

TOWNSHIP OF WASHINGTON  
BERGEN COUNTY, NEW JERSEY

PUBLIC BUDGET MEETING

March 11, 2017  
Saturday

The Township Council held a Budget Meeting in the Municipal Building, 350 Pascack Road. The meeting was called to order at 9:06 a.m. by Council President Robert Bruno, with the Council President leading a salute to the flag. Members present: Peter Calamari, Steve Cascio, Tom Sears, Michael Ullman and Robert Bruno. Also present: Janet Sobkowicz, Mayor; Mary Anne Groh, Business Administrator; Susan Witkowski, Township Clerk; and Ashley Morrone.

This Special Meeting was called pursuant to the provisions of the Open Public Meetings Act. Notices of this meeting were emailed and provided to The Ridgewood News, Pascack Press, The Record and Community Life on March 6, 2017. In addition, copies of said notices were posted on the bulletin board in the Municipal Complex and filed in the office of the Township Clerk on the aforementioned date.

GENERAL PUBLIC DISCUSSION

A motion was made by Councilman Sears, seconded by Councilman Calamari, to open the general public discussion.

Ayes: Councilmen Cascio, Calamari, Sears, Ullman, Bruno.  
Nays: None.

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

Ayes: Councilmen Cascio, Calamari, Sears, Ullman, Bruno.  
Nays: None.

DISCUSSION 2017 BUDGET

Ashley Morrone, Tax Collector introduced herself to the council giving a brief overview of her background, where she works, and her credentials. Council asked Ms. Morrone to envision the staffing in the Finance Department which she replied that overall it is understaffed, and that duties should be delegated amongst the staff and not between two offices. Ms. Morrone continued explaining that she had looked into printing of the tax bills off premise, using Edmunds, at a cost of \$1,500.00 for the annual bills, last year the cost was \$270.00. The estimated cost would include the \$270.00 and mailing. She also expressed that this task is a lot for one full time staff to handle along with all the other daily duties. Council President encouraged her to join the Associations, which she does through another municipality. Administrator Groh stated that there is an upgrade for Edmunds for \$1,300.00 and would

include remote access. A discussion ensued regarding Capital Improvement Fund and the Capital Surplus. There are old ordinances that need to be researched to see if there is any funds that were not used to use for current funding depending on the debt authorized for the ordinance. If old ordinances are cancelled out with unused funds, the funds are either placed into Capital Improvement Fund or Capital Surplus, it all depends upon where it originated from. Ms. Morrone was asked to review the larger ordinances and create a plan in addition to a debt plan schedule, which Administrator Groh said had been completed. Ms. Morrone was then asked to determine a long term forecast, reducing amounts for this year using old ordinances. By reviewing the old ordinances, pay down some soft costs, and using the money wisely. Council President Bruno questioned Ms. Morrone's availability and hours, and how many hours does she work for Township of Washington, which she stated she needed to track. Council President Bruno asked if she work an additional ten (10) hours per week to accomplish the tasks required of her position. Administrator Groh explained that she is not required to be present, and Councilman Ullman asked if the extra hours were in the budget? Administrator Groh stated that if Appointed CFO, there is an appropriation made. She also stated that there are many ordinances to scan, and the next Budget Meeting will be held March 15 at 6:30 p.m. which Ms. Morrone will be attending to discuss personnel issues in the Finance Department.

Ms. Morrone left the meeting at 9:30 a.m.

Page 27	7-01-22-195-240 St Unif Const Cd O/E Sub & Bk Amount Approved \$600.00	\$ -600.00
Page 28	7-01-22-195-300 St. Un Const. Cd O/E Off Fur Amount Approved \$885.60	\$ +130.59
Page 28	7-01-22-195-830 St Unif Const Cd Comp Maint Amount Approved \$750.00	\$ -650.00
Page 29	7-01-23-220-000 Group Ins Plan Amount Approved \$667,00.00	\$ +1000.00
Page 29	7-01-23-225-000 Ins Cont to Unemployment FD Zero out	\$ -15,000.00
Page 31	7-01-25-240-191 Police S&@ Sgt. Differential Amount Approved \$12,000.00	\$-3000.00
Page 32	7-01-25-240-270 Police O/E Eq. Repairs Amount Approved \$250.00	\$ - 250.00
Page 32	7-01-25-240-290 Police O/E Copy Machine Exp. Amount Approved \$1,700.00	\$ +300.00
Page 33	7-01-25-240-300 Police O/E Office Furniture	<b>FLAGGED</b>

Page 33	7-01-25-240-320 Police O/E Cons Non Legal Amount Approved \$1,500.00	\$ -500.00
Page 33	7-01-25-240-370 Police O/E Training Exp Amount Approved \$750.00	\$ -750.00
Page 33	7-01-25-240-380 Police O/E Sign Expense Amount brought to Zero	\$ -2,500.00
Page 34	7-01-25-240-500 Police O/E Miscellaneous Amount Approved \$4,500.00	\$ +2000.00
Page 34	7-01-25-240-550 Police O/E Traffic Lights Amount Approved \$7,000.00	\$ -2000.00
Page 35	7-01-25-241-000 Police Vehicle – Leasing Amount Approved \$6,100.00	\$ -773.88
Page 36	7-01-25-245-001 Aquis Police Vehicle CAP Ex. Amount Approved \$49,000.00	\$ -5,000.00
Page 37	7-01-25-250-200 Police Dispatching S&W Amount Approved \$145,000.00	\$+15,000.00

A motion was made by Councilman Cascio, seconded by Councilman Sears to adjourn.

Ayes: Councilmen Calamari, Cascio, Sears, Ullman, Bruno.

Nays: None.

Time noted: 1:24 p.m.

  
 Susan Witkowski  
 Township Clerk

  
 Robert Bruno  
 Council President

Approved: June 26, 2017

