

**TOWNSHIP OF PARSIPPANY-TROY HILLS  
TOWNSHIP COUNCIL SPECIAL MEETING**

**March 31, 2012**

**Public Invited with Public Participation**

**MEETING CALLED TO ORDER by Council President Stanton at 10:30 a.m.**

<b>Roll Call:</b>	<b>Mr. Stanton</b>	<b>-</b>	<b>Present</b>
	<b>Mr. Cesaro</b>	<b>-</b>	<b>Present</b>
	<b>Mr. dePierro</b>	<b>-</b>	<b>Present</b>
	<b>Mr. Ferrara</b>	<b>-</b>	<b>Present</b>
	<b>Mr. Carifi</b>	<b>-</b>	<b>Present</b>

**OTHERS PRESENT:**

Mayor J. Barberio; J. Lim, Business Administrator; A. Geany, Secretarial Assistant to the Business Administrator

**FLAG SALUTE**

**PRESENT DURING PORTIONS OF THE MEETING:**

J. Collins, Director of Planning, Zoning and Construction; E. Corcoran, Construction Official; M. Downing, Technical Assistant to the Construction Official; M. D'Alessandro, Fire Official; R. Strechay, Director Municipal Utilities; P. Bober, Sewer Plant Acting Superintendent; J. Mancuso, Sewer Department Clerk Typist

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The agenda of this meeting, to the extent known, is as follows:

**Review and Discussion of the Mayor's 2012 Budget Recommendations**

**FORMAL ACTION MAY OR MAY NOT BE TAKEN.**

Adequate notice of this meeting has been provided in accordance with the requirements of the Open Public Meetings Law by filing the notice in the Office of the Township Clerk and by posting the meeting notice on the bulletin board at the Municipal Building on March 22, 2012 where it has remained posted since that date. Copies of this notice were mailed by fax to The Daily Record, The Star Ledger and various other newspapers and local radio stations on March 21, 2012.

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The Township Council commenced its review of the Mayor's 2012 budget recommendations.

**DEPARTMENT OF PLANNING, ZONING AND CONSTRUCTION, INCLUDING HOUSING AND FIRE PREVENTION (280, 285, 290, 292, 293 AND 296)** Present for this portion of the budget review: J. Collins, Director of Planning, Zoning and Construction; E. Corcoran, Construction Official; M. Downing, Technical Assistant to the Construction Official; M. D'Alessandro, Fire Official

**CONSTRUCTION INSPECTIONS (290)** Martha Downing explained to the Council that the priority for this year is to expedite projects for flood victims. Also, the department has two new employees to replace seasoned employees that left the township. Mr. Corcoran explained that several large projects will impact the department this year such as the township's Sewer Treatment Plant renovation, a major renovation on the RVRSA plant and the new Police and Fire Academy building.

In response to Mr. dePierro's question, Mr. Corcoran explained that he does not feel that outsourcing work is in the best interest of the township.

In response to Mr. Ferrara's inquiry, Ms. Downing informed the Council that the department has eight vehicles, with six to seven on the road at all times. The vehicles are fueled at the Department of Public Works and quarterly reports are submitted to Administration.

Mr. Ferrara questioned the request in line item 229, Vehicle Equipment. Ms. Downing explained that the department has not replaced any vehicles in two years and due to the daily use of their vehicles, the 2003 Taurus has reached a point of needing repairs often. It will be more cost effective to pass this vehicle to a department that will need it less often and purchase a new vehicle for Construction.

Mr. Cesaro questioned the increase in line item 431, Public Building Overhead Expense. Ms. Downing and Ms. Lim explained that this is a percentage of the department's total budget. The state requires information, including how much is collected in construction fees and the amount to run the department. General costs for operating have risen; therefore, the budget and percentage thereof went up. Ms. Lim further informed the Council that the department's revenues for 2011 were 1.788 million dollars.

In response to Mr. Stanton's question regarding line item 337, Conflict of Interest Inspectors, Ms. Downing explained the cost is driven by requests that may come from Township Employees and having to outsource the inspections and permits to other municipalities, which is mandated by the state. The amount budgeted is based on past experience. Ms. Lim explained that we have traded services with other towns where they have experienced a conflict, saving the township money.

Mr. Cesaro requested clarification on the cost of line item 375, Microfilming. Ms. Downing explained that the microfilming is not done in-house, it is outsourced and stored offsite to protect the information in the event of a disaster.

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**PUBLIC HEARING - DIVISION OF CONSTRUCTION INSPECTIONS**

**Council President Stanton opened the meeting to the public in connection with this portion of the Budget only, noting a three-minute time limit per speaker.**

**Seeing no one come forward, Council President Stanton closed the public hearing in connection with the Division of Construction Inspections Budget.**

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**BOARD OF ADJUSTMENT (280)** Ms. Collins informed the Council that she does not have a township vehicle. The Zoning Department and Fire Prevention use the fuel pumps at the Department of Public Works and submit quarterly reports to Administration.

Ms. Collins explained that there are several cases that may require litigation in response to Mr. Cesaro's inquiry of line item 357, Legal Retainer.

**PLANNING BOARD (285)** In response to Mr. Cesaro's inquiry on line item 357, Legal-Retainer, Ms. Collins explained that there is one case that just started which is being handled by the Planning Board attorney and is expected to be costly. Ms. Lim and Ms. Collins informed the Council that the expenditures for 2011 do not reflect all of the legal fees, as the attorney is, just now, submitting invoices for 2011.

**HOUSING (292)** Ms. Collins confirmed for the Council that one employee left township employ.

In response to Mr. Cesaro's inquiry regarding line item 229, Vehicle Equipment, Ms. Collins explained that the Housing Department has always received the old vehicles from the Construction Department. However, no vehicles have been passed down in the last two years. Two of the Housing Department's vehicles are constantly in for repair and are not expected to last two more years.

Mr. Stanton requested an explanation for line item 510, Uninhabitable Building Demolition. Ms. Collins explained that there are seven houses in Lake Hiawatha that have been abandoned and the township will most likely have to use these funds to clean up these properties.

In response to Mr. Stanton's question regarding line item 618, Relocation Assistance, Ms. Collins explained that this year will be the first year for Biennial inspections of single family dwellings and this money may need to be used for relocation of tenants. Ms. Lim further explained that this line item was added to this budget when the Overcrowding

Ordinance was first implemented since the township would be responsible for placing tenants that would be potentially displaced in the event of a violation.

**ZONING (293)** There were no question regarding this portion of the budget.

**FIRE PREVENTION (296)** In response to Mr. Cesaro’s question regarding line item 471, Supplemental Fire Service Program, Mr. D’Alessandro explained that it is money from the state provided for the fire districts. Ms. Lim further explained that this exact amount is shown in revenue.

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**PUBLIC HEARING- DEPARTMENT OF PLANNING, ZONING, HOUSING AND FIRE PREVENTION**

**Council President Stanton opened the meeting to the public in connection with this portion of the Budget only, noting a three-minute time limit per speaker.**

**Seeing no one come forward, Council President Stanton closed the public hearing in connection with the Department of Planning, Zoning, Housing and Fire Prevention Budgets.**

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**FOLLOW-UP AMBULANCE SQUADS-** Present for this portion of the budget review: Capt. D. Webber, Parsippany Rockaway Neck First Aid Squad; M. Turo, Parsippany Volunteer Ambulance Squad; J. Thurkauf, Sr. Lieut., Parsippany Volunteer Ambulance Squad; Dean Snook, Chief EMT, Parsippany Paid Ambulance Squad

Mr. Turo explained to the Council the need for chemical safety hoods. These hoods are good for five years and their current hoods, purchased through a county grant, have been expired for two years. Dean Snook obtained a quote from a state contractor in the amount of \$7,921 for 25 hoods for each of the two volunteer squads, which would be carried in each vehicle. The paid squad is already equipped with these hoods.

Dean Snook explained to the Council the failure of their current radio system, not only the aging equipment and its need of costly repairs and updates, but also the outdated technology. Mr. Snook described an actual incident where they were called outside the township and had to use the Mass Casualty Incident Channel (MCI). This channel is only available in the ambulance resulting in the squad having to use the ambulance to communicate with those that were deployed on the scene. As a result, information was lost or miscommunicated. The new radios have the most current technology and would be compatible with local, county, statewide and national systems in the event of a major disaster. Ms. Thurkauf described other scenarios to the Council where they were deployed to Madison and New York City and were unable to communicate with any other ambulances on the scenes unless there was a member in the ambulance

communicating out. She further explained that Parsippany squads are also deployed to the surrounding towns and are on the response strike team for the Morristown Airport. Ms. Lim and the Mayor suggested charging the radios to Capital.

**Motion: Mr. Ferrara**

**Seconded by: Mr. Cesaro**

To add \$56,000 to the budget for the purchase of the chemical safety hoods for the two volunteer squads and for new radios for the paid ambulance squad and two volunteer ambulance squads, which will be charged to Capital.

<b>Roll Call:</b>	<b>Mr. Carifi</b>	-	<b>yes</b>
	<b>Mr. Cesaro</b>	-	<b>yes</b>
	<b>Mr. dePierro</b>	-	<b>yes</b>
	<b>Mr. Ferrara</b>	-	<b>yes</b>
	<b>Mr. Stanton</b>	-	<b>yes</b>

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**PUBLIC HEARING- FOLLOW-UP AMBULANCE SQUADS**

**Council President Stanton opened the meeting to the public in connection with this portion of the Budget only, noting a three-minute time limit per speaker.**

**Seeing no one come forward, Council President Stanton closed the public hearing in connection with the Follow-up on the Ambulance Squads budgets.**

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**SEWER UTILITY (700)**- Present for this portion of the budget review: R. Strechay, Director of Municipal Utilities, P. Bober, Sewer Plant Acting Superintendent; J. Mancuso, Sewer Department Assistant

In response to Mr. Cesaro's inquiry regarding the plans for the Sewer Utility for 2012, Mr. Bober explained to the Council that completion of the construction of the main facility is approximately 95% complete. Previously the electric bill was running approximately \$135,000 a month and it has already been cut in half. Once construction is complete, it will go down further. The incinerator is on schedule; however, there are D.E.P. permit issues that are being worked out, resulting in work starting around Thanksgiving. Half of the facility has been taken out of service and will be refurbished to take in waste from the outside to offset expenses at the plant. The remainder of the tankage will be moth balled for future use. Ms. Lim noted for the Council that we received a stimulus grant and Mr. Bober applied for a BPU rebate that will total a million dollars in the end and will be applied to the bill for the upgrade.

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Mr. Cesaro asked the status of the sewer surplus. Mr. Strechay and Ms. Lim informed the Council that after applying 2 million dollars towards operations this year, there is a balance of 5.4 million dollars in surplus. Ms. Lim further explained that at the end of 2011 there was 7.4 million dollars in sewer surplus.

Mr. Cesaro suggested exploring lowering the sewer rate and also giving surplus back to the residents. The Mayor explained that he will be meeting with the bond rating agencies to explore using surplus to lower the tax levy; however, he does not want to jeopardize the township's bond rating. The Mayor also explained that we have a consultant to see if we can decrease the sewer fees. Ms. Lim explained that the rate study will not be expensive and would feel more comfortable using an outside agent for this purpose.

Mr. Carifi expressed his support in returning some of the surplus to the residents.

Mr. Ferraro questioned the high amount budgeted in line item 252 Communications Maintenance. Mr. Strechay explained that this is the communication equipment and mission system used to communicate between various tanks and pump stations. Ms. Mancuso expanded on the topic by further explaining that the Sewer Utility carries the rest of the town's Nextel unlimited minutes. Also, the mission system is for the alarms for the pump stations and radio replacements are for the Sewer Utility truck radios.

In response to Mr. Ferraro's question regarding line item 263 Website Development, Mr. Bober explained that this was a part of the main website funds that was allocated to the Sewer Utility.

Mr. Cesaro questioned line item 270 Consulting Services and why there was an increase from what was originally requested. Mr. Bober explained the Passaic River Basin Alliance, of which Parsippany is the largest member, has been fighting a phosphorus issue with the state for the past 15 years. An agreement was finally reached that supposed to be incorporated into our permit. There have been indications that water companies want to increase the safe yield out of the basin, which will lower the numbers. The township cannot meet these numbers without adding filtration to the back of our facility. The township questions why the lower numbers are needed. Mr. Bober explained that this could be expensive for all towns, but especially our town because we just designed around a certain set of numbers that were supposed to become law. Mr. Bober informed the Council that the township should be in a position to add its strength towards fighting for the original number since the township has a lot on the line.

In response to Mr. Cesaro's question regarding the increase in line item 239, Chemicals/Chlorination, Mr. Bober explained that when the plant is finished chemicals will have to be used to remove phosphorus, which is expensive. The two months noted in the budget are for severe heat and severe cold. Although the township does not have the new regulations in the permit yet and do not have to treat it; the township has to make sure what was purchased is going to work.

**CAPITAL (725)**

There were no questions on this portion of the budget.

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**PUBLIC HEARING- SEWER UTILITY**

**Council President Stanton opened the meeting to the public in connection with this portion of the Budget only, noting a three-minute time limit per speaker.**

**Jonathan Nelson, 202 Patriots Road**

Mr. Nelson questioned where the sewer department fuel their vehicles. Mr. Ferrara informed Mr. Nelson that the Sewer Utility has its own pumps.

**Seeing no one else come forward, Council President Stanton closed the public hearing in connection with the Sewer Utility Budget.**

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**GOLF UTILITY (800)** - Present for this portion of the budget review: R. Strechay, Director of Municipal Utilities

The Mayor informed the Council that the interview process for a new Department Head has concluded and it has been narrowed down to four strong candidates. They will be requested to return for another interview.

Mr. Cesaro inquired as to why the amount requested for line item 303, Electricity went up from \$110,000 to \$125,000. Mr. Strechay explained that the actual expense is \$132,000. Ms. Lim informed the Council that the Knoll is one of the areas where an energy audit was not performed, but that it should be considered.

Mr. Carifi questioned why line item 480, Telephone was budgeted at \$6,500 when \$900 was used in the previous year. Ms. Lim explained that the actual costs may have been charged to another fund last year so that \$200,000 could be saved.

In response to Mr. Stanton's question regarding line item 515, Non-Covered Claims, Ms. Lim explained that this is to cover insurance deductibles. The Administration is expecting a couple of large claims this year.

Mr. Strechay confirmed for the Council that there are no take home vehicles at the Knoll and the new Superintendent will not be assigned a township vehicle to take home. Ms. Lim explained that there is a vehicle assigned to the Knoll, but only for daily use during township hours.

**CAPITAL (825)**

There were no questions on this portion of the budget.

The Mayor brought to the Council's attention that \$200,000 of Open Space Trust Fund money was used to offset the deficit in the Golf Utility to balance the expenditures with the revenues. Ms. Lim confirmed that next year the debt service is coming down approximately \$400,000, so this will not be necessary in 2013.

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**PUBLIC HEARING- GOLF UTILITY**

**Council President Stanton opened the meeting to the public in connection with this portion of the Budget only, noting a three-minute time limit per speaker.**

**Seeing no one come forward, Council President Stanton closed the public hearing in connection with the Golf Utility Budget.**

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*Brief Recess*

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**TOWNSHIP COUNCIL (021), TOWNSHIP CLERK (022) AND COMMITTEES (025)**

**TOWNSHIP COUNCIL (021)**

There were no questions regarding this section of the budget.

**TOWNSHIP CLERK (022)**

In response to Mr. Cesaro and Mr. dePierro's questions regarding the \$75,000 budgeted for the Municipal Clerk's position, Ms. Lim explained that this amount is needed to pay the temporary Clerk and for the new Clerk once they are hired. Ms. Lim further explained that she plans to publish for the position within the next two weeks.

In response to Mr. Cesaro's inquiry regarding line item 435, Special Studies, Ms. Lim pointed out that, to the best of her knowledge, part of the money was used to review the school board budget when it was defeated. Mr. dePierro explained that this is to be used for any special studies needed by the Council and should remain in the budget.

Mr. Stanton made a motion to reduce line item 435, Special Studies by \$2,500. There was no second and the motion died.

**COMMITTEES (025)** – Ms. Lim explained that the Municipal Alliance Committee submitted invoices at the end of the year, which was not reflected in the Expenditures.

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**PUBLIC HEARING- TOWNSHIP COUNCIL, TOWNSHIP CLERK AND COMMITTEES**

**Council President Stanton opened the meeting to the public in connection with this portion of the Budget only, noting a three-minute time limit per speaker.**

**Seeing no one come forward, Council President Stanton closed the public hearing in connection with the Township Council, Township Clerk and Committees Budgets.**

**ADMINISTRATION (020)**

Mr. Cesaro brought to the Mayor's attention line item Video Production for Economic Development and requested an explanation on why it is in the budget. Mr. dePierro expressed his concern that the Township is lacking marketing to invite corporations to come to Parsippany and the money should be used for this purpose. Ms. Lim suggested changing the name of the line item.

The Mayor informed the Council that he is meeting with the Morris Economic Development Committee to develop a plan for the township and to utilize these funds to keep companies in town and to bring corporations to Parsippany and also to reach out to commercial realtors. Ms. Lim added that there are many leases that will be expiring in the next few years and the buildings that exist are considered to be obsolete by today's standards.

The Council agreed to change the name of line item to Marketing for Economic Development.

**PUBLIC HEARING- ADMINISTRATION**

**Council President Stanton opened the meeting to the public in connection with this portion of the Budget only, noting a three-minute time limit per speaker.**

**Jonathan Nelson, 202 Patriots Road**

Mr. Nelson expressed his concern about the small amount of money budgeted for marketing in the budget. He feels that this is a major problem in the township and it must be addressed. Mr. Nelson feels that the Parsippany Area Chamber of Commerce has not done a very good job reaching out to local businesses. Mr. dePierro explained that they are part time and have a limited budget.

**Seeing no one else come forward, Council President Stanton closed the public hearing in connection with the Administration Budget**

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**FOLLOW UP- POLICE DEPARTMENT (240) AND OEM (330)**

**POLICE DEPARTMENT (240)**

Mr. dePierro noted for the record that there were questions asked during the regular hearings to which information was supplied by the police department via memorandums.

Mr. Carifi expressed his concern that the ammunition budget should still be reduced since there are less officers. The Mayor stressed that the Council should consider Chief DeZenzo's advice in his memo, as he is the most knowledgeable of the department and what is needed.

**Motion: Mr. Carifi                      Seconded by: Mr. Cesaro**

To reduce line item 411, Armaments by \$5,000, specifically \$3,000 from 40 caliber qualification and training, \$1,000 from 5.56 Rifle Ammunition and \$1,000 from 5.56 duty Ammunition.

<b>Roll Call:</b>	<b>Mr. Carifi</b>	-	<b>yes</b>
	<b>Mr. Cesaro</b>	-	<b>yes</b>
	<b>Mr. dePierro</b>	-	<b>no</b>
	<b>Mr. Ferrara</b>	-	<b>yes</b>
	<b>Mr. Stanton</b>	-	<b>no</b>

Mr. Carifi brought attention to line item 525, Waste Oil Removal pointing out that it has been confirmed that the township is being paid for waste oil removal and the money budgeted is used for filters only. Ms. Lim confirmed that the money received for the waste oil is received as miscellaneous revenue.

**Motion: Mr. Carifi                      Seconded by: Mr. Cesaro**

To reduce line item 525, Waste Oil Removal by \$900.

<b>Roll Call:</b>	<b>Mr. Carifi</b>	-	<b>yes</b>
	<b>Mr. Cesaro</b>	-	<b>yes</b>
	<b>Mr. dePierro</b>	-	<b>no</b>
	<b>Mr. Ferrara</b>	-	<b>no</b>
	<b>Mr. Stanton</b>	-	<b>yes</b>

Mr. Cesaro reminded the Mayor that the Council would like confirmation from the police department on the documents that are shredded this year.



**Motion: Mr. Ferrara**

**Seconded by: Mr. Cesaro**

To move the new vehicle (\$20,000) from Engineer Capital to the Engineering Other Expenses section of the budget and reduce the amount to \$15,000.

<b>Roll Call:</b>	<b>Mr. Carifi</b>	-	<b>yes</b>
	<b>Mr. Cesaro</b>	-	<b>yes</b>
	<b>Mr. dePierro</b>	-	<b>yes</b>
	<b>Mr. Ferrara</b>	-	<b>yes</b>
	<b>Mr. Stanton</b>	-	<b>yes</b>

Ms. Lim brought the Council's attention to page 7 of 9 of Section 525, Division of Capital Improvements, Park Road Resurfacing Phase II. Ms. Lim explained that Ruby Malcolm inadvertently subtracted \$250,000 from this project as a grant in 2011. Ms. Malcolm has requested that the \$250,000 be added back into the budget this year.

**Motion: Mr. Ferrara**

**Seconded by: Mr. Cesaro**

To add \$250,000 to Engineering Capital, Park Road Resurfacing Phase II.

<b>Roll Call:</b>	<b>Mr. Carifi</b>	-	<b>yes</b>
	<b>Mr. Cesaro</b>	-	<b>yes</b>
	<b>Mr. dePierro</b>	-	<b>yes</b>
	<b>Mr. Ferrara</b>	-	<b>yes</b>
	<b>Mr. Stanton</b>	-	<b>yes</b>

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**FOLLOW UP – WATER UTILTIY (600)**

Ms. Lim reported to the Council that after review, line item 266, Public Information in the amount of \$1,500 in the Water Utility budget is not needed.

**Motion: Mr. Carifi**

**Seconded by: Mr. Cesaro**

To remove \$1,500 from line item 266, Public Information in Division 600, Water Utility.

<b>Roll Call:</b>	<b>Mr. Carifi</b>	-	<b>yes</b>
	<b>Mr. Cesaro</b>	-	<b>yes</b>
	<b>Mr. dePierro</b>	-	<b>yes</b>
	<b>Mr. Ferrara</b>	-	<b>yes</b>
	<b>Mr. Stanton</b>	-	<b>yes</b>

**MOTION TO ADJOURN MEETING: Mr. Ferrara**

**SECONDED BY: Mr. Carifi**

<b>Roll Call:</b>	<b>Mr. Carifi</b>	-	<b>yes</b>
	<b>Mr. Cesaro</b>	-	<b>yes</b>
	<b>Mr. dePierro</b>	-	<b>yes</b>
	<b>Mr. Ferrara</b>	-	<b>yes</b>
	<b>Mr. Stanton</b>	-	<b>yes</b>

**MEETING ADJOURNED: 12:55 p.m.**

**Minutes Approved:**