

TOWNSHIP OF WASHINGTON
BERGEN COUNTY, NEW JERSEY
SPECIAL MEETING-BUDGET
Saturday, February 22, 2020
10:00 a.m.

CALL TO ORDER: Council President Feeney

STATEMENT:

Welcome to the Special Public Meeting of February 22, 2020 of the Township of Washington Township Council. Adequate notice of the meeting was given in accordance with the Open Public Meetings Act by the Township Clerk to at least two (2) newspapers on February 19, 2020, and this notice has been posted on the Township Bulletin Board and on the Township Web Site.

Please notify the Municipal Clerk for any disability requirements necessary for attendance at Mayor and Council meetings. The fire exits are located through the double doors to your right and through the door on your left. Please silence all cell phones

SALUTE TO FLAG: Council President Feeney

ROLL CALL:

Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan, Council President Feeney.

Let the record reflect also in attendance: Mayor Calamari; Township Administrator Tovo; and Township Clerk Witkowski.

APPROVAL OF MINUTES

A motion was made by Councilman Cumming, seconded by Council President Feeney, to approve the following minutes:

February 12, 202 2020 Budget Meeting

Ayes: Councilman Cascio, Cumming, DeSena, Councilwoman Morgan,
 Council President Feeney.

Nays: None.

GENERAL PUBLIC DISCUSSION (five-minute time limit)

A motion was made by Councilman Cascio, seconded by Councilman DeSena to open the general public discussion.

Ayes: Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan,
Council President Feeney.

Nays: None.

Michael Ullman, 2 Clark Avenue – Mr. Ullman stated as he asked at the last meeting, who is running the accounting in the absence of a certified CFO and certified accountant. Council President Feeney replied she doesn't have all the final answers, she would like to make sure what information she has is correct. Mr. Ullman asked, will it be reported at the next Council Meeting? Council President Feeney replied it will probably be reported at the next Council Meeting. Mr. Ullman asked if Council has plans to have department heads and directors participate in the budget meetings? Council President Feeney replied we are planning on talking to some of the department heads, but nothing formal has been set. Mayor Calamari stated the Police are coming today at noon. Councilman DeSena asked does Council have a schedule of what departments are coming, so Council can prepare any questions, he didn't know police were coming today. Mayor Calamari stated the police was a decision that was made yesterday. A conversation followed on scheduling departments ahead of time, advising Council of the schedule so they can be prepared with any questions they may have. Mr. Ullman asked is there any plan on pursuing accreditation, understanding the department will be here today? Mayor Calamari replied from a budgetary standpoint, yes. Mr. Ullman spoke of capital allocations for capital projects requested by the Police Department about 8 years ago, Captain/Lieutenant came in, along with a State Police Officer, spoke to Council, he has not heard of a solid plan, why are there expenditures to support accreditation if there is no plan towards accreditation? Mayor Calamari stated he didn't state there was no plan, these are budget talks, they would come to the Council, and go through the process. Mr. Ullman stated he raised a question about an expense that was recorded in 2020, it appeared it was a 2020 charge that was billed against the 2019 expense line. Administrator Tovo stated it was a bill submitted, that covered both billing for 2019/2020, it was caught by himself prior to the meeting, should have been separated, it has been corrected, will go on the next bill.

Joe D'Urso, 12 Viola Terrace – Mr. D'Urso stated he reached out to Assemblywoman Schepisi and Assemblyman Auth back in November, regarding Exit 168, they stated it is just not a town effort, but an Assembly and Freeholders as well. He spoke at length of what occurred in the past, the blinking light that was offered by NJTA, which could have been controlled by the Police Department and a conversation followed on having a full traffic light, and the right-hand turn at the Woodcliff Lake exit. Mayor Calamari stated there was a meeting set, Mr.

Auth reached out and asked to postpone it, it has not been rescheduled yet. The Mayor did bring it up the Mayors meeting, regarding the new exit, they seem interested, asking for more information. Councilman DeSena spoke of having a traffic study, which would read the license plates, tracking what direction the vehicles are going, it would be a solid case study, an origin destination study, it would cost the Township approximately \$8,000. Mr. D'Urso asked to please advise him when the meeting is rescheduled.

Anthony Conti, 490 Ridgewood Boulevard North – Mr. Conti stated his neighbor noticed township employees walking the swim club property this past Tuesday/ Wednesday of this week looking to see what needed to be cleaned up. This indicates to him that the Township is still looking at the swim club to either lease/purchase or take over. He would like to inform the Township Attorney, through the Sunshine Law, that he will be requesting Closed Session minutes regarding Resolution No. 20-160. He asked was the \$8,000 window, which was broken by children in the Summer Rec Program, every submitted to insurance? Mayor Calamari stated the window was a large part of it, but it wasn't just the window, and yes, we are looking into submitting it through insurance. Mr. Conti stated that \$8,000 may be able to be used to do the origin destination study Councilman DeSena referred to, since there will be traffic increasing in the Township. Administrator Tovo stated the DMF Director is a member of the Green Team, and in an effort to assist the Green Team, DMF was helping identify the areas of potential clean-up, helping them understand the Township boundaries, as opposed to other properties. Mr. Conti suggested the DMF go to the area where their dumpster is located, there are plastic cups, along with other debris behind the dumpster that needs to be cleaned up.

A motion was made by Councilman Cascio, seconded by Councilman DeSena to close the general public discussion.

Ayes: Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan,
Council President Feeney.

Nays: None.

DISCUSSION

2020 Budget

Mayor Calamari stated on the topic of the terminal leave payout, it cannot be done until the contract is signed. It is unfortunately tied up with the attorneys, it is part of the new contract, it is not signed yet. Councilman DeSena stated we were advised at the last meeting that some people did take it already. Administrator Tovo stated there is also a step needed by all of the employees that will be receiving it to determine where the funds are to go. Councilman DeSena asked did anyone receive it. Administrator Tovo replied no, some people have determined where the money is going to go, but no one received it. Mayor Calamari stated the loader that we have outside, through the 1033 program all

of the equipment is out on a website, minutes mean something, because a wide-range of people put in for it, so decisions need to be made rather quickly whether to get it or not, he stated the police and himself work together on any large items to decide if it is needed or not. He stated we thought we could use it, didn't have time to research because we would have lost it, we may be able to retrofit it, we are not getting things just to get them. He stated a comment about the drainage was made on residents private property, he would like to remind everyone, we have already done something like this on Prospect, backflow preventers were installed on resident's private property for sewers that were backing up into their homes, this isn't something that is necessarily new, going on private property. Councilman DeSena stated he feels that is comparing apples to oranges, putting a backflow preventer in the right-of-way along residents home, to clean up sewage because of our inaptitude to clean up the lines all of these years, is a lot different than going into the rear yard of residents homes and creating drainage coming to the front. Councilman Cumming stated he agrees. Administrator Tovo stated is it the Council's position, that it will not address drainage issues on private properties that affects multiple homes. Councilman Cumming stated remarks at the meeting where we needed to know what the project entails, details on the project, before a decision could be made on the budget item. Administrator Tovo stated we were starting to do that. Councilman Cascio stated sewerage system is different, that is on us, cleaning of the pipes, fixing so it does not occur again, this is multiple properties that have drainage issues. Council President Feeney asked is it a Township property that caused the problem? Administrator Tovo stated it cannot be determined what is causing the issue, there is nothing on any one of the individual properties that should be doing, there is nothing visible, we could have repaved the road, re-pitched something, that could have started the problem, the problem started so long ago, there is no way to determine the origin, there is not one fix that a property owner could make that would rectify the problem, that is from engineering. Councilman DeSena asked if it is clear that the source is from a town facility. Administrator Tovo replied he cannot say that. Councilman DeSena stated there is no town property in the area that is causing that. Administrator Tovo stated he cannot say that. Council President Feeney asked how do we move forward to make that determination? Councilman Desena stated according to the addresses he saw, looking the tax map, there is no town property within the vicinity of those properties, if those two addresses are correct. Administrator Tovo stated there are three or four addresses, he will have the full report by the engineer. Councilman DeSena stated sewage, stormwater and rainwater are separate, he is not willing to go into a resident backyard, he would have to review the report. Councilwoman Morgan stated if it is caused by a town issue, she would not have an issue, but \$120,000 for something will never be determined, that she has an issue with. Administrator Tovo stated the \$120,000 is for more than one project. Mayor Calamari asked to have the engineer finish his report. Councilman DeSena stated if his report is going to prove that is coming from a town owned property, if it is coming off the DMF, yes, it's our problem, there is nothing that

is contiguous to that property. If the Engineer can do a quick search and indicate there is no way a town property can affect this backyard, stop don't spend the money. Administrator Tovo stated there are town roadways there, he cannot tell you right now if the roads can be part of the issue as well, so he thinks the Engineer needs to finish the report so we have a full understanding. Council President Feeney replied she agrees, let's get all the facts. Councilman DeSena stated if the Engineer can clearly look at it, and say it is a possible town issue, then proceed, but if not, why bother spending money on it. Council President Feeney stated we need a definitive answer from the Engineer, we don't know for sure if it is roadway, a roadway can cause a problem. Mayor Calamari stated we will have it at the next Council meeting, we will be close, if not actually have it.

Mayor Calamari stated regarding postage, discussed at the last meeting. Last year we were close to having to do estimated tax bills, since we get the number later and later each year, CFO stated we were on the cusp of having a cash flow issue. He stated whoever the new CFO is going to be, he doesn't want to handcuff his or her hand coming into the job, he would appreciate Council revisit the postage, since we may have to do two rounds of tax bills, this year, one estimated and one actual. He made a suggestion, there are approximately 420-line items in the budget, 160 of them are less than or equal to \$1,500, dollar wise it compromises 5% of the budget. The 35% of the line items, he knows what a headache it is to get together at one time, he would like to make the suggestion to bypass those in the initial, completing 95% of the budget amounts, if there is time for additional budget meetings, go back and revisit those items.

Page 2

Council President Feeney stated it looks as though all of the postage has been put into one line for all departments. Administrator Tovo stated that is correct, there was one remaining line item for postage "Public Affairs" that has been zeroed out, it is being charged to "Admin Postage." Councilman DeSena stated this line item has already been voted on. Administrator Tovo stated it was not done in the prior years, but now we have to do two mailings of the Homestead Rebates. A conversation followed on town-wide mailings go to, increase in postage to fifty-cents, bulk rate, emailing vouchers/purchase orders, estimated tax bills, and the vote taken at the last meeting.

A motion was made by Councilman Cumming, seconded by Council President Feeney, to bring postage to \$9,000.

Ayes: Councilmen Cumming, Councilwoman Morgan,
Council President Feeney.

Nays: Councilmen Cascio, DeSena.

0-01-20-100-220	Adm Postage	REC \$9,000	Budget \$9,000
-----------------	-------------	-------------	----------------

Councilwoman Morgan asked that effort does need to be made to doing things electronically, when they can be done electronically. Administrator Tovo stated he believes a large part of this is the electronic transmission of purchase orders, that will bring the number down, our system can do it, but we do need to have a new CFO in place to move that along. A conversation followed on the changing the process internally, to make sure it meets all the requirements, which may be six to eight months out. Council President Feeney asked is the lease of the postage machine included in the line item for furniture/equipment. Administrator Tovo replied yes, it is, he would have to check how much that is. Councilman Cumming stated that is tabled, perhaps we need to take a vote on it. A conversation followed on the actuals for the postage machine, which is \$1,560 per year, and the postage machine is basically for this line.

Councilman DeSena asked will furniture be purchased this year? Administrator Tovo replied there may be a small item or two for the Administrative Assistant's office due to the computer set-up.

A motion was made by Councilman DeSena, seconded by Council President Feeney to approve the Mayor's recommendation of \$2,000.

Ayes: Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan,
Council President Feeney.

Nays: None.

0-01-20-100-300	Furniture/Equip	REC \$2,000	Budget \$2,000
-----------------	-----------------	-------------	----------------

Page 4

Administrator Tovo stated there was a question raised by Councilman DeSena regarding IT monitoring to Saddle River. Those lines, they were charged and later voided. He checked with the IT vendor, there is no IT monitoring done, he can only assume there was a mistake there, it was caught, and voided in 2019. He stated as a reminder, the reason for the slight increase was for our IT vendor to assist with the new SDL software, Spatial Data Logistics which is currently being used by the Construction Department. It is solely for their purposes, and has now been expanded to tracking of complaints, fleet maintenance, in essence buying the entire package for different services that SDL provides. Our IT vendor would be the person installing it, and because of the depth of knowledge/experience with SDL can be a source if used properly. Councilman DeSena stated the Building Department is self-funded, they should pay the lion's share of it. Administrator Tovo stated they do have in their line item an estimate, we have been using the software, but just for construction, now it is expanded to other departments. Councilman DeSena spoke of his concern that this issue accrued four times. Council President Feeney asked that the history of those invoices be pulled and provided at the next meeting. Councilman Cascio stated we should not see this next year. Administrator Tovo stated it will show next year as that was spent.

A motion was made by Councilman DeSena, seconded by Councilman Cascio, to approve the requested \$22,000.

Ayes: Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan,
Council President Feeney.

Nays: None.

0-01-20-103-200	Admin/IT Services	REC \$22,000	Budget \$22,000
-----------------	-------------------	--------------	-----------------

Council President Feeney stated there are no other tabled items. Councilman DeSena stated page 1 was not completed, people have not been issued a RICE notice yet. Administrator Tovo recommended, when it comes to that topic, that everyone receives a RICE notice when we do the salary ordinance, so we can discuss them at once. Councilman DeSena stated he has lots of questions on all of these items, and would like to discuss before the salary ordinance is done, there are a bunch of people where it says 1.5%, they are getting a 10.5% or 11% increase, there are errors in there. Mayor Calamari stated that is not performance if those are the questions. Councilman DeSena stated it is Mr. Poller's guidance, that whenever an employee is discussed, they should receive a RICE notice, because if their name comes out, discussing the performance, and discussing an employee, the minute you say their name, you are in violation. Mayor Calamari stated do not say their names, it is not fair to issue RICE notice to everyone, two, three, four meetings. You guys do not realize what it does morale, we are the only town that issues RICE notices to our employees. Council President Feeney stated she believes job responsibilities, description and what their role is, based upon how they are performing in their role, are two completely separate items, do not say their name, just use their title. Councilman DeSena stated if you want to do that, that is your prerogative. Council President Feeney stated it is not the prerogative, it is for us to move forward with the budget to get through these pages, to issue a RICE notice is basically discussing their performance, that is what Mr. Poller said at the last meeting, if we are not discussing their job performance, but what we are going to pay them in their job responsibilities, it is different. Councilman DeSena stated we are entertaining giving someone an 11 or 12 percent raise, he wants to discuss what performance they have added to their duties, how they are performing these duties, it is important to me, he wants to see the employee evaluation, and why they are getting an 11 or 12 percent raise. Council President Feeney stated in giving an increase, are you increasing their salary to bring them to market, which a lot of companies are doing, or are you increasing their salary due to additional job responsibilities that they didn't have before, those two we don't have to involve performance because they are not performing their duties yet. Councilman DeSena stated this Council has made some serious market updates to all the salaries, all of our employees in the last few years, correct Mr. Mayor? Mayor Calamari replied correct. Council President Feeney stated historically everyone was part-time, never had a full-staff at Town Hall, never brought up to market

whether full-time or part-time. Councilman DeSena stated in the last two years everyone was brought up. Mayor Calamari stated we will bring up the line item, if it has to do with performance, we will postpone it, if not we will discuss it. Council President Feeney stated let's see if this can be done without mentioning made. Mayor Calamari stated we cannot RICE employees every meeting that we have. Council President Feeney stated it could also give the wrong impression to the employees. Administrator Tovo replied it does. Councilman DeSena stated in the last two-years, when we issued RICE Notices, we told them it was just to discuss their salary, no one is complaining. Mayor Calamari stated no one is complaining to you about it, we hear the complaints. Council President Feeney stated let them speak if someone has a complaint about the RICE notices. Administrator Tovo stated it is more concerning because they are receiving a RICE notice over and over again, the first time they are told it is for the purpose of the budget, but when it is round two or three, they are concerned about why it is taking more than one meeting. Councilwoman Morgan stated she doesn't understand why it is killing morale. Township Clerk Witkowski stated we get into conversations, we get off topic, and the person may not be discussed, then she would have to issue a Rice notice to that person again. That is what historically happens, she does agree with Administrator Tovo, if you could do the rest of the budget, not the salaries, issue a RICE notice for one meeting. Mayor Calamari stated we are issuing RICE notices to employees to talk about 5% of their performance. It is overkill in his opinion, identify those that have to be performance related, issue to them. A conversation followed on presenting the salary ordinance for review, at the same time as issuing RICE notices. Mayor Calamari stated this year he would like to propose a range to the salary ordinance, so it is not budgeted to the penny, giving it more flexibility, with a resolution. Councilman DeSena stated if Council passes a salary ordinance, and he agrees that employee x gets paid y, there is no change in that, there have been issues that raises have been given without Council's consent, that is not what the budget is about, moving monies around to change salaries is not the way municipal government works, we are not a private business, if everyone is getting 1.5%, for some reason we want to give someone 5% in the middle of the year due to the ranges, and it doesn't come back to us, it doesn't look right, it is non-transparent, the Salary Ordinance should be set at their salary, they will not get another raise until 2021. Councilman Cascio stated a max should be set at the max you can pay, making a range, not exceeding the range. A conversation followed on setting a range on the salary ordinance, setting a maximum of payment, it is the Mayor's discretion. Administrator Tovo stated the idea of a range is if someone leaves a position, replacing them that range could go down or up, depending on the market. There are two components, one would be the salary ordinance, that allows for the range, might go up or down if someone leaves a position, part two is the resolution, the resolution would set the exact dollar amount that cannot be exceeded, unless you come back with another resolution. Councilman Cascio stated setting a range from \$8,000 to \$10,000, you cannot come back and say you want to pay more, whatever the range is, it

goes with experience. Administrator Tovo stated focus on the position, the Salary Ordinance focuses on the position, the resolution focuses on the individual, it cannot exceed the ordinance. Councilman DeSena stated if the budget gets approved at \$9,000, in the middle of a \$8,000 to \$10,000 range, there is no money in the budget to pay a new person \$10,000. Mayor Calamari stated as an example, the CFO left, that position is unfilled for “X” amount of days, you haven’t spent that salary, you can give the new person more and not have exceeded the budget line. Administrator Tovo stated if you have a wide-range, you will not budget to the max of the range, but you want to give yourself a little bit of room, where there is movement throughout the year. A conversation followed on setting a date for a Special Meeting to Rice all employees, at one time.

Page 6

A conversation followed on who will be attending the league in November, price per person and the amount to be put into the line item.

A motion was made by Council President Feeney, seconded by Councilman Cumming, to increase by \$400.

Ayes: Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan, Council President Feeney.

Nays: None.

0-01-20-111-250	Council-Dues, Meetings & Conf.	REC \$2,800	Budget \$3,200 INCREASE \$400.
-----------------	--------------------------------	-------------	--

Council President Feeney stated that she would like to bring line item 0-01-20-111-260 to \$2,500. Councilman DeSena stated he has an issue with the 2019 appropriate actuals, it shows a check was cut, has it been voided? Administrator Tovo replied it has been voided. A discussion followed on the amount, what the plan is for the monies, and what occurred in the past with the monies. Councilman Cascio stated there is a lot of padding in the budget. Mayor Calamari stated it includes outsourcing of the trash, that would be an exact repay to the residents, \$400,000 of that is for trash, for the second portion of the year should we decide to outsource, the public will not be paying for their trash any longer, which is a direct savings to the taxpayer.

A motion was made by Councilman Cascio, seconded by Councilman DeSena, to bring the item to zero.

Ayes: Councilmen Cascio, Cumming, DeSena.

Nays: Councilwoman Morgan, Council President Feeney.

0-01-20-111-260	Council-Prof Services	REC \$5,000	Budget \$0 DECREASE \$5,000.
-----------------	-----------------------	-------------	--

Council President Feeney asked regarding Council- Furniture and Equipment, is there a plan for the \$6,000. Administrator Tovo stated in 2018 it was \$6,000, for the new chairs on the dais, in 2019 it was other chairs, he didn’t know if

there was a plan for 2020, we recommended a lower amount. Councilwoman Morgan stated she would like a Stigma Free flag, that would be Board of Health.

A motion was made by Council President Feeney, seconded by Councilman DeSena, for the recommended amount.

Ayes: Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan,
Council President Feeney

Nays: None.

0-01-20-111-300	Council-Furniture & Equip.	REC \$1,000	Budget \$1,000
-----------------	----------------------------	-------------	----------------

Page 7

Township Clerk Witkowski stated that she amended Clerk’s budget, in speaking to Administrator Tovo this morning, to be considered, any meeting that is over twenty-four (24) meetings for the year, she would like to request \$150 per meeting. Last year we had forty meetings, which include special meetings, budget meetings, this year we are scheduled at twenty-one. A separate line item will be created (Additional Meeting Fee) a discussion followed on how many meetings to budget for. Council President Feeney recommended putting in for 10 meetings, \$1,500. Mayor Calamari stated that line will be added to the salary ordinance.

A motion was made by Councilman DeSena, seconded by Council President Feeney, to approve the line item “Additional Council Meeting Fee/10 Meetings” at \$150 per meeting, total \$1,500.

Ayes: Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan,
Council President Feeney

Nays: None.

NEW LINE ITEM	Additional Council Meetings 10 mtgs. @ \$150/mtg.	REC -0-	Budget \$1,500 INCREASE \$1,500.
----------------------	---	---------	--

Council President Feeney stated the Assistant to the clerk is at \$35,000, is that a 1.5% increase. Administrator Tovo stated it is above the 1.5%, the \$33,743 is the 1.5%, Mayor reviewed it, and thought the \$35,000 was more appropriate, closer to market. Mayor Calamari stated she is now full-time, before she was part-time.

A motion was made by Council President Feeney, seconded by Councilman Cascio to approve the line item for Assistant to Township Clerk.

Ayes: Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan,
Council President Feeney

Nays: None.

0-01-20-120-120	Assistant to Township Clerk	REC \$35,000	Budget \$35,000
-----------------	-----------------------------	--------------	-----------------

Page 8

Administrator Tovo stated a new electronic date/time stamp will need to be purchased, the Clerk use it more so than the other departments. Township Clerk Witkowski stated the one we currently have is twenty-some-odd years old, she does have an estimate, it is under State contract, we have to roll the ribbon back to get ink, she was asked to put it into her budget.

A motion was made by Councilman DeSena, seconded by Councilman Cumming, to approve the line item Township Clerk/Office Supplies.

Ayes: Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan,
Council President Feeney

Nays: None.

0-01-20-120-220	Twp Clerk – Office Supplies	REC \$2,000	Budget \$2,000
-----------------	-----------------------------	-------------	----------------

Township Clerk – Office Equipment Repair (0-01-20-120-270) is the maintenance agreement for the FTR, which is split between three departments, Clerk’s Office, Planning & Zoning, and Court, total \$1,132.

Page 9

A motion was made by Councilman DeSena, seconded by Councilman Cascio, to approve the line item Township Clerk/Advertisements – Public Notices.

Ayes: Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan,
Council President Feeney

Nays: None.

0-01-20-120-320	Twp. Clerk – Advertisements/Public Notices	REC \$3,000	Budget \$3,000
-----------------	---	-------------	----------------

Township Clerk Witkowski stated regarding the Code Publication, we seem to be on a year-and-a-half cycle, she would like to get all of this year, the rest of last year updated. She is going to double-check the figure to make sure there is enough monies in that line item for the change from “DMF” to “DPW.”

0-01-20-120-460	Twp Clerk – Code Publication	REC \$10,000	FLAGGED
-----------------	------------------------------	--------------	----------------

Township Clerk stated these are the copying expenses, Ms. Curran had broken it out. Administrator Tovo stated he recommends putting in a \$1,000, we are looking at other leases. Mayor Calamari suggested since there are two-line items, can they be combined. Council President Feeney stated one is a lease, one is not. Administrator Tovo stated at this time this line item is a combination, some of the overages of the copier they charge to here, as well as printing, such as business cards, we have information on changing over the copiers, movement this year, hopefully consolidate and bring the cost down. Councilman DeSena stated besides the copier, the only true expense is the DEPTCOR for \$300, those are the only two expenses. Administrator Tovo stated until we get this resolved

with the right copier combination, and service along with it, we probably could keep a little bit of money in there. Council President Feeney stated she is recommending a \$1,000 for this line item.

A motion was made by Councilwoman Morgan, seconded by Councilman Cumming, to approve a \$400 increase.

Ayes: Councilmen Cascio, Cumming, Councilwoman Morgan, Council President Feeney

Nays: Councilmen Cascio, DeSena.

0-01-20-120-470	Twp. Clerk – Printing	REC \$600	Budget \$1,000 INCREASE \$400.
-----------------	-----------------------	-----------	--

Page 31

POLICE DEPARTMENT

Present: Chief Richard Skinner, Captain John Calamari, Lieutenant AJ Pecora

Police Salaries – other than Chief – Chief Skinner stated he worked these numbers with Chief Hooper before he left. They estimated the increase for the 12-hour shifts, which will start this year, officers retired, that were replaced, and now we want to replace the ranks, so we have additional sergeant ranks in there. Councilman Cascio asked how much of that increase is due to the changes in the Pitman schedule? Lieutenant Pecora stated it will roughly \$150,000 to \$160,000. Captain Calamari stated there are 2,400 more additional straight time hours that are being paid for through that, in other words, when you put the Department as a whole, each guy is working 2080 hours in year 2020 as opposed to year 2019. Administrator Tovo stated prior to this year, officers did not work a 40-hour work week. Councilman Cascio stated that number will come down in what we anticipate in the overtime, by at least that amount, is that correct? Chief Skinner replied we do, we budgeted \$160,000 for overtime, but he thinks we will come back under that \$160,000, but being the first year we are asking for a little less than what was spent in overtime last, last year significantly cut overtime, we had \$240,000 the year before, we budgeted \$150,000 went to \$162,000, that \$160,000 number that we are asking to budget for, we will come under that, he just doesn't want to cut it short. Lieutenant Pecora stated that was without the contract being really implemented, now that it has been implemented, we should see it. A conversation followed in tracking the numbers, for January and February of 2019 and 2020. For retro-pay, 2019, it doesn't come out of that line item, it comes out of the salary line item.

A motion was made by Councilwoman Morgan, seconded by Councilman Cascio to approve the Police – Salaries other than Chief.

Ayes: Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan, Council President Feeney

Nays: None.

0-01-25-240-110	Police Salaries – Other than Chief	REC \$2,750,000	Budget \$2,750,000
-----------------	------------------------------------	-----------------	--------------------

A conversation followed on lowering it to \$150,000 (Police–Overtime).

A motion was made by Councilman DeSena seconded by Councilman Cascio to lower the requested amount of \$160,000 to \$150,000.

Ayes: Councilmen Cascio, DeSena.

Nays: Councilman Cumming, Councilwoman Morgan, Council President Feeney.

*Motion not passed.

A motion was made by Councilman Morgan, seconded by Council President Feeney, to keep the Police Overtime as requested, \$160,000.

Ayes: Councilman Cascio, Cumming, DeSena, Councilwoman Morgan, Council President Feeney.

Nays: None.

0-01-25-240-120	Police Overtime	REC \$160,000	Budget \$160,000
-----------------	-----------------	---------------	------------------

Chief Skinner stated the recommendation for the increase is due to the summer rec activity, a crossing guard is at the location.

0-01-25-240-150	Police– Crossing Guards	REC \$70,000	Budget \$70,000
-----------------	-------------------------	--------------	-----------------

Lieutenant Pecora stated we don't know what will happen with the 12-hour shift, working more hours, we don't know what it will translate to by the end of the year. Chief Skinner stated vacation buyback always varies, it depends if everyone is healthy, there is not a lot of sick time, guys take their vacation time, if someone is out sick for a period of time, guys may take less vacation time, it is always a variable. He thinks one other issue that resulted in our vacation buyback going up was, Council was gracious enough two years ago to increase our training budget. One of the effects of increasing the training budget is we are sending cops for more training, we try to get them to take time back, time off when they go to training, that sometimes they have more vacation time. He stated for example if he sends Steve and Mike to a class on their day off, we are not paying them, we will give them another day off, but then that is a day off they might not take as a vacation day, but he thinks we are managing it well. He thinks that \$40,000 is going to be cutting it close, he just doesn't know, we haven't made cuts in the other spots, so there is flexibility there. Captain Calamari stated vacation time at the end of the year, used to be converted to comp time, the first quarter of the following year, the contract didn't call for it to be called vacation time, so we made it clear to the officers that it would not be carried over.

A break was taken to discuss Councilman Cumming recusal.

Council President Feeney stated Councilman Cumming will recuse himself for salaries regarding the Police Department – other than the Chief.

***A motion was made by Councilwoman Cascio, seconded by Council President Feeney to approve the Police – Salaries other than Chief.

Ayes: Councilmen Cascio, DeSena, Councilwoman Morgan, Council President Feeney

Nays: None.

Recuse: Councilman Cumming.

***A motion was made by Councilman Cascio, seconded by Councilwoman Morgan, to keep the Police Overtime 0-01-25-240-120 as requested, \$160,000.

Ayes: Councilmen Cascio, DeSena, Councilwoman Morgan, Council President Feeney

Nays: None.

Recuse: Councilman Cumming.

***A motion was made by Councilman Cascio, seconded by Council President Feeney, to keep the Police buyback 0-01-25-240-160 as requested, \$40,000.

Ayes: Councilmen Cascio, DeSena, Councilwoman Morgan, Council President Feeney

Nays: None.

Recuse: Councilman Cumming.

0-01-25-240-160	Police – Vacation Buyback	REC \$40,000	Budget \$40,000
-----------------	---------------------------	--------------	-----------------

A motion was made by Councilwoman Morgan, seconded by Council President Feeney, to keep the Police Personal Day buyback 0-01-25-240-170 as requested, \$4,500.

Ayes: Councilmen Cascio, DeSena, Councilwoman Morgan, Council President Feeney

Nays: None.

Recuse: Councilman Cumming.

0-01-25-240-170	Police – Personal Day Buyback	REC \$4,500	Budget \$4,500
-----------------	-------------------------------	-------------	----------------

Councilman Cascio asked why the \$3,000 increase. Chief Skinner stated we are not exactly sure, if your sick time buyback goes back and buying sick time that has been used. He stated we have the 12-hour shifts, you are getting paid for half the extra time, working 42.5 hours, in “Kelly Time”, we are thinking they would be taking a “Kelly Day”, and sell sick time back.

A motion was made by Councilman DeSena, seconded by Councilman Cascio, to keep the Police – Sick time buyback 0-01-25-240-175 as requested, \$38,000.

Ayes: Councilmen Cascio, DeSena, Councilwoman Morgan, Council President Feeney

Nays: None.

Recuse: Councilman Cumming.

0-01-25-240-175	Police – Sick Day Payout	REC \$38,000	Budget \$38,000
-----------------	--------------------------	--------------	-----------------

Council President Feeney stated regarding the Police – Records Clerk, this was a part-time position, now it is full-time position. Councilman DeSena stated she is also supposed to be working at DMF. Administrator Tovo stated no, that was one of our options, working at DMF as well. Councilman DeSena stated last year Council budgeted that this person worked part-time in Police, other half DMF. Administrator Tovo stated we have discovered what works better is my Administrative Assistant taking over the DMF, the Police have put more work on their Administrative Assistant, freeing up the command staff, so they can do what they should, that is manning the personnel. He stated there will be a rollover through the new software, that will be used by this person in the tracking of the fleet/maintenance, which will be under their control, there are multiple hats being worn here, multiple missions being accomplished, at the end of the day we are becoming more efficient, Police are doing Police duties, administrative personnel administrative duties. Chief Skinner stated we were thinking about \$40,000, spoke to Administrator Tovo, the Police Secretary position has taken on a lot of work. He stated during our search, we had many applicants that could fill from other Departments, there is nobody below a \$55,000 per year range. Councilman Cascio asked this person will be full-time exclusive, not shared with other departments? Administrator Tovo stated the software that this person will be responsible for, will also cross over into DMF and Fireman, so it will be the Police, DMF and Fireman fleet that this person will be responsible for to control, the information will come in and put into the system by this person, there will be cross training also, so when someone is out, nothing gets missed. Councilman Cumming stated he was disappointed to learn, he doesn't believe Council should be involved in personnel decisions, but he found out when he wanted to get his Energy Management Equipment list typed up, your assistant slot would be doing that work, in my opinion, that slot is already overloaded, seems to handle a lot, not that he would want a confidential secretary to go anywhere else either, that is a concern. Councilman DeSena stated but the person that was hired before this person did this part-time, 20 hours per week. Chief Skinner stated it worked, but there were things that didn't get done. Councilman DeSena stated can we table this for Closed Session, and Rice this person. Council President Feeney asked Chief Skinner can he just in general, what the full-time position responsibilities are. Chief Skinner stated in the past, one of the things the record clerk is now doing is outside billing/extra duty, when he was the captain he had to create invoices to bill utility companies, someone

is trained to a be in a command leadership position, really should not be creating invoices and mailing them out. He stated this person has gotten involved in scheduling, billing, now that we Power DMS, instead of us putting the document into Power DMS this person will put it in there. He stated he is a big fan of email, not a piece of paper, when he gets paper, he gives it to the secretary to be filed, and scanned, the duties have significantly increased, this new position involves more technical work, the prior position was a lot less computer work, the cops were doing those computer entries ourselves. Administrator Tovo stated we are talking about multiple positions, the whole plan is to gain more efficiency, he thinks the employees have articulated very well freeing up policeman and detectives to do those kinds of functions, with the right person in that position, we have gained that efficiency. He stated as far as his Administrative Assistant taking on the DMF role, he now understands everything that goes on in DMF, because everything comes to one place, there is no filtering of information, we see and know it all in real time, as far as an overload, he has not seen that. He stated it is going very efficiently, things are getting done. Council President Feeney asked does Captain Skinner feel it is a value added? Chief Skinner replied we definitely think it is a value added, our responsibilities, as a Police Command Staff, increase every day we are getting more guidelines from the Attorney General's Office that have to be put out, guys have read them, sign off on them, so the administrative task at the Police Department has gone up just in the last few years, and frankly we are trying to bring the Police Department to a more modern, professional level.

A motion was made by Councilman Cascio, seconded by Council President Feeney, to increase Police-Records Clerk 0-01-25-240-180 to \$42,000.

Ayes: Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan,
Council President Feeney

Nays: None.

0-01-25-240-180	Police - Records Clerk	REC \$42,000	Budget \$42,000
-----------------	------------------------	--------------	-----------------

Page 32

Councilman Cumming stated he has never seen an increase in any of the Directors, and was wondering if Council would consider increasing the Directors stipend by \$100, would Council like to table it. Council President Feeney stated it has been \$1,250 since 2015, it is not a bad recommendation. Administrator Tovo stated that can be done when the Salary Ordinance is done, because it is the same for every Director, it could be proposed then. Mayor Calamari suggested budgeting it for it now, the Salary Ordinance will confirm the budget number. Councilman Cumming may he propose \$1,350 for this Director and in anticipation of discussing them all. He stated he has not seen an increase in Directors, and they are working as hard as our employees. Councilman DeSena stated the title comes with that adage, that this it is a token, he does know a

Director that should be paid a full-time salary. Councilman Cumming replied if not more than one.

A motion was made by Councilman Cumming, seconded by Council President Feeney, to increase Directors to \$1,350.

Ayes: Councilmen Cumming, DeSena, Councilwoman Morgan, Council President Feeney

Nays: Councilman Cascio.

0-01-25-240-190	Police – Director of Public Safety	REC \$1,250	Budget \$1,350 INCREASE \$100.
-----------------	------------------------------------	-------------	--

Chief Skinner explained what Sergeant differential is. If a Sergeant is not working on that patrol, the Corporal or Patrolman that will be in charge that day, will receive Sergeant pay. Squads are scheduled so in theory we start off every tour with a Sergeant, but if that Sergeant takes off, we have to pay the Sergeant differential. He stated in the past we would start off tours that didn't have a Sergeant, but now every tour starts with a Sergeant. Lieutenant Pecora stated it should go down a bit.

Chief Skinner explained we have a full-time SLEO (40 hours) and a part-time SLEO (20 hours) that adds up to the \$80,000. The increase of \$5,000 is due to over time for Town Day and the Summer Concert Series. It will be a full year this year, we only had the full-time SLEO half a year from April, and the part-time SLEO from September.

A motion was made by Councilman DeSena, seconded by Councilman Cascio, to approve Police-Special Officers 0-01-25-240-193 as requested, \$85,000.

Ayes: Councilmen DeSena, Councilwoman Morgan, Council President Feeney

Nays: None.

Recuse: Councilman Cumming.

0-01-25-240-193	Police- Special Officers	REC \$85,000	Budget \$85,000
-----------------	--------------------------	--------------	-----------------

Captain Calamari stated previously the Detective rank wasn't ranked it just a salary, it is in the Table of Organization (TO), it will remain in the TO, subject to the contract being eliminated, it is more consistent with the way it is done. He stated in other agencies, the officer gets the title of Detective as opposed to the rank, so if you're a Patrolman, you are a Detective Patrolman, if you're a Sergeant, you are a Detective Sergeant. He stated it used to be that the rank was the title, now the title is Detective and is dictated by the assignment which is determined at the Chief's discretion. By taking that out of the salary guide, the officer in there doesn't get a salary, he gets a stipend for his time, such as a specialized equipment, regular duty uniform, which still has to be maintained,

plain clothes, different equipment for different roles. Chief Skinner stated the current position of Detective will remain as rank, until it no longer exists as a rank.

A motion was made by Councilman Cascio, seconded by Councilman DeSena, to approve Police- Stipends 0-01-25-240-195 as requested, \$2,900.

Ayes: Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan, Council President Feeney

Nays: None.

Recuse: Councilman Cumming.

0-01-25-240-195	Police – Stipends	REC \$2,900	Budget \$2,900
-----------------	-------------------	-------------	----------------

Mayor Calamari stated he doesn't think it is fair for the Chief to speak of his own salary in this case. He stated ex-Chief Hooper did the research on this number, that is to the low side of average in the County, and in light of the new contract, we feel, when it is signed, hopefully imminently, that it does create enough of a distinction between the highest rank in the department as opposed to the Chief's salary, something appropriately above that level. Councilman Cascio stated he is with the old tradition of going with 1.5%, his question is are we looking for a contract? Chief Skinner replied we would have an employment agreement. Councilman Cascio stated his philosophy is, the Chief is an employee of the Township, and the position in general cannot be both ways, he would agree to the 1.5%. Mayor Calamari stated the 1.5% would have him lower than what the Captain will get. Chief Skinner stated by law, it cannot be less than the Captain.

A motion was made by Councilwoman Morgan, seconded by Councilman DeSena, to approve Police - Chief's Salary as requested, \$190,000.

Ayes: Councilmen Cumming, DeSena, Councilwoman Morgan, Council President Feeney

Nays: Councilman Cascio.

0-01-25-240-199	Police – Chief's Salary	REC \$190,000	Budget \$190,000
-----------------	-------------------------	---------------	------------------

Page 33

0-01-25-240-270	Police–Office Equipment Repairs	REC \$5,000	TABLED
-----------------	---------------------------------	-------------	---------------

Chief Skinner stated Police – Mileage (0-01-25-240-280) was put in last year, but it wasn't spent, that will be zero. Captain Calamari stated as per the contract, yes, there is mileage, but it is impractical try to give them a department vehicle to use for the transportation. Councilman Cumming stated it should always be a department vehicle.

Lieutenant Pecora stated the bulk was new chairs, and monitors for the desks. This is for new tables in the kitchen, and interview room.

A motion was made by Councilman Cascio, seconded by Council President Feeney, to approve Police – Furniture and Equipment (0-01-24-240-300), as requested, \$2,500.

Ayes: Councilmen Cumming, DeSena, Councilwoman Morgan, Council President Feeney

Nays: None.

0-01-25-240-300	Police – Furniture & Equipment	REC \$2,500	Budget \$2,500
-----------------	--------------------------------	-------------	----------------

Councilman DeSena requested an update on the Communication Project Upgrade. He stated as long as we keep the communication as it is (Police Radio Expense 0-01-24-240-360) the \$6,000 is wasted money, the new radio that will be purchased this year is not going to work. Mayor Calamari stated he is making sure it is compatible before it is purchased. Chief Skinner stated this is for repairs for the older system we have, which is twenty-years old. Councilman Cumming requested the title be changed to “Repairs.”

A conversation followed on State Training, Stigma-Free Training, and in-person mental health training, which the previous administration did not pay for. A discussion followed on the actual training, being proactive with training. Chief Skinner stated he believes if the officers do not have to pay for the classes, in the overtime budget it can be figured out. The subject will be revisited once an accurate number is reached.

Chief Skinner stated some of these line items are a combination of things, he feels this line item be closer to what was spent in the last years.

A motion was made by Council President Feeney, seconded by Councilman Cumming, to increase Police – Equipment Maintenance & Licenses (0-01-25-240-450) to \$5,000.

Ayes: Councilmen Cumming, DeSena, Councilwoman Morgan, Council President Feeney

Nays: None.

0-01-25-240-450	Police – Equipment Maintenance & Licenses	REC \$3,500	Budget \$5,000 INCREASE \$1,500
-----------------	---	-------------	---

Police trading cards are community policing, which done through donations. Chief Skinner stated he would like to put something in for business cards. Since it wasn't done in the past, the officers were buying their own business cards, there are twenty officers. A conversation followed on putting \$1,000 in the line item. DEPTCOR contact will be given to Police Department.

A motion was made by Councilman Cascio, seconded by Council President Feeney, to add to Police – Printing (0-01-25-240-470) a \$1,000.

Ayes: Councilmen Cumming, DeSena, Councilwoman Morgan, Council President Feeney

Nays: None.

0-01-25-240-470	Police – Printing	REC -0-	Budget \$1,000 INCREASE \$1,000
-----------------	-------------------	---------	---

Page 35

Chief Skinner explained his understanding of the Police Miscellaneous line item (0-01-25-240500) which has been a catch-all. He stated last year we increased miscellaneous due to medical and psychological testing; he thinks that might have been the other \$5,000 line item. A conversation followed on making an E-ZPass a separate line item for next year, which could include E-ZPass, as well as car washing.

Captain Calamari stated the Police Department owns the weapons and are over five years old, and are showing some wear and tear, replacements can be done on a rotation. They are typically replaced between five and ten years, not much longer than that. Chief Skinner said over the next three years, we would like to replace the current handguns, they are okay for now, but is something we need to discuss a year from now. Safety mechanisms are not being upgraded drastically.

Councilman Cumming stated will there be any effect of the new intersection or is that taken into account (Police – Traffic Light Maintenance & Repair 0-01-25-240-550) with a decrease from 2018. Captain Calamari stated this is to fix what we currently have. Mayor Calamari stated we will not get to the point of having a new signal installed this year.

Councilman DeSena asked why the increase in Police – Computer Supplies (0-01-25-240-820)? Chief Skinner replied part of it is the fact that an ink cartridge would not be replaced until the ink ran out, just trying to increase supplies.

Page 36

Police – Telephone Maintenance Contract – 0-01-25-242-000 (Lease/Service contract)

Police website has been upgraded, host costs and programs.

Chief Skinner stated car cameras (Police -Car Cameras 0-01-25-245-001) is a repair item, next year (2021) it will be in the capital budget to be replaced. A camera runs \$4,500 to \$6,000 per vehicle, 7 cars are planned for next year, it

would be \$50,000. Body cameras, and tasers, with cameras, were discussed. New Jersey is the only state that requires a taser with a body camera.

Page 37

Police – Reverse 911 System/SwiftReach (0-01-25-250-100), Nixle will be added after budget approval. Chief Skinner stated up to now he has not been involved with the discussion, that is Sergeant Fasciano. Administrator Tovo stated during a budget process a discussion was had, and discussed with the Mayor. Nixle has advantages that are current, SwiftReach does not, Nixle sends out information quicker to the public. He stated when you look at the reverse 911 system, if you overuse it with detour information, people will not listen. Councilman DeSena asked are we going to supplement SwiftReach with Nixle? Administrator Tovo replied yes. Mayor Calamari stated for the 1st year we will have both of them, then an analysis will be done if we can drop the older one, at least for the next year, year and a half we will operate with both.

Councilman DeSena requested Nixle be added to the line item description.

A motion was made by Councilwoman Morgan, seconded by Council President Feeney, to approve \$5,000 for Police – Reverse 911 System/SwiftReach (0-01-25-250-100).

Ayes: Councilmen Cumming, DeSena, Councilwoman Morgan, Council President Feeney
 Nays: None.

0-01-25-250-100	Police-Reverse 911 System/SwiftReach/ Nixle	REC \$5,000	Budget \$5,000
-----------------	--	-------------	----------------

Captain Calamari stated with regard to overtime/holiday pay, previously the dispatchers work as town employees, under the Pitman schedule it is more hours, “Kelly Time” makes up for that, they are given their vacation time consistent with town employees, 96 hours per year. Town employees get the 12 holidays off, but instead of giving the dispatchers the holidays off, we have given them holiday time, which they can use throughout the year. The problem with that is the dispatcher is one of one, and has to be replaced with a different dispatcher, or Police Officer. We found that to be difficult, what we would like to do is give them payback for their holidays, the town employees are paid for their holidays, so they will not receive the day off, but it will be added to their pay, 96 hours of pay will be added. As far as the overtime, we don’t have a separate dispatcher overtime line, so if you do the salaries, it is \$160,000 for the dispatchers, at \$40,000 each. It would be straight salaries and wages and a request will be put in at some point, when Council addresses the salary ordinance, that a range be put in there. Currently we have dispatchers that are here two years, and they make the same amount of someone who is hired today, a range does need to be in place, so potentially they can be bumped up,

something that can be disused in the future. The difference between the \$160,00 to \$210,000 that is requested, basically comes down to overtime for them to cover each other's vacation, "Kelly Days", as well as any sick days used. Councilman DeSena spoke of his concern, the whole dispatching conversation came around in bringing costs down, we are trending higher. He thinks we all need to have a discussion of how we start trending down again, not higher. The whole thing behind this was to not keep an officer there, at the officer's salary, and losing him on the road, we have increased the number of dispatchers, but we are starting to trend a lot higher than we started out with. Chief Skinner stated the big increase in 2018 to 2019 was a result of not being covered. Captain Calamari stated in 2018 we didn't have full-time staff, in 2019 we have a full dispatch crew. Councilman DeSena stated we are creeping up, they do a phenomenal job, but he thinks we have to start figuring out how to control this a little bit better. Sergeant Pecora stated if you look at that line item, then the overtime budget, you will see the savings in the overtime budget, as the dispatchers were hired, there is a drop in the overtime budget. Captain Calamari stated with the Chief's permission, we can sit down and talk about how it is done. Councilman DeSena stated it is a great idea, support it fully, but with increases eventually we will be up to the \$280,000-\$300,000, and question, why not put an officer back on the desk. Councilman Cumming stated there was a huge amount of discussion about getting cops off the dispatch desk, cutting costs, but there are people out there, that we need to do a comparison, the change-over is pretty much complete. Can we have a conference with some police officers, and council members, so we can have a full summary of all the good things that are being done. Chief Skinner stated at some point that can be a discussion, one of the values we don't see is officers are making more arrests than in the last few years, with dispatchers helping in processing. He stated to Captain Calamari's credit, we are still significantly lower than years back. Mayor Calamari stated the last number was \$280,000 three years ago, and we have the control in house.

A motion was made by Councilwoman DeSena, seconded by Councilman Cumming, to approve \$210,000 for Police-Dispatching S&W (0-01-25-250-200).

Ayes: Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan,
Council President Feeney

Nays: None.

0-01-25-250-200	Police Dispatching S&W	REC \$210,000	Budget \$210,00
-----------------	------------------------	---------------	-----------------

Break taken from 1:21 p.m. – 1:28 p.m.

Page 11

A conversation followed on keeping the Director of Finance at zero, or add \$1,350 to the line item. Administrator Tovo is in the position, and he is a full-time employee, he is in for the remainder of Mayor Calamari's tenure.

Councilman DeSena stated regarding the position of Deputy Treasurer/Benefits Coordinator, we do not have a Treasurer, how do we have a Deputy Treasurer? Mayor Calamari stated it is more Benefits Coordinator, we can probably pull Deputy Treasurer out of it. Administrator Tovo stated he would not do that, because she is a signatory. Council President Feeney asked if she has the background of a Treasurer. Administrator Tovo stated she was Deputy Treasurer when he got here, before that she worked in Finance, she was an available employee to sign, since our CFO's were part-time. Mayor Calamari stated now that our CFO left, she signed the last round of checks, as well as myself. Councilman Cascio stated does this person hold this title, as well as what other titles? Mayor Calamari replied Tax Collector. Councilman DeSena asked she handles the day to day benefits coordination of all the policies, amendments, she is doing all of that work? Administrator Tovo replied policies would come from the Administration, benefits coordination is really between payroll and this person here. Council President Feeney stated as an example, if you get divorced, and your husband is no longer on your pension, she would handle that? Administrator Tovo replied stated if there is a change in your coverage because of that, that would go to payroll, that is where the deduction comes from. Council President Feeney asked would she deal with the actual insurance company for the plan? Administrator Tovo replied likely payroll would do that. Councilman DeSena asked why do we need the position of Benefits Coordinator? Administrator Tovo replied there is a lot of coordination that goes on, benefit may not be the best word. Mayor Calamari stated also she also does the LOSAP calculations. Administrator Tovo stated the medical payments she does do, but we are trying to put that to the carriers, so if it is an individual policy issue, payroll would do it. Councilman DeSena asked should this be split with the payroll person, so it is split evenly, since the payroll person is doing half of these duties? Administrator Tovo replied he thinks there are more than ample duties that would justify this amount. He stated we beat this to death last year, we answered all the questions, it is a valued employee. Council President Feeney stated it is only a 1.5% increase, the role and responsibilities, and it is being felt, it is warranted. Mayor Calamari stated someone would have to do to.

A motion was made by Councilwoman Morgan, seconded by Councilman Cumming, to approve \$5,075 for Deputy Treasurer/Benefits Coordinator (0-01-20-130-160).

Ayes: Councilwoman Morgan, Council President Feeney
 Nays: Councilman Cascio, DeSena.
 Abstain: Councilman Cumming.

0-01-20-130-160	Deputy Treasurer/Benefits Coordinator	REC \$5,075	TABLED
-----------------	---------------------------------------	-------------	---------------

Council President Feeney requested, before the next meeting the roles and responsibilities of the person in this specific position, or a recommendation to change the title.

Page 12

Administrator Tovo suggested on lowering Finance/Treasurer–Furniture Equipment (0-01-20-130-300) to \$350.

A motion was made by Councilman Cascio, seconded by Council President Feeney, to decrease Finance/Treasurer – Furniture Equipment (0-01-20-130-300) to \$350.

- Ayes: Councilmen Cumming, Councilwoman Morgan, Council President Feeney
- Nays: Councilman Cascio, DeSena.
- Abstain: Councilman Cumming.

0-01-20-130-300	Finance/Treasurer Furniture Equipment	REC \$550	Budget \$350 DECREASE \$200.
-----------------	--	-----------	--

Councilman DeSena asked would it be cheaper to use direct deposits with Summer Recreation instead of cutting manual checks, can we look at both. Mayor Calamari replied yes.

A motion was made by Councilman Cumming, seconded by Council President Feeney, to approve \$17,000 Finance Director – Payroll Services (0-01-20-130-320).

- Ayes: Councilmen Cumming, Councilwoman Morgan, Council President Feeney.
- Nays: Councilman Cascio, DeSena.

0-01-20-130-300	Finance Director Payroll Services	REC \$16,000	Budget \$17,000 INCREASE \$1,000.
-----------------	--------------------------------------	--------------	---

Page 13

Financial Services Fee (0-01-20-132-200) Lerch, Vinci & Higgins.

Councilman Cascio asked how much is outstanding? Mayor Calamari replied from the year end he doesn't know off hand, but between the \$15,000 and \$18,000 number. A conversation followed on lowering the amount.

Audit Services (0-01-20-135-200) Lou Mai.

A conversation followed on the Tax Collector increase, which is from 11.65% increase, to \$55,825, a 1.5% increase is \$50,750.

A motion was made by Councilman Cascio, seconded by Council President Feeney, to approve \$50,750 Tax Collector (0-01-20-145-110).

Ayes: Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan,
Council President Feeney.
Nays: None.

0-01-20-145-110	Tax Collector	REC \$55,825	Budget \$50, 750 DECREASE \$5,075.
-----------------	---------------	--------------	--

Page 14

A conversation followed on Fin/Tax Coll Training (0-01-20-145-370) if there is a plan in place for the \$2,000, it is training for Tax and CFO.

Page 15

A conversation followed on the increase hours in the Tax Assessor’s Office, the Assessor works 1.5 days per week, there has been work with deeds, just upkeeping of books. Councilman DeSena stated this person is working full-time, splitting her time between Tax Assessor Clerk, Planning and Zoning. Councilman Cumming requested a chart, showing the functions of employees, showing if they performed more than one job. Councilman DeSena stated he is okay with keeping everything at 1.5%. Administrator Tovo stated a full-time position, the \$35,000 to \$40,000 range is appropriate in municipal government, we were trying to get her into the normal range. Council President Feeney stated the total salary is \$38,450, for a 35-hour week. Councilwoman Morgan stated she is ok with the \$38,450. Councilman Cascio stated he is ok with the 1.5%. Councilman DeSena stated we started adjusting employees for more, there are other people that work in this building that make less than \$38,450, but we approve them at 1.5% above last year, that puts them above \$30,000 - \$32,000, now this person we will give a lot more to, it is more than the 1.5%. Council Presidents Feeney stated in the roles and responsibilities they have, we are not watching every day what they are doing in the building, Administrator Tovo and Mayor Calamari are aware, they also have to take their recommendation, not performance, but how much time the actual role requires. Councilman DeSena stated so we are on the same page, this Council has given 1.5% increase for the last two years, because we don’t do performance reviews that take into account what your salaries should or should not be adjusted to, because if we did that, some people may not get a raise, but some people may, but we have taken the adage that everyone gets the minimum of 1.5% across the board. Mayor Calamari stated we have brought people up to market, it is an ongoing process, it’s not like it stops every year. Administrator Tovo stated we have made recommendations. Council President Feeney stated they are telling you they are making recommendations. Councilman DeSena stated he will not change his value, give everyone the same. Council President Feeney stated if Councilman Cumming gets 3%, Councilman Cascio gets 2% and you get 1%, what company works in that way just because Councilman Cumming gets 3% everyone has to get that, what company works in that way, the world doesn’t work that way. Administrator Tovo stated you also have to look at the other fact, that is if you

had to replace the position, what's that dollar number going to be, at the number we are recommending or lower, because every time we go higher, we find out we are below market value in every position. Councilman DeSena stated he would like to table this, and have this employee issued a RICE notice, that is his suggestion (Tax Assessor Clerk/ Planning and Zoning Board Secretary). Councilman Cascio stated he will not be voting for an increase of more than 1.5%. Council President Feeney stated if the person is not at market, we are not retaining employees because they are not at market, it will cost us if we go out, it will cost us \$10,000, how does that benefit the town. Administrator Tovo stated we just started last year, we never had a chance, until now, to bring it to market, we combine positions, but things together. Mayor Calamari stated this is an ongoing process. Councilman Cumming stated there is also a change in responsibilities, its beckoning a shell game. He stated we need a list of job descriptions, who is who, who does what. Administrator Tovo stated an organizational chart was received last year, there was a breakdown, it will be provided again this year.

A motion was made by Councilman DeSena, seconded by Councilman Cascio, adjourn.

Ayes: Councilmen Cascio, Cumming, DeSena, Councilwoman Morgan, Council President Feeney.

Nays: None.

Time Noted: 2:03 p.m.

Susan Witkowski,
Township Clerk

Stacey Feeney,
Council President

Approved: April 20, 2020