

November 7, 2018
Municipal Building
121 Evergreen Road
New Egypt, NJ 08533

The Special Meeting of the Plumsted Township Committee was called to order by Mayor Trotta. The purpose of the meeting was to conduct a Budget Workshop.

STATEMENT: “This meeting is being held in compliance with the Open Public Meetings Act. It was advertised for publication in the Trenton Times and the Asbury Park Press and posted on the bulletin board.”

THOSE OFFICIALS PRESENT WERE:

COMMITTEEMAN LOTTIO COMMITTEEMAN MARINARI DEPUTY MAYOR SORCHIK
MAYOR TROTTA BUSINESS ADMIN REILLY-PRIVETT DAVID LEUTWYLER, CDC
ATTORNEY KELLY ACTING MUNICIPAL CLERK WITHAM

Committeeman Jones was excused.

The meeting was opened with the flag salute and a moment of silence.

Mayor Trotta said the purpose of the meeting was to conduct a Budget Workshop. No formal action was to be taken.

Mayor Trotta said that budget documentation has been provided by CFO Madden and that Department Heads are present to go over their budgets.

CFO Madden said that the budget packet contains a summary of the 2019 Proposed Budget, the Capital Budget, Open Space Trust Budget, 2019 Proposed Salaries and Wages, and a budget detail of all the departments. She will go through the departments in order. She also handed out a copy of revenues, which she will talk about after speaking about the department heads.

Linda Saleñas, OEM, said the only change to the OEM budget is to provide for an increase of \$100 for printing and forms. She asked about building repairs. Mayor Trotta said that there is money for building repairs, but it will not cover what the building will need. He asked Dave Leutwyler about quotes to repair the foundation of the building. Madden said quotes come under the capital budget. Trotta said that the township was hoping the OEM Office would be out of the building by this time. There is a plan for OEM to move to another building. There was a discussion about adding funds for Haz-Mat in the OEM budget. Deputy Mayor Sorchik said Haz-Mat would be immediate funds needed for a response for clean-up. The transporter would be legally responsible to pay for the clean-up. It would be a short-term fund for which the township would be reimbursed. The Fire Department would be the entity that would actually respond. Sorchik talked about the OEM Plan and that once the plan is approved, we may be eligible for a grant – the Emergency Management Preparedness Grant (EMPG).

Kelly Creighton appeared for the Tax Collector's Office. Madden said the budget request for the Tax Collector's Office is a decrease from last year. Creighton said the budget looks fine to her. She just wants to make sure there is enough money in the budget for CEU's. She said she does not need a cash calendar but does need a new printer to replace the one that stopped working. Madden said there is money in the capital fund from this year to purchase a printer for the Tax Collector's Office, so the printer will be removed from the proposed budget and purchased from this year's capital fund. There was a discussion about the amount budgeted for CEU's and the cost of and need for a cash calendar.

Glenn Riccardi presented the budget for the Construction Office. Riccardi requested an additional \$20,000-25,000 to hire part-time electrical and plumbing inspectors based on construction projections. He said the current inspectors are unable to handle any additional work. The permit revenue will cover the increase in salaries. Madden said she added it to the summary for the Construction Office and that any increase in salaries and wages will be outside the CAP.

Riccardi said the rest of the budget will be the same as it has been for the past several years. Madden said an additional \$400 has been requested this year for seminars and education. Riccardi said that he will need even more employees when the Lennar project gets going.

Mayor Trotta asked if there were any questions for Riccardi. There were none.

Ellen Reilly-Privett spoke about the budget for the Business Administrator. She said it was written with the help of former Business Administrator Scott Pezaras. There is not much of a change. Salary and wages increased almost \$10,000. Madden said they are listed on “Salaries and Wages” and described how the amount had been calculated. There was a discussion about the number of hours that Reilly-Privett will work and the amount of money to allocate for her salary. Trotta suggested that the budget should stay where it is and then work within those parameters.

Reilly-Privett went through the changes in the O&E. She said membership dues were increased to \$500. Pezaras suggested that she and Leutwyler join the professional association for business administrators. A discussion was held about whether the dues should come out of the Administrator’s budget or Leutwyler’s budget. Reilly-Privett said that Pezaras suggested money be left in seminars and education for her training. She is not sure when she will be able to fit training into her schedule, so she is unsure about leaving that much money in the budget. Committeeman Marinari said that it is vitally important that she stays up-to-date in her training. She said she agreed. Trotta said the money should be left in the budget.

The next person to present his budget was Dave Leutwyler for road repairs, snow removal, recycling, and public buildings and grounds. Leutwyler lowered the amount budgeted for Schedule C from \$25,000 to \$23,000. A discussion was held about what had been spent so far this year. Madden said she anticipates that she might have to transfer money into the Schedule C line item at the end of this year or the beginning of next year. Leutwyler said a lot of work remains to be done. He said more work would have been done, but he is having trouble getting the county to do some of the work. It was decided to leave the Schedule C budget at \$25,000.

Leutwyler said he increased the budget for road repairs. He and Reilly-Privett have been working with maintenance supervisors in other municipalities and obtained the names of companies they use for road repair. His goal is to find a way to repair roads until they can be paved. Madden suggested that another line item be added to the budget for road repair. The “Miscellaneous” line item is principally for small amounts, i.e. mailbox repair. There was a discussion about the cost of cold patch versus hot patch and the cost of labor for each process relative to the amount that is needed for road repair.

There was a discussion about how a municipality could obtain surplus equipment from the federal government. The committee decided it was worth looking into.

Madden said she filled in \$72,000 for snow removal. Leutwyler said that more mailings should be going out for recycling, so he added \$100 for mailing, which can come out of the recycling grant. He said he has learned how to increase the township’s tonnage grant in the recycling classes he has been taking. Trotta said it may be less expensive to utilize the monthly newsletter, rather than having the township doing the mailing itself.

Leutwyler suggested including something about recycling in the MUA trash bills. He said the township does not get as much money back because people are putting the wrong things in recycling. Sorchik suggested that something about recycling be put in the senior newsletter as well. Leutwyler also spoke about a free app called “Recycle Coach” that provides local recycling and bulk pick up information.

Leutwyler said that the budget for seminars and education will remain the same this year since training money can come from the recycling grant. Madden said she inserted the cost of salaries and wages from projections she has done. Open Space is contributing \$41,600 to hire a part-time person for year-round lawn maintenance. Madden has budgeted money for 3-4 hours a week, 8 hours a day.

Madden spoke about the budget for salaries and wages. Trotta asked if more money really needs to be put into the budget because there is always money left in that line item. He said that the two current employees do not want to work more than 15 hours per week. The township needs to find out if they are willing to work more hours. Things are not getting done, which has been discussed many times before. Trotta said he is getting very frustrated about that and he said Committeeman Marinari is frustrated as well because they have talked about it. Either the two current employees work and be here a certain number of hours; whatever it takes to get the job done, while at the same time being mindful of their pension issue or the township will need to do something different. It is taking too long for things to get done. Leutwyler said he will ask them if they can be scheduled for more hours. One of the employees is having medical issues.

Madden said another thing the governing body needs to determine; along with Leutwyler, is does there need to be two people working part-time, 25 hours a week each, plus another part-time employee working 3-4 days a week. There was a discussion with Leutwyler about the need

for a certain number of employees. Trotta said he wants the work to be done. He does not know what to do when he gets a complaint about something not being done.

Madden brought up the topic of painting the administrative wing of the municipal building. She said the church is willing to paint the building. The township also received estimates from different painting contractors. She asked if the governing body wants the building to be painted by volunteers or should she go ahead and hire a painter. A question was asked what the holdup is for the church to do the painting. Madden said it is due to liability issues brought up by the township attorney. After a short discussion, the committee decided that the township would utilize a licensed painting contractor who is bonded and insured.

Madden said that she will go ahead with the contractor and once the painting is done, the new carpet can be installed. Madden said there are ripples in some of the carpeting, which is a tripping hazard.

Lotito asked about the number of hours that the two DPW employees have been working. Trotta said they are working about half the number of hours that they are supposed to be working. Leutwyler said he and the Business Administrator will sit down with them to see if they will increase their hours or if a change needs to be made.

Leutwyler said he would like to increase the budget for seminars and education. It would be used for courses he has been directed to take and for courses to be taken by other employees. He is not sure which line item they should go in. Madden said if they are related to PB&G, they should go in PB&G; if they are related to Administration, they should go in Administration.

Leutwyler spoke about the budget line items for equipment, equipment maintenance, property maintenance, safety equipment, vehicle repairs and miscellaneous items. Trotta asked what goes under janitorial supplies. Leutwyler said paper towels, soap, etc. Leutwyler asked for \$10,000 for ground maintenance. Madden suggested lowering the line item to \$4200 because \$5800 came out in 2018 for outside lawn care, which the township is not going to have in 2019. Madden said that lawn equipment will come out of the capital budget. Leutwyler spoke about building maintenance that needs to be done and the quotes he has received for different items. Madden said it can come out of capital funds.

Madden said if a dedication by rider is passed by the legislature the township will be able to put money into a trust from abandoned properties.

Jennifer Witham delivered the budget for the Municipal Clerk's Office. She spoke about the cost for subscriptions, seminars and education, codification, public notices, computer expenses, and the website. There was a discussion about expenses for salaries, office supplies and postage.

Witham said the Clerk's Office needs a high-speed scanner so that documents can be backed up electronically. Going forward everything needs to be scanned. Full ordinances as well as each resolution needs to be put into the minutes. They should be on the website as well. She would also like to purchase a laptop to use during meetings. The cost of a high-speed scanner, a laptop and their respective software programs were discussed.

Madden said the scanner and the laptop could come out of the capital budget. There is money left over from the 2018 budget that can be used for electronic equipment. Witham talked about the possibility of having a company come in and scan the older files that are in the basement. She said if the basement floods, everything will be lost and there will be no record of township business. It can be saved on flash drives, in remote storage, or in the state archives for a nominal fee. There was a discussion about the amount of storage and bandwidth that would be required. Councilman Lotito suggested the possibility of using an electronic signature to forgo scanning the documents and to utilize less storage.

Madden said that Witham had put the line item for electronic equipment at \$3250 and she changed it to \$3000 because some of it can be purchased through the capital fund. Lotito said that more research may be needed before the equipment is purchased. Scanning costs need to be considered as well as what resources are currently available. Trotta said the budget can be left where it is because the laptop and the scanner can be purchased out of capital.

Witham said she would like to get at least one fireproof filing cabinet to protect the hardbound books that contain the official minutes, resolutions and ordinances. Madden said there may be enough in the capital budget for one filing cabinet. She will also check to see if there is money in this year's budget for the filing cabinet.

Madden said finance, the tax assessor, the court and the police will present their budgets next time.

Madden went over the capital budget summary. Trotta asked if a survey of township roads to determine which roads should be repaired would fit under the capital budget. He said he has a quote from Special Engineer Dewberry. Madden said it could. She asked if there is anything that the committee wants her to add or take off the budget. She spoke about electronics, records management, digitized tax maps, e-ticketing, and new computers. She said that there are line items on the budget summary with question marks because she is still waiting for the information, i.e. courtesy busing and grants.

Madden talked about utilizing Open Space taxes to offset police salaries and DPW workers. She also spoke about the final payment for the UTT grant in 2019. The committee discussed the need for new playground mulch.

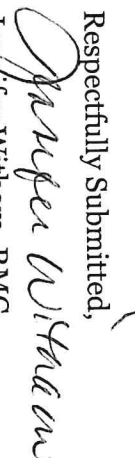
Madden spoke about the total inside CAP number, the utilization of a CAP bank and the Plumsted Township Detailed Revenue Account Status form. She said she computed excess revenues by providing projections for fees from mobile homes, zoning permits, planning board, revenue for municipal court, interest on deposits, cable television, uniform construction, rental inspections, and Miscellaneous Revenue Not Anticipated ("MRNA"). She also discussed anticipated surplus, deferment of school taxes, fund balance analysis and the police budget.

Madden asked if there were any questions. Trotta said yes, going back to the summary of the expenses, "Public Defender." He said he wants to make sure that there is enough money budgeted in 2019 to pay the public defender for the year. The township was not able to pay the public defender this year because there was no money in the trust and the amount that was budgeted was used up rather quickly. He said the township will be transferring money during the regular session of the meeting to pay the public defender. Madden said that the court administrator will talk about the changing environment in the court when she comes in next week.

Trotta asked if there were any other questions. There were none.

Mayor Trotta asked for any other new business for the budget workshop. There was none. Trotta asked for public comment. Since there was no public comment, Trotta asked for a motion to adjourn.

ON MOTION OF COMMITTEEMAN MARINARI, SECONDED BY DEPUTY MAYOR SORCHIK,
THE SPECIAL MEETING WAS ADJOURNED. ROLL CALL VOTE: ALL AYES

Respectfully Submitted,

Jennifer Witham, RMC
Municipal Clerk