

December 8, 2014
Municipal Building
121 Evergreen Road
New Egypt, NJ 08533

The Special Budget Workshop Meeting of the Township Committee was called to order by Mayor Trotta.

STATEMENT: "This meeting is being held in compliance with the Open Public Meetings Act. It was presented for publication to the Asbury Park Press and The Times and posted on the Bulletin Board." The purpose of this meeting is conduct a Budget Workshop for the year 2015. No Official Action will be taken.

The meeting was opened with the flag salute.

THOSE OFFICIALS PRESENT:

COMMITTEEMAN LOTITO COMMITTEEMAN WYSONG MAYOR TROTTA
DEPUTY MAYOR SORCHIK BUSINESS ADMINISTRATOR DANCER CFO MADDEN
MUNICIPAL CLERK HENDRICKSON ASSISTANT TREASURER PEACOCK

Committeeman Marinari was running late and arrived at 7:15 PM.

CFO Madden passed the budget sheets from Construction, Environmental, SOS and Recreation that were not included in time for the last budget workshop meeting.

Business Administrator Dancer said he thought the Department employees who did their O/E's saw the plan regarding the estimated 2015 Structural Budget Deficit Analysis as we are all part of a team.

CFO Madden said she brought a copy of the Detailed Budget Account Status if anyone had questions.

Regarding Construction Department, Subscriptions requested an increase from \$600 to \$700. Joan Gruca, TACO said she had gone over the budget with Roger Fort, as Acting Construction Official in Glenn Riccardi's absence. She said there were a few adjustments. Kevin Schmalz was turning in his travel expenses as John Weidenbach did not. CFO Madden noted that the Governing Body talked about a car in the Police Tow Yard to be used for Construction Department. When that comes about she said she could make another line item for car repairs. Instead of increasing Travel Expense to \$4,000, it was decided to have \$1,000 for Travel Expense and \$3,000 for Car Repair. Computer Expense was increased \$200 since a new laser printer is needed. The total amount for Construction was \$11,400, increased by \$1,200. CFO Madden asked Gruca to check on the Road Runner Program and the cost of the books to make sure there would be enough with that increase.

Regarding Peter Ylvisaker's budget for Downtown Economic Development, he had no problem with the \$9,760 for S/W Line Item or the \$6,000 for O/E Line Item. He asked if the \$9,760 included his longevity. Madden said that was up to the Governing Body. Business Administrator Dancer said a formula was used which is 80% MUA and 20% Township with respect to Mr. Ylvisaker's overall expenses. He will bring this up at the MUA Meeting. Deputy Mayor Sorchik felt the longevity should be discussed with the labor attorney. The PBA contract was just settled to eliminate longevity in the PBA. He wanted to be sure this would not be an issue now or in the future and would not interfere with the negotiation with the PBA in future contracts.

Mayor Trotta asked Ylvisaker with respect to the events that he does, the Governing Body would like him to take back Fall Fest. There was discussion regarding and it was decided to put \$500 in a line item for the Fall Fest, with respect to manpower. This would be discussed further. Deputy Mayor Sorchik noted the reduction of \$100 to \$1,400 for Memorial Day Celebration and an increase of \$100 to \$600 for Christmas Celebration. CFO Madden said this would bring the total to \$3,125.

Madden said the next item was for Land Use Board. Kelly Creighton was in attendance and stated that she did not change amounts in the LUB budget but did have a memo regarding a Salary Adjustment. She took the position on a temporary basis which was fine, but now it has been six years and has become a permanent position. There was a lengthy discussion regarding this. Mayor Trotta said the Township have to be careful or they will be in trouble again and not eligible to ask the State for help for the next two years. He said there was a plan to get out of the situation they are in over the next four years. He noted that the Township is using school

deferred taxes to help plug holes that exist now. Mayor Trotta asked Kelly if she could keep an approximate track of the time she uses for Land Use Board, it would be appreciated so the Committee could see the time that is spent. The Committee was in agreement that once the Redevelopment project starts, this matter will need to be looked into again. Dancer said historically that the application fees that come to the Land Use Board are based upon the work needed to be done. He felt it was fair to look at applications and make decisions based upon them. It was decided to check on this information and discuss it again at the next budget workshop.

CFO Madden said the Administrator's Line Item is Zero. Madden said that what is being discussed at this meeting was Operating Expenses, not Salaries and Wages.

Regarding Municipal Clerk's Line Item, Clerk Hendrickson noted that she kept the amounts the same in the amount of \$28,150.

Regarding Finance Line Item, CFO Madden said the total amount of \$13,250 stayed the same but she adjusted amounts within.

Regarding Tax Collector, Ms. Peacock said her Total Budget of \$9,975 was increased by \$75 because the County was now charging for the hard bound books. She did raise and lower some line items within her budget. Committeeman Wysong questioned the reduction in Office Equipment which she explained that they bought two new filing cabinets because their redemption files were full. Peacock referred to a letter regarding the Tax Collector and Deputy Tax Collector's Salary. She said she felt she deserved an increase as well as all of the employees who have made huge sacrifices over the last six years for the budget and wanted that on the record. She commended all of the employees who were here who did a phenomenal job without things and salary increases and still came in and did everything they could. Peacock appreciated the help she received and vice versa from everyone. She said as far as her Deputy's position, that is one that she would like to be reviewed. Peacock said statutorily the Deputy Tax Collector takes full responsibility whether certified or not for everything that happens in that office; it is a huge responsibility. She did not know if the Deputy Clerk is the same position if she steps out of her office. Peacock said her responsibility as the Tax Collector is huge as she has a \$17 million levy that goes through her office over a twelve month period with an accelerated tax sale at the end of the year which is a cash only basis. Peacock said Creighton does a phenomenal job; she has gone through three Tax Collector, has the history of the office, personal skills and knowledge with the people that come in. As her Department Head, she would like to see a salary increase considered for her as Deputy Tax Collector.

Mayor Trotta asked if Creighton has considered getting the certification. Peacock said no because it has been quite some time and felt she would need to take the classes again. Business Administrator said from an historical standpoint that if she received her certification she would receive an increase. There was discussion whether Creighton would be interested review courses and the amount of them. Dancer felt that it would be a great investment for the Township to pay for the review course because with Creighton's experience, she could potentially be the next Tax Collector. Deputy Mayor Sorchik noted that there has to be someone to step in because you don't know what will happen to any of us tomorrow. There has to be someone to fill in to do the jobs which is important for the continuity of the operation. The Committee felt if Creighton was interested, the amount for the review course would be considered.

Regarding Tax Assessment, the Assessor increased her budget \$250.00 to \$5,000.00 and noted her expenses have gone up with maps, printing, forms and educational courses. Madden said with respect to what was going on with revaluations and foreclosures that is probably the reason for the increase in expenses. It was noted that she also takes a lot of courses through the other town she works in. She probably does an offset between the two municipalities.

Regarding Recycling, Committeeman Wysong noted that postage was reduced by \$250.00 as this amount was added to Mr. Leutwyler's budget for supplies. When he took over as Recycling Coordinator a few years ago, he checked with Rutgers regarding their classes to become a Certified Recycling Professional which became effective in sending the Grant Application to NJ DEP to be considered. A shared service was done with Jackson with their CRP and all of our information, including the statement, report and resolution is sent to them and they in turn forward it to DEP. Mayor Trotta said they are supposed to charge \$350.00 per year, but haven't the last two years. Committeeman Wysong noted that they have a new Recycling Coordinator so he was going to reach out to them for the upcoming 2014 Report. Wysong said he was thinking of relinquishing that responsibility and handing it over to Dave Leutwyler. He would become a Certified Recycling Professional and take the classes at Rutgers. He mentioned that a few years ago the classes were \$1,300. They are probably more now. This amount could be taken from the Grant.

Regarding Public Buildings and Grounds, CFO Madden noted \$250.00 was added for Office Supplies. Committeeman Wysong wanted to add an amount for barricades, CFO Madden suggested asking Chief Petrecca to use DDEF Grant monies for the barricades. It was also noted that sand bags would be required for weight. The Committee suggested leaving \$400.00 in the Safety Equipment Line Item. Under Equipment line item of \$1,700.00 there was \$700.00 left which reduced that line item to \$1,000.00.

Dave Leutwyler noted that under Buildings and Grounds, Jake Wig gave a proposal for the security lights, these are to replace the eight outside lights. CFO Madden said some of the Green Tech money could be used or there was still money left in the 2013 Current Year Budget for Capital Outlay for Municipal Buildings. Deputy Mayor Sorchik said regarding the guarantee life for the LED, he would like to see some kind of guarantee from the manufacturer that they will last those hours because they are three to four times the price of incandescent or sodium.

CFO Madden questioned Tabor's contract and wanted to know if was going to be renewed. She was told yes and the amount would be the same. Committeeman Wysong said he spoke to Mr. Tabor and he was interested in renewing his contract.

Regarding Demolition, CFO Madden said the Committee would have to make a decision regarding lowering the amount. The amount requested was \$3,900.00. Dancer said there was pending legislation to establish a Trust Fund for Demolition. This would be a revolving fund, once a demolition is done the cost is put on the Tax Sale and municipality recoups the cost against that Block and Lot. He said this way it can be done for future demolitions without impacting the Current Fund Budget. He noted that this legislation would not move before sometime next year.

There was discussion regarding the expense and removal of the locker room trailer at 2 Cedar Street. Committeeman Wysong said he requested \$500 because the value of the frame is not going to pay for the removal of the trailer. CFO Madden said this brings the subject of the new locker, trailer or building and asked if there was an update on this. Administrator Dancer said Elmer Goldman has offered like he did for the Senior Meeting Room. Dancer said when Mr. Goldman wants to help the Township he lives in, he has a way of getting things done. Mr. Goldman had a meeting with Chief Petrecca regarding dimensions and said he could build a block addition under the bid threshold but it would not be furnished. Deputy Mayor Sorchik said this would take some time. His concern and issue was that the officers are changing in the in the Emergency Management Office, this now looks like a locker room. Sorchik said people are coming in who have been arrested and a female police officer is present, this he felt was a real issue the quicker to get this underway the better. CFO Madden said at the next budget workshop Capital planning should be discussed and this topic should be part of the discussion. It was noted that going with Mr. Goldman there would be a significant savings rather than with getting another trailer. Deputy Mayor Sorchik also mentioned other options and future possibilities regarding the Police, Fire and First Aid.

CFO Madden said regarding Council for the Arts, they requested \$500.00 and SOS kept their amount at \$100.00 which was for phones and copies.

CFO Madden noted Chief Petrecca was not in attendance to go over the Police Budget. The Police budget will have to be reviewed in depth because it is a large budget and Petrecca has requested a \$14,000.00 increase. She noted the Clothing Allowance will need to be increased because every time a Police Officer is hired it costs \$1,140.00 the Township has to budget for everything even though money is received from the school. A question was asked about using a former officer's hand cuffs, Chief Petrecca has said there was some liability in doing this but he does use some of the equipment for officers that have been on board. Madden has informed Chief Petrecca that if an officer leaves before a year is up, she will be sending them a bill for everything and not deduct anything.

CFO Madden said regarding Emergency Management, Linda Salcfas reduced her budget by \$550.00. Salcfas no longer has the car now which is a big help because there is no longer that expense. It was noted that she didn't put anything in for mileage, the Committee decided to put in \$500.00 as there are mandatory monthly meetings at the County. Under Miscellaneous Expense she budgeted \$1,000.00 but used \$1,462.00. She used this for the Generator expense, which is \$115.00 per month. It was decided to add a line item for Generator Expense in the amount of \$1,380.00. It was decided to reduce her Miscellaneous to \$200.00 and zeroed out Printing and Forms and reduced Computers Expense to \$300.00. After looking it over, it was decided to keep her budget at \$2,650.00 and readjust the line items.

CFO Madden said the next item was Capital Improvements. The balances as of the beginning of December, 2014 were in the first column, the second column are amounts that could be

transferred from the Current Fund as of December 2nd, the third column were amounts that she and Administrator Dancer felt could be done for the 2015 Proposed Budget. \$20,000.00 was put into the Municipal Building Improvements total \$52,746.00 this helps whatever would be needed for the Police Department Building; \$10,000.00 was put into Computer and Electronic Equipment which would total \$24,236.01 to help with possibly getting two servers. In speaking to Chief Petrecca, phones and maybe radios would be needed for the Police Department. Madden said she also included \$35,973.00 for a 4-wheel drive police car. She said more discussion will be required at another meeting.

Administrator Dancer said at the October 27th Budget Workshop, there was discussion for the four or five year projection that our savings with Demolition of \$11,000.00, Capital savings for Computers of \$8,000.00, and Recreational Facilities instead of \$40,000.00 was reduced to \$20,000.00 with a savings of \$20,000.00.

CFO Madden said the next item was Open Space Trust Fund. She said she estimated the revenues for the taxes for 2015 and the balance for Reserve for Open Space Trust which was \$174,854.90 and she balanced the expenses. Madden noted the interest and principal on the BANS, the Green Acres Payments plus utilities, etc. which was pretty much like before.

Mayor Trotta noted that there was an issue with Recreation and wanted to have the liaisons and maybe Finance meet with them at their Rec Committee Meeting to discuss the financial process. Stephanie McMahon, the Recreation Chairman, is new to the program and how things work. Business Administrator Dancer questioned the issue, Mayor Trotta said they needed equipment and the Trust money cannot be used for equipment. CFO Madden noted there is a problem because the Township Committee gives Rec a lump sum of money each year and they divvy it up. There is a problem every year with the different groups. She said she takes no responsibility for how it is divided up and supplied Dave Leutwyler with the breakdown of the sheets to give to Recreation to give to McMahon so she could return the breakdown on the total amount.

CFO Madden continued with Environmental Commission stating they reduced their budget from \$1,295 to \$1,190.00. Regarding Sustainable New Jersey, she has not received anything. Committeeman Marinari wasn't sure about them but said he would speak to Mr. Neyenhouse to see if the Committee is still together.

In regards to Recreation, CFO Madden said their amount is \$15,440.00 and the break down is to be determined by Recreation. There was discussion about them supplying a budget to show need and bank statements which go along with their season. It was also noted that if the children numbers are down, their amount should also come down also. Ms. Peacock said if they had a budget every year the Township could see the increase or decrease in their fees coming in and going out. Deputy Mayor Sorchik was surprised that they don't file a budget just to protect themselves. CFO Madden said when she meets with them on how to follow the purchasing process, she would tell them that Finance has to have their budget.

Business Administrator Dancer said regarding 5013C, Volunteer First Aid, it is in the statute a municipality may contribute \$35,000 and additional \$35,000 if they provide an audit showing that there is a financial need. He mentioned it because if the Legislature set that kind of precedence for a First Aid 5013C status it would be reasonable to assume that with other nonprofits if you are asking for taxpayer dollars, just substantiate the need from financial statements. The Township Committee was in complete support of the Recreation Committee but they have to show a need. Madden said she felt that once they see and understand what is needed, they would be very accommodating.

CFO Madden said the only budget she did not receive was one from the Municipal Court. Dancer said he sent an email and hoped to have an outline proposal from Allentown regarding division of cost with respect to shared Court Administrator shared between Allentown and Plumsted by the end of the week.

CFO Madden said the last thing she had with respect to longevity for the non-contractual employees. She said Clerk Hendrickson and Assessor Francis reached their 22nd years of service in 2013, so she increased their longevity from \$3,000 to \$4,000 for 2013 and 2014 and the other person with longevity in 2014 was Cyndi MacReynolds. She said when she amends the salary resolution, she will add it. When increases were done for 2014, she noted that Jen's salary resolution, to raise her salary, was done just before or during the time we were going through the salary ordinance and resolution. Madden didn't increase her from \$10 to \$10.20 and \$13 to \$13.26 and \$15 when she becomes certified. She asked if Dave Leutwyler would receive an increase for 2015. Mayor Trotta noted that since Committeeman Wysong was resigning as Recycling Coordinator, this position and the \$1,000 which goes with it would be given to Dave Leutwyler as he will be appointed as the Recycling Coordinator. There was discussion regarding mileage for Leutwyler as Public Buildings and Grounds Working

Supervisor. Ms. Peacock noted that there should be travel expenses when a Maintenance Vehicle is not available.

Mayor Trotta asked if anyone else had anything for discussion. Deputy Mayor Sorchik said there was the capability to have an emergency alerting system. He said it was at the point where several entities could purchase a system. He said the school has a reverse 911 system which is limited by amount of calls that can go through the switch. The technology today is to basically alert everyone within a certain area in town or the whole town about an ongoing event that may affect them. The system is about \$10,000 which includes everything. It is expensive for a small community. The Committee, Emergency Management, Police, School Superintendent and Fire Department could have access to it. The reason he brought it up was because there are circumstances that become exacerbated by social media where we can't get "the facts" out and time is being spent responding to rumors. He said there may be a savings with this. Reverse 911 is significantly more expensive because it uses phone lines as opposed to the computer network, which is email, tweets, text messages and any phone number you want called. Once you are in it, you can go in and register all the accounts you want and in the order you want to be notified. Sorchik explained how the system worked and said it would heighten public awareness and create conditions that would notify the public. He said it was an expense up front but maybe it would save us having this in the long run. He said another thing he liked about it was transients, someone passing through, the Township has seen a lot of positive feedback from community members. Marinari said it was a vital public service for the Township. The residents would see we are doing something good, that would be a great plus.

Committeeman Trotta asked for public comment. There was no public in attendance.

Committeeman Trotta asked for any comments from the Committee.

Since there was no further business, Committeeman Trotta asked for a motion to close the Township Committee meeting.

ON MOTION OF COMMITTEEMAN WYSONG, SECONDED BY COMMITTEEMAN LOTITO THE MEETING WAS ADJOURNED. ROLL CALL VOTE: ALL AYES.

Respectfully submitted,

Dorothy J. Hendrickson, RMC
Municipal Clerk