

**TOWNSHIP OF MAHWAH
BUDGET MEETING MINUTES
SATURDAY, MARCH 20, 2021**

The Meeting was called to order at 9:09AM by Council President May who read the Open Public Meetings Act Statement as prescribed by law. Notice was emailed to The Record on February 26, 2021 and advertised in The Record on Wednesday, March 2, 2021. Notice was emailed to The Ridgewood News for Information Only on February 26, 2021 and stating this meeting would be held via Zoom Audio/Video Conference on Saturday, March 20, 2021 at 9:00AM.

Notice of this Meeting is posted on the Municipal Bulletin Board. The Minutes of this Meeting will 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

A Moment of Silence was observed for those who served and those who are serving in the military both here and abroad. It is because of their valor and bravery that we can hold meetings such as these.

Present: Councilmembers Ariemma, Bolan, Ervin, Ferguson, May, Paz and Wong

Also present were Business Administrator Benjamin Kezmarsky, Chief Financial Officer Joseph Kovalcik and Clerical Assistant Carolyn George.

PUBLIC PORTION

On a motion by Ervin, seconded by Paz, the Meeting was opened to the public at 9:12AM. All in favor. Motion carried.

On a motion by Ervin, seconded by Paz, the Meeting was closed to the public at 9:13AM. All in favor. Motion carried.

DEPARTMENT OF PUBLIC WORKS

May extended thanks to the Department of Public Works for their hard work last year and for their work during this difficult Winter Season.

Department of Public Works Director, Mr. Glenn Dowson, was in attendance to discuss the Department of Public Works Budget.

Business Administrator stated the Department of Public Works has done great work over the past year. He explained there are increases in Equipment Maintenance and Repairs for the Vehicles due to the Cost of Repairs and Age of the Equipment.

C01-101 Permanent Full-Time (Department of Public Works Administration)

Ariemma asked how many people are employed in each Department of the Department of Public Works. Mr. Dowson stated 36 employees.

C04-101 Permanent Full-Time (Parks and Playgrounds)

Ariemma asked for clarification regarding this Line Item. Mr. Dowson explained the Parks and Playgrounds Employees worked maintaining and repairing the Parks and Fields even during the Pandemic.

Ariemma asked for clarification regarding Recycling Line Items C05-101: Permanent Full Time, C05-104: Seasonal and D03-219: Miscellaneous Recycle/Disposal totaling approximately \$700,000 a year in Recycling. Mr. Dowson explained the D03-219 is a Disposal Charge for the Township picking up recycling at Curbside. The other two Line Items are Salaries for Permanent and Seasonal Employees.

Ariemma asked if the Township receives any funds back from Recycling. Mr. Dowson stated yes, the Township receives a Tonnage Grant every year. The Township has received \$45,000-\$85,000 in various Grants throughout the years.

C06-203 Repairs and Maintenance (Motor Pool)

Ariemma asked for clarification regarding this Line Item. Mr. Dowson explained this is the Motor Pool Account for Repair and Maintenance of over 100 Vehicles.

C13-219 Emergency: Executive Order #174 – Expenditures

Ariemma asked for clarification regarding this Line Item. Business Administrator explained the Chief Financial Officer set up this Line Item for costs regarding Hurricane Isaias in 2020. The remaining funds were cancelled at the December 29, 2020 Special Council Meeting.

Ervin asked if the Department of Public Works Employees have overlapping duties to provide the Township help during situations like Snow Storms, not just Recycling. Mr. Dowson stated yes.

Ervin asked the status of the Department's use of Dude Solutions. Mr. Dowson stated the Department's use was low in 2020 but is getting busier this year.

Ervin asked the status of the new Tub Grinder. Mr. Dowson said it is working very well.

C02-205 Training and Seminar

Paz asked why there is only \$600 in this Line Item. Mr. Dowson stated it fluctuates every year depending on Certifications.

C04-202 Equipment (Parks and Playgrounds)

Paz asked why this Line Item is lower than in 2020. Mr. Dowson said this year only minor maintenance is required due to purchases in past years.

Paz asked if the Part Time Recycling Employees receive any benefits. Mr. Dowson stated they work 20 hours a week and do not receive any benefits.

Paz asked if the Part-Time Employees would be cross trained to work in other capacities within the Department. Mr. Dowson explained their main focus is the Recycling Yard to maintain, clean and monitor drop offs by Residents.

C08-111 DPW Overtime Swim Club

Paz asked for clarification regarding this Line Item. Mr. Dowson explained this Line Item can change due to projects, weekend maintenance and cleanup at the Pool.

C09-203 Repairs and Maintenance (Emergency Services Buildings/Grounds)

Paz asked if some of the funds could be moved to the Capital Budget. Mr. Dowson answered yes. He explained he had a meeting with the Business Administrator and the Chief Financial Officer to transfer some Items into Capital Budget.

Ferguson asked if Head Count for the Department is increasing. Chief Financial Officer stated one more is being added and is budgeted.

Ferguson would like to more Areas moved to the Capital Budget. Chief Financial Officer stated some funds need to remain in Operating this year and will review for 2022 Budget.

May asked the responsibilities of the additional Employee. Mr. Dowson said the Employee will be working on the Recycling Packers.

C03-203 Repairs and Maintenance (Buildings/Grounds)

Bolan asked for clarification for this Line Item. Mr. Dowson stated it is for the Repair of the Buildings and Town Hall. Chief Financial Officer also stated the Department of Public Works is responsible for cleaning and maintaining the Fire Company Buildings.

C06-234 Repairs and Maintenance (1033 Program)

Bolan asked for clarification regarding this Line Item. Business Administrator indicated this Line Item is for any Repairs or Maintenance needed on Vehicles obtained by the 1033 Program.

C04-218 Special Events/Beautification

Bolan stated this Line Item has been reduced over the years to \$3,500 in this 2021 Budget. She would like this Line Item to be increased to a minimum of \$5,000. The Beautification Committee is looking to install Irrigation Systems so plantings are maintained.

Ariemma stated the Beautification Committee and Environmental Commission should communicate to coordinate tree planting on Municipal Property.

Paz explained the Township's Scouting Groups would like to help with the Projects.

Wong asked if there are consistent Repairs and Maintenance completed annually to be budgeted. Mr. Dowson due to higher costs and new Emissions Technology it is difficult to budget. Chief Financial Officer will review if a general Line Item could be provided in upcoming Capital Budgets.

C04-214 Rental/Maintenance Agreements

Wong asked for clarification regarding this Line Item. Mr. Dowson explained there are more Agreements. He also stated the Silver Lake Treatment Agreement was recently transferred to Department of Public Works from Recreation Department.

C06-203 Repairs/Maintenance (Motor Pool)

May asked if this is Department of Public Works Vehicles. Mr. Dowson replied yes.

C06-237 Repairs and Maintenance (Fire)

May asked if the Department of Public Works could perform routine maintenance on the Township's Firetrucks. Mr. Dowson stated another Mechanic would be necessary.

May asked if the Mechanics need to be certified to perform Firetruck routine maintenance. Mr. Dowson stated yes, the Mechanic needs to be Certified on pumps and be a Certified Diesel Mechanic.

Mr. Dowson stated one Mechanic spends more time in the Office ordering parts and scheduling deliveries and less time working on vehicles. May suggested possibly hiring an Administrative Staff Member to allow the Mechanic to go back to repairs vehicles. Mr. Dowson explained there will be an Administrative Employee retiring within the year. He suggested the new Employee could also be responsible for ordering parts for the Motor Pool.

CAPITAL BUDGET

Mr. Dowson explained Trucks #743 and #753 need to be replaced due to extensive repairs and age of Trucks. Truck #718 needs the bed replaced with a dump body and then the Truck will be repurposed.

May asked for clarification regarding Recycling – Various Equipment. Chief Financial Officer stated this Item covers equipment necessary if the Township begins Bulk and Dumpster Pick Ups. Chief Financial Officer stated the Township is reviewing options to pick up Dumpsters throughout the Township. This will include two Garbage Trucks with the ability to tip/empty Dumpsters. May stated this Project is not definite, many more conversations will be held regarding prior to any formal decision.

Wong asked for clarification regarding the Projections of future years. Chief Financial Officer explained the process to forecast the amount the Township requires to maintain its Roads and Buildings. He stated the movement of certain Items or Projects to the Capital Budget will decrease the Operating Budget.

May extended thanks to the Chief Financial Officer for explaining the new approach for the Capital Budget. May stated this should minimize Tax Increases for the Residents for the future.

BEAUTIFICATION COMMITTEE

Mr. Ward Donigian, representing the Beautification Committee, explained the anticipated Projects for 2021 throughout the Township. He stated the Committee does receive donations for some of the Projects.

Mr. Donigian stated the Beautification Committee is planning an Irrigation Project for the Lisa DiGiulio Tranquility Park. He received one Bid from Horizon Landscape, Township Approved Vendor, for \$3,900. Mr. Donigian suggested the Department of Public Works dig a trench for a line. He would like to do the plantings in May.

Ariemma explained there is an Irrigation System at the Rain Garden. Mr. Dowson explained it is a manual system.

May asked if additional Irrigation Systems throughout the Township could be placed as a Capital Budget Item. Chief Financial Officer stated it could be for future Capital Budgets.

Bolan suggested the Department of Public Works make small Garden Marker Signs to be placed next to donated plants.

Bolan will circulate a List from the Beautification Committee of suggested Areas in need of plantings and maintenance. Ariemma will forward this information to the Environmental Commission for their information.

Ariemma asked if the Municipal Pool could be included on the List. Mr. Donigian will add to the List.

Ferguson asked if the Mahwah Library could be reviewed for future plantings once the Library's Parking Lot has been paved. Mr. Donigian will contact the Library for coordination of future plantings.

RECREATION DEPARTMENT

May extended thanks for the limited Events in 2020. He believes the Events were important during the COVID-19 Pandemic.

Mr. Dennis Burns, Recreation Director, was in attendance to discuss the Recreation Department Budget.

Mr. Dowson explained the Electrical Lighting Control Panel at Continental Soldiers Park was damaged during a recent wind storm. As a result, the lights require manual turn on and turn off until it can be repaired. A schedule will be developed to ensure the lights are turned on and off to maintain use of the Park.

Mr. Dowson has placed a Rush Order for the repair. The lights were installed 18 years ago at Continental Soldiers Park.

M01-218 Special Events

Paz asked for clarification regarding this Line Item. Mr. Burns hopes the planned Events will be held despite the on-going restrictions. The Events require different approaches and additional cleaning and sanitizing to be successful.

May asked if there are any Corporate Sponsors for Township Events. Mr. Burns stated sponsorship currently exists for Adult Softball League and Mahwah Day. Mr. Burns can research additional possibilities.

M01-102 Permanent Part-Time

Ervin asked why there is an increase in this Line Item. Chief Financial Officer indicated the Summer Recreation is in this Account. Mr. Burns will review to see if there is excess.

M01-202 Equipment

Ervin asked for clarification regarding a new Public Address Sound System. Mr. Burns stated this is an additional portable speaker for better clarity at Events.

Wong asked for clarification regarding the Sanitizing Stations. Mr. Burns stated there are Sanitizing Stations at certain parks and Temporary Stations added for larger Events such as Mahwah Day and the Food Truck Festival.

M01-206 Dues and Subscriptions

Ervin asked for clarification regarding this Line Item. Mr. Burns stated this was for a Zoom Account. Mr. Burns stated this is no longer required as the Recreation Committee Meeting Schedule has changed.

May suggested a Meeting be held next year prior to budgeting with the Recreation Committee and Commissioners of the Leagues to review the large Recreation Equipment List for Items.

Ferguson asked if the Recreation Committee has looked into holding Multi-Cultural Events. Mr. Burns will suggest at the next Recreation Committee Meeting.

M01-225 Summer Recreation Programs

Bolan asked if the T-shirts from 2020 will be used for 2021. Mr. Burns stated T-shirts will not need to be purchased for 2021 as the 2020 T-shirts were not used.

Bolan asked where the Summer Recreation Fees are located in the Budget. Mr. Burns stated the 2021 Summer Recreation Fees are in a Summer Recreation Trust Account.

May asked if Summer Recreation makes money every year. Chief Financial Officer stated the Summer Recreation Program is in the red every year but it fluctuates.

May would like the Memorial Day and Veterans Day celebrations held this year. Mr. Burns stated it will depend on any Executive Orders from Governor Murphy concerning Outdoor Gatherings.

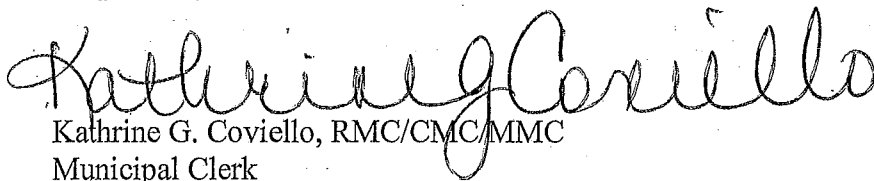
May thanked Mr. Burns for his attendance at this Meeting.

Business Administrator stated the Department of Public Works' Laptop can be relocated to the Information Technology in Capital Budget. Therefore, move \$1,500 from Department of Public Works - C01-202 Equipment to Parks and Playground – C04-218 – Special Events/Beautification to increase their Budget to \$5,000.

May stated another Budget Meeting will be scheduled for Saturday, March 27, 2021 to discuss Mahwah Emergency Medical Services and Capital Budget.

On a motion by Paz, seconded by Ferguson, the Meeting was adjourned at 12:11PM. All in favor. Motion carried.

Respectfully submitted,


Kathrine G. Coviello, RMC/CMC/MMC
Municipal Clerk