

TOWNSHIP OF WASHINGTON
BERGEN COUNTY, NEW JERSEY
SPECIAL MEETING-BUDGET MINUTES
Thursday, April 23, 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 23, 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 17, 2020, and this notice has been posted on the Township Bulletin Board and on the Township Web Site.

The purpose of this 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 Peter Calamari, Mayor; Robert Tovo, Administrator and Township Clerk Witkowski.

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-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 asked has the pension expense been captured in the budget? Council President Feeney replied Council just received the revised numbers late today, it will be addressed this evening during the budget session. Mr. Ullman asked has the administration undertaken any positive action to reduce discretionary expenses in light of the COVID-19 pandemic? Council President Feeney replied there has been an increase in other expenses due to the Pandemic, such as OEM, they would have to get back to you on that. Council President Feeney asked Administrator Tovo if that is a fair assessment? Administrator Tovo replied yes. Mr. Ullman asked do we know if we have done anything to control any discretionary expenses? Council President Feeney replied as of this time we do know that OEM expenses have gone up due to the Pandemic for safety equipment, she believes Administrator Tovo would have to get back to us on that, to see what other expenses have been cut or not used. Mr. Ullman asked has there been any approach taken towards discretionary expenses? Council President Feeney replied she will defer to Administrator Tovo on that. Administrator Tovo stated we have two-line items that will be discussed, we are recommending a reduction in the amount recommended by the Administration, much of that is due to the current circumstances. Mr. Ullman asked if Administrator Tovo could expand on that? Administrator Tovo replied he feels it would be more appropriate to address that with Council first. Mr. Ullman asked do you know what line items they are? Administrator Tovo asked Council President Feeney would she like him to answer or discuss it with Council first? Council President Feeney stated Mr. Ullman this is going to be discussed during the budget session, that would probably be the most beneficial time to have those brought to light. Mr. Ullman stated with all due respect, Ms. Feeney, he doesn't believe he is asking very difficult questions. Council President Feeney stated she didn't say he was, this is going to be directed during our budget session, Administrator Tovo is indicating they have taken several lines, obviously it is going to take longer than five minutes, it will be discussed during the budget session, it may be beneficial to go over it during that time, she didn't say no, she didn't say Mr. Ullman's questions were difficult, she just gave her opinion. Mr. Ullman asked are there any plans to accelerate household debris pick-up or create special pick-ups once it comes back? Council President Feeney asked Administrator Tovo if he has any information regarding the future of bulk pick-up? Administrator Tovo

replied yes, the program will be restarted as soon as we can, it will be all hands-on deck, we will be going into our field season. It is a priority to get back into the collection, currently we are staggered with workers, just not enough manpower in a given day. Council President Feeney suggested Administrator Tovo if he could find out from the County if there is a place resident could take things now, so they don't have to wait and post that on the website. Administrator Tovo replied he will do that.

A motion was made by Councilwoman Morgan, seconded by Council President Feeney, to close the general public discussion.

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

Nays: None.

DISCUSSION

2020 Budget

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Council President Feeney stated she wanted to start with open issues, beginning with the salary for the DMF Superintendent. She believes the Administration has a decision in which direction we are going in. Administrator Tovo replied we have not made a decision as of yet. Our request was to fund it, so if we choose to make that a permanent position during the course of this year, we have it. It needs to be evaluated and the currently inability to really see the full functionality, He stated it doesn't need to be open, we can fund it with the caveat that if the promotion is made the funding is there, if we don't do that, we would have to come back to Council for an increase, the recommended amount is \$85,000. Councilwoman Morgan stated in 2017, it was \$53,700, then in 2018 it was \$79,500, what happened then for the increase to occur, she understands it will be permanent. Council President Feeney asked is there an interim Superintendent? Administrator Tovo replied Acting Superintendent? Councilwoman Morgan asked what was the title in 2017, when the salary was \$53,000. Councilman Cascio stated no certification. Councilwoman Morgan asked \$75,000 was market value for someone that had their certification? Councilman Cascio replied from his memory, yes. Councilwoman Morgan asked the \$10,000 increase is going from Acting to Permanent? Administrator Tovo replied correct. Councilman DeSena asked as Permanent and Acting he had his license, correct? Administrator Tovo replied correct. Council President Feeney asked was the same person in this position for the \$53,000 and the \$75,000 or was it two different people? Administrator Tovo replied he couldn't tell you he was not here. Councilman DeSena stated it is the same person. Mayor Calamari stated part of the increase is to bring it up to market, \$53,000 for a Superintendent was on the extremely low side. Councilwoman Morgan stated he didn't have his certificate at that time. Mayor Calamari replied correct, both

factors. Councilman DeSena stated he is also the Acting Foreman. Administrator Tovo stated he is the Foreman. Councilman DeSena stated this person has both titles, Superintendent and Foreman. Administrator Tovo stated it is Foreman and Acting Superintendent. Councilwoman Morgan asked since when? Administrator Tovo replied as Acting since 2018. Councilman Morgan asked he will remain the Foreman and the permanent Superintendent? Administrator Tovo replied no, the position of foreman would need to be replaced. Councilman DeSena asked why would we need to have two foremen? Administrator Tovo replied as we discussed, we would like to put the DMF into a more effective work unit by having two different work crews headed by two separate Foreman. Councilman DeSena stated we have had the same person do the same job, now we are going to promote two people to do the job that the same person has done all of these years. Council President Feeney stated she believes the point Administrator Tovo is trying to make is that yes, it has been this way all of these years, but to make the DMF more effective his recommendation, she believes in speaking to the staff or whoever is going to be in charge, is that two foremen will be responsible for two teams, she doesn't believe Administration is saying we have to promote two people, in order to make a more effective department, this is their recommendation. Administrator Tovo stated currently people are working in these positions without the compensation for it. Mayor Calamari stated if you recall, the past few years, we have added a few workers to the department, so now it makes sense to break them up into two separate crews, we didn't have enough people to do that in the past. Councilman DeSena asked at this time how many employees are in the DPW, including the Acting Superintendent/Foreman? Administrator Tovo replied ten, with seasonals that number can vary, ideally, we try get at least three seasonals, it has been on the lower side in the past few years. Councilman DeSena stated the department has run with the same person doing the same both jobs all of these years. Council President Feeney stated they want to change that, to make someone the full-time Superintendent, then have two Foreman, they are working to try and change the structure, we cannot knock them for trying to change the structure. Councilman DeSena stated it is a lot of money. Council President Feeney stated we have already approved the Foreman. Councilman DeSena stated it is still open, 0-01-26-290-190 and 0-1-26-290-191 are still open and have not yet been approved. Council President Feeney stated she has one approved and one not. Administrator Tovo stated the Acting Superintendent is doing the work of the Superintendent, the title of Foreman, his duties there have been farmed out to other employees, so you really can't say that person is doing both jobs. Councilman DeSena asked if he receiving the money for the Foreman title? Administrator Tovo replied he is, that is still his official title, contractually he is owed that money. Council President Feeney stated going forward he will not get the Foreman's stipend, because he will only get the Superintendent's salary. Administrator Tovo stated that is correct. Council President Feeney stated, there will be no stipend for him, he is not getting both in the future with him becoming the permanent Superintendent, it will just be the salary. Administrator Tovo

replied correct. Councilman Cascio asked why is there a \$10,000 jump, he is doing the same job for the past four years? Administrator Tovo replied stated market value for this position in Bergen County is over \$100,000. Councilman Cascio stated that is not his concern. Mayor Calamari stated we measure ourselves against other towns all of the time. Councilman Cascio stated this is his opinion, he reached an increase from 2017 to 2018, he is going up just like everyone else, the 1.5%, why the increase \$10,000 for doing the same job, he will actually be doing less, his recommendation is to give him 1.5% over \$76,186. Mayor Calamari stated he will lose the foreman stipend. Councilman Cascio stated he will not have the job anymore, he is not losing money, he is doing less. Council President Feeney stated there is still a job responsibility as Superintendent, he will not be doing less, this person is still responsible for a very large department, he will lose over-time and stipend, we will be out trying to hire someone for higher. Councilwoman Morgan asked do we know for sure market is \$100,000. Administrator Tovo stated it is municipalities surveyed in 2017, it is probably higher now. Council President Feeney stated at this salary there is no overtime, no stipend and it is permanent. Administrator Tovo replied correct. Councilwoman Morgan asked is it full-time, 40 hours? Administrator Tovo replied correct. Councilman DeSena stated evaluations have been discussed over a number of years. Administrator Tovo stated in 2019 the recommendation was to allow for a year of evaluation on the position. Councilman DeSena stated if you go back to the minutes, it stated by noon we would have had an evaluation, he will send the minutes tomorrow, the same conversation occurred in 2018. Councilman Cumming stated he agrees with Councilman DeSena. Council President Feeney stated she would like to skip this right, if things keep going like this, she is going to pull the meeting, it is not really productive at all, no one is open to discussion.

A motion was made by Councilman Cascio, seconded by Councilman DeSena, to decrease line item DMF-Superintendent (0-01-26-290-190) to \$78,000.

Ayes: Councilmen Cascio, DeSena, Cumming.

Nays: Councilwoman Morgan, Council President Feeney.

Councilwoman Morgan stated she does wish we had the opportunity to discuss that further. Council President Feeney stated this position has not yet been offered to this gentleman, we don't even know if he is going to accept. Administrator Tovo stated that is correct, we don't know. Council President Feeney stated if he doesn't accept, then we have to go out to market, get someone who is certified, we could be looking at a much higher salary. Administrator Tovo stated that is a possibility. Councilwoman Morgan stated she thinks we would be doing the Township a real service if we could learn to communicate among each other before we jump the vote to one off each other, she really thinks that we are a smart group of people, we should really think seriously before we take a vote, such as we did, just to make sure that everyone is heard and it makes sense. She stated we tend to argue a lot, she is really not of that mindset, she

doesn't want that to be, but we do have a lot of that in here now, she is not looking to make this that kind of environment, we should try and work together because there are a lot of smart people on this call, a lot of good things we can do.

0-01-26-290-190	DMF – Superintendent	REC \$85,000	Budget \$78,000 DECREASE \$7,000
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Grant Consultant

Councilman DeSena asked has Administrator Tovo spoke to the Grant Writer regarding reducing his fees? Administrator Tovo replied no, he did not have that conversation, right now he is working on a number of grants, Fire Department, Library, they are all on hold right now, there is a lot of activity. Councilman DeSena stated he knows insurance policies are getting reduced due to less usage, he was asking if we could have a discussion with the Grant Writer to see if he is willing to reduce his cost, since the grants cannot be submitted. Administrator Tovo replied the grants are being submitted, some of the deadlines have been pushed back for obvious reasons, the grant funds are not drying up, they are just being delayed. He stated last year we spoke about needing a full year for an evaluation, that would be in June, but there has been progress in many areas. Councilman DeSena stated we have received zero awards, is that correct? Administrator Tovo replied correct, but we have not been denied any either. Council President Feeney asked where are we with this line, what is everyone's opinion? Councilman DeSena stated it is a lot of money, he would like to see it reduced. Council President Feeney stated nothing has been denied or rejected, applications are still there, she asked can we have a vote on this line item.

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

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

0-01-20-100-170	Grant Consultant	REC \$30,000	Budget \$30,000
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Council President Feeney asked how is the Grant Consultant paid? Administrator Tovo replied it is a contract, paid monthly. Councilwoman Morgan asked is there room for negotiation before going into contract or leave it as face value? Administrator Tovo replied the original number was higher. Council President Feeney stated it was already negotiated. Councilman DeSena asked we had the Grant Writer last year for six months at \$15,000, now it is \$30,000

for a full year, he doesn't understand how it came down. Administrator Tovo stated he didn't say it came down, his initial offer for services was a higher number. Council President Feeney asked before the submission of the 2020 number the Grant Writer's request to us was higher? Administrator Tovo stated before the Grant Writer was hired for 2019 his initial offer was for a higher amount, negotiated down to the \$30,000 annually. Councilman DeSena asked that negotiation was for 2019, not 2020? Administrator Tovo replied that is correct.

Councilman DeSena stated we didn't have a discussion for 2020. Councilman Morgan asked how long is the contract? Administrator Tovo replied one year. Councilwoman Morgan asked we could have technically negotiated the contract for this year? Administrator Tovo replied yes. Councilman Cumming stated he understands that so far, we have gotten no grants, that is correct? Administrator Tovo replied all of the grants that we have applied for are still pending. Councilman Cumming stated we can look at it next year. Council President Feeney stated she agrees, no one knew at the beginning of this year this is how it was going to be, all of the grant applications are out there, nothing has been denied, the deadlines have been pushed out. Councilman Cumming asked is this being affected by the COVID? Administrator Tovo replied yes. Councilwoman Morgan stated she is sure we are doing this, but at every opportunity, as much as we can we need to negotiate for every contract, even if we knock off \$1,000 for each contract, rather than roll it over because we paid that last year, if that is the price, that is the price, but she would feel a little bit better spending the money if she knew that we received the best price that we could. Council President Feeney asked if Administrator Tovo could find out what the original Grant Writer's request was, so we know the negotiation that happened. Administrator Tovo replied yes, he will go back and check. Mayor Calamari stated we do try and get the best deal, we do not blindly sign these agreements, they are reviewed by Council, we all agree. Councilwoman Morgan stated \$15,000 for six months, \$30,000 for a year doesn't seem it was negotiated, she wants to make sure for her own sense of understanding we are able to negotiate every single contact every year. Council President Feeney stated the Administration is responsible to negotiate, and she doesn't feel we need to make the assumption on either side, Council or Administration, that everyone is not trying to get the best price. Councilwoman Morgan stated she agrees, she was not implying that, she wants to put it out there, maybe see the numbers change from year to year depending on our negotiation skills.

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Township Clerk – Code Publication

Township Clerk stated she believes as per the information she has we are okay with this amount. On the current cycle we have been doing half a year, this will

bring me up to 2021. The \$2,000 extra for the DPW name change is in there. Mayor Calamari asked if the Township Clerk negotiated that number? Township Clerk Witkowski stated she negotiates every penny, she spoke with them on the phone and told them they had to give it to her for the biggest bang of her buck because she is on a tight schedule, they did work with her, General Code has worked with her every year to keep it down or less. Mayor Calamari stated he is happy to hear that.

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

0-01-20-120-470	Twp Clerk – Printing	REC \$600	Budget \$1,000 INCREASE \$400
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Finance/Tax Assessor – Tax Books

Administrator Tovo stated apparently the County pays for a portion of the tax book software that we utilize; we were notified this year that we need to budget for it ourselves. Council President Feeney stated that is the additional \$1,800, increasing it to \$3,800. Council agrees to the \$3,800. Councilman DeSena stated this is a fund mandated by the County, that is to pay for their software out of our taxes, is that correct? Administrator Tovo replied there is a chance they may pay for it, but we were told to put it in our municipal budget to cover that difference.

0-01-20-150-460	Fin/Tax Assessor – Tax Books	REC \$3,800	Budget \$3,800
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Public Affairs – Miscellaneous

Administrator Tovo stated that line item was not funded last year, there were no monies taken out of it.

*Administrator Tovo recommended amount to be decreased from original recommendation of \$1,000 to \$0.

0-01-20-406-500	Public Affairs – Misc.	*REC \$0	Budget \$0
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Uniform Construction Code Office

Councilman DeSena asked, the \$174,801, is that fully funded by the Department? Administrator Tovo replied, \$4,700 above that. Councilman DeSena asked so it needs to be reduced by \$4,700? Administrator Tovo replied no, the town can fund that, there is no restriction of funding by the municipality if it chooses to do so.

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Council President Feeney stated the UCC 2nd T.A., what does that translate to, in a job description? Administrator Tovo replied a part-time technical assistant, it is \$23.00 per hour part-time, the person is currently somewhere between \$17.00 - \$18.00 per hour, market value on that position is somewhere between \$25.00 - \$26.00 per hour, we would like to bring it up to \$23.00 per hour for both TA's, the head and assistant, they are both certified the head TA is full-time. He stated they are both certified, we are below market value, we can lose them, there is a certification that goes along with this, which they both have. Council President Feeney stated she is good with \$23.00 an hour, is there a guarantee that this department is always going to be self-funded or could there be a fluctuation, depending on what is going on? Administrator Tovo replied there are enough major projects to maintain staffing and the current rates for permits have not changed in twelve years. Councilman DeSena stated with COVID-19 this department's revenue will be going down. Council President Feeney asked aren't permits still be issued, even though there are waivers? Administrator Tovo replied we took a hard look at this; we still have some large projects coming up and he sees it going up in the second half of the year. Councilwoman Morgan stated we need to anticipate that it is going to get better, we would be behind the eight ball if we don't. Councilman Cumming stated these employees are certified specialists in what they do, they are valuable to us. Councilman DeSena asked both TA's are certified, they have completed their coursework, both have their certificates, certifications? Administrator Tovo replied they do.

A motion was made by Councilman Cumming, seconded by Councilwoman Morgan on the following line item.

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

Nays: Councilmen Cascio, DeSena.

0-01-22-195-150	Uniform Construction Official – 2 nd TA	REC \$29,900	Budget \$29,900
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Note: \$23.00 per hour part-time

Councilman DeSena stated we have part-time employees in the Township that make less than \$23.00 per hour even though they are not certified in the position. Councilman Cumming stated it is a specialized field you need well-trained people to do a decent job and keep track of it, these people are extremely good.

Administrator Tovo stated the head TA last year was part-time, not certified, now she has a certification, is full-time, the request is the same hourly wage \$23.00 per hour. Councilman DeSena stated he would like this department self-funded, not on the taxpayers, how we will recover the \$4,700 possibly even more, these are very large raises, he understands the position is specialized, we are giving other employees a 1.5% raise this is a 10% -12% raise, which is not fair. Council President Feeney stated an option would be to look at the fees Administrator Tovo has indicated the fees have not been changed in 12 years. Councilman Cascio stated the fees have been raised, maybe not by a lot. Councilman DeSena stated the burden will still be on the residents, whether by taxing them for it or by permits. Council President Feeney stated it could be a developer too, she suggested doing a study of how our fees compare to other towns. Councilman Cumming stated, there are no longer permits required for reroofing and a few other things that cut the revenue down. Administrator Tovo stated that survey/study is currently underway. Councilman DeSena asked what date can we expect to have the fee survey? Administrator Tovo replied he did ask it to be done by the time the budget is complete so we can have a full picture of our fees and it can be discussed over the summer that is whether or not to raise the fees, he expects to have the study by June 1.

A motion was made by Councilman DeSena, seconded by Councilman Cumming, to approve the following line item.

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

0-01-22-195-180	Uniform Construction Official – Head TA	REC \$41,860	Budget \$41,860
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Note: \$23.00 per hour part-time

Administrator Tovo stated he believes monies were put aside here prior years (Uniform Construction Code – Sub Inspector) if you used a sub/inspector from other towns. Councilman DeSena if the Mayor or Council are going to do any renovations to our homes, and he asked Councilman Cascio to confirm, he confirmed, yes when reviewing plans. Councilman Cascio said yes, and asks for \$250 in this line item, it cannot be left at zero.

A motion was made by Council President Feeney, seconded by Councilman DeSena to add \$250 to the following line item.

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

Nays: None.

0-01-22-195-185	Uniform Construction Code- Sub Inspector	REC \$0	Budget \$250 INCREASE \$250
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As per the employee's request, the following line item went from hourly to salary.

0-01-22-195-187	Uniform Construction Code - Bldg. Plum Inspector	REC \$15,834	Budget \$15,834
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All in agreement.

Note: 1.5% increase.

0-01-22-195-189	Uniform Construction Code - CCO Inspections	REC \$12,500	Budget \$12,500
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Administrator Tovo stated renovations are planned, open up the office, additional bins, now we have the additional TA in there, we want to open up the space a bit.

0-01-22-195-210	Uniform Construction Code - Office Supplies	REC \$1,200	Budget \$1,200
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Administrator Tovo stated code books are current now, the \$1,000 should stabilize them. Councilman Cumming stated the codes are updated every three years, one year it will be very high, the other years it will not.

0-01-22-195-240	Uniform Construction Code - Subs & Books	REC \$1,000	Budget \$1,000
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Mayor Calamari stated it is an increase due to new computer, one-time bump. Councilman Cumming stated it would be an additional license also.

0-01-22-195-300	Uniform Construction Code - Furniture & Equipment	REC \$2,000	Budget \$2,000
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Councilman Cumming stated the State of New Jersey pays for the training, there is no cost. Township Clerk Witkowski stated the previous \$450 spent was for

the Tech Assistant Certification course, classes that she was required to take. Administrator Tovo stated it is for additional software training classes. Councilman Cumming stated the certification is for three (3) years in building courses, this may be training for Road Runner Program which is not free.

0-01-22-195-820	Uniform Construction Code – Training	REC \$1,000	Budget \$1,000
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Administrator Tovo stated there are two components, the actual two users in SDL both need to have access to the system which is \$1,650 per chair, plus \$1,000 mobile application.

0-01-22-195-830	Uniform Construction Code – SDL	REC \$4,000	Budget \$4,000
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Health, Dental, Life & Accident

Administrator Tovo stated the line item needs to be funded, minus the employee contribution, the new amount recommended amount is \$760,000.

**Administrator Tovo recommended amount to be decreased from original recommendation of \$870,000 to \$760,000.*

0-01-23-220-000	Health, Dental, Life and Accident	REC \$870,000	Budget \$760,000 DECREASE \$110,000
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Fire Department - Radio Expense

Administrator Tovo stated the increase is a combination of two things, replacement of three radios that are over 25 years old, also combining this line with the pager line, zeroing out the Pager Line, on page 42 (#0-01-25-267-002) we recommend no spend there. The Fire Department already received pricing on it, it is a combination of radios and pagers, the \$10,000 is recommended. Councilman DeSena asked will all three work on the new system? Administrator Tovo replied they should work, he will confirm, the need here is pretty dire. Mayor Calamari stated they are upward compatible. Councilman DeSena asked do we know the status of the radio report or did COVID-19 stop it? Administrator Tovo stated the consultant is having a difficult time with meeting on-site with some of these vendors, as of Tuesday of this week (April 21st) he had made some progress and will have some information by next week. He stated the meeting with the County was supposed to be an onsite visit, currently they are not open.

0-01-25-265-360	Fire Dept. – Radio Expense	REC \$10, 000	Budget \$!0,000
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Recycling Curbside Contractor Fee

Administrator Tovo stated we are recommending to bring this line item down to \$180,000 bidding for a January 1, 2021 start date. He doesn't know in this current climate that we will receive the proper number of bids to have the State approve it, he thinks we need to back off until later in the year. Council President Feeney stated she is good with the \$180,000. Councilman DeSena asked what happened to the \$146,000 request? Administrator Tovo replied the reason is the Township is not making any monies on recyclables, that is the extra monies the \$36,000, some fibers are coming back, but not everything, we are paying \$1,500 -\$1,600 a month, sometimes more. Council President Feeney asked do we need to get recycling program going or something different? Administrator Tovo stated no, the value of recyclables is down. Councilman Cascio stated the department requested \$146,000, currently it is \$180,000, did administration figure prior that the tonnage was down? Administrator Tovo replied the \$146,000 is in line with the contract amount, we have to pay the hauler, the recommendation by the administration of \$580,000 was including the solid waste pick-up, plus the additional \$36,000 for the extra recycling costs.

**Administrator Tovo recommended amount to be decreased from original recommendation of \$580,000 to \$180,000.*

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

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

0-01-26-305-210	Recycling Curbside Pick-up	REC \$580,000	Budget \$180,000 DECREASE \$400,000
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Recycling Green Team

Administrator Tovo stated the request by the Green Team was for \$16,555, the additional monies added was for the trees for the back lot, it is really an estimate. Councilman Cumming will be identifying the types of trees and get more information this week. Council President Feeney asked Councilman Cumming

what is his recommendation? Councilman Cumming replied he would like to hold it for a week so he can get better numbers.

Mayor Calamari stated if Council waits a week, the budget will not be adopted on time. Council President Feeney stated if we get the numbers by Tuesday that would be fine. Mayor Calamari stated he agrees. Councilman DeSena asked is Council approving the budget Tuesday night? Council President Feeney replied we will see how far we get; she doesn't know, she would like to get some sort of approval or else we will have to file an extension, she would like to be on time. Councilman DeSena stated he thinks we need to have a rerun of the pages and see the all the new numbers, the financial impact to the taxpayers, he is not going to be able to make a decision Tuesday night, unless he has it by tomorrow. Council President Feeney stated that is why she stated let's see how far we get, how fast we can get this put together and get the information out. Councilman Cumming stated he did speak with the Clerical person; the numbers will not be ready for 2-3 days. Administrator Tovo stated the estimate is close to the recommended number, it can be reduced through the year. Mayor Calamari stated we were hoping to get through the current part of the budget tonight, so we can start working on the figures for revenues to get that to Council Monday in preparation for Tuesday nights meeting. Councilman Cumming stated he is recommending the \$23,000, if we can do better, we will.

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

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

Nays: None.

0-01-26-305-250	Recycling Green Team	REC \$23,000	Budget \$23,000
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DMF – HVAC Maintenance & Repairs

Administrator Tovo stated after discussing it with the DMF that is the amount, yes. Councilman Cumming stated that should be plenty, most of the equipment is new.

0-01-26-310-460	DMF – HVAC Maintenance & Repairs	REC \$5,000	Budget \$5,000
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Page 52

Councilman Cumming asked the DMF tire line item there seems to be a bit of a bump, is there a reason? Administrator Tovo stated nineteen tires were purchased last year, some of our newer larger vehicles, larger the tires, more expensive, tires that should have been replaced were not, so we are trying to keep on top of that.

0-01-26-315-003	DMF Vehicles – Tires	REC \$12,000	Budget \$12,000
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Councilman DeSena asked why is the DMF Equipment and Repairs a high number with so much new equipment? Administrator Tovo replied the equipment was not being serviced regularly before last year, now we are, heavy use, they are very expensive to repair, the repairs that are being done are minor and also being done quickly.

0-01-26-315-006	DMF Vehicle O/S Equipment & Repair	REC \$50,000	Budget \$50,000
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Page 53

Councilman DeSena asked regarding the Community Service Act (Condos) are we missing bills from 2019? Administrator Tovo replied yes, the bills come at the end of the month, we are pretty close to \$32,000 requested.

0-01-26-325-000	Community Service Act (Condos)	REC \$32,000	Budget \$32,000
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Page 50

Councilman DeSena asked to go back to page 50, Recycling – Curbside Contractor Fees, \$180,000 (0-01-26-305-210) the bills were averaging \$1,500 to \$1,600 per month, the recycling weight are not accepted? Administrator Tovo replied and some months higher, they were extremely high, in April there was some improvement, the market is all over the place. Council President Feeney asked is the administration expecting the fees to be higher since people are home? Administration Tovo replied, he does.

Page 60

Recreation – Summer Rec Activities

Council President Feeney asked did the bills come in? Administrator Tovo stated we are collecting money for extra activities/programs, last year the Township ended up with the money they started with, money is going in and out, he feels it should be lowered to \$10,000.

**Administrator Tovo recommended amount to be decreased from original recommendation of \$18,000 to \$10,000.*

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

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

0-01-28-370-775	Recreation – Summer Rec Activities	REC \$18,000	Budget \$10,000 DECREASE \$8,000
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Page 66

DMF Building – Electricity

Council President Feeney asked Councilman Cumming is the DMF building electricity still open? Councilman Cumming replied yes, he has sat down with Clerical, they went back to 2017 to straighten them out, the figures will be ready next week. Administrator Tovo stated the number allocated is fine, it is just a matter of how it is broken out, Councilman Cumming also asked for an additional line item to be added. Councilman Cumming stated that is correct, he requested gas be separated from electric. Administrator Tovo stated he does agree they should be separated, but the number allocated is correct. Mayor Calamari stated Ms. Tarabocchia (Dina) from Purchasing provided him with a sheet that he and Councilman Cumming can review, it includes the gas, electric and the grant. Councilman Cumming asked can these numbers be approved as requested tonight? Administrator Tovo replied yes, they can. Mayor Calamari stated he agrees.

0-01-31-430-002	DMF Building – Electricity	REC \$15,000	Budget \$15,000
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Council agrees.

0-01-31-430-001	Firehouse – Electricity	REC \$11,000	Budget \$10,000 DECREASE \$1,000
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Council agrees.

0-01-31-430-003	Town Hall – Electricity	REC \$30,000	Budget \$20,000 DECREASE \$10,000
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Council agrees.

DCRP Pension

Council President Feeney asked for clarification from Administrator Tovo. Administrator Tovo replied in the workbook that we utilize for the budget it is in Excel, it needs to be imported in, the number was put into the workbook, when it converted over into Edmunds software the number never calculated. Council President Feeney asked what should the number be? Administrator Tovo replied the number for DCRP and PERS is \$159,000 and change, Council does have that in the new sheets that were sent today, this was caught very early in the process if you go to the back end of the budget where there higher than expected amounts for Capital Improvements, and a few other items, we knew we were reducing the total amount is captured at the bottom. Council President Feeney asked the \$151,000, are lines 0-01-36-471-000 and 0-01-36-471-001 was in the \$1,018,048? In the department total \$788,048? Administrator Tovo stated it is not, the overall budget, because we had lines that were higher than we thought they were going to be this year, the overall number would align with the budget. Council President Feeney asked the overall number, meaning the \$14.....? Administrator Tovo replied correct, we weren't panicking to add it back in because the number you were going to see is still lower than the number in the budget that was presented to Council, as we get into the Capital Improvement Fund and PERS, you will see where those changes are. Councilman DeSena stated if you look at page 71, 0-01-36-471 budget, Department Total shows \$10,000, how did you factor in \$136,000 or \$151,000 somewhere else? Administrator Tovo stated because there was still \$500,000 in there for Capital Improvements, the total number Council sees in their budget, except for what we missed with the pension, we still left the Capital Improvement number high, it is the end of January not knowing what our capital program was going to be. Councilman DeSena stated it is still \$500,000 where is the \$141,000 coming from? Administrator Tovo replied Capital Improvement Fund is at \$150,000, that is in the PDF sheet, page 82. Councilman DeSena stated that total, both lines, pages 80-82 changes the Capital Improvement Fund from \$500,000 to \$140,000, is that correct? Council President Feeney stated in 2019 it was \$550,000 this year is \$150,000. Councilman DeSena stated that line was not funded in the budget, no matter where we take it from, this department total we did not include statutory expenses for PERS, we did not fund them originally, it was funded somewhere else. Administrator Tovo stated as he already explained it was caught in Edmunds, there was a glitch in the system, there was no desire not to budget for it. Council President Feeney stated the new total for the request is \$13,862,465, recommended is \$14,416,077, increasing \$111,233, that is Administration recommend, requested increased \$23,173. Councilman DeSena

stated on page 79, the Capital Improvements are fund is at \$150,000, where is the other \$350,000? Council President Feeney stated we would have to compare it and asked Administrator Tovo to download the new budget and email it to her so she can take a look. Administrator Tovo replied yes. Councilman DeSena stated if you used Administrator Tovo's logic, saying that the Capital Improvement Fund going from \$500,000 to \$150,000, there is \$350,000 and the budget increased, he doesn't understand how something that is reduced by \$350,000, there is \$200,000 somewhere else that we don't see. Administrator Tovo stated there is also the adjustment not shown here that were made on the salary and wages as well the number has definitely gone down. Council President Feeney stated she feels we need to look at the adjustments, she has the same question, we need the new numbers. Councilman DeSena stated if you have \$500,000 and you reduce it by \$100,000 (inaudible). Council President Feeney stated she is not disagreeing with him, that is why she requested Administrator Tovo to provide the new budget, we are not going to be able to do just sitting here discussing it, we need the paperwork. Councilman DeSena stated he is not going to be comfortable making a decision Tuesday night with getting the budget on Monday, he would like to ask for an extension now. Council President Feeney stated she will take that under advisement, can Administrator Tovo get Council the new budget by April 24th, 5:00 p.m., she would really like to get a look with the new numbers, changes we made. Administrator Tovo replied yes, he can. Council President Feeney asked for 0-01-36-472-000 what number was used? Administrator Tovo stated \$220,000, part 2 there was no money in the Affordable Care Act because there is no obligation for municipalities to fund that. Council President Feeney asked Councilman DeSena if he wants to see a breakdown of FICA and Medicare? Councilman DeSena stated yes, we funded it by a lot last year, raising it another \$30,000. Mayor Calamari asked is it okay if we use the \$220,000 number to get Councilman DeSena the number he wants for tomorrow? Councilman DeSena replied that is fine.

Page 72

0-01-36-472-000	State Expenditures FICA & Medicare	REC \$220,000	Budget \$220,000
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Page 73

Councilwoman Morgan asked is Municipal Alliance Watch Municipal Share the line where Stigma Free comes from? Administrator Tovo replied he would have to look at the audit trail. Councilwoman Morgan stated she wants to make sure there is enough in there. Administrator Tovo stated if you go down to Municipal Alliance Grant Share 0-01-41-703-200, it is a bit of a balancing act, the State reduced our funding, so we have to bring the share up a bit so there will be funding for those programs, there is an increase. Councilwoman Morgan stated

the pandemic has brought a tremendous amount of mental health issues, it is only going to impact more, we are going to need more services for our Township, which will have to be available, the need is going to be huge she wants to make sure we have enough in there to cover the Stigma Free initiative, she doesn't know what that cost is going to be, we may need to visit this in the future if more is needed. Councilman DeSena stated his personal opinion is for something as important as mental health, we can find the monies. Councilman DeSena asked is this reimbursable, can we track it? Council President Feeney stated if it is directly related to an employee, FEMA stated it is reimbursable, she doesn't know if residents can be tracked. Councilwoman Morgan stated we can work with the Grant Writer, there is a lot available out there.

0-01-41-703-200	Mun Alliance Grant State Share	REC \$11,876	Budget \$11,876
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Page 74

0-01-41-731-200	Res for Recycling Tonnage Grant	REC \$20,000	Budget \$20,000
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Mayor Calamari asked what are the numbers you would like to use regarding the Capital Improvement Fund for the budget? Council President Feeney replied the \$150,000. Councilman DeSena asked what will be bought with the \$350,000 of Capital Improvement before that decision is made. Mayor Calamari stated he thinks it was a placeholder at the time until we knew where capital was heading, it was an approximation until we had the capital.

Council President Feeney stated starting Tuesday, April 28th at 7:00 p.m. we will start with page 79. Council President Feeney asked if the Council would be okay with Administrator Tovo emailing it to everyone so we don't have to have it delivered. Councilman DeSena asked can we have it printed out for pick-up? Council President Feeney stated she would be good with that too; she doesn't feel we need to have it delivered. Administrator Tovo stated it can be picked up at the Police desk.

A virtual tour of the library will be done perhaps next week, if any councilmember has any additional question, they would have to arrange is with Ms. Rifkin herself.

The next budget meetings will be held on Tuesday, April 28th at 7:00 p.m. and Wednesday, April 29th at 7:30 p.m.

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: 9:23 p.m.

/s/ Susan Witkowski
Township Clerk

/s/ Arthur Cumming
Council Vice - President

Approved: August 17, 2020