
TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Township Council Special Meeting
Date of Meeting: February 23, 2008
Time of Meeting: 9:00 A.M.
Minute Page No: Page 1 of 5

Council President Joseph Smolinski called the Special Meeting of the West Milford Township Council to order.

Adequate Notice Statement

Council President Smolinski 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 January 31, 2008; 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

Council President Smolinski led all in attendance to salute to the flag.

Roll Call

Present: Councilmembers Joseph Smolinski, Salvatore Schimmenti, Marilyn Lichtenberg, Robert Nolan (arrived @ 9:10 a.m.), Carmelo Scangarello. Mayor Bettina Bieri (arrived @ 9:06 a.m.).
Absent: Councilman Philip Weisbecker.
Also Present: Township Administrator Richard Kunze, Township Clerk Antoinette Battaglia, Chief Financial Officer Arthur Magnotti.

Purpose

Mayor Bieri arrived and assumed the Chair. She advised that the purpose of this meeting is to review the proposed 2008 Municipal Budget and she deferred to Richard Kunze, Township Administrator

Library

Mr. Kunze invited the Library Director, Pat Hannon, and Board member, Douglas Ott, to address the Council on this budget. Mr. Ott advised that the library continues to research the possibility of constructing a new facility while continuing it's history of providing good service to the residents. To that end, every year they save as much money as possible toward a fund for a new library building. In response to Councilman Scangarello, Mr. Kunze advised that the state allows that the funds be banked and invested. Mr. Ott added that the state requires that they file a plan outlining their planned uses for these funds. At this time they have over \$1 million saved and whatever is left over from the operating budget in a given year they reserve for the proposed new library.

Ms. Hannon advised that the operating budget for this year, excluding salaries, is \$450,000. Salaries equate to approximately \$425,000 for a total budget of \$875,000. The Township is required to provide the library with \$1.2 million. In response to Councilman Nolan, she advised that the library is actively opposed to the State's proposal to reduce mandated library funding. She stated that, if the West Milford library building was sufficient to meet the needs, West Milford would be spending the full amount of funding in the provision of services. She stated that the library board would hope to construct a "green" building which would minimize energy costs. Councilman Schimmenti asked the Township Administrator to provide the library with details about an upcoming seminar on green buildings to be held at Passaic County Tech. Discussion ensued about the various library buildings that the board has visited and how they compare to the needs of West Milford. The Council thanked Ms. Hannon and Mr. Ott for attending today's meeting.

Solid Waste

Township Engineer, Richard McFadden, and Recycling Coordinator, Bill Schug, joined the Council to discuss this budget. Administrator Kunze advised that solid waste is considered a district so it has a separate budget with it's own allocation and tax levy. Mr. McFadden referred to the annual recycling report noting that recycling increased over 12% in 2007. He reviewed the various reasons for this and advised that there will be continued advertising and efforts to educate the public. He stated that education is a key component to successful recycling programs and he reviewed the means used to convey that message to West Milford residents. In response to Councilman Nolan, Mr. Schug advised that the Township could improve on recycling of carpeting and fluorescent bulbs and Mr. McFadden advised that his department would like to initiate a book-swap club to aid in recycling. Even though there is an associated cost for the Township, residents will receive information this year about recycling small electronics such as portable phones and audio equipment. Discussion ensued about recycling in the business district and in the schools. Mr. Schug reviewed certain specific areas and advised that the schools did recycle. Mr. McFadden advised that the Township earns more from curbside collection than from items that are picked up at the recycling center. He reviewed the staffing levels in the recycling division. He advised that the increase in appropriations for rentals is due to increased tub grinding costs. Additionally leaf and soil screening had previously been

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Township Council Special Meeting
Date of Meeting: February 23, 2008
Time of Meeting: 9:00 A.M.
Minute Page No: Page 2 of 5

appropriated through clean community funds and the DPW budget but they are all related to the compost operation and are now reflected in that budget. He advised that, due to increased fees for landscapers to use the compost facility, the tub grinder was only used for eighteen days last year compared to about twenty-four days in 2006. He advised that fees for services funding is used for recycling of tires and electronics, scale fees, DEP compost compliance fees, and machinery repairs. In response to Councilman Scangarello, Mr. Schug was instructed to contact Newark to discuss their responsibility for assuming costs to clean up the repetitive dumping on their property. Councilman Nolan questioned why the tonnage grant is not reflected as revenue and Mr. Kunze advised that he will research that with the CFO. The Mayor and Council thanked Mr. Schug for attending today's meeting.

Engineering

Mr. McFadden commended his dedicated staff without whom this department could not accomplish so much for the Township. He reviewed the staffing levels in this department and noted that all increases to salaries and wages are contractual. He reviewed the individual line items which are primarily levelly funded in 2008. He noted that the fees for services is reduced mainly because the traffic signal studies have been completed. Tax maps are also funded through this account.

Streets and Roads

DPW Superintendent Gerry Storms joined the Council for this discussion. Administrator Kunze advised that, with the exception of solid waste, this is the largest budget in the municipality. Council will see a reduction of \$62,409 in salary and wages because there was an error wherein one employee was allocated twice. Overtime in this budget generally pertains to basin repairs on Saturdays and storm related clean-up work. Councilman Nolan suggested that appropriating some of these expenses through bonding should be discussed at a future meeting. Councilman Scangarello noted that it appears that many catch basins appear to be collapsing especially in developments. Mr. Storms affirmed this statement adding that many of the collapses occur in the older developments. Mr. Kunze advised that the Township generally enters into an annual contract for weed harvesting in Greenwood Lake. He advised that the Greenwood Lake Bi-State Commission has requested an additional \$10,000 in direct contributions and an operator for the weed harvester. Mr. Kunze noted that we do not have available staffing to fulfill such a request and the commission has not submitted invoices for 2007 as yet. The Township provides an employee and a truck to haul weeds away from the lake. Mayor Bieri asked if Council would consider appropriating \$20,000 instead of the usual appropriation of \$10,000 to which Council President Smolinski answered in the negative while Councilman Nolan voiced support for such an appropriation. Councilman Nolan stated that, if the Greenwood Lake Bi-State Commission submits bills for a lesser amount, he would support giving them the additional funds appropriated in the calendar year. Councilman Scangarello stated that, like all other groups including volunteer organizations, he would expect to receive invoices and an accounting of expenditures from the commission. Mayor Bieri suggested changing the title of the line item to lake maintenance thus allowing the commission to use funding for other maintenance issues rather than limiting them to weed harvesting. Mr. McFadden advised that he is requesting an increased appropriation for clothing because of the two additional laborers on staff as well as the contractual obligation to provide winter jackets to all staff. Mr. McFadden reviewed the individual line items wherein the proposed funding is level. Discussion ensued about the DEP allocation of West Milford as a Tier A municipality for conformance with stormwater regulations.

Public Properties

Administrator Kunze advised that salaries and wages have decreased in this budget from last year. Mr. Storms advised that the Johner building requires additional ductwork this year as well as upgrades for archives and records management. He reviewed those line items for which he is requesting flat funding. He advised that he is requesting additional funding in fees for services to fund certain maintenance projects that have been neglected for some time. Discussion ensued about the cost of mowing the grounds at Wallisch and Administrator Kunze requested that Mr. Storms review these costs.

Snow Removal

Administrator Kunze reviewed those expenses that were charged to the trust account this year and advised that there is a \$172,000 balance in the trust account. He recommended that funding for snow removal remain level advising that it would be effective to use trust funds if appropriations are exceeded. Mr. McFadden noted that he requested an appropriation of \$20,000 for machinery and equipment which was reduced to \$15,000 by the Administrator. He requested that funding in this line item be restored to \$20,000 and Administrator Kunze concurred. Mr. McFadden reviewed the requested appropriations for calcium chloride and salt. The Council discussed weather conditions in 2006 and 2007 and the associated appropriations and actual expenditures in those years. Councilman Nolan questioned the need for AccuWeather services to which Mr. Storms replied that, in his professional opinion, the Township receives value for money for this service. He reviewed the savings that he effectuates because he can effectively schedule contractors based on this service. He added that, regardless of the time, this service conveys weather conditions to him on a regular

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Township Council Special Meeting
Date of Meeting: February 23, 2008
Time of Meeting: 9:00 A.M.
Minute Page No: Page 3 of 5

basis, day and night, weekday and weekend, at work and at home depending on the circumstances. Mr. McFadden added that the snow contractors are paid based on quarter-hour increments and the AccuWeather service assists in determining when to send the contractors out and when to have them cease work thus effectuating cost-effective management. This saves the Township a considerable sum. He advised that the snow plowing contractors are supervised by Township personnel who inspect the work and review vouchers and bills. When possible, snow plowing is done in-house. Mr. Storms commended his staff for the efforts they expend to keep the vehicles and equipment operational during storms.

Vehicle Maintenance

Administrator Kunze reviewed the staffing levels in this division as well as the salaries and wages. He noted that increases in proposed appropriations are due to consolidating broad based vehicle maintenance into one budget. Mr. McFadden reviewed specific line items in this budget. He noted that there are some proposed reductions and some proposed increases based on actual expenditures in 2007. All vehicle maintenance, with the exception of automatic transmissions, is done in-house.

Capital

Mr. McFadden advised that he has requested an appropriation of \$15,000 to replace the flat roof on the DPW building to ensure the structural integrity of the building. Administrator Kunze advised that the boiler in the police department has been replaced with existing capital funds. He advised that the proposed appropriation of \$200,000 for a facilities assessment study is a rough estimate. He advised that the intent is to hire professionals to evaluate the needs of the Township, review the conditions of the buildings, and submit recommendations and cost-effective solutions. The Council questioned the need for such a costly study noting that the last such study cost \$80,000 and none of the recommendations came to fruition. The Council concurred that on-staff professionals are aware of the needs and expressed skepticism about the need to pay for a consultant. Administrator Kunze stated that the last report did not address the condition of the current structures. The Council requested a copy of the Sullivan report which was done some years ago. Discussion ensued about various concerns and conditions at a number of Township buildings. Council President Smolinski noted that the Township may be better served by focusing on one building at a time because ultimately there will not be sufficient funding to address all the buildings at once. Discussion ensued about various issues and concerns with individual buildings. Councilman Scangarello asked if this can be scheduled for discussion at a workshop meeting.

2008 Road Resurfacing Program

Mr. McFadden explained the pavement management system that was put into place in 2002. Supervisors rate the roads in the Township based on set priorities. The average life for resurfacing is fifteen years. He reviewed the annual resurfacing program. The Township currently averages 10.9 miles of road resurfacing. The DPW does the preparation work to keep costs down and the engineering department does most of the design work. Then, contractors are hired to do the actual resurfacing. He reviewed the manner in which his department estimates the cost of road resurfacing in a given year. Currently, all roadwork anticipates the need for drainage improvements. He estimates the cost in 2008 to be \$3,550,000. He reviewed the system used to determine which roads qualify for repair in a given year.

Warwick Turnpike

Mr. McFadden advised that the Township will proceed with work on Warwick Turnpike in 2008. This will be section 10 of this project and it is the last section of this roadwork. The Township has received \$300,000 in grant funding for this project and the requested capital appropriation is the Township contribution to this project.

Apshawa Crossroad

Mr. McFadden advised that, in his estimation, this road is hazardous though not highly traveled. He is proposing addressing the blind conditions on this road and he will seek an easement to cut back the slope and increase sight distance. He expects to submit a grant application for this project later this year. Councilman Nolan asked if such improvements will increase traffic to which Mr. McFadden advised that such is a possibility. He will provide a preliminary list of roads that are scheduled for repaving although the final determination has not been made at this time. Councilman Nolan expressed concern that the Township's debt service is being affected because of the current road program.

Purchase of DPW Equipment

Administrator Kunze advised that there is \$92,000 in previous capital funding that was earmarked for vehicles that can be used to offset the capital expenditure for the proposed 6-yard dump truck. Mr. McFadden reviewed the fleet advising that these trucks have a life expectancy of about ten years. There is an increase in the cost for these vehicles because of new diesel emissions regulations. Councilwoman Lichtenberg asked Mr. Storms for an explanation of the estimate of \$35,000 he

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Township Council Special Meeting
Date of Meeting: February 23, 2008
Time of Meeting: 9:00 A.M.
Minute Page No: Page 4 of 5

provided for replacement of a pick-up truck in recreation. Mr. Storms was unable to recollect the specifics and Administrator Kunze advised that he will research this matter and report back to Council.

Fuel System

Administrator Kunze advised that there is a request for an additional \$85,000 for a new fuel security system. Mr. McFadden advised that the proposed system includes replacing tanks and to add a fuel management/security system. The new tanks would be larger and would replace the current tanks which only supply enough fuel for one storm. The management and security system is quite advanced. Each vehicle would be outfitted with a transmitter which will open the gates and allow the pump to identify the vehicle. Each employee would be provided with a card which would identify the person and the department that person works for. The sensor would also scan the vehicle for trouble codes which would be transmitted to a centralized computer allowing for better maintenance and it would scan for mileage on the vehicles sensing if a vehicle is being fueled too often. The specifications will be drafted when the budget is approved.

Public Comments

There being no person wishing to be heard, Councilman Smolinski made a motion to close the public portion of the meeting.

Moved: Smolinski Seconded: Scangarello
Voted Aye: Unanimous voice vote.
Voted Nay: None.
Motion carried.

Agenda No. V

~ Resolution 2008-100 ~

MOTION FOR EXECUTIVE SESSION

BE IT RESOLVED by the Township Council of the Township of West Milford on the 23rd day of February, 2008, that:

1. Prior to the conclusion of this **Special Meeting**, the Township Council shall meet in Executive Session, from which the public shall be excluded, to discuss matters as permitted pursuant to N.J.S.A. 10:4-12, sub-section (s):
 - () b. (1) Confidential or excluded matters, by express provision of Federal law or State statute or rule of court.
 - () b. (2) A matter in which the release of information would impair a right to receive funds from the Government of the United States.
 - () b. (3) Material the disclosure of which constitutes an unwarranted invasion of individual privacy.
 - () b. (4) A collective bargaining agreement including negotiations.
 - () b. (5) Purchase, lease or acquisition of real property, setting of banking rates or investment of public funds, where it could adversely affect the public interest if disclosed.
 - () b. (6) Tactics and techniques utilized in protecting the safety and property of the public, if disclosure could impair such protection. Investigation of violations of the law.
 - () b. (7) Pending or anticipated litigation or contract negotiations other than in subsection b. (4) herein or matters falling within the attorney-client privilege.
 - (X) b. (8) Personnel matters.
 - () b. (9) Deliberations after a public hearing that may result in penalties.

2. The time when the matter(s) discussed pursuant to Paragraph 1 hereof can be disclosed to the public is as soon as practicable after final resolution of the aforesaid matter(s).

Adopted: February 23, 2008

Moved: Scangarello Seconded: Schimmenti
Voted Aye: Unanimous voice vote.
Voted Nay: None.
Motion carried.

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Township Council Special Meeting
Date of Meeting: February 23, 2008
Time of Meeting: 9:00 A.M.
Minute Page No: Page 5 of 5

The Council went into executive session at 1:01 p.m.
The Council reconvened in public session at 1:12 p.m. with all present as before.

Adjournment

There being no further business to come before the Council, the Township Council adjourned the meeting at 1:13 p.m.

Moved: Weisbecker Seconded: Nolan
Voted Aye: Unanimous voice vote.
Voted Nay: None.
Motion carried.

Approved: April 9, 2008

MAYOR BETTINA BIERI
PRESIDING OFFICER

ANTOINETTE BATTAGLIA
TOWNSHIP CLERK