
TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Governing Body Special Meeting
Date of Meeting: February 20, 2014
Time of Meeting: 6:30 P.M.
Minute Page No: Page 1 of 7

Mayor Bettina Bieri called the Special Meeting of the West Milford Governing Body to order.

Adequate Notice Statement

Mayor Bieri read the following statement:

Please note that in accordance with Chapter 231, Public Laws of 1975 of New Jersey, adequate advance notice of this special meeting was published in the Herald News on February 9, 2014; copies were provided to the Record, Star Ledger, Suburban Trends and posted continuously on the bulletin board in the main corridor of the Town Hall and on file in the Office of the Township Clerk.

Please also make note of all fire and emergency exits – located to the left, right, and rear of this room - for use in case of an emergency. Thank you.

Pledge of Allegiance

Mayor Bieri led all in attendance in a salute to the flag.

Roll Call

Present: Councilmembers Ada Erik, Michael Hensley, Vivienne Erk, Michele Dale, Luciano Signorino, CarlLa Horton, Mayor Bettina Bieri.
Absent: None.
Also Present: Interim Township Administrator Robert Casey, Township Clerk Antoinette Battaglia, Timothy Ligus - Construction Official, Mike Fitzpatrick - Health Officer, Jayme Mulhern - Director of Community Services & Recreation

Agenda No. II

Purpose

Review of the proposed 2014 Municipal Budget.

Formal action may be taken at this meeting.

Agenda No. III

Review of 2014 Municipal Budget

Overview – Interim Township Administrator Robert Casey advised that the Council will meet with three department and/or division heads this evening to discuss their respective budget requests.

Construction & Planning – Construction Official Tim Ligus addressed the Council. He explained the functions of the department advising that the construction staff works with the State uniform construction code. He said the budget request has not changed much this year. He said that fees cover costs in this department. In 2013, the department’s revenue was \$378,000 which is \$27,000 more than the related costs. He said he is requesting an opportunity tonight to speak to the Council about vehicles.

Mr. Ligus advised that multiple departments within the Township are in dire need of vehicles. He noted that vehicles are generally rotated from the police department to other departments. When they are rotated they come with high mileage often over 100,000 miles. With such high mileage along with the wear & tear, these vehicles cost a lot of money to maintain. Mr. Ligus asked Council to consider two options he proposes to minimize costs and meet the vehicle needs of various departments.

Noting that the police department generally receives an annual appropriation for new vehicles, he asked if the Council would increase that appropriation to allow for the purchase of two additional vehicles for the police department. That would mean that older vehicles could be rotated into the municipal fleet with lesser mileage, possibly around 80,000 miles.

His second option would be for the Council to approve an appropriation to allow departments to purchase fuel efficient smaller vehicles similar to the Ford Focus assigned to the Administrator’s office. This would reduce fuel & maintenance costs while increasing efficiency and would create the ability to sell the older, less efficient police vehicles when they are taken out of the police fleet. Such a sale would offset the cost of the newer vehicles. He estimates the cost for a small, fuel efficient vehicle to be about \$14,000.

Councilwoman Dale asked if there has ever been an analysis of the cost of vehicle maintenance and Mr. Ligus replied that he believed the mechanic may have done something like that last year. Mr. Casey said he will check tomorrow and determine if that has been done with non-police vehicles. Councilwoman Dale suggested that if we have not previously tracked this information we may want to going forward. Mr.

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Governing Body Special Meeting
Date of Meeting: February 20, 2014
Time of Meeting: 6:30 P.M.
Minute Page No: Page 2 of 7

Ligus said of the last batch of vehicles from the police fleet, two are going right to junk. He said that police vehicles use a lot of fuel but the Ford Focus uses very little. He said this not simply a matter of cost but one of inefficiency & manpower. On average one to two vehicles break down in a week and need repair. Mr. Casey said the two vehicles that were junked were in such bad condition they could not be safely rotated into the fleet. Councilman Signorino said the Council got a list last year of vehicles with mileage and Mr. Casey will provide an updated list.

Councilwoman Dale noted that Councilwoman Erik had previously asked for an equipment list to no avail. Mr. Casey said that when DPW comes before Council there will be a scary picture show because trucks were not pre treated and have rusted with salt. Mr. Ligus noted that the Township is limited with the amount of vehicle washing we can do with stormwater regulations. Mayor Bieri said she recalled Eric Miller commenting that there are car washing restrictions with DEP. Mr. Casey said there are some provisions that allow partial washing of the salting vehicles and he has staff reviewing yard space to determine if it is feasible. When the new salt shed it built it may be possible. The exclusion on washing, he said, is only for the winter months. Mr. Ligus said our insurance representative is in the process of trying to create a central process with the Wanaque Valley Regional Sewerage Authority as the lead agent for surrounding towns. Councilman Hensley asked if restrictions for a wash plant apply to the school district and Mr. Ligus replied that the BOE is exempt. Councilman Hensley said that could be a potential shared service and Mr. Casey said this topic will be addressed during the DPW presentation. Discussion ensued about the Ford Focus.

Mr. Ligus said everything is going well with the professionals associated with planning & zoning and he cannot identify any problems that he can highlight. Mr. Casey noted that appropriations are very close to expenditures. Mr. Ligus said he did request an increase in S&W for one person in planning. Mr. Casey said the amount reflected in the budget before Council includes some vacant positions which may not be ultimately funded. Mr. Ligus said the requested increase is \$2,200 for Denyse Todd. Mr. Casey said the Township has not had a land use administrator & one clerk for some years. They are reflected in the numbers but he will not ask to fund them. S&W in planning will be about \$125,000. Mayor Bieri said the total increase is \$7,000 for planning. Councilman Signorino asked if the environmental commission is working on more issues than usual for the bi-state commission and asked if there will be increased needs. Mr. Ligus advised that staff adequately takes care of the environmental commission needs now. Councilwoman Dale said that as she reviews the budgets with a two year history it appears that line item after line item we are seeking to appropriate monies that in prior years have not been spent. Mr. Ligus said budgets are cut to a bare minimum and that has been the trend for years. Mr. Casey said that the budget request for the construction department is generally staying status quo other than the request for cars and one requested salary increase. Mr. Ligus said the \$2,200 increase would mean that Ms. Todd would be promoted from a Clerk Typist to a Senior Clerk Typist.

2014 Health Department Budget Request – Health Officer Mike Fitzpatrick addressed the Council noting that he wants to make staffing requests for septic pumping, vehicles & facilities. Mr. Fitzpatrick said he echoes the comments made by Mr. Ligus about vehicles. He relayed an experience from yesterday when an inspector went on an inspection, got in the car to return & wipers were broken. It was frustrating, he said, and it happens often. In addition to the frustration he is concerned about safety & time lost. Councilwoman Horton said her car has 190,000 miles and is still functioning well because it has been properly maintained. Councilwoman Dale said the Council needs a comprehensive analysis of cars & the costs associated with each vehicle. Councilman Hensley said this is not the first time Council has heard these complaints & have asked for information. Mr. Fitzpatrick said if you buy a vehicle that lasts for 10 years you can be assured of reliability and would realize savings in time, efficiency & maintenance. Councilman Hensley agreed that it would be better to get high efficiency vehicles for other departments noting that police cars are heavily used before they go to the departments. Councilman Signorino said we also need to use the police vehicles. Mayor Bieri noted that in addition to the odometer readings, police vehicles are also subjected to significant idling time which also contributes to wear & tear and cannot be so readily quantified. Mr. Fitzpatrick said that inspectors are not always on the road, sometimes they have to go off road to conduct their inspections. He said he is asking to replace two existing vehicles including the animal control vehicle. Mayor Bieri asked if Mr. Fitzpatrick is asking for a full replacement or if he will utilize the caging & supplies from the existing ACO vehicle. Mr. Fitzpatrick replied that if we got the vehicle this year we would have to outfit it next year for about \$20,000. Mayor Bieri suggested that we could use existing caging & supplies from the current vehicle to a new vehicle. Councilwoman Horton said with proper maintenance vehicles can last longer to which Councilwoman Erik noted that the departmental vehicles are coming via the police department. Personal vehicles, she said, they are broken in gentler.

Mr. Fitzpatrick said he is seeking capital funds to improve the nursing area and make it more sanitary. He understands that there is a potential move in the near future. While he doesn't want to interfere with that, there is a need for a proper layout & location for these vital services. He is raising the issue because it is important. Mayor Bieri confirmed that there are potential plans for a move. The proposed plan would have dedicated nursing areas. Councilman Signorino asked why we are providing these services and

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Governing Body Special Meeting
Date of Meeting: February 20, 2014
Time of Meeting: 6:30 P.M.
Minute Page No: Page 3 of 7

asked if these services be duplicated by someone else if we don't offer them. Mr. Fitzpatrick said that the State Department of Health demands that you provide certain services primarily to residents with limited incomes, no insurance and other needs that require medical care. He explained the clinics that promote and provide for health care to people who are under served and under insured. The care provided is primarily basic care for young children. It provides for early intervention to provide for a healthy population long term. Councilman Signorino said he would like to receive an analysis of such services the Township provides for free.

Public Health – Nursing – Mayor Bieri agreed that Mr. Fitzpatrick should provide information to the Council that would clarify which services are mandatory and which are optional. Mr. Casey said that in the nursing budget Mr. Fitzpatrick is recommending a change to personnel. Mr. Fitzpatrick said he is asking for a clerical person in the nursing division. He reviewed staffing from prior years. Staff has been reduced at a time when DEP regulations have increased and the septic pumping ordinance is voluminous. He thought it was understood that help would be provided. There is 2.5 years of failure to input septic information and that work is just about done but there is still a backlog. The process now requires reviews and septic inspections. He said that staff spends a lot of time with contractors. He is asking for an additional person for 21 hours per week. He has a part timer that he would like to see become full time and then hire an additional part timer for 14 hours. Councilwoman Dale asked Mr. Fitzpatrick to provide the estimated costs for both options. Mr. Casey said 21 hours equates \$23,000 annually but when you convert from part time to full time you may have to provide benefits at about \$23,000 in addition to salary. Councilman Signorino said the septic ordinance is burdensome. He asked if we can change the ordinance, achieve the goal but reduce the burden adding that, in his opinion, it is not enforceable as it is written. Mr. Fitzpatrick said that hundreds of people do comply with the ordinance. He suggested that the Council adopt a policy to educate rather than seek to legislate with enforcement provisions. He said he will be happy to give input into amendments to the ordinance to achieve that goal. Mr. Fitzpatrick said that many residents incorrectly believe that systems will be inspected for lake contamination which is not the purpose of the ordinance. Mayor Bieri recalled that when the ordinance was adopted the Council asked the prior director if staff would be needed and Council was advised that current staffing could handle additional workload. She asked if there is a computer program that can handle the process. Mr. Fitzpatrick said that spatial data can potentially handle that. His office is about to send out notices and he suggested that rather than enforcement, people be sent reminders. He said that there is a ripple effect where time has to be spent on calls when notices go out and DEP regulations changed in April. Councilman Signorino said that many systems will fail and he questioned where people will get the money for repairs. Mr. Casey said the issue is clerical needs in the health department. Councilwoman Horton said the staffing request will cost between \$23,000 & \$43,000 and she asked how much of that cost is attributable to maintaining the septic pumping ordinance. Mr. Fitzpatrick estimated about 40%. Mayor Bieri calculated that to be about \$8,000. Councilwoman Horton said it appears that the Health Officer is saying that the septic ordinance will not accomplish its goals. Mayor Bieri said the purpose of the ordinance is to increase maintenance and that appears to be happening. Mr. Fitzpatrick said he would like an opportunity to review the ordinance & make a recommendation for amendments rather than have the Council rescind it altogether.

Vital Statistics – Mr. Fitzpatrick said there is no real change in this budget request. We engage these services through an interlocal agreement with Bloomingdale with support from Township staff. It appears to be very seamless. He said revenue is \$23,000 and there is \$27,000 in expenses.

Environmental Health – Mr. Fitzpatrick said he is recommending adding one REHS due to the volume of work in the department as well as the complexities of state law changes as of April last year. These changes have resulted in a need to expend more time for inspections & review. He is requesting this as a preemptive strike against the backlog that will occur in spring, summer & fall. He reviewed prior year's staffing levels which were far greater than now. With the Highlands Act it was thought volume would decrease but it has actually increased due to repairs. With one more person on staff that person he expects to avoid delays in the process. He could do that by increasing services provided by Bloomfield for an increase of \$15,900 to the existing contract. Councilwoman Dale said there is money in their budget because the history of expenditures versus appropriations indicates funds have not been spent. Mr. Fitzpatrick said the answer to the lab fees is that you don't know what to expect in a given year. Councilwoman Dale said she challenges him to go back to his budget to see if the money is already in there to cover the cost of the changes he is requesting. Mayor Bieri said she is looking into other potential options for REHS services and she is hoping to have options before budget decisions are made.

Building Standards Board – Mr. Fitzpatrick advised that, in his experience, this board is unique to West Milford. He reviewed the makeup of the board advising that they review houses that may need to be condemned. Mr. Casey said if you have a substandard house, neighbors want the Township to take action. The Building Standard Board takes action & places a lien on the property for the costs. To accomplish these goals the municipality must first budget the money. Councilwoman Erik said she is the Council liaison and she said the money expended gets restored.

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Governing Body Special Meeting
Date of Meeting: February 20, 2014
Time of Meeting: 6:30 P.M.
Minute Page No: Page 4 of 7

Animal control – Mr. Fitzpatrick said this budget request reflects no changes from last year.

Councilman Signorino asked Mr. Casey to send the Council the budget in electronic format.

2014 Recreation Budget Request – Mr. Casey noted that the Council has already reviewed open space grants. Tonight he and the Director want to review program costs versus revenues. There are programs for which the department is seeking volunteer assistance. Councilmembers Horton and Signorino noted that if there is discussion of the Township preschool they will have to recuse due to conflicts.

Councilwoman Dale asked why grant oversight has been shifted from CS&R to engineering. Mr. Casey said the CS&R Director is a social position. This town has been historically good at getting grants but weak at implementing them. He recommends giving implementation to engineering because assigning it to CS&R has not worked in the past. Councilwoman Dale questioned if Mr. Casey believes that in the entire history of CS&R it has not worked. Mr. Casey said that if you look at the track record, there have been problems getting work completed in a timely manner. He said the CFO is even trying to close out old grants where work was not done. He said Ms. Mulhern has been great at getting grants but he believes engineering will be better at implementation. He said that is typical in most municipalities. Mayor Bieri noted that the Township has hired outside engineering firms in the past. Mr. Casey confirmed that to be true but said they should interface with engineering. Mayor Bieri asked if the Township applied to the Passaic County Open Space Trust Fund for a grant last year. Ms. Mulhern said anything applied for was approved. She said grants for CYO & the coffee house phase II are both outstanding. Mayor asked if CS&R applied for a grant last year and Ms. Mulhern replied that her department did not apply last year. Councilwoman Dale asked why we did not apply last year and Ms. Mulhern said the Township had two open grants last year and the Council did not appropriate matching funds to approved grants. Councilwoman Dale objected to that logic noting that the Council was not consulted on whether or not a grant application would be submitted. Mr. Casey said the Director's decision is logical because Council was not matching funds. Councilwoman Dale said Council should always have the opportunity to apply for grants or arrive at the decision. Ms. Mulhern said she will be applying for grant funds for the TWA at Bubbling Springs and she said CYO is an important project. Councilman Hensley said the CYO potential is tremendous for the Township. The engineering alone if \$50,000. Mayor Bieri said that a \$100,000 project costs the municipality \$50,000 when funds are acquired from Passaic County. Ms. Mulhern said that RAC wants to accumulate open space funds rather than expend those on small projects. Mayor Bieri asked Ms. Mulhern to get the schematics to the Council along with recommendations from RAC.

Programs – Ms. Mulhern said many programs look like they generate revenue but that money is expended directly on the programs for teachers, etc. PRIDE preschool & movie night are the exceptions. Movie night was tried for the 1st time last year and it was a success even though it is expensive. She will solicit for funds but will not proceed if funds are not received. Mr. Casey said salary wages for programs is \$412,000. Of that \$412,000 - \$192,000 is paid by fees. The taxpayers support \$220,000 in the program budget for personnel. He said he wants Ms. Mulhern to talk about programs that do not sustain themselves.

Ms. Mulhern said that the appropriations under programs cover 15 salaries, 7 full time and 8 part time. She said she was charged with working toward making programs sustainable but salaries are a large component in making that task impossible. Mayor Bieri asked why the taxpayers are subsidizing these programs. Ms. Mulhern said there are 2 staff members who are in charge of programs along with other obligations. Councilwoman Dale asked if Ms. Mulhern has analyzed programs that are not generating revenue. Ms. Mulhern said she does not run programs that are not self-sustaining. Councilwoman Dale said salaries are disproportionate to revenue and that's just salary. Mayor Bieri agreed saying that these salaries are just for programs, they do not include the entire department. Ms. Mulhern said these salaries cover staff who work on PRIDE, seniors, preschool, day camp, office, etc. Cutting programs will not cover the costs of these staffing assignments. One person handles fields which is a large job. Ms. Mulhern said that we have a combined problem of high salaries and employees with significant tenure. Salaries range between \$54,000 and \$72,000. Mayor Bieri said that a rough calculation indicates that S&W in CS&R amount to over \$1 million. Councilwoman Dale said there is a big problem here when analyzing expenses versus revenue for optional programs. It is so disproportionate it is distressing. Councilman Hensley said eliminating preschool would be the only option that may realize a savings. Councilwoman Dale said the answer is not to just randomly cut programs. There is a big issue here, she said, a disconnect. She would like to know what the cost is to taxpayers. Programs must be analyzed to determine what is working what is not working and what other towns do. Only after indepth analysis can the Council determine what programs should be cut. Ms. Mulhern said cutting programs will not address the issues we have and Councilwoman Dale asked if Ms. Mulhern has analyzed job assignments and consolidated where appropriate. She asked if programs can be consolidated to create efficiencies. She asked if Ms. Mulhern has determined if programs could be restructured so that revenue increases. She said no one is suggesting a layoff but the Director should be capable of analyzing the entire department and recommending mechanisms to effectuate efficiencies. Ms. Mulhern said there have been savings through attrition and staff has assumed greater responsibility.

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Governing Body Special Meeting
Date of Meeting: February 20, 2014
Time of Meeting: 6:30 P.M.
Minute Page No: Page 5 of 7

Ms. Mulhern said she thinks there is a program that may need to be cut because of lack of transportation. The program is called Stage I and it is geared toward persons with disabilities. Councilman Signorino said that he would like to go through the programs one by one to understand their impact on the budget. Councilwoman Horton said the costs should be better reflected across various line items. For example if one person works on fields & programs, the percentage of that salary that goes to each function should be reflected in the appropriate salary account. Ms. Mulhern said that the municipality gets about \$11 per student per program. Mayor Bieri asked if Ms. Mulhern had researched the feasibility of increasing the program fees. Ms. Mulhern said that PRIDE has been in the red. In 2012 it was in the red \$31,391.51. She changed some things around and began fundraising, etc. In 2013 it was \$17,872.09 in the red. She increased the rate from \$11 per day to \$15 per day and she is proud of the improved financial condition of the program. Discussion ensued about the salaries for that program and Ms. Mulhern advised that the employees that run PRIDE are part time. Councilwoman Horton noted that appropriations went from \$70,000 to \$80,000 and Ms. Mulhern said that was to cover costs associated with extra duties performed by the main aide who was researching the potential of obtaining non-profit status for the program. It was hoped she would then apply for grants. She is now back to 4 days per week. Mr. Casey said the hourly rates are \$17.50 & one person at \$21. Councilwoman Horton said this program made an improvement and Mayor Bieri agreed commending the Director & her staff for this improvement.

Ms. Mulhern said the second example is preschool. Councilmembers Signorino & Horton recused. Ms. Mulhern said the Township has a preschool program that went from 80 – 28 students in 2 years. Last year Council agreed to continue the program when there were 69 students. She reviewed staffing levels which have been reduced by attrition but salaries increased. There are now two teachers with a S&W appropriation of \$56,938.92. Councilwoman Dale asked that each program be broken out and Mr. Casey said that cannot be done because the administrative effort is monstrous. The question being skirted around, he said, is how much the Council wishes to subsidize each program. Mr. Casey said recreation is a lost lead by 50%. Mayor Bieri said that the information has been requested time & again. Ms. Mulhern said she has been giving the mayor that information. Mayor Bieri said that successive directors have been asked to do these analyses for Council and she has not received that type of analysis from Ms. Mulhern. Ms. Mulhern said it is a moot point because, she said, you still have to have the staff. The CFO said that there are other functions in the CS&R department beyond programs. Ms. Mulhern agreed saying there is parks & maintenance. Councilwoman Dale said this can be managed if it is broken out by program but the information presented to Council is sorely deficient and they have not been provided information sufficient to make decisions.

Councilwoman Horton asked if there is any alternative for PRIDE to which Ms. Mulhern answered in the negative. Councilwoman Horton commended Ms. Mulhern for work done to reduce PRIDE costs and said she wants that program maintained for this community. She would like to see that type of analysis of other programs and noted that if it can be accomplished in PRIDE the Director should have no problem providing equal data for other programs. Ms. Mulhern said Stage I and Stage II are afternoon programs for the disabled. They go bowling and this activity requires transportation & 2 employees. PRIDE has a waiting list of 8 people. If expanded she would need to increase staffing and transportation costs. Council agreed that they would need a cost analysis of to provide direction. Ms. Mulhern said paratransit has refused to continue with Stage I with 2 and the employees who go to the bowling alley do so on overtime. Mayor Bieri asked if they are willing to do flex time. Ms. Mulhern said she asked and was told no. Councilwoman Dale said she cannot make any determination without the proper analysis & information. Councilwoman Horton said we could eliminate a program where there are 2 people being sent to accompany 4 people bowling. Councilman Hensley said the Council cannot do this program by program without information. Mr. Casey said the department needs a ratio to continue a program and Councilman Hensley said with a comprehensive overview & analysis of programs the Council can look at the big picture. Councilwoman Dale agreed adding that Ms. Mulhern continues to focus on individual programs while the Council needs to see a breakdown of each program. Ms. Mulhern said that the programs are mostly not large sums of money, salaries are. Councilwoman Dale said if that is the case the Director should provide the Council with an organizational chart of responsibilities & costs for the entire department.

Seniors – Ms. Mulhern said the only change she is proposing is adding \$5,000 because CASA used to give that amount every year to this program. The County will not longer allow that donation. Councilwoman Dale said there is a \$20,000 in salaries and another \$7,000 in expenses. Ms. Pordon explained salaries where \$40,000 is back-charged back to a transportation grant later in the year. The \$7,000 is the loss of the \$5,000 CASA and new programs which pay for themselves. Councilwoman Dale asked if the increased revenue offsets the increased expense.

Parks – Ms. Mulhern said the main issue is a request for personnel. She reviewed the request that was approved last year and a series of events that have left this position vacant. While the direction from the Council last year was to fill this void with a part time or seasonal employee, Ms. Mulhern is having difficulty filling the position and is seeking approval & funding for a full time person. Council said it may be worth \$400 to advertise in the paper to reach a greater number of people. Ms. Mulhern said a full time

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Governing Body Special Meeting
Date of Meeting: February 20, 2014
Time of Meeting: 6:30 P.M.
Minute Page No: Page 6 of 7

laborer at entry level would cost \$49,000 with benefits. Mayor Bieri said part time would be better as Council had previously agreed for this position. Ms. Mulhern said her current staffing level is low for this division. Councilman Signorino asked who does weed whacking in town. Ms. Mulhern said DPW does road work & her staff in parks does fields.

Parks capital request – Ms. Mulhern said she is asking for \$25,000 for field maintenance. The process would take the field out of circulation and properly care for it on a rotating basis. This has not been approved in recent years. Mayor Bieri noted that this technically should not be a capital expense. It should be funded in the operations. The Council agreed that this annual appropriation should be in the parks budget. Ms. Mulhern said RAC wants batting cages in town. Councilman Hensley said the RAC supports having batting cages and are asking for support for this. Mayor Bieri recalled there were batting cages at PAL in the past. Councilman Hensley said RAC is proposing there be batting cages at Hillcrest (2) & Bubbling springs (1). Councilman Signorino said this is something a private business should do in town. He is concerned about vandalization. Ms. Mulhern said she is requesting light towers adding that this is very important. If we lose the Presbyterian field we will need lights. The other tower we have now is not working leaving us with one which football uses on the field at Farrell. She said the broken one cannot be repaired because it is too old.

Celebration of events – Ms. Mulhern said this is combined with Memorial Day and includes the annual tree lighting, Halloween and the Easter Spring event. She is adding at no additional cost, to be covered with fundraising, other events. She listed the multiple events. Councilwoman Dale asked Jayme to track the events and analyze each event to ensure that adequate information is provided to Council at future meetings. Ms. Mulhern said the donations would go into a recreation trust account and then be transferred to a salary account to cover salaries & overtime. Discussion ensued about how trust accounts are handled. Ms. Mulhern said she is asking for \$3,500 additional for wreaths on light posts.

Memorial Day – Ms. Mulhern said that the Veteran’s have asked for help to offset bills for the upkeep of the park. She is requesting \$1,000. Councilwoman Erik said that park suffered damage during Sandy and Mr. Casey will look into that.

Bubbling Springs and day camp – Ms. Mulhern said she is not proposing many changes in this budget. Bubbling Springs, she said, was \$33,501 in the red. In 2012 it was \$16,600. Revenue was flat but expenses increased. She said there were major repairs where pumps were replaced, lifequard equipment purchased, and raises approved for life guards & counselors. Councilwoman Dale said the report should be consolidated into one page so that the Council can understand & follow. Council asked Ms. Mulhern to provide information about membership – how many people joined in 2012 and how many joined in 2013.

Day Camp – Ms. Mulhern said day camp revenue offsets Bubbling Springs costs. Day camp is profitable to the tune of about \$80,000 which results in an overall profit to the Township of about \$50,000. Councilwoman Dale said that salaries & overhead are calculated in there is a loss. Therefore the program is being taxpayer subsidized. She said these programs must be broken down & analyzed and Mr. Casey said that is very difficult. Councilwoman Horton gave examples of how it can be done. Various members of the Council expressed frustration that they are being told there is a profit when salaries & overhead have not been factored in and the programs ultimately are being significantly subsidized by taxpayers. They asked the Director to provide accurate and detailed information.

Hillcrest other expenses – Ms. Mulhern said the big difference here is a reduction in salaries. Mr. Casey said the lease is capitalized. Discussion ensued and the CFO said that will change. Ms. Goscicki said utilities are under separate accounts. Councilman Signorino asked that all the information be provided to Council in the appropriate spot so they can understand the costs & appropriations.

Recreation Administration – Ms. Mulhern said she added \$2,000 for overtime for the administrative assistant. Discussion ensued about brochure printing.

Councilwoman Dale asked for explanations in an Excel spreadsheet instead of separate memos. Discussion ensued about municipal appropriations for the transportation grant.

Agenda No. IV

Public Comments

Mayor Bieri opened the meeting to the public after advising that there is a five-minute limit for each speaker.

There being no comments from the public Councilwoman Erik moved to close the public portion of the meeting, seconded by Councilman Signorino and carried by unanimous voice vote.

