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

Minutes of: Governing Body Special Meeting  
Date of Meeting: March 27, 2019  
Time of Meeting: 6:30 pm  
Minute Page No: Page 1 of 4

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The Special Meeting of the Governing Body was called to order by Mayor Michele Dale.

**Adequate Notice Statement**

Mayor Dale 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 March 24, 2019; 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.

Agenda No. I

**Pledge of Allegiance**

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

Agenda No. II

**Roll Call**

Present: Councilmembers Ada Erik, Andrena Pegel, Marilyn Lichtenberg, Peter McGuinness (arrived 6:47), Luciano Signorino, Patricia Gerst, Mayor Michele Dale

Absent: None

Also Present: None

Agenda No. III

**Purpose**

2019 Municipal Budget

Agenda No. IV

**Review of 2019 Municipal Budget**

Mr. Casey mentioned that the Department Heads were present and they will discuss their proposals. Mrs. Mageean explained the four sections to the Open Space account; pre referendum, acquisition of land, recreational development and historical preservation. She said as part of the ordinance from 2014, the Governing Body may change the spending allocation in any given calendar year but that must be approved by five affirmative votes. The Governing Body can move money from acquisition of land or historic preservation to recreational development to cover the shortage. Mr. Casey said he is urging the Governing Body to adopt the bond ordinance so the money will be available in May for the road programs. He said, in the first ordinance, the lighting and the playground was covered. Mr. Casey asked the Governing Body if they wish to take the money out of the Open Space fund or leave it in the ordinance. He would like a decision so he can have the ordinance for the Governing Body at the next meeting.

Councilman Signorino said he would like to find a way to use that money to help bring the taxes down. Mr. Casey said that question is for the Attorney, Mr. Semrau. Councilman Signorino said he would like to use the Open Space money for the projects. Mayor Dale said they could use the money for the shortage but they would have to vote to move money or they can change the ordinance to include the \$11,000. Mr. Casey said they could agree informally tonight that they are going to take the two projects from Open Space or at the next meeting vote on a formal resolution. He needs guidance on what to put in the bond ordinance for introduction at the next meeting. Councilwoman Erik asked for the breakdown of usage in each Open Space account since the pre referendum. Mrs. Mageean will research that and refer back to Councilwoman Erik. The Council agreed to wait for Councilman McGuinness to arrive and then continue this discussion.

Mrs. Mageean said she did a snow analysis going back to 2015 for everything that was spent on snow until 2019, the spending in each category and the budget for each of those years. Mayor Dale asked if this was in an excel format and if Mrs. Mageean can average this for her. Mr. Casey noted that Mr. Steines will provide the Governing Body a report on the salt and grit tonnage. Mr. Casey said they have spent \$704,000 in 2019 for snow and all of the snow costs are in the operating budget. Mrs. Mageean noted that the temporary snow budget for 2019 is \$791,000. They are averaging about one million dollars a year in snow. Mr. Casey provided the tonnage report to the Governing Body. Mayor Dale noted that the contractor expense in 2018 is up significantly. Mr. Steines expressed that the residents want their roads cleared right away so they called the contractors to get the side roads cleared quicker. Mr. Casey discussed the historical use of the aggregates. He said the spring cleanup is more efficient because there is no longer all the grit that has to be removed.

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Minute Page No: Page 2 of 4

---

Mr. Casey noted that they will continue the Open Space discussion. Mrs. Mageean noted in 2014, they spent \$17,651 on the acquisition of land, \$4,975 on recreation development and \$13,275 on historic preservation. In 2015 and 2016, there was nothing spent and in 2017, they spent \$85,168 for Nosenzo Pond. She noted the \$85,168 was taken from recreation development. Mr. Casey said the issue that is before the Governing Body is whether they are willing to fund the matching for the lighting and the playground out of the Open Space funds and take \$11,000 from either preservation or acquisition. Councilman Signorino made a motion to take the monies necessary for the two projects; lighting and playground for Nosenzo Pond out of the acquisition of land and move it over to historical preservation. Mr. Casey said they would be authorizing moving the money from the acquisition over to recreation development and fund the two matching grants out of the recreational development line. Councilwoman Gerst seconded Councilman Signorino's motion.

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Moved: Signorino Seconded: Gerst  
Voted Aye: Pegel, McGuinness, Signorino, Gerst  
Voted Nay: Erik, Lichtenberg  
Motion Carried:

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Mayor Dale noted that the \$11,000 is not going to be moved. Councilman McGuinness asked what Councilwoman Erik suggests. Councilwoman Erik expressed that there has been a lot of money taken out just for recreation. They have not heard from the other two parties; the Open Space and Historic Preservation Committees. She said when the referendum went through it was equally divided and historically, now recreation has been gobbling up well over 1/3. Councilman McGuinness asked what Mayor Dale suggests. Mayor Dale said she would like to review the other expenditures because she wants to create efficiencies. She said this is not something they can't revisit. Councilman Signorino made a motion to continue the discussion seconded by Councilwoman Gerst. Councilman Signorino expressed that he would like to work with the Council to fund the projects. Mayor Dale said they could only fund the \$11,000 and not the whole thing. She said they could include the \$11,000 and take the rest from Open Space. Councilman Signorino noted that Councilwoman Erik did not want to move money from Open Space. Mayor Dale confirmed that the \$11,000 is the shortfall and that is the amount that will be put into the bond ordinance. Mr. Casey suggested funding the lighting in the bond ordinance because there is a \$42,000 shortfall. He noted that he does not want to split the grant funds. He wants to fund one grant from bond ordinance and one grant from Open Space. He said they are going to fund the lighting from the Open Space and match the playground in the bond ordinance. Mayor Dale said the \$11,000 will replenish itself. Mayor Dale asked if Councilwoman Erik would be willing to allow to temporarily taking the funds from the account as long as they are transferred back when the money is replenished in the recreation fund. Councilwoman Gerst asked why they are going to bond for it if the money is going to get replenished. Councilman Signorino said he will agree to put the money back once it's replenished and if Councilwoman Erik is okay with that, he will make a motion. Councilwoman Gerst seconded Councilman Signorino's motion.

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Moved: Signorino Seconded: Gerst  
Voted Aye: Erik, Pegel, Lichtenberg, McGuinness, Signorino, Gerst  
Voted Nay: None  
Motion Carried:

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Brian Jenkins, Network Administrator will review the 2019 budget proposals. Mr. Casey said they identified three items in the budget; increasing manpower, website development, social archiving. Mr. Jenkins explained that technology is expanding and they can't maintain the technology without the right amount of personnel. He expressed why the department needs an additional person. Councilman Signorino asked if the cloud is costing the Township money. Mr. Jenkins said the cloud does not cost money but the email use does. He mentioned that a lot of vendors have to move to the cloud. Some vendors have not provided a cloud option. Mayor Dale said the vendor is linked to the software package so to move a vendor, the software package would have to be moved as well.

Mr. Jenkins said his department can't keep up with all the work. There are two people in his department and there are multiple buildings that they report to. Mayor Dale said Mr. Jenkins manages the software and hardware. Councilman Signorino requested a list of the department's tasks and responsibilities. Councilwoman Pegel asked if Mr. Jenkins was still sharing his time with the Police Department. Mr. Jenkins said he spent six hours the other day in the Police Department; they have multiple systems and he spends a lot of time there. He is requesting a full time employee to be split between the Police Department and the other buildings. Mr. Jenkins explained that he is currently working with our website provider who offered a free upgrade and redesign. Mayor Dale said part of the upgrade to the website is one aspect. They would need certain software for the online permitting and dog licenses and the website would need to be upgraded to have the functionality to complete the rest of the process. Councilman McGuinness asked if the \$29,000 includes the software for the online licensing. Mr. Jenkins said it would be an additional cost.

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Minutes of:  
Date of Meeting:  
Time of Meeting:  
Minute Page No:

Governing Body Special Meeting  
March 27, 2019  
6:30 pm  
Page 3 of 4

---

Mr. Jenkins said the Township utilizes several Facebook accounts and one YouTube account. He explained that social media accounts are operable and pertain to the Open Public Records Act (OPRA). They would have to produce a record from the accounts. Social media sites allow people to edit and delete posts and the sites do not archive the information. If there was litigation, they would have to produce the original record. These companies archive social media changes so he can refer back and produce the records. He expressed that the Township should protect themselves. He provided the Governing Body with two different proposals from two different companies.

Diane Curcio, Assistant Municipal Clerk, said she prepared the budget for the Clerk's Office. She said the proposed budget increase for the Clerk's Office was per the cost efficiency audit recommendations. If the Governing Body approves the additions, there would be a cost for the additional licenses and training for Adobe and Spatial Data Logic. In order to have this completed, the department would need a part time, seasonal data entry person. Councilman Signorino noted the training would not be until next year, so they can fund it next year temporarily because that is when they are going to fund the money. Mr. Casey said given the reality of the budget cycle, they could fund it next year. Mrs. Curcio expressed that the cost efficiency audit was looking for more convenience for the residents. Mr. Casey said a significant portion of the traffic in the Clerk's Office can't be online because the State does not allow it. Councilman Signorino said this will not be cost effective at the end of the day. Councilwoman Gerst asked if the software company would provide training and Mrs. Curcio said yes. Mrs. Curcio explained the paperless agenda and provided the Governing Body with quotes from two vendors. Councilman Signorino asked what workload has increased over time. Mrs. Curcio explained since the Vacant, Abandoned and Foreclosed upon Property Ordinance was passed, the Clerk's Office receives over 12 inquiries per day, there is a database that needs to be maintained and fees that need to be processed. Councilwoman Gerst asked if the tablets for the paperless agenda had to stay in Town Hall. Mayor Dale said the tablets can stay with the Governing Body.

Kathryn Coyman, Health Inspector, said she agrees with the Matrix study. The department is heavily occupied with the septic systems. In order to improve efficiencies and responsiveness, the department needs two full time clerks. She expressed that the OPRA requests are hard to keep up with and the required pumping of the septic systems. She said the information piles up in the office and there is no time to input the information and manage it the way the ordinance was written. Councilman Signorino feels that the ordinance needs to be revisited and the Council needs to figure out a more efficient way. Ms. Coyman said when the State revamped the septic code in 1990; they put the licensing pumping requirement in the code. There was so much opposition in the public, they rescinded it. It is a management problem for the Health Department. She expressed that they are still working with the same number of staff and there are so many new ways to request information. She explained that she spends a tremendous amount of time pulling files and answering specific questions on septic systems and the requests are coming from realtors, mortgage companies, title companies, investors, and buyers. Councilman Signorino asked how many employees are dealing with the pumping ordinance on a daily basis and Ms. Coyman said one full time employee. Councilman McGuinness asked what the plans are for the Health Officer. He asked if they have to budget for a Health Officer because they don't have one. Mayor Dale explained why they have to budget for a Health Officer. Councilman Signorino requested a list of all the immunizations that the Health Department provides. Ms. Coyman said she will get that information for Councilman Signorino.

Timothy Storbeck, Chief of Police, expressed that the big concern he addressed in the past is that there are a lot of officers that can retire. He explained that it takes one year to get a new officer on the street. He said they are going to have a shortcoming of officers, so he would like to start planning for the future. He said 12 officers are eligible to leave in the next 3-5 years. He suggested budgeting for the two officers. He said they really need to start addressing the turnover of officers. He noted that if an officer from another town wants to come to West Milford, their Chief has to allow them to leave. Chief Storbeck expressed that the mileage on the cars is a serious concern and he addressed the Council several times last year. He mentioned that the fleet is all SUV's and explained why he requests all-wheel drive vehicles. Councilman McGuinness asked if we can anticipate a savings on the line item if they purchase the new 911 system. Chief Storbeck said approximately \$5,400.00.

Mike Moscatello, Fire Marshal, explained over the past several years the inspection numbers have increased, especially residential. New codes that took effect by the State require them to go back and forth to a lot of commercial businesses more frequently. He has one part time inspector, so it is just the two of them. He said last September the State increased the Life Hazard Use and Permit fees by 20%. Councilwoman Lichtenberg asked if it is possible to have two part time inspectors. Mr. Moscatello said it is possible but they would have to add another vehicle to the fleet. Mr. Casey noted historically the department always had one full time and two part time employees. Mayor Dale asked if he anticipates the additional revenue to remain steady or to decline and/or increase. Mr. Moscatello said he thinks it will increase. Ed Steines, Fire Commissioner, noted that three fire companies received grants to purchase air packs. They moved the older air packs to Greenwood Forest. He said Company 6 is waiting for a grant approval, which brings it down to only one company that would be in need of air packs. He expressed they are trying to work with the Council and the residents. He said if Company 6 does not get the grant for the air packs, they are working with a vendor that is willing to lend them some air packs until the next budget cycle.

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Time of Meeting: 6:30 pm  
Minute Page No: Page 4 of 4

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Mr. Steines invited Chief Kevin Kiel and Assistant Chief Kevin Ryan from Upper Greenwood Lake Fire Department to talk about the air packs. Mr. Steines said Kevin has been doing a lot of work on the air packs and obtaining a lot of information. Kevin explained the information he gathered about the air packs. Mr. Casey said they have to spend some time and figure out what they want to put in the capital budget to be safe. Chief Kiel and Chief Ryan spoke about the condition of engine 5 and their request to replace it.

John Voli, Director, Community Services and Recreation, explained that the billing for the PRIDE program is a fifteen minute cycle, so it requires someone to be in charge of entering the billing. He expressed that in the long run, the program will increase the revenue side of the PRIDE program. Councilman Signorino asked the cost of the full time position request and Mr. Casey said they estimated \$27,836. Councilman Signorino asked Mr. Voli if there were any new programs for Bubbling Springs. Mr. Voli said the movie night at the beach was very well received, so they plan to have additional movie nights. Mr. Casey said the Governing Body did not fund the leaking roof in the Recreation Center. Councilman McGuinness asked if there was an emergency fund to remove money out of for the roof. Mr. Casey said he hopes, by May, they will have the second bond ordinance for the roof because it has to be resolved. Mayor Dale noted that the brand new floor in the Recreation Center is buckling because of the leaks in the roof. Councilman McGuinness said they have to address this because they will lose their investment. Mr. Casey said if the Governing Body is agreeable, they will add the cost of \$108,000 for the roof in the bond ordinance. Mr. Casey said they can award a contract at the end of May. Councilman Signorino made a motion to transfer the balance from acquisition of land post referendum to recreation development for the replacement of the Recreation Center roof, deficit for the playground and lighting seconded by Councilman McGuinness.

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Moved: Signorino Seconded: McGuinness  
Voted Aye: Erik, Pegel, Lichtenberg, McGuinness, Signorino, Gerst  
Voted Nay: None  
Motion Carried:

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Agenda No. V

**Public Comments**

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

Bob Nicholson, 20 Hyde Road, Stockholm – Said they spoke about a leaky roof last year and the Director at that time said it could wait. Replacing the floor before the roof was not good thinking.

There being no one wishing to be heard, Councilwoman Erik moved to close the public portion of the meeting.

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

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Agenda No. VI

**Adjournment**

There being no further business to come before the Council, the Governing Body adjourned the meeting at 10:09 p.m.

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

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Approved: April 24, 2019

Respectfully submitted:

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Sherry Zbrzeski, Keyboarding Clerk I

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MICHELE DALE, MAYOR

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ANTOINETTE BATTAGLIA, TOWNSHIP CLERK