

April 11, 2015 10:00 am

The meeting was called to order at 7:00 p.m. by Township Clerk, Amy Leso, RMC. The meeting was advertised in the following manner:

- A. Posting written notice on the official Bulletin Board in the Township Municipal Building on April 2, 2015
- B. Faxing and mailing written notice to The South Jersey Times and The Courier Post on April 2, 2015
- C. Filing written notice with the Clerk of West Deptford Township on April 2, 2015

Roll Call:

Mr. Hansen, Mr. Maher, Mr. Reid, Deputy Mayor Mehaffey and Mayor DiCarlo were in attendance for this meeting.

Open Meeting to the Public:

Mayor DiCarlo called for a motion to open the meeting to the public for agenda items only. Mr. Mehaffey made a motion, it was seconded by Mr. Maher and approved by the entire committee.

No one addressed the committee.

Mr. Mehaffey made a motion to close the meeting to the public. His motion was seconded by Mr. Hansen and approved by the entire committee.

Budget Work Session:

Mr. Umba requested that the police and court budgets be discussed first as those department heads needed to leave due to family obligations.

POLICE:

Mayor DiCarlo confirmed that the salary number covers the salaries for the entire year. Mr. Umba confirmed. Chief DiSimone said that the total may be lower as a few officers are receiving only "academy pay" at this time.

The operating expenses cover the purchase of uniforms, maintenance of equipment, professional services for web design and psychology, education and training and vehicle upgrades. Two new vehicles are needed and the lights are being replaced gradually – they were originally purchased 2006. The rate for ammunition is increasing by approximately 30% per year. Chief DiSimone also explained the new training equipment for "active situations" that is needed.

Chief DiSimone has requested that the current position of "Administrative Clerk" be elevated to "police Clerk." He will prepare a memo with a salary recommendation. There is a currently a part-time position open that will not be filled and the number of Special Police Officers has been increased.

Court:

Salary and wages was not discussed due to possible changes in the department. The operating expenses have been approved by Judge Curio and there are no issues.

ADMINISTRATION:

Currently there are two full time administrative secretaries. One is currently stationed in the Clerk's Office. Mayor DiCarlo recommends changing that to one full time employee since the Clerk's Office is now fully staffed. Mr. Umba voiced his concerns about moving someone out of the Clerk's Office permanently.

Mr. Maher asked why the Solicitor was not present. Mayor DiCarlo explained that it was not necessary for this meeting.

Mr. Umba explained the positions in his office. One is an Administrative Clerk and one is an Administrative Secretary. It is recommended that the line item only includes one Administrative Secretary. Also, the Overtime line item needs oversight.

The operating expenses includes postage, printing and binding (some funds were moved to web design) and education and training for all employees. The maintenance of equipment includes carpeting for the inner offices. This expense should be move to buildings and grounds. There were questions asked about Rent – Ms. Sarlo will investigate.

TOWNSHIP CLERK:

Mayor DiCarlo recommends adding in \$4,000.00 to Salary and Wages based on other administrative changes.

Mr. Umba explained the costs for legal advertising.

FINANCE/ADMINISTRATION:

Salary and Wages does not include Ms. Greenwood's salary and will need to be revised. There will be retirements in both the Purchasing and Payroll departments. Purchasing department is part of this department. Ms. Sarlo is acting as the Purchasing Agent at this time. Mr. Umba explained what needs to be done for retirees with regard to the State Health Benefits Plan. Ms. Sarlo will meet with Ms. Greenwood to determine the time spent as Purchasing Agent and as Treasurer. Operating expenses include funds for CASA Payroll and the Time Clock service. There is a need for some new equipment in the Finance Department.

TAX COLLECTOR:

Ms. Sheehan explained the process for Foreclosure – it begins with vacant properties. Mr. Umba reminded the committee that the process cannot move forward under the Temporary Budget. Mayor DiCarlo will speak to the Auditor and Solicitor to see if this process can be finalized.

LEGAL SERVICES:

There have been no bills received from Mr. Scaffidi to date due to a personnel issue at this office. Ms. Maher asked how the committee can know what has been spent to date. Bills have been received from other attorneys working for the township.

ENGINEERING:

The oversight for projects is paid for from this budget.

PLANNING BOARD:

There is a need for a part-time employee in the Construction Office as the current employee will be spending time in the Court office for the next three months. There is also a part-time Recording Secretary. If no Master Plan is developed this year, the line item can be reduced to \$18,000.00. Mayor DiCarlo added that if the full Master Plan is done at once the entire amount can be spread out over multiple years. The last time a full Master Plan was developed was 1997 and then an update was done in 2009. Mr. Maher asked for the need for the Master Plan and Mayor DiCarlo explained.

ZONING:

The operating expenses include the Solicitor for the Zoning Board. There is a request for new Tracking Software for Planning and Zoning Projects. The cost would be split between the two departments. Previous projects would need to be entered manually into the system.

CONSTRUCTION:

The Salary and Wages include a salary for a part-time employee who was hired in October. This position has been vacant since 2008 and it is needed in the office. This employee would be used to help with data entry for the new software. New construction books are also needed and changes occur on a 3 year basis.

ELECTRICAL:

Expenses include education and training.

HOUSING INSPECTIONS:

This line items is primarily Salary and Wages.

RENT CONTROL:

Expenses include the salary for the Solicitor for the Multiple Dwelling Regulation Board. It has been noted that there will not be a rent increase at White Swan in 2015. Mr. Umba will provide a recommendation on how to decrease this line item based on that information.

INSURANCE:

Mr. Umba explained the set rates and Worker's Compensation. The amount for the Health Insurance needs to be calculated by checking the Claim's History. Mr. Umba and Ms. Sarlo will prepare a report to show the savings so the budget can be reduced.

UNEMPLOYMENT INSURANCE:

There is a trust fund containing approximately \$90,000.00 that was established to cover this. The line item could be reduced from \$100,000.00 to \$50,000.00.

FIRE:

One fire company has requested to be reimbursed for the fee to apply for a grant. This grant would cover new equipment and supplies that the township would then not have to purchase. The budget does not cover these reimbursements. The current allotment is \$30,000.00 and has not been increased in many years. There is an anticipated cost for new radios to coordinate with the county system. Each chief is requesting 10 radios for a total cost of \$123,840.00. This will need to be purchased by the end of the year and may be included in the capital budget. Mr. Maher stated that this equipment is a lifeline, a very important safety device. The current equipment is obsolete. Increasing the allotment by \$10,000.00 per house was discussed. Consolidation of the houses has been discussed but no changes made at this time. The maintenance of each building is done by the individual fire company. Mr. Maher also added that additional money allotted to each fire company could be used for grant fee or general expenses. Mr. Mehaffey said that the volunteer fire companies are a bargain. He thinks the allotment should be increased as well as adding funds for the grant fee reimbursement. It is recommended that the allotments increase by \$15,000.00 each and an additional \$5,000.00 be reserved for grant fee reimbursement. Mr. Umba said that although each fire company operates a little differently, all allotments must be the same.

Mr. Zimm said that a new vehicle is needed for a cost of \$650,000.00. Also, there are three vehicles that need to be outfitted with new lighting equipment. The cost is \$12,000.00.

LOSAP:

This is a retirement program for volunteer fire fighters. \$72,000.00 was spent previously. Mr. Umba explained that firefighters need to earn 100 points through active work to be eligible.

FIRE OFFICIAL:

Salary and wages includes the sub-code official. The expenses include new software for fire investigations and inspections and incentives (prizes) for the Fire Prevention Program essay contest "Fire is..."

Mr. Maher made a motion to take a 5 minute break. It was seconded by Mr. Mehaffey and approved by all.

Mr. Mehaffey made a motion to return to the meeting. It was seconded by Mr. Reid and approved by all.

Mayor DiCarlo stated that action will be taken at the next meeting on May 15th for any items discussed at today's meeting.

PURCHASING:

There is a need for a full time janitor at the municipal building. There is also a need for a full time HVAC technician for the township. The police chief has concerns about security if outsourcing the janitorial services. There is a program at Devereaux where adults with disabilities provide janitorial services. Mr. Maher disagrees with the \$42,000.00 to hire a full time custodian.

A position for a full time HVAC technician would need to be created. The salary would be \$50,000.00-\$60,000.00 and this cannot be funded at this time. Ms. Lamplugh said that the current bid for maintenance and repair includes only the municipal building, however other buildings could be added for the next bid. This line item includes \$12,000.00 to replace the pitched roof and cleaning supplies. Ms. Lamplugh was directed to have someone come in and clean the building (not Police or Court Departments) 2 days a week.

Ms. Sarlo added that there is a need to repair the doors and alarm system in the garage.

STREETS AND ROADS:

Currently there is one vacant position. This line item includes the maintenance of vehicles, removal of trees and materials to fill pot holes – stone and asphalt. A contract with a company to fill the potholes was investigated. The cost for two weeks of work would cost \$16,000.00 to \$20,000.00. The work is guaranteed for one year. West Deptford could possibly team up with Woodbury or national Park for a Shared Service.

LEAF COLLECTION:

This line items will be broken out this year to show who is being paid to do leaf collection. This will be documented through the new payroll system.

SNOW REMOVAL:

Nothing new to report.

SOLID WASTE COLLECTION:

This includes salary and wages and there have been no changes. The operating expenses include the cost for the landfill and the rental cost for one truck for trash. This is a lease/purchase.

Maintenance costs will increase due to the new vehicle – VAC truck. A line item is needed for other professional services.

BOARD OF HEALTH:

This includes the cost of a private company to mow the lawn at abandoned properties.

ANIMAL CONTROL:

This includes the salary for the employee who handles the dog licenses.

ERI: (Environmental Resource Inventory)

If the Master Plan is not being completed this year, it does not make sense to do this. This cost is \$15,000.00. This line item could be reduced to \$4400.00

Committee on the Disabled:

This line item allows the committee to award scholarships, participate in Special Olympics, host the disabilities forum and RiverWinds Community Center and sponsor dog programs for special needs programs.

RECREATION:

Currently Parker Smith is the Deputy Public Works manager and the Public Works portion of his salary is being paid out of the Recreation budget with the balance being paid out of Water & Sewer. When the consolidation of departments was done in 2014, employees were kept in Recreations, they were not moved to Public Works or Water/Sewer. Mr. Moor has indicated that Mr. Smith is spending more time in Water & Sewer than Public Works. It is recommended that the

Deputy Public Works manager position be eliminated and Mr. Smith be moved to a Water & Sewer Foreman position.

Operating expenses for Recreation include the allotments for youth groups. Field Hockey was added for 2015 as it is a new organization and they will receive an allotment of \$1500.00.

Horticultural supplies are also part of this budget as well as the maintenance of parks and the overhaul of 2-3 playgrounds. The committee discussed the \$4000.00 in funding for the 7 V & football league.

RIVERWINDS:

The salaries were discussed in the closed session.

The increases in Operating Expenses are outside of the manager's control. Marketing has brought in additional memberships. The contract for the maintenance of equipment is \$40,000.00. The additional expenses are for employee uniforms and janitorial supplies. They staff is looking for a way to market to middle school students.

LIBRARY:

The current budget does not allow them to meet their expenses. Mayor DiCarlo would like a meeting with Mr. Mehaffey, Mrs. Maska and Mrs. Downes to discuss this.

FACILITIES:

This includes Street Lighting, Fuel (Heating Oil), Telecommunications (Comcast & Telephone), Gas and Diesel Fuel, Sanitary Landfill.

The shredding of brush was questioned. They committee reviewed standard items that do not change.

TAX COLLECTOR:

The reserve for uncollected taxes is a firm number and the committee cannot control it. There is a need to increase this reserve because of the school referendum increase.

CAPITAL IMPROVEMENTS:

The projects included in this budget are RiverWinds Community Center Improvements and Road Improvements. Mr. Umba explained the Department of Transportation programs.

Mr. Mehaffey made a motion to take a 5 minute break. It was seconded by Mr. Reid and approved by all.

Mr. Mehaffey made a motion to return to the meeting. It was seconded by Mr. Hansen and approved by all.

WATER & SEWER:

The line items for Salary and Wages needs to be adjusted based on the changes made to create a Water & Sewer Foreman position.

The salaries need to be allocated to Water & Sewer according to the state requirements:

12% for salaries allocated to Water & Sewer and 35% for Insurance and Pension.

Ms. Sarlo and Ms. Greenwood will consult the auditors about this.

Operating Expenses include postage and printing for billing, maintenance of equipment, professional serviced for Engineering oversight and some other standard items. There is a need to purchase a new compressor. Also, Audit Services will be added.

Mr. Hansen asked about the new technology to monitor the Fire Hydrants. The cost is allocated to the Fire Department. The Data Management cost is zero as Ms. Dempsey will manage it. At the point, there will be no devices in the field – the software is only on Ms. Dempsey's and Mr. Douglas's computer.

Pump Repairs and electrical work – The maintenance of Equipment is contracted through AC Schultes and ABS Electric. The Video Camera work is contracted though Neri's Construction.

April 11, 2015 10:00 am

Water Maintenance – Mr. Smith is a full time foreman and more of his time is spent in Water & Sewer than as he Public Works side. There will be a salary grade reduction as per the range in the salary ordinance. Mayor DiCarlo will speak to the Department Head, Administrator and Department Liaison to determine the salary. Mr. Douglas will discuss the use of vehicles with Mr. Moore for Mr. Smith. Mr. Maher voiced his concerns about the salary reduction. Mr. Reid added that he does not do work under the Public Works side according to Mr. Moore. Mr. Maher said that he has heard good remarks about Mr. Smith and is concerned that he make seek other employment. Mayor DiCarlo said that this is an effort to put more work on the street as the previous person was a working foreman.

The Operating Expenses include the maintenance of equipment. Twenty fire hydrants have been replaced and therefore the line items needs to be increased from \$60,000.00 to \$80,000.00 .Mr. Douglas has requested and increase to the line item for Water meters. He also requested an additional employee for the department. Mr. Umba did not include it in the budget. Currently, they are borrowing employees from the Public Works department. Mr. Umba did not think the township could afford it. It was decided that there is money in the Water & Sewer budget for another employee.

Mr. Umba outlined the items in the Water & Sewer Capital Budget: Replacement of water meters, repair to the pump stations, and replacement of the sewer line at Ogden Road - Route 45 –First Avenue.

Mr. Mehaffey made a motion to authorize a closed session of the West Deptford Township Committee for discussion of Personnel. It was seconded by Mr. Reid and approved by the entire committee.

#102 RESOLUTION AUTHORIZING A CLOSED SESSION OF THE WEST DEPTFORD TOWNSHIP COMMITTEE FOR THE DISCUSSION OF PERSONNEL

The committee then went into closed session.

Closed Session:

The specific information from the closed session meeting will be made public at a time in which all matters have been resolved.

The committee returned to open session. A motion was made by Mr. Hansen, a second given by Mr. Maher and it was approved by the entire committee.

Mayor DiCarlo gave an overview of the closed session discussion. No action was taken.

Open Meeting to the Public:

Mr. Hansen made a motion to open the meeting to the public. It was seconded by Mr. Reid and approved by the entire committee.

No one addressed the committee.

Mr. Mehaffey made a motion to open the meeting to the public. It was seconded by Mr. Reid and approved by the entire committee

Mayor DiCarlo called for a motion to adjourn. Mr. Hansen made a motion, a second was given by Mr. Reid and approved by the entire committee.

Respectfully Submitted,

Amy Leso, RMC
Township Clerk