

TOWNSHIP OF WASHINGTON  
BERGEN COUNTY, NEW JERSEY  
BUDGET MEETING  
Wednesday, March 13, 2019

CALL TO ORDER – 7:30 p.m.

STATEMENT

Welcome to the Special Public Meeting of March 13, 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 March 7, 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 Cascio, Cumming, Ullman, Council President DeSena.  
Also, in attendance Peter Calamari, Mayor; Robert Tovo, Administrator; Judy Curran, CFO and Susan Witkowski, Township Clerk. Councilman Bruno arrived at 7:38 pm.

GENERAL PUBLIC DISCUSSION

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

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

Nays: None.

Absent: Councilman Bruno.

Seeing none.

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

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

Nays: None.

Absent: Councilman Bruno.

DISCUSSION

2019 Budget-RECREATION, PERSONNEL

**Personnel in Open Session-**

(these employees/positions have chosen to be discussed in open session by signing a RICE notice which was issued to them).

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Contractual salary for Administrator Tovo is \$125,000 per year, January 1, 2020 he will be eligible for an increase.

Councilman Bruno arrived at 7:38 p.m.

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Salary for CFO is \$110,000 per year, which was the agreement worked out with Ms. Curran when hired in November. January 1, 2020 she will be eligible for an increase.

All positions will be reviewed sometime in the 3<sup>rd</sup> quarter for all the staff.

Rosemarie Cunningham, who comes in part-time and helps at the Tax Office, has requested to be discussed in open session, she is not present. She does not have set hour and hours will be reduced in the future. A conversation followed on the value of a floater which Maryalyce Clancy is designated as floating staff. The position of Deputy Tax Collector is not filled. Council agreed on the \$2,500 for Ms. Cunningham, bringing it to 180 hours.

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9-01-20-145-120	Tax Collector P/T help	Reduce to \$2,500
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9-01-26-290-130	Deputy Tax Collector	Reduce to zero
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9-01-22-290-110	UCC Official	FLAG
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John Scalia, Chief Construction Official has requested to be discussed in open session, he is not present. Hours for Mr. Scalia currently are during lunch, 12:00 – 1:00, there are no evening hours for residents. A conversation followed on

having the Building Department open one night per month, or one night every two weeks, not adding additional hours, but changing the one hour per day Mr. Scalia comes to the Township. The administration will reach out to Mr. Scalia to discuss this.

<b>9-01-22-195-140</b>	<b>UCC - T.A. OT</b>	<b>DELETE</b>
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Chris Walthour, the Electrical Inspector has requested to be discussed in open session, he is not present.

Ronald Gimbert, the Fire-Code Official has requested to be discussed in open session, he is not present.

Sarah Bright, the Acting Technical Assistant has requested to be discussed in open session, she is not present.

The position of a part-time TA has not been filled yet, the position is for a 20-hour work week. The current Acting T.A. will be going full-time, at 35 hours per week. The Building Department is self-funded. The Local Finance Law states that their expenditures have to be covered by whatever they take in, excess monies cannot go into the General Fund.

<b>9-01-22-195-160</b>	<b>UCC - Electrical</b>	<b>Increase to \$13,854</b>
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<b>9-01-22-195-170</b>	<b>UCC- Fire Code Official</b>	<b>Increase to \$8, 358</b>
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Tom Derienzo has requested to be discussed in open session, he is not present.

This department has gotten the Township up to speed, has done all of the inspections required, with the anticipation of doing additional ones in 2019.

<b>9-01-25-264-320</b>	<b>Fire Prevention - Outside Consulting</b>	<b>Increase to \$13,500</b>
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Patricia McDermott, DMF Secretary, has requested to be discussed in open session, she is present.

The current position is four days, five hours a week. It is anticipated that the position will be five hours, five days a week later on this year, June-August, as

was requested by Council last year. Ms. McDermott was asked last year to do the maintenance records on all the vehicles, but Mr. Lawlor is currently doing them. The Senior Bus form needs some improvement, as does the spreadsheet. The DMF Department needs a person that can handle the workload. A conversation followed on the importance of adding the Friday work day, not just an extra hour during the normal work week (Monday – Thursday). The call log has not been received by Council in a few months, and the log does need to be converted to actionable items. Councilman Ullman requested a performance review to be done of Ms. McDermott, along with documented feedback from both Mr. Lawlor and Mr. Scudieri. It was agreed upon to remain at the 2018 rate for five days, five hours per day, full time being at \$18,500.

A conversation followed on evaluations, merit raises, which should begin with the employee doing their own evaluation, then their supervisor, and department head/director consulting with the Mayor.

<b>9-01-26-290-130</b>	<b>DMF – Secretary</b>	<b>Decrease to \$18,500</b>
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2019 Budget- Recreation

In attendance representing Recreation was Joseph Setticase, Superintendent.

Eamonn Twomey, Director of Recreation arrived at 8:34 p.m.

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The recreation budget is identical to last year, since Mr. Setticase started in September, a full year is needed to evaluate the budget. A conversation followed on each program being funded by fees collected, not being supported by other programs who have a surplus. Mr. Setticase’s salary comes from the Township, and will be discussed in Closed Session as requested by Mr. Setticase via his Rice Notice. Mr. Twomey spoke of the increase of enrollment in the cheerleading program. The Pee-Wee cheerleaders cheer for the Township, as well as Westwood. Coaches get \$8.15 per hour via blue voucher, they are high school girls from surrounding high schools.

<b>9-01-28-370-110</b>	<b>Recreation Superintendent</b>	<b>FLAG/CLOSED SESSION</b>
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Mayor Calamari reported recent conversations with Bethany Church and the community center will be hosting the summer recreation program, resting Memorial Field. Their backfield, indoors and gym will be used, there will be no more rainy days, the children will be indoors and the facility is air-conditioned. There will be a \$50.00 per participant increase that will go to Bethany to cover their costs. For members of their community, those that live out of town, they

will pay the in- town rate as opposed to out of town rate. The rate will increase from \$300 to \$350, multiple kids being discounted. Fee ordinance does need to be changed ASAP, as registration begins April 1<sup>st</sup>, first reading being at the next meeting. The \$18,000 in rental of athletic facilities (The Arena, the Dome, the school) for lacrosse and football to rent places to rest Memorial Field. Children will be managed by township employees, as well as the same director, who was involved in the meeting with Bethany. The recreation program will still be using the township pool. The Westwood Recreation Program will not be accepting township children this year, since they are maxed out. Registration will take place through Community Pass.

<b>9-01-28-370-125</b>	<b>Recreation - Summer Recreation Program</b>	<b>FLAG</b>
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Part of the Recreation Secretary Part-time line item, is now part of the Superintendent budget, which was part of the increase. Councilman Ullman requested, once registration is complete, a print-out of how many children registered for a particular program in total, by age group, in-town children and out of town children.

<b>9-01-28-370-240</b>	<b>Subscriptions &amp; Books</b>	<b>ELMINATE</b>
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A conversation followed on "Recreation - Dues, Meeting, Conferences" and organizations specifically designed for municipal recreation programs, which has a booth down in Atlantic City, which Mr. Setticasse attends since he is the Zoning Board official.

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A conversation followed on the football helmets, which are provided by Ridell. Each year a number of helmets are rejected, last year twelve were replaced. All helmets are certified, concussion protocol. There are three lines, low, mid and top of the line, currently the Township has mid-line. Council agreed to phase out the mid-line, when replacing them order the higher grade. A quote of 25 new higher-grade helmets was requested.

<b>9-01-28-370-402</b>	<b>Recreation - Cheer Uniform/Safety Equipment</b>	<b>Decrease to \$5,000</b>
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<b>9-01-28-370-403</b>	<b>Recreation-Basketball Uniform/Safety Equipment</b>	<b>Decrease to \$5,000 *NO ACTUAL*</b>
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The uniform is in the fee, but some children do not need uniforms on a yearly basis. It was suggested to reduce the fee, and have the uniform as an add-on. The Community Pass will ask if a uniform is needed, if not, the \$60 fee will be deducted. The Fee Ordinance will be changed regarding Lacrosse.

<b>9-01-28-370-405</b>	<b>Recreation-Lacrosse Uniforms/Safety Equipment</b>	<b>Reduce to \$4,000</b>
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<b>9-01-28-370-000</b>	<b>Recreation Misc.</b>	<b>Reduce to \$2,000</b>
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<b>9-01-28-370-734</b>	<b>Recreation Bethany Rental</b>	<b>*NEW LINE ITEM* \$4,000</b>
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A conversation followed on Bethany Church, becoming a community center, regardless of religion. A request was made that Bethany breakdown who is using the community center. Summer recreation program excursions are extra.

Teen program is being paid by the Township. Line item **9-01-28-37-126 (Page 47)** will be changed to read Recreation – Teen Program Supervisor.

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<b>9-01-28-370-776</b>	<b>Recreation – Teen Program Expenses</b>	<b>Increase to \$2,500</b>
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A conversation followed on meeting with the Board of Education regarding fees for field rentals. The trophy size has been changed, and there was a late order.

A conversation followed on the Golden Seniors, they pay a minimal fee to join, they fund their own excursions. The Senior exercise program is in the Senior Center. Mr. Twomey spoke of getting together with Gary from Westwood on Friday, regarding covering expenses of senior activities in Westwood, as well as shared services with recreation programs.

Ms. Curran offered to explain encumbrances, since she feels there is a little confusion. The Township has a two-year budget, in 2019 we are allowed to pay something that occurred in 2018, we can only pay for 2017 if it had been encumbered, there is a two-year budget, whatever is 2019 becomes appropriation reserve for 2018 if it were encumbered in 2017, it becomes what is called Accounts Payable. If it was not encumbered in 2017, the Township would have to raise that money in the current budget in 2019, the opportunity to pay that was lost, because it was not encumbered in accounts payable for the

two-year budget. Councilman Ullman stated we are sitting here in March of 2019, if a bill is received for trophies for 2018, that money was appropriated in 2018, a check can be written and charged to 2018. Ms. Curran correct, yes, but if it was 2017, you cannot. Councilman Ullman stated we are moving next year, 2020, if there is an appropriation that is not spent, but we expect it to be a bill receive, it can be encumbered. Ms. Curran correct. Councilman Ullman stated but that does not occur until two years pass basically. Ms. Curran replied correct, if you are in 2020, you have something from 2018, that money would have had to have been encumbered that money, or you will miss that window. If you encumber in 2018, it becomes accounts payable and you can pay off of that for two years if it is sitting in accounts payable, if not you have to raise that money in the current budget to pay it. A conversation followed on not doing "Blanket Purchase Orders." Councilman Bruno asked if the books were closed for 2018, and a bill for \$1,500 for trophies was received in 2019, for the 2018 budget, how does that get in 2019. Ms. Curran stated when we say close the books, that does not really occur since it is a two-year budget, it hits appropriation reserve, which is the last year's budget because it has been encumbered. Surplus is not accurate because 2018 bills are still being paid.

A motion was made by Councilman Cascio, seconded by Councilman Cumming, approve Resolution No. 18-160:

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

Nays: None.

Resolution No. 18-160  
Closed Session

WHEREAS, the public is invited to attend all Meetings (whether denoted public or conference sessions) of the Township Council in accordance with its general practice and the Open Public Meetings Act; and

WHEREAS, the Legislature of the State of New Jersey declared that the public has a right to attend all meetings of the public bodies at which any business affecting the public is discussed or acted upon in any way except as set forth in the Open Public Meetings Act (N.J.S.A. 10:4-12), which provides for the exclusion of the public from the portion of a meeting at which certain enumerated matters are to be discussed; and

WHEREAS, the Township Council has determined that, because of the nature of the subject matter to be discussed, the public should not be present at that portion of the meeting of the Township Council at which certain specific matters encompassed by N.J.S.A. 10:4-12 are to be discussed;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Washington that, pursuant to the express provisions of the Open Public Meetings Act, the public be excluded from the meeting or portion of the meeting (denoted as an "executive" or "closed" session) in which the following matters are to be discussed:

1. Any matter which, by express provision of federal law or State statute or rule of court shall be rendered confidential or excluded from the provision of subsection of a. of this section.

2. Any matter in which the release of information would impair a right to receive funds from the Government of the United States.

3. Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendation, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance, and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

4. Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

5. Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

6. Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law-

7. Any pending or anticipated litigation or contract negotiation other than in subsection b. (4) herein in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer .

8. Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters by discussed at a public meeting.

**Personnel-Tax Collector, Tax Assessor, Police Records Clerk, Technical Assistant, Clerical Floater, Planning Zoning Secretary, Tax Department Seasonal, CFO, Fire Official, Electrical Inspector, Plumbing Inspector, Fire Inspector, Construction Official, Police Chief, Court Administrator, DMF Superintendent, Assistant to the Township Clerk/Secretary Board of Health, DMF Secretary, Building Inspector, Administrative Secretary, Zoning Officer/Property Maintenance/Recreation Superintendent, Purchasing/Payroll, Administrator and Township Clerk/Registrar**

9. Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act or omission for which the responding party bears responsibility.

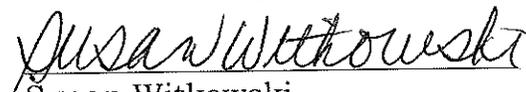
BE IT FURTHER RESOLVED, that it is not possible as yet to fix the time when or the circumstances under which the discussion conducted in Closed Session can be disclosed to the public. It is anticipated that the subject matter under discussion will be made public when finalized.

BE IT FURTHER RESOLVED, that notice is hereby given that the Township Council may find it necessary to take action at the conclusion of the executive/closed session; that such action if taken, will occur in open session; that you are invited to stay in the Municipal Building during the executive/closed session; that the doors to the Council chambers will be opened and an announcement will be made if the Township Council will be going into open session; and you may be present during such open session.

  X   The Township Council anticipates that an open session will be necessary.  
       The Township Council anticipates that an open session will not be necessary.

Time noted:           9:43 p.m.

Please note that there was no return to public session due to the time Closed Session was adjourned.

  
Susan Witkowski  
Township Clerk

  
Michael DeSena  
Council President

Approved:           April 15, 2019

*The next Council meeting will be held on Monday, March 18, 2019 at 7:30 p.m.*