

**MINUTES OF THE BUDGET MEETING OF
THE TEANECK TOWNSHIP COUNCIL
HELD IN THE MUNICIPAL BUILDING COUNCIL CHAMBERS ON
THURSDAY, JANUARY 6, 2011**

Mayor Hameeduddin called the Open Session Meeting of the Teaneck Township Council to order at 7:30 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, C. Toffler, Mayor Hameeduddin.

Absent: C. Honis.

Also Present: W. Broughton, Township Manager/Acting Clerk; J. Evelina, Senior Clerk.

MAYOR'S ANNOUNCEMENT

Adequate notice of this meeting has been provided by Resolution 331-10, setting the 2011 meeting dates, sending a copy to **THE RECORD, THE SUBURBANITE, THE BERGEN NEWS/SUN BULLETIN, THE JEWISH STANDARD, and THE COUNTY SEAT**, 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.

MEETING OPEN TO THE PUBLIC FOR GOOD AND WELFARE

No member of the public wished to speak at this time.

2011 BUDGET PRESENTATION

Township Manager William Broughton asked Department Heads to come forward and discuss their department's function and its current status.

POLICE – Robert A. Wilson, Chief, reported on the staffing unit of the Police Department; rates of crime within the Township, particularly robberies; the operating budget of the Department; calls for service volumes in the past few years; and the number of homicides within the Township in comparison to preceding years.

DM. Gussen asked if calls for service were for a specific area. Chief Wilson responded that calls to 9-1-1 were up by 15,000, but these calls can be caused by many factors, including individuals being more familiar with 9-1-1 for emergencies and misdialing.

C. Toffler asked if the Police Department considered hiring police officers who were laid off in other communities.

The Manager responded that this decision is made by the Manager; and he has thought about it in the past and may consider it at another time, but for the time being, there are qualified Teaneck residents that can be hired.

C. Katz discussed the possibility of removing the residency requirement for police officers in the future; staffing of Parking Enforcement Officers; the salary of Parking Enforcement Officers; and requested re-visiting the concept of funding proposals for Parking Enforcement Officers.

Manager responded that he will meet with the Police Chief to discuss the rate of pay for Parking Enforcement Officers.

PURCHASING – Kevin Lynch, Purchasing Agent, discussed the function of the Purchasing Agent; pending resolutions of vehicles, dump trucks, gasoline tanks and recycling containers; bids for the resurfacing of Queen Anne Road, Robinson Street; wading pool improvements at Votee Park; and the Police Internet Auction.

C. Katz discussed the possibility of a new DPW garage; the layout of the gas tank at said location; and asked about the layout of a future building.

Manager Broughton responded that the Department of Environmental Protection has put pressure on the Township to act with regards to the gasoline tank; and referenced upcoming capital improvements and the possibility of remediating gas tank problems in the near future.

C. Katz confirmed the location of the Township's gasoline and diesel pumps.

HUMAN RESOURCES - Dean Kazinci, Human Resource Director, spoke about his responsibilities; and ongoing projects.

C. Katz asked if all of the employees were aware of his function and role in employees relations. He further inquired if a Department Head felt that they were being retaliated against if they could see Mr. Kazinci. The Township Manager confirmed that Mr. Kazinci can be seen in such a situation. C. Katz further inquired if Mr. Kazinci could also be proactive if an allegation were to arise about harassment or misconduct. The Manager concurred that Mr. Kazinci would be proactive once an allegation was made through any medium.

C. Stern inquired about upcoming Sexual Harassment training and which entity would conduct it.

D. Kazinci responded that the Division of Civil Rights would conduct said training over six meetings.

Mayor Hameedudin congratulated Mr. Kazinci for his appointment and asked if the Sexual Harassment training was web based and whether or not Human Resources has looked into web based training for the future.

D. Kazinci responded that the new ADP Time and Attendance software would be able to deliver web based training in the future.

RECREATION- Glenna Crocket, Superintendent, spoke about the Recreation Department, its divisions; functions; and purpose in the community.

ENGINEERING- Charles McKearnin, Township Engineer, discussed the function of the Township Engineer, the Township's Capital Improvement Plan; and current Capital works projects.

C. Katz discussed and inquired about the signage program's status in the Township.

Manager asked the CFO, Mr. Anthony Bianchi, if there was funding appropriated in the Capital Budget for signage.

CFO Bianchi reported that the funding was phased out over five years in the Capital Budget.

C. Katz requested street signs be placed under Council Listed Items for budget meetings.

C. Toffler shared residents' concerns about the need for larger street signs and if larger signs could be placed on streets like Queen Anne Road.

Mayor Hameeduddin asked if the Township used GIS mapping software.

C. McKearnin responded that the Township does not at this time.

PUBLIC WORKS- Fran Wilson, Director, thanked the Department Heads and staff of the *Teaneck Times* Recycling calendar for their efforts; spoke about staffing levels of the Department of Public Works; and the functions of the department.

C. Parker thanked Mr. Wilson's Department for their snow-removal efforts. She asked for clarification regarding the new recycling program and methods to better inform the public of the change.

F. Wilson responded that a high volume of phone calls have come into the Department asking about obtaining the calendar and the new recycling zone lay out.

Manager Broughton thanked Mr. Wilson and his staff for removing the snow and leaves in the prior season and for his work along with the committee of the *Teaneck Times*.

Mayor Hameeduddin additionally thanked Mr. Wilson and his department's efforts for removing the fallen trees in the March 2010 rain storm and throughout the 2010 year.

BUILDING- Steve Gluck, Construction Official, spoke of the Building Department's functions and charges; volume of permits issued in prior years; and staffing levels.

C. Katz inquired about the effect of changing the layout of the building department.

S. Gluck responded that the change in the design of the department has worked out quite well and has separated the divisions within the department by their specific function.

C. Katz further questioned the status of the Open House program and adjusted hours of operation.

Mr. Gluck responded that a number of residents have met with him during the Open House program and although the program officially ended on September 21, 2010, he has made the personal choice to continue meeting with the public until 7 p.m. on Tuesdays.

FIRE- Anthony Verley, Fire Chief, explained the locations of the Fire Department; highlights of 2010 which included the acquisition of a Fire Safety Trailer; the future purchase of a new Engine; grant application submissions; purchases of equipment; carbon monoxide monitoring; and staffing levels.

C. Katz inquired about the location of the new Engine.

Chief Verley responded that the new Engine would be situated at Fire Headquarters with the old Engine being moved to Station 2.

FINANCE- Anthony Bianchi, Chief Finance Officer, discussed the staff members of his department; their responsibilities; his responsibilities as Finance Officer; and the new auditor, Mr. Paul Garbarini.

Township Manager thanked Mr. Bianchi for his efforts during the budget process each year.

HEALTH – Ken Katter, Health Officer, spoke about the Health Department's function; role; staff; revenue collections; license issuance rates compared to prior years; investigation rates; health fair and additional events for residents; requests to Social Services Coordinator; and operating budget figures.

ASSESSOR- James Tighe, Tax Assessor, discussed his statutory responsibilities; added assessments; tax appeal volume; the condition of the real estate market; tax burden distribution; Giuvadan; and Verizon buildings for sale.

COURT- Jill Graham, Municipal Court Administrator, discussed her department's duties; goals; responsibilities; caseload rank in the State and County; revenue collections in 2010; and the 2011 operation budget.

C. Katz inquired about the number of uncollected fees from the Municipal Courts and if a process was available to make the payment process of violations easier.

J. Graham responded by discussing ticket payments online and in the near future possibly within 7 seconds after a ticket has been issued through the implementation of e-ticketing.

Township Manager Broughton added that the cost of e-tickets needs to be further evaluated given the cost the Township must pay for the system.

C. Katz suggested a Court Kiosk with a computer open to the MVC website to pay tickets.

CLERK – Jaime Evelina, Senior Clerk, spoke about the clerk's statutory duties and services provided by the Department; and thanked various Township employees for their recent assistance.

MANAGER'S BUDGET PRESENTATION

Manager Broughton presented the 2011 budget and discussed the process of preparing the budget; assumptions and estimates for State Aid, Tax Levy Cap and BCUA; tax levy breakdown; the projected tax levy increase of 2.9%; spending categories; salaries and wages by department; salaries under contract or binding arbitration; salary and wage recommendations; other expenses; insurance premiums; utilities; pension contributions; debt service; reserve for uncollected taxes; estimated revenue; local revenue, State revenue; factors impacting budget; and initiatives.

Mayor thanked the Department Heads for their presentations and congratulated Mr. Katter on his appointment as Health Officer.

Manager Broughton stated that the Capital Budget would be discussed at the next meeting and thanked Department Heads for their presentations to the Council.

ADJOURNMENT

Mayor Hameeduddin moved to adjourn at 9:33 p.m. Seconded by Councilmember Stern and carried by the following vote:

In Favor: C. Parker, C. Stern, DM. Gussen, C. Katz, C. Toffler, Mayor Hameeduddin.

Opposed: None.

Absent: C. Honis.