

**SYNERGY PROJECT**  
**Report of the Synergy Task Force**  
**January 13, 2015**

This report supplements the report issued on August 20, 2014 (a copy of which is annexed hereto for reference).

Task Force Members:

- Michael Solokas, Schools
- Gerry McMahon, Library
- Greg Hart, Borough
- Regular meeting attendees have also included:
  - Bridget Pastenkos, Schools
  - Charles Jankowski, Library
  - Lynette Sidoti, Borough

Meeting Dates:

- September 16, 2014
  - Primary topic – Emergency Management
  - Primary guest – Craig Goldman – Emergency Management Coordinator
- October 15, 2014
  - Primary topic – Recycling
  - Primary guest – Liz Morris – Recycling Coordinator
- December 2, 2014
  - Primary topic – Buildings and Grounds
  - Primary guests – Brian Peterson and Rich Lilienthal - Department of Public Works

Topics discussed:

- Emergency management
  - Schools will register school administrators on Swift911 and e-blast
  - Schools should let Borough know when they have charging station set up
  - Library also acts as “comfort station”\*
  - Coordinated messaging regarding outages to all email lists
  - Borough OEM can provide volunteers and resources to Schools during crises
  - Schools will stockpile drinking water
  - Borough OEM distributed coloring books to Schools\*
  - Borough OEM stockpiles emergency supplies including pillows, blankets and sanitary kits
  - Solicit for Swift911 and e-blast at Schools – prepare article
- Recycling
  - Library is displaying recycling exhibit\*
  - Schools explained that each classroom in all schools has separate containers for paper and comingled and cafeteria has recycling receptacles
  - Discussed putting recycling bins outside at schools and Library
  - DPW picks up newspapers from Library\*
  - All recycling from Library is done through the Borough\*
  - Liz will provide recycling fliers for schools
  - Library recycles paperbacks

- Schools ordered five recycling bins and the Library ordered one recycling bin from the Borough
- Waste Management will add paper recycling locked bins for shredding at Library
- Liz will check with Superintendent's office about making recycling presentations at schools
- Liz may go to Board of Education meeting to make presentation
- Buildings and Grounds
  - Will consider agreement for sharing of vehicles and equipment – similar to WOLF agreement
  - Borough provides salt to Schools and Schools clear several Borough-owned areas including along Franklin Avenue, VFW, High Mountain Road\*
  - Borough uses Schools' fields and maintains infields\*
  - Borough snowplows Library parking lots and maintains lights in lots\*
  - Dave Horner (Schools) is a certified playground inspectors
    - Borough can utilize him for these purposes
  - Schools share risers and podiums with Borough\*
  - Schools shared information on Middlesex cooperative purchasing
  - Discussion of alarm maintenance

\* Existing sharing arrangements

Other issues/updates:

- Shared calendar (E-Vanced) is now available. Training is being scheduled for all groups.
- Meetings in 2015 to be held on quarterly basis.

Subjects of next meeting – January 13

- E-Vanced calendar training
- Vehicles and Equipment Shared Services Agreement
- Right to Know requirements

STF/g