

Borough of Ho-Ho-Kus
County of Bergen
Mayor and Council Work Session Meeting
March 19, 2019 7:30 p.m.

The Work Session Meeting of the Municipal Council of the Borough of Ho-Ho-Kus was held in the Municipal Building at 333 Warren Avenue, Ho-Ho-Kus, NJ on March 19, 2019. The meeting was called to order at 7:30 p.m. by Council President Troast who asked the Municipal Clerk to read the open a public meeting statement:

The Work Session Meeting of the Mayor and Council of the Borough of Ho-Ho-Kus is now in session in accordance with the provisions of Section 5 of the "Open Public Meetings Act". Notice of this meeting has been posted in the front lobby entrance to the Borough Hall and Council Chambers, a copy has been filed with the Borough Clerk, and copies of the Annual Notice of Meetings, of which this is a part, have been heretofore sent to the Record and the Ridgewood News.

ROLL CALL:

Mayor..... Thomas W. Randall (arrived at 8:05)
Council President..... Douglas Troast
Councilman..... Philip Rorty
Councilman..... Steven Shell - **Absent**
Councilman..... Edward Iannelli
Councilman..... Kevin Crossley
Councilman..... Dane Policastro

Also in attendance David Rutherford, Zoning Board Attorney., Attorney; William Jones, Borough Administrator; Joan Herve, Borough Clerk.

FLAG SALUTE: Council President Troast led those present in the salute to the American Flag.

CONSIDERATION OF MINUTES

February 26, 2019 – Combined Meeting of the Mayor & Council

BUDGET DISCUSSION

Introduction of HHK COLA Ord. Certified (**to be placed on March 26, 2019 agenda**)
Budget Introduction Resolution (**to be placed on March 26, 2019 agenda**)
Self-Examination of Budget (**to be placed on March 26, 2019 agenda**)

CFO, Joe Citro and Administrator, William Jones discussed the Budget which will be introduced on March 26, 2019 at the Public Meeting of the Mayor & Council.



2019 Municipal Budget Presentation



Borough of Ho-Ho-Kus
County of Bergen
Mayor and Council Work Session Meeting
March 19, 2019 7:30 p.m.

2019 Budget Overview

Municipal Budget – The proposed budget increased 7.8% over the 2018 level. This primarily reflects increases in capital projects, salaries and wages and pension costs.

Municipal Tax Rate – The proposed tax rate reflects no change from 2018 primarily resulting from the utilization of budget surplus.

Borough Debt Levels – The previously outstanding debt of \$5.4 million was paid off and replaced by new debt of \$5.7 million with an interest rate of 2.3%. The debt principal will be paid back in installments starting in 2020 and ending in 2029.

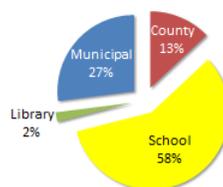
Capital Investment – The 2019 budget will provide \$800,000 of capital projects including road resurfacing, vehicle purchases and other infrastructure improvements.

Surplus Status – There was a budget surplus balance of \$3.5 million at the end of 2018, of which \$700,000 is being used to offset the tax rate.

Budget - Discussion Points

- **Capital Improvements** – There is \$800,000 included in the proposed budget for funding capital projects.
 - **Road Resurfacing** – We anticipate investing approximately \$500,000 for road resurfacing, some of which will be ultimately funded through various grants.
 - **Other Projects** – These include the purchase of a new DPW vehicle as well as radio and recording system upgrades for the Police, Fire and DPW Departments.
- **Statutory Pension Expenditures** – State mandated pension payments for the PERS (non-police officer employees) and PFRS (Police Officers) total \$703,622, an increase of 7.7% from 2018.
- **Sick Leave Payouts** – The Borough negotiated to reduce compensation for unused accumulated sick leave in our labor agreements going forward. Employees would receive an early reduced payout over a several year period for previously accrued sick time. The potential cost of these accelerated payouts are included in the sick leave trust account.
- **Debt** – The budget includes approximately \$820,000 of debt service. The first principal payment of \$350,000 on the newly acquired bond will be made in 2020.

Breakdown of Property Tax Bill



Borough property taxes have four components with the Municipal Services portion comprising 27% of the total property tax bill.

Borough of Ho-Ho-Kus
County of Bergen
Mayor and Council Work Session Meeting
March 19, 2019 7:30 p.m.

2019 Summary Budget/Tax Rate Analysis

2019 Budget		2018 Budget		Increase vs. 2018	
				\$	%
\$9,849,743		\$9,138,419		\$711,324	7.8%

Municipal			
Tax Rate	Taxes	Increase	
2019	0.620	\$4,620	\$0
2018	0.620	4,620	142
2017	0.602	4,478	0
2016	0.606	4,478	115
2015	0.592	4,357	0
2014	0.592	4,357	95
2013	0.570	4,262	0
2012	0.570	4,262	0
2011	0.570	4,275	133
2010	0.460	4,140	261
2009	0.431	3,679	171
2008	0.412	3,708	162
2007	0.394	3,546	

One Tax Point	Average House
\$116,570	\$745,204

Budget History

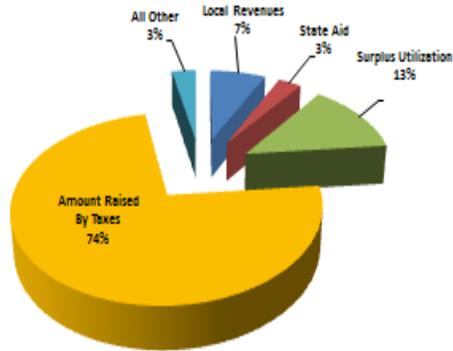
2015 - 2019 Budget History					
	2015	2016	2017	2018	2019
Budget	\$8,375,231	\$8,536,977	\$8,450,532	\$9,138,419	\$9,849,743
\$ Increase vs. PY	\$128,964	\$161,746	(\$86,445)	\$687,887	\$711,324
% Increase vs. PY	1.6%	1.9%	-1.0%	8.1%	7.8%
Tax Rate	0.592	0.606	0.602	0.620	0.620
Levy	\$6,792,766	\$6,983,586	\$6,981,357	\$7,199,518	\$7,240,398
\$ Increase vs. PY	\$2,378	\$190,820	(\$2,229)	\$218,161	\$40,880
% Increase vs. PY	0.0%	2.8%	0.0%	3.0%	0.5%

History of Surplus Balance

Year	Surplus Balance at December 31	To Offset Taxes Used in Succeeding Years		Excess From Prior Year Operations
2018	\$3,539,302	\$700,000	2019	\$838,377
2017	3,373,646	665,000	2018	764,160
2016	2,774,485	165,000	2017	918,000
2015	1,855,000	300,000	2016	403,062
2014	1,752,694	300,000	2015	570,438
2013	1,407,256	225,000	2014	475,120
2012	1,119,635	187,000	2013	484,152
2011	817,745	187,000	2012	433,398
2010	514,346	130,000	2011	59,245
2009	937,752	466,100	2010	442,386
2008	1,281,865	786,500	2009	478,798
2007	1,589,066	786,000	2008	608,709
2006	1,726,357	746,000	2007	725,700

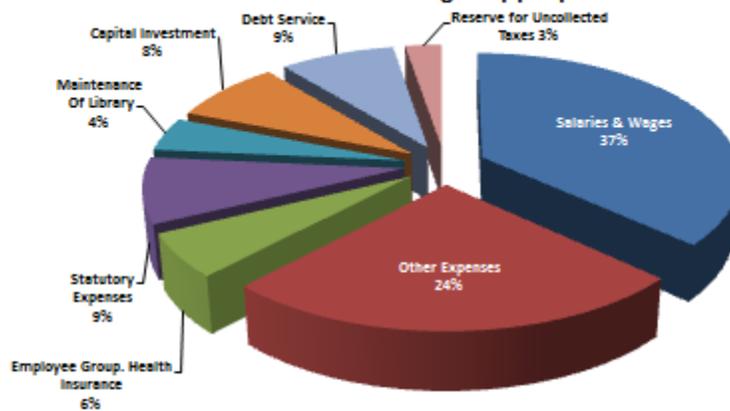
Borough of Ho-Ho-Kus
 County of Bergen
 Mayor and Council Work Session Meeting
 March 19, 2019 7:30 p.m.

Breakdown of 2019 Budget Revenues



Municipal Budget - Revenues	2018	2019	Change
Local Revenues	\$ 647,891	\$ 707,500	\$ 59,609
State Aid	295,894	295,894	-
Surplus Utilization	625,000	1,200,000	575,000
Amount Raised by Taxes	7,199,518	7,240,298	40,880
All Other	200,125	205,861	(24,165)
Total Revenues	\$ 8,128,418	\$ 9,649,743	\$ 1,521,324

Breakdown of 2019 Budget Appropriations



Municipal Budget - Appropriations	2018	2019	Change
Salary & Wages	\$ 3,479,200	\$ 3,623,700	\$ 144,500
Other Expenses	2,352,627	2,493,161	140,534
Employee Group Health Insurance	547,187	567,000	19,813
Statutory Expenditures	793,642	848,622	54,980
Maintenance of Library	438,637	436,422	(2,215)
Capital Investment	470,000	800,000	330,000
Debt Service	797,126	820,838	23,712
Reserve for Uncollected Taxes	260,000	260,000	-
Total Appropriations	\$ 9,138,419	\$ 9,849,743	\$ 711,324

Borough of Ho-Ho-Kus
 County of Bergen
 Mayor and Council Work Session Meeting
 March 19, 2019 7:30 p.m.

2019 Capital Projects			
DEPARTMENT	PROJECT	PROPOSED AMOUNT	AMOUNT APPROVED
Resurfacing & Curbing, Drainage	(1) Stone Ridge Lane - Resurfacing (Grant)	\$ 26,000	\$ 26,000
	(2) Lloyd Road - Resurfacing (Grant)	117,000	117,000
	(3) Various Streets - Resurfacing	200,000	200,000
	(4) Engineering Costs	24,907	24,907
	Total	\$ 478,000	\$ 478,000
Police	(1) Recording System (Interview Room)	\$ 28,000	\$ 28,000
	(2) Road Utility Vehicles (2)	70,000	- (A)
	(3) Glock Firearms (16)	7,000	7,000
	Total	\$ 105,000	\$ 25,000
Fire	(1) Turnout Gear	\$ 10,000	\$ 10,000
	(2) Radios, Portable & Pager	25,000	25,000
	(3) Fire Desk - Dispatch Upgrade	75,000	75,000
	(4) Hose	8,000	8,000
	(5) Apple iPad - Apparatus	8,000	8,000
	Total	\$ 136,000	\$ 132,000
DPW	(1) Utility Bucket Truck	\$ 126,000	\$ -
	(2) Pickup Truck with Snow Plow	48,000	48,000
	(3) Generac Backup for Radio/Fiber	15,000	15,000
	(4) Radio System Upgrade	30,000	30,000
	(5) Security Upgrades	25,000	25,000
	(6) Recycling Shed	20,000	-
	(7) Sinks	26,000	-
	Total	\$ 270,000	\$ 128,000
Library	(1) Stone Wall Repair	\$ 20,000	\$ 20,000
Grand Total		\$ 1,149,000	\$ 800,000

(A) Vehicle to be funded from Police outside overtime detail fund.

DEPARTMENT REPORTS - Reports are on file in the Municipal Clerk’s office:

- Police Report – February 2019
- Court Report– February 2019

PUBLIC DISCUSSION

Mayor opened the meeting to the public. He stated if anyone desired to be heard, please raise your hand and to be recognized, come forward to the microphone and state your name and address for the record.

Seeing none, the Mayor closed the meeting to the public.

ADMINISTRATOR’S REPORT

Administrator Jones reported the Chamber of Commerce “Taste of Ho-Ho-Kus” is scheduled for June 5, 2019. He will have information regarding FEMA Flood Maps at the April meeting. Mr. Jones explained the Borough and the Board of Education has been moving forward together to promote awareness behind the stigma of mental illness. May is Mental Health Awareness month and together they are looking to kick off this campaign at the Annual County Fair on May 10th. Councilman Crossley asked the administrator for an update on the affordable housing. Administrator will have for the next meeting, March 26, 2019.

CORRESPONDENCE

- Guide to the Federal Surplus Personal Property Donation Program
- DEP News Release – Reclassifying 749 Miles of waterways, Develop National Forest Inventory, Back Bays Study, seeking applicants for seasonal jobs at State Parks/Forests and Historic Sites,
- DEP to use First Round of Volkswagen Settlement funds for Electric Vehicle Charging Stations, NJ Transit Electric Buses.
- NJDEP – online recycling and solid waste information platform
- “go the distance for Autism ride – Sunday June 2, 2019 at Bergen Community College

Borough of Ho-Ho-Kus
County of Bergen
Mayor and Council Work Session Meeting
March 19, 2019 7:30 p.m.

- NJ Dept. of Law & Public Safety announce Enforcement Action against owner of Unlawful Solid Waste Dump in Sussex County
- Sustainable Jersey - Green Business Recognition Program
- Notice regarding the FEMA Flood Insurance Rate Map
- BCLOM Resolution Gateway Project
- West Bergen Mental Healthcare – 2018 Annual Report for the Borough of HHK
- Board of Chosen Freeholder – Greek Independence Day & Flog Raising Ceremony, Thursday March 21.2019 12:30pm
- Chamber of Commerce – Taste of Ho-Ho-Kus, June 5, 2019 (*need to take action*)

On a motion by Councilman Rorty, seconded by Councilman Policastro to approve the date of the Taste of Ho-Ho-Kus, motion carried by voice vote – all present voting “Aye”.

ADOPTION OF ORDINANCE

- 2019-21 - AN ORDINANCE TO AMEND CHAPTER 85 (ZONING) OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HO-HO-KUS SO AS TO AMEND CERTAIN PROVISIONS RELATING TO BUSINESS AWNING SIGNS.
- 2019-22 - AN ORDINANCE TO AMEND CHAPTER 85 (ZONING) OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HO-HO-KUS SO AS TO AMEND CERTAIN PROVISIONS RELATING TO DRIVEWAYS.
- 2019-23 - AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 75 OF THE HO-HO-KUS BOROUGH CODE ENTITLED “TOWING SERVICES”

RESOLUTIONS REVIEW (*to be placed on March 26, 2019 agenda*)

- Payment of bills - March
- Recycling Tonnage Grant
- Authorize submission of enrollment application for participation in the “Law Enforcement Support Office (LSEO) 1033 Program” through the United States Department of Defense
- Shared Services Construction Department amending Resolution #18-142
- Appointment of Police Dispatcher
- Grant Permission – Annual Plant Sale
- Transfer of Funds (2018 Budget)

LIAISON REPORTS to be reported at the March 26, 2019 Public meeting.

Library
Board of Education
Recreation
Ambulance Corp.
Fire Department
Shade Tree
Chamber of Commerce
Other

NEW BUSINESS

MAYOR'S REMARKS

Mayor Randall stated he attended a seminar regarding Cyber Security which was very informative.

Borough of Ho-Ho-Kus
County of Bergen
Mayor and Council Work Session Meeting
March 19, 2019 7:30 p.m.

CLOSED SESSION: On a motion by Councilman Crossley, seconded by Councilman Rorty, the Mayor and Council approved entering into Executive Session closed to the public. Motion Carried by voice vote – all present voting “Aye”.

A Resolution - providing for a meeting not open to the public in accordance with the provisions of the New Jersey Open Public Meetings Act. NJSA 10:4-12

Whereas, the Borough Council of the Borough of Ho-Ho-Kus is subject to certain requirements of the Open Public Meetings Act, NJSA 10:4-6; and

Whereas, the Open Public Meetings Act, NJSA 10:4-12 provides that an Executive Session not open to the public may be held for certain specified purposes when authorized by resolution; and

Whereas, it is necessary for the Borough Council of the Borough of Ho-Ho-Kus to discuss in a session not open to the public certain matters relating to the item or items authorized by NJSA 10:4-12 (b) as follows:

4-Matters relating to collective bargaining agreements
HHK Library Board

Now therefore, be it resolved by the Borough Council of the Borough of Ho-Ho-Kus assembled in public session on March 19, 2019 that an Executive Session closed to the public be and the same is hereby authorized for discussion of matters relating to the specified items designated above.

Closed Session began at 8:10 p.m. and ended at 9:11 p.m.

On a motion by Councilman Iannelli, seconded by Council President Troast, the meeting returned to open public session.

Motion Carried by voice vote – all present voting “Aye”.

ADJOURNMENT

On a motion by Council President Troast, seconded by Councilman Rorty, the meeting was adjourned at 9:12 p.m. Motion Carried by voice vote – all present voting “Aye”.

Respectfully submitted,

Joan Herve RMC/CMR
Borough Clerk