

## TOWNSHIP OF WASHINGTON, WARREN COUNTY

Budget Meeting Minutes  
October 29, 2011

The budget meeting of the Township Committee was held on this date at the Washington Township Municipal Building, 211 Route 31 North, Washington, N.J. The meeting was called to order at 10:05 a.m. by Mayor Samir Elbassiouny.

SUNSHINE LAW COMPLIANCE – The Mayor noted this meeting is being held in compliance with the Open Public Meetings Law of 1975 in as much as a notice has been published in the Star-Gazette and transmitted to the Express-Times, posted at the Municipal Building and a copy is on file in the Clerk's 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; Finke, present; Kovacs, present; Marks, present  
Klingel arrived at 10:30 a.m.

### STAFF PRESENT

Anna C. Godfrey, Acting Township Clerk; Peter deBoer, Township Administrator/Certified Public Works Manager; Dave Evans and John Mooney, Municipal Auditors; Kevin McCarthy, CFO; Chief McDonald, Lieutenant Cicerelle, and Joseph Rossi, Construction Official

### SALUTE TO THE FLAG

### 2011 BUDGET DISCUSSION

Mayor Elbassiouny stated the purpose of this meeting is to get an overall position of the 2011 budget and see where we need to be for the 2012 budget. He turned the meeting over to the CFO and auditors. K. McCarthy feels an area to focus on is departmental accountability and stated he previously met with all department heads. He provided the Committee with an overview of the current budget status, a comparison of prior years, and a forecast of 2012. He discussed the budget and forecast with the Committee and Mr. deBoer. Mayor Elbassiouny requested the donation to the Rescue Squad be put back into the budget. Mr. Kovacs questioned if the money received for the old municipal building could be used to pay down the debt. D. Evans suggested placing the money in a type of reserve account giving the Township flexibility to use it as the Committee decides. As a next step, K. McCarthy will fine tune the spreadsheet and work with the department heads to prepare a transfer resolution for the November meeting, including an explanation as to why each line item needs to be transferred. Mr. deBoer will work with K. McCarthy and speak to the department heads about a wish list for the next few years.

As the Township's mechanic is out on disability, the Committee discussed hiring a part-time temporary mechanic with Mr. deBoer. A motion was made by Kovacs, seconded by Klingel, to approve Resolution 11-147, Resolution to Authorize and Approve Salaries and Wages for Certain Employees (William DiMarco).

ROLL CALL: Kovacs, yes; Klingel, yes; Finke, yes; Marks, yes; Elbassiouny, yes

Mr. deBoer solicited quotes for phone service and provided the Committee with a copy of the quotes. He recommends using the JDM group with Comcast as the service provider. The Committee discussed the different options and the cost savings to the Township. Mr. deBoer also recommended purchasing the phones outright, pending availability of funds in the 2011 budget, in order to help next year's budget. Mayor Elbassiouny agreed. Mr. Klingel noted the new phones should be IPV6 compatible. A resolution will be prepared for the November meeting, pending availability of funds.

### PUBLIC COMMENTS

A motion was made by Klingel, seconded by Finke, to open the meeting to the public. All were in favor. Hearing no one, a motion was made by Klingel, seconded by Finke, to close the meeting to the public. All were in favor.

### EXECUTIVE SESSION

A motion was made by Klingel, seconded by Marks, to approve Resolution 11-148, Resolution Authorizing Executive Session for a Meeting Not Open to the Public in Accordance With the Provisions of the NJ Open Public Meeting Act, N.J.S.A. 10:4-12 at 11:45 a.m. All were in favor. Mayor Elbassiouny explained the Committee will be discussing the police contract with Oxford and possible personnel issues. No action will be taken during Executive Session.

Mayor Elbassiouny left the meeting during Executive Session.

A motion was made by Kovacs, seconded by Finke, to come out of executive session. All were in favor. Deputy Mayor Klingel stated the Committee returned from Executive Session at 12:40 p.m. The Committee discussed the police contract with Oxford and a personnel issue. No official action was taken. Copies of these minutes will be available at such time the Committee determines there is no harm to the public interest.

A motion was made by Kovacs, seconded by Marks, to hire Theresa Capriccio on a temporary basis effective November 1, 2011.

ROLL CALL: Kovacs, yes; Marks, yes; Finke, yes; Klingel, yes

ADJORNMENT

Hearing no further business to come before the Committee, a motion was made by Kovacs, seconded by Marks, to adjourn the meeting at 12:45 p.m. All were in favor.

Respectfully submitted,

Anna C. Godfrey  
Acting Township Clerk