
TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Township Council Special Meeting
Date of Meeting: April 28, 2010
Time of Meeting: 7:00 P.M.
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The Assistant Municipal Clerk called the Special Meeting of the West Milford Township Council to order.

Adequate Notice Statement

The Assistant Municipal Clerk 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.

Agenda No. I

Roll Call

Present: Councilmembers Philip Weisbecker, Michael Ramaglia,
Robert Nolan, Marilyn Lichtenberg, Daniel Jurkovic, Mayor Bettina Bieri (arrived 7:51).
Absent: Council President Joseph Smolinski.
Also Present: Township Administrator Kevin Boyle, Assistant Clerk Denise Loeffel,
Chief Financial Officer Arthur Magnotti.

Councilman Jurkovic made a motion to have Councilman Weisbecker chair the meeting in the absence of Mayor Bieri. The Council, by consensus, agreed.

Agenda No. II

Purpose

Councilman Weisbecker outlined the purpose of this meeting advising that discussion of the 2010 budget will be continued with consultation with the Auditor.

Formal action may be taken at this meeting

Agenda No. III

Review of 2010 Municipal Budget

Councilman Weisbecker asked Administrator Boyle to give an overview as to where we are in this budget process. Administrator Boyle stated that the budget at this time represents a one million dollar increase over last year. He reviewed the increases in insurance, pension, and salaries & wages which are out of the control of the process. The worst case scenario at this time equates to a \$234 increase to the average household. He stated that he and the CFO have reviewed old capital ordinances and can cancel \$270,000 to surplus. He stated that the Council can charge certain administrative costs to the utilities reflecting those costs in the solid waste budget which would reduce appropriations in the municipal budget and lower the tax levy. He recommended that the Township enact a plan for employees to take five furlough days this year which would result in a savings of \$141,000 and he recommended adjusting surplus revenue. He reviewed the process by which state approval is necessary for a layoff plan which is how a municipality obtains approval for furloughs. Councilwoman Lichtenberg asked how furloughs would impact emergency callouts for certain personnel and at what rate those persons would get paid.

Discussion ensued about the loss of state aid and the impact this has had on the budget. Councilman Nolan stated that the Township is losing \$1.3 million in state aid in addition to the significant revenue reduction due to tax appeals. The Council commended Messrs. Boyle and Magnotti for the work they have done on the budget. Councilman Jurkovic stated that the administration has tried hard to avoid layoffs and he recognized that morale is very poor because employees are uncertain about their fate. However, he recommended that research be done to contract out work being done by municipal employees to realize savings especially on benefits. Administrator Boyle stated that he cannot contemplate layoffs until he has definitive numbers and direction from the Council. Councilman Jurkovic stated that layoffs will be necessary to prevent this annual threat to employees jobs. He stated that the Council should try to achieve a zero percent tax increase so discussion of layoffs is imperative to achieve that goal. He stated that the restructuring of one department and outsourcing certain functions resulted in savings and he questioned why this cannot be done in other departments. Mr. Boyle advised the Council that there are civil service protections that prohibit outsourcing for certain work after laying people off. Councilman Jurkovic stated that the Council should consider sending Rice notices to all employees so that they can discuss outsourcing and layoffs in depth. Councilman Weisbecker recalled such a discussion last year which resulted in learning that not all Council members support the concept of layoffs. Councilman Nolan stated that the Township is currently in negotiations with a number of bargaining units. He stated that their membership understands that revenues are down, that they cannot expect raises and that they must contribute to health benefits. He recommended that the Township

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establish an aggressive schedule to complete negotiations so that there is a complete understanding of the costs before there is any discussion about layoffs.

The Council discussed action being taken at the State level whereby employees are making contributions to benefits. Councilman Weisbecker asked that another meeting be scheduled with all employees receiving Rice notices and where the labor attorney would help guide the Council in the process. Councilmen Jurkovic and Ramaglia agreed.

Mayor Bieri arrived at the meeting and Councilman Weisbecker surrendered the Chair to her.

Administrator Boyle asked the Council for direction with regard to funding for staff in the police department. The Council gave consensus to hire an additional person in the police department in light of recent retirements agreeing to fund this position.

Councilman Weisbecker suggested that, in light of the financial picture, it would be wise to cancel Thunder in the Highlands this year. Councilman Nolan agreed adding that Autumn Lights should likewise be cancelled.

Mayor Bieri advised the Council that she was delayed getting tonight's meeting having encountered difficulty getting back to West Milford from Trenton where she spent the day petitioning the legislature to restore watershed aid.

Administrator Boyle introduced the Township Auditor, Charles Ferraioli, who is in attendance tonight to address the Council. Mr. Ferraioli advised that he has obtained a credit rating upgrade to AA status for West Milford. The Township, he said, has sold almost \$10 million in bonds and he advised that he expects rates to increase next year. He recommended going to a 4% tax levy this year as part of planning for next year's budget which is expected to be capped at 2%. He discussed the current status of the budget advising that the current budget reflects an increase of \$258 to the average homeowner and a reduction of \$58 in the solid waste budget. He recommended that the Council introduce this budget and then work on amendments before adoption. The major holdup, he estimated, will be the uncertainty linked to watershed aid. Discussion ensued as to the introduction and future amendments to the budget. The Council gave consensus to proceed with Mr. Ferraioli's recommendation for introduction.

Discussion ensued about state aid and the process by which the legislature may or may not restore watershed aid. Mr. Ferraioli recognized the Mayor's attendance at budget hearings in Trenton today and noted that she will be attending a similar forum in Atlantic City. Councilman Jurkovic recalled that Mr. Ferraioli had advised Council that municipalities experiencing lesser problems with the current budget are those that made cuts two or three years ago. Mr. Ferraioli agreed that this is so but added that cuts in state aid were not so drastic during those years. He added that revenue is down and that, while municipalities are seeking to eliminate all but basic services, taxes are still on the rise. Discussion ensued about salary reductions in the public sector, labor negotiations, layoffs and shared service initiatives. The Council thanked Mr. Ferraioli for his attendance and he left the meeting.

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.

Jim Novack, Larchmont Drive, West Milford stated that Burnt Meadow Road is being seriously undermined since the last rainstorm. He asked that the DPW be dispatched to review the condition and deterioration of this road especially the need to repair the ditch. He asked the Council to consider consolidating the planning and zoning boards to realize savings.

Doris Aaronson, 19 Bearfort Road, West Milford agreed with Mr. Novack adding that the Zoning Board Attorney costs \$800 per meeting regardless of time spent on related business. She thanked Mayor Bieri for her efforts to have watershed aid restored and added that the biggest impediment appears to be the Republican legislators. She asked local Republican elected officials to pressure their State counterparts to have this aid restored.

Gale Barth, 11 Mount Circle North, West Milford stated that she works in the Tax Assessor's office. She advised that the Township will be subject to a revaluation in 2012 which will restore equity to the ratable base. She stated that it is important to remember that we lost a lot of ratables this year due to appeals. She stated that the Tax Assessor's office is a profit center for the town.

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

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

Agenda No. V

Council Comments

None.

Action Items

Agenda No. VI 1

~ Resolution No. 2010-166 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY AUTHORIZING THE 2010 TEMPORARY BUDGET

WHEREAS, NJSA 40A:4-19 provides that where contracts, commitments or payments are to be made prior to the final adoption of the 2010 budget, temporary appropriations should be made for the purposes and amounts required in the manner and time therein provided, and

WHEREAS, said temporary appropriations are extended and now limited to 48.75% of the total appropriation in the 2009 budget, exclusive of any appropriations made for debt service, public assistance, and capital improvement fund in said 2009 budget,

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Milford that the following temporary budget appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

4/28/2010 10:49 AM	APPROPRIATION	ACCOUNT NUMBER	2009 BUDGET AS ADOPTED	TEMPORARY BUDGET 3 rd ROUND FOR 2010
	ADMINISTRATION			
	Administrator S&W	01-20-100-100	\$236,000	\$100,000
	Administrator O.E.	01-20-100-200	\$74,050	\$36,099
	Greenwood Lake Commission Contribution	01-20-100-200	\$0	\$10,000
	TOTAL		\$310,050	\$146,099
	PERSONNEL			
	Personnel S&W	01-20-105-100	\$82,000	\$55,000
	Personnel O.E.	01-20-105-200	\$9,400	\$9,000
	TOTAL		\$91,400	\$64,000
	MAYOR & COUNCIL			
	Township Mayor & Council S&W	01-20-110-100	\$34,000	\$16,575
	Township Mayor & Council O.E.	01-20-110-200	\$4,350	\$300
	TOTAL		\$38,350	\$16,875
	INFORMATION TECHNOLOGY			
	Information Technology S&W	01-20-140-100	\$79,000	\$38,512
	Information Technology O.E.	01-20-140-200	\$64,425	\$25,000
	TOTAL		\$143,425	\$63,512
	Legal O.E.	01-20-155-200	\$264,000	\$187,000
	GENERAL SERVICES			
	General Services S&W	01-20-161-100	\$12,000	\$5,850

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	General Services O.E.	01-20-161-200	\$78,600	\$30,000
	TOTAL		\$90,600	\$35,850
	INSURANCE			
	Insurance, Other	01-23-210-200	\$771,000	\$409,000
	Insurance, Other, Less Library Charge Back	01-23-210-200	-\$15,985	(\$8,000)
	Insurance, Group	01-23-220-200	\$3,141,000	\$1,400,000
	Insurance, Group - Less Library Chargebacks	01-23-220-200	-\$121,260	(\$59,114)
	TOTAL		\$3,774,755	\$1,741,886
	Heritage O.E.	01-20-173-200	\$0	\$0
	CLERK'S OFFICE			
	Clerk S&W	01-20-120-100	\$231,000	\$100,000
	Clerk O.E.	01-20-120-200	\$31,230	\$10,000
	TOTAL		\$262,230	\$110,000
	ELECTIONS			
	Elections S&W	01-20-146-100	\$1,200	\$0
	Elections O.E.	01-20-146-200	\$18,900	\$0
	TOTAL		\$20,100	\$0
	FINANCE			
	TREASURER			
	Treasurer S&W	01-20-130-100	\$250,000	\$90,000
	Treasurer O.E.	01-20-130-200	\$7,630	\$3,720
	Treasurer O.E. - Less Library Chargebacks	01-20-130-200	-\$2,000	(\$975)
	TOTAL		\$255,630	\$92,745
	ANNUAL AUDIT			
	Annual Audit	01-20-135-200	\$40,000	\$40,000
	Annual Audit Additional Services	01-20-135-200	\$10,000	\$10,000
	TOTAL		\$50,000	\$50,000
	TAX COLLECTOR			
	Tax Collector S&W	01-20-145-100	\$176,175	\$80,000
	Tax Collector O.E	01-20-145-200	\$13,640	\$12,000
	TOTAL		\$189,815	\$92,000
	ASSESSOR			
	Tax Assessor S&W	01-20-150-200	\$328,700	\$150,000
	Tax Assessor O.E.	01-20-150-200	\$5,510	\$3,200
	TOTAL		\$334,210	\$153,200
	PLANNING AND BUILDING			
	PLANNING BOARD O.E.	01-21-180-200	\$36,000	\$34,550
	COMPREHENSIVE PLANNING			
	Planning, Comp. S&W	01-21-181-100	\$249,000	\$100,000

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APPROPRIATION			
Planning, Comp. O.E.	01-21-181-200	\$19,500	\$18,500
TOTAL		\$268,500	\$118,500
ZONING ADMINISTRATION S&W	01-21-185-100	\$76,000	\$37,050
BOARD OF ADJUSTMENT O.E.	01-21-186-200	\$30,400	\$24,000
HISTORIC PRESERVATION			
Historic Preservation S&W	01-20-175-100	\$1,600	\$780
Historic Preservation O.E.	01-20-175-200	\$800	\$0
TOTAL		\$2,400	\$780
AUTUMN LIGHTS FESTIVAL	01-20-171-200	\$3,000	\$0
BUILDING / CODE ENFORCEMENT			
Building S&W	01-22-195-100	\$365,000	\$177,937
Building O.E.	01-22-195-200	\$9,450	\$4,607
TOTAL		\$374,450	\$182,544
ENVIRONMENTAL COMMISSION			
Environmental Commission S&W	01-22-196-100	\$1,600	\$780
Environmental Commission O.E.	01-22-196-200	\$880	\$0
TOTAL		\$2,480	\$780
PUBLIC SAFETY			
POLICE DEPARTMENT			
Police Patrol S&W	01-25-240-100	\$4,263,000	\$1,900,000
Police Patrol O.E.	01-25-240-200	\$81,750	\$25,000
Police Patrol-Purchase of Police Vehicles	01-25-240-201	\$0	\$142,000
Police Detective S&W	01-25-241-100	\$603,000	\$293,962
Police Administration S&W	01-25-242-100	\$758,000	\$369,525
Police Communication S&W	01-25-243-100	\$293,000	\$142,838
Police Comm. O.E.	01-25-243-200	\$20,000	\$5,000
Police Specials S&W	01-25-244-100	\$33,000	\$16,088
Police Specials O.E.	01-25-244-200	\$4,100	\$1,999
TOTAL		\$6,055,850	\$2,896,411
OEM			
EMERGENCY MANAGEMENT S&W	01-25-252-100	\$5,000	\$3,000
EMERGENCY MANAGEMENT O.E.	01-25-252-200	\$16,000	\$3,000
TOTAL		\$21,000	\$6,000
FIRST AID SQUADS			
First Aid - WMFAS Contributions	01-25-260-200	\$60,650	\$20,000
First Aid - UGL 1st Aid Squad Contributions	01-25-261-200	\$40,500	\$10,000
TOTAL		\$101,150	\$30,000
FIRE DEPARTMENT			
Aid To Vol. Fire Co.	01-25-255-200	\$120,000	\$58,500

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APPROPRIATION			
Fire Prevention Bureau S&W	01-25-265-100	\$178,000	\$86,775
Fire Prevention Bureau O.E.	01-25-265-200	\$13,580	\$6,620
Fire Co. Admin. S&W	01-25-266-100	\$7,700	\$3,754
Fire Co. Admin. O.E.	01-25-266-200	\$244,650	\$70,000
LOSAP	01-25-267-200	\$40,000	\$0
TOTAL		\$603,930	\$225,649
ENGINEERING AND PUBLIC WORKS			
ENGINEERING			
Engineering S&W	01-20-165-100	\$496,000	\$235,000
Engineering O.E.	01-20-165-200	\$17,300	\$7,000
TOTAL		\$513,300	\$242,000
DPW			
DPW Streets & Roads S&W	01-26-290-100	\$1,738,013	\$800,000
DPW Streets & Roads O.E.	01-26-290-200	\$326,500	\$170,000
DPW Buildings & Grounds S&W	01-26-291-100	\$97,000	\$47,288
DPW Buildings & Grounds O.E.	01-26-291-200	\$41,650	\$20,304
DPW Snow Removal S&W	01-26-294-100	\$183,000	\$221,000
DPW Snow Removal O.E.	01-26-294-200	\$1,049,783	\$974,000
DPW Vehicle Maintenance S&W	01-26-315-100	\$293,000	\$125,000
DPW Vehicle Maintenance O.E.	01-26-315-200	\$267,000	\$120,000
TOTAL		\$3,995,946	\$2,477,592
HEALTH DEPARTMENT			
Public Health S&W	01-27-330-100	\$306,000	\$110,000
Public Health O.E.	01-27-330-200	\$36,015	\$15,000
Vital Statistics S&W	01-27-331-100	\$9,000	\$4,388
Vital Statistics O.E.	01-27-331-200	\$16,925	\$18,000
Housing Standard Bureau O.E.	01-27-332-200	\$25,000	\$10,000
Environmental Health S&W	01-27-335-100	\$284,400	\$125,000
Environmental Health O.E.	01-27-335-200	\$24,350	\$11,871
Animal Control S&W	01-27-340-100	\$82,000	\$39,975
TOTAL		\$783,689	\$334,233
PARKS AND RECREATION			
RECREATION			
Recreation Programs S&W	01-28-370-100	\$376,275	\$183,434
Recreation Programs O.E.	01-28-370-200	\$134,000	\$40,000
Recreation.-Bubbling Springs S&W	01-28-371-100	\$167,000	\$5,000
Recreation.-Bubbling Springs O.E.	01-28-371-200	\$64,000	\$5,000
Recreation.-Admin. S&W	01-28-372-100	\$177,000	\$86,287

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APPROPRIATION			
Recreation.-Admin. O.E.	01-28-372-200	\$16,100	\$7,849
Recreation.-Hillcrest S&W	01-28-374-100	\$131,000	\$55,000
Recreation.-Hillcrest O.E.	01-28-374-200	\$21,500	\$10,481
Recreation.-Parks Maintenance S&W	01-28-375-100	\$271,000	\$120,000
Recreation.-Parks Maintenance O.E.	01-28-375-200	\$117,000	\$70,000
Senior Citizen Services S&W	01-28-376-100	\$115,000	\$35,000
Senior Citizen Services O.E.	01-28-376-200	\$12,425	\$6,057
TOTAL		\$1,602,299	\$624,108
VETERAN'S BUREAU			
Veteran's Bureau S&W	01-20-172-100	\$1,500	\$731
Veteran's Bureau O.E.	01-20-172-200	\$0	\$0
TOTAL		\$1,500	\$731
Celebration of Public Events O.E.	01-30-420-200	\$6,050	\$2,500
Mass Transportation	01-30-431-100	\$88,277	\$20,000
LIBRARY			
Library S&W	01-29-390-100	\$529,000	\$200,000
Library O.E.	01-29-390-200	\$773,004	\$150,000
TOTAL		\$1,302,004	\$350,000
MUNICIPAL COURT			
Municipal Court S&W	01-43-490-100	\$316,000	\$150,000
Municipal Court O.E.	01-43-490-200	\$12,225	\$5,960
Municipal Court Prosecutor O.E.	01-43-491-100	\$28,000	\$13,650
TOTAL		\$356,225	\$169,610
UTILITY EXPENSES & BULK PURCHASES			
UTILITIES & FUELS			
Utilities-Electricity	01-31-430-200	\$171,000	\$70,000
Utilities-Street Lights	01-31-435-200	\$49,000	\$23,888
Utilities-Telephone	01-31-440-200	\$145,000	\$70,688
Utilities-Natural Gas	01-31-446-200	\$120,000	\$50,000
Utilities-Fuel	01-31-460-200	\$350,000	\$410,000
TOTAL		\$835,000	\$624,575
MISCELLANEOUS AND STATUTORY EXPENDITURES			
PENSION & FICA			
PERS	01-36-471-200	\$470,470	\$649,366
PERS - Less Library Chargebacks	01-36-471-200	-\$47,000	(\$43,680)
Social Security	01-36-472-200	\$791,901	\$250,000
Less Library Charge backs - Social Security	01-36-472-200	-\$40,469	(\$19,728)
PFRS	01-36-473-200	\$555,556	\$1,159,055

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	TOTAL		\$1,730,458	\$1,995,013
	Salaries & Wages Adjustment Account	01-37-480-100	\$0	\$0
	Compensated Absences	01-38-485-100	\$90,000	\$0
	CAPITAL BUDGET			
	CURRENT YEAR CAPITAL			
	Capital Improvements Fund	01-44-900-200	\$218,240	\$0
	Cap Improvements Fund Down Payments	01-44-900-200	\$158,228	\$0
	TOTAL		\$376,468	\$0
	DEFERRED CHARGES AND RESERVE FOR UNCOLLECTED TAXES			
	Emergency Authorizations	01-46-886-593	\$20,000	\$0
	Cancelled Assessments	01-46-886-648	\$3,000	\$0
	Reserve for Tax Appeals	01-46-886-667	\$20,000	\$0
	Def Charges - Bond Ordinance Unfunded	01-46-875-510	\$39,000	\$0
	Reserve for Uncollected Taxes	01-50-899-200	\$1,987,920	\$0
	TOTAL		\$2,069,920	\$0
	TOTAL OPERATING BUDGET		\$26,542,951	\$12,922,633
	% of Total			48.69%
	SOLID WASTE DISTRICT BUDGET			
	Solid Waste S&W	26-55-500-100	\$179,000	\$82,875
	Solid Waste O.E. All Other	26-55-500-200	\$127,233	\$28,885
	Contractual Services	26-55-500-202	\$1,475,000	\$546,635
	Disposal Fees	26-55-500-203	\$985,000	\$365,625
	TOTAL		\$2,766,233	\$1,024,020
	% of Total			37.02%

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Discussion: Councilman Jurkovic stated that he believes that the Council should only be approving salary & wage line items and hold off on approving operating expenses until the Council has made decisions about the 2010 budget. Mr. Boyle asked that consideration be given to the fact that certain bills must be paid. Discussion ensued about the scheduling of budget meetings and the difficulties Administration encounters in this process. Councilman Jurkovic expressed concerns that the Council is continuously asked to adopt temporary budgets while attempting to cut the 2010 municipal budget. He stated that this may have a negative impact when departments try to work within the confines of the final numbers. Councilman Nolan stated that some of the numbers in the temporary budget have already been encumbered such as insurance costs, salaries & wages, fuel, utilities and other necessary expenditures. Discussion ensued about specific line items which Councilman Jurkovic asked for an opportunity to review further. The Council, Administrator and CFO discussed the appropriations for the Greenwood Lake Bi-State Commission, legal fees, snow removal, police vehicles, planning board, utilities, fuel and fire departments. Mayor Bieri advised that she instituted a spending freeze for all non-essential items earlier this year and it has not been lifted. While she does not personally check all purchase orders, she relies on the Administrator and CFO to ensure that this freeze is imposed in all departments. The Council gave consensus to introduce the budget at the next meeting. Councilman Jurkovic asked the CFO to breakout the temporary budget in a more detailed manner in the future.

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

Councilman Jurkovic stated that in reviewing the defeated school budget, he believes that it may be possible to recommend cuts to the administration part of that budget. He asked for a consensus from Council to have the Chair of tomorrow night's special meeting announce that school administration will be a major focus of possible cuts. Councilman Nolan stated that he needs time to review all components of the defeated school budget and is not, as yet, prepared to recommend cuts. Councilman Weisbecker agreed stating that he wants to review the entire budget and review all possible cuts. The Council agreed. Mayor Bieri stated that the intent of the meeting is to hear from all interested parties and possible recommendations for cuts.

Agenda No. VII

Adjournment

There being no further business to come before the Council, the Township Council adjourned the meeting.

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

Approved:

MAYOR BETTINA BIERI
PRESIDING OFFICER

ANTOINETTE BATTAGLIA
TOWNSHIP CLERK