



## BOROUGH OF LEONIA

### COUNCIL- Special Budget Meeting ~ Minutes ~

Trina Lindsey, Borough Clerk

312 Broad Avenue  
Leonia, NJ 07605  
<http://www.leonianj.gov/>

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**December 10, 2022**

**8:00 am**

**Leonia Senior Center**

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A Special Budget Meeting of the Mayor and Council of the Borough of Leonia was held in person at the Leonia Senior Center at 305 Beechwood Place, Leonia, NJ, and virtually via GoToMeeting on December 10, 2022. The meeting was called to order at 8:00 am by Mayor Zeigler.

Those present were led in the Flag Salute by Councilman Fusco.

Mayor Zeigler read the following statement: "In compliance with the Open Public Meetings Act, the notice requirements have been satisfied. The meeting dates for the year are confirmed at the Annual Reorganization Meeting, are posted on the public bulletin board in Borough Hall and on the Borough website, published in the Record within the first 10 days of the New Year, and copies are sent to the Star Ledger. Notice of this meeting was published in the January 19<sup>th</sup> edition of the Record, sent to the Star Ledger, and posted on the public bulletin board in Borough Hall and on the Borough website."

**PRESENT:** Mayor Judah Zeigler, Councilwoman Maureen Davis, Councilman Pasquale Fusco, Councilman Louis Grandelis, Councilman Hesterbrink, and Councilman William Ziegler

**ABSENT:** Councilwoman Joanne Terrell

**ALSO PRESENT:** Borough Administrator Andrea Wardrop  
Chief Financial Officer Cameron Keng  
Borough Clerk Trina Lindsey

#### ***Public Comment***

The record will reflect that no such comments were entered into the chat window accessible through GoToMeeting nor via the United States Postal Service or Email.

#### ***Consent Resolutions***

**RES. 2022-270 Authorization to Serve Alcohol at the Leonia Senior Center**  
[2022-270 Authorization to Sever Alcohol at the Leonia Senior Center.pdf](#)

Motion by Councilman Ziegler, second by Councilman Grandelis, that the Consent Agenda

On a roll call, the vote on the Consent Agenda was recorded as follows:

Councilwoman Davis:	aye	Councilman Hesterbrink:	aye
Councilman Fusco:	aye	Councilwoman Terrell:	absent
Councilman Grandelis:	aye	Councilman Ziegler:	aye

### ***Department Budget Presentations***

Mayor Zeigler began the meeting by explaining the process that would follow. Borough Administrator Wardrop thanked Chief Financial Officer (CFO) Cameron Keng for his help throughout the budget process.

### **Department of Public Works**

Mayor Zeigler turned the discussion over to DPW Superintendent John Villareal.

DPW Superintendent Villareal provided the Goals and Objectives of the Department of Public Works for the upcoming year. The DPW's main goal is to continue to provide high-quality service to the public for the upcoming year.

Mayor Zeigler asked the DPW Superintendent if there were any major budgetary concerns or issues that he foresees in the future. DPW Superintendent Villareal stated that his major concern was over the pricing of materials that are necessary for daily operations. Costs are expected to rise at least 25% if not higher, causing a higher cost of operation. This is expected to continue into 2023, with supply chain issues expected to see some reprieve in certain areas but not all.

Chief Financial Officer Cameron Keng noted that most likely there will be more issues in the future related to the supply chain. This will be seen for both capital items and daily expenses such as fuel. DPW Superintendent Villareal also noted that fuel surcharges that were never charged before by certain vendors are now a factor in increased costs.

Councilman Grandelis, Davis, and Fusco had no further questions or comments to make regarding the DPW Budget. Councilman Fusco thanked the DPW for all their hard work and responsiveness throughout the year.

Councilman Ziegler noted that the total requested amount is higher than the 2022 appropriations. It was explained that certain line items were transferred into the DPW Budget that was not there previously, particularly vehicle maintenance. Councilman Ziegler asked that CFO Keng provide further explanation as to these transfers.

CFO Keng explained that vehicle maintenance is a major focus for the upcoming year. In the prior year, the vehicle maintenance budget was split between the DPW and Police Department, with a decision being made to consolidate the two budgets into one under the DPW. More vehicle use is expected in the upcoming year as well, increasing the need for increased funding.

CFO Keng also explained that Right to Know was another budget item that was added to the DPW Budget. Items were consolidated as well to ensure that budget lines are not overdrawn for smaller lines that were originally set to low amounts such as \$500.00.

Councilman Ziegler asked that there be more transparency in terms of transfers so that an explanation is given as to why one department's budget may be larger or smaller due to them.

Councilman Hesterbrink stated that he wished to make sure that if departments see a large increase in their budget due to transfers that they spend it conservatively so that they are prepared for any large unexpected expenses. CFO Keng stated that what is being budgeted for are necessary expenses with some left over for unexpected costs, to decrease the effect the budget has on tax.

On a question from the mayor, it was confirmed that the DPW Medical line item with a total amount of \$0.00 budgeted was consolidated.

CFO Cameron Keng made note that due to a federal lawsuit against the State of New Jersey, regulations may change and thus Leonia may need to acquire new street sweeping equipment to comply.

Mayor Zeigler asked that specific care be taken with the tipping fees line item.

Mayor Zeigler requested the tightening of the budgeted appropriations for the DPW Maintenance line item to bring it closer to the actual appropriations made in the past.

### **Board of Health**

Mayor Zeigler introduced Health Official James Fedorko, who will be serving as the representative of the Board of Health.

Health Official Fedorko explained the various health services that Mid-Bergen Regional provides for the Borough of Leonia, highlighting the recent contract made with Holy Name Hospital for public health nursing and the services provided through it.

Mayor Zeigler inquired as to how many hours were contracted as part of the agreement, to which Health Official Fedorko replied that there are 12 contracted hours. Typically, the number of hours worked by the Health Inspector is closer to 14 hours but the Borough of Leonia is only charged for the contracted amount. For the public health nurse, there is also a set number of hours that they contractually provide. A health educator is also being provided to the Borough of Leonia, which comes at no additional fee.

Health Official Fedorko stated that Animal Control services are contracted with Bergen County Animal Services, which is a separate fee.

Councilwoman Davis and Councilman Fusco had no questions.

Councilman Ziegler questioned the increased appropriations requested for nursing services. Mayor Zeigler explained that due to the retirement of the public health nurse and the change in providers for increased services, the amount stated for 2022 is most likely not accurately represented.

Councilman Ziegler also asked about the requested amount for the registrar, as it saw a change from the previous year. Mayor Zeigler explained further in detail the reasoning behind the change, as it is related to changes in staff and service.

Councilman Hesterbrink asked if the amount budgeted for health inspection services is adequate for the amount of work provided by the Health Inspector. Health Officer Fedorko replied that it is sufficient.

Councilman Fusco thanked the Board of Health for all the services provided to the Borough of Leonia.

### **Building Department**

Mayor Zeigler congratulated the Building Department and its staff for their stellar performance and the tremendous amount of work they complete daily.

Construction Official Mark Moeller thanked the building department staff for their phenomenal performance and explained the various changes and goals of the building department, in particular a strong focus on the new state mandate for lead inspections.

Construction Official Moeller also spoke as to the various challenges faced by the Building Department in terms of the new lead inspection mandate, in particular the creation of a process in place, of which the state provided no guidance.

A list of properties in flood zones was created, estimating their value should another flooding tragedy occur. The 88 list of properties and the estimated value is available for the public to view within the Building Department. Various other developments within the Department were discussed.

Mayor Zeigler mentioned that the Mayor and Council have discussed potential changes to the regulations surrounding the removal and trimming of trees, and the need for more aggressive enforcement.

Councilman Fusco stated that he wished to ensure that the Building Department is adequately staffed for the amount of work that must be performed, to which the Construction Official replied that currently, they are.

Councilman Ziegler voiced that enforcement is a continuing area of concern and that continued discussion will be held on the topic. Councilman Ziegler inquired as to the amount appropriated for 2023 for salaries, as most were empty. Borough Administrator Wardrop explained that salaries for the Building Department were consolidated into one line item. Mayor Zeigler asked that there be care when consolidating multiple accounts, as transparency to the public is paramount.

Construction Official Moeller stated that due to an excess of funds due to intake, it covers the salary requirements of the department.

Councilman Ziegler asked that a breakdown of revenues for the various departments be provided to the Mayor and Council.

Councilman Hesterbrink, Councilman Grandelis, and Councilwoman Davis had no further questions for Construction Official Moeller.

**Clerk**

Borough Clerk Trina Lindsey thanked the Mayor and Council for the opportunity to serve as the Borough Clerk for the Borough of Leonia. Borough Clerk Lindsey provided various goals and achievements of the Borough Clerk's Office throughout 2022.

Mayor Zeigler thanked all employees of the Clerk's Office for their leadership and hard work.

Councilman Ziegler, Councilman Hesterbrink, Councilman Grandelis, Councilwoman Davis, and Councilman Fusco had no further questions.

Mayor Zeigler asked why the budget for special events was lowered from prior years, to which Borough Administrator Wardrop explained that it was cut to align it with years prior.

Borough Administrator Wardrop thanked Borough Clerk Trina Lindsey for mentoring Deputy Clerk Jonathan Mandel and for all the work performed by all members of the Clerk's Office.

CFO Keng explained that with the Recodification project, various other lines were increased to accommodate it.

**Environmental Commission**

As Former Chair of the Environmental Commission, Councilman Hesterbrink explained that the total budget requested has been lowered to \$5,000 from \$20,000 due to the completion of the invasion species remediation project at Highwood Hills. The requested funding for 2023 will be used for the continued support of the remediation efforts after the completion of the project.

Councilman Grandelis, Councilwoman Davis, Councilman Fusco, and Councilman Ziegler had no further questions.

**Finance**

Mayor Zeigler asked that CFO Keng present his department's budget earlier than scheduled.

CFO Keng explained the various changes to the budget for the Finance Department compared to the prior year. In the future, various costs will be lowered for QPA services and payroll services.

Mayor Zeigler put a hold on the discussion of Finance to allow the Police Department to present their budget, returning after the Police Department completed their presentation.

CFO Keng explained that due to impending increases in health benefits, he calculated based on each employee's plans the projected cost to the Borough of Leonia, totaling \$920,000.

On a question from Councilman Hesterbrink, CFO Keng explained that only 55 employees within the Borough of Leonia are currently using the benefits offered by the Borough of Leonia. CFO Keng also explained the impact different plans had on the cost to the Borough of Leonia. Borough Administrator Wardrop explained that the increase in health benefit costs is both an increase for the employee and the employer, who must pay for certain premiums.

CFO Keng explained that the Borough of Leonia is currently looking into alternatives to those offered by the State. Mayor Zeigler stated that the issue with alternatives is that they must be either equivalent or better than what is currently being offered to employees. The Borough of Leonia's Risk Managers are currently assisting with the search for alternatives. It is expected that this will be an item of discussion for the Mayor and Council after the budget is completed.

Councilwoman Davis asked that once the research is completed that the Borough Administrator and CFO ask surrounding municipalities their experiences with the alternatives to ensure that the benefits being provided are equal or better. Borough Administrator Wardrop responded that various municipalities have had very good experiences with their found alternative health insurance funds.

Councilman Fusco had no further questions.

### **Police**

Police Chief Scott Tamagny highlighted the various achievements of the Police Department for 2022, in particular their achievement of accreditation.

Councilman Grandelis questioned items that were consolidated within the Police Department's budget. Police Chief Tamagny explained that any items within the requested budget that have \$0.00 requested have been consolidated with other accounts.

Councilwoman Davis thanked Chief Tamagny, Captain Garris, and Karlie Seminerio for their efforts in achieving accreditation.

Councilman Fusco asked the Police Chief for more detail as to the attached personnel request. Chief Tamagny explained that the request is not for a new employee but an increase in salary still pending approval.

Councilman Ziegler and Councilman Hesterbrink had no questions.

Mayor Zeigler asked as to the reasoning behind the increase in contractual services. Police Chief Tamagny explained that the account was consolidated with the police software maintenance account.

Mayor Zeigler brought up the potential of using volunteer auxiliary police officers and staff to augment the police force to ensure better use of time for the Police Department's officers and staff.

Mayor Zeigler thanked the Police Department for their efforts in ensuring the successful implementation of changes to alternate side parking.

CFO Keng thanked the Police Chief for his participation and efforts to ensure the success of the budget creation.

Councilman Fusco inquired if the Police Department ever needs to go outside of the Borough Mechanic for vehicle services. Police Chief Tamagny explained that except for very specific circumstances, most vehicle maintenance is performed by the Borough Mechanic, which is why he feels comfortable moving the account entirely over to the DPW.

Borough Administrator Wardrop took a moment to state her gratitude to Chief Tamagny for his assistance with a myriad of projects throughout the year.

Councilman Ziegler asked for a percentage increase in all operating budgets. CFO Keng stated that as it stands the percent increase in budget is 8%. CFO Keng stated that an excess cap bank is available if needed and explained its purpose.

Councilman Ziegler questioned the decreased request for software support, to which CFO Keng explained that he confirmed with Edmunds the cost for their software and that the high costs of the prior year were due to the transition in financial software.

Councilman Hesterbrink noticed that the 2022 actual cost included county and school taxes and asked about their inclusion. CFO Keng explained that while county taxes are not budgeted, they are paid in the actuals which are set by the county. ‘

Councilman Grandelis asked as to a note that stated that for Qualified Purchasing Agent services that there will be a decrease in cost. CFO Keng explained that currently, the Borough of Leonia is still paying the current QPA but that another employee is taking courses and will soon be appointed in their place. Borough Administrator Wardrop stated that the proposed successor is still taking courses and must take an exam so there will not be a projected transition to occur immediately.

Mayor Zeigler asked if the Finance Office is adequately staffed and supplied to continue successful operations. CFO Keng stated that currently there have not been any issues but it still will take some time to deduce an answer to the question.

Mayor Zeigler thanked CFO Keng for his contributions to the Borough of Leonia and his stellar work. CFO Keng in turn thanked all the staff he works with daily which allows for this success.

### **Administration**

The Administration Department followed the Finance Department in presenting their budget.

Borough Administrator Andrea Wardrop gave an update on the various projects that her department works on, such as the new municipal building and the rollout of the employee performance evaluation software NEOGOV.

Councilman Fusco inquired as to the Wood Terrace & Lakeview Avenue Drainage Project and wished to know if Borough Engineer Drew Di Sessa has reached out to the army corps for assistance with their flood mitigation programs. Borough Administrator Wardrop responded that Englewood has been in contact with the army corps, but it is not a quick solution and there is no guarantee that a proposal will be approved.

Borough Administrator Wardrop continued her discussion over various goals and projects she wished to see completed in 2023, including a complete employee job description overhaul.

CFO Keng stated that the DPW Blue Collar contract was a great success, with the Borough achieving the acquisition of a good 5-year contract. CFO Keng's recommendation is to begin negotiations with the Police Benevolent Association as soon as possible.

Borough Administrator Wardrop explained that the percentage increases in salaries and wages are due inclusion of another \$40,000 for retirements and settlements. CFO Keng explained that liabilities of 2022 are coming due in 2023, with the \$40,000 being a conservative estimate.

Consultant and professional fees are being decreased to bring it aligned to an amount that it should be, as in 2022 it was over appropriated.

The Stigma Free Committee has some plans for which they are requesting an amount of \$5,000.

Further detail was given as to various other line items and the reasoning behind their asked appropriations.

Councilman Fusco had no questions as to the Administration Budget.

Councilman Ziegler inquired as to the economic development line item. Borough Administrator Wardrop stated that since the departure of Karp Strategies, the Borough of Leonia has left that out on the table and so far, has been unsuccessful in securing a bidder on the professional services RFP. Mayor Zeigler asked if H2M as Borough Planners would be able to provide those services. Borough Administrator Wardrop said H2M could take on those responsibilities but did not include it as part of their proposal. Councilman Fusco stated that H2M would need to undertake these responsibilities as part of their redevelopment responsibilities with the Planning Board.

Councilman Ziegler inquired as to architectural costs, to which it was answered by the Chief Financial Officer that they were put into capital. Anything else would be considered soft costs.

Councilman Hesterbrink, Councilman Grandelis, and Councilwoman Davis had no further questions.

Mayor Zeigler asked Borough Administrator Wardrop what are the areas in which her office could use assistance. Borough Administrator Wardrop stated that the areas she feels in which assistance could be needed are for projects and human resources. As there is no professional human resources person in the Borough of Leonia, the Borough Administrator relies heavily on the Labor Attorney.

Councilman Fusco asked the Borough Administrator to lean more into CBRE, the project manager for the municipal building project, to improve their performance. As it is a large time-consuming investment for the Borough Administrator to micromanage the project, this time spent could be better spent elsewhere.

## **Recreation**

Program Director Destiney Sampson presented the goals and objectives of the Recreation Department as well as its budget. One such budget item that was highlighted by the Program Director was the expansion of Senior Citizen programs. Due to this increase in programming, it was found necessary to increase the number of hours worked by Senior Coordinator Margaret Browne.



Salaries within the Recreation Department saw an increase due to a \$5,000 raise for the Recreation Director as well as a 2% increase for other employees.

The utility line item was set to \$0 as utilities are not paid all under the same account for the Borough of Leonia.

CFO Keng noted that the other notable item relating to employee salaries is the Senior Bus driver becoming a full-time position which increased the salary requirements from its prior part-time status.

Mayor Zeigler wished to remind the Governing Body that the Recreation Commission also encapsulates the swim club, whose budget is separately designated.

Mayor Zeigler congratulated the work done by the staff of the Recreation Department, especially Program Director Sampson who has done a phenomenal job since joining the Borough of Leonia.

Councilman Ziegler asked for the participation rates for the Senior activities, asking if there is a calculated amount to be compared to those of the year prior. Program Director Sampson replied that participation rates have increased by a rate of at least 70-80%.

Councilman Ziegler wished to ensure that the program revenue continues to cover the new programs that are being offered, and if they are subsidized to what extent. Mayor Zeigler interjected that from his recollection there is a policy in place within the Recreation Commission that programs fund themselves. Program Director Sampson stated that the recreation activity budget is around \$168,000 which is where most of the programs receive funding from.

Councilman Ziegler noted that the Senior Bus repairs are one such item that was not consolidated into the DPW Budget. Borough Administrator Wardrop made the point that some repairs necessary to the bus cannot be performed by the Borough Mechanic.

Councilman Hesterbrink asked for an explanation as to the citizen coordinator item, as the notes mentioned the Senior Bus Driver's Salary. It was explained that the budget item encompasses both.

Councilman Grandelis and Councilwoman Davis had no further questions.

Councilman Fusco wished to know which plans were made to allocate for potential future improvements to the Senior Center. It was explained that funding for those projects would be part of the Capital Budget.

Mayor Zeigler encouraged the Recreation Department to continue to grow its relationship with the library to ensure that the programs offered by both departments complement one another.

### **Fire Department**

Fire Chief Thomas Caruolo gave the 2022 highlights for the Fire Department. One item, in particular, he made note of was the success of the stipend increase for growth in member participation.

Fire Chief Caruolo noted that certain items were not included as part of the budget, with total appropriations requested to eventually change.

Councilman Grandelis noted that these discussions were held during the Fire Committee, with work to be performed to figure out how to correct any issues.

The Fire Department will be having its 125<sup>th</sup> anniversary, so the Leonia Fire Department is planning an event to celebrate in Wood Park. This has been discussed with the Recreation Director, with a car show planned to be held on Grand Avenue.

Councilman Hesterbrink, Councilman Grandelis, and Councilwoman Davis had no further questions.

Councilman Ziegler asked that in the proposal for the anniversary event the revenue that is collected and the ask be provided so that visibility is provided on its financials.

Councilman Ziegler asked if the air cards line item was finally removed or if it has been consolidated into another line, to which it was answered that it was consolidated with another line.

Borough Administrator Wardrop wished to say that some great strides have been made towards the Fire Department being able to input their requisitions for purchase orders.

Councilman Ziegler asked when the insurance certification is scheduled to occur for the Fire Department to gain its ISO Rating. Fire Chief Caruolo stated that the Fire Department has been working with the officials to review and remediate any issues with vehicles or equipment. Deputy Chief/Chief-elect John Dunn stated that this will be a major focus for 2023. The Leonia Fire Department currently has an ISO Rating of 4, with the goal being to eventually bring the rating down to a 3.

Councilwoman Davis questioned if the Joint Insurance Fund (JIF) is to be working with the Fire Department throughout this process, to which the Borough Administrator confirmed.

### **Office of Emergency Management**

Office of Emergency Management (OEM) Coordinator Robert Chace noted that the largest item for 2023 is training and other requirements to be compliant with new state regulations.

Chief Tamagny is to eventually be replaced as a Deputy Coordinator, thus the search has begun for a replacement.

Mayor Zeigler asked if with the new directives if any additional costs were calculated and added to the requested budget. OEM Coordinator Chace answered that these costs were calculated into the request.

Councilman Grandelis offered the idea of potentially looking into any grants that could help to offset any new costs from the directives. Mayor Zeigler stated that Representative Josh Gottheimer has shown great interest in helping the Borough of Leonia acquire new grants and thus would be a great resource.

Councilwoman Davis, Fusco, and Ziegler had no further questions.

Councilman Hesterbrink inquired into the training costs, to which it was answered by the Mayor that the training is for three individuals.

### **Shade Tree Commission**

Co-Chair Imanta Bergmanis presented the Shade Tree Commission's budget to the Mayor and Council.

### **Municipal Court**

Court Administrator Cherron Gil provided information to the Mayor and Council to review and ask any questions relating to the goals and accomplishments of the Municipal Courts.

Mayor Zeigler asked if in-person court sessions are set to return, to which the Court Administrator replied that they may return but will not see as much traffic as before the pandemic.

Councilman Ziegler noted that the Court Administrator said that the Municipal Court is seeing levels of traffic compared to before the Covid-19 Pandemic. The Court Administrator stated that the Municipal Court has been able to keep up with this increasing demand for services and has helped to clear up any backlog of cases.

Councilman Ziegler wished to understand where the largest increases in the Municipal Court's budget came from. Court Administrator Gil stated that one of the largest increases was seen in the use of interpreters for cases, so they have been used more on an as-needed basis to scale down costs.

Court Administrator Gil confirmed that there was enough funding to cover the training costs required.

Information is given on a day-to-day basis on updates for rules and regulations, ensuring that training for Municipal Court employees is up to date.

Councilman Hesterbrink and Councilwoman Davis had no questions.

Councilman Grandelis had a question answered by the CFO, explaining the consolidation of Public Defender into the Municipal Court salaries and wages line item. Court Administrator Gil explained that there is a dedicated public defender account and that anyone who uses their services must pay a fee unless their financial situation is such that they are exempt.

In terms of the transition to the new municipal building, Councilman Fusco wanted to know if there was a need for more staffing. Court Administrator Gil replied that at this point there is no need but if the number of cases increases exponentially that may be something to be reassessed.

Once the Municipal Court moves into the new municipal building, it will eliminate the cost associated with renting other municipal court buildings.

### **Fire Prevention**

Fire Marshall Dave Haenelt began the discussion by stating that the one highlight of the Fire Preventions goals and objectives was the successful completion of the updated Fire

Prevention ordinance. This has assisted with the collection of fees and revenue for the department, with the intake being already higher than the year prior.

Fire Marshall Dave Haenelt would like to fill the Deputy Fire Marshall position to create a proper chain of command and allow for assistance with inspectors.

The demand for the services of Fire Prevention has seen a substantial increase over the years. With this comes an increase in inspections, creating the need for an increase in hours to handle more at a time. The increase in costs due to salary will be offset by the increased fees set by the fire prevention ordinance.

The Fire Marshall responded to a question from the mayor stating that he does not believe there will be an increase in revenue based on an increase in hours alone.

Councilman Hesterbrink asked if there was any data to substantiate the claim that there was an increase in inspections that would validate the need for more hours. Fire Marshal Haenelt said that there was an increase of 10% from last year and 30% from the prior 10 years.

CFO Keng explained that the increase in salaries and wages was a result of the proposed increased hours.

Councilwoman Davis and Councilman Fusco had no further questions.

Councilman Ziegler inquired as to what percentage of the life hazard inspection fees the state keeps. Fire Marshall Haenelt replied that the state takes 35% for registering and building. Non-life hazard fees are mainly collected from local fees.

Mayor Zeigler and Borough Administrator Wardrop lauded the merits of Fire Prevention and the knowledge and ability of Fire Marshall Haenelt and Fire Inspector Robert Chace.

CFO Keng held the opinion that the Fire Prevention budget was very reasonable.

## **Library**

Library Director Elysse Fink highlighted the large increase in public participation and interest in the library, which can be accredited to the efforts of the staff to bring the public back in after the Covid-19 pandemic.

The biggest increase for 2023 comes from salaries and wages, and as a result, the Leonia Library has been working to lower operating costs to offset this increase.

Mayor Zeigler thanked the staff of the library for their leadership and efforts to put the public first throughout the pandemic.

Councilman Grandelis, Councilwoman Davis, Councilman Fusco, Councilman Hesterbrink, and Councilman Ziegler all expressed their appreciation for the library and its staff.

Mayor Zeigler asked if there were any opportunities for the Leonia Library to collect some funds from tutors who use the facility. Director Elysse Fink stated that recently there have not been many tutors seen and instead students tend to assist one another.

Councilman Fusco asked Director Fink how well have the recent repairs to the roofing and AC system been holding up. Director Fink replied that they have been holding up incredibly well.

Borough Administrator Wardrop spoke about the quarterly transfers and encouraged the Mayor and Council to review the documentation provided to them.

CFO Keng stated that the request will be paid over four quarters to assist with staying within the 2% and ensure financial accountability.

### **Next Steps**

Borough Administrator Wardrop and Chief Financial Officer Keng will convene and discuss any notes that were taken during the meeting. The Budget numbers will be updated and a Finance Committee meeting will be scheduled.

The next process to begin is the Capital Budget process, which is projected to begin in early January.

Statutory deadlines have been extended by a month by the Division of Local Government Services, so at the next Finance Committee meeting a calendar can be created.

Mayor Zeigler expressed a desire to discuss the 8% increase at the next Mayor and Council Work Session, with guidance provided to the Finance Committee as to a goal to lower it.

CFO Keng recommended that once a goal is determined that a meeting be held to have all the Department Heads come to the Mayor and Council to discuss their budgets.

Councilman Hesterbrink asked the CFO for any more advice he could provide for lessening the budget. CFO Keng stated that it is a difficult process because certain departments like the DPW saw a large increase, but cutting back from them could mean a drastic lessening of services that could be provided.

### **Adjournment:**

There being no further business to come before the Mayor and Council, on a motion by Councilman Ziegler, second by Councilwoman Davis, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 12:29 p.m.

Respectfully submitted,

Jonathan Mandel,  
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