
TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Township Council Special Meeting
Date of Meeting: February 16, 2010
Time of Meeting: 7:00 P.M.
Minute Page No: Page 1 of 3

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 transmitted to the Herald News on January 24, 2010; copies were provided to the Record, Star Ledger, Suburban Trends and Greenwood Lake News 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.

Pledge of Allegiance

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

Roll Call

Present: Councilmembers Philip Weisbecker, Joseph Smolinski, Michael Ramaglia, Robert Nolan, Marilyn Lichtenberg, Daniel Jurkovic, Mayor Bettina Bieri.
Absent: None.
Also Present: Township Administrator Kevin Boyle, Township Clerk Antoinette Battaglia, Chief Financial Officer Arthur Magnotti.

Agenda No. II

Purpose

Mayor Bieri advised that this meeting is intended to continue a review of the proposed 2010 Municipal Budget. Tonight the Council is scheduled to review the Health Department and she deferred to Administrator Boyle. Mr. Boyle advised that prior to delving into the Health Department budget, he has some housekeeping matters to dispose of. He stated that staff has been instructed to prepare compensatory time reports as instructed by Council. He stated that he and the CFO have analyzed the temporary budget and there are certain line items that are fully funded to cover mandatory payments for contracts. He provided Council with information they requested at the last meeting which included details about computer equipment, an overview of the request from the Land Use Administrator for a vehicle and he advised that he is accumulating more detail about the fire pumper truck which will be distributed as it becomes available. He stated that he received three quotes for the fence at Bubbling Springs and advised that he plans on rotating vehicles from the police fleet into the Township fleet to meet departmental needs rather than purchasing new vehicles.

Formal action may be taken at this meeting

Agenda No. III

Review of 2010 Municipal Budget

Mr. Boyle introduced Bill Wallace, the Township's Health Officer and invited him to review his proposed budget with the Council. Mr. Wallace reviewed the line items in the budget. Councilman Jurkovic asked for an explanation of the services provided by Chilton Hospital under their annual contract. Mr. Wallace stated that the Township is required to provide certain community health programs which are contracted out to Chilton Hospital. This year's focus is to address matters related to obesity and diabetes with a focus on education. He plans to integrate clubs and educational outreach into this initiative. The tobacco program is being expanded this year to include a cessation assistance program. Because the number one communicable disease in West Milford is lyme, there will be a heightened focus on education and prevention this year. He reviewed the appropriations for vital statistics and discussed the certification process for the registrar, deputy registrar and alternates.

Mr. Wallace reviewed the appropriations for the building standards board advising that funds expended are eventually restored by virtue of liens levied against the respective properties. Discussion ensued about those appropriations to the general fund and the accounting principles & state requirements pertaining to municipal budgets. Mr. Wallace advised that the Township continues to be compelled by court order to supply water to residents on Banker Road. He will begin testing the water supply in that area but the results will not impact the need to supply the water.

Mr. Wallace reviewed the appropriations from the Division of Animal Control. These appropriations cover the cost for the rabies clinics and the licensing process. He advised that during the licensing period, the ACO often has to work overtime or seek the assistance of a floater to handle the volume of data entry required. Mr. Wallace will monitor the overtime and work to streamline the licensing process to minimize the expenses. The new licensing computer program has been ordered and there are some kinks to be worked out before it is installed. Mr. Wallace will provide Council with a breakdown of the costs related to fees for services adding that half of those funds are for the animal shelter. Certain contracts such as deer removal are also charged to that line item. Bear carcass are removed by the State of New Jersey. Discussion ensued about the animal census which is required bi-annually but has not been conducted for

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Minute Page No: Page 2 of 3

over fifteen years. Mr. Wallace advised that he may need temporary, part-time employees to properly complete the census.

Administrator Boyle stated that there have been recent personnel changes in the Health Department. He directed Council to a memo circulated on that subject and advised that a secretary left the department and a sanitarian recently retired. Mr. Wallace advised that he is seeking to replace these full-time positions with part-time employees which would result in savings in salaries, wages, and benefits. He is proposing to replace the sanitarian with two outside contracts. One contract would engage the services of a retired health officer to review plans and the second would engage the services of a sanitarian to do inspections. These contracts would ultimately save the Township \$80,000. Mr. Boyle stated that the Township, under this arrangement, the Township would retain two full-time registered environmental health specialists (sanitarians) on staff. He reviewed their functions and how the labor would be divided. The Council commended this recommended course of action.

Mr. Wallace advised that he is also proposing to hire a part-time person to provide clerical assistance at a cost of approximately \$26,000 compared to the cost previously incurred when a full time person provided these services at a cost of \$60,000 with benefits. Ultimately, he is proposing to eliminate the registrar contract by training an in-house person to perform those functions. The overall savings with the proposed restructuring is \$131,550. The Council gave consensus for Mr. Wallace to proceed with the staffing plan outlined.

Council questioned Mr. Wallace about overtime and compensatory time in his department. Mr. Wallace advised that he has instituted a monitoring policy for the health inspectors to ensure that their time in the field is fully accounted for. He has yet to institute such a policy for the Animal Control division and the Council asked Mayor Bieri to provide information about animals brought to the shelter by the municipal part-time animal control officer rather than the full-time ACO. The Council instructed Mr. Boyle to review the use and availability of the animal control vehicle stating that it should be available to the part-time people when they are on call. They instructed Mr. Wallace to bring the overtime under control. Council President Smolinski reminded Mr. Wallace that Council had previously asked him to determine the feasibility of interlocal agreements for shared services with other municipalities and he asked for a status update. Mr. Wallace stated that he has made a number of inquiries. Most towns are currently locked into their contracts but he is spreading the word that West Milford is offering these services and in the market to assume health services for other towns.

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.

Doris Aaronson, 19 Bearfort Road, West Milford asked what happens with stray cats in the census process. Mr. Wallace advised that feral cats are not counted in the census. The Township recently adopted a trap, neuter, return ordinance to address issues pertaining to feral cats. Ms. Aaronson asked if Mr. Boyle will be involved or attending the Passaic County budget meeting tomorrow morning.

Gary Steele, North Glenwood Road, West Milford commended the Council for making budget documents available to the public. He stated that he requested certain documents from the Administrator, specifically minutes of the meetings that were held in November with the Administrator and department heads. The Clerk advised him that no responsive records exist and he questioned whether the meetings actually took place. Mr. Boyle advised that he did conduct the meetings as required by law but minutes were not produced nor is the Township required to produce minutes of such meetings. Mr. Steele asked the Council to postpone action on the resolution authorizing the purchase of police vehicles and to schedule a discussion as to the necessity of such purchases. Mr. Boyle advised that these appropriations were discussed at length last year at which time the Council agreed to fund these vehicles at the beginning of 2010 rather than appropriate the monies in the 2009 budget.

Ada Erik, Macopin Road, West Milford asked the Council not to open the door for minimum call out compensation for part-time animal control officers for fear of inciting other volunteers to seek similar considerations.

There being no more comments from the public Councilman Weisbecker moved to close the public portion of the meeting.

Moved: Weisbecker Seconded: Nolan
Voted Aye: Weisbecker, Smolinski, Ramaglia, Nolan, Lichtenberg, Jurkovic.
Voted Nay: None.
Motion carried.
