

The Plumsted Township Committee budget workshop of December 5, 2022 was called to order by Mayor Bowen.

**STATEMENT:** “This meeting is being held in compliance with the Open Public Meetings Act.” It was presented for publication to the Asbury Park Press and posted on the Bulletin Board.

**THOSE OFFICIALS PRESENT:** COMMITTEEMAN GRILLETTO COMMITTEEMAN CALABRESE (by phone)  
MAYOR BOWEN CLERK WITHAM CFO JUNE MADDEN DEPUTY CFO SHARON GOWER

Committee Cuozzo was absent. Deputy Mayor Marinari was excused. Mayor Bowen asked everyone to rise for the flag salute and a moment of silence.

CFO Madden turned it over to Deputy CFO Gower. Gower said that many department heads were in attendance and explained the worksheets that were provided. Gower asked Bowen if he wanted to discuss the township committee budget. There was discussion about what comes out of that budget; business cards, memberships, laptops, etc.

Witham discussed the Business Administrator budget; she reduced training because she joined the JIFs Leadership Academy and that is free; there are plenty of classes offered by them. Moving on to the Clerk’s budget. Witham advised Pam Lee has been doing Registrar training but that is free from the state as well. There was further discussion about training in the department and maintenance employee. Witham reduced postage quite a bit because many things are being emailed, rather than mailed. Witham and Bowen have been discussing transcription software. Grilletto had questions about different line items. Website services is one that she requested to be increased. The current website is cumbersome to use; the IT committee has been looking at a new company. It is a six month process to change over to a new company. The website is not as user-friendly as well. The IT committee has looked at a new email service as well with enhanced security. ConvexServ will most likely need to be increased due to their increased pricing.

Gower went through the Finance budget. Postage will increase due to PILOT bill mailing. Looking to have Oliver start purchasing classes in 2023. There were some other increases in payroll processing and Edmunds.

Kelly Creighton, Tax Collector, went through her budget. She was looking to increase Brandi Robbins hours to 20 hours per week. She currently works 14 hours a week. She increased the training line for Robbins to go through tax collector classes. Looking to take two classes this year. Grilletto asked about an agreement with her so that she would have to pay back a certain amount should she leave the township. Robbins is starting her junior year of college in January and has expressed an interest in being the tax collector upon Creighton’s retirement in the future.

Ted Tobiassen, Tax Assessor, came forward. There were quite a few changes due to the fact that the revaluation is going to be required soon. I&E statements have to be mailed this year so postage is increased. Ted suggests maybe a flyer in with the tax bills explaining the reval to save on postage. Perhaps in August with estimated tax bills. Blocks and lots may have to be changed; Jackson did have to do that with their reval. It would be up to the state. An engineering company would have to assist with changing blocks and lots.

We believe that GIS tax maps have to be done in 2023 and then fieldwork in 2024 to have everything done by the end of 2024. We are still awaiting details from the state. There was discussion about how to pay for GIS mapping; the capital bond ordinance is a possibility or maybe an emergency authorization. Madden will check and see if this is outside cap. Perhaps ARPA funds as well. Tobiassen will need a laptop in order to do the reval. BRT is standalone, cloud based. The reval is done by contract. There was some discussion about the process and time to do the reval. Tobiassen will contact the county to see if there's a more definitive deadline. Madden will take a look at funding options.

Cyndi MacReynolds came forward to discuss her LUB budget. She spoke about training and subscriptions. She is hoping for LUB members to attend the NJLM in November; it would just be an admittance fee, no individual class fees. No other changes.

Kevin Schmalz and Dena Kaiser came forward regarding their construction budget. Schmalz discussed Lennar and the sewer project and the funds brought in. Under state requirements, they are only allowed to spend money to enforce the UCC. There is a substantial budget at this point but going forward, it will not be that much. Schmalz went through each line item. Demolition is important; it is an unknown, you never know when there will be a fire. An additional membership was added which will give them a discount on reference books so that line was increased. Grilletto questioned the office equipment line. Schmalz said that fees are limited to their department but he said that he has spoken with Madden about a reserve fund with the excess money these couple of years with Lennar and the sewer project. Schmalz talked about a new computer software system in their department for permitting. It will be required by the state to have a program. Grilletto questioned the maintenance contract line and what it included. Bowen added to the conversation about the online permitting system.

Madden, Gower and Grilletto talked about the revenue in construction. Schmalz spoke about expected revenue for the next year. Bowen asked about Lennar's buildout which was expected to be about 10 years but they are half built in about two years so there may be a two to three years more and they are still selling, there hasn't been a decline. Schmalz said there are some new projects with the Dollar General, brewery and anticipated warehouse.

Chief Meroney and Lt. Reilly presented the police budget. There was discussion about switching to fiber optic; it will greatly improve the body worn camera footage review; it currently takes many hours to go through footage. The new e-ticket machines and business cards were mentioned. Grilletto asked about virtual reality training. Meroney said that the initial program is pricey. Grilletto said that it is worth the money if it's going to save a life; he would like to consider that. Meroney will obtain a quote for it. Meroney explained that off-duty has decreased since the pipeline work, UTT and sewer work are complete as they provided a lot of off duty. The accreditation is required every three years so some of these items are to be in compliance. Meroney had a list for capital items as well. The body-worn cameras were discussed. Chief was looking to upgrade them. Madden explained what has been covered by the grant and those years that aren't covered by it. If we upgrade the cameras, then there will be an additional expense. It looks like technical support is an issue with the internet so we could probably stick with the same cameras with going to fiber optic. Witham confirmed that cameras are replaced when there is one broken. Meroney said they are replaced right away, many times it is the cord that's an issue. The new cameras are a one piece, rather than two. When they replace one, they replace it with the current camera, not the new model.

Meroney then reviewed capital projects. He is looking at upgrading the building or adding something on to this building. He is looking for two portable radios. An SUV is on the list as well. One is ordered but they are looking at another vehicle and it would most likely take a year to get. A message board is requested. The current one they have is now working but doesn't have a radar on it. Grilletto asked if the county had some to borrow. Meroney said that the sheriff covers many other departments if they need one in a rush, they may not be able to get it. Witham said that with a DOT project, county engineering loaned us one but that was with advance notice. Meroney continued, the parking lot could use paving. It's been over 20 years and hasn't been repaved. Chief also talked about the new hire proposal and exterior fencing. Bowen asked about the size of the force. Meroney said it goes by an FBI study; number of officers were so many residents.

The OEM budget is next. Gower said that an email was received by Ken Hagen, not the actual worksheets. He included 3 radios and a base needed for \$23,000. The rest is the same in the budget.

Next budget is buildings and grounds. Witham reviewed the same. She didn't have any changes although a concern is the Schedule C line. She reached out to the county regarding the Tier A Stormwater to see if they may be able to help out with street sweeping. Most likely they won't be able to assist because there are only five street sweepers in the county. That would be the only change that she could foresee.

Calabrese asked about snow removal. Madden said that the snow removal is encumbered for the snow season. We are still in the season so cannot move any move. Calabrese is asking about a transfer for the recreation budget. Witham asked about pricing for the building. He has a ballpark number. Witham spoke about the donation from Elegant Exteriors which is a big part of it so thankfully that will be done. Madden said that whatever is left in snow removal line is normally transferred into the snow trust, in case we have a big snow event.

Witham continued with the B&G budget. As far as training, looking for at least one of them to get their pest certification. Also, janitorial supplies is being increased due to price increases. Building maintenance includes painting the court room side of the building, as well as the carpeting. Equipment maintenance is reduced; Witham asked Roman for an updated list of the condition of equipment. Neyenhouse asked about the recent bamboo ordinance and the fact that buildings and grounds may be required to help with private property maintenance. Abandoned properties is a possibility or code enforcement. There were no other changes.

Neyenhouse came forward for the Environmental Committee. There was an email to review. Neyenhouse asked for an increase for membership dues for ANJEC and doing community events and stormwater education. Neyenhouse also talked about Sustainable Jersey as well. Bowen asked about the trail and enhancements to the downtown area. One of the things he has pushed for is the UTT. Bowen talked about grants and his assistance in applying for them. There is a lot of interest in the community with new members attending all of the time. ANJEC membership is going up to \$400 for 2023 for seven members. Neyenhouse explained more about ANJEC as Grilletto asked.

Recreation budget was next. Gower said that they haven't requested any changes to their budget. Grilletto asked about holding the funds for the following year for maybe a two year period to do a larger project like improve the building. Madden said that the money can stay there for a year in case a bill comes in from the prior year but it isn't a trust fund so they can't

carry the money over to be used the next year. Calabrese asked about a trust. Gower said they don't always use all of their funds. Bowen said that if they took unused funds and put it toward the building each year, they may have kept up with repairs. Calabrese explained that not every sport uses the recreation building so it's difficult to have another sport donate the money if they don't use it for the building. Witham said that we now have a grant writer so hopefully they could help get local recreation grant funds. Gower said that the deadline for requisitions is coming up and only baseball used some of their funds. So if all of the money wasn't used in this year, perhaps that could be allocated toward building repairs. Calabrese asked about a transfer but Bowen said the money can just be used for the building. Madden said that if they want a trust fund, it would have to be done by resolution and then approved by the state, it takes some time.

Gower talked about the Celebration of Public Events line item used for Memorial Day, Fall Fest, the Christmas celebration line - \$300 for the photographer. That remains the same.

Sandra Klumb from the court came forward. She wasn't changing much in her budget this year with the exception of a slight increase in printing and forms and reducing travel expenses to \$0. There was discussion about the contract with Gramco who was taken over BIS Digital. There was further discussion about printing and forms and the e-ticket system.

Gower had the Council of the Arts and Downtown Economic Development reviewed the final budgets. Madden talked about emergency appropriations and that state law includes reveal that is ordered by the county/state. Madden will check with the accountant to be sure we are eligible.

Madden and Gower worked together to project the fund balance for the end of the year which is estimated to be about \$1,309,617.00. They also looked at inside cap figures. Looks like the 3.5% calculation means the budget can be increased only \$126, 282.33 for inside cap. There are certain increases to consider but two major ones are health insurance, PERS (\$16,000) and PFRS (\$51,413) increases in pension for a total of \$67,000 so subtract that from the budget increase number to see what is left for any other salary and wage increases and other inside cap. While the cost is minimal, there are additional employees going on the insurance. The next budget workshop meeting will be in January. Gower will put all of the figures in the budget,

It is a tight budget. The state is working on some items to help inflation like health insurance, gasoline and possibly pensions. Mayor asked for any new business from the committee; there was none. December 28<sup>th</sup> is the next meeting, end-of-year wrap up. Mayor Bowen opened up the floor for public comment; there was none.

ON MOTION OF COMMITTEEMAN GRILLETTO, SECONDED BY COMMITTEEMAN CALABRESE, THE DECEMBER 5, 2022 MEETING WAS ADJOURNED. ROLL CALL VOTE: ALL AYES.

Respectfully Submitted,

Jennifer Witham, RMC, CMR  
Municipal Clerk

***\*Please be advised that these minutes are adopted pursuant to the Open Public Meetings Act N.J.S.A. 10:4-14. They are not intended to be a verbatim record of the meeting. There is a verbatim recording of the meeting a copy of which may be requested through the Plumsted Township Clerk's Office.***