

BOROUGH of CHATHAM

ANNUAL REPORT

2011

Robert J. Falzarano, Administrator

ADMINISTRATOR'S REPORT FOR THE YEAR 2011

The year 2011 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. In July 2010, 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 2010, 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. The joint construction department, emergency communications and the court have all operated without any disruption of service. The shared services initiatives have been cost effective, reducing annual expenditures approximately \$403,751.

On August 27, 2011, Hurricane Irene caused widespread power outages. There were numerous outages that lasted several days. The storm related expenses totaled \$130,000. The October 29th snow storm was a historic event. The destruction from down trees and limbs caused widespread damage through Chatham Borough and the entire State of New Jersey. Also, there was the August earthquake and although damage was not reported within the Borough of Chatham, the event did bring the potential of earthquakes in this area to the forefront and leaves everyone with the thought of another potential natural hazard risk.

The second phase of the Washington Avenue drainage and paving project was completed in October.

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.

There were three retirements in the Police Department; Sergeant Bochniak, Sergeant O'Connor and Detective Urayni.

State Aid was not reduced for 2011. State Aid was reduced for the prior three years.

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.

The year 2012 will be very challenging. Given the current economic climate, the 2012 municipal budget will have to be reviewed line item by line item. The Finance Committee initiated the budget review process in September 2011.

Chatham Borough will continue to be recognized for excellence. The 2012 goals will continue to improve infrastructure, efficient delivery of services, quality employee service and responsive government.

Robert J. Falzarano
Administrator

2011 GOALS, OBJECTIVES & ACHIEVEMENTS

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.

Achievement: The 2011 budget was approved by the Borough Council on March 28, 2011.

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.

Achievement: The budget memos were sent to the department in July. The department budgets were submitted in September. The Finance Committee had meetings with the department heads. The draft budget was submitted to the Mayor and Borough Council on February 24, 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.

Achievement: The contract was awarded on August 8, 2011. The project was completed on October 1, 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.

Achievement: There were eleven department head meetings. Cindy Steffens attended and coordinated the Green Team project initiatives with the staff.

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.

Achievement: The Parking Task Force Committee developed, presented and the Borough Council approved a new downtown signage plan. The new poles were installed in November 2011. The signs are scheduled for installation in February 2012. The signage plan includes decorative sign posts, way finding signs and the removal of unnecessary and worn out signs.

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.
- Distribute the revised Table of Organization before February 1, 2011.

Achievement: The table of organization was revised on February 1, 2011. The Parking Task Force Committee and Joint Municipal Court were added.

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.

Achievement: The renovation of Memorial Park was moved ahead of the Shepard Kollock project. The Shepard Kollock project will be included in the 2012 goals & objectives.

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.

Achievement: The contract was awarded on August 8, 2011. Work on the project started on September 29th. The field will be open for play in 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.

Achievement: Negotiations with the PBA started in June. The contract was approved on January 3, 2012.

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.

Achievement: Negotiations with The DPW started in June. The contract was approved on January 3, 2012

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.

Achievement: The new web site went live in June.

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.

Achievement: Due to the reduction in the number of officers the project will be postponed until there is need for the additional space.

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.

Achievement: This project was not funded in the 2011 Municipal Budget. The goal will be moved to 2012.

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.

Achievement: In September, the Borough Council appointed Linda White to manage the affordable housing units and plan. Mrs. White will provide recommendations to the Borough Council before April 2012.

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.

Achievement: The proposal was discussed with Chris Manak, Joint Meeting Superintendent. The Green Initiatives will move this goal to 2012.

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.

Achievement: The shared court, emergency dispatch and construction

department have reduced annual expenses by \$403,751. The transition was seamless.

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.

Achievement: This goal is moved to 2012.

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.

Achievement: The contract to renovate the pool and park was approved on

August 8, 2011. Work on the project started on September 29, 2011.
The pool will open for 2012 season.

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.

Achievement: T&M Associates performed a no cost analysis and it was determined that there was a very limited cost benefit to the Borough for constructing solar panels at this location.

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.

Achievement: Four high school interns will start working on this project in early 2012.

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.

Achievement: Maser Consulting presented options at a seminar that was held at Borough Hall for the Boards, Commissions and Construction office. The system implementation is scheduled for early 2012.

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.

Achievement: Mr. DeNave submitted a draft report format in October. The new report will be initiated in January 2012.

23. Goal: Make Annual Report Green

Objectives:

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

Achievement: The new annual report does not have cover pages and is a two sided copy.

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.

Achievement: Mr. DeNave contacted the New Jersey Department of Transportation to initiate a study of the overhead lights on Main Street. Mr. DeNave will continue to work on the project in 2012.

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.

Achievement: In July, meetings were held with the department heads. Draft reports were submitted to the review team in September. After the team reviewed the reports, they were modified and the new version of each report was prepared for the months of November and December.

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.

Achievement: The Parking Task Force Committee was appointed in April. The new Committee submitted a plan to the Borough Council for directional signage on Main Street.

2012 GOALS AND OBJECTIVES

1. Goal: Prepare and submit for approval the 2012 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 2012.
- Adopt the budget in April 2012.
- Receive state approval before June 1, 2012.
- Issue department budgets to each department head, board and commission chairs.

2. Goal: Initiate preparation of the 2013 budget by August 1, 2012.

Objectives:

- Send requests to the department heads, board and commission chairs to prepare and submit their 2013 budgets before September 1, 2012.
- From October 2012 - January 2013, discuss the 2013 budget with the Finance Committee.
- During the month of January 2013, meet with the Auditor.
- Provide written summary of the budget to the Mayor and Council.
- Initiate budget hearings at the first February 2013 Council meeting.
- Complete budget hearings before March 1, 2013.
- Introduce the budget during the month of March 2013.
- Adopt the budget during the month of April 2013.

3. Goal: Complete the sidewalk maintenance program before September 1, 2012.

Objectives:

- Request the engineer to complete the sidewalk improvement list before May 1, 2012 and prepare bid specifications.
- Advertise for bids during the month of May 2012.
- Award the contract at the first meeting in June 2012.
- Complete the project before August 15, 2012.

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

Objectives:

- Before February 1, 2012, revise the Borough Table of Organization.
- February 1, 2012, distribute for comment the revised Table of Organization to the Borough staff and elected officials.
- Distribute the revised Table of Organization before February 1, 2012.

6. 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, March 2012
- Award the contract at first April 2012 Borough Council meeting.
- Complete the project before November 2012.

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

Objectives:

- The Communications Technology Advisory Committee will develop a proposal to further improve the web site.
- Before May 1, 2012, discuss improvements with the Borough Council.
- Implement improvements before September 1, 2012.

8. Goal: Develop a new Borough Administrative Code.

Objectives:

- Before April 1, 2012, the Borough Council will authorize a committee to initiate the preparation of a new Administrative Code.
- Before June 1, 2012, complete the first draft of the Administrative Code and send to the Mayor and Borough Council for review and comments.
- Before July 1, 2012, 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 2012 Borough Council meeting.

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

Objectives:

- The Administrative Agent will continue discussions with potential developers and property owners.
- The Administrative Agent will evaluate grant possibilities to augment developer fees to use for rehabilitation.
- The Administrative Agent will evaluate sites for future development or redevelopment for age-restricted and other low & moderate income housing.
- The Administrative Agent will revise the plan as required.

- 10. 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 2012.
- The Borough Engineer will prepare a budget and submit to the Administrator before June 1, 2012.
- If funding is approved, implement recommendations before January 1, 2013.
- Continue to obtain grant funding.
- Before June 2012, 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 2012.

- If approved by the Borough Council, the green initiatives shared services implementation schedule will be scheduled for completion during 2013.
- Investigate joint solar opportunities with the Joint Meeting.

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

Objectives:

- Before April 1, 2012, the Finance Committee will identify further shared service opportunities.
- Before June 1, 2012, contact other municipalities to identify shared service opportunities.
- Before August 15, 2012, develop plans and submit the plans to the governing body for review.
- Before October 15, 2012, prepare shared service agreements and submit to the governing body.
- Before January 1, 2013, implement the shared services agreements.
- The Finance Committee and the Borough Administrator will evaluate the effectiveness of existing shared services agreements: Joint Meeting, Joint Recreation, Board of Health, Joint Court and Construction.

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

Objectives:

- Form a joint committee with Chatham Township & Chatham Borough.
- Schedule meetings with Chatham Township officials to discuss the options.
- Provide written summary of the budget to the Mayor and Council.
- Present the Woodland Park Access Plan recommendations to the governing bodies.
- If approved, implement the plan.

13. Goal: Update the Historic Preservation Property Inventory.

Objectives:

- Before June 1, 2012, the Historic Preservation Commission will review and update the current property inventory list and identify new properties.

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

Objectives:

- Before March 1, 2012, the Borough Engineer will develop an implementation plan and identify functions.
- Before May 1, 2012, the Borough Engineer will obtain price quotes for the development and implementation of the GIS system.
- Before June 2012, 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, 2012.

15. Goal: Relocate and upgrade the Emergency Operating Center.

Objectives:

- Before February 1, 2012, identify and prepare equipment estimates.
- Prepare the renovation and equipment purchase plan before March 1, 2012.
- Before May 1, 2012, relocate the Emergency Center from 212 to the decommissioned Police Communications Center.

16. Goal: Develop a list of state and county issues.

Objectives:

- Before January 10, 2012, meet with the Department Heads to develop a list of items.
- Before January 20, 2012, send the draft list to the Mayor and Borough Council for review.
- Prepare the final list before February 1, 2012 and submit the list to the Mayor and Borough Council.

17. Goal: Review and prepare recommendations for improving parking in the downtown area.

Objectives:

- The Parking Task Force Committee will schedule meetings to identify specific parking problems by location.
- The Parking Task Force Committee will develop options to resolve the parking problems that the Committee identified.

18. Goal: Develop a long range strategic plan for economic stability.

Objectives:

- Before January 30, 2012, the Finance Committee will identify economic options that will maximize Borough assets and stabilize property taxes for multiple year cycles.
- Based on the economic options that are identified, the Finance Committee will prepare a draft strategic planning document that will be circulated to the Mayor and Borough Council before April 1, 2012.
- After the review process is completed, the strategic plan recommendations will be presented to the public for review and comments.
- The final plan will be presented to the Mayor and Borough Council before August 1, 2012.

19. Goal: Identify and review options for the expansion of the Community Garden.

Objectives:

- During the first six months of 2012, the Community Garden Committee will develop a plan to identify and review new sites.
- In the Fall of 2012, the Committee will present the options to the Borough Council.
- The sites that are approved will be scheduled for development for the 2013 growing season

20. Goal: Complete the Complete Streets Plan by the end of 2012.

Objectives:

- Develop the plan and review drafts before March 31, 2012.
- Prepare the plan before June 2012.
- Hold discussions and revise the plan.
- Adopt the plan before November 2012.

21. Goal: Expand the trail system.

Objectives:

- The Environmental Commission will identify new trail sites.
- The Environmental Commission will explore new grant funding opportunities.
- When new grant opportunities are identified, the Environmental Commission will work with Mrs. Piccolo to prepare and submit grant applications.

22. Goal: Identify locations for the construction of a dog park.

Objectives:

- The Open Space Committee will identify possible locations.
- The Open Space Committee will discuss the site options with the Borough Council.

- If the Borough Council approves a site, the Borough Engineer will develop cost estimates and discuss the design and costs with the Open Space Committee.
- When the Open Space Committee has approved a location and the cost estimate is prepared, the proposal will be presented to the Borough Council.

23. Goal: Continue to transition Chatham Recreation to a club model.

Objectives:

- The Recreation Liaisons, Joint Recreation Committee and the Recreation Director will develop a timeline by sport for the transition from the current program to a club model.
- The transition will be completed before December 31, 2012.

24. Goal: Examine the effectiveness of technology systems.

Objectives:

- Before April 1, 2012, obtain feedback from the users.
- Develop recommendations before June 1, 2012.
- Submit recommendations before August 1, 2012.

25. Goal: Remove excess lighting on Main Street.

Objectives:

- Request lighting level standard from the New Jersey Department of Transportation.
- Conduct lighting level readings of the existing lighting and compare to the Department of Transportation's Standards.
- Work with Jersey Central Power and Light to remove excess lighting before October 1, 2012.

26. Goal: Renovate the Council Chambers.

Objectives:

- Before March 1, 2012, remove the railing and swinging doors.
- Before March 1, 2012, lower the top of the dais nine inches.
- Reconfigure the table microphones and determine if wireless microphones will interface with the current audio system.

27. Goal: Evaluate new monthly reports.

Objectives:

- Receive feedback from the Mayor and Borough Council.
- Discuss the feedback from the Mayor and Borough Council with the department heads.
- Submit revised monthly reports.
- Request feedback from the Mayor and Borough Council.

28. Goal: Develop a long range capital infrastructure plan.

Objectives:

- Identify and prepare a list of projects that were completed from 2001 – 2011.
- Identify and develop a ten year infrastructure project list.
- Review the project list with the Finance Committee.
- Schedule a discussion with the Borough Council.