

January 6, 2016  
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 MARINARI	COMMITTEEMAN WYSONG	MAYOR TROTTA
DEPUTY MAYOR SORCHIK	ADMINISTRATOR DANCER	DAVID LEUTWYLER, CDC
CLERK HENDRICKSON	CHIEF FINANCIAL OFFICER MADDEN	

Committeeman Lotito was excused due to illness

The meeting was opened with the flag salute. Pastor Cuzzo offered the Invocation.

Mayor Trotta said the purpose of the meeting was to conduct a Budget Workshop.

CFO Madden distributed Budget Worksheets for the evenings meeting. Madden started with the revenue. Madden said she updated the revenue sheet on January 4<sup>th</sup>. Some revenues went up none went down. The amount to be raised by taxes went up. According to the levy cap based on this budget can be raised for just under one cent. Surplus anticipated is what the rest of the budget will be balance with, \$448,000, Madden suggested using \$200,000 fund balance which is about \$529,000 this would be a little less than 50% and do deferred school taxes of about \$250,000. Madden explained from the school tax page, she took the current school taxes 2015-2016 year that amount is \$12 million times 50% that can deferred for 2016 you have \$6,059,000. As of the end of 2014 the Township has used \$5,487,000 which leaves a balance of \$572,000 out of that you would be using a little less than half of the school deferred tax. Trotta asked what was used last year \$353,000. Dancer said at this rate there would be approximate two more years.

Madden stressed on the revenues, the cell tower revenues didn't start when they were thought to start this results in a deficit showing. This will increase in 2016 to \$37,497, in 2017 it will only be \$30,000 unless the cell tower owner puts some vendors on it. Madden said court revenues are down \$57,000 was anticipated but only \$45,000 was realized. Dancer said as a historical perspective in 1998 the court revenue was \$120,000. Madden said the police tow yard revenues are doing very well.

Madden said rental revenues spike every other year, in 2016 they will not spike. State aid is flat, construction revenue is doing very well. Under the Grants; the Recycling Tonnage is \$9,502; NJDOT for Hopkins Road - \$250,000; Body Worn Camera Grant - \$1,000 and the Radio Grant - \$6,000 for one radio. These have been added. Administrator Dancer said last year the tax increase was \$44,000, about a half a cent.

Ms. Madden said according to the State there is no cost of living raise. Madden said the Committee could still do the COLA ordinance up to 3.5% and suggested that they do that. From 2014 there is a zero bank from 2015 there is a \$4,090 bank to pull from. Madden said to look at the \$2,758,036 that is the flat number there is no increase in that from last year, that is the net amount. The inside cap number is \$2,816,000. This will provide enough money inside cap and you can bank the rest. Madden said just because you do the ordinance doesn't mean you have to spend it, it is there in case you need it.

Madden reviewed the budget worksheets. Under Tax Collection there is enough budgeted to cover the current Tax Collector for two days a week and for the Deputy. Expenses are higher partly because of the online tax sale, the WIT from Edmunds. Administrator Dancer said in regard to the online tax sale there was a net gain of about \$5,000. Land Use Board O&E was reduced from what was asked for to \$6,050 which is an increase from last year. LUB Secretary Joan Gruca has asked to get a LUB certification. Madden checked the Land Use Board Trust Fund for Education, there is \$808 dollars in that account, not enough to cover the \$1,500 Madden put \$800 more in that line item.

Employee health insurance. Madden said that got reduced by \$48,000, originally one officer has opted out of the insurance and the two new young officers will be opting out of both the medical and dental insurance this is a tremendous savings. Madden has also over estimated

what the dental would be, this was reduced \$1,300. Health benefit waiver increased \$5,700. Overall there is close to a \$40,000 savings. Mayor Trotta said he assumed the employees opting out are on their parents insurance. Madden said yes. Administrator Dancer cautioned that when the Township starts to reduce the fixed cost in health insurance, the premiums are going down, the savings are great but, circumstances change. Madden said she plugged in \$25,000 for change of coverage. CFO Madden explained how employees participate in the opt out program.

Madden said the last payment of the police vehicle is due soon, this will be left in the budget and next year the Township will purchase a vehicle. Built into the police salary and wages is extra for comp time payment and overtime.

Madden said the public building and grounds line item should be increased as the buildings get older there is more expenses. Trotta asked what had been budgeted for seminars. Madden said she raised building maintenance by \$3,000; equipment maintenance by \$950; Madden said nothing had been added for seminars and education. Madden said a line item could be added for education. There was a brief discussion on seminars. Madden said she could reduce building maintenance to \$1,500 and an additional \$1,500 for seminars. Madden said she could create a new line item. It was discussed to add \$2,500 under Business Administrator/CDC. Wysong asked Leutwyler to submit the various seminars he would be taking. Wysong said that Leutwyler should get a passing grade in order to have the course paid for, Marinari was in agreement. Grounds maintenance remained the same at \$10,000; building maintenance increased by \$1,500, equipment remained the same \$1,000; equipment maintenance remained the same at \$650. Property maintenance outside vendor \$4,000, safety equipment remained the same at \$400, vehicle repair the same at \$4,500, building miscellaneous the same at \$1,000 and travel added for \$350.

Catholic Charities requested \$840. The last few years \$410 had been budgeted, very rarely does this get the Township past the third quarter. It is \$70 per call for domestic violence. Trotta said it is totally voluntary and the township does have budgetary constraints. They do good work but the Township just doesn't have the resources. Trotta said that the \$410 isn't an even number at \$70 per occurrence. Trotta suggested making it an even number for a full day. It was suggested to increase it to \$490. Madden said she does pay partials.

Committeeman Marinari asked about the Environmental Commission, CFO Madden said their budget is based on the numbers that the Commission Chairman gave her. \$290 for ANJEC dues and \$800 for signage for the UTT Trail for a total of \$1,090.

Recreation Department, Madden said she left in what they requested. Madden said after the last budget meeting when they were in attendance Mayor Trotta had brought up a number of items where they could use money in the Open Space Trust. The Recreation line item will remain at \$15,440. Mayor Trotta said that if football has nothing to spend from Open Space they need to move it back to baseball and softball. Committeeman Marinari said they need to have a balance that rotates rather than just pulling it out from where ever when they need it. The recreation budget request will be reduced \$3,800. It is now back to \$15,440.

Under utilities, Madden said some money was saved on telephone expenses. There was also some savings in street lighting, Madden said electricity went up and street lighting went down it is basically a wash. Administrator Dancer said when the MUA bid out the electricity service there was a savings. Dancer said it is confusing is why it went up. Madden said it went down about a \$1,000. Dancer asked Madden to get the actual amounts. Dancer asked what the actual amount of gasoline was. Madden said there was a substantial savings in gasoline.

Committeeman Wysong asked about revenue on interest savings and deposits. Madden said interest on taxes come from the tax sale. Madden said interest rates are getting better.

Under Shared Services Agreements CFO Madden said the revenue of the Court amount reflects \$27,000 from Allentown (outside CAP). All of the shared service agreements are outside the CAP. There was a brief discussion on the Courtesy Busing agreement. Madden said she is waiting for the courtesy busing agreement to come from the school.

There was a discussion on grants. The radio grant, body worn camera grant, the Senior grant all are in the Temporary Budget.

Under Debt Service, Madden said she estimated the reserve for uncollected taxes, the auditor supplies the actual amount. Under Capital Outlay: Madden budgeted \$45,000 for the new police vehicle this went in the temporary budget, \$25,000 for computers, electronic and phone equipment, \$20,000 for roads, drainage and parking lots. Public Works equipment \$1,975. Madden said the total Capital Outlay is \$91,975 up from last year.

Administrator Dancer said on the \$250,000 for the Hopkins Road grant the Township hasn't received a proposal for the soft costs. Dancer said that they budgeted money for Jack Mallon for the Brynmore Road project. Dancer said there will be two road projects bid out in the Spring, Hopkins Road and Brynmore Road. (Let it be noted that the Township has not received notification on receiving the Brynmore Road project. This will be looked into).

Mayor Trotta asked if the Township had gotten the 2015 police vehicle, Madden said yes.

There is a net decrease in the budget of \$1,650.

Dancer said the other decision the Committee is faced with is the UTT Grant. Dancer said the Township has a shared service agreement with Ocean County where the County is the lead agency. They are getting \$400,000 from the federal government to do one mile of the trail to meet up to the bridge on 537. When Monmouth County saw Ocean County was awarded the \$400,000 they put in an application in for approximately \$400,000 for the tunnel under 537. Plumsted's responsibility is soft costs. Dancer said he doesn't have a firm estimate for the soft costs but they could be close to \$75,000. Dancer said there is a Capital Bond Ordinance that has a certain amount of money set aside for preliminary professional costs. Dancer said instead of doing another bond ordinance you can amend the existing ordinance and change from construction costs to preliminary professional costs. CFO Madden said there are three parts, acquisition development; soft costs survey, engineering etc and soft costs legal. There is nothing in the soft costs but there is \$361,936 in acquisition of lands, she reiterated the funding is authorized but not just sitting there. Dancer said what the Township Committee could do is amend the existing ordinance and reduce the \$361,936 down to \$286,936. Committeeman Wysong asked if this would be a BAN, Dancer said yes they could take out a BAN for 10 years. You are not increasing the debt a lot for getting a \$400,000 project. Dancer said since this a park you could pay from debt service in the Open Trust. There isn't a lot of money there. Dancer went on to explain that if you have \$6,000 in debt service to pay, don't pay it out of the budget but out of the Open Space Trust. Sorchik asked if you borrow the money you don't get the full amount because of attorney fees, etc. Dancer said they would have a \$60,000 serial bond it doesn't have to be sold as a bond, it would be a BAN.

CFO Madden said that is all she has for the meeting. Mayor Trotta said that due to reductions, the budget dropped \$1,650. Madden said she would check the street lighting and electric once again. She said there are structural imbalances in the revenue of almost \$30,000 that won't be there next year. In the revenues you count on having excess revenues because that adds to your fund balance. If you keep cutting the budget numbers than you will have less excess there to go to fund balance in two years. Madden said she thinks the budget is good. Madden said now we have to work towards introduction on time. February 10<sup>th</sup> is the statutory date but that has been extended to March 18<sup>th</sup>. Madden said Plumsted is not eligible for self exam this year.

Mayor Trotta asked what the tax rate would be, Dancer said just under one cent for about 25 cents for the Township. Trotta asked if there could be any further cuts.

Mayor Trotta asked for any new business.

Committeeman Wysong said he had recently had his dog interviewed for boarding and the owner is the Animal Control Officer in Jackson Township. It may be something the Township Committee may want to keep in mind.

Mayor Trotta asked for public comment. There was none.

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

Respectfully Submitted,

Dorothy J. Hendrickson, RMC  
Municipal Clerk