

December 8, 2015
Municipal Building
121 Evergreen Road
New Egypt, NJ 08533

The Special Meeting of the Plumsted 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 in the Asbury Park Press, Trenton Times and posted on the bulletin board."

THOSE OFFICIALS PRESENT WERE:

COMMITTEEMAN LOTITO	COMMITTEEMAN WYSONG	MAYOR TROTTA
DEPUTY MAYOR SORCHIK	ADMINISTRATOR DANCER	DAVID LEUTWYLER, CDC
CLERK HENDRICKSON		

Committeeman Marinari was delayed.

The meeting was opened with the flag salute. There was no clergy in attendance; Mayor Trotta asked for a moment of silence.

ON MOTION OF DEPUTY MAYOR SORCHIK, SECONDED BY COMMITTEEMAN WYSONG, RESOLUTION NO. 2015-304, A RESOLUTION OF THE TOWNSHIP OF PLUMSTED, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE CONVENING OF AN EXECUTIVE SESSION IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT WAS ADOPTED. ROLL CALL VOTE: ALL AYES

The purpose of the executive session is to interview a police officer.

The Committee returned from Executive Session.

CORRESPONDENCE:

Mayor Trotta read Police Officer Jared England's letter of resignation.

ON MOTION OF COMMITTEEMAN WYSONG, SECONDED BY COMMITTEEMAN LOTITO, THE COMMITTEE ACCEPTED JARED ENGLAND'S LETTER OF RESIGNATION WITH REGRETS. ROLL CALL VOTE: ALL AYES

ON MOTION OF COMMITTEEMAN WYSONG, SECONDED BY DEPUTY MAYOR SORCHIK, RESOLUTION NO. 2015-305, AUTHORIZING THE APPOINTMENT OF JOHN R. GARRIGAN, JR. AS A PROBATIONARY (FULL-TIME) REGULAR PATROLMAN FOR THE TOWNSHIP OF PLUMSTED WAS ADOPTED. ROLL CALL VOTE: ALL AYES

Mayor Trotta asked John Garrigan and any family members to come forward with Chief Petrecca as Assemblyman Dancer did the swearing in ceremony. Garrigan introduced his family and thanked everyone for the appointment. He said he was excited as well as a little nervous. The Committee congratulated John on his appointment to the Plumsted Police Department.

The Committee took a five minute recess returned to Open Session.

Mayor Trotta said before the budget workshop, representatives from the Fire District were in attendance to discuss their budget with the Township Committee.

Dave Gindlesperger, Chairman of the Board of Fire Commissioners, Bob Brady and Joe Marcucci, Fire District Accountant, were in attendance.

Mr. Gindlesperger said they have done their due diligence with their budget to keep it as low as possible. He said due to some revenue shortfalls, that is what was hurting them.

Accountant Marcucci went over their budget. He said the budget is \$2,049,000 which is a \$6,000 increase over the 2015 budget, .3% increase over the total budget for 2015. He said revenue wise, the big item is collections on EMS revenue. A lot of that problem is due to the fact that patients are not providing insurance information, which is creating a problem with the individuals as they feel like we were billing them. EMS is getting a lot of phone calls asking why they are getting billed as they are a resident of Plumsted Township. He said if insurance information was given up front, the individual would not be getting the bills.

Committeeman Wysong asked if he would walk the Committee through the process of billing outside and for residents, because residents are getting billed and didn't think they should be. It was explained that when they are providing transport, if they don't provide insurance information, they soft bill to try and get insurance information. It is noted on the bill that if you have insurance to fill in the information and send it back. People are not doing that so they receive a second bill.

The other thing is people that have submitted it to their insurance have gotten the insurance checks and not passed them on. It was noted that currently there is about \$120,000 outstanding. He noted they have written off \$10,182 in the last few months to residents, where there some issues when they were transitioning from one company to another. There were issues with cross referencing because the other company wasn't pursuing anything at all. There was a large aging schedule of over 180 days. They started going back and some of the bills they only needed insurance information. The new company started this and there were complaints one individual contacted Assemblyman Dancer, she was taken care of. They have been working with residents and part of this is the education process, where they will be setting up customer surveys after they do a run. He said another thing they can't control was the paramedic's bill. MONOC will not sign a joint services agreement. If a bill is received from them, they will chase them to the end until they get their money, which they have no control.

When residents are transported by another municipality, the billing goes through the other municipality. Mr. Gindlesperger explained that they were revisiting their agreement with the other municipalities. With respect to New Hanover, he explained because of the low call volume, they were going to ask them for a donation to offset that. With North Hanover, because of the amount of runs and the amount of crossover, the runs are up. He noted that Jodi Byrne does a good job of looking and pulling people out that are not supposed to be balanced billed. The transition period started in May and the reporting is much better than they had from the other company. It was also noted that they were averaging over 100 calls per month now. 787 calls were from Plumsted so far this year and the next largest is North Hanover. He said there were 354 outstanding bills totaling \$110,000; New Hanover has 15 outstanding and North Hanover has 55 outstanding. Mr. Gindlesperger also said because of the health care insurance change, there have been a lot of people who have not met their deductibles, so insurance is not paying and there are a lot of larger write offs, more than was done in the past This has netted some of the revenue drop also.

Mr. Marcucci said there are situations like heart attacks where things fall through the cracks. You hate to be pushy with them but on the other side, it is money the District needs in order to continue to provide the service.

Deputy Mayor Sorchik said three things have been mentioned about people not paying, getting the check from the insurance company and not forwarding it on which is fraud, the ACA with people who do not make their minimum, so the insurance company says that is on them, and people not giving insurance information, which was one of the largest problems.

Mr. Gindlesperger said the career staff will be reaching out to residents to explain this information as there is a lot of misconception that there is still a volunteer EMS squad in town; it is 100% paid now. There have been some changes made over the weekends because backup around them, North Hanover and Allentown is hit and miss. So if a second rig is needed they have to wait for Jackson or Whiting, which causes a delay of up to 20 to 25 minutes. They have put a power truck on the weekends and during Township events that comes on at 10AM Saturday and goes off at 8PM on Sundays. One run usually generates enough revenue to cover itself. Doing this has helped them out.

Committeeman Wysong said it was important to get information out to the public in email alerts and the New Egypt News newsletter that goes out monthly. Committeeman Lotito questioned the rates, which Mr. Gindlesperger explained. He explained they had a bariatric truck which was an additional charge, but that was pulled from the grid except for the local service area, because calls were coming from as far away as Manalapan and Marlboro.

Deputy Mayor Sorchik said he invited them to the meeting because he knew about the shortfall at their budget hearing, but he wanted to point out that it is well below 2% for the total appropriations, which is \$6,000 more than last year. He explained their budget was reduced \$78,000 last year and their surplus amount is getting to the point where they aren't going to be able to cover their Capital month's bill.

Mr. Marcucci said at the end of the audit December 31, 2014, their surplus was \$292,000 of which \$78,000 was used in the 2015 Budget and they are using another \$35,000 in the 2016 Budget. So from the end of 2014 through 2015 they will have used over 50% of their surplus and they cannot continue to use this deficit funding going forward. He said with the amount to be

raised by taxes, they are still \$37,000 under the tax levy cap. He also said, the ratables went down \$2,000,000 compared to last year, which the Fire District or Township had no control. The bottom line is they can't continue to deficit fund this service. It may come to the point where they will have to raise taxes or decide what service they are unable to provide anymore. He said this was driven by salaries and time and over the past three years, the volunteer rescue squad has not been able to support an ambulance in the evenings so per diems have been put on to keep that service going; that is an extra cost. On one hand they are collecting revenue, but on the other hand they are losing revenue. It was also noted that under the Affordable Care Act there are restrictions, which was explained, with respect to using per diems so more are brought on board.

It was also noted that there are two ambulances with over 100,000 miles the repairs are costing more to fix than it would be to replace them. They were looking for a way to plug something in that wouldn't increase the budget, and looking at options to possibly leasing to keep the cost down. The problem is that on a weekend, four rigs could be out stat. The fire chief said 14 sets of gear are needed as what they have is not in compliance. The cost is \$4,000 to \$5,000 per set, in order to be in compliance they are looking into leasing gear over a period of time so instead of putting \$75,000 in the budget, they can put \$7,000.

Business Administrator Dancer said with respect to the Capital for new purchases, this year you didn't have to raise the \$48,000 for the truck, and next year it looks like in 2016 the ambulance, in the amount of \$38,000, is paid for. The total of \$86,000 for both will have to enter some type of a purchase. There was discussion regarding adding another ambulance and within the next couple of years they have to look into another engine because it has almost been 20 years for that which runs between \$500,000 and \$700,000. The County is talking about changing the radio system, they heard that this would not be funded at all. Radio for fire and EMS could be as much as \$750,000. It was noted that there may be a grant for that. Dancer said Congressman Smith has a great staff and are right on top of the grants. There was discussion regarding other possible grants.

Mr. Dancer asked if there was any indication of what their excess of operations would be by December 31st that would be available, Mr. Marcucci said he didn't think there would be much because they did not anticipate on collecting the \$378,000 in EMS revenues this year. It was noted that if anything goes into collections, they receive less money. Currently as of December 1st, \$54,000 was in collections. It was explained that the new company has the collection agency within that company itself, so when it becomes past due, it goes into collection. Mr. Gindlesperger said a lot of progress has been made this past year. The bottom line with the taxes would be a little less \$50,000 which is less than three quarters of a percent.

Mr. Gindlesperger said they wanted to do the best job they could and crunch the numbers so they could. Mr. Marcucci said with respect to volunteerism that these costs were always there but they were free labored provided by the residents of Plumsted Township. Now that you can't get volunteerism you have to pay for that cost and it is not cheap.

Mr. Dancer, as Assemblyman mentioned a pending Assembly Bill 3564 which revises the training and requirements for some of the volunteers and possibly paid staff. He said that it would require that an emergency medical technician (EMT) be with a patient whenever a patient is being transported, it would also require that all ambulances be inspected and provide for this to be done with little difficulty to administer and will incur no new cost to taxpayers. To change the definition of a volunteer squad to reflect the fiscal realities of both volunteer squads and municipal based squads, the new definition will need those squads that find that they must bill to be able to continue to provide their services will then be considered volunteer squads. These squads and their volunteer members will again be entitled to the rights and protections afforded to squads that meets the definition of a volunteer squad. There was discussion regarding this legislation. Mr. Gindlesperger said eventually there will not be a volunteer squad.

Mayor Trotta thanked them for coming to the meeting.

Mayor Trotta turned the meeting over to CFO Madden for the Budget Workshop. There was no change regarding Economic Development. Peter Ylvisaker was in attendance to bring up a couple of points with regard to the budget from Main Street and Economic Development. With regard to Main Street, New Egypt Day typically a grant is received from Ocean County Cultural and Heritage Commission. A grant was not awarded this year. There was a \$1,000 match if the grant was awarded. He asked if the \$1,000 match could be kept in the budget. He would find a corporate sponsor to match the money that the Township has in the budget. It was suggested that if a donation is received to put it in the Trust. The second thing was specific to the Welcome Center. Over the years there have been various requests made for improvements to the building. The building is deteriorating at an accelerating pace. Discussion is necessary on whether or not to make a commitment to the building. At this point what, is needed can be repaired for about

\$10,000. Mayor Trotta mentioned that since CDBG funding was used for handicap accessibility a couple of years ago, there is no choice but to make improvements as there are still two or three years before the Township can make any decisions regarding selling it. Dancer said the CDBG Meeting that he usually attends was the next day for the 2016 grant cycle and Ylvisaker would also be attending this meeting. He said the new Targeted Designation Neighborhood (TDN) for low to moderate income doesn't include the Welcome Center this year. He also noted the Committee should be thinking about eligible activities as the first public hearing is required sometime in January. Ylvisaker said he had a list of suggestions for the Committee. The Committee thanked Ylvisaker for coming.

Laura Giovene, Tax Collector, was in attendance to request an additional \$5,500 increase to the Tax Office budget. She noted that \$1,000 more in tax sale costs were taken in than last year. She also anticipated another \$2,500 by next Friday. She said the additional costs was offsetting the huge purchase order to the auction company. She then reviewed the budget. Office Equipment was increased due to the need of a high powered printer for tax bills and notices. She noted another program she was interested was WIPP (Web Inquiry Payment Portal) tax program which would be an annual fee of \$1,200. She explained how the program worked and said the purpose of it was transparency to view any and all tax records. CFO Madden noted the program was on the Edmonds Program which is for Finance and Tax. She said it will take a little time to learn the program and explained that she understood that Plumsted was in the middle, you are too small for two people but too large for one person. She said she would know by the Tax Sale if it is advantageous as far as things that might get struck off to the municipality. She noted that they will be setting up automatic withdrawals from checking accounts which is a free service but will take some time. Committeeman Lotito had questions regarding the program, which she explained. She noted a presentation could be set up with Edmunds.

Committeeman Wysong said over the years the printing and forms line item has really fluctuated. She said that due to estimated billing, a huge amount of money could be saved, but she realized there was a cash flow issue.

CFO Madden noted that another item added to the Tax Budget was Tax Sale Auction at \$3,200. Mr. Dancer said there was a \$15 line item charge. The Tax Office won't know until after the sale and does the math whether or not the cost would be recovered. Giovene explained the auction process. She felt that all in all the cost of the sale takes care of the auction bill and the notice in the paper. The Committee thanked her for coming.

CFO Madden said Joan Gruca was in attendance for Land Use and Construction. Regarding Land Use, the line item was increased for Seminars and Education. She approached Chairman Bronson regarding Board Secretary Certification Class she was interested in. It includes three separate classes with a cost of just under \$1,500. She said she had to first check her schedule as there was another class for the Construction Office. Mr. Dancer felt that the \$1,500 should be taken out of the Education Trust and not out of the budget. Regarding travel, CFO Madden said she put \$200 in that line item. Gruca said between Legal and Engineering, it was split out because they were looking to add a planner to help with the bigger things that will be coming before the Land Use Board. It was noted that \$2,500 was added for Planner. Mr. Dancer explained that purpose for the Planner is the Redevelopment Plan which would be paid out of the escrow account that the developer has to post with the Township. He explained that all of the professionals post escrows so the taxpayers do not have to pay for those services.

CFO Madden questioned the re-examination of the Master Plan. Administrator Dancer explained that it is a Special Emergency Appropriation Ordinance that the Township does whenever the re-examination of the Master Plan is done. Dancer explained that there was discussion at the Land Use Board meeting and Attorney McGuckin said when the Township Committee does its reorganization meeting and appoints the Professional Planner for the Township by resolution, you are authorizing the Land Use Board to utilize the Township's Planner to be paid from escrow accounts deposited by developers.

The Land Use Board O/E Miscellaneous amount was \$350 and lowered it to \$150 because \$200 was put in Travel, and Seminars and Education was changed to zero and the \$2,500 would be changed to zero also for the Planner. This would decrease their budget \$4,000 making the budget \$6,425.

Committeeman Wysong questioned the amount of \$144 for Engineer expense, Administrator Dancer explained that it goes up and down. When the Land Use Board meets, the Engineer is there and most of the time it is because there is an applicant there who posts an escrow and the time he is at the meeting is billed to their escrow. There are times when it is a Township matter that cannot be charged to an escrow, because it is a Township matter. CFO Madden noted that when informals come in that also gets charged to Engineer.

There was discussion regarding the Legal and Engineering Line Item in the amount of \$2,500. It was questioned why the line item was increased CFO Madden said it varies every year. After some discussion it was decided to lower it to \$2,125 and lower the total Land Use Budget to \$6,050. CFO Madden said this was the first year Gruca has done the Land Use and Construction Budgets.

Administrator Dancer wanted to also note that in regard to the Land Use Board and their Attorney, the only time outside of incidental Township things where the Land Use Board Attorney has time charged to the Township is when there is a lawsuit as a result of a decision by the Land Use Board and the Land Use Board Attorney responds. He said the budget has not been increased to anticipate litigation. What is done that if in fact there is one year that there is litigation, it is an anomaly, we pay the attorney November 1st by doing a transfer. That way we don't pad the budget unnecessarily and hopefully the litigation matters are few and far between.

CFO Madden continued with the Construction Budget. Gruca said new code books are needed for Construction they cost about \$1,000, this would come out of Subscriptions. Dues was increased a little because of the class she wanted to take. She will also have to join the ICC as a member which is United States wide. Dues is increased to \$300, Office Equipment is increased to \$1,300 as a color laser printer is needed for reports. Regarding Vehicle Repairs and Travel Expense, these are left the same. It was noted that the inspectors were sharing one of the Maintenance Vehicles on occasion. The Construction Budget has increased to \$12,700 from \$11,400 which is a \$1,300 increase. The Committee thanked Gruca for coming.

CFO Madden said the next budget was for SOS and they were requesting the same \$100 for their telephone expense.

CFO Madden said Mary Dancer, Chairman of the Environmental Commission, came but had to leave. She wanted to request \$290 for Dues and \$800 for interpretive signs for the UTT Trail making their total budget \$1,090, which is a decrease from last year's budget of \$100.

CFO Madden said Stephanie McMahon, Chairman of the Recreation Committee, was in attendance. She had given the teams a form to complete so she had something to present to the Township Committee. She also had bank statements, budgets from the other sports. She submitted for the five sports who get money from the Township with their expenses and income. She was in attendance to ask for additional monies. Football was being left out of the original budget of \$15,000. At one time it was greater and then the Township decreased it then football was getting money from the Open Space Trust Fund, the extra \$5,000 that recreation sports gets currently there is nothing they can use from Open Space Trust Fund as far as their requisitions are concerned. Football had been getting \$3,800 and was hoping that could be added back in budget. She added that football was an expensive sport. They have to rehab their equipment. Soccer had extra money because their training was supposed to cost more money some of the trainers did not show up and there was a surplus. They did not take any money except for pottys which was about \$700 out of the budget.

Committeeman Wysong questioned the payment of EMTs. She said football is charged \$400 to be at the games whereas they used to volunteer their time. It was noted that they don't have volunteers and per diems are being paid.

Mayor Trotta had questions. He said looking at the individual sports, softball (dugout maintenance) and asked if that fell under the Trust, which CFO Madden said yes. Baseball improvements to the facility which McMahon did not know specifically, but knew that they needed to replace rocks and there were safety issues with softball fencing and sand needs to be brought in because it washes away. CFO Madden said this was done before with Open Space monies. Mayor Trotta said this was paid out of the Trust Fund to save money in the Regular Budget. McMahon said this was money they have that they were paying for that was not coming out of Township money. She noted that baseball, softball and football were benefiting from using the recreation fields in a way that basketball and soccer were not. Baseball, softball and football get flushing toilets and toilet paper and the use of the concession stand. Ron Tabor maintains the grounds at the fields.

Soccer does everything for themselves behind the municipal building or pays someone to line their fields and o has to bring port-a-pottys. She explained that was the extra \$5,000 that was allocated for the recreational sports they thought soccer could have used, but learned at the last meeting that it's not usable for soccer because it was school grounds not Open Space. She asked about moving the \$5,000 and making the budget so if that \$5,000 has to be used towards baseball and non-Open Space money allocated to Open Space. She said they could do that. She said the proposition that came from the committee was to leave everything the same and just add football to it. She said they could move monies around on their own from Open Space if needed.

CFO Madden said what Mayor Trotta suggested was that if the township takes money from baseball, the baseball and softball line items in the budget and reallocate it to football, they can then make up the difference of the \$5,000 still with Open Space money.

McMahon said the money they were getting from the Township that was being supplemented they were not using towards Green Acres items. It was being looked at as separate monies; the \$5,000 they were saving for things that could be improvements for Open Space areas. The monies they receive from the Township they submit have to do with uniforms and equipment and items of that nature. She said money could be shifted around but was hoping they wouldn't have to do that so soccer could benefit from the extra money and start to do some improvements behind the municipal building.

CFO Madden said the governing body needs to look at the budgets for sports and see if there was a need, which is the whole purpose of the things being submitted. Mayor Trotta said they were still early in the budget process and will have to see where the Committee stands because he hasn't seen the sheet where they were bottom line. He noted that moving money around for this year and to see if soccer could benefit. Mayor Trotta said he would like to see all of them share and it was okay to move monies around, but let them know before CFO Madden strikes the budget.

CFO Madden said McMahon has been bringing things in, communicating and opening the lines of communication and has been wonderful to work with.

McMahon introduced Jessie Tollefson, who is President of softball. She said at the last meeting there was discussion regarding a special project list. It was noted that there was some unsafe fencing around the softball field and hoped this could be added to a special project list. Tollefson explained the areas of fencing that was of concern on field one, she explained, and the back stop on field two. Mayor Trotta asked if she had any quotes, she had none at the present. Dave Leutwyler was asked to check this out.

CFO Madden said the next item was Salaries and Wages. She said Mayor Trotta said to add the 2% for the Departments except for the Mayor and Township Committee and all the positions Dave Leutwyler holds and \$1,000 for police officers, per their contract.

CFO said she updated the revenue line item and some things like School Resource Officer, she reached out and made sure the Township would be receiving the rest of the money, which will be at \$85,000. Regarding Rental Inspections, they are up to \$17,200 which is a plus; Construction was already a plus, which would be about \$20,000. Nothing changes for Cell Tower, which is a deficit; Municipal Court is a deficit; Interest on cost of Taxes, not sure yet if it is a deficit. She said local revenues show a deficit \$22,415 and everything else is in the positive. Madden estimated Fund Balance would be up from the last time. She said she left on \$450 for surplus to be utilized in 2016.

Mr. Dancer questioned how much was estimated for School Deferred Taxes, he said she hadn't gotten that far yet. She said there was a total Anticipated Revenue of \$3,383,193 which fell short of where the budget was but until the Committee works on cutting and fine tuning the budget, she wouldn't be able to add more in the revenue side. There was discussion regarding using school deferred taxes. Dancer said the only way to balance the budget now was to use school deferred taxes, and looking at the next two years, the debt reduction that was discussed at the last meeting, next year the Township should be in pretty good shape.

CFO Madden said the only other thing was she had to reduce the rental inspections because they are not consistent every year, every other year there is a jump. This year there was a jump and next year the Inspector gave her an amount of \$9,950. She said there was a little bit brighter picture with the revenues. she would see what next month brings.

CFO Madden said she revised the Capital Budget based on last month's meeting. She put in \$20,000 for roads, drainage, and parking lot which she said would probably run short in the Capital Budget for Jack Mallon, because he had submitted a letter of what his costs would be for the Hopkins Road Project and the Capital expenses are around \$40,000. She thought the amount left in Capital Bond Ordinance would need to supplement that with another \$20,000. There was discussion regarding funds used for all the storm drain and road issues that have come up. She also noted that \$3,000 was for Public Works for the asphalt paving machinery.

Regarding computer, electronic and telephone equipment, she said there was \$25,000 there but that was for the Everbridge for \$10,000 and a phone system for the Police Department for \$9,000. The police submitted several quotes, one was for tough books for \$6,000 and four police mobile radios at \$4,000 each, totaling \$16,000. There was a quote for a police car radio

for the 2016 new car. She said \$25,000 wouldn't cover everything. She noted that she had \$2,791.98 left in Capital Outlife for the police vehicle she said she could encumber that toward the \$6,000 car radio for 2016 which was almost \$3,000 and maybe look into a DDF Grant and other options. There was discussion regarding a grant for the body cameras. It was noted that they are official documents and records must be kept and secured. CFO Madden said the purchase order for the grant was done and approved, she took the money from one of the grants the other part came from the Chief's budget. She said she has not heard anything.

Dancer said last year Capital was \$74,000 and the stable tax rate now is basically funding that tax rate. If you go over the \$74,000 in Capital for 2016 that will be outside the 2% tax cap levy; however, your taxes will increase and that is a decision the Committee will have to make. He said there were a lot of good needs here and asked was there some that could be phased in. He wanted the Committee to consider the impact that it could have on the amount of taxes to be raised.

CFO Madden said the Township was pretty good with computers overall except the Committee's computer.

CFO Madden continued stating that there was \$45,000 for the police vehicle and then with weapons and rifles. She called the State as to whether guns can be a Capital item which was in the amount of \$6,000 and the police radio antenna was approximately \$10,000 that was for the mounting of the 700 system on top of the cell tower. She noted that it was for Capital at this time.

Deputy Mayor Sorchik asked if the County has to put in a 700 megahertz system in, wouldn't the Township put antennas in for everyone for their trucks if all of their equipment was going to 700 and the Township would be using the same antenna. CFO Madden said that would be a question for the County. CFO Madden said she received a call from County and while she had them on the phone, she wanted to know what was happening with the radios in our grant. She was given a contact name but has not had a chance to call this person.

CFO Madden said the last thing was the budget worksheets. She wanted to highlight a few things and wanted to say now before she gets to it was when they get to inside the CAP, she looked quickly at last year's inside CAP and did the 2% and know that it is over in appropriations by \$55,000. She noted that she had not done the Levy CAP Workbook yet. When all the things come in, this will all be fine-tune she explained the different formulas. She felt the amount of \$55,000 will drop but things will still need to be cut inside CAP. She felt she knew some areas that could be cut. Regarding \$2,000 for Shared Services, she put that in for Courtesy Bussing. Regarding Salaries and Wages for Financial Administration, she was able to reduce her budget by \$7,000. Auditing was raised by \$2,000.

Collection of Taxes has gone up from last year in the Salary and Wage Line Item, because she put the Tax Collector in two days a week. She noted if another shared service agreement was done that will have to be adjusted and on Salary and Wages she put in \$32,000 which is higher but really didn't know at this time. Tax O\E Line Item is higher which was discussed earlier in the meeting.

Land Use Board will be reduced from \$10,425 to \$6,050 which will be of some help.

Group Health Insurance: She said she will need to go over that again as things were constantly changing due to a Police Officer leaving and others opting out. She did not know if any of the new officers will need any coverage.

Health Benefit Waiver: She calculated that based on who was in that now but one of the new officers may want the waiver. If that is the case the waiver amount will increase but the health insurance will drop.

Snow Removal: This was done on Dave Leutwyler's budget, but she noted it should be at 80 not 72. She noted if a cut is needed she would take it from there. She said she was going to take the \$25,000 that she did the transfer for at the December 2nd meeting and transfer it to Trust by the end of the year.

Buildings and Grounds: She said Leutwyler went through his budget and she advised him that she increased his budget by \$3,850, which is \$3,000 more in building maintenance because that amount is always used up as the building is getting older and there are more issues occurring.

Catholic Charities: She noted that they submitted a request for more money, \$840. The Township usually can only pay them the first and second quarter billing and sometimes the third quarter billing. Last year \$410 was budgeted, which she explained that they do all of the

domestic violence counseling. Administrator Dancer noted that this was totally optional. It is \$70 per occurrence.

Recreation Department: They had requested an additional \$3,850. She plugged in that amount but it was coming out and was being adjusted.

CFO Madden said there was an issue with Electricity, Street Lighting and new employees in the office. Things may have gotten mixed up but she changed the amounts for electricity and street lighting and reversed those amounts a little because transfers were needed this year. She said the dollar amount didn't change, it was just amount of switching things around. The overall total was the same.

CFO Madden said that luckily since switching over to Comcast, money was able to be saved, a \$6,000 to \$8,000 savings. She said Chief Petrecca notified her that they needed another phone which was free. She told him she needed to see the letter as it was up to the Governing Body.

Water, Natural Gas and Gasoline: She said water was raised by \$500; Natural Gas was raised by \$500 and modestly lowered gasoline by \$3,000 due to gas prices going down. She noted she was able to transfer money from there to other places.

Contingent: She raised that to \$5,000 every occurrence and every accident there is a \$2,500 deductible.

Social Security: She raised modestly by \$5,000.

DCRP: She raised that by \$1,000.

Pension: PFRS was around \$147,000 and this year \$159,400, this is a \$12,000 increase. She thought the reason for the difference was because of the way they calculate the Pension which is two years behind they use the second quarter of the two years previous IROC reports. She said that was when the SRO's were hired and added two officers.

PERS: She said that was about \$1,000 increase. Last year there was about a \$4,000 increase.

CFO Madden said that when she does the calculations in the Levy Cap Workbook, some of that may be able to go outside CAP. She knew some of the Health Insurance could go outside. She also noted that there could be a cut in Health Insurance once she does the recalculation.

Municipal Court: She said Salaries and Wages have gone down even with increases in wages, because that is the judge and one court personnel because everything else was paid through the shared service agreement. Regarding other expenses, they were also decreased because a lot of things are picked up with the shared service agreement.

Shared Services: Plumsted/Allentown Court, this is outside CAP is \$27,000. The Township has to pay a percentage of Court Administrator, Deputy Court Administrator, fringe benefits, call outs and also includes paying for Allentown's Court Security, Plumsted's Officers and other shared expenses.

SRO Agreement: Salary and Wages and Other Expenses, are the same, the amounts differ slightly from last year but the total remains the same at \$85,000 which she was anticipating in revenue.

Local Matching Funds: CFO Madden said this is where she added \$2,000.

Courtesy Bussing: CFO Madden said she called the school and was given an amount. She said the reason it was higher was because the number of children bussed has gone down and the number of courtesy bussing children has gone down, but their expenses have gone up by \$8,000. She said when the formula was done by putting the courtesy bussing divided into the total number of students bussed, it was lower but that is divided into the higher amount so the amount is higher.

Grants: She was notified that the Township would be receiving the Municipal Alcohol and Drug Alliance Grant. She put in for Safe and Secure Grant but have not received any confirmation. The State requires that Supplemental Fire is put in. Confirmation was received regarding the Senior Grant.

Reserve for Uncollected Taxes: That amount was about the same as last year, which is a calculation just before the budget is adopted.

Capital: She plugged the Capital based on information she gave the Committee.

CFO Madden said money will have to be cut from inside Budget even after she does the Levy Cap Workbook Calculation.

Mayor Trotta asked about the length of time left for the highbred reassessment; CFO Madden said thought it was one more year.

CFO Madden said that the Salary Ordinance would have to be redone with the 2% increases.

Committeeman Lotito asked about the cost for computers for Construction Department. She said every department has a computer maintenance line item. He said one of the things the Committee should start thinking about was moving stuff off site. She noted that would be an expense for Capital. Committeeman Lotito said it could be some hardware or software, or monitoring, things of that nature.

CFO Madden felt another budget meeting would be needed in the beginning of January unless the Committee wanted to do one earlier. Deputy Mayor Sorchik suggested January 6th as the Reorganization Meeting is January 1st and meeting room is open. Madden said if the Committee brings the paperwork, they can discuss where to make cuts and at time she will have the Levy Cap Workbook completed.

Mayor Trotta said that something missing was electronic recycling as Dave Leutwyler notified him that the previous electronic recycler went out of business and are looking for another recycler for electronics. He said it will now cost the Township. They have a quote of \$6,000 a year. The County provides the service so Township does not have to offer the service in Plumsted. It was explained that the reason the Township got involved with electronic recycling was because it was cost neutral or the Township made a few dollars. Committeeman Wysong said the service at the County is only for the residents and not for municipalities to pick it up and take it to the County.

Mayor Trotta asked if there was anything else for the budget or any other business. There was none.

Mayor Trotta asked for any new business and any public comment. There was none.

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

Respectfully Submitted,

Dorothy J. Hendrickson, RMC
Municipal Clerk