

Approved: 2/19/13

MINUTES OF THE BUDGET MEETING OF
THE TEANECK TOWNSHIP COUNCIL
HELD IN THE MUNICIPAL BUILDING CHAMBERS ON
THURSDAY, JANUARY 17, 2013

Mayor Hameeduddin called the Open Session Meeting of the Teaneck Township Council to order at 7:07 p.m. and asked all those present to rise for the Pledge of Allegiance.

ROLL CALL

Present: C. Parker, C. Stern, DM. Gussen, C. Katz (arrived 7:05 p.m.), C. Schwartz (arrived 7:12 p.m.), Mayor Hameeduddin

Absent: C. Pruitt.

Also Present: W. Broughton, Township Manager; J. Evelina, RMC, Township Clerk; I. Abbasi, Executive Assistant; J. Jackson, Senior Clerk.

MAYOR'S ANNOUNCEMENT

Adequate notice of this meeting has been provided by Resolution 283-12, setting the 2013 meeting dates, sending a copy to THE RECORD and THE JEWISH STANDARD, filing a copy in the Township Clerk's Office and posting it on the Municipal Building bulletin board, and the Mayor hereby directs that this statement be included in the minutes.

Mayor Hameeduddin advised that budget meetings are scheduled for the following Thursdays at 7:00 p.m., January 24th and January 31st.

MEETING OPEN TO THE PUBLIC FOR GOOD AND WELFARE OR PUBLIC INPUT ON
ANY MATTERS ON THIS AGENDA

Mayor Hameeduddin inquired whether any member of the Council had any comments prior to opening the meeting to any comments from the public.

No member of Council commented.

Mayor Hameeduddin declared that any members of the public wishing to be heard at this time shall come forward and state their names for the record. Comments shall be limited to five minutes per person.

Alan Sohn, Teaneck – suggested that more residents should be present at meetings; raised his issue with notice of meetings and the self insurance fund summary; and requested a reconciliation of expenditures insofar as bonding.

Thomas Abbott, Teaneck – raised his issues with where tax levy increases and percentages are listed in the proposed budget; provided his analysis of the figures reflected in the proposed budget; and questioned when revenues are added to the budget.

Charles Powers, Teaneck – questioned the number of police officers; spoke about police officers nearing retirement and incoming officers; questioned what the debt management plan would be achieving; suggested that debt management issues are contributed to bonding; suggested implementing a strategic financial plan; and raised his issues with the difference in figures reflected with respect to turf field.

There being no further persons wishing to speak at this time (or the time limit of one hour having expired), Mayor Hameeduddin declared that the public comment portion of the meeting was now closed.

Mayor Hameeduddin inquired whether any member of the Council or the Manager wished to respond to the public comments.

Mayor Hameeduddin questioned if there is an existing reconciliation with respect the self insurance fund.

Approved: 2/19/13

Manager Broughton advised that the budget presentation from the risk insurance manager is scheduled for January 31, 2013, and reconciliations could be provided that evening. He acknowledged that the fund is going down each year and advised that this is for specific reasons. He advised that the funds included in this year's budget were by recommendation of the risk manager.

Mayor Hameeduddin questioned if the reason for the tax levy differences is as a result of tax appeals.

Manager Broughton advised that when he originally proposed his budget, he advised that his proposed budget is only an estimate. He confirmed that the official budget which is sent to the State is the only document which should be analyzed by the public.

C. Stern questioned if the scheduling dates in terms of the budget have changed.

Manager Broughton advised that the revision dates for introduction and adoption were changed recently and as follows: the original introduction date was February 10 and the revised date is March 15; and the original adoption date was March 20 and the revised date is April 26.

C. Parker questioned when revenues will be included in the budget.

Manager Broughton advised that the revenues are included towards the end of the process. He also advised that as a result of the Township utilizing new software, the conversion has required the Finance Department to maintain two systems. He informed that the Chief Financial Officer is behind as this process is time consuming; however, she is working on the revenue numbers. He anticipates a full year of data being available by next year.

BUDGET DISCUSSION

1. Review – Police Department Budget

Manager Broughton suggested that Police Chief Robert Wilson start with salaries and wages. He informed that during preparation, the Police was one officer short, and last year it was agreed to maintain the strength of 96 officers. There are two vacant positions. He has included money in the budget for both positions.

C. Stern questioned if two officers would have to be sent to training.

Manager Broughton responded in the affirmative. He advised that in the month of May, there should be a new police list.

C. Schwartz questioned the “alternate list” of officers which can be considered as an option.

Chief Wilson advised that this list is not allowable as the Township is a civil-service agency. The “Rice List” or inter-governmental transfers are the only exceptions. He also confirmed that the Department currently has 94 sworn officers.

DM. Gussen questioned how the hiring of civilian dispatchers would change the operation.

Manager Broughton advised that conversations took place last year regarding this matter and at that time, monies were reserved in the budget for these positions. Since that time, he has visited the County Communications Center with personnel and is in the process of determining whether or not the County would be a viable option for the Township's dispatching services. His preliminary examination has revealed that this option would result in significant savings. He is not looking to staff these positions until such time as a determination is made with respect to the County-consolidated dispatching service; however, monies still need to be including in the budget for these positions. Prior to moving forward, he will discuss same with Council.

DM. Gussen questioned the process, if the County is “off the table”.

Approved: 2/19/13

Chief Wilson responded that the positions would eliminate the need for firefighters and police officers to man the dispatching desk. He advised that with the hiring of dispatchers, as proposed, there would be one dispatcher for the fire calls, one dispatcher for police calls and one dispatcher for general calls.

Manager Broughton confirmed that with the hiring of dispatchers, dispatching services would be able to be maintained 24/7.

DM. Gussen questioned why then there is a request for additional firefighters, and he will hold this question for the Fire Department's budget discussion.

Council, Manager Broughton and Chief Wilson discussed the time frame insofar as an offer from the County with respect to funding, and the Manager confirmed that no offer has yet been received.

Mayor Hameeduddin questioned the value of the cost savings if the County option was used.

Chief Wilson responded that the potential monies would not be valuable, as 9-1-1 is very costly and cost-prohibiting.

C. Stern questioned the authorized strength of the Police Department.

Manager Broughton responded that the authorized strength is 115.

C. Parker questioned the authorized strength of dispatchers.

Manager Broughton responded that the authorized strength is 14; however, the book reflects 9. He also advised that 7 are needed, as there are currently 7. He also reminded Council that the additional 5 that were authorized by Council last year were funded; however, the positions were never filled.

C. Schwartz questioned if 96 officers would still be needed with the hiring of dispatchers.

Manager Broughton confirmed that 96 officers would still be needed, as there are times when police officers may be needed to cover dispatchers.

Chief Wilson advised that when officers are being used to cover dispatchers, these officers are not patrolling the Township, and it is best to have these officers on the road.

Manager Broughton distributed documentation to Council regarding police overtime. Referencing his document, he advised that last year, \$425,000 was reserved for same; however, only \$205,000 was used, and a great portion of this over-time was as a result of Hurricane Sandy.

C. Stern questioned if the Township has received any reimbursements from the costs expended to Hurricane Sandy.

Manager Broughton responded that although no monies have yet been received, he expects a significant portion of expenditures will be reimbursed.

C. Katz questioned if the Manager could advise what costs for over-time were in connection with the Hurricane and which were not.

Manager Broughton did not have that information available.

Chief Wilson advised that over-time is also down in connection with court appearances.

C. Katz requested the over-time costs with respect to court appearances.

C. Parker requested the total over-time costs in connection with Hurricane Sandy for each Department.

Manager Broughton will provide these figures to the Council.

Approved: 2/19/13

Mayor Hameeduddin questioned if reimbursement was received for costs associated with Hurricane Irene.

CFO Brown responded that Hurricane Irene was prior to her employment with the Township; however, she was able to confirm that reimbursements have begun to arrive.

Mayor Hameeduddin requested a breakdown of amounts expended and reimbursements in connection with Hurricane Irene.

Mayor Hameeduddin questioned if the Chief's monetary requests for 2013 are adequate.

Chief Wilson responded that although his Department could use more funding other than what was proposed, he acknowledged that his requests had to be realistic and reasonable. He will continue to work on keeping over-time costs down, outside of the demands created by storms.

Mayor Hameeduddin questioned if the reimbursements from Hurricane Irene were deposited in the Snow Trust Account.

Manager Broughton advised that a complete report will be submitted to Council.

Mayor Hameeduddin questioned if the Snow Trust Account was utilized for over-time costs.

Manager Broughton responded that he did not believe that this Account funded over-time costs; however, he will confirm this for Council.

C. Parker questioned if the over-time costs are solely as a result of Hurricane Sandy.

Manager Broughton advised that the over-time numbers are for all over-time costs for the Department.

DM. Gussen questioned the reason for an increase in over-time costs.

Chief Wilson advised that the increase in over-time is as a result of crime rates, the need for additional personnel and storm-related issues.

C. Katz questioned the amount of employees currently staffing the Community Policing Bureau.

Chief Wilson advised that the Bureau is currently staffed with three people.

Manager Broughton advised Council that the existing sound system in Council Chambers will be improved and will include projection screens.

Mayor Hameeduddin questioned the cost of training for incoming officers.

Chief Wilson responded that although training is free, they are salaried. He also advised that his budget is relatively flat but there are cost increases with ammunition.

DM. Gussen questioned how the charges are working out for the Department.

Chief Wilson responded that the fleet is holding up well, and there have been no complaints.

2. Review – Public Works/Engineering Budget

Public Works Director Wilson spoke about the history of Township fleets. He advised that as technology changes, maintenance gets better. He also advised that he has not received any complaints insofar as maintenance with the Police Department's fleet.

Public Works:

Manager Broughton advised that Mr. Wilson's proposed budget includes 4 vacant positions with an authorized strength of 63 employees. He is recommending filling the 4 vacancies to maintain the level of service by the Department.

Approved: 2/19/13

Mr. Wilson explained the breakdown of employees in his Department and the Engineering Department.

C. Katz questioned the breakdown of the authorized number of personnel and the amount of part-time personnel.

Manager Broughton advised that part-time employees are seasonal employees and not included in the number of authorized personnel.

C. Katz requested that the Manager later provide the number of seasonal employees.

Manager Broughton advised of the following breakdown with respect to positions: in the Department of Public Works, 42 are budgeted but currently, there are 40; in Buildings and Grounds, 10 are budgeted but currently there are 9; and in the Department's Garage, 12 are budgeted but currently there are 9. He explained that there are currently 59 employees, and the Department is requesting filling positions up to 63.

C. Parker questioned why Engineering employees are included in the Department of Public Works budget when the Departments were split.

Manager Broughton responded that he will make the respective change.

Mayor Hameeduddin questioned the video services provided by Bergenfield when needed. He also questioned how many times a month video services are used by outside contractors in the event Bergenfield is not available.

Mr. Wilson advised that the as-needed basis varies; however, the costs are approximately \$800.00 for a half-day and \$1,400.00 for a full day for the outside vendor.

C. Katz requested that the Manager later produce a report including the total amount paid to the outside vendor for video services during 2012, including how many times the Department needed the vendor to report to the Township to assist.

Mayor Hameeduddin requested that Mr. Wilson explain the service for the public.

Mr. Wilson provided an example of a recent incident wherein this service was needed, explaining that when the Department suspects an internal sewer issue, the video camera is used to see inside the sewer as an assessment tool.

C. Katz suggested that the Department routinely clean sewers on a weekly basis in an effort to avoid more issues and more costs.

Mayor Hameeduddin asked the Council if it would be in favor of allotting monies for the Township to purchase its own camera, and the consensus was in favor of pricing video cameras.

DM. Gussen questioned the costs associated with salt used prior to storms for 2012.

Mr. Wilson responded that the costs equated to approximately \$80,000; however, with the use of brine, less salt has been needed, ultimately saving costs and bettering efficiency.

Mayor Hameeduddin raised a question regarding the progress of the replacement of signs.

Mr. Wilson reported on the current geographical plan and advised that it is a working progress.

Mayor Hameeduddin questioned the status of PSE&G being able to fly a helicopter over the Township to assess the trees.

Manager Broughton advised that he spoke with the PSE&G Vegetation Unit and confirmed that no "fly-overs" could be done for residential areas but transmission areas only. Their representative also reported how much trimming was completed with their four-year cycle.

Approved: 2/19/13

Mayor Hameeduddin advised that during a recent meeting with the PSE&G President, the company represented that the “fly-overs” could be accomplished and urged the Manager to contact them again.

Manager Broughton will contact PSE&G.

C. Katz questioned the schedule for equipment and questioned if chain saws would be purchased.

Mr. Wilson responded that there is a line item in his proposed budget which represents what equipment he may need.

DM. Gussen questioned contracted services spent for 2012.

Manager Broughton responded that the proposed budget will not include that amount of detail.

DM. Gussen questioned why this could not be included.

CFO Brown advised that including specific breakdowns would not be a cost benefit.

Manager Broughton explained that specific numbers of every bill paid have never been incorporated.

Mayor Hameeduddin questioned if specific numbers could definitely not be provided.

CFO Brown responded that if Council is requesting something specific, that information could be provided but advised if Council is requesting specific data for the entire book, this would take months to accomplish.

DM. Gussen questioned why no money was requested for the planting and trimming of trees.

Manager Broughton responded that the planting and trimming of trees is done every other year.

C. Katz responded that he would like to see some funding for the trimming of trees included.

C. Stern responded that it would be more prudent to include \$100,000 in each budget for these items.

Manager Broughton responded that if we have the money, he has no problem with this; however, he wants to eliminate over expenditures.

CFO Brown advised that money should be budgeted during the year the money is spent.

C. Katz suggested that the tree trimming should be removed from the budget with the Tree Department; however, in the event of emergencies, the money should be available.

Mayor Hameeduddin requested a “tree trimming” report with respect to what is accomplished by the Department’s employees.

Manager Broughton advised Council that in preparing the budget, he is doing this in a rational manner and not an emotional manner, and emergencies can happen anywhere, even if every tree was trimmed thoroughly. He also reminded Council that last year, the Council added staffing to the Tree Department and the Council purchased a new tree truck with a chipper.

Engineering:

C. Katz questioned the amount paid to outside engineers, what is budgeted, what the Township pays, what the residents pay or if the residents reimburse the Township for such costs. Manager Broughton explained that the Engineer’s budget covers the salary of the Engineer and the part-time secretary’s salary. He advised that the Engineer will administer some Department of Public Works items and capital budget items.

Approved: 2/19/13

DM. Gussen questioned where the outside engineering services can be found in the proposed budget.

Manager Broughton advised that these items would not be budgeted and advised that these numbers would not be found in the budget. He advised that in the event of a particular project wherein capital funds are used, the engineering costs associated with these projects would be paid for with monies from the capital budget; however, the person responsible for the project would be the one to reimburse the Township. He advised that there are no out-of-pocket expenses that are not reimbursed.

Engineer McKearnin explained that the process is revenue neutral.

Council requested a report reflecting the total amount of outside engineering services paid for in 2012.

C. Katz questioned what the storm water Awareness Program included.

Engineer McKearnin responded that money reserved includes a permit fee in the amount of \$7,500.

C. Katz questioned if this amount can be removed from the budget if the Program is not being utilized and questioned what the Tide Land License included.

Engineer McKearnin advised that the Tide Lane License is in connection with the canoe launch at Andreas Park.

C. Katz responded that there is no canoe launch.

Engineer McKearnin responded that the License is for our right to do so and represents the cost for our annual permit.

C. Katz questioned the connection between the storm water and the sanitary license.

Engineer McKearnin advised that the two are different, and the sanitary license is for the C-3 Operator.

C. Katz questioned if beepers are still being utilized, and **Mr. Wilson** confirmed that they are still being used.

Chief Wilson offered additional information to Council with respect to over-time. He provided the difference in hours of over-time from last year to this year. He also advised that there was an increase in over-time costs in 2012 in the amount of \$40,000 due to storm-related issues, increase in tickets and increase in court appearances.

C. Parker requested the Chief's breakdown in writing.

3. Review – Capital Budget

Manager Broughton advised Council that he has worked to significantly reduce the capital budget; will be implementing a debt management plan; and offering bonds. He advised that there will be no monies reserved for road resurfacing in 2013, as the monies for 2012 were never spent. The 2012 monies will be spent in 2013 in connection with the road resurfacing of Manhattan Avenue. The streets surrounding Lorraine Avenue will be resurfaced with block grant funds. He informed that approximately \$400,000 may be needed for road paving. He informed that projects also include the W. Englewood Avenue sanitary sewer on Sandra Place and the Votee Park Turf Field. He advised that although monies are reserved for Votee Park, he may need to bond for \$1,000,000 and explained that the bonding does not mean that the monies will be spent but should be available. He has a meeting on Tuesday to discuss the various elements of the Votee Park Turf Field and report back to Council. He advised that monies included in his proposed budget do not include MOST funds for 2013. He also advised that he may be requesting to later replace doors at the Richard Rodd Community Center due to security concerns. He advised that the audible alert system is currently being reviewed by Larry

Approved: 2/19/13

Robertson and Chief Verley. He advised that he is in communication with Holy Name Medical Center regarding sign boards for the Township, and the hospital is working on a proposal. Finally, he is working on securing funding from the County for generators for traffic lights.

During the Manager's presentation, Council raised questions regarding the certain percentage of streets to be paved annually; cap on allocations; the street bridge; the amount of funding for Votee Park from County funding; and the amount of funding for Votee Park from Green Acres funding. All questioned were answered during the Manager's presentation.

Manager Broughton will submit reports to the Council with respect to the following: decisions made after the Votee Park Turf Field Meeting; emergency management alert system; a cost analysis for items in the area of emergency management; and what other municipalities are doing insofar as emergency management.

4. Review – Various Budget Accounts.

Various budget accounts were not discussed.

ADJOURNMENT

On a motion made, seconded and unanimously carried, the meeting was adjourned at 9:01 p.m.