

**Township of Nutley
Board of Commissioners &
Board of Educations
"Shared Services"
Meeting Minutes
Tuesday, November 1, 2011
5:00 P.M**

A "Shared Services" meeting of the Board of Commissioners and the Board of Education of the Township of Nutley was held in the 3rd floor Commission Chambers and called to order. Adequate notification was published in the official newspapers of the Township of Nutley.

OPEN PUBLIC MEETING STATEMENT

Evelyn Rosario, Municipal Clerk, read the following statement: Pursuant to the requirements of the Open Public Meeting Law (Chapter 231, P.L.1975), notice of this meeting was published in the October 27, 2011 issues of the Nutley Sun and the Star Ledger. The Board of Education has also notified the Nutley Sun, The Nutley Journal, The North Jersey Herald & News and the Star Ledger of this meeting. A copy of this notice has been posted on the Nutley Town Hall bulletin board and a copy is on file in the Municipal Clerk's Office.

ROLL CALL:

Commissioner Scarpelli	- Present
Commissioner Petracco	- Present
Commissioner Evans	- Present
Commissioner Tucci	- Present
Mayor Cocchiola	- Present

Also Present:

Mr. Kevin P. Harkins, Esq., Township Attorney

Ms. Karen A. Yeamans, Board of Education Business Administrator/Board Secretary

ROLL CALL: Board of Education

Mr. James A. Kuchta	-Present
Mrs. Lisa Danchak-Martin	- Present
Ms. Victoria Flynn	- Present
Mr. Charles W. Kucinski	- Present
Dr. Robert Reid	- Present
Mr. Steven Rogers	- Present
Ms. Deborah J. Russo	- Present
Mr. Frederick Scalera	- Present
Mr. Thomas Sposato	- Present

Also Present:

Mr. Russell Lazovick, Superintendent of Schools
Ms. Karen A. Yeamans, Business Administrator/Board Secretary
Ms. Gina Villani, Director of Curriculum & Instruction

Mayor Cocchiola asked Trustee Kutchka to begin the dialogue, Trustee Kuchta addressed the Board and stated that it's important to be on a methodology, Mr. Kuchta reviewed a five (5) step outline consisting of the following:

1. Current Cost Structure for various categories of services such as Technology, Buildings & Grounds Facilities, Transportation, Back Office Services and Security.
2. Identify Potential areas of shared services such as technology, network, telecommunications, technical support, hardware purchases, Transportation – Drivers & Aides, gas, insurance, vehicles, parking, maintenance
3. Develop Implementation plans
4. Implement Plans
5. Monitor results of shared services

Mayor Cocchiola commented that the different categories should be reviewed by forming various committees consisting of members of the Board of Commissioners and Board of Education.

Commissioner Evans commented that shared services should have a meaningful value verses the appearance of a meaningful value. Commissioner Evans continued and stated that basically a tax point is a savings and cost of \$342,000 which is roughly \$34.00 on an annual basis per household, and that if we are not going to at least achieve that by implementing shared services we should seriously question why, otherwise you are putting in cost and administration to something that has no value.

Commissioner Scarpelli commented that it's important to review some of the services that are already shared, such as the Department of Public Works Cooperative purchasing of rock salt and storage of the rock salt, recycling pick up at the schools with the dumpsters, storage of disposal debris the cost of removing it, and various equipment.

Commissioner Tucci commented that he was happy to see the current examples of shared services between the Township and the Board of Education; he expressed the need to avoid any redundancies and consider memorializing the shared services that are currently being shared as this would make the public aware of the efforts that have been initiated by the Boards. He feels that by forming these committees additional areas of sharing can be identified and implemented. Commissioner Tucci continued and stated that goal here is not only to save money but to realize efficiencies and to get things done in the quickest and best way possible.

Mayor Cocchiola commented that the shared service list should include private school nursing as this service is provided to the Board of Education

Trustee Scalera, commented that Commissioner Evans made an interesting statement but wanted to clarify that a tax point savings doesn't necessarily receive a savings as the Board of Education is in the business of education. If they are able to save a reading program or another program it may not necessarily mean that it is a total savings of tax dollars it is a savings to protect the quality of life in the Township.

Commissioner Evans responded and stated that we are in an environment where the economic outlook remains guarded, people are challenged and as a result he doesn't feel we can ignore the need to save tax dollars.

Trustee Scalera, commented, that they should be creating and protecting what we have and then cut costs from there.

Commissioner Evans, commented and stated that while the 2% cap is there the municipality last year achieved a budget result which was below the 2% cap yet the average tax increase was greater than 2% because of the nature of the formula and what

we are dealing with pension and health care. Commissioner Evans continued and stated that the reality is that taxes will rise, so anything they can do to reduce remains very critical and very important for everyone to consider, but he also does agree that if it's a choice of a dollar well spent because it preserves a program that is necessary, he is in support of that.

Commissioner Petracco commented that he has discussed with the Township of Belleville the possibility of a shared dispatch service, but unfortunately they were unable to commit to this service.

Mayor Cocchiola commented that there have been discussions with the neighboring municipalities concerning bidding as a unit for the trash disposal (solid waste) contract. Mayor Cocchiola asked that this service be added to the shared services list.

The Board of Commissioners and the members of the Board of Education reviewed the various categories and assigned the following committees:

Technology consisting of Network, Telecommunications, Tech Support, Hardware & Application Development – Commissioner Evans, Commissioner Petracco Dr. Reid and Trustee Scalera

Buildings & Grounds Facilities consisting of Utilities, Maintenance, Custodial, Facility Use Solar & Waste Disposal – Commissioner Tucci, Commissioner Scarpelli, Trustee Kuzinski, Trustee Scalera

Transportation consisting of Drivers & Aides, Gas, Insurance, Vehicles, Parking & Maintenance – Commissioner Tucci, Commissioner Scarpelli, Trustee Russo & Trustee Sposato

Treasury Functions consisting of Payroll, Purchasing, Grant Writer, Goods & Services & Banking – Commissioner Evans, Trustee Flynn, Trustee Danchak-Martin

Security – consisting of Events Buildings - Commissioner Petracco & Trustee Rogers

Programs – Summer Camp, Weight Room & Library – Commissioner Tucci, Mayor Cocchiola & Trustee Flynn

A brief discussion concerning the Best Practices Check List was held, the Board agreed to hold a yearly combined meeting to discuss shared service efforts.

Trustee Kucinski suggested that the Boards implement an events calendar system that can be viewed and shared in an effort to create awareness of any and all events held within the Township of Nutley

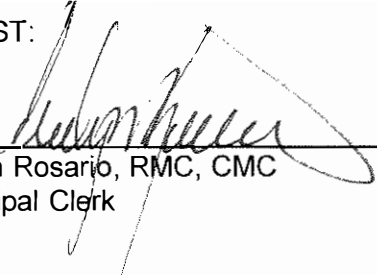
The Board of Commissioners and Members of the Board of Education will meet on Monday, December 5, 2011 at 7:00 P.m., 3rd Floor Commission Chambers to provide a report of their committee discussions.

Trustee Scalera commented that he protests the December 5, 2011 meeting date as he is unable to attend.

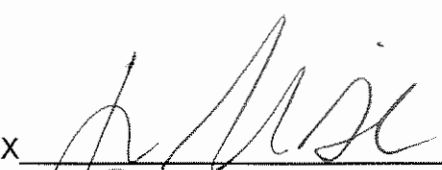
ADJOURNMENT:

Motion to adjourn by Commissioner Tucci, seconded by Commissioner Scarpelli
All in favor. Meeting adjourned at 6:00 P.M.


ATTEST:



Evelyn Rosario, RMC, CMC
Municipal Clerk

X 

Commissioner Joseph P. Scarpelli

X 

Commissioner Alphonse Petracco

X 

Commissioner Thomas J. Evans

X 

Commissioner Mauro G. Tucci

X ~~Resigned Noon January 31, 2012.~~
Mayor Joanne Cocchiola