

August 9, 2016

Regular meeting of the Mayor and Council of the Borough of Victory Gardens, held on August 9, 2016.

Mayor Holeman called the meeting to order and declared a quorum present.
Pledge of Allegiance to the Flag of Our Country.
Please remain standing for a moment of silence for our military.

This meeting has been advertised in one newspaper, The Daily Record, in compliance with the New Jersey Open Public Meetings Act.

ATTENDANCE: Councilwoman Cheatham, Councilman Glass, Councilwoman Hedgepath, Councilman Jacobus, Councilwoman Garcia Montes.

Attorney Feintuch was also present at the meeting.

ABSENT: Councilman Lorenzo.

At the time, Mayor Holeman asked Council for a motion to go out of the regular order of business so that our CFO Derek Macchia can discuss two issues with us regarding his office. Motion made by Councilwoman Montes, seconded by Councilman Glass and approved on verbal vote. None opposed.

Derek introduced himself to the Governing Body for those that haven't met him yet. The first reason I am here is to discuss the scanner for my office. Right now there is no way for me to scan documents or save them. My office does a lot of paperwork back and forth with the State and other agencies. How did this get done while Amy was here? I don't know. She could have been doing it from home. A lot of the State agencies are moving away from paper and going digital. It is recently that the State is asking for everything to be scanned. There are times that I need to send things to ADP for payroll, things to vendors. The whole process would be more efficient - especially with the State.

Doesn't the copier we have now scan? Yes, but I am still running windows XP and there is no capability for me to scan from my computer to the copier. We are having problems with our scanner right now. Mark is working on my computer - to purchase a new one. Amy did say it was in the budget for two computers this year - mine being one of them. Windows XP is no longer supported as of 8/29/16. It will go dark at that time and it will no longer do anything with the State.

So, you need a new computer? Yes. Mark is working on it. He is going through Dell which has the state contract. I don't know where in the process he is. I don't know how it works once I get the computer and who will set me up so I can scan through the copier. Would we be able to get our checks direct deposit? I will address that when I get to the next topic with payroll. On the note for the printer, Mark had given me a printer from his office and right now that is working for me. I will need an ink cartridge for that but this is just regular office supplies. The computer has been ordered.

The second item I wanted to speak to Council on was payroll companies. Right now we use ADP. It is not a necessity at this time, it is more a best practices. I would like to have the Council consider R & L Payroll. ADP is a great company but most of all their stuff is for commercial. That is what they are set up to do. Municipal Government is not like commercial. There are things that ADP can't do or doesn't know how to do. There are issues with ADP. ADP takes more out for certain deductions. I have filed with the State to make sure we have no overpayments to them. Again, they take forever to get back to you. I am on the phone with them every week.

R & L Payroll primarily handles municipal government. They are well versed and good at what they do. They are meticulous about filing reports and making sure everything is done on a timely basis. There is an increase over what we currently are paying ADP but I rather have the surety knowing that everything is being done correctly with payroll. That is a worthwhile investment in my mind. It is up to Council to make that decision. What is the difference in price? The big payroll would be about \$110 to \$120 and \$72 for the small payroll. ADP charges \$50 for the small payroll and \$75 for the large payroll. So we are looking at about \$2,000 more a year for payroll? Yes.

The problem with ADP is making sure they are doing everything correctly. Have you come across any difficulty yet with ADP? Yes. Enrolling an employee in DCRP. They didn't know what that was and didn't make deductions. I enrolled that person with the State and now there are deductions every pay period that have to be done. I have to calculate that myself manually because ADP doesn't know how to do it. There is no mechanism for ADP to do this. I don't know why this hasn't been done in the past. I know it wasn't done when I came on. A lot of things with ADP I have to do myself. I have to create the deduction codes, I have to create other codes. I have to make sure this is done. With the other company it will be done automatically. We are paying for a service with ADP but if I am the one doing everything then why are we paying them? R & L is a smaller entity and are in Bloomsbury. They are much more hands on. If I send payroll to them and they have any questions, they call me within a ½ hour after hearing from me. They can do direct deposit. There is an added cost for direct deposit. We do not pay that cost in Chester Township because we are considered a large employee. Before doing direct deposit I need authorization from Mayor and Council to do that. Could you ask them about the costs and see if they can reduce the cost for us? I can ask them.

When does the report go into Lincoln Financial? Once a month. The rate they quoted us is a discounted rate. I can ask but I don't know if they will give us more of a discount.

The Mayor asked when Derek would need to know about switching payroll companies? There is no time frame but if we are going to implement a change I would like to do it either on the quarterly basis or annual.

Motion to go back into the regular order of business by Councilwoman Montes, seconded by Councilman Glass and approved on verbal vote. None opposed.

Motion to accept the minutes of July 26, 2016 as received by Councilwoman Montes, seconded by Councilman Glass and approved on verbal vote. None opposed.

Motion to accept the closed session minutes of July 26, 2016 as received by Councilwoman Montes, seconded by Councilman Glass and approved on verbal vote. None opposed.

CORRESPONDENCE:

LETTER TO RESIDENT - I sent a letter to the residents at 392 Washington Avenue about the driveway. She did call and say she would be at the meeting tonight, but she isn't here.

MORRIS COUNTY FREEHOLDERS - The Remembrance Service for 9/11 will be held at 6:00 p.m. on Sunday September 11, 2016.

INFORMATION FROM CFO - These are answers to questions I asked Derek for the Council regarding the closed session matter we had on an employee and payroll. Everyone was given a copy of his response.

LETTER FROM VALERIE WILLIAMS - Everyone was given a copy of Valeries letter and my written responses.

REPORT FROM ATTORNEY FEINTUCH - Everyone has a copy of Attorneys information. He would like a committee formed to go over this.

Motion to accept correspondence by Councilman Jacobus, seconded by Councilwoman Montes and approved on verbal vote. None opposed.

VOUCHERS:

The Mayor asked if there were any questions on the vouchers? Hearing none, he asked for a motion to pay the bills.

Motion to approve the vouchers for payment by Councilman Glass, seconded by Councilwoman Montes and approved on roll call:

Councilwoman Cheatham	Yes
Councilman Glass	Yes
Councilwoman Hedgepath	Yes
Councilman Jacobus	Yes
Councilwoman Garcia Montes	Yes

(See Voucher Listing Next Page)

NEW BUSINESS:

CFO/PAYROLL COMPANY/SCANNER - What are we doing with this? Derek is going to try to get us a reduced rate from the payroll. He will check with Mark on his computer and then we will see if he can scan from that to the copier.

OLD BUSINESS:

Everyone has a copy of the new information from the Attorney. He would like to have a committee of three work on this. This is for the camper/trailer update.

The Attorney said that as he was working on this there is a lot of redundant things. They need to be cleaned up. You can look and see my suggestions and then get back to me.

Mayor Holeman stated at the end of the meeting we are going into closed session to discuss personnel and a pay raise.

Motion to open the meeting to the public by Councilwoman Montes, seconded by Councilman Glass and approved on verbal vote. None opposed.

Pedro Soto - I live on the dead end of Adams Avenue and people that come to visit me are getting tickets for parking. I was parked on my property with my motorcycle and I got a ticket. There needs to be a resolution to this problem. About 14 years ago the Engineer went out and painted lines to show where people could park. I don't have a cut out in front of my house. I have my private property there. Can you talk to the State Police and find out if they can back off until the lines are repainted? The lines have gone away. They haven't been there in years.

The Clerk said that Leon would have to come out again and look at the street for the line painting. The lines are gone so we need to have the roads checked out and remarked for the line painting.

Does Council want me to contact Leon Hall about coming out for Adams Avenue - both sides - so we are able to paint lines again. Yes.

Mr. Soto said it isn't fair for him to have to take a day off from work to go fight this. It will be my word against his. I requested a court date but I don't have that date yet. Let us know when you get the date. Maybe we can get a letter from the Engineer saying it is private property where they ticketed.

Valerie Williams - Where is Sgt. Bermingham tonight? He requested the Borough to let him know when the Council meetings are so he can attend? He never asked us to do that. However, they know when our meetings are. What year were the lines painted? We don't know. Councilman Glass said he thought it was when Nanette was Mayor. The Clerk said she looked back in the minute books as far as 1999 and she didn't see anything for Denville Line Painting. We even called them and they had nothing on record from 1999 forward for doing any work for the Borough. Derek looked back in the records and he did not see anything either. Did you receive a copy of the letter I sent the Clerk? Yes. Was Leon Hall given specifications as to where to paint the lines the first time. He did all the work. He told us where the lines should go.

Jim Janone - About the line painting, they painted over the grates. Paint ran into the drains. I thought we had a machine. It is broken. Why don't you suspend the parking until you look at the maps and see where the right of way is. That what Leon does in order to tell us where to paint. Voucher #8013 for Debbie Devery for Staples. What was that for? A part for the computers. They would not take a voucher so Deb paid for it with her credit card. That is why the voucher is in. You are well aware Jim, that we have been having issues with the computers and the scanner. Is there any update on the phones? No, we have been busy with other things. Why don't you go out to another company to have them fix your computer network. You may want to look into getting a server. There is no backup on some of the computers here. The only ones that do backup are Lorraine, Derek and Mark. Why didn't you ask the CFO to do an analysis for payroll costs? Why can't it be done in house?

PUBLIC MEETING CONTINUED:

Joan Cegelka - Your copier has been down for over a month. No, the copier is working maybe 3 weeks the scanner has been down. Why don't you get a tech person. We have the copier people trying to work in this as well as Mark. He has been on the phone with them. There is also a mistake on the website but I don't remember what it was. You need to put money into the computer system and get everything up and running. You should get a server. There is nothing going into the website.

Laura Alvarez - I live in Brook Run Apartments. I am here because we only get one parking space. I got a ticket. Is there a solution for that? There is private parking in the apartments. We can't say that they are allowed so many parking spaces. The Clerk told Ms. Alvarez to call her or come in and I will give you the name and number of the complex owner. You can speak to him. We have spoken to the owners of each complex asking them to remove the abandoned cars from the property. If they do that, then there will be more spaces for the tenants to park. The lease that was signed says that they are only allowed one parking space.

Motion to close the meeting to the public by Councilwoman Montes, seconded by Councilman Glass and approved on verbal vote. None opposed.

The Clerk said she needs to let the Council know that Eddie needs a new lawn mower. He has had this one for 10 years and it is no longer working. It will be a regular lawn mower.

A motion was made to have Eddie buy a lawn mower but not to pay anymore than \$450.00 for the purchase. Motion made by Councilman Glass, seconded by Councilwoman Hedgepath and approved on roll call:

Councilwoman Cheatham	Yes
Councilman Glass	Yes
Councilwoman Hedgepath	Yes
Councilman Jacobus	Yes
Councilwoman Garcia Montes	No

Motion to go into closed session by Councilwoman Montes, seconded by Councilman Glass and approved on verbal vote. None opposed.

Closed session typed separately.

Motion to go out of the closed session and back into regular session by Councilwoman Montes, seconded by Councilman Glass and approved on verbal vote. None opposed.

Our closed session was about employee Hector Lorenzo receiving \$1.00 per hour more in pay retroactive to June 1, 2016.

Motion by Councilwoman Montes to pay Hector Lorenzo \$1.00 per hour more retroactive to June 1, 2016. Roll call:

Councilwoman Cheatham	Yes
Councilman Glass	Yes
Councilwoman Hedgepath	Yes
Councilman Jacobus	Abstain
Councilwoman Garcia Montes	Yes

Motion to adjourn the meeting by Councilwoman Montes, seconded by Councilman Glass and approved on verbal vote. None opposed.

Submitted By:

Deborah Evans

Deborah Evans
Borough Clerk