

November 12, 2019
Municipal Building
121 Evergreen Road
New Egypt, NJ 08533

The Special Meeting of the Plumsted Township Committee was called to order by Mayor Trotta. 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 GRILLETTO COMMITTEEMAN MARINARI
DEPUTY MAYOR SORCHIK MAYOR TROTTA BUSINESS ADMIN REILLY-PRIVETT
DAVID LEUTWYLER, CDC MUNICIPAL CLERK WITHAM

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

Mayor Trotta said the purpose of the meeting was to conduct a Budget Workshop. No formal action will be taken. CFO June Madden came forward.

CFO Madden said that the budget packet contains a summary of the 2020 Proposed Budget, the Capital Budget, Open Space Trust Budget, 2020 Proposed Salaries and Wages, and a budget detail of all the departments. She will go through the departments in order. Madden went through the salary and wage items for each department to allow for the 2% increase.

Administrator: Madden spoke about salary and wages – it was lowered. BA Privett spoke about her budget. The one change was to the line item for training for Leutwyler. Mayor Trotta asked about office equipment. Nothing was budgeted last year but there was something purchased. There was a repair to the printer so they put some money in for next year.

Township Committee budget: Trotta advised it stays the same. Clerk’s office will be done later to allow for those department heads in attendance to go first so they don’t have to stay for the entire meeting.

Tax Collection: Creighton came forward. Salary and wage was increased to allow for part-time assistant. Everything pretty much stayed the same. Public notices went down; Creighton saved money in advertising costs by switching from the Asbury Park Press to the Trenton Times. Office supplies went up but other than that, all stayed the same or was lowered. Office equipment may go up because a counterfeit bill was taken a few weeks ago. The counterfeit pen was used on it and it was fine but the bank sent us a deposit correction that it was counterfeit so she would like to buy a cash counter to detect a counterfeit bill. It was a \$100 bill. Creighton has to look more in to the pricing. They start at \$100 but that is the cheapest and we have to be sure it is going to work and last. Creighton takes in about \$500,000 in cash in her office which is a lot for our town. There are about half of the people that pay through mortgage and the others pay their taxes themselves. Creighton will research the type of machine needs and Madden has allotted up to \$1000 for the same. Trotta said that various other departments receive cash so they will have to use the same counter and have someone wait while the money is checked or consider getting another machine. We cannot take the chance with counterfeit money.

Tax Assessor: Maureen Francis came forward. Mostly everything has stayed the same. She requested \$250 more in travel expenses for mileage because of the new development going in. The only thing she went over was computer expenses which was ConvexServ. Madden added some to printing of forms from \$1700 to \$2000. Also, tax maps was a question as with a new engineer, didn’t know what the cost would be. There was discussion about billing for PILOT. Francis said that she has no authority to collect fees. Madden was talking about a software program to track that. Madden wondered if it should be the tax collector but Francis said in her research, it’s been the Finance office that collects those fees. Francis spoke about a re-evaluation. She doesn’t recommend doing it now but wait for the new development to begin. The ratio is at 86 in the coming year. If we do something now, we don’t know what the impact of the sewers will be. There will be an impact to houses no longer under septic. She doesn’t think it’s a good idea to spend the money now when it will have to be redone with another reassessment. She anticipates it to be done within a two year time frame. The going rate for a line item is \$60 so that’s about \$180,000. This does impact the budget so money should perhaps be put aside to prepare for it in a couple of years.

Main Streets: Ylvisaker couldn't be here. Madden said that he put salaries and wages as \$25,000. \$6000 was in to pay for town signage. Ylvisaker had a copy of the requisition in the packet following his budget page to show that 2 signs need to be replaced and 9 signs restored.

Land Use Board: MacReynolds, LUB secretary came forward. Subscriptions was \$0, training is needed but the trust could be used first. Maintenance contracts increased to \$300 due to printer repairs and legal expenses were increased. Master plan is \$0, no need for anything in there. Sorchik asked about reducing postage because she spent \$300 already so far. MacReynolds said that those making the applications are the ones that have to notify; we don't have to pay for that.

Construction: Riccardi couldn't be here tonight so skipping that tonight.

Police: Meroney came forward. Madden said part of the salary and wage is dependent on safe and secure grant. Madden is looking in to holiday pay as much of it this year was used for off-duty work. That may change next year. If they are paid for the holidays, it would cost us more there. Subscriptions were moved to dues for chiefs association; subscriptions is \$0. Seminars and education was put to \$5000 since it was over-expended in 2019 because now seminars are costing money when they used to be free. Those that have to be done for the accreditation cost money. Chief and Lt went to command leadership, executive leadership and supervisor training just recently. Three sergeants just went to training for \$695 as well. Marinari said that education is important to strengthen our community. Maintenance contract is for copier, radar, Gramco recording machine, etc. Uniform allowance: \$800 per officer in 2020 which is \$11,200 for all of the officers. An extra \$1200 is there in the event we have a new hire so \$12,400. This year the allowance went way over because of the new hires.

Grilletto asked about weapons. Two years ago, Meroney said we upgraded handguns. Last year a couple of new rifles. For 2020, he is looking at upgrading shotguns since we have had the same ones since he came to the department. As far as vehicles, he increased repairs because of the age of some vehicles. Some money does come out of off-duty collected fees to pay for repairs. Repairs were \$10,000 over this year. Chief is asking for a new vehicle. There is one that has had a large number of repairs; Meroney said in the past, we have gotten rid of cars and replaced them before needing all of these repairs. But now the cars are on the road 24/7. There are a total of 10 vehicles (9 operating right now). Two of them are the Lt and the detective's car (that is not used as often since it's only used by him). K9 has a designated car as well. The one that is not usable has to be auctioned off. Madden spoke about the vehicles. Chief would like to purchase one car this coming year. Madden said we could pay off one leased vehicle with off-duty fees, about \$24,000. And buy a new Explorer for about \$40,000, all out of off-duty trust. Madden will look at cost of repairs for the next meeting.

Grilletto asked about salaries as there was a reduction. Madden had part-time coverage was put in there along with the 2% increase; the line item was reduced as it was \$40,000 and that isn't anticipated.

Sorchik asked what vehicle he is looking to buy a Charger or Explorer. Meroney said that the Explorer is a better vehicle or a car which is better on gas mileage. Explorer seem to be a lot better than the Charger; less repairs are needed. Sorchik said that vehicles are expensive and are used so much they do need repairs so if we can find a vehicle that maybe costs a little bit more but will hold up longer would be better. Meroney is not looking at Chargers. Trotta asked Madden about the cycle for purchasing cars. Madden will look into it to see since two vehicles were purchased this year. Trotta needs to know the cycle because it affects other cars as well.

Court: Sandy Brodbeck was in attendance. Most of the budget stayed the same. The only difference was the maintenance contract was higher this year. Also, the court interpreter fee was \$350 for one defendant to have a sign language interpreter. They did try to offer a plea by mail to avoid the expense but they wanted to come in. That has to be in the budget because you never know when you'll need that. Trotta went back to the maintenance contract – one is for Gramco, the recording equipment and the other is the copier in the court office. The Gramco equipment is new because when Allentown was no longer here, we had to get new equipment. The acting court judge was lowered because we have a salaried part-time judge. Nothing has been spent in '16, '17 or '18 in that line item.

Municipal Clerk: Madden spoke about salaries. Witham will have a contractual increase. Cicero will have an increase as she passed her RMC test. Part-time help will be 25 hours per week and up to \$15/hr. Madden lowered the election pay as Witham and Cicero take flex time rather than get paid at this time but that may change in the future. Reducing it to \$1,000. Witham advised that seminars and education could be reduced since Cicero is done with her clerk classes. They have to go for training to keep up CEUs. Website Services is being increased to \$8500 to cover meeting software for agendas, resolutions, ordinances, etc. Witham is deciding between three

companies. She is leaning toward the current website company, CivicPlus happened to be the highest for the first year, over \$5000. She spoke with him today and he brought it down to \$4000 for the first year and then \$3000 for the remaining years which is a better price than the others. The current expenses are for Office365 email, website, PowerDMS and some smaller miscellaneous expenses.

Trotta asked what is currently available from the \$7,000 currently budgeted for. Madden said there is just over \$3,000. PowerDMS wasn't in there last year and was then purchased so came out of that line item. We are intending on using PowerDMS for the personnel policy to start up that usage. Trotta said we should encumber some of the funds this year to buy it.

Last year we did get a fireproof cabinet which she appreciates. Witham thought we may need to have a company come in and scan old files but our copier scans very quickly. She has no doubt Lisa Kane will be able to take the hardbound books and scan the resolutions, ordinances, etc so we have some backup for things done prior to Word – prior to 2009. Witham's concern are the records in the basement that are very old. If there is a flood or fire, they will be gone. Witham would still like to visit the State Archives or have someone here to help with what they should do.

Finally, if we want to move to paperless, the committee should have iPads or laptops for meetings. Madden said that would come out of capital. Trotta said it is definitely something that has to be looked at.

Finance: Madden said that they will be needing a part-time person three days per week to desk share with her on the days she is not in. That would be about \$16,500. Sharon has been going to school for CFO class and has one more class in January, then the review. Madden said they are drowning in their office with paperwork. The redevelopment project is a lot of paperwork already. After hearing Francis talk about the PILOT, that program will require more help. The remainder of the budget stayed the same.

Construction: Madden spoke in Riccardi's absence. The salaries do include Riccardi going full time in 2020. Office supplies were increased. For office equipment, Riccardi told Madden there are problems with the copier in that office; we may want to look at upgrading that copier. Seminars were lowered now that we have a TACO. Computer expenses were increased. They are asking for a shared vehicle with Buildings and Grounds. If vehicle was purchased, there would be less in travel expenses.

For the mobile home inspector, all of Riccardi's positions are in one salary. Rental inspector was lowered since we never spend that amount.

OEM: Currently we are working on an ad to hire an OEM. Sorchik recommended leaving things as are in the budget, even the salary. When we bring someone on, there will be required training so that will be an expense; \$200 may not be enough. Sorchik recommended \$500. Moving the equipment from one location to another could be another expense. Leutwyler said a new computer may be needed. Before any decisions are made with the budget, it would be better to have a new OEM Coordinator to be part of those decisions.

CDC: Leutwyler spoke next. Much is staying the same. The recycling grant money is used for recycling and will continue to be used for the same. Postage is being increased as information items will be sent out to residents. Trotta said that he understands that but we could use the NE News as articles are no cost. Ads do cost something but anything we can do for free would be a good idea. Recycle Coach would be a good app as well to implement. The recycling grant money could be used for those mailings as well. Seminars and education – Leutwyler will be getting CEUs at the League next week so that line item may be able to be reduced based on what credits he gets next week. Will revisit that after next week. He needs 20 in two years.

As far as maintenance salaries, there was discussion about who will be available at snowplowing time. R Priest has no experience with snowplowing but he will work with T Eccles who said he would be available. Trotta just wants to be sure roads are being cleared when it is needed.

Leutwyler is waiting to hear back this week on the price of the clock repair on Main Street. HVAC would be a capital expense if we need to replace the other AC units at the municipal building. We are applying for another energy audit that may help to upgrade lighting in the parking lot. The audit would be 80% payment and we would pay 20%; but we have to qualify first. As far as vehicles, we have a new dump truck that has few miles on it. And there is another vehicle that is getting repaired now and should be good after. He is requesting another shared truck with Construction. There is another old dump truck that will be scrapped or put up for auction.

With the new development, there will be a need for a vehicle for inspectors. Not sure if the two departments could share a vehicle. Right now, maintenance could use it during the day and inspectors at night. But once the sewer hook-up is complete and the new development in process, not sure how the vehicle could be shared. Trotta said that is the reason we need to see what the schedule is for purchasing vehicles.

Leutwyler spoke about the demolition line item and what will be done with 31 Main Street. Trotta said the OEM equipment is still in there. But he has spoken with Peter Ylvisaker that the piece of property, once vacated by the Township, might be good for redevelopment. Similar to the Hartman building but better this time. That would take it off of our rolls but put it back on the tax paying roll and help revitalize the downtown. The BA said that if we were thinking of demolishing it, there is the vault in that building.

Celebration of public events: Trotta said there will be more events at Christmastime and New Egypt Day.

Public Employees Awards: Buyback from sick days which all is not used each year. And the awards line item mostly helps with the holiday luncheon.

Capital Bond Ordinance Worksheet: Madden review was the same. She discussed the road projects and the estimated costs provided by the engineer. Included are the municipal building two other AC units as one was done this year. PSE&G is doing the audit with another company and it covers lighting, anything to become more energy efficient. The police department needs to be carpeted as well as the court room side of the building. Leutwyler said that the figure for municipal lot lighting may not be the exact amount, he will get an estimate. Leutwyler is working on an estimate for the municipal building generator. Madden needs a price for sewer hookup and decommissioning. Trotta recommended the township pay the same as what the school is paying. Madden reviewed the other items on the list. A couple of other items would be laptops or iPads for the committee members and demolition of 31 Main Street.

Madden reviewed what is required with down payments for a capital bond ordinance. In 2018, it was over \$100,000. If we put \$100,000 in to capital, it is enough to do what needs to be done. \$100,000 gives us \$2,000,000. Trotta recommends putting \$100,000 in to capital which enables us to take care of this tremendous list. Hoping that the state gives us some grant money for road work.

Sorchik asked about GIS mapping and the \$50,000 fee. Township Engineer had submitted a proposal to convert the tax maps to a digital format. There are three stages to getting maps to GIS. \$15,000 to get them into autocad format. Second step would be to georeference them to NJ plane coordinates and physical topographic features for about \$20,000 and the last step would be to convert to GIS. There was discussion if this is required of the assessor, it would also be helpful for emergency management.

BA Privett asked about the generator cost of \$215,000 as she stepped out during that discussion. Madden was guesstimating based on the cost in Allentown. There are many factors, size, etc so not sure of the price.

Trotta asked if there were any questions; there were none. Madden said next meeting we will go through all of the line items and probably do the Excel spreadsheet which is less pages. Trotta said that we will have an executive session the next meeting as there may be personnel items we need to discuss. Revenues and debt service will also be discussed. Marinari said that perhaps we can get some numbers for things we discussed tonight.

Mayor Trotta asked for any other new business for the budget workshop. There was none. Trotta asked for public comment. Since there was no public comment, Trotta asked for a motion to adjourn.

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

Respectfully Submitted,

Jennifer Witham, RMC
Municipal Clerk