

Approved: 2/19/13

MINUTES OF THE BUDGET MEETING OF
THE TEANECK TOWNSHIP COUNCIL CHAMBERS ON
THURSDAY, JANUARY 10, 2013

Mayor Hameeduddin called the Open Session Meeting of the Teaneck Township Council to order at 7:15 p.m. and asked all those present to rise for the Pledge of Allegiance.

ROLL CALL

Present: DM. Gussen, C. Pruitt, C. Schwartz, Mayor Hameeduddin.

Absent: C. Parker, C. Stern, C. Katz.

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

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 – stated that he had a preview of the preliminary budget on line in the library; alleged that the format for the budget had changed substantially from previous years; spoke about gasoline usage and the number of miles the police vehicles have been driven to assess the usage of gas mileage; alleged there is less data included in this budget; spoke about spending time with C. Pruitt regarding the Board of Education budget hearings; stated that the Board of Education distributes hand outs during the hearings and finds this helpful in understanding the process, feels that this same procedure would be effective during Council budget hearings; discussed declining attendance at Council meetings suggested taking measures to increase public participation at meetings.

Lillian Lewis – came on behalf of the North Teaneck Road Business Committee; spoke about the holiday lights suggesting that she would like this to be placed as a line item on the budget so that Teaneck may continue to maintain the holiday lights.

Joyce Givins – reiterated on the previous comments made regarding the holiday lights; spoke about the meeting on March 6, 2012 with the Teaneck Road Business Community Alliance wherein they discussed safety issues on Teaneck Road; spoke about the issues that had been rectified and also spoke about issues that have not been rectified as of this time; would like to have certain streets made ADA compliant.

Alex Rashin – alleged the proper data regarding the budget is not on the website; would like the website to have a section incorporated where residents may post suggestions, and/or requests; suggested a section of the website be dedicated to the requests made by residents and what services were furnished in an effort to maintain statistics on how well each Department is performing; indicated that he was unable to locate any information regarding the emergency generator; feels it is unnecessary to have two generators for two separate buildings, one very powerful generator should suffice for multiple buildings and would more than likely be cost-

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saving; feels that the restoration of the present Municipal Building basement is emergent and questioned whether or not it is included in the budget; stated that the condition of the window frames should not be checked by the architect, but rather by experts in the integrity of buildings; discussed his position regarding the placement of the elevator; feels it is imperative to do the best job for the least money; suggested that the Township limit the use of bonds.

Jason Castle – requested that Council subsidize a line item for a Community Emergency Response Team, giving a description of the team's function; Council would only be responsible for having one volunteer trained, at that point the trainee would train the additional volunteers; Mr. Castle has the expertise to train the volunteers; feels that the increase of such severe storms calls for an emergency response team.

Joyce Givins – stated that the Township is eligible to apply for the funding of certain traffic issues, regarding her previous statement; concerning the Emergency Response Team, she stated that she is president of the Block Association and would like to see each Block Association within the Township would be responsible for maintaining their own residents.

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 addressed the issue with the Teaneck Road lights stating that he feels the Council would not have a problem funding this project; he went on to say that he and Manager Broughton are working with the County with regard to the crosswalk issue and will take Ms. Givins suggestions into consideration regarding her concerns; explained that the lighting seems more dim on Teaneck Road due to the Township changing to incandescent lights for cost-saving reasons; thanked Dr. Rashin and Mr. Sohn for their comments and stated that Council will take their suggestions into consideration.

C. Pruitt addressed Mr. Sohn's comment regarding the Board of Education Budget stating that the formats for the Council Budget and the Board of Education Budget are formatted differently; he gave an in-depth description as to how the Council Budget works.

Manager Broughton thanked and announced his Department Heads who introduced themselves to the Township Council and provided a summary with respect to the services offered by their respective Departments.

Fire Chief Verley – stated that the Fire Department is 93 strong; possesses four fire houses; he stated that 2012 was a challenging year for this Department with the occurrence of Hurricane Sandy, an increase in structure fires as well as an increase in carbon monoxide calls; they are doing more with less; thanked Manager Broughton and the other Department Heads for all of the support throughout the year.

Police Chief Robert Wilson – indicated that the Police Department is also 93 strong hoping to hire additional officers in 2013 although it may be a budgetary problem; have had many emergencies over the past year; stated that crime is stable; indicated that the men and women who work for the Police Department are doing a fine job working with the limitations placed on them regarding the budget as well as keeping overtime to a minimum; personnel are also doing more with less and willingly take on new responsibilities.

Superintendent of Recreation, Glenna Crockett – stated that the Recreation Department is the fourth largest Municipal Department; she went on to say that the Department provides year round leisure-time activities and a quality recreational program for residents; it is a safe, well-maintained facility; they promote health and wellness through their activities; the facility is accessible to residents seven days a week; there are over 25 different social activities; she spoke on the Township pools available to the residents; she went on the list the different programs that are available to the residents; discussed the transportation that is available for residents; she stated that the Department employs eleven full-time, experienced, talented and caring individuals along with approximately 250 seasonal part time employees; she went on to say that the program

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could not be a success without the support of many of the Departments with special thanks to the Department of Public Works who play a major role in the everyday operation of the Recreation Department.

Public Works Director, Fran Wilson - informed all that the Department provides year-round service for all residents; it is designed to maintain the condition of all Municipal facilities; he stated that 2012 was a unique year referring to Hurricane Sandy in that the Department received 5,200 work orders; they collected approximately 3,100 tons of recyclable materials; he went on to explain maintaining the condition of the roads, sewers, and catch basins; stated that the sign division created 419 signs, 134 of which were street signs, 171 were regulatory signs and 114 were miscellaneous signs; he further stated that the Parks Department maintains the Township parks and playgrounds as well as the planting of the new shrubbery on the Municipal Green; the Tree Division completed 839 work orders, removed 580 trees, and grinded 191 stumps; indicated that the Garage Division completed 2,000 corrective maintenance work orders, and 430 preventive maintenance work orders; the Maintenance Division completed 466 work orders and provided maintenance for the Township facilities; the DPW was responsible for completing the second stage of the community gardens project; further stated that the DPW began the distribution of the recycling cans; they also entered into a Shared Service Agreement with the Board of Education servicing their vehicles; they began the installation of the public recycling receptacles within the Township; applied 14,000 gallons of brine prior to the snow storms, which would reduce the amount of salt required during a snow storm; he stated that the Department began the pick-up of white goods; indicated that he is extremely proud of the employees of the Department of Public Works; they have handled countless severe storms with the utmost professionalism; he also thanked his fellow coworkers and indicated that being part of the management team is very rewarding.

Engineer Charles McKearnin - thanked the Mayor and Council for the opportunity to speak on behalf of his Department; welcomed new Councilmembers Pruitt and Schwartz; discussed his time served in the Township; stated that at one time, there was an Engineering staff which included eight employees consisting of four engineers, one inspector, one draftsman and one secretary; since that time, there is one engineer with a part-time secretary as well as a secretary he shares with the Department of Public Works; the Engineering position requires him coordinating engineering service of construction projects with regard to infrastructure including storm drains, sanitary sewers, traffic lights, street infrastructure, parks, buildings and grounds; prepares resolutions, as well as contracts working hand-in-hand with the the Attorney's Office and the Clerk's Office; prepares grants and traffic ordinances for the Township; indicated that there will be many grants coming in during the upcoming year; thanked fellow Department Heads and employees for their support in working together as a team.

Construction Official, Steve Gluck - thanked Council for the opportunity to speak on behalf of the Building Department; he indicated that the Building Department is responsible for the enforcement of the New Jersey Construction Code; they also enforce the local Development Regulations and apply the application of the New Jersey Land Use Law for development applications; he indicated that 2012 was a very busy year for the Building Department stating that this is good for the Township in that it is indicative that property owners have a desire to invest their hard earned dollars into their properties; stated that last year the total cost of construction surpassed thirty-five million dollars, which was up from twenty-seven and one-half million dollars the previous year, a healthy increase; the Building Department issued over 2,700 building permits last year; there were over 13,000 inspections being completed by twelve full-time and two part-time staff members; spoke about Zoning indicating that there were over 750 applications that were approved last year; some of the applications that were not approved ended up in front of the Zoning Board of Adjustment requesting variances; he indicated that the Zoning Board was also very busy; spoke about revenue indicating that the Building Department took in over one million dollars in fees last year; stated that the Manager runs a tight budget and the Building Department meets his request; went on to thank his fellow Department Heads and employees for the support and teamwork.

Health Officer, Ken Katter - stated that the Health Department provides programs and services which promote and protect the health, welfare and safety of the Township residents; he indicated that they perform environmental inspections, retail food inspections, inspection of bathing facilities, daycare facilities; monitor housing rental, property maintenance, extermination, rabies control, heat, lead, noise in addition to other programs; they provide public health nursing

through Holy Name Medical Center; they conduct annual health fair flu clinics and ongoing educational programs; he indicated that his Department provides animal control through Bergen County; he went on to say that the Health Department provides vital statistics through the Registrar; social services are also provided through financial assistance and referral services for the basic needs of life; they also provide coordination for the Municipal Alliance Against Substance Abuse for the seventeenth year, as well as providing coordination for the Township Safety Committee for the seventeenth year; he went on to say their Department provides representation on several Township Committees; he stated that the staff is comprised of one Health Officer, one Chief Registered Environmental Health Specialist, three Registered Environmental Health Specialist and one clerical staff member; Social Service is comprised of one Social Works Specialist; the Registrar Division is made up of two full time Registrar and an assistant clerical staff member and a part-time clerical staff member; he gave an in-depth description of the tasks the Department had taken on throughout the year; he stated that the Department collected one hundred and thirty seven thousand dollars in revenue over the year, maintaining their quota from last year; informed all that Curtis Caviness was promoted from Registered Environmental Health Specialist to Chief Registered Environmental Health Specialist; stated that Curtis Caviness and Laura Turnbull are Registrar and both completed twenty-five years of service this year; stated that the Health Department worked hand-in-hand with the Chief Financial Officer to update financial internal controls; handled emergency management preparation and post-hurricane field operations in accordance with the New Jersey State guidelines for emergency operations regarding Hurricane Sandy; discussed the process involved in the reopening the majority of Votee Park; plan on providing regular information through the Township website; they will continue to look for new programs to run through the Municipal Alliance, and plan on targeting a program on "bullying"; planning on completing the audit manual per the New Jersey Department of Health and Senior Service specifications.

C. Pruitt questioned whether or not the Health Department screens the streams that run throughout the Township.

Health Officer Katter informed C. Pruitt that he would have to contact the County regarding that issue. However if he had a specific request, the Health Department would look into the matter.

Tax Assessor, James Tighe - informed Council that this will be his fifteenth year in this position; indicated that the Assessor's Office is responsible for the listing and valuation of approximately twelve thousand properties; used an analogy to describe the function of the Assessor; further explained that Council comes up with a budget, the County comes up with a budget, the School Board comes up with a budget and it is added together and that is the amount they must collect; the Tax Assessor then divides it up based on the value of each property and the Tax Collector bills accordingly; they are also responsible for maintaining municipal data base of property owners; they also process deeds as they come in as well as process veterans and senior citizen tax deductions; the major part of the job has become the processing of tax appeals.

Library Director, Mike McCue - he indicated that he has been the Public Library for the last twenty-six years; addressed recent topic of the alleged demise of the Library; he informed all that Teaneck has the busiest library in the seventy-four library consortium that makes up the Bergen County Library system; gave an in-depth description of the function of the library; spoke of events that had taken place last year including the completion of a two part process of installing HVAC equipment and thanked Engineer McKearnin for all of his help with the project; spoke about the problem with elevator malfunctioning; spoke about Hurricane Sandy and the impact it had on the library; he informed all that all of the libraries migrated new software and the staff was fully trained on the new software; commended his staff on all of the hard work they have contributed and he is expecting good things to happen in the future as they strive to achieve new record-setting levels; went on to say they were the recipients of a very generous donation from a Township Historian, Robert Griffin which is a marble bust of Edith VanBuren which is located in the reference room.

Purchasing Agent, Kevin Lynch - informed all that he has twenty-three years of experience with the Township of Teaneck; listed his credentials as well as information regarding previous employment; went on to say that there are two employees in the Purchasing Department, whereas in past years the Department employed three individuals; spoke about Simona Casian-Sirbu, his assistant; gave a description of Ms. Casian-Sirbu's background; informed all present that she is a very big asset to this Township; gave an in-depth description of his function as the

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Purchasing Agent listing his duties, some of which are as follows; contracts, bids, auctions, pay-to-play, processing purchase orders and requisitions; spoke about a request he received from the Health Department requesting the purchase of a skeleton.

Court Administrator, Jill Graham - stated that her staff consists of six dedicated, skilled professionals whose collective efforts ensure the court office is run effectively and accurately; in the year 2012 the Court Office processed more than 17,000 traffic tickets and approximately 700 criminal complaints; indicated that the Court Office generated over one-million dollars in revenue this year; further stated that Judge Young, Manager Broughton and Court Administrator Graham are presently working together to meet the demands of the auditor as well as to create cost-cutting measures for the tax payers.

Township Clerk, Jaime L. Evelina, RMC - Clerk Evelina advised that although her core duties are pursuant to statute, her Department serves as the "Hub of the Community", providing numerous services to the residents of Teaneck in the areas of parking decals, requests for government records, various licenses, advisory board applications, offers to purchase Township property, assessment searches, voter registration, etc., all while providing quality customer service and exercising positive relations in an effort to best represent the Municipal Corporation and the Township Council.

Chief Financial Officer, Christine Brown - indicated that she originally came on board on a temporary basis and after working with the staff from the Finance Department, the Manager, the Department Heads, Mayor and Council she then decided this was the place she wanted to remain; she thanked the Manager, the Mayor and Council for affording her the opportunity to become a Township employee; went on to list her credentials and accomplishments; spoke about her staff indicating that she is able to work very well with staff and other Department Heads and employees; she spoke about the Edmunds Software conversion and how she feels this will definitely benefit the Township; went on to talk about the analysis of the revenue collection system from all of the Departments; spoke about the Debt Management Plan and feels they have come up with an outstanding plan; looks forward to meeting the financial needs of the Township.

Manager Broughton thanked Issa Abbasi, the Executive Assistant for all of the work he has contributed regarding the budget and the presentation.

BUDGET DISCUSSION

1. Presentations.

Manager Broughton commended his management team, crediting them with greatly contributing to his success; he spoke about the existing management team operating as a positive, harmonious and productive group.

Mayor Hameeduddin reiterated on Manager Broughton's comments regarding the Township Department Heads and employees; thanked everyone for weathering through the storm; stated that he feels that Teaneck is the greatest place in the world to live and the Township employees make Teaneck a better place.

2. Manager's Proposed 2013 Budget.

Manager Broughton's 2013 Proposed Budget was presented with reference to the attached PowerPoint presentation.

ADJOURNMENT

D.M. Gussen moved to adjourn at 9:00 p.m. Seconded by Mayor Hameeduddin.

Roll Call.

In Favor: D.M. Gussen, C. Pruitt, C. Schwartz, Mayor Hameeduddin.

Opposed: None.

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Absent: C. Parker, C. Stern, C. Katz.