

December 2, 2020
Municipal Building
121 Evergreen Road
New Egypt, NJ 08533

The Special Meeting of the Plumsted Township Committee was called to order by Deputy Mayor Sorchik. The purpose of the meeting was to conduct a Budget Workshop. Due to the emergent situation with COVID-19 and the municipal building being closed, the meeting was conducted through Zoom.com for the public to participate.

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:

In the Meeting Room:

COMMITTEEMAN GRILLETTO COMMITTEEMAN BOWEN COMMITTEEMAN TROTTA
DEPUTY MAYOR SORCHIK DAVE LEUTWYLER BA/CLERK WITHAM

Mayor Marinari was excused.

Chief Meroney was also present in the meeting room.

Attorney Zabarsky was in attendance via Zoom.

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

Deputy Mayor Sorchik said the purpose of the meeting is to conduct a Budget Workshop. No formal action is to be taken.

Deputy Mayor Sorchik introduced CFO Madden.

Madden said that the department heads who were asked to be here are here. She will go through the budget in order. She said she will start with the documents that were emailed to the committee in the budget packet.

Madden said that first is the administrator's budget prepared by Jennifer Witham. She said she agrees with Witham's numbers. She asked Witham if she had anything to add. Witham said she did not. Madden said the budget went from \$3750 this year to \$1500 next year.

Next is the municipal clerk's budget. Madden said office equipment went down, and website services went down. Madden asked Witham about Zoom. Witham said that Leutwyler has been working with Committeeman Bowen and former Committeeman Lotito to come up with a solution for conducting online meetings. Once the township goes back to in-person meetings, they will still be offering meetings remotely so they need a better solution. The township will have to determine how much that will cost for 2021.

Sorchik and Witham discussed Power DMS. Witham said that Power DMS is something that is used by the police department. She is not sure how useful it is for the rest of the employees. The township is at its limit in the number of users and is not able to add more. The township does not have the capability for every employee to be on Power DMS right now. She feels that information can be emailed to employees rather than using a tool such as Power DMS. She said she is just trying to keep costs down.

Madden said next is the finance budget. She spoke about an increase in salaries in the finance office and promoting Sharon Gower to Deputy CFO and having the part-time person go full-time next year. She talked about operating expenses for finance and the cost of software for the Pilot program for Lennar. She also spoke about costs for payroll processing and for the off-duty police trust fund. The overall budget for finance went down.

Madden said the next budget is tax collection. Their budget remained the same, except for an increase in postage. Trotta asked if there will be a reduction in the general postage account.

Next is the budget for the tax assessor's office. Madden spoke about an increase in the budget for tax map revision.

Madden said the Downtown Economic Development budget went up. The 2020 budget was used up by such things as repair of the clock downtown, so Leutwyler requested an increase in the budget for 2021.

Madden said the budget for the Land Use Board is the same. Legal expenses for the Land Use Board were discussed.

Glenn Riccardi spoke about the budget for the Construction Office. Madden asked him to also speak about revenue projection.

Riccardi said there is an increase in office expenses due to postage for mailings during COVID and the purchase of file cabinets for Lennar. Committeeman Trotta asked Madden to check where the money came from for the previous purchase of cabinets for construction. There was a discussion about the Local Finance Notice regarding UCC Code revenue and the purchase of a vehicle for the construction office.

Madden spoke about the cost of maintenance contracts, including software for New Hanover, and copier costs. Committeeman Grilletto asked about reimbursement of mileage for New Hanover. Riccardi said everything was included in the shared services agreement. Riccardi spoke about an increase in salaries in case temporary inspectors are needed. There was a discussion about the benefits of purchasing a vehicle for the Construction Department versus reimbursing employees for mileage.

Riccardi spoke about revenue from the issuance of permits for the Lennar site. He said construction revenue for 2020 is approximately \$175,000 ahead of 2019. Madden asked about expected revenue for 2021 from Lennar.

There was a discussion about which budget the costs of demolition of abandoned property should come from.

Chief Meroney was asked to speak about the budget for the police department. He spoke about changes that were made in the budget. Seminars and education decreased; supplies and safety equipment increased; accreditation increased. There was a discussion about why there was an increase in accreditation costs. It was agreed to lower the budget for accreditation.

Madden asked Meroney to talk about the hybrid car he wants to purchase for the department. Madden said there is sufficient money in the off-duty trust fund to pay for the vehicle outright. Sorchik asked how the purchase affected the CAP. Madden said there is no effect because it comes from the off-duty trust fund. Grilletto asked about facilities to service the hybrid vehicle. There was a discussion about electric vehicles, and the purchase of vehicles to replace two Dodge Chargers. Madden spoke about the off-duty trust and how the funds are budgeted each year.

Madden said there are no changes in the budget for Emergency Management.

Madden said there is nothing in hazardous waste.

Madden spoke about two grants for the recycling budget and said that there were no changes in the recycling budget.

Leutwyler presented the budget for Buildings and Grounds. There was a discussion about the cost to purchase laptops, computers and office supplies. Leutwyler said there was an increase in the cost of janitorial supplies due to COVID. There was a discussion about hiring a service to clean the municipal building and the police department. Madden said the cost for building maintenance should not be decreased.

Madden spoke about the cost of equipment purchased by Buildings and Grounds. Leutwyler said he would like to purchase a brush hog to maintain the Emson nature trail. Madden said money for the brush hog would come from Open Space. Madden said funds for equipment maintenance is used up every year by software updates so the amount should be increased. Leutwyler spoke about Schedule C costs with the county.

Madden said property maintenance for outside vendors is used for things like hiring a company to remove trees that have come down, and doing maintenance on abandoned property. Trotta asked if liens are being placed on those properties that we do maintenance on.

Leutwyler said expenses will increase for safety equipment. He spoke about the possible purchase of a new pick-up truck for Buildings and Grounds. Travel expenses will go down if a new truck is purchased.

There was a discussion about putting abandoned property funds into a dedicated trust. Bowen and Madden discussed how the funds are currently carried by the finance department for a property lien for demolition. Madden said there are too many items in flux to provide a balance for Buildings and Grounds budget.

Bowen and Leutwyler discussed the cost for grounds maintenance. Madden said that part of the cost of grounds maintenance has been transferred to the Open Trust Fund.

Madden said there are no changes in the Municipal Court budget and the Recreation Committee has requested the same amount as last year.

Madden spoke about other areas in the budget. She said the cost of utilities should not change. There will be an increase in health insurance opt-out. Health insurance costs will remain flat as far as the amount in the budget. The cost of health insurance has come down due to dividends from the health insurance company. The rates have also gone down. She always budgets money for changes in life events.

As far as pensions, for PFRS, the amount paid by the employer will go up by \$21,000 in 2021. PERS is going up by \$12,000. That is a \$33,000 increase.

Total debt service has gone up by \$29,000. There is over \$1 million in the capital account from Lennar if payments have to be made to the NJIB in 2021. Lennar would pay any shortfall.

Engineering and legal line items will each need to go up by \$10,000 in 2021.

As far as revenue, Madden said she looked at the revenues so far for 2020. Alcoholic beverages will be the same next year as it was this year. Mobile home revenue is low for 2020. Witham said mobile homes are currently being renewed for 2021 so revenue is still coming in.

Madden said that the major revenue line items where there are decreases this year are Municipal Court, interest on deposits, police tow yard fees, and smoke detector inspections. Revenue has increased in the line items for the Uniform Construction Code and the UCC shared services agreement. The net effect for this year is excess revenue of approximately \$57,500, which goes into the fund balance.

The fund balance at the beginning of 2020 was \$439,000, plus excess revenue of \$57,500, plus the 2019 appropriation reserves in the amount of \$462,000. The surplus is around \$958,000. There is also about \$33,000 in MRNA ("Miscellaneous Revenue Not Anticipated") which went into excess revenue of \$57,500. She spoke about the possibility of having to defer school taxes.

Madden said she provided the committee with a draft salary resolution with the figures for a 2% increase for employees. She spoke about a possible higher salary for the committee and a 2% increase for two new positions in 2021. The Township Clerk and the Tax Collector have separate contracts, so there is no 2% increase in the salary resolution for them. The police have been left at their 2020 rate, per their contract. The judge's term is up in May 2021.

Trotta said that a raise is calculated in the budget for Downtown Economic Development, but the annual salary has not been changed. Madden said she is waiting for an answer from the committee and she will make the appropriate change. The salary for Economic Development also includes the amount given to the clerk who handles abandoned properties.

Madden spoke about the Open Space Trust sheet. She said she projects the Open Space Trust balance at the end of year will be \$120,000 and \$150,000 in taxes. Everything pretty much stayed the same. Open Space Trust includes the purchase of equipment for maintenance of public lands and payment to the vendor that does the lawn care.

There are a few more payments on the two ordinances noted in the budget. The township received a much better interest rate this year, so there are savings there. There are many years left on the Green Acres loan and 8 more years of the \$11,000 payment to the county.

Madden asked what expenses will be associated with the proposed new cell tower that she will need to put into the budget. Sorchik said the only expenses would be legal fees and advertising.

Madden talked about the generator bypass installation that is being worked on by the county. She said the township needs to plan for this in the budget also. Meroney said the Sheriff has everyone on hold. Right now, the township needs to pay for the hookup. The Sheriff is looking for OEM to buy generators that they would bring out during a storm. OEM and the Sheriff's Department would manage them. If the Sheriff decides not to do that, then each light would need to have a generator. Meroney said that the county is working on getting generators for all the county road

intersections. Madden asked if the committee would like to move forward with the installation. The committee members said yes. She said she will check the capital bond ordinance in that particular category.

Madden said that legal will be pretty much spent out by the end of the year. She does not know if \$10,000 is going to be enough for legal fees, with the redevelopment of 31 Main Street and the diocese property. The township will have to check with the redevelopment attorney to get an idea of their costs.

Madden asked if there were any questions on the budget. There were none.

The committee thanked Madden for her presentation.


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

Sorchik asked for public comment. There was none. Since there was no public comment, Sorchik closed public comment.

Sorchik asked for a motion to adjourn.

ON MOTION OF COMMITTEEMAN TROTTA, SECONDED BY COMMITTEEMAN BOWEN,
THE SPECIAL MEETING WAS ADJOURNED. ROLL CALL VOTE: ALL AYES.

Respectfully Submitted,



Jennifer Witham, RMC, CMR
Municipal Clerk