
TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Township Council Special Meeting
Date of Meeting: February 8, 2017
Time of Meeting: 6:30 P.M.
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Mayor Bettina Bieri called the Special Meeting of the West Milford Township Council to order.

Adequate Notice Statement

Mayor Bieri read the following statement:

Please note that in accordance with Chapter 231, Public Laws of 1975 of New Jersey, adequate advance notice of this special meeting was advertised in the Herald News in its issue of February 5, 2017; copies were provided to the Suburban Trends, the Record and Star Ledger and posted continuously on the bulletin board in the main corridor of the Town Hall and on file in the Office of the Township Clerk.

Please also make note of all fire and emergency exits - located to the left, right, front and rear of this room - for use in case of an emergency. Thank you.

Pledge of Allegiance

Mayor Bieri led all in attendance in a salute to the flag.

Agenda No. I

Roll Call

Present: Councilmembers Ada Erik, Mike Hensley (arrived late), Tim Wagner, Pete McGuinness, Luciano Signorino, Mayor Bettina Bieri.
Absent: Marilyn Lichtenberg.
Also Present: Township Administrator/Township Clerk Antoinette Battaglia,

Agenda No. II

Mayor announced the regularly scheduled garbage and recycling will be cancelled due to the impending winter storm and is rescheduled for pickup on Saturday.
Parking on the street is prohibited during snow fall.

Purpose

Review of the proposed 2017 Capital Budget.

Agenda No. III

Review of 2017 Municipal Budget / Facilities / Transportation

Transportation Capital & Operating Budget – Tim Roetman, Director of Community Services & Recreation referenced two memos that were distributed to the Governing Body outlining the transportation schedule changes and updated budget needs. Focusing on the route schedule proposal Tim mentioned there were discussions with residents of Bald Eagle Commons and bus driver, John McGrath. The consensus was to (1) amend the morning route bringing Bald Eagle residents direct from ShopRite to their complex, then drop off patrons along Ridge Road (2) add a sixth daily stop at Bald Eagle Commons at 11:45 am and (3) extend the days and hours to 5 days a week. He recommends removing the Awosting run. Tim feels the new proposed schedule should address the resident concerns. Administrator Battaglia mentioned that this proposed schedule will be monitored. Tim stated that the terms of the former grant disallowed deviation from the fixed route. The Awosting route was a new add-on in January so no previous data was available.

Councilman Wagner asked if \$28.00 an hour is based on full-time. Tim replied \$28.00 is the rate that John is getting paid from the contract, due to John's amount of years. If a part-time driver is brought in it would be less than \$28.00 per hour.

Mayor Bieri asked if a title can be decided from the contract or if that had to be negotiated. Administrator Battaglia replied it is a subject for negotiations. We do have the seasonal / summer bus driver. Tim stated the challenge with the seasonal driver is the rate of \$10-\$20.00. It's advertised right now at \$18.00 and we're having a hard time getting bites.

Tim said one way or another it will cost more. Unfortunately, we would have to go out and look for a new bus driver. Our current driver, John McGrath, is retired and could not do it full time due to other obligations. If we went to 1 full-time driver, it would not be a good scenario. Having John on the route is good because he knows the route and the seniors and could effectively train another part-time driver. John's emergency services skills and conflicting resolution is very helpful with driving the bus. We need to find an individual that is not driving for the schools. The proposal is to keep John on for the 3 days per week and try to hire someone for the 2 days per week. Administrator Battaglia mentioned that we have

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the option of engaging the services of part timers on an as needed basis. That makes it challenging but if we're not getting responses from the advertisement, we're limited all around. Councilman Wager asked are we advertising the position. Administrator Battaglia replied that it's on the Township website because we've gotten sufficient feedback for other job openings without the expenditure. Tim replied that for some of the CS&R stuff they will sometimes send it out to the local community Facebook pages and they will post it for free.

Mayor Bieri stated that we're limited by contract with an hourly rate, plus we have to be competitive to find people. We're looking to keep the current bus driver 3 days per week and hiring for 2 days so that could be 1 option that's if we're doing the 2 part timers. She asked for Council consensus and they all agreed.

Councilman McGuinness inquired about the 9 to 5 being 7 hours and the 8 to 5 being 9 hours. Tim replied 8 to 5 was the old schedule that was run with the auspices of the grant. Councilman McGuinness asked why a difference of two hours. Tim replied because we had two drivers and there was no lunch break. With 9 to 5 there's a one-hour lunch break. Councilman Signorino stated the route is the route; it doesn't take two extra hours to do the same route if you have two people. Tim replied there were more stops and making one more run through town. Councilman Signorino explained what was expected. . The plan that is implemented already is a 3 day week, 7 hours a day so there would be a cost. The allotted money we have right now is \$36,900.00. The number on Proposal B is more than double. Tim explained the proposal equation as follows \$28.00 per hour x 7 hours per day x 5 days per week = \$50,950.00 with the same fuel and maintenance costs to equal \$63,560.00. So Tim stated if the Council wants the services for 5 days a week, 7 hours a day this is what the estimate is and what it will cost.

Administrator Battaglia stated that Tim needs direction from the Governing Body. If it were an emergency appropriation, it would have to be appropriated in the funds now. Being in the budget process right now we would be asking for temporary funds for this program which is already initiated. If the Governing Body gives consensus to go forward, Tim would have to start the process and then you're really committing to this program for the 2017 budget. If the Governing Body is giving consensus you are saying if cuts have to be made to fund this at this level, you are committing to funding at this level. Mr. Casey mentioned he will get together with Ellen and amend the temporary budget. Councilman Signorino asked if we are actively seeking any grants. Tim replied we actually sent the application in today for the Passaic County Community Development Block Grant. This would hopefully fund the purchase of a new bus. Administrator Battaglia said that a grant to fund this has not been found.

Capital Budget Overview – Bob Casey -. Budget consultant, Mr. Robert Casey addressed the Council. He wants to briefly discuss the various budget sheets that have been distributed and then Ms. Battaglia will discuss scheduling some additional detail meetings with department heads.

Mr. Casey explained the columns in the spreadsheets that were distributed. Column F is department requests and column G is what Mr. Casey and Ms. Battaglia are recommending, Column H is what the Governing Body is funding. The final goal is to get through the Capital projects so you can introduce a bond ordinance in early March as Engineering has a grant for Ridge Road that needs to be in contract in mid-April. The bond ordinance needs to be in place so the contract is in place for the grant on Phase 3 of Ridge Road. Column I represents future years. I've taken all the numbers and extended them until 2021 to give a brief perspective.

Nosenzo Park – Mr. Casey's concern is the initial estimate provided by Recreation funds of \$669,000 which was funded by using the available balances within the Open Space Trust Fund. Looking at those estimates and the primary estimate was dated in 2015. Final estimates have not been given by DEP it is hard to figure the scope. Mr. Casey recommends not touching the Open Space Trust Fund in 2017, and hold it in reserve in case you need more money for Nosenzo. Leave it there as a cushion until the final plan is available and there are construction contracts in case the estimates come in higher than was funded.

Farrell Field Park Soccer Fields 1 & 2 – Mr. Casey said you have the grant and the department requesting money to complete the projects. Mr. Casey recommends this funding.

Westbrook Park – Mr. Casey stated that it is not in the 2017 budget and hopefully everything in under control.

Future Matches – Mr. Casey stated that historically there is getting \$50,000-\$75,000 per year from the Open Space Trust Fund which requires matching. Looking out at least five years that same amount per year will need to be available for matching. .

Tennis Court Rehabilitation – Mr. Casey stated that this is not before the Governing Body.

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Park Maintenance – Mr. Casey stated that Park Maintenance submitted a request for a field tractor to replace the existing equipment to be used for the maintenance of the clay fields during the seasonal programs. This is not contracted out because it would be more costly and service needs to be done daily. Mr. Casey recommended funding the equipment.

Recreation Facility Improvements – Mr. Casey mentioned that there is a request for the floors to be replaced at the Recreation Center. Mr. Casey is not recommending this item to try to keep the Capital Budget at \$2.5. Hopefully this could be put this off.

Recreation Paratransit Program – Mr. Casey mentioned that the Recreation Department is looking to purchase a new bus. They are looking for funding from a CDBG with a match from the Township. Tim Roetman, Recreation Director stated that an application was submitted for about \$58,000. Mr. Casey is recommending that the Governing Body match \$32,500.00 in anticipation that Recreation is fully successful, and then we can take it out of the program later.

Administrator Battaglia asked Tim to speak on the Open Space Grant before he left the meeting. Applications can be submitted through March 11, Recreation has not submitted an application as of yet. Discussion ensued and a long term project is Apple Acres.

Public Works Capital Budget – Mr. Casey advised that the Public Works department has requested a trailer. It was recommended to fund this equipment.

Public Works Specialty Truck – Mr. Casey stated that the 1996 vector has served its life and needs to be replaced and recommends it be funded in two years.

Public Works Joint Salt Shed – Mr. Casey stated this is going out for the 4th bid and remains an open issue.

Public Works - Brine Equipment – Mr. Casey recommends budgeting this in 2018 as this was the study year and next year would be the implementation. Should be considered, it can be moved due to the snow season starting in late 2018. DPW does recommend going forward with brine equipment as it has been successful. After Council discussions, Administrator Battaglia recommended budgeting it now and starting the program to allow it to be expanded in 2018, knowing for the next five years the Township would be looking to invest in these capital investments. It is necessary to combine the brine, salt and grit in combination as to the type of weather and storm that occurs.

Town Hall Building Improvements and Existing Library – Mr. Casey does not recommend budgeting any funding for improvement to this building or the existing library pending the issues. Mr. Casey referred to the engineering report and costs that were requested in the budget. He suggested using existing funds from an old ordinance to contract a third party to do a comprehensive study to verify the true conditions. The Governing Body reviewed the package given to them. Discussion ensued about hiring an engineer or doing the work in-house.

Town Hall Electric Supply (Storm Hardening Project with JCP&L) – Mr. Casey recommends this funding since the old service and conduit may need replacing.

DPW Building Improvements – Fencing – Mr. Casey stated that DPW is requesting the fencing be completed for security purposes and recommends the funding for this project.

Remediation Various Sites – Mr. Casey stated there is no 2017 funding allocated for this capital issue. The DEP needs to provide information to the Township on these projects.

Police Capital Budget – Mr. Casey advised that the Police Chief is requesting a new breathalyzer (Alco test). Mr. Casey recommends the funding for this machine.

Police Replacement of Telephone / 911 System – Mr. Casey mentioned that the Police Chief is requesting the replacement of the 911 equipment. Mr. Casey suggests funds that are available from an old ordinance to bring in someone to look at that telephone network system.

Engineering Capital & Operating Budget – Mr. Casey recommends delaying the Lower Bubbling Springs Dam to another year.

Engineering Road Resurfacing – Mr. Casey recommends funding this item as in past years. This will fit into the 5-6 miles per year program that the Governing Body instituted.

Engineering Ridge Road Section 3-4 and Section 3-5 – Mr. Casey addressed the Council stating that the current funding and existing grants are still short on funding on Section 3. Mr. Casey suggests pushing it off another year due to the capital limit on roads. Per Engineering, Section 3-4 must be contracted by

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April 2017 and Section 3-5 must be contracted by April 2018 in order to keep the grant funding. This can be carried over for 18 months.

Open Issues – Dams, Small Bridges – Mr. Casey stated that this issue is hard to quantify due to so many unknown issues.

Health Capital & Operating Budget – Mr. Casey mentioned that these vehicles were not being funded

Fire / First Aid Capital Budget – Mr. Casey suggested the annual allotment and extending for three years. Last year turn our gear was funded and Mr. Casey recommends funding the same this year.

Replacement Fire Truck – Mr. Casey advised that Ed Steines will go into detail at the next budget meeting.

West Milford First Aid Capital Budget - Mr. Casey advised that the first aid squad has requested two capital items, a new ambulance chassis and new ambulance suspensions. Mr. Casey did not recommend funding.

Emergency Management Capital Budget - Mr. Casey said that the item requested is to transfer the generator from Hillcrest and relocate to the Recreation Center.

Agenda No. IV

Public Comments

Mayor Bieri opened the meeting to the public after advising that there is a five-minute limit for each speaker.

Pat Restano 108 Timberlane, Newfoundland – Would like to thank Administrator Battaglia and Ed Steines because they have really kept tight reins on the brining and winter storms. He is glad the Council is considering the funding for the brining equipment and then later on saving costs on the grit clean up.

There being no comments from the public, Councilwoman Erik moved to close the public portion of the meeting.

Moved: Erik Seconded: Signorino
Voted Aye: Unanimous voice vote.
Voted Nay: None.
Motion carried.

Ed Steines addressed the Council regarding the Change Order Resolution to clarify that it was not an increase in the overall budget but it was switching from grit to the salt budget line. He wanted to have the ability to buy more if need be.

Agenda No. V

Adjournment

There being no further business to come before the Council, the Township Council adjourned the meeting at 8:58:12 p.m.

Moved: McGuinness Seconded: Signorino
Voted Aye: All in favor.
Voted Nay: None.
Motion carried.

Approved: March 1, 2017

Respectfully submitted:

DIANE CURCIO, ASSISTANT MUNICIPAL CLERK

MAYOR BETTINA BIERI, PRESIDING OFFICER

ANTOINETTE BATTAGLIA, TOWNSHIP CLERK