

November 18, 2021  
Municipal Building  
121 Evergreen Road  
New Egypt, NJ 08533

The Special Meeting of the Plumsted Township Committee was called to order by Mayor Marinari. 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 BOWEN COMMITTEEMAN GRILLETTO DEPUTY MAYOR SORCHIK  
MAYOR MARINARI BA/CLERK WITHAM

Committeeman Trotta was excused.

Attorney Zabarsky attended via Zoom.

Deputy Clerk Cicero, CFO Madden and Deputy CFO Gower were also in attendance.

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

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

Marinari introduced CFO Madden.

Madden said that she and Deputy CFO Gower would be taking turns presenting the topics on their agenda.

Madden spoke about the American Rescue Plan Act (ARPA) Funds; the total allocation of funds, how much has been received by the township; how the federal government allows the money to be spent. The Finance Committee has developed a list of acceptable projects. She described examples of ways the money could be used by the township, i.e. sewer work for township buildings, stormwater work, and dam repairs. Half of the funds will be received in 2021; half is to be received in 2022. She also spoke about utilizing one of the auditing firms to guide the township on how to use the funds. There was a discussion about how it would be to taxpayers' advantage if the township worked together with the Fire Department and the School District to coordinate how funds will be used, particularly with funding EMS.

Madden then spoke about 2022 Revenues; current revenue, projected revenue to the end of the year and its effect on the tax rate. Madden said ARPA funds cannot be used to reduce the tax rate. She described ways that revenue can be used. She spoke about local revenues; the significant loss in revenue by the municipal court in 2021; shared services agreement or regional court for court services. She spoke about an increase in state aid; grants; special items of revenue, i.e. off-duty trust; battery storage facility; and New Hanover shared services agreement.

Madden talked about the Capital Reserve for Debt Service, which is the money coming in from the Lennar homes for building permits and certificates of occupancy. She said there is enough money in the reserve to pay the debt service for next year. Because the township conducts a tax sale, there are no delinquent property taxes. She spoke about projection of the fund balance; the audited fund balance; amount of surplus used in the 2021 budget; excess revenue in the 2021 budget; Miscellaneous Revenue Not Anticipate (MRNA); the 2020 appropriation reserves from whatever was budgeted and not spent.

She spoke about the amount of Deferred School Taxes and suggested that the township not defer school taxes in the upcoming year.

Madden introduced Gower, who will speak about salaries and wages and salary increases. Gower said there will be an increase in salary in the Tax Collector's office due to the hiring of a part-time person. Madden described changes in personnel in the Finance Office in 2022 and its effect on salaries.

Gower said there will be a lot of changes in the Construction Office in 2022 due to Glenn Riccardi's retirement as Construction Code Official. She spoke about the handout that Riccardi

provided for discussion with his suggested changes. In 2022, positions in construction will be broken down by job title, with multiple people taking those titles. She described how each position will be paid.

Gower spoke how she determined Police Department salaries for 2022 by utilizing the steps for the last year of their current contract. Those numbers will change with their new contract. She also spoke about utilizing Open Space taxes to offset police salaries.

Gower said there is not much change in salaries for the rest of the departments. She spoke about how much salaries will increase for employees who receive a 2% increase in 2022. There was a discussion about the cost of living increase between Madden and the township committee.

Madden spoke about Debt Service, Capital, and the BAN Schedule for 2022. She described the different types of debt services and the calculation of payments, principal, interest, and total debt service.

Gower talked about the Budget sheets and O&E. She said they are preliminary numbers for many of the categories. Everything is not in yet. She spoke about changes in salary and wages for financial administration; for collection of taxes; and the amount charged for audit services. There was a discussion about the cost of audit services.

Gower explained why O&E was lowered for the assessment of taxes and why the cost of engineering services was increased. She spoke about salary and wages for the Downtown Economic Authority and the Construction Office. She said that the township has not gotten the numbers yet for the cost of insurance and described how insurance costs were estimated for 2022. An update will be provided once the insurance numbers have been received. Salaries and wages for the police department are estimated because the township does not have the exact numbers yet. O&E for road repair and maintenance was increased due to an increase in Schedule C expenses. She said the salary amount for Recycling was reduced; the amount for buildings and grounds went up; and the Environmental Committee budget increased. Contingent was increased due to payment of a deductible for cybersecurity services in 2021. There was a discussion about lowering the deductible through training of the township committee and all employees on cybersecurity.

Gower said costs have been estimated for PFRS and PERS because the township has not yet received the numbers for 2022. She said municipal Court revenues were \$22,000 and the budget total now is \$61,420. UCC numbers are preliminary and have to be balanced by the end of the year. She spoke about the cost for Shared Services courtesy busing; the BAN principal increase. There was a discussion about the increase of the cost for courtesy busing and the imbalance between court income and expenses.

Gower spoke about the reserve for uncollected taxes; the capital outlay for the sewer hookup project; and the purchase of generators for stoplights.

Madden said that once the numbers come in for the estimated costs, the budget can be finalized. The full figures should be in by the end of the year. Marinari suggested having a budget meeting in January for the new committee members. It was suggested to talk with the Tax Assessor about the cost and timing of conducting a revaluation.

Madden talked about the purchase of filing cabinets and a message board. There was a discussion about the number of plumbing inspections being done per week and the difficulty of finding plumbing inspectors.

The committee spoke about how much they appreciate and respect the people who work in the finance office and they are happy to see that there is a plan in place for a smooth transition when Madden retires.

Marinari asked if there was any new business.

Sorchik spoke about funding for EMS and a potential source of revenue from taxing the transmission gas line that was recently installed in the township. He spoke about attending the Fire Commissioners meeting and the request for proposals to get an idea as to how much it will cost to privatize EMS.

Mayor Marinari asked for any other new business for the budget workshop. There was none.

Marinari asked for public comment.

James Hagelstein, 12 Ivins Drive, asked about funding being considered for the police department. Sorchik explained how the shifts are set up for safety and security and mandates by the prosecutor and the State for the number of officers on a call.

Marinari asked if there was any other public comment. There was none.

Marinari asked for a motion to adjourn.

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

Respectfully Submitted,

Jennifer Witham, RMC  
Municipal Clerk