

**MINUTES OF REGULAR MEETING
TUESDAY, JULY 31, 2018
COMMON COUNCIL OF THE CITY OF SUMMIT**

Distributed: 8/30/18

Approved: 9/4/18

The meeting was called to order by Council President Pro Tem Matthew Gould at 7:43 PM. The City Clerk then read the following notice:

“Adequate notice of this meeting has been provided by the City Clerk in the preparation of the Council Annual Meeting Notice of Closed Session and Regular Meetings, dated January 8, 2018 which set forth the date, time, and place of this meeting and by properly posting such notice and forwarding the notice to those designated newspapers and the persons requesting meeting notices. Please be further advised that the FIRE EXITS are to my RIGHT your left, and at the BACK OF THE ROOM.

Please be further advised that the City has an Assistive Listening System for the hearing impaired. We have three (3) assistive hearing devices. If anyone needs them, please raise your hand and the device will be brought to you. Please return them to the City Clerk or leave them with the Police Dispatcher.”

CALL TO ORDER

ROLL CALL

PRESENT: Councilmembers Fox, Little, McTernan, Ogden and Council President Pro Tem Gould

ABSENT: Councilmember Bowman, Council President Naidu, City Administrator Rogers and City Solicitor Giacobbe.

Also in attendance were Mayor Radest and staff members DCS Director Paul Cascais, City Treasurer Gerba, City Clerk Licatese, Chief Weck and Acting City Solicitor Ron Kavanagh.

Minutes of this meeting are recorded on CD # 2018-15: 7:43:39 pm - 8:48:39 pm.

PLEDGE OF ALLEGIANCE - Nicole Sarna

APPROVAL OF MINUTES

Regular and Closed Session Meetings of July 10, 2018 – Upon motion of Councilmember McTernan, duly seconded and unanimously approved.

REPORTS

Items/issues noted hereunder, if any, reflect those recommending and/or needing action by City department(s) or at a future council meeting.

- Mayor, City Administrator and Council President (Summit Historical Minute)

PUBLIC COMMENTS

None.

RESOLUTIONS

(Resolutions, which were not identified on the agenda as same, do not appear in the minutes in the actual order in which they were addressed at the meeting, but under the proper committee heading after those that were on the agenda. Those with the name of another committee in italics after it indicate the other committee might have had some input.)

The respective Committee Chairman, Committee member, or Councilmember, as indicated for the Committee, introduced the following resolution(s) and on motion, duly seconded and on roll call, unanimously adopted or adopted by the vote shown, if any:

FINANCE/PERSONNEL

- 38472 1. Certify 2017 Audit Review
- 38473 2. A Resolution Requesting Permission for the Dedication by Rider for Revenues - Acceptance of Bequests, Legacies, Gifts for the Summit Police Department Confidential Funds, as Required by NJSA 40A:5-29
- 38474 3. Authorize 2018 Salaries Effective July 1, 2018
- 38475 4. Appoint Deputy City Clerk
- 38476 5. Extend Sick Leave With Pay DPW Employee - Roads Unit
- 38477 6. Extend Sick Leave With Pay DPW Employee - Garbage & Trash Unit
- 38478 7. Extension of Sick Leave With Pay - Fire Department Employee

GENERAL SERVICES

- 38479 1. Authorize Submission of Union County Kids Recreation Trust Fund 2018 Grant Application
- 38480 2. Authorize Change Order #4 - Community Center Renovation Project - \$6,596.00
- 38481 3. Authorize Purchase in Excess of \$17,500.00 - Lot Count Equipment - Broad Street Garage and Springfield Avenue Tier Garages - \$35,720.00

In answer to questions from Councilmembers, Parking Services Manager Rita McNany responded as follows:

- 1. Explained the function of the lot count equipment and how it will result in reducing the need to do lot counts manually.
- 2. Parking enforcement officers do the manual lot count currently.

- 38482 4. Declare Vacancies - Two (2) Part-Time Parking Enforcement Officers

Councilmember Ogden introduced the resolution and expressed her support of the request to declare the two vacancies with the understanding that there be a review of staffing in six months.

Councilmember Little commented as follows:

1. Expressed her support of the request and spoke of the research and review of the data which indicates the need for increased staffing.
2. As liaison to the Summit Parking Advisory Committee and Summit Downtown, Inc. Board, has listened to many complaints by resident and merchants about parking shortage.
3. This is a key component in creating turnover and maximizing the number of people who can use parking in the downtown.
4. A comparison of staffing in other towns shows that Summit is clearly understaffed in this area.

Councilmember McTernan commented as follows:

1. Parking survey indicates that ticketing average is down and questioned the change in enforcement if currently using the same staffing model for the past few years.
2. Shared concerns regarding the City's investment in technology and why it has not resulted in creating efficiencies that would reduce staffing.

In response to Councilmember McTernan's questions/comments, Ms. McNany responded as follows:

1. Explained recent vacancies and described the lengthy process for filling them and to conduct training.
2. Approximately two years ago parking enforcement personnel took on additional workload and responsibilities having to enforce two-hour zones and respond to merchant/citizen parking violations complaints.
3. Reduced enforcement is also attributed to shortage of staff due to illness or vacation.
4. The investment in technology has sped up efficiencies, but there is not enough staff to do all of what needs to be done.
5. With sufficient staffing, technology will create better efficiencies.

Councilmember Little commented as follows:

1. The General Services Committee has raised the same concerns about additional staffing, hence the request for part-time staffing to accomplish enforcement goals.
2. The General Services Committee will continue to monitor the staffing needs, but for now it is clear that enforcement unit is understaffed.

In answer to a question from Councilmember Fox, Ms. McNany advised that temporary summer help is being used for enforcement at the Transfer Station.

Ms. McNany also advised that Parking Services is in the testing phase of the License Plate Recognition system at the Transfer Station and is in the final stages of implementation.

President Pro Tem Gould expressed his support of the vacancies for increased enforcement in the hopes of creating turnover.

In response to a question from President Pro Tem Gould as to whether parking collections personnel can change over to enforcement, Ms. McNany advised that she plans to review staffing for feasibility of cross training and streamlining staffing model.

SAFETY

38483 Accept Donation from Reeves Foundation to Police Department - \$25,867.98

WORKS

- 38484 1. Authorize Submission of 2018 Greening Union County Grant Application - Spring 2019 Tree Supply and Installation
- 38485 2. Declare Vacancy - Department of Community Services Public Works Division

BUILDINGS AND GROUNDS

- 38486 1. Authorize Execution of Easement Agreement - 10 Colony Court
- 38487 2. Acknowledging Encroachment of Arborvitae Into the Public Right-of-Way - Block 2806, Lot 1.01 - 36 Blackburn Place
- 38488 3. Authorize Submission of NJDOT Transportation Alternative Set-aside Program Grant Application
- 38489 4. Authorize Professional Services Agreement In Excess of \$17500.00 - Legal Services - Redevelopment Attorney - Not To Exceed \$50,000.00

CONSENT AGENDA

Staff reports are attached, as appropriate, when resolution is not self-explanatory. Matters authorizing action, licenses, or granting permission have met all department qualifications.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Fox
SECONDER:	Ogden
AYES:	Fox, Gould, Little, McTernan, Ogden
ABSENT:	Bowman, Naidu

WORKS

38490 Authorize Refund of Grading Permit Fee - 160 Broad Street - \$300.00

SAFETY

38491 Grant Permission & Set Forth Conditions - The Unitarian Church Homecoming Event - September 9, 2018

FINANCE/PERSONNEL

- 38492 1. Amend Budget - Chapter 159 - NJDOT Ashwood Avenue Improvement Project
- 38493 2. Refund Overpayment of Off-Duty Police Fees - Kent Place School
- 38494 3. Authorize Refund of Property Use Escrow - YMCA, Summit Junior Fortnightly Club, and PAL
- 38495 4. Authorize Refunds - Department of Community Programs

- 38496 5. Authorize Parking Refunds - Summit SmartCard, Prepaid Parking, and Overnight Parking Permits
- 38497 6. Authorizing Payment of Bills - \$1,817,494.72
- 38498 7. Authorize Payment of August Bills

COUNCIL MEMBERS' COMMENTS/NEW BUSINESS

Items/issues noted hereunder, if any, reflect those recommending and/or needing action by City department(s) or at a future council meeting which are not already being addressed by a committee.

None

ADJOURNMENT REGULAR MEETING – Upon motion of Councilmember McTernan, duly seconded and unanimously approved, the meeting was adjourned at 8:49 pm.

Respectfully submitted,

Rosalia M. Licatese, City Clerk