

TOWNSHIP OF WASHINGTON
BERGEN COUNTY, NEW JERSEY

SPECIAL PUBLIC MEETING MINUTES
BUDGET INTRODUCTION

April 9, 2018

This Special Public Meeting of the Township Council of the Township of Washington was held at 7:30 p.m. in the Council Meeting Room of the Municipal Complex, 350 Pascack Road, Township of Washington, New Jersey.

Council President Michael DeSena called the meeting at 7:30 p.m. by reading the following statement

OPEN PUBLIC MEETING STATEMENT

The Special Public Meeting 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 3, 2018 and this notice has been posted on the Township Bulletin Board and on the Township Web Site.

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

SALUTE TO THE FLAG

ROLL CALL

Council Members Robert Bruno, Steve Cascio, Arthur Cumming, Michael Ullman and Council President Michael DeSena. Also present: Peter Calamari, Mayor Mary Anne Groh, Administrator; Susan Witkowski, Township Clerk. Absent: Ken Poller, Township Attorney.

GENERAL PUBLIC DISCUSSION

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

Ayes: Councilmen Bruno, Cascio, Cumming, Ullman,
Council President DeSena.

Nays: None.

Seeing none, a motion was made by Councilman Cascio, seconded by Councilman Bruno to close the general public discussion.

Ayes: Councilmen Bruno, Cascio, Cumming, Ullman,
Council President DeSena.

Nays: None.

Introduction 1st Reading

Ordinance No. 18-04

CALENDAR YEAR 2018 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATIONS LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45.14)

A motion was made by Councilman Cascio, seconded by Councilman Bruno, to introduce and pass Ordinance No. 18-04 at first reading by title.

Ayes: Councilmen Bruno, Cascio, Cumming, Ullman,
Council President DeSena.

Nays: None.

Councilman Ullman asked if it was possible to get the current CAP bank. Administrator Groh replied page 3c in the budget stated the Township has a CAP bank of \$1.541 million available as of the 2018 budget, but she will look into it.

The following resolution, Resolution No. 18-193 was presented and adopted on a motion by Councilman Cascio, seconded by Councilman Bruno.

Ayes: Councilmen Bruno, Cascio, Cumming, Ullman,
Council President DeSena.

Nays: None.

Resolution No. 18-193

WHEREAS, Ordinance No. 18-04 entitled: CALENDAR YEAR 2018 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATIONS LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45.14) was introduced and passed at first reading at a meeting of the Township Council of the Township of Washington on the 9th day of April, 2018; and

NOW, THEREFORE BE IT RESOLVED, that further consideration for final passage and public hearing of said ordinance shall be held on the 7th day of May, 2017, at 8:00 PM, 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.

INDIVIDUAL RESOLUTIONS

A motion was made by Councilman Cascio, seconded by Councilman Bruno, to approve Resolution No. 18-191.

Ayes: Councilmen Bruno, Cascio, Cumming, Ullman,
Council President DeSena.

Nays: None.

Resolution No. 18-191

Decreasing the Mayor's Budget

<u>APPROPRIATIONS</u>	<u>FROM</u>	<u>TO</u>
ELECTIONS		
OFFICE SUPPLIES	\$50.00	0.00
FINANCIAL ADMINISTRATION		
FINANCE/TREASURER-PRINTING	\$100.00	0.00
DEPT. OF LAW		
DIRECTOR OF LAW SALARY	\$140,804.00	\$73,104.00
DEPT OF LAW ADMIN PROF SERVICES	\$50,000.00	0.00
ENGINEERING		
GENERAL ENGINEERING	\$83,000.00	\$53,000.00
DEPT. OF PUBLIC AFFAIRS		
S&W EVENT COORDINATORS	\$8,500.00	0.00
ZONING		
CODE ENFORCEMENT OFFICIAL	\$12,500.00	\$9,500.00
POSTAGE	\$25.00	0.00
DEPT. OF PUBLIC SAFETY		
POLICE-OVERTIME	\$282,000.00	\$232,000.00

POLICE-REVERSE 911 SYSTEM/SWIFTREACH	\$3,500.00	\$3,000.00
POLICE-DISPATCHING S&W	\$185,000.00	\$155,000.00
DEPT.OF FIRE PROTECTION		
FIRE DEPT.-TURNOUT GEAR	\$33,000.00	\$20,000.00
DEPT. OF MUNICIPAL FACILITIES		
DMF-VACATION BUYBACK	\$10,913.47	\$5,000.00
DMF-FACILITY MAINTENANCE CONTRA-INS	\$1,600.00	0.00
VEHICLE MAINTENANCE		
POLICE-EQPMT FOR INSIDE REPAIRS	\$500.00	0.00
HEALTH		
COPIER EXPENSE	\$150.00	0.00
RECREATION DEPARTMENT		
WRESTLING UNIF/SAFETY EQPMT	\$2,500.00	0.00
WRESTLING LEAGUE FEES	\$3,000.00	0.00
PARKS		
RESURFACING MEMORIAL FIELD	\$45,000.00	\$39,999.00
RESERVE UNCOLLECTED TAXES	\$879,983.53	\$775,000.00

A motion was made by Councilman Bruno, seconded by Councilman Cascio, to approve Resolution No. 18-192.

Ayes: Councilmen Bruno, Cascio, Cumming, Ullman,
Council President DeSena.

Nays: None.

Resolution No. 18-192
Increasing the Mayor's Budget

<u>REVENUES</u>	<u>FROM</u>	<u>TO</u>
ANTICIPATED SURPLUS	\$2,100,000.00	\$2,150,000.00
<u>APPROPRIATIONS</u>		
<u>FINANCIAL ADMINISTRATION</u>		
FIN/TREASURER MISC. EXPENSE	\$100.00	\$200.00
FIN/TAX ASSESSOR-SUB & BOOKS	\$25.00	\$100.00
<u>DEPT. OF LAW</u>		
OTHER LEGAL SERVICES	0.00	\$12,000.00
COAH-PLANNER FEES	0.00	\$20,000.00
COAH-SPECIAL MASTER FEES	0.00	\$30,000.00
<u>DEPT OF PUBLIC SAFETY</u>		
POLICE-VACATION BUY BACK	\$11,000.00	\$17,000.00
POLICE-SPECIAL OFFICERS	\$2,500.00	\$5,000.00
POLICE-TRAINING	\$5,000.00	\$7,500.00
POLICE-OXYGEN & FIRE EXTINGUISHERS	\$1,000.00	\$1,500.00
POLICE-MISCELLANEOUS	\$2,500.00	\$5,000.00
<u>DEPT. OF FIRE PROTECTION</u>		
FIRE DEPT.-INSPECTION & CHIEF'S DINNER	\$9,000.00	\$10,000.00
<u>DEPARTMENT OF MUNICIPAL FACILITIES</u>		
DMF-OXYGEN & FIRE EXTINGUISHERS	\$150.00	\$300.00
DMF-STREETSWEEPING	\$13,500.00	\$18,000.00
<u>VEHICLE MAINTENANCE</u>		
POLICE VEHICLE-PARTS FOR INSIDE REPAIRS	\$4,000.00	\$4,500.00
<u>PARKS</u>		
BUILDING MAINTENANCE	\$9,000.00	\$18,000.00
<u>CAPTIAL IMPROVEMENT FUND</u>	\$300,000.00	\$550,000.00

BUDGET RESOLUTION

A motion was made by Councilman Bruno, seconded by Councilman Cascio, to approve Resolution No. 18-194.

Ayes: Councilmen Bruno, Cascio, Cumming, Ullman,
Council President DeSena.

Nays: None.

Resolution No. 18-194

Introduction of 2018 Township Budget

BE IT RESOLVED, that the following statements of revenues and appropriations attached hereto constitute the local Budget of the Township of Washington, Bergen County, New Jersey for the year 2018.

BE IT FURTHER RESOLVED, that the said budget be published in the Record in the issue of April 12, 2018 and that a hearing on the Budget will be held at the Municipal Court Chambers on May 7, 2018 at 8:00 o'clock (P.M.) or as soon thereafter as the matter may be reached.

Council President stated he would like to thank everyone for all their hard work and effort in getting the budget completed in the time we did. He appreciates everyone's effort, it was a very dedicated team effort. Councilman Cumming replied likewise, Council and Mayor.

A motion was made by Councilman Cumming, seconded by Councilman Ullman to suspend the normal order of business.

Ayes: Councilmen Bruno, Cascio, Cumming, Ullman,
Council President DeSena.

Nays: None.

A motion was made by Councilman Cumming, seconded by Councilman Ullman, to re-open the public portion of the meeting.

Ayes: Councilmen Bruno, Cascio, Cumming, Ullman,
Council President DeSena.

Nays: None.

Glenn Hooper, Chief, Township of Washington Police Department

John Calamari, Lieutenant, Township of Washington Police Department

Lieutenant Calamari spoke of the two-line items for the Police Department that were reduced, dispatching and overtime. Regarding the dispatching number, the plan is to transition to a full-time plan, which calls for a 12-hour Pitman type schedule. He presented a sheet to each member regarding the 12 hours, the compensation, etc. The first paragraph states based on the 12-hour Pitman type work schedule, the plan is that one civilian dispatcher would be scheduled to work at all times. Four full-time dispatchers working a 12-hour Pitman type work schedule provides for a 24/7, 365 coverage, before time off and benefits are taken. Full-time dispatchers receive sick, vacation, and holiday benefits, which is consistent with current full-time Township of Washington employees as indicated in the Personnel Manual. Dispatchers who take off using vacation, personal, sick or Holiday time benefits will be covered by another dispatcher working on over-time or a part-time dispatcher. Full-time dispatchers working a 12-hour Pitman type work schedule are scheduled to work 2,184 hours per year, a traditional full-time employee works 2,080 hours per year, which is based on a 40-hour work week, times 52 weeks per year. The initial 104 hours per year, which are commonly referred to as Kelly time in a 12-hour Pitman type work schedule, that is a dispatcher is given back his time off, and covered by

another part-time dispatcher, or again full-time dispatchers working on overtime.

Councilman Ullman asked that paragraph and explanation, what is the source of that? Lieutenant Calamari replied he has done extensive research. The Pitman type work schedule is public record, public knowledge, and searchable. The implementation and details, in all departments he has spoken to, are similar but never identical in terms of implementation. The fact that a full-timer working a 12-hour Pitman schedule works 2,184 hours per year is constant in any Pitman schedule. The implementation of Kelly hours is a commonly acceptable principle of the Pitman work schedule. The Pitman schedule was initially introduced in Pitman, New Jersey after a study done by Rutgers approximately 40 years ago. In terms of the 104 hours that are compensated back to an employee, the fact that an employee works an average of 40 hours per week, any overtime for a public employee would result in compensating them back for those 104 hours.

The issue with dispatchers is there is only one dispatcher working at any given time. In speaking of a Pitman type work schedule for Police Officers, the Police Officer is generally part of a shift, so those 104 hours can be absorbed by an officer taking off or a shift going from, depending on the size of the Department, from 10 officers, down to 8, if two would be using Kelly time. In the case of the dispatcher, in the Township there is only one dispatcher working, so the dispatcher has to be replaced. Replacing a dispatcher with a Police Officer is significantly a greater overtime cost than replacing him with another dispatcher working over-time or a part-time dispatcher. At this time the full-time dispatchers, and he presumes the 1.5% raise, it would put the overtime dispatcher rate at \$28.71, a part-time hourly dispatcher, straight time rate, would be \$27.21, or a \$1.50 per hour difference. Part-time dispatchers factor in to the dispatch plan. As Police Officer, he would much rather have the dispatcher who does this for us full-time working that over-time so to speak because he is more proficient with our way of doing things, that system, etc. He feels the \$1.50 per hour sort of favors, but part-timer dispatchers would be used when the regulars are not available to cover those hours. Currently, there are three full-time dispatchers, one per diem dispatcher, who works a full 8-hour shift. Lieutenant Calamari stated the bottom of the page shows an annual salary of \$204,000, without benefits, and he feels this is a very competitive rate. This would keep the Police Officers off the desk and put them back on the road where they belong and the plan reflects that. The second page is the actual Pitman work schedule. It is 28-day rotation, the "D" is the day shift, the "N" is the night shift. He stated the line item was cut to \$155,000. Council President DeSena stated that was the initial request. Lieutenant Calamari stated the \$204,000 constitutes a full year, but we need to find out our budget is to see if we can implement the program. He stated the fact that it would be implemented part-year in, it is our opinion that if it can be implemented July 1, for a half year, it can be done at \$180,000, which he feels accomplishes a mutual goal of putting full-time civilian dispatchers, freeing up the Police, and saving overtime. He stated with regard to that line item, we wanted the opportunity to be heard, explain and field any questions. Council President DeSena asked if there is a cost comparison if the Township stays with the 8 hours shift, the way it is now. Lieutenant Calamari stated the 3 dispatcher shifts, and the per diem works when available. At this time, we have a lot of coverage, but we don't 24/7, 365 days of civilian coverage. Chief Hooper stated it is 4.75 people to make an 8-hour shift work, but a 12 hour shift you can make it work with 4 people. Lieutenant Calamari also provided a sheet with rotating hours, as well as a work sheet breaking out a 12 -hour shift and 8-hour shifts, in an 8-hour shift, more people are needed to cover full-time. Last year the actual budget was \$109,000, which was two full-time dispatchers, and if a dispatcher was not working, the shift was covered by a uniformed Police Officer, which prevents officers from going out. Lieutenant Calamari stated \$155,000 was initially asked for, and it was

increased to \$170,00. The target number for the second half of the year is \$180,000. He stated the Police Department's goal is to civilianize the desk. A conversation followed on this information being provided during the budget discussion and the difference of the 440 hours, which is 110 hours per dispatcher. Two personal days are earned during the course of the year, five vacation days are earned after six months and one sick day is earned per month, maxing at 12. In a 12-hour shift, everything is converted into hours. A first-year dispatcher would not get vacation days, and one sick day is earned per month, maxing at 12. Once the threshold of hours an employee works is past, those additional hours are considered overtime hours. A conversation followed on the Pitman staffing, along with getting other employees manuals that do have Pitman dispatching. Councilman Cascio stated he has spoken about combining dispatching centers, either with Westwood or the County, which takes this off the table. Councilman Bruno spoke of the various hours worked and having a per diem person covering the extra hours. Lieutenant Calamari spoke of the difference of the \$1.50 difference between a per diem dispatcher, who works limited hours a week, and a dispatcher who works the overtime. He also spoke of the logistics in scheduling, and the art and science of working the dispatching desk. Chief Hooper spoke of the difficulty in trying to get a per diem to work, since they do work full-time somewhere else, and it is up to them if they want to work. He stated the Police Officers belong on the road, the days of having a Police Officer at the dispatching desk are gone. A conversation followed on a 3-year proposal provided by Mayor Birkner for dispatching, which averaged \$260,00 per year. The letter was addressed to the former Mayor Sobkowicz. Council President DeSena requested a copy of that letter. A lengthy conversation followed on adding this line item to the budget, along with the benefits, this being a new expense and the decreasing of the overtime line item. Chief Hooper spoke of the overtime line item, which he has no control over, such as if there are disasters or arrests. He stated as per the PBA contract, comp time is charged to the overtime line, as well as training, which is done on a Police Officer's day off, which would be overtime. He also spoke of the additional 220 hours that were mandated for training by the State. Lieutenant Calamari spoke of the savings that could be reached, as well as the Police Department being somewhat hands tied in the past with regard to items, and this is a catch up and would represent savings. Councilman Bruno spoke of the unlimited sick time, and the effects on the overtime. Council President DeSena stated Lieutenant Calamari provided a wealth of information and would like to sit down and digest this information. As of today, there are 3 full-time dispatchers, and one per diem. Hiring a fourth dispatcher would not make sense unless the Police Department goes to Pitman. Lieutenant Calamari stated if anyone on the dais would like to go over the logistics, because that is what drives the numbers, or anything else, please feel free to reach out to him at any time.

Antonietta Kacan, 339 Hull Terrace, Agostino Trimarchi, 343 Hull Terrace – Mrs. Kacan stated she is a resident of Hull Terrace, and would like to request two things, one is a street light. She stated she put the pole in when she had the home built ten and a half years ago, all the wires are underground. Her other issue is the road, which is a disaster. She stated Mountain Avenue was done last year, and she doesn't understand why her street was not paved. She stated Hull Terrace consists of four homes, and the street is a disaster, it is sinking. Councilman Bruno stated one of the neighbors did come to a meeting complaining of flooding into his garage. The question being is Hull Terrace a private or Township property, there is a street sign there, and also apparently the Township picks up leaves (they are put on Mountain Avenue) and removes snow. Councilman Bruno stated there are many questions on Hull Terrace, apparently the road was paved by the former Mayor, and snow and leaves are removed by Township. He stated if the owners, as a group, of the four homes want to do something with the street, that is making it a Township street, deeds would have to be changed, and there is paperwork involved. Mrs. Kacan stated the Township paved the road in the past, and she does not see the big deal in

the Township paving it again. Councilman Bruno stated no one has the answer as to why the road was paved by the Township in the past. A conversation followed on Hull Terrace being determined a private road, and what would be involved in having the road deemed a Township road, and if the Township paves this private road, then it would have to pave other private roads. Mrs. Kacan spoke of her driveway flooding, and her seepage tank, at 10,000 gallons, not being able to handle the water coming into the garage. A lengthy conversation followed on all the neighbors unanimously agreeing to have Hull Terrace become a private road, and that all four home owners to agree and sign a documents stating such in order to change the status. PSE&G will be contacted by the Township to put a light at Hull Terrace. A conversation followed on the cost to repave that street. Councilman Ullman requested Attorney Poller be asked if in fact four signatures are needed. Mrs. Kacan stated she still does not understand why, if the Township knew it was a private road, why did they pave it. Administrator Groh replied that was a decision by the former Mayor.

A motion was made by Councilman Bruno, seconded by Councilman Cascio, to close the public portion of the meeting.

Ayes: Councilmen Bruno, Cascio, Cumming, Ullman,
Council President DeSena.

Nays: None.

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

Ayes: Councilmen Bruno, Cascio, Cumming, Ullman,
Council President DeSena.

Nays: None.

Time noted: 8:35 p.m.


Susan Witkowski
Township Clerk


Michael DeSena
Council President

Approved: July 16, 2018

