

TOWNSHIP OF WASHINGTON
BERGEN COUNTY, NEW JERSEY
REGULAR MEETING MINUTES
April 20, 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 regularly scheduled Public Meeting of April 20, 2020 of the Township of Washington Township Council. A meeting notice amending the time the meeting will start was sent on April 13, 2020, in accordance with the Open Public Meetings Act by the Township Clerk, and this notice has been posted on the Township Bulletin Board and on the Township Web Site.

SALUTE TO THE 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, Mayor Calamari, Township Administrator Tovo, Township Attorney Poller and Township Clerk Witkowski.

PUBLIC SERVICE ANNOUNCEMENT read by Council President Feeney.

CORONAVIRUS - For the latest updates on the Coronavirus, as well as messages from Mayor Calamari, Chief Skinner, and Governor Murphy's statewide at home order, please visit our website.

Facemasks are now required by law in New Jersey grocery stores, essential retail stores, and while using New Jersey Transit.

Per Governor Murphy's Executive Order No. 120, dated Wednesday, April 8, 2020 the Primary Election Scheduled for June 2nd has been rescheduled to Tuesday, July 7th.

The Municipal Building is Closed to the public however, you may reach all offices by phone and email. All business will be conducted via telephone, email, United States Post Office or the blue mail/drop box located outside of Town Hall which will be used for depositing all incoming mail, 2nd Quarter Tax Payments (due May 1st) and any other fees or correspondence with the Township, all correspondence must be addressed to the proper department. No cash is accepted. Tax payments must be in a sealed envelope, identified by address or block and lot. If you wish your tax bill to be stamped "PAID" enclose entire bill with your payment, in addition please enclose a self-addressed/stamped envelope and it will be mailed back to you. Township Offices and DPW will be closed on Fridays until further notice.

Pet licensing:

Due to the current situation of COVID19, the issuance of summonses has been suspended until further notice. To avoid receiving one in the latter part of the year, as a courtesy, we ask if you have received a final notice, please contact the Clerk's office by phone or email as listed in the letter to notify that you have either move or no longer have your pet. You can also mail in your renewal with payment (check only) and a copy of your pet's current rabies certificate so the 2020 license tag can be mailed to you. We thank you for your cooperation at this time.

Scam Alert: The CDC or Health Department will not go door-to-door to take your temperature. This is a scam, do not open the door, please report to the Police. In addition, SUEZ and PSE&G will not turn off your utilities during the pandemic. Be aware of those knocking or calling impersonating utility employees.

Household (bulk) Debris pick-up has been postponed until further notice.

SUPPORT YOUR LOCAL EATERIES – Please visit our website for a list of local establishments still open and serving our community.

During these everchanging times, we encourage residents to please stay in contact with our community, please visit our website to sign-up for SWIFT 911, sign up for our Township email notices, by texting the word TOWNSHIP to 22828, entering your email address, or by following us on Facebook and/or Twitter.

APPROVAL OF MINUTES:

A motion was made by Councilwoman Morgan, seconded by Councilman Cumming to approve the following minutes:

February 22, 2020 2020 Budget Meeting

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

Nays: None.

MAYOR'S APPOINTMENT *(with consent of Council)*

Mayor Calamari – To the Council President and Council Members of the Township of Washington, please be advised that I am appointing John Corcoran, to the position of Chief Financial Officer, effective as of May 1, 2020 for the statutory term January 1, 2020 to December 31, 2023, subject to having Council's advice and consent, which I respectfully request.

Council President Feeney asked can we have a discussion. Attorney Poller stated first a motion needs to be made, then you can have a discussion.

COUNCIL RESOLUTIONS OF CONSENT

Resolution No. 20-199

Appointment of Chief Financial Officer-John K. Corcoran

A motion was made by Councilman Cumming, seconded by Councilwoman Morgan on Resolution No. 20-199.

Discussion Resolution No. 20-199

Council President Feeney asked did we receive any other resumes, was there a resume missing from our packets, there is a summary on page 7. She stated she has Mr. Corcoran's resume. Township Clerk Witkowski stated be careful with names. Council President Feeney stated she has the first candidates resume, on page 6, there are two names she doesn't have that resume. Administrator Tovo stated he was concerned in submitting that resume, that person is currently employed in another town, different municipality, similar to the Township. Council President Feeney asked maybe it can be blocked out? Councilwoman Morgan stated why does it make a difference. Administrator Tovo did not realize it was in the packet, if so, no issue in sending out. Councilman DeSena asked what is the salary? Administrator Tovo replied \$70,000, part-time, 20-25 hours per week in the office. Councilman DeSena asked will he be paid by the hour? Administrator Tovo replied it will be established hours, set hours, 20-25 hours same every week. Council President Feeney stated there is a difference between 20 and 25 hours, is he going to be salaried and the job is going to get done, or is it hourly, what is the expectation? Administrator Tovo replied, the intent is he is going to be salaried, with the 20-25 hours established per week, if more time is required it is covered in the salary, no overtime, salary is approximately \$70,000. He stated we are still working with the approximate number of hours, 20-25, or somewhere in between. Councilman DeSena stated if it is 20 hours it will be less than \$70,000, 25 hours it will be \$70,000. Administrator Tovo replied he thinks that is fair to say, yes. Council President Feeney asked how are the 20-25 hours being determined? Administrator Tovo replied based on workload, we are confident that 20 hours a week should be enough, in the beginning it may be higher than that. Council President Feeney stated if Administrator Tovo states 25 hours, she was reading the report, training is needed, so will it be 25 hours in the beginning due to training being needed, then the hours will be reduced to 20. Administrator Tovo stated we have to play this as it goes, if there is going to be a reduction of hours the work can be done in fewer hours a week, consequently lower the amount. Councilman DeSena stated in Executive Summary, it states both candidates need additional support, certain functions will be new to them, how are we going to achieve that? Administrator Tovo replied through training, CEU's, some online work with Edmunds, it will require some time out of the office probably on their site. Council President Feeney stated she understands that Edmunds is new to them, her concern is that he does not have strong financial statement skills, that is something in the roles that she saw he should have some experience building financial statements, where is the lack of background or experience of that addressed? Administrator Tovo replied the Phoenix Group Hire Report, he has requested them to give a list of classes and options, to bridge the gap. Council President Feeney stated she is concerned is it both sides of financial accounting, in the 2nd year of accounting you should have financial statements. Administrator Tovo stated he will get more clarity from the Phoenix Group on where they see those shortcomings. Council President Feeney stated the unaudited can be pulled out of Edmunds, but they need to clarify putting together the actual financial statement, she wants to make sure what they are talking about. Councilman Cascio asked would this person be available 30-40 hours per week? Administrator Tovo replied he is retired from similar work and would rather not return to work full-time, he will just be working for the Township. Councilman DeSena stated there are nine functions in the Phoenix Report the CFO be able to complete on his own, how much help is needed? Administrator Tovo replied based on the interviews with him, which included myself, the Mayor and the Phoenix Group. He will need to learn the software, he has performed the other functions, the support to bring him up to another level rather quickly. Council President Feeney stated if it is not for lack of ability to perform the job, it is the software? Administrator Tovo replied finance software is a big piece of it, the next step would be the support personnel, the CFO is taking the bigger chunk of the work and finalizing it, giving us the parts that we need, you would typically submit reports to the CFO, he will do it himself, rely on the resources. Council President Feeney asked how many resumes were

received? Administrator Tovo replied two, it was on the League of Municipalities site. Councilman DeSena asked if the interview process was with Mayor, Mr. Tovo and Phoenix Group. Phoenix was not part of that process, they took it on afterwards? Administrator Tovo replied the he and the Mayor interviewed. Councilman DeSena stated Phoenix states it did not conduct interviews, they were given the two final names. Administrator Tovo stated they were given what we had, both candidates were given to them, Phoenix did speak with the candidates, the cost for the Phoenix Group was \$562. Councilman DeSena asked was a report generated by Phoenix, signed by the author. Council President Feeney stated that is not the case in finance. Councilman DeSena stated he is talking about a general candidate interview. Council President Feeney stated on the last page, there is a Jon Rheinhardt, CMFAO, CCFO, QPA, TTE, MTA, Principal of Phoenix Group. Council President Feeney stated as far as scoring, the lower the number the higher the score, one being higher, it is ranked 1-3, there is a two-point difference. Councilman DeSena stated the previous CFO had a lot of work on her hands does he feel the 20-25 hours will be enough? Administrator Tovo replied he does. Councilman DeSena stated does Administrator Tovo see it being enough with working with other agencies in submitting reports such as Municipal Auditor, Bond Counsel, being needed to make it part time? Administrator Tovo replied no more than it has been in the past. Councilwoman Morgan asked does he think either of these candidates have enough experience? Administrator Tovo replied with additional training they will be an asset to us. Council President Feeney stated we basically groom them for long-term, 5-10 years. Administrator Tovo replied he was thinking 5 years, not 10. Council President Feeney asked the previous CFO was full-time or part-time? Administrator Tovo replied full-time. Councilwoman Morgan asked who is the person that will be tasked with the additional assistance? Administrator Tovo stated he will spend time, staff will assist, Tax Collector, Purchasing, a combination will help. Councilman DeSena stated the candidates will not be receiving sick-time, medical benefits, vacation, is that correct? Administrator Tovo stated hours are not met for medical benefits, vacation and sick time will be prorated base. Councilman DeSena stated doing the math it comes out to over \$54 per hour, was that the offer? Administrator Tovo replied that is in the area that we discussed, yes. Council President Feeney stated since we had someone who was full-time previously, she thinks we need to be aware that we may need a full-time person on a daily basis, we can try part-time and see where it goes, two to three months, then do an evaluation. Councilwoman Morgan stated is there a probationary period, ninety-days to see how it is working or not working. Councilman DeSena stated it is a Mayor's appointment, until 2023, is that correct? Mayor Calamari replied yes, by Statute he has to be appointed to a 4-year term. Councilman Cumming asked is this gentleman a QPA? Administrator Tovo replied, at this time no. Council President Feeney asked does anyone have any comments or concerns? Councilman DeSena stated the main issue is, if we figure out, we need a full-time person he is appointed as a part-timer for a four-year term, what is the out on that if it doesn't work out. Council President Feeney asked can you have a full-time appointment but they are working part-time? Attorney Poller replied the appointment is the appointment, if you want to make it temporary, that is something totally different, different than full-time or part-time, the Statute is not set up for an appointment of a Temporary CFO. Councilman DeSena stated that Administrator Tovo has been appointed as a Temporary CFO. Attorney Poller stated Administrator Tovo doesn't have a certification. Councilman DeSena stated why can't we appoint this gentleman temporary as we have with Administrator Tovo, until we figure out if this works, part-time. Attorney Poller stated it works because Administrator Tovo doesn't have his certification, not a CFO, the appointment can be for a year, it can be done again for another year, or you can take someone who is a Certified CFO. He doesn't think the statute provides for a Temporary CFO, it is not a vacancy from the person before, it is a new appointment. Councilman DeSena stated but the person who had the appointment before it was a four-year appointment. Attorney Poller stated an appointment for a CFO

is not an appointment for the terms of the vacancy, it is a four-year appointment, by Statute starting January 1 of the year of appointment, unlike Tax Collector where Statute specifically says appointment of vacancy of unexpired term. Councilman DeSena asked is candidate number available for full-time employment? Administrator Tovo replied yes. Councilman DeSena asked we will receive candidate number two resume in the next few days? Administrator Tovo replied yes. Councilman DeSena requested this be tabled until we can review it. Council President Feeney stated he has less than six years' experience, he has not been on the day to day. Administrator Tovo stated it is a support role. Council President Feeney stated it is the opposite ends of the spectrum. Councilman DeSena stated we have a retired part-time person versus a person who is going to make this a career. Council President Feeney stated her concern is with the basic accounting, there are a lot of steps performed outside of the office. Councilman DeSena stated he would like to see the resume. Council President Feeney stated she also would like to table this, see the resume of the other person, to see where we are with the search. Councilman DeSena stated Attorney Poller indicated it cannot be a temporary appointment if he has his license, is that something Attorney Poller would like to look into? Attorney Poller replied if he finds something different, he will notify Council via email within the next day, if you don't hear from him, this is what it is, the appointment starts January 1 of the year of the appointment, running four years. Council President Feeney asked can the candidates begin within two weeks of the appointment? Administrator Tovo replied yes. Council President Feeney stated this will be tabled until the next Budget or Council Meeting. Mayor Calamari stated Council is requesting the resume of the 2nd person, is that correct? Council President Feeney replied yes, also some clarity regarding the preparation of Financial Statements, the unaudited, are they talking about working with Edmunds, or would the person need assistance preparing. Administrator Tovo replied yes, he does have a note to check with them tomorrow on that.

RESOLUTION NO. 20-199 TABLED
CHIEF FINANCIAL OFFICER

WHEREAS, the Mayor has appointed the person listed below as Chief Financial Officer within the Department listed below for the term prescribed by law, subject to the advice and consent of the Township Council;

Name: John K. Corcoran
Department: Department of Finance

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Washington, County of Bergen, State of New Jersey hereby gives its consent to such appointment by the Mayor.

APPOINTMENT TO FIRE DEPARTMENT

Membership application from Scott W. Stewart for the Township of Washington Volunteer Fire Department

A motion was made by Councilman DeSena, seconded by Councilman Cascio, to approve the appointment to the Fire Department.

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

GENERAL PUBLIC DISCUSSION (Limit to five (5) minutes)

****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****

Council President Feeney stated there is a five-minute time limit.

A motion was made by Councilwoman Morgan, seconded by Councilman Cumming, 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 he wanted to follow-up on last week's discussion on the pension charge, he doesn't believe it was included in the planning book that was circulated to the council, it was indicated that that pension expense was included in the actual numbers of some other spreadsheet, do you have an answer on that? Council President Feeney stated we will receive the revised numbers by Tuesday, Administrator Tovo had asked if he could get them to us tomorrow for Thursday's meeting.

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

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

Nays: None.

ORDINANCES

Adoption, 2nd Reading: none

Introduction, 1st Reading: none

RESOLUTIONS/CONSENT AGENDA

The following items have been determined to have the unanimous consent of Council and will be enacted in one motion. Should any item require independent consideration, any Council Member may have such item removed from the Consent Agenda.

Council President Feeney asks, does anyone have any resolution(s) to be removed from consent agenda for discussion? Councilman DeSena asked that Resolution No. 20-200.

A motion was made by Councilman DeSena, seconded by Councilman Cascio, to approve all Resolutions, with the exception of Resolution No. 20-200.

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

Nays: None.

Resolution No. 20-201

Appointment of Joseph Citro, QPA, for a one-year term, effective April 20, 2020, expiring April 19, 2021

WHEREAS, *N.J.S.A. 40A:11-9(g) et seq.* establishes the criteria for serving as a Qualified Purchasing Agent; and

WHEREAS, Joseph Citro is certified to act as a Qualified Purchasing Agent as permitted by the Director of the Division of Local Government Services in accordance with *N.J.S.A. 40A:11-9(g) et seq.*; and

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Washington, County of Bergen, State of New Jersey hereby appoints Joseph Citro as the Qualified Purchasing Agent for the Township to exercise the duties of a purchasing agent pursuant to *N.J.S.A. 40A:11-9(g)*, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the contracting unit for a term of one year, April 20, 2020 through April 19, 2021; and

BE IT FURTHER RESOLVED that in accordance with *N.J.A.C. 5:34-5.2* the Township Clerk is hereby authorized and directed to forward a certified copy of this resolution to the Director of the Division of Local Government Services.

Resolution No. 20-202

Authorize refund of engineering escrow funds, Block 4205, Lot 1, 494 Cross Street, in the amount not to exceed of \$92.75

WHEREAS, ZZ & T Realty/Silvin Homes LLC posted engineering escrow monies for work on Block 4205, Lot 1, 494 Cross Street; and

WHEREAS, the Construction Code Official has issued approval, C.O. 19-382 dated 3/12/2020; and

WHEREAS, the outstanding invoice, dated 3/11/2020, from the Township Engineer, has been encumbered for payment; and

NOW, THEREFORE, BE IT RESOLVED, that the Township Treasurer of the Township of Washington is authorized to refund the balance of escrow in the amount of \$92.75 to the above.

CERTIFICATION OF AVAILABILITY OF FUNDS

As required by N.J.S.A. 40a:4-57, N.J.A.C. 5:30-14.5 and any other applicable requirements, I, Robert Tovo, Temporary Chief Financial Officer of the Township of Washington, have ascertained the availability of funds for such services as determined in the Township's escrow account; PROJECT ID: SILVINLLC1 Total Certified Amount Not to Exceed: \$92.75; Robert Tovo, Temporary CMFO

Resolution No. 20-203

Authorize refund of engineering escrow funds, Block 4310, Lot 58, 418 Hickory Street, in the amount not to exceed of \$54.50

WHEREAS, Dynasty Custom Homes posted engineering escrow monies for work on Block 4310, Lot 58, 418 Hickory Street; and

WHEREAS, the Construction Code Official has issued approval, C.O. s14-552, dated 3/24/2020; and

WHEREAS, the outstanding invoice, dated 3/18/2020, from the Township Engineer, has been encumbered for payment; and

NOW, THEREFORE, BE IT RESOLVED, that the Township Treasurer of the Township of Washington is authorized to refund the balance of escrow in the amount of \$54.50 to the above.

CERTIFICATION OF AVAILABILITY OF FUNDS

As required by N.J.S.A. 40a:4-57, N.J.A.C. 5:30-14.5 and any other applicable requirements, I, Robert Tovo, Temporary Chief Financial Officer of the Township of Washington, have ascertained the availability of funds for such services as determined in the Township's escrow account; PROJECT ID: DYNASTY001 Total Certified Amount Not to Exceed: \$54.50; Robert Tovo, Temporary CMFO

Resolution No. 20-204

Authorize maintenance bond release to Stagger Lee, LLC 195 Linwood Avenue

WHEREAS, Stagger Lee, LLC (the "Developer") executed and delivered to the Township of Washington (the "Township") a Developer's Agreement dated November 25, 2015 (the "Developer's Agreement"), and a Memorandum of Developer's Agreement was filed with the Office of the Bergen County Clerk on March 9, 2016; and

WHEREAS, the Developer made an application to the Planning Board of the Township for Amended Minor Subdivision approval, minor site plan approval, application for soil movement permit and approval to demolish existing on-site improvements located on lot 16 and only accessory buildings located on Lot 17 pursuant to a plan to subdivide Lots 16 and 17, into four (4) residential lots consisting of proposed lots 17.01, 17.02, 17.03 and 17.04 in Block 2502.01 (the "Project"); and

WHEREAS, pursuant to the terms of the Developer's Agreement and subsequent resolutions of the Township Council, the Developer posted with the Township certain Performance Guarantees and Escrows as well as certain Maintenance Guarantees including Maintenance Surety Bond No. 602-100314-1 dated April 18, 2018 in the amount of \$13,095.00 which has an expiration date of April 18, 2020; and

WHEREAS, the Developer is at this time requesting a release of Maintenance Surety Bond No. 602-100314-1, which Bond has expired according to its terms; and

WHEREAS, the Planning Board Engineer has reviewed such request and has recommended that the subject Maintenance Surety Bond be released at this time; and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Washington as follows:

1. Action hereunder is authorized for the release of Maintenance Surety Bond No. 602-100314-1 dated April 18, 2018 in the amount of \$13,095.00.

2. The release hereunder is conditioned upon the Developer maintaining an adequate balance within its legal and engineering services escrow account allowing for the payment of any currently outstanding or future invoice amounts pertaining to the costs associated with the preparation of any engineering reports and resolutions as will be required in connection with the future release of the remaining Maintenance Surety Bond posted for the Project.

3. All vouchers for professional services in connection with the Project and this Resolution shall be submitted to the Township within thirty days. The Finance Department shall confirm that there are sufficient funds on deposit with the Township in the Legal and Engineering Services Escrow Account to pay all submitted vouchers. Upon the verification by the Finance Department that there are sufficient funds on deposit to pay all submitted vouchers for professional

services as well as that there is an adequate balance on deposit within its legal and engineering services escrow account for future reports and resolutions as referenced above, the Maintenance Surety Bond No. 602-100314-1 dated April 18, 2018 in the amount of \$13,095.00 on deposit with the Township may be released.

4. A copy of this Resolution shall be forwarded to the Developer by certified mail.

RESOLUTIONS REMOVED FROM CONSENT AGENDA (if necessary)

A motion was made by Councilman DeSena, seconded by Councilwoman Morgan, to discuss Resolution No. 20-200.

Councilman DeSena asked on page 2, 727 Amherst Drive, \$6,700 for Dutra, what was that for? Administrator Tovo replied it was for an emergency back-up sewer repair located in the street. Councilman DeSena asked was it the entire lateral? Administrator Tovo replied section with roots and debris. Councilman DeSena asked was the main replaced? Administrator Tovo replied the part that was damaged. Councilman Cumming asked was it on public property? Administrator Tovo replied yes. Councilman DeSena stated he would like to see the bill as well as any supporting documentation. Councilman Cumming stated he would like to receive that too. Administrator Tovo stated understood. Township Clerk Witkowski stated once she receives it, she will send it out to everyone.

Council President Feeney asked the Paramus Pistol Range for \$2,400 is that annual? Administrator Tovo replied yes.

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

Nays: None.

Resolution No. 20-200

Authorize payment of bills April 7, 2020 – April 15, 2020

BE IT RESOLVED, by the Township Council of the Township of Washington as per Ordinance No. 19-25, § 7-61 Payment of claims; expenditures, the list of claims below have been reviewed and approved by the Department Head, Township Administrator, Mayor and Chief Financial Officer; and

BE IT FURTHER RESOLVED, that the Treasurer is hereby authorized to pay the following list of bills, representing the time frame of 04/03/20 to 04/15/20:

TOTAL	2019 Reserve	\$19,289.95	
TOTAL	2020 Current	\$138,576.18	
TOTAL	Capital Fund	\$2,466.46	
TOTAL	Animal Control	\$0.00	
TOTAL	Grant Fund	\$0.00	
TOTAL	Trust Fund	\$0.00	
TOTAL	Escrow Trust	\$ 4,628.00	
		GRAND TOTAL:	\$164,960.59

BE IT FURTHER RESOLVED, that the following claims have been paid by the Treasurer prior to the Bill List Resolution, as per Ordinance No. 19-25, since the last bill list was submitted.

TOTAL	Westwood Regional Board of Education	\$2,099,168.49
TOTAL	Township of Washington Public Library	\$40,269.37
TOTAL	State of New Jersey-State Health Benefits	\$68,158.97

TOTAL	\$2,207,596.83
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Vendor Name	Description	Amount	Check Id
JERSEY MAIL SYSTEMS, LLC	STAPIC40	199.00	38733
JERSEY MAIL SYSTEMS, LLC	SHIPPING	10.95	38733
JOHN W. KENNEDY COMPANY	Highland 240 BDH Tank	1,675.00	3449
JOHN W. KENNEDY COMPANY	516MOD0200ACPW Morrison	290.37	3449
JOHN W. KENNEDY COMPANY	K-2-38	42.69	3449
JOHN W. KENNEDY COMPANY	D-2-42 Krueger At A Glance	26.63	3449
JOHN W. KENNEDY COMPANY	179M-0100AC Morrison Brothers	15.86	3449
JOHN W. KENNEDY COMPANY	14025 OEM 2" Mushroom Vent Cap	41.92	3449
JOHN W. KENNEDY COMPANY	244OM-0050AV Morrison Brothers	123.99	3449
JOHN W. KENNEDY COMPANY	Shipping & Handling Charges	250.00	3449
VERIZON	2020-POLICE DESK 201-664-1140	429.32	38707
VERIZON	2020-POLICE 201-664-1157	79.26	38707
VERIZON	2020-COURT FAX 201-664-7194	83.13	38707
VERIZON	2020-ADMIN FAX 201-664-8281	38.42	38707
VERIZON	2020-ROADS FAX 201-664-6928	37.69	38707
RICOH USA, INC	POLICE COPIER LEASE	135.36	38723
RICOH USA, INC	POLICE COPIER LEASE-ADD'L	73.38	38723
OHO AND ASSOCIATES INC.	SECURITY SHREDDING QTR 1	60.00	38728
OPTIMUM	DMF CABLE SERVICE 4/8-5/7/20	186.83	38713
ALL AMERICAN FORD INC.	Oil Filters	143.52	38716
DUTRA EXCAVATING & SEWER INC.	727 Amherst Drive	6,700.00	38721
BERGEN COUNTY FUEL/MECHANICAL	Brake Repair Truck 5	48.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Labor	80.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Labor	144.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Labor	64.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Labor	80.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Labor	184.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Labor	208.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Labor	544.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Labor	168.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Labor	176.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Labor	208.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Parts	408.68	38722
BERGEN COUNTY FUEL/MECHANICAL	Parts	55.17	38722
BERGEN COUNTY FUEL/MECHANICAL	Parts	55.17	38722
BERGEN COUNTY FUEL/MECHANICAL	Parts	100.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Parts	68.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Parts	152.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Parts	88.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Parts	2,328.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Parts	76.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Parts	76.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Parts	336.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Parts	140.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Parts	232.00	38722
BERGEN COUNTY FUEL/MECHANICAL	Parts	324.00	38722
RE-TRON TECHNOLOGIES INC.	800 CCA 12V Dual Monser Power	91.81	38719
RE-TRON TECHNOLOGIES INC.	Core 15	15.00	38719
RE-TRON TECHNOLOGIES INC.	Core Deposit Return	-15.00	38719
VINELAND AUTO ELECTRIC INC	FIRE TRUCK REPAIRS	13,750.00	38729
PARAMUS POLICE DEPARTMENT	PD/Paramus Pistol Range	2,400.00	38731
NEW JERSEY ASSOCIATION OF	Chief Skinner Badge	65.00	38710

CAMPBELL FOUNDRY COMPANY	1203 MANHOLE COVERS	882.00	38715
CAMPBELL FOUNDRY COMPANY	frame 8" w/flag	285.00	38715
KML TECHNOLOGY, INC	2020 911 Service Contract	2,000.00	38711
JEM INDUSTRIAL SERVICES, INC	JEM EXTREME HEAT SEWER	299.00	38730
WB MASON CO., INC.	COPY PAPER 8.5 X 11	89.91	38720
WB MASON CO., INC.	COPY PAPER 8.5 X 11	89.91	38720
WB MASON CO., INC.	COPY PAPER 8.5 X 11	29.97	38720
WB MASON CO., INC.	COPY PAPER 8.5 X 11	59.94	38720
WB MASON CO., INC.	9X12 MANILA ENVELOPES	6.75	38720
WB MASON CO., INC.	LARGE RUBBER BANDS UNV01117	1.11	38720
ALL MAINTENANCE PRODUCTS, INC.	DIAL 1250 ML MANUAL DISPENSER	15.00	38725
LAW OFFICES OF CONTALDI & BAI		200.00	38727
DOOR WORKS, INC	WEST SIDE OF BLDG DOOR#2	625.00	38732
SHERWIN-WILLIAMS COMPANY, THE	SHESTRIPE EXTERIOR ACRYLIC	533.50	38706
AMOROSO TREE SERVICE, INC	328 COLONIAL BLVD.	700.00	38726
THE TERRE COMPANY OF NJ	50 LB GOLD RIBBON ATHLETIC	1,030.00	38724
PERENNIAL SERVICES LLC	2020 Lawn Care Sherry Field	400.00	38734
PERENNIAL SERVICES LLC	Organic Fert & weed Control	400.00	38734
PERENNIAL SERVICES LLC	Summer Fert & Insect Control	400.00	38734
PERENNIAL SERVICES LLC	Fall Fertilizer & Weed Control	400.00	38734
PERENNIAL SERVICES LLC	Preventative Grub Control	400.00	38734
AMERICAN WEAR INC.	INV.# 669534 3/5/20	94.05	38718
AMERICAN WEAR INC.	WIPER RED 18X18	14.00	38718
FREMGEN'S POWER EQUIPMENT INC	POLE SAW, HEDGE TRIMMER	539.00	38717
FREMGEN'S POWER EQUIPMENT INC	KM-131 POWER HEAD	318.00	38717
FREMGEN'S POWER EQUIPMENT INC	HT-ATTACHMENT	209.99	38717
FREMGEN'S POWER EQUIPMENT INC	HL-0-ATTACHMENT	179.99	38717
FREMGEN'S POWER EQUIPMENT INC	HT-KM METAL EXTENSION	79.99	38717
ENVIRONMENTAL RENEWAL LLC	INVOICE NO. 297704 12/5/19	5,364.00	38712
ENVIRONMENTAL RENEWAL LLC	INVOICE NO. 297707 12/10/19	6,258.00	38712
ENVIRONMENTAL RENEWAL LLC	INVOICE NO. 297709 12/12/19	6,258.00	38712
LAW OFFICES OF CONTALDI & BAI	2019 PUBLIC DEFENTDER	1,200.00	38727
AZZOLINA&FEURY ENGINEERING INC	BI/PRE ZON/ENG 3306/22 #72922	453.00	8760
AZZOLINA&FEURY ENGINEERING INC	BI/PRE ZON/ENG 3306/22 #72979	490.50	8760
AZZOLINA&FEURY ENGINEERING INC	SITE PL/ENG 4308/19 #72994	792.00	8760
AZZOLINA&FEURY ENGINEERING INC	BI/PRE ZON/ENG 4522/10 #72998	637.50	8760
HOME DEPOT U.S.A., INC.	EMPIRE 3-PK CAUTION TAPE	23.97	38709
HOME DEPOT U.S.A., INC.	KEY PADLOCK 4-PK	79.96	38709
HOME DEPOT U.S.A., INC.	STRAIGHT LINK CHAIN BOX	9.97	38709
HOME DEPOT U.S.A., INC.	QUICK LINK 1/4 ZINC	11.00	38709
HOME DEPOT U.S.A., INC.	MKE SHOCKWAVE 2" PH2 5PC	7.97	38709
HOME DEPOT U.S.A., INC.	GALVANIZED BRACE BAND	44.72	38709
T&M ASSOCIATES	2020 HOUSING PLAN PRINCIPAL	2,463.25	38714
T&M ASSOCIATES	2020 HOUSING PLAN PRINCIPAL	840.00	38714
T&M ASSOCIATES	DE-PROJECT REPRODUCTION PRINT	18.49	38714
BERGEN COUNTY MUNICIPAL JT INS	Q2 2020 JIF INSURANCE	94,178.00	38708
AZZOLINA&FEURY ENGINEERING INC	PLAN/SITE-VALLEY BANK #73067	1,026.00	8760
AZZOLINA&FEURY ENGINEERING INC	ENG-AMERICAN DREAM EST #73054	87.75	8760
AZZOLINA&FEURY ENGINEERING INC	PLAN BD-GORGA/WEARIMUS #73060	467.00	8760
AZZOLINA&FEURY ENGINEERING INC	PB/SITE-LITTLE CHEF #73064	674.25	8760
		164,960.59	

A motion was made by Councilman Cascio, seconded by Councilman DeSena, to adjourn to the Conference Agenda.

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

Nays: None.

Time noted: 7:50 p.m.

/s/Susan Witkowski
Township Clerk

/s/ Stacey Feeney
Council President

Approved: June 15, 2020

TOWNSHIP OF WASHINGTON
BERGEN COUNTY, NEW JERSEY
CONFERENCE/BUDGET MINUTES
April 20, 2020

⌘ PLEASE NOTE THIS IS A VIRTUAL MEETING ⌘
DUE TO CORONAVIRUS PANDEMIC

CURRENT BUSINESS

I. Administration

A. Bridge at duck pond (sf)

1. dmf review, recommendations – There are temporary signs NO FISHING FROM THE BRIDGE, there is no way to social distance if someone is fishing. The Township doesn't have a problem with fishing from the bridge, it is the social distance issue. The signs will be left up for now.

II. Council

A. Ordinances and Legislation

1. sale of township property – Attorney Poller stated there are properties in the Township, undersized lots, little strip of land. The administration has been looking to see if there is any interest in selling any of these undersized pieces of property, as it will also get the lot on the tax roll. He stated there is a lot on Walnut, Block 4308, Lot 56, 25-foot frontage, undersized lot, B District, which is 75. The law allows the Township to sell at private sale, not by private auction, a lot that is less than the minimum required for development, no capital improvements in private sale. The requirement is that the Township has to offer the property to adjoining landowners, you can sell it to the higher bidder, contiguous land owners. He stated all the neighbors were contacted, one contiguous land owner is interested who owns two lots on Fern Street. One that directly backs up to this lot that goes through to Walnut, Lots 21 and 19, Lot 19 being contiguous to this piece of property which the town owns. He stated the owner of that property offered \$50,000 for that lot. We found out you have to sell it at fair market value, the assessor submitted a letter setting the property value at less than \$50,000. Having a sale to that owner for \$50,000. The conditions of the sale would be enforced, that it would have to be part of the lot that fronts on Fern, it could only be used for a single family residence, it would be merged into the lot on Fern. At the end of the day you would have a lot that is fronting on Fern, a thru lot to Walnut, one piece of property, it would be sold for \$50,000, and put on the tax roll. He stated the procedure would be to pass an ordinance, Contract of Sale, title search, sold as is, no conditions, quick claim deed, no warranty, then get paid for the sale. Councilman DeSena asked would they be responsible for the new survey? Attorney Poller replied we are responsible for nothing, they are. Councilman DeSena asked does Council need to approve this tonight? Attorney Poller replied it doesn't have to be approved tonight, he is giving Council the opportunity, it is up to Council. Councilman DeSena asked have we reached out to all of the contiguous property owners in the Township or was this something random that occurred? Mayor Calamari replied we decided to use this one as a test case, because we have not done something like this in a while, assuming this goes forward, he would like to fast track some that are in the pipeline already, identify lots that fit the criteria.

Introduction, 1st Reading:

Ordinance No. 20-05

AN ORDINANCE AUTHORIZING THE SALE OF LOT 50 IN
BLOCK 4308 ON THE TAX MAP OF THE TOWNSHIP OF WASHINGTON
TO THE OWNER OF CONTIGUOUS REAL PROPERTY

A motion was made by Councilwoman Cumming, seconded by Councilman DeSena, to introduce and pass Ordinance No. 20-05 at first reading by title.

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

Nays: None.

A motion was made by Council President Feeney, seconded by Councilman Cumming, to approve Resolution No. 20-205.

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

Nays: None.

Resolution No. 205

WHEREAS, Ordinance No. 20-05 entitled: AN ORDINANCE AUTHORIZING THE SALE OF LOT 50 IN BLOCK 4308 ON THE TAX MAP OF THE TOWNSHIP OF WASHINGTON TO THE OWNER OF CONTIGUOUS REAL PROPERTY was introduced and passed at first reading at a meeting of the Township Council of the Township of Washington on the 20th day of April, 2020; and

NOW, THEREFORE BE IT RESOLVED, that further consideration for final passage and public hearing of said ordinance shall be held on the 4th day of May, 2020 at 7:00pm, prevailing time, or as soon thereafter as said matter can be reached in the Municipal Complex, 350 Hudson Avenue, Township of Washington at which time and place all persons who may be interested will be given an opportunity to be heard concerning said ordinance.

BE IT FURTHER RESOLVED, that the office of the Township Clerk is authorized to advertise in The Bergen Record, a newspaper circulated in this Township, the introduction and notice of further consideration for final passage and public hearing of this ordinance as required by law.

Ordinance No. 20-05

AN ORDINANCE AUTHORIZING THE SALE OF LOT 50 IN BLOCK 4308 ON THE TAX MAP OF THE TOWNSHIP OF WASHINGTON TO THE OWNER OF CONTIGUOUS REAL PROPERTY

WHEREAS, N.J.S.A. 40A:12-13(b)(5) provides for a sale of real property not needed for public use to the owner of the real property contiguous to the real property being sold, provided that the property being sold is less than the minimum size required for development under the municipal zoning ordinance and is without any capital improvement thereon; and

WHEREAS, N.J.S.A. 40A:12-13(b) (5) and N.J.S.A. 40A:12-13.2 provide that whenever any municipality intends to sell real property which is less than minimum size required for development under the municipal zoning ordinance and is without any capital improvements thereon, it shall accord the owner or owners of any real property contiguous to such real property the right to prior refusal to purchase said land, and that said property shall be sold to the highest bidder from among such owners; and

WHEREAS, the owners of all contiguous properties to Lot 50 in Block 4308 on the Tax Map of the Township of Washington (the "Township Property"), have been provided with a right to prior refusal to purchase such property, and all have declined with the exception of Lorraine Rubino who is the record owner of 403 Fern Street (Lot 21 in Block 4308) and 397 Fern Street (Lot 50 in Block 4308),

both being contiguous properties to the Township Property; and

WHEREAS, Lorraine Rubino has offered to purchase the Township Property for a purchase price of \$50,000; and

WHEREAS, the Township has determined that the Township Property, which is less than the minimum size required for development under the Township's zoning ordinance and is without any capital improvement thereon, has a fair market value of less than \$50,000; and

WHEREAS, it is the intention of Lorraine Rubino to merge the Township Property into her contiguous properties, which merger shall be a condition of any conveyance by the Township of the Township Property;

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of Washington as follows:

1. The following real property owned by the Township of Washington is not needed for public use: Lot 50 in Block 4308 as shown and designated on the Tax Assessment Map of Township of Washington.

2. The aforesaid real property is less than the minimum size required for development under the applicable ordinance of the Township of Washington, and is without any capital improvement thereon.

3. The Township of Washington has determined to sell the aforesaid real property pursuant to N.J.S.A. 40A:12-13(b) (5) and N.J.S.A. 40A:12-13.2, and by this Ordinance authorizes the Mayor to execute a contract for sale of the Township Property with the Lorraine Rubino covering the conveyance of the Township Property for a purchase price of \$50,000.

4. The sale of the Township Property shall be in accordance with the corresponding contract for sale authorized hereunder.

5. If any section, sub-section, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid such decision shall not affect the remaining portions of this Ordinance.

6. All Ordinances or any provisions of any ordinance inconsistent with the provisions of this Ordinance are hereby repealed as to such inconsistencies and not otherwise.

7. This Ordinance shall take effect upon final passage and publication and in accordance with the Charter, and subject to such emergency resolution as may be adopted pursuant to Section 17-32 thereof. [R.S. 40:69A-181 (b)].

B. Financials

1. budget timelines – Deadline to introduce the budget is April 28th or the next scheduled Council meeting (May 4th). Administration is confident they can wrap up on April 28th, with the introduction being on May 4th. Council President Feeney stated there are still many open-ended items, if it cannot be done, we will file for an extension.

C. Miscellaneous

III. **Budget 2020 Discussion**

A. Library discussion via Conference Call, Laura Rifkin, Director

Ms. Rifkin – thanked Council for having her at the meeting, she will give a brief overview of 2019, how the library has been doing. She will be going over a document (Public Library 2019 Statistical Review) if there is something a council member would like to see added to this document, she will be happy to do so. The 2019 Statistical Review goes from 2011 to 2019, showing increases over the years, 2019 over 81,000 items were circulated in the Township, in 2018 we had a bump up to 87,000 due to it being the Library's 50th Anniversary year, with additional programs and events. Library cards holders has increased to 71%, 6,432 residents have library cards, in 2011 it was only 3,000, we are really proud of that. In 2018 was the Library's anniversary year that is why there is an increase in program attendance, in 2019 we had 10,697 people attend programs. Under 1/3 million funding, that is the library funding for the year, the high was in 2008, just before the economic recession well into 2014, the high was \$664,116, the low was in 2014 \$567,423, they are gradually slowing coming back up, in 2020 it was \$609,902, in 2017 the township really helped out in paying an additional \$26,610 for the replacement of 5 HVAC units as part of a Green Energy Grant. In 2015 the library began with a door counter, people come in not necessarily circulating anything, but using the space, total number of visitors for 2019 was 99,057, average monthly visitors 8,255. New in 2017 was the WIFI, the computer usage, the library had increased usage in WIFI that was slowing things down, so the library upgraded to a Cisco Meraki WIFI system this system includes an online dashboard which allows the library to track usage of the WIFI, we reached almost 17,000 in WIFI usage last year, with more than 3,200 in computer usage. This report shows how the library has grown over the past few years. Mayor Calamari asked is the WIFI signal strong enough to get to the Veteran's Memorial? Ms. Rifkin replied she knows it can reach the parking lot, which is slightly farther out, staff offices are hard-wired. If we do the building renovation part of it would be public space, with a new WIFI unit being installed there, but she has a feeling if they can get WIFI in their car they can get it at the Veteran's Memorial. Mayor Calamari stated he agrees, a booster may be a possibility.

2020 Funding Request

This is the first time the library has asked for additional funding. The library appropriations are configured by the Public Health Funding, equalized property evaluations that is done by the State, that is how we get annual funding numbers. The current funded is \$609,902, which covers the following library expenditures, it is everything from part-time to full-time wages, health benefits, including health/dental/pension, the increase of the minimum wage in the next few years, increase of health benefits, now having to pay out for part-time sick leave, all of that is 72%, the fund also includes materials, physical, digital, DVD's, audio and online database, online books, ancestry.com, tutor.com, all program and program supplies, utilities. PSE&G, water, BCCLS membership fees and delivery costs, building and ground repairs, plumbing, roofing, HVAC systems and supplies, professional services, including public relations, professional development credits are needed each year, office supplies and equipment, audits which are done on yearly basis, payroll, legal service, equipment repairs and maintenance, computer machines, fax machines, copiers.

2020 Report Request

The library is asking the council to consider covering the cost of PERS (pension) and Health Benefits moving forward. Should the township cover these expenses,

the library would be able to direct those funds to public reaching efforts, we want to expand programs and workshops, increase library hours, implement new enrichment opportunities, increase online and print materials purchases, and increase online services, by funding those two items it drastically changes how funding is spent, it brings down the benefit line by 15%, the library would only have to be covering unemployment and social security. Materials would go up 6%, programs go up 7%, utilities, building and grounds would require more if we are to open for additional hours, salaries would go up 1% not for salary increases, but to hire additional part-timers to accommodate additional hours and programs. This report request is to actually match what has been occurring in our neighboring towns, most libraries in the Pascack Valley area are funded over their 33 1/3 million, in addition to having their benefits covered, of course everyone is probably having the same funding concession in 2020. For example, in 2019, Westwood had a base appropriation of \$720,000, and they received an additional \$30,000 from the town, in addition to covering their benefits, Hilldale had a base funding of \$623,000, their town went over that appropriation by another \$113,000 for general library expenses and benefits. Of all the libraries in the Pascack Valley, the township has the lowest appropriation, it is really just because we lack the tax support of a large business area. The residential setting is what makes it an amazing community to be a part of, you have a connected community of neighbors who join together their time and energy to create and build a supportive and welcoming environment for their friends and families, as you know it also limits the Township tax revenues. From previous conversations I know Council is aware of State laws that the library has to adhere to, it covers everything from the amount of time the library has to be open to the number of books we need to purchase each year, the money raised for our 1/3 mill appropriation is a separate line on the tax bill, it does not come from the township's general fund and is not part of the budget CAP. Another thing to consider is in 2008 the library usage actually went up 20%, but appropriations went down, while we are still on the financial rebound from that drought, the American Library Association is expecting library usage to increase by more than 20% due to the pandemic. The library has already seen a jump in service request. We are reaching out to those we used to see in the building, especially those that have had surgery, helping residents to recover, audible requests have doubled in the last two weeks since we have been closed. We are looking to offer services that will be needed in the upcoming years to help recover from this time, such support groups, job searches, interview prep, finances, budgets, legal, mortgage help, these are real concerns that our residents have and we would like to be ready to answer those questions as soon as we can reopen in a safe manner. The library is working with curbside and no contact home delivery material, purchasing additional WIFI hot spots for families that cannot afford it during this time the list goes on and on we would really like to spend more of our money in reaching out to the community improving their library experience. Many times there are issues that come before the Council that you may not be able to address through the Rec Department or something like that, we hope that the library will be able to step up and say we have something to offer and help out, as well as issues that you may hear that we don't. This is the request the Library is hoping Council will consider in their 2020 budget. Councilman DeSena asked the \$496,000 in the budget, is that our administrative level or is it the \$609,902 the new level that she is proposing, with the addition of the PERS and the insurance being paid by the Township the new level? Ms. Rifkin replied the \$609,902 is what the State mandates it pays to the library quarterly, the library gets a monthly check from the Township for the appropriation, this year 2019 our budget was \$600,000 and change, the town will essentially deduct the total amount of pension and health insurance the beginning of the year, our monthly check will reflect that fact. The Township negotiates everything, we end up going back and forth, we are operating at 2019 numbers, we have not received the 2020 numbers yet. Pension numbers change, health insurance gets renegotiated, settling up in the Spring, it would be a flat amount, much less paperwork, everything would be going to the library, we do our own payroll, it

would be a flat check it would be easier to budget for. Councilman DeSena stated the Mayor is appropriating \$628,000, he didn't know where the difference was coming from. Ms. Rifkin stated the difference is the additional over 1/3 of a million funding, it is an additional 2%, about \$16,000 to help us achieve the level we are looking to do. We are surrounded by other towns that have a budget, and additional appropriations that they get of about \$740,000, to have a library operation of around \$600,000 it is a drastic difference. We do a survey every two years at Town Day regarding customer service satisfaction, many times we get compared to the neighboring towns, not everyone realizes without the businesses our appropriations are about \$150,000 per year. Councilman DeSena stated many of the other towns are much larger than the Township. Ms. Rifkin stated the only one that is lower than us is Old Tappan, but Old Tappan is a member of a different library association, so it had different laws.

Building/Grant

The last New Jersey Building Grant for libraries was in 2002, in 2017 the State library building grant was put into action, it was released in February, after two years. The first building grant they had out in six months they replied to those that applied, two years means all 400 libraries in the State of New Jersey are trying to get this grant, the guidelines were completed and officially released back in February. Every Town Day the library does a customer service survey, feedback is considered when making changes and creating a strategic plan. When the grant was announced the library identified three construction improvements that will greatly improve the library patron experience. Those were the Multi-Purpose Room, Handicapped ADA Compliance Ramp and entrance outside, and installation of permanent attic stairs. The Multi-Purpose Room is having two offices that we would like to open up and make it a quiet study space, and a medium sized meeting room space. Currently the library offers twenty-five programs and supports 10-15 meetings weekly, everyone from Girl Scouts, Boy Scouts, coaches, different organizations in town, etc. Our current set-up has two meeting spaces, one is for Story Time, geared for small children, which fits about 20, and the other space our large Community Room is geared toward 100. If we had a meeting for example the Women's Group, who only have 10 members, they don't feel comfortable in the Story Time Room, children's chairs, but they really don't need the large Community Room, this would be something that would be perfect for a program of that size. Councilwoman Morgan asked has the library considered temporary walls bigger or smaller? Ms. Rifkin replied yes and no, due to the electronics in the room, the type of meeting they want to have, the way the room is set up, all glass on one side and the other side is the actual door, there is not a wall that could connect a temporary wall. When you look at the large Community Room in the back there are only two walls that are solid walls, they are not walls that could be connected with a temporary fixture. Our solution to the problem was just to change over those two office spaces relocating the three staff members into the main office area. We could designate the quiet study hours during programming and the medium size space could be booked for groups, and library classes such as group skills, job searching, language classes, computer classes and additional space for the town organizations and book groups. We do get meeting rooms booked a year in advance, it is something that is desired in the community. Regarding the ADA Compliant Ramp and entrance, currently we have one ADA compliant ramp that goes up, but there is no awning on the front of the building. With the ADA compliant door moves at a certain speed for safety measures. At this time when you press the button, anyone in a wheelchair, walkers and strollers are exposed to rain and snow when waiting for the mechanical doors to open, we had wanted to put a permanent awning with lighting for safety reasons. Our current book drop is down lower, if someone is ADA compliant, they are not able to get to the book drop during off hours. This would be an additional curb cut, as well as a walkway going to the left connecting to the existing ramp underneath, it is a minimal amount of changes, but it does allow the library to make an additional

handicap accessible space in our parking lot with that cut out there, also making it book drop accessible.

Regarding the installation of permanent attic stairs, currently attic storage is only accessible through pull down stairs in the Local History Room, currently maintenance workers and staff do need to go up to that area for storage since the library doesn't have a basement. It disrupts patrons that are using the Local History Room, the Boy Scouts did an outstanding job renovating the space. It is also not the safest, since workers are going up with equipment, as well as staff members going up and down with heavy boxes on attic stairs that are folding, there are safety issues. We would like to install permanent attic stairs in the back staff area which would allow for unrestricted safe access for staff and maintenance workers. There will be no more disruption to the Local History Room so it could be more interactive for residents to view the artifacts and see the rotating displays. There are also residents that donate items for a period of time those items can be shown in that room. Councilman Cumming stated he witnessed the current stairs, while working on the LED lighting project, the stairs are hazardous.

Ms. Rifkin stated regarding the Support Elements, that includes the updated security system, the HVAC replacement and split, and furniture. The security system was installed in 2003, currently the camera quality is very poor, storage ability is limited as well as visibility, angles of cameras do not work anymore. Lieutenant AJ Pecora did a walkthrough as the Police Department does utilize their outdoor footage quite a bit for traffic incidents that happen on Finnerty and Woodfield, and at the Washington Township Shopping Center. There were some blind spots, to put additional coverage. The company that the library received the quote from is the same company the Township utilizes, so the police officers easily have access to the footage when needed. The new system would have additional coverage, better quality, cloud-based storage for keeping of footage longer, a speaker for emergency announcements, and panic buttons, both of which the library currently does not have. The HVAC system replacement was split in 2017/2018, at this point six of the seven HVAC units were replaced over the last four years five of them were done by the town in 2017 when we had the Green Energy Grant, in 2018 the tree fell on the library, the crane was there so we took advantage of that, the last remaining system is starting to leak, it is a good time to do this since it is covered by the grant. Councilman Cumming stated he did get word last week from Wilden Engineering, who had done the survey on the library building, that there is another round of funding, as soon as they are allowed back out in the field, they will be at the library, there will be a 70/30 grant on a brand new piece of equipment. Councilman Cumming stated the Mayor has allowed him to specify an Energy Management System for the library, he believes the Mayor suggested the town cover the cost of that system, which would not be very much. Ms. Rifkin replied that is wonderful, she does understand there are many benefits to it. Councilman Cumming stated the humidity problems will also be fixed in those two rooms. Ms. Rifkin stated we do need a split due to the creation of a new Multipurpose Room, it would require its own access for heating and cooling. The condensing of new office space will require new furniture, the Multipurpose Room will require tables and chairs that transform from single use into a meeting table. The library did receive some quotes, the bidding process does take time, but the library wanted to know the most it could cost, hoping the numbers do come in lower. There were changes on the application list from 2019 to 2020, the question was what increased the cost from \$100,000 to \$180,000. There were two main points that really changed it, the final grant details were not released until February of 2020, and evolved to include green initiative improvements which were not originally listed when the grant was discussed, so we included the HVAC system in there, it was a good opportunity to do so, the library didn't want to come to the town and say the unit is failing in a year or two, plus the library will be closed for other renovations. The second change was the inclusion of the generator, which was not originally

on there. The generator was originally part of a previous grant plan that was awarded to the town after Superstorm Sandy, unfortunately it was not installed within the time frame that was designated. This installation would improve our chances of being awarded the current grant and allow the town to meet its commitment of installing a generator in a municipal building. The grant writer suggested its inclusion on the current library building grant, that is where the additional \$80,000 comes from, it includes those two items. Councilman Cumming asked did anyone suggest, regarding the stairwell, a dumb waiter idea, no one would have to carry anything, for inside the attic itself? Ms. Rifkin replied she would have to look into it. Councilman DeSena asked what is the purpose for the generator? Ms. Rifkin replied the library could be used for a heating and cooling center for the Township during outages, as well as a place to charge phones, make phone calls, until power comes back on, the library would not have to close. Councilman DeSena asked does the library currently have a generator? Ms. Rifkin replied no. Councilman DeSena stated it is a lot of money at this time. Councilwoman Morgan stated she agrees. Ms. Rifkin asked if Councilman Cumming could send something to her regarding the lift. Councilman Cumming replied he will, he will also contact Wilden Energy about the one unit the library needs, there is a new round of funding for PSE&G, they are ready to roll as soon as they are allowed. Council President Feeney asked is the grant a matching grant, a minimum spend, when is the deadline for the grant? Ms. Rifkin replied the grant has been extended to the end of June, originally due in April, it is a matching grant, you do have to prove funding before applying, there is a Letter of Commitment of funding when applying, funding needs to be applied within 90 days of the award given. Council President Feeney asked is it a match, a minimum spend? Ms. Rifkin replied it is not a minimum spend but because there are so many libraries applying there is a sweet spot, you don't want to be too low that they feel you can afford to do it on your own, and you don't want to be too high that they will be utilizing their funding on one location. They are also looking for it to be a well versed grant, Green Energy element added in, the \$300,000 - \$400,000 area seems to be the one that they are responding to the most. It is also a grant that is different than the previous one in that it is heavily reliant on the architect, previous grants have not, it was a way to weed through people. The library has been paying for the drawings, the grant portion submitted from the architect, it is about \$13,000 that the library has paid. Even if the library doesn't get the grant, for whatever reason, we are looking at it as a strategic plan, we know what the community has asked from us, we do want to make it happen. We have drawings ready to go, we are hoping we are awarded the grant, but should it not happen we would then try to phase it out to a five-year project, this way we can make these improvements in a timely manner, having people utilize the building as much as possible. Council President Feeney asked what has been the impact due to the pandemic? Ms. Rifkin replied all online services have increased, we have over 600 views on our online Story Time, doubled in two weeks for the entire month, she is anxiously awaiting the numbers, but all of the library's online services are up. All full-timers are on email and phone communication with members of the public, part-timers are constantly generating reports, requiring different information. We are also thinking about different levels of services that the library can do once this is lifted, probably in stages, such as social distancing, can the staff be in there, limiting of people in the building, curbside pick-up, special hours for seniors to come into the building to get things. The library is also looking into cleaning procedures, paper on books is a challenge to clean, especially the way the books are stored, so we are coming up with cleaning procedures and hygiene procedures for staff, material and surfaces. We are also looking at questions we are getting from the public, inquiries, references, job searching, family management issues, general concerns. We have had a support group for Veterans in the Township for many years, we are looking to do the same with parents who have lost their jobs, and kids, some sort of a support group. Councilwoman Morgan asked how will you do those support group, maybe using Stigma-Free, we do have support groups like that, what is the plan? Ms. Rifkin

replied there are a number of different ones we are looking at we have been in touch with the Municipal Alliance County Coordinator, they have a number of vendors they have vetted for this type of thing, the State library is also promising to put out a list as well, Stigma Free being local, will be heavily utilized. We are also reaching out to guidance counselors in the schools so there is no duplication of services. The high school has been great, reaching back and forth, everything is a big question mark, we know seniors have had the most contact with us, they are checking on their friends, many of them don't have access technology that will help them get through this time. The library has three WIFI hot spots that we are circulating among residents, we are also doing online tutorials such as videos helping them set up an online account it is a whole new level of services that we have never had to do before, she is proud of the team coming together as they have. We are going to be working on stories for our History Room from residents in the Township. There is a lot going on, we are trying to track as much as possible from what we are hearing in the community. People that are listening to this meeting they can email us something they are going through so we can help. Councilwoman Morgan asked are these things already being offered, helping people? Ms. Rifkin replied yes, already set-up, already happening, one or twice a week we have conference calls, after talking with people, we have a running list of new things we need to tackle before we reopen. A lot of people are not tech savvy, they need assistance, we never had tutor.com before, we did receive phone calls from parents who were having a horrible time figuring out home schooling, it is a free service to residents, all they have to do is put in their library card number, that is something we were able to implement now, as well as the online Story Time. Online STEM classes, museum tours, book chats, census help, when we re-open there is another layer of help we are hoping to offer patrons, residents that would be in person, after the pandemic has started to clear out. Council President Feeney stated other towns are offering help with college applications, is that something the library is thinking of offering? Ms. Rifkin replied we have received prices from organizations such as Financial Aid Workshops. Councilwoman Morgan asked what would you need to expand to offer that service? Ms. Rifkin replied financial aid is usually done in one small class, then one to one assistance, being something that is sensitive the library really doesn't have a space, it is one of the things we could offer in a smaller room. If someone booked the large meeting room for 10 people, it is great if we don't have any other meeting room but however someone comes and has a PSO meeting of 50 people the library doesn't have the space for that, in which she could have the 10 person group in the new space, and the PSO as well. Councilwoman Morgan stated that will always be an issue, if you have more than two people looking for a room, you may have a third person, it is nice to have, but is it a need, it is a lot of money. Mr. Rifkin stated it is also the quiet study space, the building renovation space, for that meeting room the estimate is \$50,000, it does have add-ons, additional WIFI spots additional security cameras with everything it would probably be \$65,000. The building has a nice open floor plan, the programs are very well attended but the sound carries upward, does disrupt those that are trying to study, do a job application, an isolated room away from the noise level would be a welcome addition. Council President Feeney asked there hasn't been a grant since when? Ms. Rifkin replied 2002, the Teen Center was created as well as an additional meeting room in the back. Ms. Rifkin replied Council can email her any questions, we can also have a tour/walk-through after re-opening please let her know she will be happy to do so, part of the original plan was to have Council take a walkthrough in person, things are a little difficult now. Councilman Cumming asked if we wear masks and gloves, would it be permitted? Council President Feeney stated she does agree with Councilman Cumming, she would like to see the area, and the items that are being requested. Councilwoman Morgan stated she would like that as well. Ms. Rifkin asked Administrator Tovo would it be permissible for her to have a gathering at the library? Administrator Tovo replied we do have to follow the rules and order, it would be a gathering, Council would have to be extremely cautious. Township Clerk Witkowski asked if Council meets as a group, is it

considered a meeting? Attorney Poller asked would it be all together at a time? Council President Feeney asked what if it was two groups? Attorney Poller replied two groups, yes. Council President Feeney asked what is Councils available for Wednesday or Friday night, around 5:00 p.m. or 6:00 p.m.? Councilmen Cumming, Cascio, DeSena and Councilwoman Morgan stated they are available either times. Attorney Poller stated be careful with three members, you can look, but you cannot speak to each other, it is just a tour, no interaction, two at a time.

Attorney Poller disconnected from the meeting at 9:00 p.m.

Discussion- 2020 BUDGET

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Maintenance of Free Public Library

Council President Feeney stated the Library Contribution After Expense is \$496,000. Ms. Rifkin replied it should be \$609,902, the statutory amount. Councilman DeSena asked wouldn't it similar to last year since our evaluations have not changed, is it the \$400,000 for garbage pick-up that is driving that number up? Administrator Tovo replied it has nothing to do with this number, it is all based on total town wide valuation, not the budget, he would like to hold off on this until we have all of the answers. Council President Feeney stated it would be nice to know that the line item is in question before we discuss it. Administrator Tovo stated he didn't know it was in question until we were reviewing a few items with LVH today, he will verify the calculation.

0-01-29-390-240	Library – Contribution Due after expense	REC \$496,000	FLAGGED
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Administrator Tovo stated regarding the health benefits, the bills have not come in yet, these numbers can come down a bit, healthcare is \$67,518, pension is \$35,415, insurance is \$14,553. Councilman DeSena asked if those are bills, why can't we make them the actual amounts? Council President Feeney stated that can be done, the pension \$45,818, is that the actual amount? Administrator Tovo replied yes. Ms. Rifkin stated we are not operating off of this budget, we are operating off of 2019, the Township does it negotiating of health contracts in the Spring. Administrator Tovo stated we are ahead; we have our solid numbers. Ms. Rifkin stated pension is not negotiable, insurance is insurance. Councilman DeSena asked to see the calculations. Ms. Rifkin stated she does have the State documents, would that help? Administrator Tovo replied yes, send them over. Council President Feeney asked is Council okay with the numbers? Council agreed.

0-01-29-390-250	Library – Health Benefits paid by Township	REC \$72,000	Budget \$67,518
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0-01-29-390-260	Library – Health Pension paid by Township	REC \$40,000	Budget \$35,315
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0-01-29-390-270	Library – Health Insurance paid by Township	REC \$14,600	Budget \$14,553
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- B. Follow up – Next Meeting
 - 1. Communication radios

2. Animal control data
3. Hillsdale Child Health Conference

Time noted: 9:06 p.m.

/s/Susan Witkowski
Township Clerk

/s/Stacey Feeney
Council President

Approved: