



Joint Meeting of the

Mountain Lakes Borough Council and
Mountain Lakes Board of Education

March 25, 2019

Congratulations and Thank You to Mr. Mark Prusina



Reading of Mountain Lakes Board of Education Resolution in Honor of Mr. Prusina
~~ Dr. Anne Mucci, Superintendent of Schools

Reading of Mountain Lakes Borough Council Proclamation in Honor of Mr. Prusina
~~ Mayor Lauren Barnett

Additional Statements of Thanks and Recognition for Mr. Prusina ~~All are welcome





Mark Prusina

34 Years of Selfless Service



There are three discussion items for our Joint Meeting



1. Position of Director of the Department of Public Works and Director of Educational Facilities Management
2. Overall Shared Services Agreement between the Borough and the Mountain Lakes School District
3. Borough Hall Renovation Project





1. DPW Director Position and Director of Educational Facilities Management

With the upcoming retirement of our current Director, the Borough Manager, School Superintendent and School Business Administrator have reviewed the position and discussed hiring plans. This review has included:

- Position requirements
- The needs of the Borough
- The needs of the Board of Education
- Required certifications and knowledge



Based on this review, the recommendation is for the Borough and Schools to each hire a director



Current certification requirements, standards, expectations and position demands reflect the need to split the current single position into two separate positions:

- Director of the Department of Public Works
- Director of Educational Facilities Management

➤ This can be accomplished with minimal to no increase in Personnel spending





Director Positions: Next Steps

- Revise Job Descriptions to align with shared service expectations
- Revise Shared Services Agreement to reflect change to positions
- Initiate hiring process for new Director positions





2. Overall Shared Services Agreement

- The Director position(s) are only one component of the Shared Services Agreement
- Cooperation between the Borough and the Schools is the backbone of our shared services agreement and will continue forward as it has for many years. We enjoy a culture of never saying “it’s not my job”. Working together, we say “let’s get it done”.
- The glue that holds our agreement together is the demand for improved services and cost savings





3. Borough Hall Renovation Project

Borough Hall, constructed in 1969, does not meet current needs. Issues include:

- HVAC
- Electric and Plumbing
- Handicap accessibility/compliance
- Security
- Foundation water penetration
- Limited Parking
- Police Department does not meet regulatory requirements
- Fire Department lacks sufficient storage and meeting space
- Fire Department does not meet safety standards
- Insufficient technology infrastructure and file storage spaces
- Limited meeting room space
- Administrative office space inefficiencies



The Borough Hall Project is expected to require a significant renovation of the building



- Renovation and Expansion:
 - Major renovation of the building overall is needed to address deficiencies
 - Borough Admin and the BOE have minimal additional space requirements
 - Our Public Safety facilities have a more significant need for additional space
 - **If the BOE stays in Borough Hall, the building will require a sizable addition; if the BOE relocates, a more modest building expansion will be sufficient**
- Temporary Relocation:
 - Renovation and expansion is expected to require everyone to vacate Borough Hall for 12-18 months
 - Options and Costs: Rental Space or Temporary Trailers





Borough Hall Renovation: Next Steps

- The Board of Education will determine whether to stay in Borough Hall or relocate to another facility
 - Cost of staying in Borough Hall (which includes cost of temporarily relocating offices) vs. Cost of moving to a new location
 - Review of options for permanent relocation of offices
- The Borough will develop timeline and plans for construction and temporary relocation of Borough Hall employees/departments
- The Borough will engage architect for next steps of building design

