

TOWNSHIP OF WASHINGTON, WARREN COUNTY

Budget Meeting
February 28, 2009

The budget meeting of the Washington Township Committee was held this date in the Washington Township Municipal Building located at 211 Route 31 North, Washington, N.J. The meeting was called to order at 9:04 a.m. by Mayor Samir Elbassiouny.

SUNSHINE LAW COMPLIANCE - The Mayor noted that this meeting was being held in compliance with the Open Public Meeting Law of 1975 in as much as a notice had been published in the Star Gazette, transmitted to the Express Times, posted at the Municipal Building and a copy is on file in the Clerks Office. This agenda is subject to change by order of the Washington Township Committee before and/or during the scheduled meeting.

ROLL CALL: Elbassiouny, present; Horensky, present; Kovacs, present; Mueller, present; Strunk present. Mary Ann O'Neil, Township Clerk, Peter de Boer, Certified Public Works Manager, Barbara Emery, CFO, and Dave Evans and John Mooney, Auditors were also present.

SALUTE THE FLAG

ORDINANCES

Horensky made a motion to introduce, on first reading, Ordinance 09-06, Ordinance Amending, Revising and Supplementing Chapter 23 of the Code of the Township of Washington, Entitled "Officers and Employees", Article IX Entitled "Assistant Municipal Superintendent of Public Works," Kovacs seconded. ROLL CALL: Horensky, yes; Kovacs, yes; Mueller, yes; Strunk, no; Elbassiouny, yes. The Mayor asked if there was any discussion. Strunk asked if de Boer had submitted anything detailing, with justification, on this. De Boer had said his job has changed and Strunk wanted to know what additional duties he has taken on to justify this. The Mayor said, basically, they are in the process of promoting de Boer on a temporary basis for a year as Acting Administrator. This would allow somebody from the road department to move up and take over some of the responsibilities that de Boer cannot handle. Strunk would like to know what their responsibilities would be, submitted in writing. The Mayor said it had been done, in writing, from Lavery. Strunk said he was unaware and had not been copied on this. The Mayor said he would see that Strunk received a copy of Lavery's letter. de Boer said he feels strongly they are at that point, with somebody taking courses at Rutgers, if something was to happen to him there would be somebody to step in for the position. As far as what he will be doing, the best job description is found in the ordinance itself on exactly what he will be doing. The words are taken from ordinance and have been reviewed by Lavery. It tells, in detail, exactly what he would be doing. It comes straight from Rutgers, he will be assisting municipal superintendent of DPW, planning, organizing, directing programs and activities of DPW and may assist in any and all programs of DPW activities, facilities and other related duties. He would be assisting in all areas of the DPW. The Mayor said the Assistant Municipal Superintendent will also be coming out of the union. Strunk said there should be a time analysis submitted by de Boer of what the time entails, so they get a job description of present duties are and what the new duties are. He would like a detailed description of just what the person in the new position would do. The Mayor said that de Boer could provide this information. de Boer said he has a very detailed version of his duties and what the new person's duties would be. Strunk said, at the last meeting, de Boer had stated his duties had greatly changed, he was interested in exactly how his duties had changed. de Boer said, if he becomes Acting Administrator, then he would have to be relieved of the day to day operations. Strunk asked when this had been discussed, because this was the first he heard about de Boer's position. The Mayor said this had been discussed at the last meeting. Kovacs said de Boer's position would be under the direction of the Township Committee, which can be changed at any time. Strunk said he is not concerned with future, he is interested in the change in the job description. The Mayor said this is no change from ordinance introduced in November, basically similar, with modifications. Strunk said he is interested in de Boer's daily duties as Public Work Manager and the duties of the proposed Assistant Municipal Superintendent of Public Works Strunk said he wants to know exactly what this person is doing and how de Boer's duties have changed. He would like to see a time sheet from de Boer, on a daily basis, to see how things have changed. de Boer said he does not have a problem doing this, but why is this person being singled out to do this? The Mayor said that Strunk needs to know what is happening on a daily basis and this is a valid question. de Boer said he had also talked with Lavery on the issue of his tenure as Certified Public Works Manager and Lavery assured him the tenure would not be affected. de Boer asked this be made part of the record. The Mayor said the Assistant Supervisor will be a working supervisor, he will not be an administrator supervisor. He will not be sitting in the office giving directions, he will be on the road working with the other men.

ROLL CALL: Horensky, yes; Kovacs, yes; Mueller, yes; Strunk, no; Elbassiouny, yes.
Public Hearing and Second Reading will be Tuesday, March 17, 2009.

Horensky made a motion to introduce, on first reading, Ordinance 09-07, Ordinance to Amend an Ordinance Fixing the Salaries of the Officers and Employees of the Township of Washington, County of Warren, State of New Jersey, 2009-1, Mueller seconded.

ROLL CALL: Horensky, yes; Mueller, yes; Kovacs, abstain; Strunk, yes; Elbassiouny, yes.
Public Hearing and Second Reading will be Tuesday, March 17, 2009.

BUDGET DISCUSSION

Evans gave a report which stated that the 2009 budget, as presented, is at the tax levy CAP, the adjustment to the CAP's for added assessments has been estimated, as the Assessor's certification has not yet been filed, state aid

numbers are for 2008 and subject to change and the full pension liability numbers are included. If the deferral becomes law, this number could be reduced to \$130,729.00 and decisions have to be made as to how many new vehicles are to be acquired and how they are to be paid for.

Evans said, based on the work done at the last meeting the local rate will go up about 1.8 cents, a very modest increase to tax payer. This was based on same surplus as last year.

Kovacs asked if the property had closed on Asbury Anderson Road yet. The Mayor said it had not and a letter had just been written regarding this property. Kovacs said, then surplus did not include this number. The Mayor said the sale of the properties will be used to pay the debt down.

There was a brief discussion on, sometime in the future, going out for a road bond, for approximately \$5 million dollars to fix township roads. The roads would be prioritized in the way they were fixed. de Boer said he would still need the \$100,000.00 kept in the budget for tar and chipping and patching as needed, to extend the road with a useful life. de Boer would like to sit down with Finelli, Township Engineer, to go over the roads to get an approximate cost and have as a project next year.

There was discussion on police vehicles. Evans said the police need two vehicles and de Boer said, if everything goes as planned, he would not need his work truck. He felt that the new assistant supervisor could really take it and the truck he used could be put in fleet and de Boer could get something new. The Mayor asked if there were any older 4 wheel vehicles that could be used for this, de Boer said no. de Boer said if he gets the additional position, he will not really need the truck. He would also like to replace one of the tractors \$45,895.00. He did a presentation on the tractor he would like to replace. There was discussion on replacing tractor and 2 specialized police vehicles. Kovacs made a motion to move leasing of vehicles inside cap for two police vehicles, move out into capital, anticipate an ordinance to cover five year loan for 2 special police vehicles and tractor, no second was received. Motion died.

The Mayor made a motion that \$120,000.00 be taken out of surplus and put in the Capital Improvement Fund, to be used as needed for vehicles and replenished each year, Kovacs seconded.

ROLL CALL: Elbassiouny, yes; Kovacs, yes; Horensky, yes; Mueller, yes; Strunk, no.

Evans said you now have to adopt an ordinance to do it. Strunk asked if the police and de Boer have to bring estimates before the Committee before purchasing and he was advised yes. Strunk said a memo should go out advising the procedure to buy the equipment. Evans said some municipalities have issued a memo, which states if you purchase equipment which is not in budget and not approved by committee, they have to pay for it themselves. Strunk made a motion that all departments must go through CFO to make sure there is money for purchases to do specified purchase and purchase orders issued, so they can replenish accounts when low, Mueller seconded.

ROLL CALL: Strunk, yes; Mueller, yes; Horensky, yes; Kovacs, yes; Elbassiouny, yes.

BUDGET MEETING CHANGE

Strunk made a motion to cancel the Budget Meeting of March 14, 2009 at 9:00 a.m., Kovacs seconded. All were in favor.

Strunk made a motion to set up the next Budget Meeting for Saturday, March 21, 2009 at 9:00 a.m., Horensky seconded. All were in favor.

CHANGE IN ECONOMIC DEVELOPMENT COMMISSION

The Mayor said he has assigned the Warren County Chamber of Commerce as the Economic Development for the Township. Strunk made a motion that this be done, Mueller seconded. All were in favor.

PAYMENT OF BILLS

Horensky made a motion to approve the bills, Strunk seconded.

ROLL CALL: Horensky, yes; Strunk, yes for the ones he signed; Kovacs, yes; Mueller, yes. Elbassiouny, yes.

PUBLIC COMMENTS

Nobody from the public wished to be heard.

OTHER

de Boer said he has been bringing in the IT person to do work at the new building. There is really no money put aside to do this. They will need about \$10,000 to cover this line item. He will work with the CFO on taking amounts from all budgets. The Clerk was to issue a memo advising that the only contact person to call out the IT

person would be de Boer.

Mueller said, as liaison to Code and Construction, he is aware the technical assistants are working more than 20 hours a week. According to the resolution, they were to work 20 hours. All time sheets are approved by Chris Rose, Construction Official, but Mueller questioned as to whether this should be happening. Some of the time is overlapping, which was also not supposed to happen. The Mayor said they should not exceed the 20 hours per week, only if emergency or one is out and there should be no overlapping at all. Mueller, as liaison, is to pass this information on to Code and Construction.

Mueller also asked, when part time employees attend classes, should they be paid. The Mayor said, if they are in training, they should be paid. If they work for another municipality, the fees should be split. The CFO asked if she attends a class, could she be paid? She is salaried in Blairstown and it was the consensus of the Committee that she would get paid for 50% of the hours.

Strunk made a motion to approve Resolution 09-043 to go into Executive Session at 12:06 p.m. on contractual issues and police service with Washington Borough and Oxford Township, Mueller seconded. All were in favor.

The doors were opened. Horensky made a motion to come out of Executive Session at 1:20 p.m., Elbassiouny seconded. All were in favor. The Mayor advised there had been discussion on contractual issues and police service with Washington Borough and Oxford Township.

There being nothing further to come before the Committee, Horensky made a motion to adjourn at 1:21 p.m., Elbassiouny seconded. All were in favor.

Respectfully submitted,

Mary Ann O'Neil RMC/CMC/MMC
Township Clerk