

MINUTES OF SPECIAL MEETING OF  
COMMON COUNCIL HELD, SATURDAY,  
NOVEMBER 1, 1997.

(Distributed: 11/21/97 )  
(Approved: 12/2/97 )

The meeting was called to order by President Clark at 8:30 a.m.

Present on Roll Call: President Clark, Councilmembers Dill, Hatfield, Martin, Muñoz, Ogden and Rosen. Also present were Mayor Long and Messrs. Angelo, Burkholder, Chandross, Hughes, Ruland and Townley.

Minutes of this meeting are recorded on Cassette Tape #97-51 Section 0000-End, #97-52 Section 0000-End and #97-53 Section 0000-0427 on the old recording machine.

“Adequate notice of this meeting has been provided by the City Clerk in the preparation of the Council Special Meeting Notice, dated October 27, 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 EXIT at the BACK OF THE ROOM.”

**DOWNTOWN TRAFFIC & DESIGN**

President Clark referenced the timing issue regarding the project or projects and recommended a letter going to DOT asking for a six-month extension of the grants. It was agreed to send same while including the names of firms involved because of their high recognition.

Burkholder presented a timetable (attached) of the downtown planning process.

President Clark suggested the City Engineer prepare a schematic of all the work which might wish to be done so the community can see the total picture and decide on what it wishes. There was discussion as to the importance to have the public informed, doing “pilot” projects to attract the public’s interests, the Police Departments reluctance to act on many of the recommendations.

It was agreed that Long, Ogden, Rosen and Burkholder would stay on SDI Planning Committee with the addition of Townley and a representative from the Police Department.

Steiner agreed that SDI would come back with suggestions as to how best develop the program.

Burkholder emphasized the need to meet with the highest level DOT personnel along with the Project for Public Spaces through Weingarten as soon as possible.

Townley spoke of the bid schedule emphasizing that especially between May and September most contractors are very busy and are committed by the May bid timetable.

Steiner said such situation is realized and mentioned money incentives to address it and not lose the Fall business.

Mayor Long stated that this was an initial plan and that the schedule needs to be focused on and revised as needed and suggested an additional engineer might be needed.

Townley advised that decision on the staff ability to perform the work would be determined as things progress relative to current projects being completed.

President Clark felt the process should be tighter and quicker.

#### **BUDGET** (Tape #97-51 Section 1245)

Burkholder advised that he took comments and questions from the Mayor and Council as made on the Budget sheets returned to him and them proceeded to respond. (Only those matters, which had more than passing discussion, are mentioned below):

1. Volunteer Recognition Amount - It was agreed to include in the 1998 Budget monies for all the elected officials to attend the League Conference as well as for educational opportunities.
2. Centennial - There is a hope for fundraising to reimburse the City.
3. Physical Exams - There was a question raised as to what is appropriate to protect a person and the City relative to liability and filing for disability.

4. Street Light Efficiency – It was agreed to do a survey regarding the cost of fixture changes for residential areas.
5. Overall Utility Expenses – It was agreed that a more thorough review was appropriate.
6. Application Fees – Applicant does not pay all cost, as fees are not designed to cover the expense of the DCS operations unlike those of the construction fees.
7. Bond Debt Interest – Cannot be restructured.

The following budget related subjects were then discussed:

1. Sale of Services to other towns – Summit is looked at as the “big City” and the neighbors are reluctant because it is viewed as Summit trying to take over.
2. Payroll in-house – Bank currently pays ADP’s cost but situation will be reviewed.
3. DARE/\$50,000.00 – Benefits of continuing and whether it should focus on a younger age group instead or expand to include a younger age group. Input was requested from the Police Department as to how the program is administered and organized in addition to the school’s desire to keep the program and whether it (Board of Education) would help pay for it.
4. Welfare Consolidation – Concept is being pursued but probably cannot cross County lines.
5. City Vehicles – Have largest fleet of the JIF members; inventory will be done; have parts records per vehicle but not time records.
6. Payroll/salary study – Suggestion that Personnel Committee undertake since Burkholder has much on his plate; suggestion that salaries of all Union County towns also be included.
7. City is a service organization - saving money can best be done by cutting positions or services; productivity studies need to be revisited and may need to pay for outside studies; Burkholder to determine what can successfully be done “in-house”.

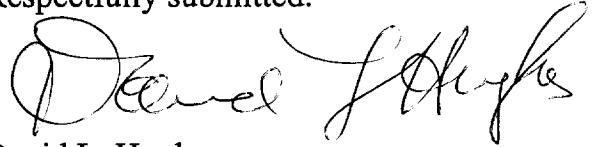
## DOWNTOWN PLANNING PROCESS

When	What
Nov-Dec	Develop consensus on consultant's vision <ul style="list-style-type: none"> <li>• SDI, chamber, landlords, merchants, traffic staff, zoning staff</li> <li>• Resolve internal issues on traffic &amp; zoning</li> <li>• Deal with each plan element separately (see ASPECTS &amp; ISSUES, over)</li> <li>• Consultant as facilitator?</li> </ul>
Nov	Meet with NJ DoT, NJ Transit, Union County <ul style="list-style-type: none"> <li>• Use legislator(s) to get high-level access</li> <li>• Get permission to proceed with non-"manual" planning</li> </ul>
Dec	Develop financing plan
Jan	Develop schematic design <ul style="list-style-type: none"> <li>• Include all recommendations on which consensus has been reached</li> <li>• Review effects block-by-block, corner-by-corner</li> <li>• Design consultant?</li> </ul>
Feb	Seek NJ DoT, NJ Transit approvals <ul style="list-style-type: none"> <li>• Additional grants?</li> </ul>
Mar-Apr	Develop detailed design <ul style="list-style-type: none"> <li>• Engineering staff?</li> </ul>
May-Sep	Bid it & build it!

8. Maximize Resources – Consideration should be given as to how many suggestions can be acted upon within a timeperiod.
9. Public Relations – Feel the public is not aware of the great job the staff does and the cost-effectiveness of the services.

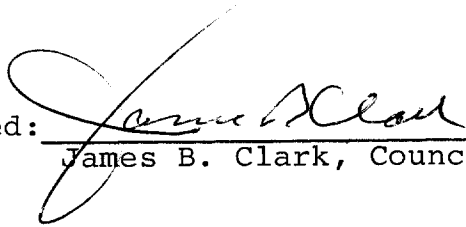
Meeting adjourned by Councilmember Dill.

Respectfully submitted:



David L. Hughes  
City Clerk

Approved:



James B. Clark, Council President