

**Borough of Rocky Hill
Borough Council
Minutes of the Regular Meeting
December 15, 2014**

The regular meeting of the Borough Council of the Borough of Rocky Hill was called to order by Mayor Edward Zimmerman at 7:32 PM followed by the salute to the flag.

NOTICE OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT

Mayor Zimmerman read the following statement into the record: This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting was included in a list of meetings transmitted to the Courier News and Somerset Spectator on January 9, 2014. Notice remains continuously posted as to required notices under the Statute. A copy of this notice is available to the public and is on file in the Office of the Borough Clerk.

ROLL CALL

Mr. Tom Bremner-present, Mr. Jeff Donahue-present, Ms. Connie Hallman-present, Ms. Julia Hasser-present, Mr. Phil Kartsonis-present, Mr. Mark Pausch-present.

Also present: Mayor Ed Zimmerman, Clerk Rebecca Newman, Deputy Clerk Christine Witt, Borough Attorney Albert Cruz, CFO Joe Monzo, Borough Engineer Bill Tanner.

MAYOR'S COMMENTS

Mayor Zimmerman noted that the Reorganization meeting is scheduled for January 1st at 2 PM. The Mayor introduced the guests in the audience and thanked them for their friendship and respect. The Mayor reported that he attended a Boy Scout event and the Rocky Hill Tree Lighting. Mayor Zimmerman announced that he will be the Executive Director of the Somerset County Governing Officials as of January 1st. The next meeting of the SCGOA will be January 14th.

APPROVAL OF MINUTES

Regular Meeting Minutes – December 1, 2014. Bremner moved to approve the minutes and Hasser seconded the motion. Motion carried on roll call vote.

For: Bremner, Donahue, Hasser, Kartsonis, Pausch

Against: None

Abstain: Hallman

PUBLIC COMMENT

Senator Bateman presented joint resolutions of the New Jersey Legislature to Mayor Zimmerman, Council Member Pausch, and Council Member Hasser thanking them for their service. Mayor Hayes of Bridgewater congratulated Mayor Zimmerman and his team. Mayor Perry of Hardwick read Mayor Zimmerman a Proclamation on behalf of the Conference of Mayors. Mayor Levin of Franklin congratulated those who served. Mayor Ondish of Mr. Arlington congratulated Mayor Zimmerman as did Mayor Honecker of Bernardsville.

APPROVAL OF VOUCHERS

Bill List dated December 15, 2014 was presented for approval. Donahue moved to approve all vouchers except vouchers 8282 and 8285. Motion seconded by Pausch. Motion carried on roll call vote.

For: Bremner, Donahue, Hallman, Hasser, Kartsonis, Pausch

Against: None

Abstain: None

Donahue moved to approve voucher 8282, Pausch seconded, and motion carried on roll call vote.

For: Donahue, Hallman, Hasser, Kartsonis, Pausch

Against: None

Abstain: Bremner

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Hasser moved to approve voucher 8285, Bremner seconded, and motion carried on roll call vote.

For: Bremner, Hallman, Hasser, Kartsonis, Pausch

Against: None

Abstain: Donahue

DEPARTMENTAL REPORTS

Tax Collector, November 2014

Court Administrator, November 2014

Hasser moved to accept the reports, Donahue seconded the motion, and motion carried on roll call vote.

For: Bremner, Donahue, Hallman, Hasser, Kartsonis, Pausch

Against: None

Abstain: None

COMMITTEE REPORTS

Administration & Records – J. Donahue. No report.

Buildings & Grounds – T. Bremner. There was a boiler leak in Borough Hall. Donahue moved to approve a repair to the boiler in the amount of \$456.72. Bremner seconded the motion, and motion carried on roll call vote.

For: Bremner, Donahue, Hallman, Hasser, Kartsonis, Pausch

Against: None

Abstain: None

There is a change in the scope of the structural and electrical work at Borough Hall.

Finance & Insurance – M. Pausch. No report.

Public Safety & Emergency Services – P. Kartsonis. The open Constable position has been posted. The First Aid Squad audit is nearing completion. The Fire Department audit has not been started.

Streets & Roads – C. Hallman. A new contract from PSE&G will arrive after January 1st changing all streetlights over from incandescent. Hallman selected white light the same as what is in front of the post office and the Rocky Hill Inn, at a slightly higher cost than the current ones. Workers for the Downtown Beautification project completed driveway aprons, repaired asphalt at the intersections and driveways, and added topsoil where necessary.

Water, Sewer & Environmental Protection – No report.

Council Representative to Planning Board – C. Hallman. Linda Goldman was sworn in as a Class IV member to replace Cathy Cann. The Board agreed to reappoint its professionals at the January meeting.

Council Liaison to Recreation Committee – C. Hallman. Hallman would like to discuss the scope of Recreation Committee in January.

Council Representative to Board of Health – M. Pausch. The Board of Health asked the County to clarify who will be responsible for vaccines at clinics. The County Health Department will discuss this issue with its Legal Department. The County says that the salt near the Rocky Hill water tower poses no significant health threat.

Zoning Official's Report – No report.

Grants Committee – T. Bremner. No report.

SPECIAL BUSINESS

Proclamation Recognizing Mayor Edward Zimmerman

Proclamation Recognizing Councilwoman Julia Hasser

Proclamation Recognizing Councilman Mark Pausch

Proclamation Recognizing Constable Dave Dorey

UNFINISHED BUSINESS

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Discussion Regarding Salary Increases

Donahue moved to approve a 2% increase in salaries effective December 1, 2014. Bremner seconded the motion, and motion carried on roll call vote.

For: Bremner, Donahue, Hallman, Hasser, Kartsonis, Pausch

Against: None

Abstain: None

NEW BUSINESS

Resolution 2014-92: Authorizing a Transfer of Funds

Bremner moved to approve the transfer of \$2,935.00 to the Current Fund and \$200 to the Utility Fund from the surplus balance, Hasser seconded, and motion carried on roll call vote.

For: Bremner, Donahue, Hallman, Hasser, Kartsonis, Pausch

Against: None

Abstain: None

Resolution 2014-93: Authorizing the Cancelling of Appropriations

Donahue moved to cancel \$131,754.00 in appropriations, Hasser seconded, and motion carried on roll call vote.

For: Bremner, Donahue, Hallman, Hasser, Kartsonis, Pausch

Against: None

Abstain: None

Resolution 2014-94: Authorizing the Cancellation of Grant Reserve Balances

Bremner moved to cancel \$11,897.56 from the grant fund, Hallman seconded, and motion carried on roll call vote.

For: Bremner, Donahue, Hallman, Hasser, Kartsonis, Pausch

Against: None

Abstain: None

COMMUNICATIONS:

Communications as listed, were distributed, disseminated and filed accordingly.

PUBLIC COMMENT

Clerk Rebecca Newman thanked Council Members Pausch and Hasser and Mayor Zimmerman for their service.

ADJOURNMENT

Motion was made by Bremner with a second by Donahue to adjourn the meeting at 8:33 PM. Motion carried on voice vote.

Respectfully submitted:
Christine Witt
Deputy Borough

December 15, 2014

**List of Bills - (0110101001) CASH
CURRENT FUND**

Check#	Vendor	Description	Payment	Check Total
8280	12 - ARC OF SOMERSET COUNTY	PO 5149 Borough Hall cleaning November 2014	200.00	200.00
8281	315 - BEVERLY A. FOELSTRA	PO 5132 July Fourth expenses	31.46	31.46
8282	82 - ROCKY HILL FIRST AID SQUAD	PO 5131 Rocky Hill First Aid Squad Reimburs	3,695.46	3,695.46
8283	481 - FLOWER BARN OF HILLSBOROUGH	PO 5137 Veteran's Day wreath	90.00	90.00
8284	102 - HODULIK & MORRISON	PO 5128 Muncipal Audit 2013	16,000.00	16,000.00
8285	441 - Jeff Donahue	PO 5141 League Conference reimbursement	26.50	26.50
8286	210 - PSE&G	PO 5140 Street lights	771.13	771.13
8287	210 - PSE&G	PO 5144 Panicaro Park electric	11.19	11.19
8288	210 - PSE&G	PO 5146 Crescent Point Park electric	5.89	5.89
8289	210 - PSE&G	PO 5147 Municipal building electric	641.54	641.54
8290	457 - REBECCA NEWMAN	PO 5135 Hotel for League Conference--Donahu	318.06	318.06
8291	319 - REPUBLIC SERVICES #865.	PO 5136 Garbage collection	3,808.49	3,808.49
8292	354 - RICOH USA, INC.	PO 5148 Copy machine rental	94.96	94.96
8293	247 - SOMERSET COUNTY TREASURER	PO 5142 Snow Plowing and Ice Salting 11/26/	1,119.65	1,119.65
8294	452 - SPRINT-NEXTEL CORP	PO 5143 mayor and clerk's cell phones	166.18	166.18
8295	572 - STEWART'S TOWING	PO 5133 Refund of application fee	100.00	100.00
8296	455 - TAMARA LEE PP	PO 5134 Borough Planner services	105.00	105.00
	MGL Forms	Day + Cat Licenses	324.00	
	TOTAL			27,185.51

Total to be paid from Fund 01 CURRENT FUND

27,185.51

**List of Bills - (0810101001) CASH
UTILITY OPERATING**

Check#	Vendor	Description	Payment	Check Total
6965	102 - HODULIK & MORRISON	PO 5128 Muncipal Audit 2013	6,500.00	6,500.00
6966	450 - ONE CALL CONCEPTS INC	PO 5139 November One Calls	3.66	3.66
6967	210 - PSE&G	PO 5145 Water Dept. electric	1,823.05	1,823.05
6968	311 - TIM LESKO	PO 5138 Water Dept. maintenance: lawn mowin	150.00	150.00
	TOTAL			8,476.71

Total to be paid from Fund 08 UTILITY OPERATING

8,476.71

**List of Bills - (1926005) INTERFUND - DUE CURRENT
TRUST OTHER**

Check#	Vendor	Description	Payment	Check Total
8297	455 - TAMARA LEE PP	PO 5134 Borough Planner services	105.00	105.00
	TOTAL			105.00

Total to be paid from Fund 19 TRUST OTHER

105.00

105.00

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List of Bills - (0110101001) CASH CURRENT FUND

Check#	Vendor	Description	Payment	Check Total
8298	558 - THINK PAVERS HARDSCAPING, LLC, Escr PO 4970	Downtown Beautification Sidewalk Pr	225,000.00	225,000.00
	TOTAL			225,000.00
Total to be paid from Fund 02 STATE AND FEDERAL GRANT FUND			225,000.00	
			<u>225,000.00</u>	
			225,000.00	

**RESOLUTION FOR THE TRANSFER OF FUNDS IN THE CURRENT
AND UTILITY FUNDS OF THE
Borough OF Rocky Hill FOR THE BUDGET YEAR 2014**

Resolution 2014-92

BE IT RESOLVED on this 15th day of December, 2014 by the Borough Council for the Borough of Rocky Hill, County of Somerset, that from the surplus balance in the 2014 budget appropriations transfers be made as follows:

CURRENT FUND: Inside the CAP to Inside the CAP
Operating Expenses and Salaries & Wages

<u>Title</u>		<u>Transfer From</u>	<u>Transfer To</u>
Planning Board	SW		100.00
Engineering	OE		2,000.00
Fire Prevention	SW		280.00
Board of Health	SW		5.00
Social Secuirty	OE		250.00
Somerset County Board of Health	OE		200.00
General Admin	OE	3,385.00	
TOTAL		\$ 3,385.00	\$ 2,835.00

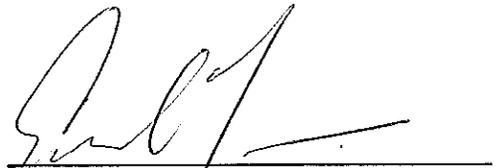
UTILITY FUND
Operating Expenses and Salaries & Wages

Salary and Wages			200.00
Sewer Service Fee		200.00	
TOTAL		200.00	200.00

ATTEST:



Rebecca Newman, RMC
Borough Clerk



Edward Zimmerman, Mayor

**RESOLUTION FOR THE CANCELLATION OF APPROPRIATIONS IN THE CURRI
FUND IN THE
Borough OF Rocky Hill FOR THE BUDGET YEAR 2014**

RESOLUTION 2014-93

BE IT RESOLVED on this 15th day of December, 2014 by the Borough Council for the Borough Rocky Hill, County of Somerset, that from the surplus balance in the 2014 budget appropriations the following balances be cancelled to fund balance:

CURRENT FUND: Inside the CAP to Inside the CAP
Operating Expenses and Salaries & Wages

<u>Title</u>		
Streets	OE	15,000.00
Blgds and Grounds	OE	15,000.00
Parks	OE	6,000.00
LOSAP	OE	4,000.00
Public Defender	OE	1,000.00
Animal Control	OE	1,000.00
Police	OE	1,000.00
Emergency Management	OE	15,000.00
Somerset County Snow Removal	OE	12,000.00
Somerset County Road Repairs	OE	3,500.00
CIF Police Chief Vehicle	OE	8,254.00
CIF Computer Network	OE	50,000.00
Total		131,754.00

ATTEST:



Rebecca Newman, RMC



Edward Zimmerman,
Mayor

**BOROUGH OF ROCKY HILL
COUNTY OF SOMERSET**

**RESOLUTION CANCELING RESERVES IN GRANT
AND CURRENT FUNDS**

Resolution 2014-94

WHEREAS, there currently exist unexpended reserve balances for grants and current fund items, and

WHEREAS, the purposes for said reserves have been completed, and

WHEREAS, the auditor has recommended that these be cancelled to surplus, and

WHEREAS, it is the desire of the Borough Council to cancel said excess balances

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Rocky Hill, County of Somerset that the following authorizations are canceled and that said amounts canceled be transferred to current fund fund balance

Grant Fund

SFSP	775.50
Alcohol Education	95.04
Historic District Info Booklet	2,146.82
NJ DOT Crescent	.20
FEMA Storm Aid	2,760.00
NJ DEP Stormwater	6,120.00
Total Grant Fund	11,897.56

Current Fund

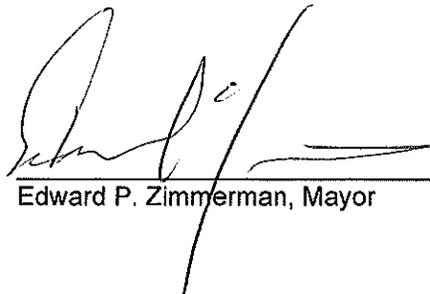
Acq of Shade Tree	1,870.00
Tricentennial	644.16
Parking Adjudication	150.00
State Library Aid	153.00
Payroll Taxes	108.03
Total Current Fund	2,925.19

Adopted: December 15, 2014

ATTEST:



Rebecca Newman, RMC
Borough Clerk



Edward P. Zimmerman, Mayor



Borough of Rocky Hill New Jersey

December 3, 2014

Zoning permits issued second half of 2014

	Block Lot	Date	Address		
<i>Mayor</i> Edward P. Zimmerman	1	1	7/16/14	22 Washington	4 sections of Stockade fence
<i>Council President</i> Mark H. Pausch	10	3&4	8/13/14	21 Crescent Ave	Stand by generator
<i>Council Members</i> Thomas Bremner	5	1.02	9/3/14	Young Drive	AT&T antenna upgrade
Jeff Donahue	1	10	9/17/14	18 Montgomery	Replace existing garden shed
Julia M. Hasser	2.01	33	10/22/14	5 Crescent Ave.	Inground concrete 20' x40' pool
Joshua E. Hochberg					
Robert Steen					
<i>Chief Financial Officer</i> Joseph Monzo					
<i>Tax Collector</i> Donna Griffiths					
<i>Assessor</i> George Sopko					
<i>Engineer</i> Neil I. Van Cleef					
<i>Borough Magistrate</i> Eric Perkins					
<i>Borough Clerk</i> Rebecca P. Newman					
<i>Deputy Borough Clerk</i> Christine Witt					
<i>Borough Attorney</i> Albert E. Cruz					
<i>Prosecutor</i> Raymond J. Stine					

All bills and communications should be sent to

Rebecca P. Newman – Borough Clerk
P.O. Box 188
Rocky Hill, New Jersey 08553-0188
Tel: (609) 924-7445
FAX: (609) 924-2274
Website: www.rockyhill-nj.gov

Streets and roads Report for 2014

In addition to the usual pothole filling, tree trimming, deer pickups and other regular smaller tasks the committee performs, the following larger projects took place in 2014.

Paving at the rescue squad building entrance and on Princeton ave.

Two significantly brighter lights were installed in front of the post office and across from the Rocky Hill Inn to improve pedestrian safety.

A number of damaged signs in town were repaired and two new Green acres signs installed.

Crosswalks, stop bars and speed humps were restriped in Nov. everywhere but on the county roads. Unfortunately that will probably have to wait until spring.

The downtown beautification project after a long delay began in August and to date is not complete. All of new sidewalk has been installed and driveway aprons. However, the firehouse entrance, roadwork, benches, bollards and crosswalk light have yet to be completed/installed.

A new centerline was painted on part of Montgomery ave. The paving of that stretch of the road will be done in the spring.

A gully was filled and seeded on Merritt Lane.

For additional information see the Engineers report in the monthly minutes.

Submitted by Connie Hallman, 12/12/14

Administration and Records Committee Annual Report

15 December 2014

Prepared by Jeff Donahue, Rocky Hill Borough Council

Executive Summary

The following is the report of the actions of the Rocky Hill Borough Council Administration and Records Committee, which is responsible for the official documentation, record keeping, and business equipment (computers and web-service) in the Borough.

Throughout the course of the year, various network and business system problems occur, which must be dealt with in a timely manner. Email and network communication to other business units must also be maintained. This maintenance included various email problems, network connectivity, and software operation problems which occurred sporadically, and which were handled as necessary.

Detail of Work Completed During 2013

Replacement of Council Chamber Recording and Archiving Equipment

- The Court, Planning Board, and Borough Council all use the Council Chamber for their official meetings. Equipment installed for recording purposes of those meetings was updated and replaced.

Borough Documentation Archiving

- Various documentation, e.g. engineering drawings, site plans, and Official Borough Documents exist in hard (paper) copies. An electronic archiving system was investigated to reduce risk of loss and improve organization of archived documents.
- Final contract for scanning and archiving services should be undertaken and completed in the following year.

Borough IT Upgrade

- The Borough has been operating on an outdated IT platform for several years. An upgraded system for business systems, websites, networking, and archiving is recommended.
- Several IT contractors were consulted for generating and RFQ for the upgrade, with the premise of future expandability and easier maintenance at the fore.
- A Draft RFQ was generated, but will need further development for final submittal.
- Money that was budgeted for the upgrade this fiscal year was returned to the general fund, and should be rebudgeted for FY 2015 to complete this project, if possible.

Recommended Work for 2014

- Complete contract for electronic archiving of Borough Documents; once complete, consolidation and reduction of paper copies should be undertaken to better organize Borough Documentation, and to free up more space at Borough Hall.
- Produce final RFQ for upgrade of IT equipment and processes.
- Complete contract to upgrade IT equipment and processes. As part of this upgrade, a web-administrator position, or contract, should be installed.
- Investigate the ability to “push” messages to Borough residents via RSS Feeds, Twitter, or other modern technology, to better inform Borough Residents of events, openings, information, and emergencies. The transmission of information should be such that residents are not required to give out personal contact information, which would become available to anyone via OPRA requirements.

RHBC Finance and Insurance committee annual report 12 Dec 2014

F&I committee chair provides oversight for CFO and all related finance and insurance functions, including:

- Signing of checks in payment for services rendered to the Borough
- Coordinates with RH Borough CFO Joseph Monzo and Mayor in the development of RH borough budget, coordinated with the Mayor on scheduling of the budget workshop presented by the Mayor and shepherded the budget submission to the Council for evaluation.
- Ensuring that CFO arranges for annual audit of Borough finances, evaluates and presents the Borough's Best Practices, in order to meet NJ State requirements.
- Facilitates CFO support of Borough committee activities requiring expenditure of Borough funds including in 2014: creating a Lowe's account enabling B&G committee purchases of materials.

F&I committee chair coordinated with Public Safety Chair to evaluate budget proposals from RH Fire Department, First Aid Squad and Office of Emergency Management, including participation in budget presentations at these organizations in the early months of the year.

The RH municipal budget was introduced March 17 and adopted on May 5, appropriating \$439,260 for municipal purposes while holding the tax levy and current tax rate unchanged.

F&I committee chair ensures annual evaluation of insurance coverages for RH Fire Department, First Aid Squad and Office of Emergency Management. In 2014, worked with Clerk to ensure delivery of policies to FD and FAS groups.

The RH municipal budget for 2013 was audited in 2014 by Hodullik and Morison, P.A. and presented to the council. The Borough's financial statements were found to be prepared in conformity with accounting principals permitted by the Division of Governmental Services, Department of Community Affairs, State of NJ.

RH Borough Tax Assessor George Sopko recommended moving from periodic real estate re-evaluation to a process of annual assessment in which a quarter of the properties in the borough would be reassessed each year. The annual reassessments would result in fewer tax appeals while at \$4000 costing the borough no increase in budget to implement. The council approved this recommendation.

Rocky Hill NJ Public Safety Annual Report – 2014

Summary

In 2014, the Public Safety Chair moved from Mark Pausch to myself. Mark was very helpful with the sharing of his 2013 Annual Report, as well as providing a strong transition at the beginning and throughout the year. There were no major events in 2014 that required the mobilization of OEM resources. We had a difficult winter in regards to snowstorms but had no long periods of power outages.

Rocky Hill Fire Department (RHFD)

- A new Fire Command Vehicle (Car 53) was purchased. The vehicle was received and the appropriate lights/equipment have been out-fitted to the vehicle.
- A request was made in February to have the RHFD complete a Financial Audit. As of the writing of this annual report, the audit has not been started. Part of the delay was due to the requirement to complete the Borough Audit which was completed in September. I will be asking the RHFD to attend a February Council meeting to share the 2014 results, the audit findings, and their planned 2014 (and beyond) budget plans.

Rocky Hill First Aid Squad (RHFAS)

- A request was made in February to have the RHFAS complete a Financial Audit. As of the writing of this annual report, the audit is near completion. I will be asking the RHFAS to attend a February Council meeting to share the 2014 results, the audit findings, and their planned 2014 (and beyond) budget plans.

Constables

- In October 2014 (after a long search) a new constable was appointed (Dianna Dineen). Dianna was subsequently trained by the existing Constable (Dave Dorey) and began participating in several activities. Dianna still needs to receive Fire/Police Training in 2015.
- During the year, the Constables did a good job checking overgrown trees and ensuring sidewalks were being cleared of snow. Several tickets were issued after warnings did not suffice.
- The constables provided a monthly report which was shared at council meetings.
- In early December, Dave Dorey announced that he will be resigning from the Constable position effective 12/31. Work is ongoing to find a new replacement for Dave.

Office of Emergency Management

- On February 20, I attended the ICS Training for Sr. Officials as provided by Somerset County.
- The Emergency Management Manual was updated and signed off. The appropriate copies were sent to the State.
- A table top exercise was conducted in May. The table top exercise involved a tornado going thru Rocky Hill. The exercise was attended by Mayor Zimmerman, Councilman Pausch, First Aid Lead Scott Gorman, OEM lead Erik Mickelsen, Fire Chief Todd Harris and myself.
- A new OEM Specialist role was approved by the council in October. The position will be paid \$6000 per year and will require 1 working 1 day a week on the OEM office needs. The position is in the process of being filled. The ordinance is also being updated with the job description.

Fire Official

- The Fire Official (Erik Mickelsen) gave a presentation to the council on February 18th sharing the 2013 results. The presentation highlighted an increase in inspections and increased reporting on state requirements.

Police

- An extension of the shared services contract was signed with the South Bound Brook Police. They continue to monitor traffic for Rocky Hill and provide semi-regular reports to the borough.
- The NJ State Police continue to provide support to Rocky Hill. They occasionally patrol Rocky Hill and quickly responded to several incidents throughout 2014. Reports are shared at Council meetings.

League of Municipalities Training

- I attended the following trainings in Atlantic City related to Public Safety
 - Your Role in Overseeing Public Safety Organizations
 - Crisis Management Seminar
 - NJ Resiliency – Resources available for Crisis

New Services/Additions in 2014

- The Borough has signed up for Nixle Connect to provide Public Safety announcements to our residents. Over 200+ residents in Rocky Hill have signed up for this free service. Several Nixle announcements went out over the course of 2014. They included closures of the Rt. 518 bridge as well as updates on the Downtown Re-development work.
- An AED was purchased for the Borough Hall building. The AED has been installed and it includes a video which provides step-step instructions in case of an emergency.

2015 Areas for Focus

- Hire new Constable and train - immediate
- Fire/Police Training for existing Constable (Dianna Dineen) - tbd
- Approve an Ordinance with the new role of the OEM Specialist – January
- RH Fire Department presentation to the Council – financial audit findings, 2014 department results and metrics, 2015 budget, future plans - February
- RH First Aid Squad presentation to the Council – financial audit findings, 2014 squad results and metrics, 2015 budget, future plans - February

Philip Kartsonis
Public Safety Council

Grounds

Playground

- We replaced the worst railings behind Bourugh Hall, other playground areas remain options for future replacement.;
- Mulch at both park playgrounds brought up to state requirements using Mulch Supply.com in Hillsborough (they installed playground grade mulch when County Crew not available at minor extra fee) In 2015 (annually) add more mulch to meet State min. mulch requirements.

518/Mont. Borough propert

- 2 est. for adding 3 trees obtained / approved low bid. Expect installation pre end of 2014. Will add varied bloom time and color to underused property.
- Engineer asked to have brush at road / library / Borough property weed wacked, don't believe it was. Area for ongoing maintenance.
- Daffodil planting would add color / beauty to park. TBD.

Green Acres (w/ Engineer)

- Dead trees near paths closer to Skillman Ave part of park, pushed to 2015 per engineer / budget.
- posts on path to Millstone park

BH Lawn – 2015 projects

- The front lawn of BH is in need of reseeded.
- E. side of BH parking lot ongoing reseeded to be done by sidewalk company, potential site for rain garden.
- Recommend installing stone stepper path from BH back door to garbage cans.

- Mulch for around BH to be spread early Nov. by County crew ...pushed because sidewalk company buried mulch / Borough Engineer trouble scheduling crew. Expected to happen on 12/13.

Tennis court refinished. Ongoing maintenance area, and needs spraying for bees annually, esp. at time of tennis camp.

Building

Court Administrator office AC removed / reinstalled seasonally to reduce Winter drafts.
Conference room new ceiling (attic insulation) hopefully as part of 2014 County grant.

Elevator

- Ongoing quest for new maintenance company estimates (who built it?, no one knows).
- Check Kencor bills for accuracy. New phone installed into elevator, programmed to contact County Dispatch is used. Dedicated phone line connected to elevator per code.
- Many records on elevator maintenance lost when maintenance room remediated for mold.
- Kencor recommended monthly checking of elevator function via fire key / logging of checking required ...no documentation provided yet as promised for tracking monthly checks.

Elevator Maintenance Room / Police office

- Maint. room ventilation equip. still disconnected (waiting on Engineer)
- Maint. room ceiling missing (waiting on Engineer)
- Police office missing some carpeting, wall paint, ceiling priming / painting (pending maint. room work need evaluation complete).

- BH bike rack damaged by snow plows last year. Evaluate potential new acquisition.

Phones

-New State provided Court fiber line requires bracket of exterior wall, 2x2 mounting area in basement to be installed.

-5 lines now switched over to Comcast, digital voice mail now working.-

-Recommend in Spring 2015 ask staff if current (improved) phone system meets needs, or if new phone hardware required.

-Dedicated ISP established with Comcast for mortgage file access.

Plumbing

-1 sink in "kids" bathroom leaks slowly, all fixtures old. Holding off on replacement till grant funds cover work (if possible).

-Connie believes ADA bathroom toilet should be upgraded, not done to date.

-Need to maintain stash of extra papertowls / tp in case maintenance company supply runs out (normally kept in conference room).

Basement

BH basement water / humidity challenge:

-sump / drainage system quote. No progress with Borough engineer, but County grant administrator (Tom D'Amico) said we could use excess 2013 grant funds to install basement sump system. Architects (Eric Holterman, HMR architects, 609/452-1070) working on project.

-Dehumidifier cannot be installed currently without violating plumbing code.

-Box fan left running in basement and 2 windows with screens left open to air out basement Spring – late Fall.

Cleanup

-Shelving units purchase, continue to move and sorting through items.

Door Locks / Security System

-Multiple quotes close to \$10k over last couple years

-In 2014 multiple vendors declined interest in installing system without ongoing monitoring contract.

-Locksmith for just lock work found (would need to have quote prices updated).

-System found requiring updating at each door lock (via keypad or laptop) offering pin and / or RFID swipe access ...flexible, scaleable, less expensive, upkeep a concern.

-Expect interior divided doors (they could make system installation more challenging) eventually to be replaced with grant funds.

-Rear door Kabo lock internals breaking down (not repairable, ~\$85 to replace part). I "repaired" best possible couple times during the year. This needs to be addressed in 2015.

Committee agreed to reassess needs in early 2015 with staff and new officials.

Thermostats

-Purchased and plan to install wi-fi thermostat in Clerk's office in 12/2014. ...will need to rewire line from Clerk office thermostat to boiler as part of project.

-Suggest check for wi-fi signal strength in Council office / Conference room if system works well, could use same technology on second floor.

-Evaluate relocating wi-fi router to Court administrator's office to improve signal

-PVC at bottom of S. gutter drains poorly because of low pitch (possible mosquito concern). Shorten gutter and improve pitch in 2015.

-Need to monitor Co-op room windows for safety / which can be safely opened. Hopefully will be replaced with 2014 grant funds.

-Ongoing work with Architects regarding grant work on BH ...focused on structural and building envelope first, then interior aesthetic.

Parks

-Posts and chain to limit access to Millstone Park (behind BH) approved ...awaiting installation.

-2015 evaluate entire Crescent Point park (shrubs overgrown, tree work, etc).

- Maintain mulch in playgrounds.
- County crews to weed around BH at least 2x a year.
- Trim plantings around sign in front of BH.
- 2015 evaluate potentially replacing BH sign by back door, paint starting to flake.

-518 / Montgomery Park trees resolution
Elevator contract
Phone work for Court
thermostat
Co-op: lease signed, windows, licensed
locks

Grant
Bsmt – sump
-electrical & structural

Engineer:
mulch around B. Hall
Elevator maint. room / police office
dead trees, posts for path by Cliff's house