at Council meetings to advise of the functions of their departments.
2. Reference made to the Strategic Plan with the point that the communications outline has not been adhered to regarding three open lines or special issues, white papers, flyers or a tri-annual survey regarding the City services.
3. Meetings and agendas need to be more user friendly and better explanation to citizens as to how to participate.
4.
 - a. There are many ways to increase communications and made reference to number 12 and 24.
 - b. Additional use of outside agencies such as 2005.
 - c. City calendar as suggested by 2005.
 - d. Expand "dynamite drop" to what boards do and important decisions made by them.
 - e. Watchdog boards should have input.
 - f. Have little survey sheets at each counter.
 - g. Determine what public expectation is.
5. Burkholder to compile all these thoughts along with Clark's memo and Burkholder's ideas to be ready for discussion next month.

POLICY/PRE-BUDGET DISCUSSION - FALL

1. This (today's) meeting should be held in the Fall after the November election.
2. Only sketchy budget numbers will be available in the Fall.

CIBA/NOVARTIS ISSUES

1. Do not wait for input and suggest the President assign a committee to meet privately with Novartis regarding its various directions.
2. Try and get the training building property for a playing field.
3. Suggest Council Committee be Council President and Mayor and maybe Burkholder.
4. Follow through on these suggestions.

UPDATE DRO TO REFLECT LAST MASTER PLAN AND UPDATE

1. This also address #13, #20, #27, #29, and #41.
2. Concerned over the cost of having Lynch do a major overall of the DRO.
3. Surprised it has gone this far without an update.
4. Need to determine the Planning Board's plan and then establish some milestones as to what should get done by June 6th and August 1st with adoption in December. This would assume that no portion involves major changes in the Master Plan.
5. SID consultant will be looking at relationships to the DRO in the downtown area.
6. Reference made to Sheehan's committee report about the downtown area and it was suggested that all receive same.
7. Townley -
 - a. This week, coincidentally, he is meeting with Christa and Gary to discuss the revision to the DRO regarding the time needed.
 - b. If staff does it would take longer, if Lynch does it, it would cost money.
 - c. Did not favor doing it in pieces because of too much interaction needed and the interrelationship one section might have with another.
 - d. Christa solution is to make suggestions and Lynch determine how to resolve them.

8. Burkholder to provide feedback regarding the cost and best way to accomplish this pressing need and hopefully such response will be available by the 18th.

OVERCROWDING IN RENTAL PROPERTIES

Best way to deal with this is to evaluate the action which is currently being taken

DEVELOP PLANS FOR RECTANGLE/TRIANGLE

1. Big issue because it deals with two pieces of property.
2. Ideal for additional parking but costs and funding are needed.
3. Rectangle would be good for City Hall overflow parking or use by employees.
4. Triangle should be held as a beautiful entrance to the City.
5. Cedar Street could be made one-way and provide angle parking for the area.
6. Read Master Plan relative to its concern over future development of the triangle.

OTHER

Gallo advised his main concerns were the strategic plan; overall general land-use planning for the City. He said that #27 will have spill over expenses relative to relocation, etc.

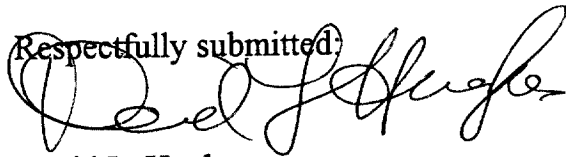
Cotter expressed concern over changes at Novartis relative to their on-site safety issues and requested a member of the Safety Committee to meet with him. He also advised that #21 is being addressed.

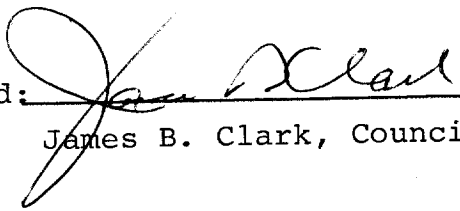
Schneller advised that #21 was being addressed to deal with the Attorney General's requirement. He pointed out that money was needed to accomplish and/or rectify the incorrection or illegal aspects of the current rules and regulations.

President Clark asked that the orange section of the fencing of the Broad Street lot be replaced with regular fencing.

Townley advised that those sections were used to replace damaged sections elsewhere and that new pieces needed to be fabricated.

Meeting adjourned by Councilmember Muñoz.

Respectfully submitted:

David L. Hughes
City Clerk

Approved: 
James B. Clark, Council President