

**MINUTES OF THE BUDGET REVIEW MEETING OF  
THE TEANECK TOWNSHIP COUNCIL  
HELD IN THE MUNICIPAL BUILDING COUNCIL CHAMBERS ON  
THURSDAY, JANUARY 13, 2011**

Mayor Hameeduddin called the Open Session Meeting of the Teaneck Township Council to order at 7:32 p.m. and asked all those present to rise for the Pledge of Allegiance.

**ROLL CALL**

Present: C. Parker, C. Stern, DM. Gussen, C. Honis, C. Katz, C. Toffler, Mayor Hameeduddin.

Absent: None.

Also Present: S. Turitz/W. Rupp - Ferrara, Turitz, Harraka, & Goldberg, Esqs.; W. Broughton, Township Manager/Acting Municipal 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 OR PUBLIC INPUT ON ANY MATTERS ON THIS AGENDA**

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

None.

Mayor declared that any members of the public who wished to be heard come forward and state their names and address for the record. Comments were limited to five minutes per person.

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

There being no further persons who wished to speak, the Mayor to declare that the public comment portion of the meeting was now closed.

Mayor inquired whether a member of the Council wished to remove any item from the Consent Agenda and have a separate discussion thereon.

None.

**BUDGET DISCUSSION**

1. Presentation - Legal Budget

Mr. Stanley Turitz, of Ferrara, Turitz, Harraka and Goldberg P.C., thanked the Council and Manager for allowing him to present his legal budget. He discussed his firm's contract and its level of coverage to the Township including the following; billable hours and the billable rate; tort claim notices; coordination of all other legal matters with all necessary legal counsel; open insurance cases; process of risk management in conjunction with D&H Risk Management, Township Manager and Human Resource Director; number of cases involving General Litigation, Board of Adjustment/Planning Board, Labor Litigation, General Records Council, Grievances, Civil Rights litigation, PERC, AOL cases and Workman's Compensation; volume of tax appeal complaints locally and at the State level; and the volume of tax appeals compared to prior years.

C. Toffler asked about the level of funding budgeted yearly for the legal budget; and suggested budgeting more accurately based on recent years' legal expenditures.

Mr. Broughton responded that recent years have shown increases in spending over the budgeted amount in the legal budget, but the budgeted amount of \$875,000 is set as a goal each year.

C. Toffler suggested that rather than transferring funds at the end of the year from one account to the legal fund, the budget reflect a higher legal budget and a lower budget from which additional funds would have been derived to cover the legal budget.

Mr. Broughton explained that funding is used from respective accounts depending on the category of litigation; and further described items that are charged to the legal budget.

Mr. Turitz discussed the method of forecasting the legal budget regarding the types of cases presently open; and clarified the time of year when monies can be transferred from one fund to another.

DM. Gussen spoke about the decline in the legal budget from previous years.

2. Budget Review
  - a. Police Department
    - i. Code/Parking Enforcement

Mr. Broughton discussed salaries of the Police Department; staffing levels for uniform and civilians; and the operating budget of the Police Department.

DM. Gussen inquired about the total cost of the Police Department including group insurance and other costs associated with said department.

Mr. Broughton responded that a few departments will have a budget that includes the cost of their services prepared and distributed to Council.

Mayor Hameeduddin inquired about the increase in machine maintenance costs and the decrease in the amount budgeted for employee screening.

Mr. Broughton responded that under employee screening, and six more employees were budgeted compared to 2010.

Chief Robert Wilson responded that the increase in machine maintenance costs were attributed to the CODY system's increased maintenance costs.

C. Katz inquired about the number of auxiliary police officers and the maximum number of authorized auxiliary officers.

Chief Wilson reported that as per Ronn Goodman, the number of current auxiliary police officers is 10 with an authorized amount of approximately 16.

Mr. Broughton will be putting forward a proposal to hire full-time code enforcement officers/parking enforcement officers to enforce parking codes and codes for other departments. This item will be placed into this budget.

C. Katz and DM. Gussen supported this idea, and DM. Gussen supported the additional responsibilities afforded to Parking/Code Enforcement Officers.

C. Toffler discussed a resident's concern about inputting dash cameras.

Chief Wilson shared that this program would cost approximately \$10,000 to \$15,000 per vehicle with a possible \$250,000 layout to begin the process.

Mayor Hameeduddin asked Chief Wilson if GPS units placed in police vehicles would violate union contract stipulations.

Chief Wilson responded that dash cameras and GPS units are two separate items and would not violate union contracts.

Mr. Broughton advised that dash cameras were used in most vehicles but these cameras were funded by the Prosecutor's Office, and cut backs in funding ultimately resulted in their removal from our police vehicles.

C. Toffler inquired about the importance of the additional "dash cams."

Chief Wilson felt that dash cameras would benefit the town. Previous efforts found that accidental errors such as not turning on the audio or camera yielded no recording.

Mayor Hameeduddin asked Chief Wilson which towns currently use dash cameras in Bergen County.

Chief Wilson responded that a group of towns are utilizing said cameras and he could not list them from memory.

DM. Gussen discussed the process of the Public Safety Director and C. Toffler's proposed idea at the time of eliminating the Deputy Chief's position as a cost-saving measure. He asked what the savings and impact would be if the position of Deputy Chief was eliminated.

Mr. Broughton responded that the savings of a Deputy Chief at this time would be the cost between the various ranks. The position is not occupied, and Mr. Broughton raised a concern of eliminating said position given the size of the Department and the need of someone to be second in command. He remarked that even the structure of the Public Safety Director included someone to be second in command.

C. Katz commented that C. Toffler's prior comments regarding the elimination of the Deputy Chief Position was for both the Police and Fire Department.

C. Toffler responded that the position of Deputy Fire Chief could not be eliminated in the Fire Department.

Mayor Hameeduddin asked if there was enough support from Council to eliminate the Deputy Chief position in the Police Department.

C. Toffler requested a talk with Chief Wilson to see if the Deputy Chief position could be eliminated. She requested for the time being that the structure be kept as is, but the position not be funded.

Mayor Hameeduddin clarified that the position was either to be funded in the budget or eliminated.

C. Toffler responded that she would support eliminating the position.

DM. Gussen and C. Katz supported removing the position of Deputy Chief.

Chief Wilson raised concerns of removing the position, which is outside of collective bargaining, and he reported that this makes a difference in the individual's accountability, job duties and more. He felt that this issue should not be voted on and should be left as is.

Mayor Hameeduddin attempted to clear the votes for the position, and there were not four votes in favor of the elimination of the Deputy Chief's position.

C. Toffler re-considered her position and did not want to eliminate the position. She felt there was no reason to raise the issue at this point and asked to keep the money available for the position.

C. Parker commented that she did not want to see the same situation of eliminating positions as was the previous case with the Fire Department which caused the Township to have to go before

the Civil Service Commission to reinstate positions that were previously cut. She recommended that this idea be properly studied and be in the realm of positions that officers are serving in.

DM. Gussen discussed the number of sworn officers and supervisors; the ratio of sworn officers to supervisors at an almost 2 to 1 ratio; and discussed the nature of the department as top-heavy.

Chief Wilson clarified statistics mentioned by DM. Gussen and referred to them as misleading. He discussed the need for supervisors in the motor patrol; staffing levels for each shift and supervising officers reporting with patrol officers; and the staffing level for various calls for service.

Mayor Hameeduddin asked if the current Police Table of Organization was the same table going back to 1993 when the Township's Table of Organization was studied by the State.

Chief Wilson responded that the Table of Organization has remained the same for some time; and advised that former Chief Giannone had increased the number of Sergeants in 1993 or 1994, and the study by the State related to supervision in the field at any given time.

Mayor Hameeduddin spoke about prior discussions of the Council and Police Chief regarding increases in machine-operating costs and employee screenings.

C. Toffler was comfortable with the Police Department's operating budget and informed that she received clarification on certain items at the November 2010 public meetings with the Manager and respective Department Heads.

DM. Gussen requested further clarification on the rise in costs for machine maintenance.

Chief Wilson will research the budgeted item of maintenance costs and report back to Council at a later date.

DM. Gussen inquired about the requirements of offering meals to prisoners.

Chief Wilson responded that this is regulated by the standard of the Department of Corrections. If the prisoner is present at the time of a meal, they are fed accordingly.

Mayor Hameeduddin sought clarification from Chief Wilson about the budget item "outside costs."

Chief Wilson responded that these are costs for the repair of the HVAC system or emergency items that require the expenditure of funds outside of the normal day-to-day expenses. If an item was to break down such as a copier, this account would be where the money is taken to fix said item.

C. Katz asked about the budget item "Chaplain Expense."

Chief Wilson reported that this item was previously cut out by past Managers but is currently trying to be reinstated.

DM. Gussen asked what the funds for this item would include.

Chief Wilson replied that expenses would include uniforms and seminars as a few possibilities.

C. Honis asked if a Chaplain was present in the Department.

Chief Wilson answered that a Chaplain is present in the Police Department.

- b. Engineering Department
  - i. Street Sign Improvements

DM. Gussen asked to confirm if Engineering is part of Public Works, given the lack of an operating budget.

Mr. Broughton confirmed that most of the Engineering budget is the Capital Budget and any operating expenses are part of Public Works.

Mr. Broughton discussed the authorized strength of the Public Works Garage, Maintenance Department, and Public Works and Engineering Department.

C. Katz felt that professional affiliations and travel should be scaled back, as requested in years past. He also felt that there were too many miscellaneous items in the budget.

Mayor Hameeduddin remarked that in his experience working on the budget, Council budgeted for professional affiliations and travel but the employee would have to submit a report detailing where they went and what occurred at seminars.

Mr. Broughton stated that this policy was meant for those serving on boards who were enrolling and sitting in training seminars for board members.

Mayor Hameeduddin replied that this policy was meant for all departments, and no reports have been submitted to date. He further added that professional affiliations allow employees to increase their knowledge in their field.

C. Toffler felt that professional affiliations should be detailed and specifically documented for departments.

DM. Gussen commented that the budgeted amounts for professional affiliations and travel should be tallied for all departments and included in a budget detailing the total cost of services and programs run by the Township. DM. Gussen also noted that Council could decide to have employees invest in their own careers by cutting funds from the aforementioned line items.

C. Katz asked for the Manager to provide the total amount of professional affiliations, travel and subscriptions for Township employees.

Mr. Broughton inquired if Council wanted to continue discussions about the street sign improvement program.

DM. Gussen and C. Katz commented that this program was instituted in the past, and some streets have already had signage replaced.

DM. Gussen requested clarification about the payment for the December 26, 2010 storm.

Mr. Bianchi, CFO, responded that the storm will be paid under the 2010 budget.

DM. Gussen asked about the amount of snow that \$230,000 budgeted for snow removal will cover.

Mr. Wilson, Director of Public Works, responded that the \$230,000 budgeted amount is dependent on the amount of snow we receive and the amount of hours contractors work.

Mr. Broughton added that the December 26<sup>th</sup> storm resulted in \$50,000 being spent on contractors to help remove snow.

DM. Gussen asked about the cost of snow under heavy or light conditions.

Mr. Wilson responded that each storm takes the same amount of time per inch to plow and costs approximately \$10,000 per inch.

DM. Gussen remarked that residents have shared positive feedback regarding the swift removal of snow in recent years, and he would like to understand the process better.

Mr. Broughton spoke about the process by which the Department of Public Works prepares for snow storms by calling in workers ahead of time and deploying said employees in advance.

C. Parker asked about the decrease in the line item for contractor employees.

Mr. Broughton responded that the amount was decreased, as \$50,000 was cut out of the budget for contractor costs under the tree planting program.

C. Katz asked how the revenue or bill is calculated for plowing the County roads.

Mr. Wilson responded that the Township charges \$90 per hour to plow County roads and sends the County a voucher to be signed and returned for payment.

Mr. Bianchi spoke about the Snow Removal trust fund created in 2002 by Ryder resolution. The fund he noted was not funded since 2004.

DM. Gussen asked if the trust fund money was for the purpose of snow removal only.

Mr. Bianchi confirmed that the money was only for the purpose of snow removal related expenses; spoke about the fund not being funded since 2004; and gave the balance of the Snow Removal Trust Fund.

Mr. Broughton advised that the Council may have to utilize funding from the Snow Removal trust fund so as to not overspend from the 2011 budget.

C. Katz asked if the Township will be reimbursed for the December 26, 2010 storm.

Mr. Wilson responded that the paperwork for reimbursement has been submitted.

Mr. Broughton advised that reimbursement requests were submitted to Bergen County OEM, and the Township may receive funding in 2011 for this storm.

C. Katz questioned the categorization of such money.

Mr. Bianchi advised that the money would be added to the Snow Removal trust fund.

C. Katz asked if a print out of the Snow Removal trust fund account was included in the budget.

Mr. Bianchi responded that the account is not included in the budget because it is a trust account and not a budget account.

DM. Gussen remarked that this was his first time hearing about the Snow Removal Trust Fund in his five years on Council.

Mayor Hameeduddin asked if the funds in the Snow trust fund are invested.

Mr. Bianchi responded that the monies in the trust fund remain in a trust fund, and are not invested and shared; that the trust fund has been kept intact; and would be used only for major storms.

Mayor Hameeduddin asked whether storm-related costs can be covered by the snow trust fund.

Mr. Bianchi responded that the fund can only be used for snow-removal expenses.

C. Katz inquired about the guidelines for using said trust money.

Mr. Bianchi responded that the guidelines are spelled out in the Dedication by Ryder resolution passed by the Council in 2002.

DM. Gussen inquired about other Township trust funds.

Mr. Bianchi responded that the Township has a Self Insurance trust fund, a Worker's Compensation trust fund and a Recycling Trust Fund, along with the Snow Removal Trust Fund.

Mr. Bianchi will provide a copy of the resolution authorizing the Snow Removal Trust Fund and a print out of the balance for each year the fund was used.

Mayor Hameeduddin asked if a recycling grant was submitted to the Department of Environmental Protection, as he received a congratulatory phone call informing him of a \$66,000 DEP Recycling grant earlier.

Mr. Wilson responded that Public Works applied for the grant and does so on an annual basis.

DM. Gussen spoke about the Snow Removal trust fund and a philosophical decision to plant trees; and therefore, reduce the snow removal budget, given the likelihood of reimbursement from the County.

Mr. Broughton responded that the trust fund has \$400,000 dollars saved in the event of a harsh storm, and advised that the December 26, 2010 storm brought 19 inches of snow cost in the amount of \$40,000.

Mayor Hameeduddin requested that the Council review the Capital budget at this time.

Mr. Broughton discussed the total amount budgeted in the Capital Improvement Fund; various items and their funding through the budget or through bonding; and various projects.

C. Katz inquired about the street improvement and parking lot improvement by American Legion Drive.

Mr. McKearnin, Township Engineer, advised that the improvement to Beverly Road was completed.

C. Katz suggested that parking meters be placed around the Queen Anne Road and DeGraw Avenue parking lot. He also inquired about the status of parking meters for the DeGraw Avenue and Queen Anne Road Parking lot.

C. Parker requested this item be placed on a future agenda.

C. Katz requested the results from the Pilot Parking Program on Teaneck Road and State Street.

c. Department of Public Works

This item was removed from the agenda and will be discussed at a later budget meeting.

d. Other Various Budget Accounts (tentative)

This item was removed from the agenda and will be discussed at a later budget meeting.

3. Capital Budget Review

Mr. Broughton discussed storm drainage improvement locations; HVAC work on the Library and Police Department; sanitary sewer replacement for Winthrop Road and possibly Grant Terrace; Votee Park Drainage; Sagamore Park; Sanitary Sewer Work for various locations; resurfacing for various locations; equipment added to Dr. Martin Luther King Park; Amman Park tennis courts; Votee Park roller hockey rink; public works and engineering studies; renovation of public buildings; Fire Department vehicles (SUVs); holster replacements; 9-1-1 equipment replacement; and radio equipment upgrades.

DM. Gussen requested usage statistics for the Votee Park hockey rink.

Mayor Hameeduddin asked Councilmembers to email the Manager any questions so that the Manager could prepare information to be available for the next meeting.

Mr. Broughton discussed the software written by former CFO, Mr. Frank Danis, and what budget accounts it includes and does not include in the budget.

DM. Gussen suggested moving to Microsoft Excel for future budgets.

Mr. Broughton clarified that the program former Mr. Danis created integrates with the AS 400 software.

DM. Gussen further discussed the need to switch to Microsoft Excel for future budgets because of the phase out of the AS 400 software.

Mr. Broughton did not agree that the software was being phased out, at least not in the financial world.

Mayor Hameeduddin added that the request to obtain the total for all professional affiliations and travel and all miscellaneous costs was not an impossible task.

Mr. Broughton replied that said numbers will be made available to Council.

C. Parker suggested that the line item miscellaneous be itemized.

Mr. Broughton responded that certain items in each department cannot be categorized and are therefore categorized as miscellaneous.

### **ADJOURNMENT**

Councilmember Parker moved to adjourn at 9:13 p.m. Seconded by Councilmember Stern and carried by the following vote:

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

Opposed: None.

Absent: None.