
TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Governing Body Special Meeting
Date of Meeting: October 29, 2018
Time of Meeting: 6:30 pm
Minute Page No: Page 1 of 4

The Special Meeting of the Governing Body was called to order by Acting Mayor Wagner.

Adequate Notice Statement

Acting Mayor Wagner 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 October 7, 2018; 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

Acting Mayor Wagner led all in attendance in a salute to the flag.

Agenda No. II

Roll Call

Present: Councilmembers Andrena Pegel, Mike Hensley (arrived 10:14), Tim Wagner
Peter McGuinness, Luciano Signorino

Absent: Patricia Gerst

Also Present: Township Administrator/Clerk Antoinette Battaglia

Agenda No. III

Purpose

2018 Municipal Budget

Agenda No. IV

Review of 2018 Municipal Budget

Information Technology – Mr. Jenkins spoke about how the cost efficiency audit centralized around IT. He thanked the Governing Body for funding the Spatial Data Logic Software because without the products we would not be where we are right now. He said that each department will have to change its policies and procedures to effectuate the recommendations from Matrix. He noted that there will be costs involved because they will need a license for the additional software. He said that our current internet company offered to provide a free website redesign and upgrade. Mr. Jenkins noted that whoever will be entering the data will need a license for the software. Councilwoman Pegel requested to see an action plan on how they are going to update the IT system and incorporate it into the old library. She recommended doing research to see if there is grant money available to help update the IT system.

Administrator Battaglia asked Mr. Jenkins to explain whether or not if they are prepared from a network position to connect to the old library. Mr. Jenkins said he did research, and he received quotes on what the cost would be to add the network to the old library. Councilman Signorino said they should have a list of all the expected costs to move over to the old library. Administrator Battaglia said that Mr. Murphy has provided an estimate to move over to the new library; including the network portion. Councilman McGuinness asked Mr. Jenkins what he needs exactly to move to the old library. Administrator Battaglia said there will be a discussion on each department's network needs. Councilman McGuinness asked if one person could be trained to save costs, and have that one person train the staff. Mr. Jenkins explained that the software is specific in each department. Administrator Battaglia noted that they have not done all of the research necessary for the department's to make budget requests today. She said at the 2019 budget discussion each department will have their budget requests.

Administrator Battaglia asked Mr. Jenkins to speak about the amount of time he spends in the Police Department. Mr. Jenkins explained that the Police Department has its own separate domain. He is asked to go to the department and fix something on a daily basis because the system is much more complicated than the Town Hall system. He expressed that it is twice the workload and he spends half his time in the Police Department fixing things. Councilman Hensley asked if Mr. Jenkins finds that he is going to the Police Department more often because of their antiquated equipment and the nature of the high end technology. Mr. Jenkins explained that he spends a lot of time in the Police Department because of the higher end technology and different types of software.

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

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

Governing Body Special Meeting
October 29, 2018
6:30 pm
Page 2 of 4

Department of Public Works – Mr. Steines said that since he has been coming to the budget meetings there is always the question of where is the data. He said that he needs someone to do data entry to effectuate the recommendations from Matrix. He expressed that his Supervising Mechanic spends 99% of his day sitting in front of a computer entering data and that is not efficient. The Supervising Mechanic should be fixing vehicles. He mentioned that they have a lot of the capabilities to get the data entered but the question is who is going to do it. He said it does not make sense to take an employee off a job to enter data. He expressed that he could use someone part time, a couple days a week to enter all the data. He looks forward to making that improvement because it is a long time overdue. He challenges Matrix saying that the department's staffing level is adequate. They might be adequate at the current level, but at that level the critical infrastructure takes a beating; the catch basins do not get repaired. He noted that currently all of his crews are out working on the paving program. He said they should consider contracting out the paving.

Acting Mayor Wagner asked how much time goes into the paving preparation. Mr. Steines explained that if an entire catch basin needs to be repaired and prepped, it could take up to one month. He expressed that is just for the prep work and does include anything else that needs to be repaired. Councilman Signorino asked for a list or status of each catch basin. Mr. Steines said they should schedule a discussion on seasonal workers. Councilman Signorino said there should be someone that can do the data entry for everyone on a daily basis. Administrator Battaglia said there are a number of conversations that need to happen. In terms of staffing levels that is where the challenges arise. She said that the cost efficiency audit has identified data entry needs across the organization. Acting Mayor Wagner said having the Supervising Mechanic spending most of his time doing data entry needs to be addressed immediately because that is a red flag. Councilman Signorino said Administrator Battaglia should find someone to do the data entry. Administrator Battaglia noted that during the budget process, departments might be requesting part time people to do the data entry. Acting Mayor Wagner said he wants to focus on getting the Supervising Mechanic off the computer and get ready for a possibly bad winter coming up.

Councilman Hensley asked if there were any resources in the budget that could provide DPW with a part time data entry person. Administrator Battaglia said she would look into the salary line items because there have been vacancies that have not been filled. Mrs. Mageean noted that Mr. Steines did a fantastic job with the department's budget. Councilman Hensley said he would like to hear from the DPW Supervisors from the various depots about what they would need to make their data entry successful; it will be important for the Governing Body to understand in future discussions. Acting Mayor Wagner asked Mr. Steines for an update on everything that was approved for capital. Mr. Steines said the brine truck is being delivered one day this week, the new loader has been ordered and they are preparing for the upcoming winter. He expressed that since there was a decrease in contractors, the workload has increased and it will take longer to get to some areas that they need to get to. Acting Mayor Wagner requested to have a Snow Committee meeting.

Public Safety – Chief Storbeck said the department's man power needs to stay where it is now. Matrix recommended decreasing the man power and if they do that it will compromise public safety. He noted that Matrix recommended building a sufficient size property room. He explained that there are areas for a property room but they are unconditioned. There is no heat or air-conditioning in the area and they have to be careful of where they put everything. Councilman Signorino said that he is on the Facility Committee, and they should have a meeting and discuss the property room. Chief Storbeck said he feels that they need a consultant to evaluate the 911 phone and radio systems. He expressed that replacing the 911 phone system is a priority. There is only company that will maintain the system because of its age, and they will not be able to obtain a service contract. Councilwoman Pegel asked if replacing the phone system will help with the areas in town that have no service. Councilman Signorino suggested contacting the phone companies to add another cell tower because there are plenty of spots for another one.

Chief Storbeck said the cost efficiency audit talks about maintaining a patrol fleet of 26 vehicles. He noted that they did not get any new vehicles this year. He said there are a lot of vehicles that need to be changed out. Acting Mayor Wagner asked how the overall maintenance has been. Chief Storbeck said there was one major issue with one older vehicle and it was out of warranty. He noted that the detective vehicles are not the newer vehicles. The vehicles that respond to the emergency calls are the newest vehicles. Councilman Signorino said he would like to see where the department is with the budget and what he foresees for the future budget. He asked the Chief if the vehicle program that is in place is currently working out for the department. Chief Storbeck explained that they did not order vehicles this year, and production will not start until June 2019. If the cars don't start production until June 2019, there is a 120 day minimum before they can begin to get vehicles. The longer they wait to order the vehicles, the longer it will take to get them. Councilman Signorino asked if the department had any unexpended resources from the budget last year. Mrs. Mageean said the department is on track with their budget. Administrator Battaglia said the CFO each year makes sure that the capital funds are expended.

Chief Storbeck said some issues would arise in the department if the Animal Control Officer was moved to the department. There is no money in the budget and the licensing portion of the job would have to be moved to another department.

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Governing Body Special Meeting
Date of Meeting: October 29, 2018
Time of Meeting: 6:30 pm
Minute Page No: Page 3 of 4

Administrator Battaglia said this is not something that could happen instantly, but it is something that they could accomplish. She explained that the Police Department has had communication and supervisory challenges with the Animal Control Officer being assigned to the Health Department. She feels that those issues would be minimized if the ACO moved to the Police Department and the licensing to the Clerk's Office. They should have those discussions during the budget cycle. Councilman Signorino asked Chief Storbeck if there would be any benefit at all to moving the ACO to his department. Chief Storbeck said he does not see any benefit because the dispatch and department handles the contact and phone calls. He noted that if the calls are after hours they are directed to the Police Department.

Clerk's Office – Administrator Battaglia said that the Clerk's Office budget has been flat the past few years, but next year they anticipate additional budget requests. Councilman McGuinness asked how they fit into the technology part of the budget. Administrator Battaglia said they will need licenses for Spatial Data, PDF software and equipment to process credit card payments. Councilwoman Pegel expressed that they have to look into grant money to see if they can get assistance from the state.

Finance Department – Mrs. Mageean said at the next meeting she will have the Best Practices Survey that needs to be filled out each year. The Local Finance Board requested that she review the Best Practices and present it to the Governing Body. She noted that the Local Finance Board is now allowing them to do EFT (electronic funds transfer) instead of issuing a check. She noted that the tax collection rate is at 77%. She said they will be at the same tax collection rate as last year and that is important for budget purposes. Councilwoman Pegel asked if there was a way an alert can be sent to residents when the taxes are due. Mrs. Mageean mentioned that the Tax Collector is active in trying to collect as much taxes as possible. She will take a payment at any time, even partial payments.

Mrs. Mageean said she would like to look into switching payroll companies. She asked the Governing Body to consider changing the time clocks. She expressed that the time clocks and time cards are extremely labor intensive and time consuming. Time changes have to be manually adjusted on a daily basis. She explained that there is payroll software that will eliminate the time clock and time cards that will free up time. It is an online payroll and time clock system that will also handle requests for time off. Mrs. Mageean said the payroll software will give employees the capability of clocking in and out at their desk. She noted that if an employee clocks in at another desk it will show the location. She said the company would also allow the Township to rent a clock, so during the summer months; they can put one at Bubbling Springs. She said there are 80 seasonal employees that need to be entered manually into the system.

Engineering Department – Mr. Eric Miller explained that they did a complete analysis in 2014 of the difference between using a co-op for the roads milling and paving verses DPW doing the preparation work. He noted that the Matrix report recommended that the higher skilled work be done by the higher trained and higher paid people, and he believes that the road resurfacing prep work is highly skilled work. He said that there is a lot of diversity of equipment and knowledge to get the roads ready. All the prep work is maintenance and maintenance is the primary function of the DPW. They are targeting the maintenance towards the roads that need to be paved and they are getting all the paving dollars. Councilman Signorino said the goal is to free up manpower to get other work done.

Councilman Signorino said he would like to look at the data on a project to project basis. He would like the differential amount in the material for not using the co-op and how much they would lose per mile. Councilwoman Pegel asked if Mr. Miller's 2014 data could be placed on the cloud. Acting Mayor Wagner said the goal is to free up labor. Administrator Battaglia said both departments have the same goal and they want the best resources to make their work most effective. Councilman Signorino asked for prep work to be outlined, and Mr. Miller said everything is in his report that will be placed on the cloud. Acting Mayor Wagner asked if they went the direction of outsourcing the entire bid package, how much more additional money would they need to do the same five miles of road. Mr. Miller said approximately \$50,000 more per mile. Councilman Signorino asked Mr. Miller if there were any concerns that he would like to discuss for next year's budget. Mr. Miller said connecting Town Hall to the storm hardening system. Councilman McGuinness asked how the department is doing with data entry. Mr. Miller said his department is okay with the data entry. He noted that he divided the standard road rating list into two lists; local roads and main roads. He noted that it will be placed on the cloud. He said this year he will ask for one million dollars for local roads and a half of million dollars for main roads. He mentioned that there is 150 miles of paved roads that the Township is responsible to manage. He will provide Administration with all his data to be placed on the cloud. He recommended that they need an in-house Township Engineer to manage both departments, and he feels that the DPW and Engineering Departments should be integrated.

Community Services and Recreation – Mr. John Voli noted that Matrix recommended that the department purchase a field and facility reservation software. He explained that there will be savings with Community Pass, and Community Pass is including reservation software that Matrix recommended. He said they will be able to see the status of every facility. He said he is working on the cost effectiveness of all the department's programs. He said moving forward with the budget he does not anticipate any increases for next year's budget. He noted that the day camp registration decreased and he believes that is because they started the registration process late.

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Governing Body Special Meeting
Date of Meeting: October 29, 2018
Time of Meeting: 6:30 pm
Minute Page No: Page 4 of 4

Councilman Signorino said they were getting good participation at Bubbling Springs and he would like to keep that continuity. Mr. Voli said he thought about putting a slide by the diving area but he has to research to see if the cost of that would warrant the revenue. He said the hiring process of lifeguards and lake personnel will also begin early for next year. Acting Mayor Wagner asked how the Teen Center is. Mr. Voli said he would like to replace the games with new ones. It is something they need to do because most of the games are outdated and broken. He said if they get the right equipment in the Teen Center, they might want to consider charging a fee. He proposed to lease the new game machines between 3-5 years; they come with a service warranty for the terms of the lease agreement. He mentioned that the games are not fixable. He called the company directly where they bought them from and he was told they can't be fixed due to their age. He said to replace all six brand new machines will be approximately \$36,000. Mr. Voli expressed that the kids like going to the Teen Center so they should invest in new games that work. Councilman Signorino said they should check to see if there are grants available for the new games.

Councilman McGuinness asked if Mr. Voli was okay with taking the Parks and Recreation field workers and moving them over to the DPW. Mr. Voli said he would rather have them back but he will go with Matrix's recommendation. Mr. Voli said the Teen Center, Bubbling Springs and Recreation Center do need work and maintenance done inside. He noted he is working with Mr. Steines on the work that needs to be done. Councilman Signorino asked for the status of Nosenzo Field. Mr. Voli said they are waiting on Orange and Rockland Electric to install a pole for the field lighting. He noted that the Dog Park is open. Administrator Battaglia said hopefully the project will be completed over the next budget cycle. Councilman Signorino said they should advertise that the Dog Park is open. He mentioned that they should have a grand opening. Councilman Hensley asked the status of the roof at the Recreation Center. Mr. Voli said there were minor leaks, but the roof did not leak during the last few rain storms. Councilman Signorino asked if he had any information to share about the Wallisch Property. Mr. Casey noted that it was determined that there is contamination at the Wallisch Property. Councilman Signorino said they should have an informed, detailed discussion about the Wallisch Property. He asked Mr. Voli to report to the Governing Body before implementing any fees at the Teen Center.

Agenda No. V

Public Comments

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

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

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

Agenda No. VI

Adjournment

There being no further business to come before the Council, the Governing Body adjourned the meeting at 1:56 p.m.

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

Approved: November 7, 2018

Respectfully submitted:

Sherry Zbrzeski, Keyboarding Clerk I

TIM WAGNER, ACTING MAYOR

ANTOINETTE BATTAGLIA, TOWNSHIP CLERK