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

Minutes of: Township Council Special Meeting  
Date of Meeting: April 16, 2012  
Time of Meeting: 6:30 P.M.  
Minute Page No: Page 1 of 3

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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 April 15, 2012; 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, Joseph Smolinski, Michael Ramaglia,  
Edward Rosone, Luciano Signorino, CarlLa Horton, Mayor Bettina Bieri.  
Absent: None.  
Also Present: Township Administrator Nancy Gage, Township Clerk Antoinette Battaglia,  
Director of Community Service & Recreation, Jayme Mulhern.

Agenda No. II

**Purpose**

Review of the proposed 2012 Municipal Budget.

Department of Community Services & Recreation

Formal action may be taken at this meeting.

Agenda No. III

**Review of 2012 Municipal Budget**

Mayor Bieri deferred to Jayme Mulhern, Director of Community Service & Recreation and Nancy Gage, Township Administrator. Ms. Mulhern distributed data to Council and advised that she and the Administrator met to prepare for this meeting. She noted that because she is new to the Township, she is in effect presenting the prior Director's budget as she will need to formulate her own. She directed Council to the capital requests.

The capital request includes funding for an elevator for the coffee house which would make this facility ADA compliant. West Brook Park would still need appropriations of \$265,000 for outside work at the coffee house. She gave a brief overview of what that work would entail. Currently the Township has \$190,000 now for these projects and she would like to approach this in phases. The main goal would be to complete the coffee house and strive for an October opening. She reviewed the necessary components. The estimated cost of an elevator is \$150,000. She will be seeking additional funds from the Passaic County open space grant program for the outside work at Westbrook Park. Councilman Ramaglia asked Ms. Mulhern to obtain additional estimates for the elevator as he believes the estimated cost of \$150,000 is high.

Ms. Mulhern advised that the funding for athletic field rehabilitation is an annual capital request. She is requesting funding for an ATV for special events. Her staff has indicated that say an ATV is safer at events than other vehicles used. Councilwoman Erik stated that she just bought one for \$6,500.

There is a capital request of \$50,000 for a septic system upgrade & pole garage at Bubbling Springs. Ms. Mulhern advised that she has been in contact with Paul Ferriero who says that we will not get septic capacity to expand the septic. That will alter the request from \$50,000 to \$10,000. Discussion ensued about the need to upgrade this septic system. Councilman Smolinski asked if we have any exemptions as a municipality and Mayor Bieri advised that those exemptions only apply to homeowner repairs.

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Ms. Mulhern advised that the funding request to carpet Hillcrest is to comply with the JIF loss control report as are the internal door replacements and laminate the flooring. She wants to remove these as capital items based on the signed lease with the BOE. ADA compliance, fire compliance, and risk control issues are priorities with the capital improvement fund. Discussion ensued about the rent and capital fund for Hillcrest. The bathrooms will be part of the initial capital phase.

Ms. Mulhern advised that the parks crew is asking for a mason dump truck. Discussion ensued about rehabilitating the current truck. Ms. Gage stated that she wants to review the mileage and condition of every truck as part of this budget process. Council President Signorino stated that \$80,000 for a mason dump truck is a lot of money. He suggested that there may be less costly options. Mayor Bieri asked Ms. Gage to research actual needs for vehicle requests. Councilman Smolinski stated that we have always asked DPW for justifications for vehicle requests. Ms. Mulhern advised that she will provide information to the Administrator and the DPW Superintendent before the DPW budget meeting on Monday.

Ms. Mulhern stated that she wants to remove the final two capital requests because they fall under Hillcrest capital repairs.

Ms. Mulhern directed Council to the 2012 Easter celebration report. She plans to analyze each event in the manner in which this report is generated. She thought the Easter celebration was very effective. Mayor Bieri commended Ms. Mulhern for the report saying Council has been asking for these analyses for years and suggested that attendance numbers would complement the report. Ms. Mulhern said she would recommend maintaining the events budget and suggested getting banners to promote and advertise events.

Ms. Mulhern has estimated that her department will be offering online registration in June. She expects to realize an annualized savings of approximately \$50,000 in the salary & wages account because of a retirement coming on June 30, 2012. She does not plan to replace that person.

Administrator Gage stated that Ms. Mulhern needs time to analyze programs and budget appropriations. Therefore, this year she must rely on the budget submitted by the former director. Capture Point, the on line registration program will generate many of the reports handled by the retiring employee. Ms. Mulhern concurred and advised that no change is being requested to the operating budget. She will be meeting with the adult community school to discuss overlapping programs and duplicative programs. Councilman Smolinski asked if any organizations have shown interest in taking over any of our events such as fire departments, etc. They could parlay such events into fundraising and the residents could still have these local events. Councilwoman Horton agreed and suggested combining resources and having joint events with organizations.

Ms. Mulhern advised that the concession stand is being outsourced again and it has been successful. This year the concession stand will be open for evening events too.

The Council posed a number of questions about specific line items on various pages. The Director of Community Services & Recreation, along with her assistant, provided the answers. These questions covered a range of topics from grants to programs to brochures and background checks. The Council asked that Ms. Mulhern, and all department heads, ensure that encumbrances are made from the proper account for effective controls. The Council instructed Ms. Mulhern to discuss annual appropriations for the eventual repair/replacement of the turf field with the school board's business administrator. The turf field has a lifespan of approximately 15 years and they urged her to work with the school administration to ensure that we have funding for this eventuality. Each of the two entities should be contributing equally to a dedicated fund for this purpose.

Councilman Smolinski reviewed all the items that Ms. Mulhern has to look at and report back to Council about. Mayor Bieri asked if Council agrees with Ms. Mulhern's approach to the coffee house. Councilman Smolinski stated that it has to be good from the beginning or the kids won't come back. The Council gave consensus for Ms. Mulhern to proceed as planned. Discussion ensued about various options. Mayor Bieri asked about the proposed internet café. Ms. Mulhern said that she has serious reservations about that and has taken it out of the plan. Councilman Rosone asked Ms. Mulhern to look into business sponsorship for some of this work.

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.

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

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Moved: Rosone Seconded: Signorino  
Voted Aye: Erik, Smolinski, Ramaglia, Rosone, Signorino, Horton.  
Voted Nay: None.  
Motion carried.

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Agenda No. V

**Council Comments**

Administrator Gage advised Council that there may be a news story related to West Milford broadcast tonight. She relayed the details.

Agenda No. VI

**Action Items**

None.

Agenda No. VII

**Adjournment**

There being no further business to come before the Council, the Township Council adjourned the meeting at 8:10 p.m.

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Moved: Horton Seconded: Signorino  
Voted Aye: Erik, Smolinski, Ramaglia, Rosone, Signorino, Horton.  
Voted Nay: None.  
Motion carried.

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Approved: July 18, 2012

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MAYOR BETTINA BIERI  
PRESIDING OFFICER

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ANTOINETTE BATTAGLIA  
TOWNSHIP CLERK