

BOROUGH of CHATHAM

ANNUAL REPORT

2010

Robert J. Falzarano, Administrator

ADMINISTRATOR'S REPORT FOR THE YEAR 2010

The year 2010 was certainly another year for major project completion and organizational change. In December, the Chatham Borough Council approved an agreement with Madison, Chatham Township and Harding Township to establish a joint municipal court that will facilitate improved efficiency and save taxpayer dollars. During the month of July, the Borough Council approved a shared services agreement with the Borough of Madison to provide construction, electrical and plumbing inspections for the Borough of Chatham. In August, the Borough Council approved a shared services agreement with the County of Morris to provide emergency dispatch services for fire, police and the emergency squad.

Chatham Borough and Chatham Township agreed to appoint a Joint Recreation Director and Deputy Director to supervise the Joint Recreation Program. Brian McNany was selected to serve as the Director and Carol Nauta was selected to serve as the Deputy Director.

The Wilson/Roosevelt sewer lining project was completed in November. The Borough received a low interest Infrastructure Trust loan.

The Community Garden was completed and our resident farmers raised their crops with great enthusiasm. Plans are underway to expand the garden for the 2011 planting season.

The Borough continues to provide annual workplace harassment training sessions for all paid employees, professionals and volunteers. The employees of the Borough of Chatham continually strive for excellence which translates to efficient and effective delivery of services to the public.

The leaf collection program was very successful. In 2009, the Borough removed bag pick-up from the leaf collection program. Through a capital purchase, Chatham Borough purchased one new leaf collection system.

Chief Drake retired in April. The Borough Council promoted Lieutenant Phillip Crosson to the rank of Chief and Sergeant Brian Gibbons was promoted to the rank of Lieutenant.

The Chatham Borough Tax Assessor, Mr. Pat Aceto, retired on May 1, 2010. The Borough conducted a search to replace Mr. Aceto. After interviewing qualified candidates, Ms. Therese DePierro was selected.

For the third year in a row, State aid was reduced. The 2010 State aid reduction for Chatham Borough is \$176,853. The department heads worked cooperatively with the Mayor and Borough Council to reduce expenses while maintaining the level of services that are

necessary to maintain the high quality of life that the residents of Chatham Borough appreciate.

The solid waste contract was awarded in February 2011. The cost reduction over five years for the new contract is \$456,000 less than the previous five year solid waste contract. The recycling contract was awarded in November. On January 1, 2011, Chatham Borough implemented single stream recycling. The new program encourages increased recycling. Also, the Borough increased recycling collections from every other week to one collection every week.

In November, the Borough received bronze level certification for Sustainable Jersey. Janice Piccolo and Cindy Steffens are to be commended for the time and effort that they put into the project. Chatham Borough is one of sixty-seven New Jersey municipalities to receive bronze level certification.

The year 2011 will be very challenging. Given the current economic climate, the 2011 municipal budget will have to be reviewed line item by line item. The Finance Committee initiated the budget review process in October 2010.

Chatham Borough will continue to be recognized for excellence. The 2011 goals will continue to improve infrastructure, efficient delivery of services, quality employee service and responsive government.

Robert J. Falzarano
Administrator

2010 GOALS, OBJECTIVES & ACHIEVEMENTS

1. Goal: Prepare and submit for approval the 2010 budget.

Objectives:

- Compile the budget that was submitted by each department head.
- Schedule at least one finance committee meeting.
- Revise the budget.
- Discuss the budget with the Auditor.
- Submit the budget for first reading during the month of March 2010.
- Adopt the budget in April 2010.
- Receive state approval before June 1, 2010.
- Issue department budgets to each department head, board and commission chairs.

Achievement: The 2010 preliminary municipal budget was submitted to the Mayor and Borough Council on January 15, 2010.

2. Goal: Initiate preparation of the 2011 budget by August 1, 2010.

Objectives:

- Send requests to the department heads, board and commission chairs to prepare and submit their 2011 budgets before September 1, 2010.
- Initiate budget hearings at the first September Council meeting.
- Complete budget hearings before December 1, 2010.
- During the month of January 2011, discuss the 2011 budget with the Finance Committee.
- During the month of January 2011, meet with the Auditor.
- Provide a written summary of the budget to the Mayor and Council.
- If necessary, meet with the Finance Committee to finalize the budget.
- Introduce the budget during the month of March 2011.
- Adopt the budget during the month of April 2011.

Achievement: The Department Heads submitted their budgets on September 1, 2010. The 2011 Operating and Capital budgets were discussed with the Finance Committee between October 2010 and January 2011. The 2011 budget is scheduled for introduction in March 2011. The adoption of the 2011 budget is scheduled for April 2011.

- 3. Goal: Increase funding and projects and complete the sidewalk maintenance program before September 1, 2010. Implement an information program to advise residents about the process for applying for sidewalk repairs through the Borough Engineer.**

Objectives:

- Increase funding from \$100,000.00 to \$250,000.00.
- Request the engineer to complete the sidewalk improvement list before May 1, 2010 and prepare bid specifications.
- Advertise for bids during the month of May 2010.
- Award the contract at the first meeting in June 2010.
- Complete the project before August 15, 2010.
- Include an information letter with the tax bills about the procedure to apply for sidewalk repairs.
- Before February 1, 2010, advertise the procedures on the Community Bulletin Board and Borough web page.

Achievement: The 2010 curb and sidewalk budget was increased from \$50,000 in 2009 to \$200,000 in 2010.

- 4. Goal: Schedule ten monthly department head meetings.**

Objectives:

- Prepare written agendas for each meeting.
- Invite the Mayor and one or two Borough Council members to attend each meeting.

Achievement: There were ten department head meetings held during the year 2010.

5. Goal: Revise the Table of Organization for the Borough of Chatham.

Objectives:

- Before January 1, 2010, revise the Borough Table of Organization.
- January 1, 2010, distribute for comment the revised Table of Organization to the Borough staff and elected officials.
- Implement the revised Table of Organization before February 1, 2010.

Achievement: The Chatham Borough Table of Organization was distributed on June 15, 2010. The Joint Recreation Director and COAH Committee were added.

6. Goal: Renovation of Shepard Kollock Park.

Objectives:

- The Borough Engineer will discuss final plan options with the Mayor and Borough Council in March 2010.
- Advertise for bids before November 1, 2010.
- Award the contract at the December 13, 2010 Borough Council meeting.
- Work to start before March 15, 2011.
- Complete the project before July 15, 2011.
- The park is scheduled to be opened in the spring of 2012.

Achievement: The project design is completed. The start date is contingent on the completion of the Shunpike Field project.

7. Goal: Continue to develop the Borough web site.

Objectives:

- The Communications Committee will develop upgrades before April 1, 2010.
- Before May 1, 2010, discuss upgrades with the Borough Council.
- Implement upgrades before September 1, 2010.
- Evaluate the addition of GIS and include with the upgrades if approved.

Achievement: On November 22, 2010, the Communications technology Committee presented the Borough Council with recommendations to upgrade the Borough web page. The selection of the web designer is the next step which will be scheduled for early 2011.

8. Goal: Improve Memorial Park/Pool.

Objectives:

- The Memorial Park/Pool Planning Committee should establish recommendations and prepare a written report for the Mayor and Borough Council by February 2010.
- Hold a public information meeting after the plan is presented to the Mayor and Borough Council.
- When the concept is approved, complete preliminary design work and discuss with Planning Committee, April 2010.
- Present final plan to Mayor, Borough Council and the public, May 2010.
- If approved, advertise for bids June 2010.
- Award Contract July 2010.
- Initiate work March 2011.

Achievement: The Borough Council appointed a Memorial Park/ Pool Committee. On August 7, 2009, a preliminary pool analysis was sent to the Mayor and Borough Council. The Borough Council appointed Councilman Lonergan to chair the committee. The Pool Committee developed a survey for residents to complete. The survey was sent to every household in the Borough. Over one thousand surveys were returned.

On August 9, 2010, the Borough Council adopted resolution # 10-259 authorizing the pool improvements to be placed on the November 2010 election ballot. The amount to be authorized is \$387,000. On November 2, 2010, the question was approved. The pool renovations will be scheduled for 2011.

9. Goal: Complete the reconstruction of Hillside Avenue.

Objectives:

- The Department of Transportation approved the funding in the amount of \$250,000.00. The Borough Council will have to approve the Capital funding contribution in the amount of \$75,000.00.
- If the Borough Council approves funding, the project will be advertised for bid before May 1, 2010.
- Award contract for work before June 15, 2010.
- Initiate work, July 1, 2010.
- Complete project, December 1, 2010.

Achievement: The project started on August 27, 2010. The curbing and drainage work was completed in November. The paving of the roadway is scheduled for April 2011.

10. Goal: Purchase and install playground equipment at Garden Park.

Objectives:

- The Borough Council approved \$5,000.00 in the 2009 capital budget. An additional \$5,000.00 will be budgeted in the 2010 capital budget to fund the project.
- Purchase the equipment before May 1, 2010.
- Install the equipment before June 1, 2010.

Achievement: The equipment was installed on September 2010.

11. Goal: Paint the exteriors of Borough Hall, Firehouse and Gazebo.

Objectives:

- Advertise for quotes before March 1, 2010.
- Award the contract before April 1, 2010.
- Complete the project before May 1, 2010.

Achievement: The work was completed during the summer.

12. Goal: Replace/Upgrade the Fire Department portable and mobile radios.

Objectives:

- Authorize funding in the 2010 capital budget.
- Advertise for bids before June 1, 2010.
- Award the contract at the July Borough Council meeting.

Achievement: The radio upgrade was completed and included with the transition to the Morris County Dispatch center.

13. Goal: Renovate the Police Department locker room and replace hallway flooring.

Objectives:

- Authorize funding in the 2010 capital budget.
- Select architect before May 1, 2010.
- Approve plans before July 1, 2010.
- Advertise for bids before September 1, 2010.
- Award the contract at the September 27, 2010 Borough Council meeting.
- Start the project before October 15, 2010.
- Complete the project before January 1, 2011.

Achievement: The project is moved to 2011. The selection of the Chief and

Lieutenant within the Police Department was the priority.

14. Goal: Paint water stand pipe tank #2.

Objectives:

- Authorize funding in the 2010 capital budget.
- Advertise for bids before April 1, 2010.
- Award the contract before May 1, 2010.
- Complete the project before July 1, 2010.

Achievement: The tank was painted during the month of October 2010.

15. Goal: Install hands free restroom faucets and hand dryers in all Borough Hall rest rooms.

Objectives:

- Authorize funding in the 2010 capital budget.
- Advertise for bids before April 1, 2010.
- Award the contract at the May 10, 2010 Borough Council meeting.
- Complete the project before July 1, 2010.

Achievement: The replacement units were approved in December. The units will be installed before April 1, 2011.

16. Goal: Advertise and award the garbage and recycling contracts:

Objectives:

- Before January 1, 2010, form a contract review committee to review and submit draft contracts to the Mayor and Borough Council.
- Before January 15, 2010, distribute the garbage & recycling contracts to the Mayor and Borough Council for review and comments.

- Review contract recommendation with the committee before March 15, 2010.
- Submit the draft contracts to the Mayor and Borough Council before June 1, 2010.
- Schedule the matter for discussion at the June 14, 2010 Borough Council meeting.
- Before July 1, 2010, meet with the Borough Attorney to review the contract and bid documents.
- Advertise for bids during the month of July.
- Award the bid before September 2010.

Achievement: Chatham Borough awarded the contract for single stream recycling in November. The solid waste contract was awarded in February 2011.

17. Goal: Complete the Roosevelt, Wilson and Hedges sanitary sewer repair project.

Objectives:

- Before February 15, 2010, the engineer will advertise the project for bids.
- Before March 15th, the project contract will be awarded.
- The project will start before April 1, 2010.
- Complete the project before June 1, 2010.

Achievement: The project started on August 2, 2010. The initial phase was completed in November and finished under budget. Other areas that need repair were added to the project. The additional work will be completed in 2011.

18. Goal: Schedule the bond sale for October 2010.

Objectives:

- Prepare 2010 capital list before February 2010.

- Initiate preparation of the bond ordinance before July 2010.
- Update the Borough fact sheet.
- Hold the bond sale in October 2010.

Achievement: The bond sale is postponed until spring 2011. The Borough did hold a note sale. The interest rate is below 1%.

19. Goal: Install new gateway signs.

Objectives:

- Before February 2010, finalize the design.
- Before March, order the new signs.
- Install the signs before May 2010.

Achievement: Three signs were installed in August 2010. The remaining signs will be installed before May 2011.

20. Goal: In accordance with DEP regulations, adopt ordinances before September 2010 for catch basin retro fit on private property and containers.

Objectives:

- Review model ordinances from NJDEP, other environmental organizations and other towns.
- Develop and implement new ordinances for the Borough, April 2010.
- Environmental Commission review of ordinances, June 2010.
- Introduce ordinance package to the Mayor and Borough Council, August 2010.

Achievement: The ordinances were approved on September 13, 2010.

21. Goal: Develop a new Borough Administrative Code.

Objectives:

- Before February 1, 2010, authorize the Borough Attorney to initiate the preparation of a new Administrative Code.
- Before April 1, 2010, complete the first draft of the Administrative Code and send to the Mayor and Borough Council for review and comments.
- Before June 1, 2010, the Mayor and Borough Council will send the revisions to the Borough Attorney.
- Before July 15th, the proposed Administrative Code will be placed on the Borough web site for comments from the public.
- The discussion will be scheduled for the August Borough Council meeting.
- The first reading of the ordinance will be scheduled for the September 13, 2010 Borough Council meeting. The adoption will be scheduled for the September 27th Borough Council meeting.

Achievement: This goal will be included in the 2011 goals & objectives. Funds were not available in the 2010 budget to complete the project.

- 22. Goal: Connect the Borough Hall offices that do not have back-up power to the generator.**

Objectives:

- Obtain price quotes before January 15, 2010.
- Authorize the work before March 30, 2010.
- Complete the project before June 1, 2010.

Achievement: The project was moved to 2011.

- 23. Goal: Develop a shared services plan and submit the plan to the Mayor and Borough Council for approval.**

Objectives:

- Before January 30, 2010, schedule a meeting with the Shared Services Committee to identify services that can be realistically shared with one or more municipalities.
- List the services that are viable to share and prepare a cost analysis.
- Schedule a discussion with the Mayor and Borough Council before March 1, 2010.
- If the Mayor and Council approve, contact the municipalities that may have an interest to share specific services.
- Prepare interlocal agreements and submit the agreements to the Mayor and Borough Council for approval.
- Approve the interlocal agreements before June 1, 2010.

Achievement: On April 26, 2010, Mr. Holman submitted the plan to the Mayor and Borough Council. Following the plan, the Borough Council authorized a shared services agreement with Madison to provide construction, electrical and plumbing inspections for the Borough of Chatham, transfer of emergency communications operations to the County of Morris and a shared court with Chatham Township. The shared service agreement with Madison started on September 1, 2010. The shared court with Chatham Township started on August 1, 2010, and the transfer of emergency dispatch operations started on January 1, 2011. The Borough Council approved the transfer on August 9, 2010.

2011 GOALS & OBJECTIVES

1. Goal: Prepare and submit for approval the 2011 budget.

Objectives:

- Compile the budget that was submitted by each department head.
- Schedule at least one finance committee meeting.
- Revise the budget; develop multi-year forecast for both operating & capital.
- Discuss the budget with the Auditor.
- Submit the budget for first reading during the month of March 2011.
- Adopt the budget in April 2011.
- Receive state approval before June 1, 2011.
- Issue department budgets to each department head, board and commission chairs.

2. Goal: Initiate preparation of the 2012 budget by August 1, 2011.

Objectives:

- Send requests to the department heads, board and commission chairs to prepare and submit their 2012 budgets before September 1, 2011.
- Initiate budget hearings at the first September Council meeting.
- Complete budget hearings before December 1, 2011.
- During the month of January 2012, discuss the 2012 budget with the Finance Committee.
- During the month of January 2012, meet with the Auditor.
- Provide written summary of the budget to the Mayor and Council.
- If necessary, meet with the Finance Committee to finalize the budget.
- Introduce the budget during the month of March 2012.
- Adopt the budget during the month of April 2012.

3. Goal: Complete the sidewalk maintenance program before September 1, 2011.

Objectives:

- Request the engineer to complete the sidewalk improvement list before May 1, 2011 and prepare bid specifications.
- Advertise for bids during the month of May 2011.
- Award the contract at the first meeting in June 2011.
- Complete the project before August 15, 2011.

4. Goal: Schedule ten monthly department head meetings.

Objectives:

- Prepare written agendas for each meeting.
- Invite the Mayor and one or two Borough Council members to attend each meeting.
- Develop professional development lectures. Guest speakers will be scheduled.

5. Goal: Continue to implement the plan for the Main Street signage.

Objectives:

- The Borough Engineer will develop recommendations and submit the recommendations to the Mayor and Borough Council before March 15, 2011.
- The Borough Council will discuss the proposal at an April 2011 Borough Council meeting.
- If the recommendations are approved, the project will be advertised for bid before May 15, 2011.
- The contract will be awarded at the June 2011 Borough Council meeting.
- Installation will start before August 1, 2011.

6. Goal: Revise the table of organization for the Borough of Chatham.

Objectives:

- Before January 1, 2011, revise the Borough Table of Organization.
- January 1, 2011, distribute for comment the revised Table of Organization to the Borough staff and elected officials.
- Implement the revised Table of Organization before February 1, 2011.

7. Goal: Renovation of Shepard Kollock Park.

Objectives:

- The Borough Engineer will discuss final plan options with the Mayor and Borough Council after the Shunpike Field completion date is certain.
- Advertise for bids after the Borough Council approves the project scope of work, January 2012
- Award the contract at first March 2012 Borough Council meeting.
- Complete the project before November, 2012.

8. Goal: Improve Memorial Park Field.

Objectives:

- The Borough Engineer should establish recommendations and prepare a written report for the Mayor and Borough Council by February 2011.
- Hold public information meeting after the plan is presented to the Mayor and Borough Council.
- Discuss the concept plan with the Borough Council, March 2011.
- If approved, advertise for bids April 1, 2011.
- Receive bids, May 2011.
- Award Contract, June 2011.
- Initiate work, September 2011.
- Complete construction, April 2012.

9. Goal: Complete contract negotiations with the PBA before November 2011.

Objectives:

- Circulate the current contract to the Mayor and Borough Council before February 2011.
- Discuss negotiation strategy with the Mayor and Borough Council before April 2011.
- Schedule first negotiation session with the PBA during the month of June.
- Before November, complete negotiations and submit a contract to the Mayor and Council for approval.

10. Goal: Complete contract negotiations with the DPW before November 2011.

Objectives:

- Circulate the current contract to the Mayor and Borough Council before February 1, 2011.
- Discuss negotiation strategy with the Mayor and Borough Council before April 2011.
- Schedule first negotiation session with the DPW during the month of June.
- Before November, complete negotiations and submit a contract to the Mayor and Council for approval.

11. Goal: Continue to develop the Borough web site.

Objectives:

- The Communications Technology Advisory Committee and the Communications Committee will develop a proposal to improve the web site
- Before May 1, 2011, discuss improvements with the Borough Council.
- Implement improvements before September 1, 2011.

12. Goal: Renovate the Police Department locker room and replace hallway

flooring.

Objectives:

- Approve plans before April 1, 2011.
- Advertise for bids before May 1, 2011.
- Award the contract at the June 2011 Borough Council meeting.
- Start the project before July 1, 2011.
- Complete the project before September 1, 2011.

13. Goal: Develop a new Borough Administrative Code.

Objectives:

- Before April 1, 2011, the Borough Council will authorize a committee to initiate the preparation of a new Administrative Code.
- Before June 1, 2011, complete the first draft of the Administrative Code and send to the Mayor and Borough Council for review and comments.
- Before July 1, 2011, the Mayor and Borough Council will send the revisions to the Borough Attorney for legal review.
- Before August 1, the proposed Administrative Code will be placed on the Borough web site for comments from the public.
- The discussion will be scheduled for the September Borough Council meeting.
- The first reading of the ordinance will be scheduled for the October 2011 Borough Council meeting.

14. Goal: Continue to review and revise the Affordable Housing Plan for compliance if so directed by COAH.

Objectives:

- Continue discussions with potential developers and property owners.
- Evaluate grant possibilities to augment developer fees to use for rehabilitation.

- Evaluate sites for future development or redevelopment for age-restricted and other low & moderate income housing.
- Revise the plan as required.

15. Goal: Continue to investigate and implement green initiatives and implement energy audit recommendations.

Objectives:

- The Borough Engineer will discuss recommendations with the Borough Council before April 2011.
- The Borough Engineer will prepare a budget and submit to the Administrator before September 1, 2011.
- If funding is approved, implement recommendations before January 1, 2012.
- Continue to obtain grant funding.
- Before June 2011, the Green Initiatives Committee will identify and investigate green initiatives shared services opportunities with other towns.
- The Green Initiatives Committee will present the green initiatives shared services recommendations including grant opportunities to the Borough Council before September 2011.
- If approved by the Borough Council, the green initiatives shared services implementation schedule will be scheduled for completion during 2012.
- Investigate joint solar opportunities with the Joint Meeting.

16. Goal: Identify shared services opportunities and discuss with other municipalities.

Objectives:

- Before February 1, 2011, the Shared Services Committee will identify further shared service opportunities.

- Before March 1, 2011, contact other municipalities to identify shared service opportunities.
- Before April 15, 2011, develop plans and submit the plans to the governing body for review.
- Before May 15, 2011, prepare shared service agreements and submit to the governing body.
- Before June 1, 2011, implement the shared services agreements.
- Evaluate the effectiveness of existing shared services agreements: Joint Meeting, Joint Recreation, Board of Health, Joint Court and Construction.

17. Goal: Review options to make Woodland Park accessible and implement a plan.

Objectives:

- The Land and Historic Preservation Conservancy Committee will schedule the matter for discussion with the Borough Council.
- Schedule meetings with Chatham Township officials to discuss the options.
- Present the Woodland Park Access Plan recommendations to the governing bodies.
- If approved, implement the plan.

18. Goal: Renovate the Municipal Pool.

Objectives:

- December 2010 – solicit membership.
- December 2010 – Borough Engineer to present concept plan and timeline for project completion.
- Appoint members at the 2011 reorganization meeting.
- January 2011 – Introduce capital ordinance.
- March 2011 - Discuss the concept plan with the Borough Council.
- April 1, 2011 – Advertise for bids.

- May 2011 – Receive bids.
- June 2011 – Award contract.
- September 2011 – Start construction.
- April 2012- Complete construction.

19. Goal: Investigate solar power for Borough Hall and the ECLC building.

Objectives:

- January 2011 - The engineer will contact solar companies to discuss options and cost.
- May 2011 – The engineer will submit a report to the Administrator about the cost and viability of solar power for Borough Hall and the ECLC building.
- June 2011 - The engineer and Administrator will discuss the project with the Borough Council.

20. Goal: Update the Historic Preservation Property Inventory.

Objectives:

- Before March 1, 2011, the Historic Preservation Commission will review the current property inventory list and identify new properties.
- After the new properties are identified, the Historic Preservation Commission will prepare a new property inventory list.

21. Goal: Continue to investigate the cost and timeline for the implementation of GIS for the water, sewer and storm water systems.

Objectives:

- Before May 1, 2011, the Borough Engineer will obtain price quotes for the development and implementation of the GIS system.
- Before June 2011, the Borough Engineer will submit the price quotes to the Administrator, Mayor and Borough Council for review.

- The matter will be scheduled for the June Borough Council meeting.
- If the project is approved, the Borough Engineer will develop an implementation time and submit the timeline before July 1, 2011.

22. Goal: Develop and implement a monthly Engineering and Construction Office report.

Objectives:

- Before February 15, 2011, the Engineer will prepare the report format and submit the report format to the Administrator for review and approval.
- Implement the report and submit the first monthly report before March 10, 2011.

23. Goal: Make Annual Report Green

Objectives:

- Eliminate cover/title pages.
- Copy two sided.

24. Goal: Study lighting on Main Street.

Objectives:

- Before June 1, 2011, the Borough Engineer will develop and submit alternatives to reduce lighting intensity on Main Street.
- The plan will be discussed at one of the June Borough Council meetings.

25. Goal: Improve monthly reports.

Objectives:

- Standardize format.

- Review format with the department heads and request input.
- Revise the form of the report and implement new forms before April 1, 2011.

26. Goal: Appoint a Parking Task Force Committee.

Objectives:

- Before February 1, 2011, the Public Safety Chairman will discuss the proposal with the Borough Council.
- If the Borough Council approves, the committee and members will be approved at the February 14, 2011 Borough Council meeting.
- Schedule monthly meetings.
- Identify parking problems in the downtown area.
- Prepare and submit recommendations to the Borough Council before November 1, 2011.