

TOWNSHIP OF WASHINGTON
BERGEN COUNTY, NEW JERSEY
BUDGET MEETING
Saturday, February 23, 2019

CALL TO ORDER – 9:05 a.m.

STATEMENT

Welcome to the Special Public Meeting of February 23, 2019 of the Township of Washington Township Council. Adequate notice of the meeting was given in accordance with the Open Public Meetings Act by the Township Clerk to at least two (2) newspapers on February 19, 2019, and this notice has been posted on the Township Bulletin Board and on the Township Web Site.

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

SALUTE TO FLAG - led by Council President DeSena

ROLL CALL

Councilmen Bruno, Cascio, Cumming, Ullman, Council President DeSena
(Also, in attendance Peter Calamari, Mayor; Robert Tovo, Administrator, Judy Curran, CFO and Susan Witkowski, Township Clerk)

GENERAL PUBLIC DISCUSSION

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

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

Nays: None.

DISCUSSION

2019 Budget

Administrator Tovo explained that the document handed out was an overview, a direct reflection of the proposed current budget. He stated he does not see major changes, the Mayor, Ms. Curran and himself all feel it is a good, yet somewhat tight budget, reflecting what the Township's expenses and liabilities could be in 2019. He spoke of what occurred last year in evaluating staffing and moving forward, along with the needs of the Township, which has continued into this budget. The budget was prepared by a "run rate" needs for the upcoming year based on conversations with all department heads, as amounts were questioned, so department heads understand and keep costs under control. Administrator Tovo stated we are still early in the budget process, and some numbers may change. He stated a lot of thought went into this, and decisions were not made in a vacuum. He continued there were some late expenses in postage, an increase in insurance premiums, partially due to the increase in full time staffing and other things that were charged differently, that may change the number as well. Administrator Tovo spoke of the increases, as well as some of the decreases.

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9-01-20-100-110 Administrator

Councilman Ullman stated he did have a question on the previous Administrators rates, being salary and/or hourly, since there was quite a bit of activity. Council President DeSena asked Ms. Curran prepare the entire wages for Ms. Groh, the interim salary for Mr. Cavallo, and the remaining part of the year for Mr. Tovo.

At this time, none of the employees have received a RICE notice for this meeting, Council can speak only about the number, not the employee specifically. Administrator Tovo explained the position of "Administrative Secretary" is a position that is vital to the operation of the Township. Performance of all employees across the board ranges from exceptional to stellar, and the Township does have some difficulty functioning without them. Administrator Tovo stated he looked at the current average salaries for Bergen County for those positions, and if he felt an adjustment should be made., He made recommendations and that is what is it is reflected in the budget, generally speaking all of the raises are above 1.5% across the board. Administrator Tovo recommended when the salary ordinance is prepared, a discussion of all employees, and raises should be done at that time. The Township Clerk stated at that point we will issue RICE notices to the entire staff. Councilman Ullman asked that the RICE Notice be broken down by employee, the name, the position, full-time/part-time.

A conversation followed on the Purchasing Assistant position, which is now a full-time position, and includes doing payroll, making it a Purchasing/Payroll Assistant.

Administrator Tovo explained the position of "Floating Staff" which is designed to fill in gaps for vacation, training, or departments that need assistance during certain times of the year, tax would be a good example during tax season. He spoke of the new law of prompt payment by municipalities, and the need for floating personnel to assist in mailing purchase orders out in a timely fashion. Currently, this position is a 20 hour a week position, four days per week. Councilman Ullman spoke of the administration being committed to hiring full-time staff, and he is trying to understand the need for a floating position. Administrator Tovo explained that State changes in the processing of purchase orders, making sure checks go out in a timely fashion. He feels this is an opportunity to use part-time personnel with no additional benefits tied to them. This person will be working in tax, administration, purchasing, and filing in during employee's vacation time.

Vote on the following line item:

9-01-20-100-160	Floating Staff
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Councilman Ullman stated he feels the Township needs to be committed to full-time staff, so he would vote no to funding this line.

Councilman Cascio stated he understands the laws have changed, he will approve this, but feels committed to go to full-time staffing.

Councilman Bruno agrees with Councilman Ullman, and also votes no.

Councilman Cumming stated he sees the ebb and flow in the business in the Township, with tax being a very busy time, and he is familiar with this in the other town he worked in, so he does approve this.

Councilman DeSena would like to remind Council this is for 1040 hours per year, he does approve this.

9-01-20-100-170	Grant Consultant
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Regarding line item for Grant Consultant, currently nothing is budgeted. Administrator Tovo stated two RFQ's were received on Thursday, one for a yearly retainer amount, and one was per award, percentage of the award of the project. He stated he will have a recommendation by the next meeting.

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9-01-20-100-470	Adm - Printing	ELIMINATE
9-01-20-100-790	Adm - Plaques	ELIMINATE

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9-01-20-103-200	Adm IT Services	Correct Amt. \$18,500/TYPO
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Above line item may need to be reclassified to Software/IT Services.

9-01-20-110-100	Mayor Salary & Wage	2018 Rate
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After a discussion it was agreed to cap the Mayor at \$10,085.

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A conversation followed on centralizing office supplies.

9-01-20-110-370	Mayor Training	Requested \$0
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Mayor Calamari stated he would like to start recognizing more people, and it is also in the Council's budget, anything that is done 50/50. After a discussion, it was agreed the Mayor's line item will increase to \$750 eliminating Council's line item.

9-01-20-110-790	Mayor -Trophies	Increase to \$750
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Councilman Cascio suggested bringing the amount to \$4,999. Councilman Ullman agrees, he has already done that on his own. Council President DeSena would like to see it remain the same. Councilman Bruno stated it does not matter. Councilman DeSena stated it will remain at the 2018 numbers, and if Council chooses to do so on their own, they can lower the amount.

9-01-20-111-100	Council Salary & Wage	2018 Rates
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After a discussion it was agreed to cap the Council wage to the 2018 rate of \$28,289.

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9-01-20-111-220	Council - Postage	ELIMINATE
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Vote on the following line item:

After a discussion, Council agreed to leave the line item as is, with the exception of Councilman Cascio, who would like to bring the amount to \$1,000.

9-01-20-111-260	Council Prof. Services	\$5,000
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Amount brought to zero, since it was put into the Mayor line item, 9-01-20-110-790.

9-01-20-111-790	Council-Trophies/Plaque	\$0.00
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9-01-20-120-110	Township Clerk	FLAG/RICE
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9-01-20-120-120	Assistant to Clerk	FLAG/RICE
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9-01-20-120-130	Assistant to Clerk - OT	FLAG/RICE
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9-01-20-120-220	Twp Clerk - Postage	ELIMINATE
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Ms. Curran spoke of her concern of putting a mileage stipend into an employee's salary. Ms. Witkowski stated the mileage goes to the Business Administrator, the Clerk, the Building/Plumbing Inspector, Electrical Sub-Code Official, Fire Sub-Code Official and Tax Assessor as per salary ordinance. Mr. Tovo stated mileage as a stipend should not be pensionable, and an employee cannot put in for mileage if they are receiving a mileage stipend.

The line item below is for the Clerk's Assistant, the Clerk's certification falls under Conference, that is where the Clerk gets her certifications.

9-01-20-120-370	Twp Clerk - Training	Decrease to \$1,000
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9-01-20-120-500	Twp Clerk - Misc	Decrease to \$150
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9-01-20-121-210	Elections - Office Supp	ELIMINATE
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9-01-20-130-140	Finance Director	Increase to \$1,250
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9-01-20-130-160	Deputy Treasurer/ Benefits Coordinator	\$20,000 /FLAG RICE
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9-01-20-130-250	Finance Treasurer/ Dues Meetings/ Conferences	Increase to \$1,000
9-01-20-130-280	Finance/Treasurer Travel Expenses	Increase to \$300
9-01-20-130-300	Finance/Treasurer Furniture & Equipment	FLAG/MORE INFO
9-01-20-130-320	Finance/Treasurer Payroll Service	- FLAG/MORE INFO
9-01-20-130-370	Finance/Treasurer Training	- Increase to \$2,000

As per this form of government, the CFO is also the Treasurer, functions include signing checks, reconciling main and current accounts. Line item can be changed to reflect "CFO – Treasurer." A discussion followed on appointing Ms. Curran as "Director of Finance."

9-01-20-132-200	Financial Services Fees	FLAG/MORE INFO
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A discussion followed on the part-time help in the Tax Office, the floater, and the role of "Deputy Tax Collector." As per the Administration, the intent at this time is to have a full-time Tax Collector at the budgeted amount. Last year the "Deputy Treasurer Coordinator" made \$45,000, currently is making \$65,500, which included both roles. A discussion will follow in closed session.

9-01-20-145-110	Tax Collector	FLAG/RICE
9-01-20-145-120	Tax Collector P/T Help	FLAG/RICE
9-01-20-145-130	Deputy Tax Collector	FLAG/RICE

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9-01-20-145-300	Finance/Tax Collector Furniture Equipment	ELIMINATE
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9-01-20-150-120	Tax Assessor's Clerk	FLAG/MORE INFO
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A conversational chart was discussed, with Department Heads, and who is under that person, and the responsibilities of each employee. Council President DeSena requested that the RICE Notices include the employee's name and position.

9-01-20-150-280	Finance/Tax Assessor Travel **STIPEND**	Decrease to \$300
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9-01-20-150-300	Fin/Tax Assessor Furniture & Equipment	Decrease to \$0.00
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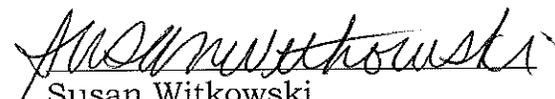
9-01-20-150-460	Fin/Tax Assessor Tax Books	FLAG/MORE INFO
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9-01-20-153-200	Special Emergency Tax Map Revisions	FLAG/MORE INFO
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Rice Notices require 48 hours-notice.

Time noted: 11:33 a.m.


Susan Witkowski
Township Clerk


Michael DeSena
Council President

Approved: April 15, 2019

Next Budget meeting will be held on Monday, February 25, 2019 at 7:00 pm.