

TOWNSHIP OF WASHINGTON  
BERGEN COUNTY, NEW JERSEY  
SPECIAL MEETING-BUDGET  
Monday, April 13, 2020-7:00 P.M.

**☞PLEASE NOTE THIS IS A VIRTUAL MEETING  
WITH REMOTE PUBLIC COMMENT☞  
DUE TO CORONAVIRUS PANDEMIC**

CALL TO ORDER: Council President Feeney.

STATEMENT:

Welcome to the Special Public Meeting of April 13, 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 April 7, 2020, and this notice has been posted on the Township Bulletin Board and on the Township Web Site.

The purpose of the meeting is to conduct the following business and any other items that may be on the Agenda, 2020 Budget Meeting.

SALUTE TO FLAG: Council President Feeney.

ROLL CALL: Via conference call

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

Let the record reflect also participating via conference call Robert Tovo, Administrator and Township Clerk Witkowski. Not participating: Mayor Calamari.

APPROVAL OF MINUTES: none

**\*\*TO PARTICIPATE IN THE GENERAL PUBLIC DISCUSSION PORTION OF THE MEETING, PLEASE DIAL IN ON 201-664-4659. YOU WILL BE ASKED TO STATE YOUR NAME AND ADDRESS FOR THE RECORD, AND WE ASK THAT ONLY ONE PERSON SPEAK AT A TIME. PLEASE NOTE THAT AT THE END OF THE GENERAL PUBLIC DISCUSSION, NO MORE CALLS WILL BE ACCEPTED\*\***

## GENERAL PUBLIC DISCUSSION

Council President Feeney advised there is a five (5) minute time limit.

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

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

Nays: None.

### Anthony Conti, 490 Ridgewood Boulevard North

Mr. Conti stated he understands that Mayor Calamari is not present, he would like to relay a message to him, he would like to know how many Township residents have had the Coronavirus, how many have recovered and how many have passed away. He is trying to get information over social media, but the Mayor has not responded. He understands that Mr. Tedesco does provide this information to Mayors, he is hoping that the Mayor will pass on the information. Council President Feeney stated all of that information is on the township webpage, under Health Department. It is updated daily, current cases in the township, she is not sure if we are allowed to posts deaths, there is a privacy issue. There is other information as well from the CDC, WHO and the New Jersey Health Department. Councilwoman Morgan stated she is on the Department of Health as well, on the webpage you can see every county, the numbers, how many have the virus, it is a good resource for information. Mr. Conti asked do they provide the number of people that have recovered? Council President Feeney replied the Bergen County Executive Office does not provide that number.

A motion was made by Councilwoman Morgan, 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

Council President Feeney stated she will email Administrator Tovo tomorrow regarding salaries.

### Page 55

Councilwoman Morgan requested line item 0-01-37-330-670 to read Health-Child Care Conference with Hillsdale instead of Health-Child Health Care.

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The \$11,700 is the contract amount with Tyco, the additional \$300 is for after hour services, in case they are needed. Township Clerk Witkowski stated she does the Health and Animal Control Budget, a call out is \$65, last year she did not budget enough for it, there were a few, that is why there is an increase.

A motion was made by Councilwoman Feeney, seconded by Councilwoman Morgan, to approve the following line item.

0-01-27-340-000	Animal Control Officer	REC \$12,000	Budget \$12,000
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- Ayes: Councilman Cumming, DeSena, Councilwoman Morgan,  
Council President Feeney.
- Nays: Councilman Cascio.

Township Clerk Witkowski stated she would like feedback from Council, as in the past there was a State Law requiring a dog census. Our Animal Control Officer did suggest if the Township requested, a canvas could be done at a cost of ninety-five-cents per home. We have funds in the Animal Trust Account that can be used, as it is not a budgeted item. It has not been done in a few years; she would like to suggest it for this year to get a better number. The funds in the animal trust account will be used for this purpose. Councilman DeSena stated due to the Coronavirus, he would not suggest it for this year, he believes 2021 would be better. Township Clerk Witkowski stated she agrees, it will be done next year. Dog registration numbers have increased from 400 to approximately 900 in the past years. Council President Feeney requested the year of the last census, number of animals, how many licenses were issued. Councilman Cumming stated he believes rabies information needs to be kept up. Township Clerk Witkowski will provide that information.

Recreation, Public Affairs, Library

Administrator Tovo stated he spoke with the Mayor, Recreation and Public Affairs Directors are asking to do their presentation for Thursday, April 16<sup>th</sup>, Library for Monday, April 20<sup>th</sup>. Councilman DeSena stated he has not yet received a line by line breakdown. Council President Feeney stated Summer Rec numbers were sent via an email on April 2<sup>nd</sup>. She would like a breakdown of the totals for Basketball, Cheer, Football, Golden Seniors, Men’s Softball, and the Teen Program, by Thursday. Administrator Tovo stated he will check with the Mayor before sending.

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Councilwoman Morgan requested Administrator Tovo to look into line item Cheer Music, 0-01-28-370-768, the amount should be \$475, not \$275. She stated in cheerleading you have to buy the rights to use the music in competition, she

stated last year it was two payments, one for \$275 and one for \$200, it should read \$475.

0-01-28-370-768	Cheer – Music	REC \$275	Budget \$475 <b>INCREASE \$200</b>
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A motion was made by Councilman Cascio, seconded by Councilman DeSena to decrease the following line item Parks–Building Maintenance to \$9,000, recommended \$15,000.

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

A motion was made by Councilman Morgan, seconded by Council President Feeney, to decrease the following line item Parks–Building Maintenance to \$10,000, recommended \$15,000.

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

0-01-28-375-420	Parks–Building Maintenance	REC \$15,000	Budget \$10,000 <b>DECREASE \$5,000</b>
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Administrator Tovo stated the following line item is being combined with the rehabilitation of Memorial Field, which is on page 64, #0-01-28-377-200. A conversation followed regarding the lack of usage and wear and tear of the fields this year, however, the continued upkeep of the fields cutting the grass and fertilizing continues.

A motion was made by Council President Feeney, seconded by Councilman Cumming, to decrease the following line item.

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

0-01-28-375-640	Parks–Field Maintenance Expenses	REC \$50,000	Budget \$45,000 <b>DECREASE \$5,000</b>
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Councilman DeSena suggested decreasing the following line item due to lack of usage, as the parks are closed due to Coronavirus.

A motion was made by Council President Feeney, seconded by Councilman DeSena to decrease the following line item, Parks–Portable Bathrooms to \$3,000.

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

Nays: None.

0-01-28-375-780	Parks-Portable Bathrooms	REC \$3,500	Budget \$3,000 <b>DECREASE \$500</b>
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Striping will only be for football, lacrosse will not be starting, due to Coronavirus. Administrator Tovo suggested not cutting much off the budget since materials have been ordered already.

A motion was made by Council President Feeney, seconded by Councilman DeSena, to decrease the following line item Parks–Field Striping to \$3,100.

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

Nays: None.

0-01-28-375-781	Parks-Field Striping	REC \$3,500	Budget \$3,100 <b>DECREASE \$400</b>
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Councilman DeSena asked why the increase, he thought everything is now LED? Councilman Cumming replied he doesn't understand the increase, he doesn't know what is running, he is trying to review the bills because it is shocking. Councilman DeSena stated the electric in DMF building almost doubled. Council President Feeney stated maybe doors are open or the common space is utilized more? Councilman Cumming stated he has no idea. Councilman Cumming stated he believes we have to put \$11,000 in the firehouse until we find out what is wrong, hopefully that will be changed with the new firehouse and the bill will decrease. Council President Feeney stated she will reach out to the Chief to see if anything has changed, her concern is with the increase in the DMF. Administrator Tovo stated he did have a conversation with the Superintendent and, that is why the number is reduced, he will ask him why he feels the number will decrease, and provide an update via email. Council President Feeney stated she would like to flag this line; she is uncomfortable with the difference of what was spent in 2019 and asking. Councilman Cumming stated most of the electricity consumption in the DMF is lighting, heating and air conditioning. He stated LED will drop the bill by about \$200, something else must be running, like a compressor that is eating a lot of electricity, whatever it is will be shut off.

0-01-31-430-002	DMF Building Electricity	REC \$15,000	<b>FLAGGED</b>
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Councilwoman Morgan asked why is the request for Town Hall Electricity \$30,000. Councilman Cumming replied he would change it to \$20,000, there is more efficient Air conditioning and lighting. He will be meeting with the Mayor, and he would like to go out to bid for the energy management, which would limit the air conditioning when needed during the week and adjust over the weekend when it is not needed. He believes that bill will be \$19,000 or less, that is our new profile. Administrator Tovo stated a year is needed, Councilman Cumming has the right idea. Councilman Cumming stated unless bills were not paid in the previous year were paid this year. Administrator Tovo stated that is a possibility. Councilman Cumming stated he will go over the PSE&G bills.

A motion was made by Councilman Cumming, seconded by Council President Feeney to decrease the line item Town Hall–Electricity to \$20,000.

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

Nays: None.

0-01-31-430-003	Town Hall Electricity	REC \$30,000	Budget \$20,000 <b>DECREASE \$10,000</b>
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Administrator Tovo stated all the telephones are now in one-line item, Administrative Offices–Telephone. Councilman DeSena asked if the number can be reduced to be more in line with previous years? Administrator Tovo recommended \$35,000. Councilman DeSena stated that is fine. Council President Feeney asked is everyone okay with that? All councilmembers agreed. Councilman Cumming stated he is looking to find audits for water, phones, etc.

0-01-31-440-603	Administrative Offices Telephone	REC \$40,000	Budget \$35,000 <b>DECREASE \$5,000</b>
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Administrator Tovo stated it was discovered that not all charges to the water, line item (0-01-31-445-000) were not charged properly, and the reason for the transfer. He stated this needs to be corrected in 2020. He would prefer it to be on the higher side to avoid a transfer, 2021 he will provide a definitive answer. Council President Feeney asked is this an audit issue? Administrator Tovo replied it may be an audit comment.

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Administrator Tovo stated the natural gas bills for the firehouse came in late (0-01-31-446-001), not categorized properly, has been corrected.

Administrator Tovo stated the natural gas bills for town hall (0-01-31-446-003) did come in, the amount should be more than enough. Councilman Cumming

stated the amount can be lowered to \$4,000, if we get the Energy Management System, we will save money on all the heating and air-conditioning. Council President Feeney asked if everyone agreed to \$4,000.

A motion was made by Councilman Cumming, seconded by Council President Feeney to reduce line item Town Hall–Natural Gas to \$4,000.

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

Nays: None.

0-01-31-446-003	Town Hall Gas (Natural)	REC \$5,000	Budget \$4,000 <b>DECREASE \$1,000</b>
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### Sanitary Sewer Fees BCUA

Administrator Tovo stated we received a bill in February, the projected number is \$776,000. Council President Feeney asked when is the contract reassessed, is the Township billed monthly? Administrator Tovo replied it is billed quarterly and stated it should be increased to \$776,000 at a minimum. Bills may be higher, flows may be higher, maybe increase to between \$785,000-\$795,000, the longer this pandemic situation continues, the flows will be higher. Councilman DeSena stated Administrator Tovo is correct, flows may be higher, therefore bills will be higher, he will be abstaining because he does business with this entity. Council President Feeney asked Administrator Tovo to monitor the sewer fees after the first quarter and advise Council.

A motion was made by Council President Feeney, seconded by Councilman Cumming, to increase line item Sanitary Sewer Fees – BCUA to \$800,000.

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

Nays: None.

Abstain: Councilman DeSena.

0-01-31-455-200	Sanitary Sewer Fees – BCUA	REC \$739,026	Budget \$800,000 <b>INCREASE \$60,974</b>
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### Sanitary Sewers – Other than BCUA

Administrator Tovo stated the Township there are separate contracts with surrounding municipalities, hooking into their systems, Ho-Ho-Kus and Hillsdale. Those are the two he knows of, there may be more, there are flow issues and billing is quarterly. Councilman DeSena stated he would leave it at \$80,000. Administrator Tovo stated it is not a lot of homes. Councilman DeSena stated he agrees, but everyone is home now during 9-5. and now have the flow from 9-5 that did not exist last year. Council agrees to the \$80,000 as budgeted.

Councilman DeSena asked Administrator Tovo why is the gas/diesel line item the same? Administrator Tovo replied we are enjoying a downturn in gas prices, but when the budget was done that was not the case, we expected an uptick in the prices from the County. Council President Feeney stated she did speak with Mr. Sears, the number of fire calls within the last two weeks has increased, she does not recommend reducing this, she understands gas is cheap, but they have been on more calls than ever before. Councilman Cumming stated they are not driving 100 miles. Administrator Tovo stated we are enjoying the lower prices now, but there will be a swing back up in three to four months.

Administrator Tovo stated the DMF does pick-ups, except for the bulk, which will resume when we can, we may be able to come down a bit to \$22,000, council agreed. Council President Feeney asked was the Senior Van gas moved to the DMF budget? Administrator Tovo stated it is a minimal amount, we get our bills from the County, it is tough to separate out.

0-01-31-460-003	DMF Gasoline – Diesel	REC \$24,000	Budget \$22,000 <b>DECREASE \$2,000</b>
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Council President Feeney asked why is the DCRP Pension at \$10,000, when prior years it is much lower, are there unknown factors. Administrator Tovo replied yes, there are unknown factors, if there are new hires, the DCRP could be slightly higher, recommended to reduce to \$8,000. Council Feeney asked is Council okay with the \$8,000, council agreed. Councilman DeSena asked where is the PERS charged, #0-01-36-471-000, that is a large number? Administrator Tovo replied he believes it is captured somewhere else. In Edmunds when you want to enter numbers for PERS, the numbers do not go where you think they should go, there were some changes to Edmunds, will get back to Council tomorrow.

0-01-36-471-001	DCRP Pension	REC \$10,000	Budget \$8,000 <b>DECREASE \$2,000</b>
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Councilman DeSena asked why the increase in FICA/Medicare? Administration Tovo replied we were researching if it was just simply underfunded or there were big increases. For example, we know there are some major changes in the Affordable Care Act, that is why we are recommending that number. Councilman DeSena suggested to flag the line item for more information. Council President Feeney stated the actuals went down, plus there are more full-timers, it can be tabled. She requested Administrator Tovo to get back to Council. She also questioned FICA and Medicare, does the Affordable Care Act roll into the FICA and Medicare line? Administrator Tovo stated he will double check both of these. Council President Feeney stated that is a big accounting no-no, the fees should

be separated out. Administrator Tovo stated historically we have not, but he knows there have been some changes, he will check with finance tomorrow.

0-01-36-472-0000	Statutory Expenditures FICA & Medicare	REC \$220,000	<b>FLAGGED</b>
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Council President Feeney asked was the \$136,000 put into Statutory Expenditures PFRS, 0-01-36-475-000? Administrator Tovo replied no, that is a contract amount for PFRS of \$788,000.

Administrator Tovo recommended that we can go to Municipal Court.

In this section there are some numbers he is working with LVH and someone will also be a presenting number from the library.

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Council President Feeney stated she would like to decrease to \$300 on the line item below, council agreed.

0-01-43-490-250	Dues, Meeting & Conferences	REC \$400	Budget \$300 <b>DECREASE \$100</b>
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Municipal Court Furniture & Equipment, 0-01-43-490-300, also includes printers.

Administrator Tovo will double-check if the printing bill came in late, 0-01-43-490-470).

Administrator Tovo stated regarding Capital Improvement, he is working with the Grant Writer, will have the list for Thursday.

He stated there are adjustments to WCTV if Council would like to proceed, as well as Police.

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Administrator Tovo stated the line item below is for updates needed for storage and software on the server in order to upgrade the CAD system and enforce the system. It is computer related, creating a new space in our internal service, upgrade in our storage ability. Council President Feeney stated some of these fees may need to be in the software line. Administrator Tovo stated if the line item can be approved now, he will get the breakdown to Council, then it can be separated out.

0-01-25-240-270	Police – Office Equipment Repairs	REC \$5,000	Budget \$5,000
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Administrator Tovo stated the line item below should have been changed to read Medical, this line is for Physical and Psychological evaluations for new hires/employees. The line needs to be changed to \*\*Police–Medical, Physical/ Psychological Evaluations and could be earmarked for new hires. Councilman DeSena stated we still have the \$5,000 left from last year. Administrator Tovo stated he feels that is a mistake. Council President Feeney are there bills that go against this. Administrator Tovo stated he will get the accurate information. Council President Feeney stated she is fine with that amount of money, but agrees we should get accurate information.

0-01-25-240-280	Police – Mileage**	REC \$5,000	Budget \$5,000
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Administrator Tovo recommended amount to be decreased from \$10,000 to \$8,000 (as per a formal request from WCTV).

0-01-25-407-000	WCTV Cable Television Expense	REC \$10,000	Budget \$8,000 <b>DECREASE \$2,000</b>
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Administrator Tovo stated he did make a list of all the pending questions; the departments will be in on Thursday/Monday.

Councilman Cumming requested Ms. Tarabocchia (Dina) pull out the invoicing for both firehouse and DMF electricity, the DMF building for the past year. He will reach out to Bill Lawlor, Superintendent.

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Administrator Tovo stated the Debt Service numbers that we ran were accurate, we are just waiting for confirmation.

Councilman DeSena asked Administrator Tovo to get the amount of collected taxes to date for this Thursday meeting, 2019 versus 2020.

Council President Feeney asked is Ms. Apar (Tax Collector) is back in the office. Administrator Tovo stated she is doing her time in the office, and time at home, what can be done remotely. Council President Feeney stated her recommendation is since Ms. Apar is the only one in that office, she could be in every day, and still be social distancing. That would be a big vote of confidence for the township.

A motion was made by Councilman DeSena, seconded by Councilman Cumming to adjourn.

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

Nays: None.

Time noted: 8:35 p.m.

/s/ Susan Witkowski  
Township Clerk

/s/ Stacy Feeney  
Council President

Approved: June 3, 2020