

**TOWNSHIP OF MAHWAH
BUDGET WORK SESSION MEETING MINUTES
THURSDAY, MARCH 20, 2014**

The meeting was called to order at 8:06PM by Council President Roth who read the Open Public Meetings Act Statement as prescribed by law. Notice was advertised in The Record on March 18, 2014 stating this meeting would be held in the Council Chambers of the Richard J. Martel Municipal Offices, 475 Corporate Drive, Mahwah, New Jersey at 8:00PM on Thursday, March 20, 2014.

Notice of this meeting is posted on the Municipal Bulletin Board. The Minutes of this meeting shall be available in the Municipal Clerk's Office once they are approved by the Township Council.

Salute to the Flag

Moment of Silence for Veterans and Those Serving in the Military

Moment of Silence was observed for those who served and those who are serving in the military so that we all may enjoy our freedom.

Present: Councilmembers DiGiulio, Hermansen at 8:13PM, Jandris, Larson, Roth, Sbarra and Williams.

Also present were Mayor William Laforet, Business Administrator Brian Campion and Municipal Clerk Kathrine G. Coviello.

PUBLIC PORTION

On a motion by DiGiulio, seconded by Williams, the meeting was opened to the public at 8:08PM. All in favor. Motion carried.

On a motion by DiGiulio, seconded by Williams, the meeting was closed to the public at 8:09PM. All in favor. Motion carried.

2014 MUNICIPAL BUDGET; DISCUSSION

Roth said that anything done tonight is not final until the Budget is adopted.

Roth distributed a list of changes which were made thus far. Sheets are attached to and made part of these Meeting Minutes.

The Business Administrator said there are a couple of minor items that need to be added:

1. Account #4-01-L40-02 Cable
Addition of \$4,500 for new camera
2. The DPW Director is retiring and is owed payment for in the amount of \$16,000 which shall come out of the Salary Adjustment Account. Therefore, an additional \$10,000. needs to be added to the Account.

Hermansen questioned using confiscated funds for the Mahwah App. The Business Administrator understands that there are guidelines for use by the Attorney General and the monies should be used for police activities.

Mayor interjected and said there is a letter dated January 7, 2014 from the Bergen County Prosecutor on the expenditure. The Municipal Clerk distributed the December 27, 2013 letter from the Police Chief to the Bergen County Prosecutor requesting use of the seized funds for the Mahwah Delivers App. Also distributed was the letter dated January 7, 2014 from the Bergen County Prosecutor to the Police Chief in response to the Police Chief's letter of December 27, 2013.

Roth pointed out in the first paragraph of the Bergen County Prosecutor's letter it says that the Annual Cost of the App can only be used in 2014 and other arrangements need to be made thereafter.

Hermansen asked if the Mahwah Delivers App will be bid out. The Business Administrator said if the expenditure is over \$5,000 competitive quotes are required.

Williams said based on what was heard from the Fire Department on the air packs, he feels there are a lot of questions. He said the roads in town are in bad shape. And feels that the 5% of what it was cost for the air packs would be far better spent for the roads and the air packs could be purchased next year.

Jandris said when the Fire Department was here they said the packs cannot sit on the shelf and that they need to all be purchased together. He clarified if half of the new packs are purchased this year, they will sit on the shelf until all of the new air packs are acquired.

Williams clarified he is looking to put off the purchase of the air packs and use the money towards the roads.

Mayor said he will be meeting with the Fire Chief and OEM Director to discuss the air pack purchase further.

Roth suggested waiting until additional information is received on the air packs.

Williams said he will need additional information on the purchase.

Hermansen suggested it be determined how many packs are needed.

DiGiulio asked if the Cable Committee has a plan for updating the equipment. Roth said last year funding was provided. He said the committee is exploring other areas.

Hermansen asked where in the Budget is the Account for new hires that go through the Police Academy. The Business Administrator said it is not in the Budget. And that he has been advised that we are hiring transfers from other departments or using an alternate route. Council discussed the new Police Hires that were scheduled to start on January 1, 2014. The hire dates have been revised to three starting on March 15, 2014 and one on June 1, 2014 and one on October 1, 2014.

Straw Poll Vote to move \$35,000 out of Account #4-01-F03-101: Patrol – Permanent Full Time: DiGiulio, yes; Hermansen, yes; Jandris, yes; Larson, yes; Sbarra, yes; Williams, yes; Roth, yes.

Roth suggested reducing Account #4-01-F03-105: Patrol – Overtime by \$105,000.

Williams said he does not understand reducing the Overtime by \$105,000.

Hermansen asked the Business Administrator what the current January and February Police Overtime amounts are. The Business Administrator said he will add January and February to the chart previously distributed.

Straw Poll Vote to reduce Account #4-01-F03-105: Police Overtime by \$105,000.: DiGiulio, no; Hermansen, yes; Jandris, no; Larson, yes; Sbarra, yes; Williams, no; Roth, yes.

The Business Administrator said he spoke with the DPW Director on the Parks and Playgrounds Account. And the Department Head is agreeable to removing some of the money.

Straw Poll Vote to reduce Account #4-01-C04-203: Parks and Playgrounds – Repairs and Maintenance by \$8,300.: DiGiulio, yes; Hermansen, yes; Jandris, no; Larson, yes; Sbarra, yes; Williams, yes; Roth, yes.

Roth asked if the Council wished for the Police Chief to return to discuss his Budget further. He said the Police Chief will be invited to attend the March 27, 2014 Council Meeting.

On a motion by Hermansen, seconded Larson, the Meeting was opened to the public at 10:00PM. All in favor. Motion carried.

On a motion by Hermansen, seconded by Jandris, the Meeting was closed to the public at 10:01PM. All in favor. Motion carried.

On a motion by Jandris, seconded by Roth, the Meeting was adjourned at 10:02PM. All in favor. Motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kathrine G. Coviello". The signature is written in black ink and is positioned above the typed name.

Kathrine G. Coviello, RMC/CMC/MMC

Municipal Clerk

FY 14 Proposed Budget Changes March 20, 2014

MPD

Patrol New Hires	PRO RATED	Salaries				
Perm FT FO3-101	START DATE	FY Budget	Rev Start Date	FY Impact	Diff vs Budget	
	1/1/2014	\$46,925	3/15/2014	\$37,165	-\$9,760	Transfer Midland Park
	1/1/2014	\$46,925	3/15/2014	\$37,165	-\$9,760	Alt Route Hire, Post Academy
	1/1/2014	\$46,925	7/1/2014	\$23,463	-\$23,462	
	6/1/2014	\$27,373	7/1/2014	\$23,463	-\$3,910	
	10/1/2014	\$11,731	7/1/2014	\$23,463	\$11,732	
Sub Total		\$179,879		\$144,719	-\$35,160	

Proposed Reduction \$35,000

Patrol Overtime
FO3-105

	2012	2013	13 vs 12		2014
			#	%	
Court OT Hrs	4059	2680	-1379	-34.0%	
Ct OT Salary	\$344.6	\$240.0	-\$105	-30.4%	
DT Salary	\$60.0	\$135.6	\$76	126.0%	
Total OT actual	\$514.6	\$525.3	\$11	2.0%	
OT Appropriation	\$405.0	\$375.0	-\$30	-7.4%	\$495
Overage	\$109.6	\$150.3	\$41	37.1%	
MV Summons	7605	2990	-4615	-61.0%	
Criminal Complaints	1254	1365	111	9.0%	
Domestic Complaints	161	115	-46	-28.6%	
DWI	144	126	-18	-12.5%	

Proposed Reduction \$105,000

Council reduced 2013 budget by \$100K for Court OT. Actuals indicate Council was correct in estimate but savings not realized. Budget overspent by \$150.3K There was a 61% decline in MV summons despite all absent staff being replaced with OT. \$35K reduction in Court revenue. 5 New hires 2014, 1st two should partially mitigate OT. Transfer by April 30 and Alt Route by June 30.

DPW - Parks Playgrounds
Repairs Maintenance CO4-203

	2011	2012	2013	2014
Actual Exp	\$26.2	\$17.0	\$39.8	
Request/Approved				\$48,300

Proposed Reduction \$8,300

Average annual expense for this line in past 3 years was \$27.7K Approved request is 23% higher than highest spend year, 2013. Itemized documentation totals \$26.3K. There is nothing to support \$48.3K

3.20.14

SUMMARY OF COUNCIL BUDGET CHANGES AS OF March 20, 2014

Dept	Account	Description	Change
EXPENSE			
MPD	W06-XXX	Holtz Grant	-\$2,800
	F01-214	Rental Maint Agreements	\$720
			-\$2,080
HEALTH	E01-212	Food Medicine	-\$1,000
	E01-204	Professional Serv	-\$1,000
	E01-102	Perm Part Time	\$7,000
Sub Total			\$5,000
MFD	G02-205	Training Seminars	-\$1,000
Inspections	J01-214	Rental Maint Agreements	-\$10,000
	J02-102	Perm Part Time	\$8,000
	J04-105	Overtime	\$5,000
Sub Total			\$3,000
Planning Zoning	B50-209	Legal Adv	-\$1,000
	B50-xxx	New Vehicle	\$20,000
			\$19,000
DPW	C07-105	Snow Removal OT	\$25,000
	C07-201	Snow Removal Materials	\$25,000
	C08-100	Overtime	-\$9,000
	X0-701		\$36,000
Pool	NO1-202	Repairs Maintenance	-\$28,250
	NO1-204	Professional Services	\$15,000
Sub Total			-\$13,250
CAPITAL		MFD Air Packs DPW Plow	\$34,000 5% to operating
			+ 11670.
			- 11670.
REVENUE			
Unif Const Code			\$100,000
Total Expense Change			\$80,670
Net Expense Reduction			-\$19,330

DPW PPS + Playgrounds
 4-01-C04-203
 - \$8300
 Cable 4-01-L40-02
 Equip
 + 4500.

MPD Seized Funds

4-01-091-219

+ 10,000.

4-01-F03-101

- 35,000.

3.20.14

WATER	102-213	Water Testing	\$7,000
	102-216	Gas/Elec/Utility	-\$20,000
	303-219	PERS	-\$5,000
	102-203	Repairs Maint	-\$15,000
Sub Total			-\$33,000

WATER CAPITAL	501-725	East Slope Booster	\$100,000
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SEWER	103-219	Audit Engineering	-\$5,000
	303-219	Social Security	-\$3,000
Sub Total			-\$8,000