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**TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY**

Minutes of: Township Council Special Meeting  
Date of Meeting: February 28, 2015  
Time of Meeting: 9:00 A.M.  
Minute Page No: Page 1 of 6

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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 published in the Herald News on February 25, 2015; copies were provided to the Record, Star Ledger, Suburban Trends 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, 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.

**Roll Call**

Present: Councilmembers Ada Erik, Michael Hensley (arrived 9:09), Vivienne Erk, Michele Dale, Luciano Signorino, Marilyn Lichtenberg, Mayor Bettina Bieri.  
Also Present: Township Administrator Kenneth Gabbert, Township Clerk Antoinette Battaglia, Ed Steines, OEM Coordinator, Michael Moscatello, Fire Marshal

Agenda No. II

**Purpose**

Review of the proposed 2015 Municipal Budget.

Agenda No. III

**Review of 2015 Municipal Budget**

**Overview** – Administrator Gabbert said he provided the vehicle list to Council and he commended DPW & the staff in the construction department. He asked Council to let him know if this is the information they need before they continue working on this data. Councilman Signorino said that in addition to life expectancy of vehicles, he would like to see the expected mileage. And he would like life expectancy reflected in miles as well as years, for cars only. Administrator Gabbert said the auditor will be at Wednesday’s meeting to give an overview of debt and to speak about the amount to be raised by taxation in this year’s budget.

**2015 Capital Budget Request**

**Engineering** - Eric Miller addressed Council. He said the Township has applied for a grant to pave Clinton Road this year. The request was for \$275,000 and the State approved \$195,000 so the balance is \$150,000 from capital. He said that in the future the funding formula is scheduled to change with more funding going to southern municipalities than towns in the northern part of the state. He is already working on the bid specifications.

Bubbling Springs Lower Pond Dam – Mr. Miller said this has been an ongoing project for years. There were problems with the survey, the dam encroaches on private property and there will be issues. He is working with the property owners to address the issues but it will require additional engineering costs. He has sought a dam loan but was not successful. He will try again when more loan opportunities are available. This is essential for the swimming lake and he hopes to start construction after Labor Day 2016.

Administrator Gabbert said that he received capital requests totaling \$6.1 million and he is recommending \$3.2 million. He is recommending partial funding for some projects and/or items this year and will seek the remaining funding in next year’s capital requests. He said he is asking for Council to partially fund the dam in the amount of \$100,000 and then we will seek loans. Councilwoman Dale asked if we have looked at prior unused capital. Administrator Gabbert said the finance department has been doing that in recent years and there is very little funding left.

Sediment Control Retrofit – Mr. Miller said this is the required capital expense based on the terms of the legal agreement. This is the third year of this program.

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Road Resurfacing program – Mr. Miller said West Milford has 150 miles of paved Township roads. He recommends, at a minimum, paving 5 miles per year. He would like to see 5 miles funded separate and apart from any work done through grants. 6.1 miles were paved in 2014. He said it is imperative to invest in this infrastructure or it will become an overwhelming financial burden. He said we can no longer do this through Morris County coop because those contracts only cover milling & paving and DPW can no longer do the prep work. It is \$52,000 more per mile when you include all the work in the contract which does not include the work invested in drafting the specifications. That is why he asked for \$1.5 million this year. He said there are no grants available for road resurfacing although the Township has received some CDBG grants for roads in areas that qualify but those are limited in West Milford. Discussion ensued about DPW not having manpower to do construction work. Mr. Miller said he would need a crew for 4-6 weeks dedicated to construction. Councilwoman Dale said she is not in favor of an additional \$250,000 just to pave roads. She would rather use those funds to increase staff in DPW. Mr. Miller said he would need 4-5 people for those 4-6 weeks for construction. Discussion ensued about what DPW could do. Mr. Miller reviewed all the costs associated with the road projects. Discussion ensued about what the actual costs would be. Councilwoman Dale asked if it is more cost effective to hire additional people in DPW than to bid a job at an average additional cost of \$52,000 to have the contractor do the preparation work. Mr. Miller said he has not calculated a complete analysis including what supplies DPW has used and fuel costs, etc. etc. He said he recommends including everything in the bid. Administrator Gabbert said that with a new DPW director there may be changes in DPW that would affect this discussion. Mayor Bieri said for this year's cycle, she agrees that we should bid this out. However, we should calculate those costs for future years. Councilman Signorino said we should make a decision now rather than wait and Councilman Hensley agreed saying that it is clear DPW needs more staff. Councilwoman Dale said she would like Mr. Miller to do the analysis to avoid having the same conversation next year. Mr. Miller said he simply evaluated the contracts from last year, one project done through the coop and one bid out and there is a difference of \$52,000 per mile. However, he did not calculate the cost of DPW involvement in these projects. He will do the analysis and report back. Mr. Miller said that he prepared a grant application for Ridge Road this year. Council agreed that Ridge Road is in dire need of repair. Mayor Bieri asked if everyone agrees that we need to get 5-6 miles of road paved and Council agreed. Discussion ensued about budget seasons versus construction seasons. Mayor Bieri noted that prior councils approved capital funding prior to budget adoption to allow the capital projects to proceed in a timely fashion. Councilman Signorino said funds allocated in the past have not always been used. He said he would like to see what effect this \$1.5 million has on our debt. He has been asking for years to have these funds allocated in the operating budget. He does not want to increase the debt threshold and there are major capital expenses coming this year. Mr. Miller reviewed prior allocations for road resurfacing. He said there are no funds available from prior years. Councilman Signorino said he would like at least partial funding for road resurfacing in operating rather than always having it fully funded in capital. Mr. Miller explained how dire the conditions are on some roads in town.

Road assessment program – Mr. Miller said this program has sat idle for years. He reviewed the history. He said he does not favor assessments by petition. There are 23 miles of non-township roads that are paved. There are 15 miles of non-township roads that are not paved and that are in very poor condition. This creates a maintenance issue for DPW. He and the road supervisors created a top ten worst road list. He had the assessor determine the maximum sustainable assessment and he is waiting for those numbers. Administrator Gabbert explained that it is important to start this program and \$800,000 is an estimate. It will not be a long-term loss because the assessments will ultimately pay off the debt. However, it will have long lasting benefits that will reduce maintenance costs. Mr. Miller agreed saying it is a win-win. Mayor Bieri asked Mr. Miller to get all the additional information. Administrator Gabbert said he would like to target one of the ten roads on the list just to begin the process.

Township storm drainage project – Mr. Miller he got funding for this in 2012. He explained how the funding was used and the balance that is left. There is \$80,000 left and he is asking for an additional \$100,000 and the administrator is recommending \$80,000. Councilwoman Dale said he would have \$160,000 and she asked what would be accomplished with those funds this year. Mr. Miller reviewed the list of projects saying the total estimate for all the projects is \$210,000. Councilman Signorino said there is still unused funding from 2012 and Councilwoman Erik said that some of these issues are town created. Mr. Miller reviewed the Oxbow problem explaining that it was not created by the Township but by the neighbor. He said if the Council approves the funding he will get the work done. The Governing Body thanked Mr. Miller.

**Fire** – Mike Moscatello & Ed Steines addressed Council. Mr. Moscatello said his paperwork is self-explanatory. He explained the condition of the vehicle he is asking be replaced. Mr. Steines said he is asking for \$60,000 for replacement of fire fighting equipment based on requests. He said he provided a five year cost analysis last year. Greenwood Forest is asking for a new tanker truck and he explained the condition and history of the 1995 vehicle that will be replaced and some of the conditions that they deal with. Tankers are an important piece of equipment and another tanker in another fire company is currently

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being repaired. He said they did apply for a grant for this but grants for apparatus are hard to get. They also applied for a grant for turnout gear. Mr. Moscatello said the grant funds for apparatus generally go to companies that are replacing vehicles that are older than ours. Councilwoman Erik said she does not see that tanker on the inventory list and Administrator Gabbert replied that the list is not complete as yet and it is just being started, it is a work in progress. Mr. Steines said he is requesting full funding for this vehicle this year and Administrator Gabbert said he is recommending partial funding to begin the process. He said it is a minimal chance that we get the grant. Administrator Gabbert said he will not recommend the advance payment being requested for the current truck purchase. He said he has had two separate experiences where advance payments caused great problems. Councilwoman Dale said she would like to see the tanker funded.

**Police & First Aid** - Police - Chief Storbeck addressed the Council saying that he requested funding for M-4 rifles but the Administrator is not recommending that the funding be appropriated. Chief Storbeck explained the need to replace existing rifles. He said he is asking for a pick up truck which the Administrator is not recommending. It was previously funded but that funding was withdrawn. He explained how a pickup would be used in his department for cones, barricades, road issues and for pulling the trailers. Without it they have to call DPW out whenever they have these needs on municipal roads. The Stalker Radar Units are just a brand name. He is asking for funding to proceed with the replacement program to replace units in patrol cars. He tries to replace about two per year. The video storage unit is for the mobile video recorders which are required in police vehicles by law. This is the server for those units.

First Aid – Ken Cuneo addressed the Council saying the first aid squad is looking for 5 LUCAS devices. He explained what they are for. They are asking for 5 because they have 4 ambulances. Each unit stays with the patient initially. Councilwoman Dale asked if they are required and Mr. Cuneo said no. Councilwoman Erik said each rig should be outfitted. Mr. Cuneo noted the police department is always first on scene so if LUCAS devices were not in the ambulances he would recommend that the police cars be outfitted with them. Councilwoman Erik said that would warrant more purchases. Mayor Bieri asked if we do manual CPR now. Councilwoman Erik explained that EMTs are not allowed to stand in the ambulance now and you cannot do CPR without standing. Mr. Cuneo agreed adding that manual CPR is very draining on individual EMTs. Councilwoman Erik explained how stopping & starting, which happens with manual CPR, can be life threatening. These units would provide continuous CPR. Councilwoman Dale said CPR victims in this town have reduced survivability. She said she supports the first aid having equipment like this to save lives in our Township. Mr. Cuneo said these units are relatively new so it is hard to calculate the life expectancy. Councilwoman Dale asked if first aid would be willing to start with two to test out their effectiveness and Mr. Cuneo said two would be an acceptable start but one would not be enough. Councilwoman Erik said based on the number of rovers in town we should have a minimum of three. Councilman Hensley said it may be better to equip police than first aid. Councilwoman Erik said Wayne has had two life saves with LUCAS. Discussion ensued about how to use the LUCAS. It is like a vest that performs the compressions. Mayor Bieri asked if it is better to assign them to the police if they really are the first responders and Councilwoman Dale said that sometimes patients in ambulances go into cardiac arrest. Mr. Cuneo said police do CPR until first aid arrives. They do a good job. He said it would be better to have LUCAS in an ambulance and the EMT would put the vest on upon arrival on scene. Councilwoman Dale asked if first aid would be willing to partially fund this and Mr. Cuneo said they have about \$200,000 in the bank and he will broach that with the officers.

Administrator Gabbert noted that there is no one here tonight from the Upper Greenwood Lake first aid. They have requested capital funding to replace carpet in their main room and for funding for heating improvements. He visited their building and recommends funding either one or the other but not both. He said the carpet has about one more year of life.

**Department of Public Works** – Kirk Bakker, Jill Knipp and Tim Ligus addressed the council.

Depot lighting – Mr. Ligus said there is currently insufficient lighting for loading trucks at night. This is not only for light but it is a liability. Administrator Gabbert said he is not recommending this capital expenditure. He would propose that it be funded in the operating budget. Mr. Ligus said there has been a series of problems at town hall because of the age of the building and appropriations will not cover the expenses. Councilwoman Erik said this is like vehicles. We are either going to have to make a significant investment or have maintenance issues. Councilwoman Dale asked if we can use insurance dividends for this and Administrator Gabbert said those dividends are generally used to offset health costs.

Electrical & lighting upgrades at Veterans Park – Mr. Ligus said efforts have been made to keep the lighting intact. It is getting very old. The wiring is old and shorting out. The most recent fix has been a band-aid fix. Wiring and fixtures would have to be replaced. Mayor Bieri asked if there is a way to secure the fixtures & wiring. Mr. Ligus said if there was a complete replacement & rewiring it would be secured

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as part of the project. Councilman Signorino said if the landscaper breaks something we should charge them back for the damage. Council agreed this needs to be repaired.

Roof replacement for shed at DPW building – Administrator Gabbert said he is not recommending that the Council appropriate funding for this and Mr. Ligus said the DPW can get by with the existing roof for another year. Window replacement at DPW garage – Mr. Ligus said the Township spent a lot of money to replace the ceiling at the garage and we are losing heat out of the single pane window. The mechanic would rather see these funds go to replacement of a garage door and Mr. Ligus agrees asking if this request can be changed to accommodate that. He will work up an estimate for the garage door which would be a better investment. Mayor Bieri said this would increase efficiencies. Electronic sign – Mr. Ligus said he will research this further. There is a vendor who is offering a sign if they can advertise on it. Councilman Hensley said RAC requested this in the past. He said this would be an effective way to communicate about events and the Mayor & Council agreed. Mr. Ligus said these signs aren't cheap and he will get additional information.

Building – inspection vehicle – Mr. Ligus said he is requesting a vehicle for the construction department. No matter what vehicles we get, the mechanic requested that we purchase the same vehicles. The mechanic recommends a program of vehicle replacement. The old police cars are not the most efficient. Mr. Ligus recommends having a plan to get a new vehicle each year for one department. Mayor Bieri said it should be a small SUV. Councilwoman Dale asked if the vehicle list could be color coded to identify which 6 police vehicles are going to be replaced. She asked for a notes section that would tell what the future plan is for the police vehicle. Mr. Ligus said mileage & hours are on the list. He said odometer miles and actual miles have to be considered. Administrator Gabbert said we must break the cycle of department vehicles coming from old police vehicles. Mr. Ligus said he would like to see a commitment for a plan going forward starting with one vehicle at a time. Councilwoman Dale agreed saying that we must stop the cycle but the need all the information to make the decision. Ms. Knipp said there is good pricing under the Morris county coop. Sign machine – Ms. Knipp said the current machine is outdated and we cannot even get parts now. Making signs in house is more cost effective than buying and the Council agreed.

Vehicles & equipment replacement – Mr. Bakker said he is asking for replacements for larger trucks because of conditions. Ms. Knipp said the department is asking that the Council fund the purchase of at least two utility vehicles. Councilwoman Dale said she heard that DPW has trucks where they can change the bodies out. Mr. Bakker said we do not now but there are some bodies that could be kept and put on new trucks. Councilman Signorino said we should consider trucks that can have the body changed out for seasonal & project uses. Ms. Knipp said she will ask the mechanic to look into that. Ms. Knipp said the department is asking that the backhoe be replaced because the current one needs repairs that are estimated to cost \$80,000 repairs. She said they are requesting a street sweeper for \$300,000 to get a combination sweeper rather than just a mechanical sweeper. Mr. Bakker said the combo unit is more effective than the vactor sweeper. Discussion ensued about the effectiveness of the vacuums on each machine and Mr. Bakker said the mechanic favors the combination machine. The current machine needs major repairs. Councilwoman Dale asked Administrator Gabbert to put subtotals by departments on his sheet. Ms. Knipp said DPW is not recommending a briner machine because they would rather the Council fund a parts washer because the mechanic feels it is a priority. We do not have a truck for the briner and it is now a pilot program. Administrator Gabbert said he is caught in the middle of this. We have done 2 briner tests so far that are inconclusive. We have to determine if brine works or not and he is not there yet. Councilman Hensley asked that Council be advised which roads are being tested. Ms. Knipp said they are working on a report of tests done so far and Administrator Gabbert said there are many variables. He said they tested brine on Oxbow Lane for this weekend's storm. Mr. Bakker said the department has requested funding for an asphalt recycler which allows asphalt not used to be used at a later time. Ms. Knipp said this is a wish list item but not a priority. Councilman Signorino asked how much we are losing and Mr. Bakker said the department tries to purchase what will be actually used. This would reduce the number of trips to load asphalt saving time & resources. Mayor Bieri said we need to analyze the cost of picking up asphalt and what offset that would make to the cost of the one time expense. Mr. Bakker said they have requested funding for a compact excavator which is used to clean pipes & drainage ditches. Mr. Knipp said the department generally rents this equipment for about \$300 per day. Mr. Bakker said it is hard to give an annual amount because there are projects we don't do because we don't have the equipment. Council asked Mr. Knipp to find out how much we have spent on rentals for the past few years.

Councilwoman Dale said that the request is \$1.1 million for DPW, and \$236,000 was cut out. The Township has never committed to that kind of investment and it is overdue. She recommends making the investment but she would expect that the capital requests would be drastically reduced and would allow for a replacement plan to allow for proper management. Mayor Bieri asked where new equipment and machines would be stored and if the department has the means to properly maintain them. Councilman

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Signorino said he would like to see rental information because that saves on maintenance. Mayor Bieri said if you make the investment you should consider how to protect the investment. Councilwoman Dale said we need better maintenance and there has been a lack of due diligence. Ms. Knipp said they have not been allowed to wash the trucks and that is why they have repeatedly asked for a wash system. Mayor Bieri said we need storage facilities for equipment. She said a pole barn at DPW would be a good investment. Ms. Knipp said that they have a request for storage containers to take equipment from the garage to make space there to store the larger equipment. Mr. Ligus said you need both, a building for large equipment and storage containers for smaller equipment. Mayor Bieri asked if they got all their requests what changes would they make to properly care for the investment. Mr. Bakker said he will consider that query and draft a response. Councilman Signorino asked Administrator Gabbert what is happening with the washing. Mr. Bakker said the Township needs a proper wash station. Councilman Signorino said there were discussions with the WVRSA for a shared service. Administrator Gabbert said we made a decision not to wash in the past and a decision has been made to make this a priority. It is being researched. Councilman Hensley said the BOE needs a wash station too. We should see if we could work with BOE to share the costs and work on this together. Mr. Bakker reviewed the list of trucks that the department is requesting be replaced. He said the conditions of these trucks are bad. He said the administrator is recommending partial funding for two of the trucks. Administrator Gabbert said he is trying to determine what the threshold of debt is. Therefore he is recommending funding over multiple years for certain pieces.

Salt shed – Administrator Gabbert said this is a bigger issue. He said the entire DPW facility layout and the entire operation has to be redesigned. Having depots may not be the most effective concept. Maybe operations should be more centralized. He said that should be fully analyzed before the Township invests in facilities. We need to make a master plan before committing to funding. Mr. Bakker said that the department would rescind their request for a concrete saw to get a parts washer. The saw they now have is outdated and they use it primarily for inlet repairs and projects. Councilman Signorino said the new saw would allow for better quality road repairs and pothole repairs. Council said to add this in. Mr. Bakker said that the cost to replace one mower head assembly is a 46,000. He said there are a lot of catch basins on the list for repair. The prior director recommended contracting that work to catch up and then we would just have to maintain. Councilwoman Dale said this is part of the overall discussion about the future of DPW and staffing levels. Everyone agreed. Mayor Bieri said there should be a cost analysis of contracting this out versus hiring in DPW. Council asked Mr. Miller to factor this into his analysis. Mayor Bieri said this would also require equipment and repairs if we did this in house. Councilman Signorino asked for quarterly reports about catch basin repairs and maintenance. Administrator Gabbert said there has been 33 years of one concept for DPW. There is a transition period and we will get to those things. Councilwoman Dale said we are heading in the right direction in terms of information and data. She said we have fallen so far behind we now have to fix it.

**Health** – Administrator Gabbert said he will get more information about the vehicle request. He is not recommending approval of the request for the nursing office improvement. He said tests at wells at PAL show that we may have to fund for a filtering process at that facility. He is not recommending funding for a new ACO vehicle until it is determined whether or not we will outsource those services. Councilwoman Dale asked the administrator to number the vehicles on the vehicle list and cross-reference those numbers on budget sheets.

**Recreation** – Administrator Gabbert said staff is still researching the cost for a pump at the lower lake. He is requesting \$9,000 for now. They are asking for funding for replacement parts for a pickup truck but a new truck will be needed at some point. The department is requesting funding for picnic tables at Bubbling Springs. There is a request for a lightning detector which originated from the BOE but Township staff is not recommending that. Council asked Administrator Gabbert to see if the BOE can fund that.

Administrator Gabbert said the Network Administrator has asked for considerable updates to our computer system which are reflected in the proposed operating budget.

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.

Gale Barth, 11 Mountain Circle North, West Milford said she is the deputy tax assessor. She distributed a memo from the tax assessor, Brian Townsend. She said there was a memo on 2/20 which outlined costs for staff. She reviewed this information and she came up with about \$405,000. Compensatory time was mentioned in the timetable. Between 2012 and 2014, as a result of the revaluation they knew that would require additional hours. The seminars were also considered. Certified assessors are required to get CEUs to retain their licenses. All three persons in the assessor's office are certified. She said her

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department would like to see comparisons made to towns that are similar to West Milford. Vernon is similar in size. She directed Council to Mr. Townsend's memo for that comparison and a comparison with Jefferson. Jefferson outsources their farmland and assessments. Rockaway & Sparta have 2 employees and outsource the assessment process. Councilwoman Dale asked questions about the square mile justification in Mr. Townsend's memo. She asked if it should be line items. Ms. Barth said West Milford has 12,000 line items with about 9,000 homes, Newark watershed and farmland. She said that the distance affects the workload. She gave examples. She said they try to schedule in compact areas. From April through November there is generally one assessor out doing these inspections if not two every day except if there is inclement weather. Appeals are handled in the office. Mayor Bieri said we should have permit numbers to understand the added assessments after construction. Ms. Barth said they have 250 permits to go out on. Mayor Bieri said that the data should be compared to permits in the other towns too and Ms. Barth said she will get that. Discussion ensued about scheduling. Ms. Barth said the ramifications of reduction in staff will affect the reports that are requested by departments. She gave an example of the road assessment program Mr. Miller referred to earlier. She said sales are very important. It is important to investigate sales. She reviewed the number of tax appeals for multiple years and the possible losses to the municipality which equated to almost \$1 million in 2012. The actual loss was \$852. She reviewed the numbers for 2013. Almost \$500,000 but it was actually \$233. In 2014 the potential loss was \$287,000 and the actual was \$60,000. That is the importance of reviewing sales which is not an easy task. She compared this to detective work. That affects the amount the municipality pays to the county. She never realized that the Council can only affect about 7% of the municipal budget. It is important that people understand that. She has been trying to explain that to residents. That is a tough job and she understands how difficult it is for Council. She understands the DPW needs. There were 40 employees there when she first started and now there are 18. She is glad there are plans for upgrades and understands the need to save money but you also have to make money. That happens in the tax assessor office. You cannot cut your profit center. That makes no sense. As a taxpayer she wants to know the Township is not only saving but also making money. With 1.5 people it will just not be possible for the assessor's office to complete the workload. Mr. Townsend, she said, asked her to tell Council that he would like an opportunity to address Council and he will answer any questions.

Bobbie Del Sol, Vernon said she is the Township nurse. She and Ms. Edelstein reviewed statistics and numbers yesterday. Skin cancer is not mandated but they get 49 people per clinic. They refer possible skin cancer patients. Those people do not have the money for doctor bills. Earwax removal is not mandated but many seniors cannot hear and many times that is related to wax. That is an invaluable service that affects lives. That prevents isolation and depression. If fees must be increased so be it. The nursing division always generated income. They are part of a team. They have found people with various forms of cancer and possibly saved lives. She relayed an anecdote about a patient whose life she saved. She is the only nurse that participates in bio terrorism exercises and works with various first responding entities. She asked Council to research the data being provided because it is important to address the needs of this community.

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

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

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Agenda No. V

**Adjournment**

There being no further business to come before the Council, the Township Council adjourned the meeting at 12:03 p.m.

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

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Approved: May 20, 2015

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MAYOR BETTINA BIERI, PRESIDING OFFICER

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ANTOINETTE BATTAGLIA, TOWNSHIP CLERK