

MINUTES OF GOAL SETTING MEETING
HELD SATURDAY, NOVEMBER 22, 1997.

(Distributed: 1/15/98)
(Approved: 2/10/98)

Present on Roll Call: President Clark, Councilmembers Dill, Hatfield, Martin, Muñoz, Ogden, and Rose. Mayor Long, Councilmembers-elect Maher and Margie and Messrs. Angelo, Burkholder, Chandross, Cotter, Hughes, Ruland and Schneller.

Minutes of this meeting appear on tape #97-62, Section 0000-End and #97-63, Section 0000-2915.

“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.”

President Clark advised that he wished to go around the room asking people to list their number one priority.

The following, comments, discussions and result in priority decision then took place:

Downtown Beautification Projects/Improvements:

1. Seek Master Plan from SDI Planning Committee.
2. Realizing that there are many components and include all relevant players, e.g., County and State.
3. The term downtown means all/various issues.

Beautification of the rest of the town, e.g., green, shade trees, and environment:

1. Motivate SADC and the Garden Club to participate.
2. Village Green maintenance should be from private funds.
3. Delay until all area construction is complete.
4. This is an overall plan and one must realize that it cannot all be done at once.

Note: It was agreed that this would be a long-term plan.

Improve overall Council effectiveness, communications, committee structure and running of public meetings:

1. Consider a retreat.
2. Better use of communications to and from Boards.
3. Council is too much involved with staff's daily activities.

Strategic Plan:

1. Incorporate and have more involvement with the Master Plan and various initiative groups.
2. Pull together various planning groups, e.g., Master Plan, Strategic Plan, SDI Plan, Capital Plan, and DRO.
3. Keep updated and have all plans relate to each other.

Playing Fields:

1. Have the Mayor and others go to a Freeholder's meeting to express Summit's concerns.
2. Need to address parks, fields and open spaces.
3. Should have inventory of all properties.
4. Consider acquiring property for fields.
5. Determine best use of existing fields.

6. (Long) Letter to Freeholder Chairman regarding fields and pointed out that Winfield and Summit are the only towns that do not have County playing fields.
7. Presentation to Freeholders should emphasize need of fields for the children.
8. Should consider short-term solutions regarding the fields such as use of the Green.
9. Let residents know our attempts and considerations.

Manual:

1. Department Head's operations.
2. Overall plans.
3. Board responsibilities.
4. Seek volunteer input to put this together.
5. Communicate this knowledge through the Internet.

Note: It was agreed to put this on a half hold.

Financing of Services:

As plans and priorities are agreed upon consideration should be given to whether the taxes will be increased or other services might be eliminated.

Taxes:

1. Control/reduce.
2. Talk to schools.
3. County budget should be viewed by Finance Committee to determine what services are received for monies sent with aim of how to control the County Budget.

4. Be conscious of need for more money for schools as funding projects are considered.
5. Realize City is a service agency and need to study efficiencies.
6. Limit expenditures in the area of utilities.
7. Look at revenues and expenditures realizing the City is a service/labor intensive business.
8. Capital Plan debt control.
9. Consider different investment strategies.
10. Have staff put in time to discuss and look at issues with Council.
11. Productivity studies.
12. Council should be involved both prior to and during the negotiation process.
13. Continue and expand shared services.
14. Bidding/purchasing process should have bidding on anything over \$2,000 to \$3,000 including professional services.
15. Create short-term advisory committees to get input from citizens and business as to how better to run the City.
16. Seek more grant money.
17. Use expertise of retired Council.
18. Shared services.

Get report and implement communications improvement ideas:

1. Have monthly update on targeted items.
2. Survey from citizens.
3. Liaisons should provide information back to the Council.

4. After New Business section in agenda add a liaison report on big issues.
5. Communicate better with the citizens about the good things the Council does and approach in different ways.
6. Advertisers say that it takes seven or eight times before a message is heard.
7. Have committee chairs give reports at meetings.
8. Consider a column in the Summit Collection.
9. Restructure meetings with Closed Session first.
10. Meeting should be viewer and attendee friendly.

Public Safety:

1. Pedestrian Safety – tell people what to do in crosswalks.
2. Since more downtown activity, more manpower might be needed.
3. Police and Fire increased responsibilities need to be backed up with money/manpower.
4. Safety Committee should focus on what to do to lower speed limits.
5. Question regarding Volunteer Squad status and need for City to have a paid division.
6. First Responder Program was a step to help the Squad but more might be needed.
7. Concerned over how to address the downtown use/growth situation with police presence.
8. Police study to change the basis of measurement to “time committed to the task” meaning one was not able to be pulled away from that assignment.
9. Comment on State and County mandates regarding paperwork/man hour requirements.

10. Need to think of the consequences of each and all issues as they are all inter-related.
11. Fire and Police have more time requirements relative to Routes 24 and 78 and is there a way to lobby for recognition of the roll of the mandated involvement on these roads and get some relief from the State.
12. Are safety costs being considered as part of the SDI improvements.
13. The usual cost of the City are considered but the public safety issue needs to be put directly on the table.
14. It was agreed there should be further discussion on this in 1998.

Communications – Response to comments already made:

1. Reference was made to all the communication efforts and the fact that many ways have been tried to reach the public with the comment that communication approaches will be expanded wherever possible.
2. (Observer) Paper will assist wherever possible.
3. Many citizens do not work in the City and do not pay attention to what is going on until there are targets to throw at.

Education:

1. Encourage Board to excel school system and Council should support its efforts.
2. Need to decide on what are the most important items.
3. NJ magazines changes its rating system each year and should not let it dictate our education policy.
4. Board should be supported but remember that education is the Board's responsibility.
5. If we are asking to be number one, are we willing to spend the needed moneys.

Consumer Satisfaction:

1. Response survey by card at counter or mailed to certain service receivers.
2. Survey could have a comprehensive list of questions.
3. There should be one person at City Hall to direct all callers to avoid the "bounce around" situation.
4. Employees should be encouraged to personally try to deal with the problem.
5. Suggest the City have 2005 undertake the survey endeavor.
6. Phone calls to Councilmembers are a survey.
7. Priority survey consumer satisfaction.
8. Committee to look at all of DCS's regulations. It was agreed that this should be a long-term matter.

Sign Ordinance:

1. All priorities discussed should be used as tools all year long.
2. The goals should be prioritized.
3. Suggest Council President take list and prioritize and work with Burkholder to get them done.
4. Council should have more discussion on the goals.
5. Money should be attached to each goal.
6. Realize cannot please everybody.

Transfer Station situation regarding stickers with suggestion that issuance of same be brought back to the Clerk's Office.

Streamline Meetings:

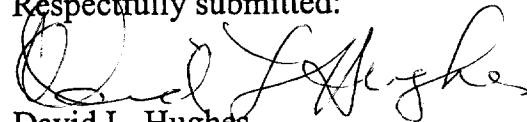
1. Point being that discussions/comments on every issue is not needed.
2. When there are significant issues, each person should be called upon.
3. Items have been put on the Consent Agenda and staff has been called up short for such action but it should be realized that no one is trying to sneak things through.
4. Keep comments short.

City Hall identification sign.Lights on the building until midnight.Trash disposal potential problem:

1. (Hatfield) 11/22/97 memo was referenced and there was discussion as to whether the Council or MUA members should meet with the Union County Utilities Authority as well as the idea of getting together with other towns to hear there concerns and possibly create a coalition for negotiating strength.
2. It was agreed that Hughes would contact the other towns to find out their major issues (Note: Clark agreed with Hughes that he would get the contact points but that it would be more logical for Townley to talk with these people since he was closer to the operational issues).
3. President Clark mentioned the first five goals as he saw them based on the discussion and then it was agreed the 1998 Council President and Burkholder would decide on the prioritization of the goals.

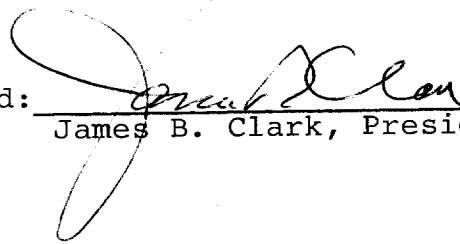
Meeting adjourned on motion of Councilmember Dill.

Respectfully submitted:



David L. Hughes
City Clerk

Approved: _____


James B. Clark, President