

February 12, 2015
Municipal Building
121 Evergreen Road
New Egypt, NJ 08533

The Special Budget Workshop Meeting of the 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 to the Asbury Park Press and The Times and posted on the Bulletin Board." The purpose of this meeting was to approve a bill list; consider the appointment of a part-time Assistant Treasurer and conduct a Budget Workshop for the year 2015.

THOSE OFFICIALS PRESENT:

COMMITTEEMAN LOTITO	COMMITTEEMAN WYSONG	MAYOR TROTTA
DEPUTY MAYOR SORCHIK	BUSINESS ADMINISTRATOR DANCER	
COMMITTEEMAN MARINARI	MUNICIPAL CLERK HENDRICKSON	

June Madden, Chief Financial Officer was present for the Budget Workshop Meeting.

The meeting was opened with the flag salute.

Mayor Trotta said there was a resolution to be considered but before that the Township Committee would be going into Executive Session.

ON MOTION OF COMMITTEEMAN WYSONG, SECONDED BY DEPUTY MAYOR SORCHIK, RESOLUTION NO. 2015-117, A RESOLUTION OF THE TOWNSHIP OF PLUMSTED, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE CONVENING OF AN EXECUTIVE SESSION IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS WAS ADOPTED. ROLL CALL VOTE: ALL AYES.

The Committee returned to Open Session.

Trotta said after interviewing a candidate for the Assistant Treasurer position a resolution would be done to make an appointment.

ON MOTION OF COMMITTEEMAN WYSONG, SECONDED BY DEPUTY MAYOR SORCHIK, RESOLUTION NO. 2015-118, A RESOLUTION OF THE TOWNSHIP OF PLUMSTED, COUNTY OF OCEAN, STATE OF NEW JERSEY, APPOINTING SHARON GOWER AS ASSISTANT TREASURER, WAS ADOPTED. ROLL CALL VOTE: ALL AYES.

REPORTS FROM PROFESSIONALS AND DEPARTMENTS:

ON MOTION OF COMMITTEEMAN MARINARI, SECONDED BY DEPUTY MAYOR SORCHIK, THE FEBRUARY 12, 2015 BILL LIST WAS APPROVED AS SUBMITTED. ROLL CALL VOTE: ALL AYES

Trotta said the 2014 Annual Debt Statement and 2014 Annual Financial Statement was in the meeting packet and asked the Committee to please review them.

Chief Financial Officer Madden asked the Township Committee to do a resolution to amend the Temporary Budget. This will be done later in the meeting.

Madden said in regard to the amended temporary budget \$20,000.00 was needed for snow removal, \$1,000.00 for fuel oil, two pensions payments for April and the Safe and Secure Grant. There was brief discussion on the snow removal expenses. Mayor Trotta asked if there was enough money in salary and wages for the Court, Madden said it may be best to add \$2,000 to the Court's salary and wage line item. Business Administrator Dancer said there has been a conversation with Sean Gertner, Lakehurst Borough's attorney, it was suggested to add an additional \$400 for court costs to cover the \$100 increase (for 4 months) for the Court Administrator.

Before adopting the amendment to the Temporary Budget Business Administrator said in regard to the money being appropriated for the salt and snowplowing the itemized sheet from the County for less than a month came to \$35,000.00 for salt. Dancer had asked Upper Freehold what they were doing regarding salt expenses. Dancer was told they are trying to conserve and prioritize, in developments, very short street where you can't go 20 or 30 mile per

hour, like cul-de-sacs and stub streets, they are going to salt about 40 yards out from the intersection within the development. Dancer went on to say some developments have hills it wouldn't be prudent for public safety not to salt those streets. He said this is something the committee may want to consider. Dancer said \$60,000 was appropriated with \$20,000 designated for Schedule "C" pothole repairs, drainage repairs, etc. He continued by saying there the Township has potentially \$20,000 over and above the \$40,000 to get through the rest of the year. Madden said that the County is behind in their billing but she was told by the County that Plumsted has a \$10,000 bill coming for the fourth quarter of 2014 for potholes. She said the Township is going to have to prioritize their needs. Committeeman Wysong said before he made an educated decision he would like to see which intersections and developments would be considered for the 40 yard salting concept. Wysong asked who would be doing this, Wysong recommended that the people to do this be Dave (Leutwyler), Vernon (Dancer) and the Chief. Madden said that there is already a prioritized list that the former business administrator did for snowplowing. Deputy Mayor Sorchik said it should be at the judgment of the person doing the snowplowing. Committeeman Lotito asked what the cost savings might be.

Mayor Trotta asked for a vote on Resolution No. 2015-119.

ON MOTION OF COMMITTEEMAN MARINARI, SECONDED BY COMMITTEEMAN LOTITO, RESOLUTION NO. 2015-119, A RESOLUTION OF THE TOWNSHIP OF PLUMSTED, COUNTY OF OCEAN, STATE OF NEW JERSEY, AMENDING THE TEMPORARY BUDGET, WAS ADOPTED. ROLL CALL VOTE: ALL AYES.

BUDGET WORKSHOP:

Mayor Trotta turned the meeting over to CFO Madden for the police budget review. Chief Petrecca was in attendance to present his proposed budget. Madden said she had given his proposed budget to the governing body. There was a brief discussion on the PD having one ez-pass, it was recommended they get more for the cars. Petrecca said he was asking for \$2,500 for toner, drums and other supplies. Madden said the IT committee was looking into going to all the same type of printers. Committeeman Lotito said they might want to consider using recycled toner cartridges. There was discussion on a new copy machine and possibly connect the printer to the copy machine. This would cut back on expenses. However, the amount will remain at \$2,500. Postage was increased from \$500 to \$1,000. This will help with shipping if they have to pay postage for items received from the Law Enforcement Supply program. They get the items for free; they just have to pay for delivery.

The next item discussed for the Police was Office Equipment. Madden recommended increasing the Office Equipment line item to \$3,500 to cover the leasing of the copier, \$400 to cover the service contract. CDC Leutwyler said the PD is in need of a phone system. Madden said that would be a Capital project.

Petrecca said he left Seminars/Education at \$1,000, he has two officers that need additional training. Business Administrator Dancer asked if all of the Accreditation Grant money had been spent, Madden said yes. Committeeman Wysong asked if there was a shared service with other municipalities for using Plumsted's Enforsys System. Petrecca said that Pine Beach, Beachwood and Ocean Gate are working under the old system and they were trying to get them on Plumsted's system. They are waiting for the domain server to come in. Plumsted is no longer backing up Stafford, they are backing each other up in their buildings. Once the server is up and running then the PD can go into shared services with other municipalities. Lotito said it is hoped to have this done in the next couple of weeks. Petrecca said there are other municipalities that are also interested. The other municipalities would pay for servicing of the system. Wysong asked how would it be maintained and what line item would that relieve; Madden said Police Accreditation. It would be similar to the SRO program. There was discussion on the internet system in relation to the Enforsys System.

The printing and forms line item will be reduced to \$50. Maintenance Contract will remain at \$4,500.

CFO Madden reviewed the line items as discussed: Office Supplies - \$2,000; Postage - \$1,000; Dues - \$640; Office Equipment - \$3,500; Subscriptions - \$0; Seminars & Education - \$1,000; Printing & Forms - \$50; Maintenance Contracts - \$4,500

Moving on, CFO Madden said computer expenses should be increased to \$3,000 because maintenance of computers is still coming out of each department's line item. The Equipment line item will go to \$1,500. Madden recommended that the Uniform Allowance be increased to \$9,000 for the loss of an officer and the hiring of a replacement officer. Committeeman Lotito asked what the downside if all the money was spent from a particular line item. Business Administrator Dancer said you can over-expend a sub-line item and take the money from

another line item but you can't exceed the control O & E for a Department. In November you can do transfer. Dancer continued by saying you can't exceed the 2% CAP for the overall budget.

Weapons will remain at \$500. Petrecca said he can repair most of the weapons but they are about 11 years old. Deputy Mayor Sorchik suggested trading in weapons.

The next line item was Ammo-Qualifications - \$10,000. Petrecca said they currently have about 2,000 rounds in storage for hand guns and about 3,000 for rifles. They will use over 1,000 rounds for qualifications. The officers will be going to the range four times a year. Sorchik said the States tells them they have to do qualifications both day and night. Sorchik cautioned that the price of ammo changes continuously. Sorchik asked how much of the \$10,000 was for training and how much is to resupply the ammo. Petrecca said \$2,500 is for qualification and \$2,500 is for training. Sorchik asked why he needed \$5,000 worth of ammo for inventory. Madden said there was also \$2,400 for the use of the range. Business Administrator Dancer said that this line item went from \$2,500 to \$10,000, he said he, like Sorchik, sees the training needs, but perhaps they could stockpile some this year and some next year. Petrecca said other departments are also in the same situation. There was more discussion on trading in weapons and the need for good equipment. It was clarified that \$600 for the range was per year not per training session. This line-item will go to \$5,600.

Supplies/Safety Equipment. This line-item was raised from \$300 to \$1,000 this covers gloves, safety goggles.

Vehicle Calibration will remain at \$500.00.

Vehicle Repairs: Petrecca asked for a \$2,000 increase going from \$13,000 to \$15,000 because Tahoe's are expensive to repair. Madden said she tried to take the funds from the off duty trust account rather than out of the current fund. Madden said there is a need for barricades for Buildings and Grounds, this can come out of the DDEF grant. Petrecca said last year they missed the 966 Grant, there are numerous things that can come through this grant barricades are one. Sorchik said an antenna can be put on the cell tower for the radios and this can be done when the tower is being built. Dancer asked if the Crown Vics were still in operation. Petrecca said the Crown Vics are being used locally and for road jobs. Madden agreed there was a need for additional funds for repairs. There was a brief discussion on one of the police vehicles that has a new motor but has blown a transmission since the motor was changed. Madden suggested asking the school to pay for some of the car's expenses.

Madden said Petrecca had the Accreditation expenses listed, Madden recommended leaving the amount of \$15,222 as submitted. Petrecca said the JIF Grant will end. Madden recommended that the Chief start working on the Shared Services for the Enforsys' program to offset the \$4,000. Police Misc will remain at \$1,800.

Madden said the total Police Budget was \$68,162 after the changes it was reduced to \$66,212.

Madden asked about the vehicle for Construction. Petrecca said he resubmitted for the title at Motor Vehicle. There was a brief discussion on junk titles and auctioning off vehicle in the tow yard. Petrecca said when vehicles are auctioned off the money doesn't go in Law Enforcement Trust, you can put it where you need it. Madden said it would go into the tow yard trust. Petrecca reviewed recent cases involving forfeiture of vehicles. Dancer reminded the Chief that if there were drug convictions from the mobile home park give the information to the Clerk. There is an ordinance pertaining to the eviction from the park if there are convictions. Petrecca said he had informed the person of a possible eviction.

Madden said the car payment is in the budget. She said she has gotten notification about Tahoe's and asked what the Committee wanted to do. Tahoe's are a Capital expense where cruisers are not. Dancer said there is discussion in the legislature to make cruisers a Capital expense also. Petrecca said he knows the added expense of the Tahoe's but for patrolling with snow and the extreme conditions the Tahoe's are a good choice, they are safer.

Mayor Trotta asked Madden how the police numbers would affect the overall budget. Madden said she hasn't had the time to get to do this. Madden gave a brief overview of Capital, the copier will be in the budget, interview equipment, radios, phones and the police locker building, all will be in Capital. There was about \$18,000 left in last year's budget. Petrecca said he had looked at the First Aid Squad building, he suggested that Emergency Management be move to the squad building. This way the Police building wouldn't need to be added onto. The police locker room could move into the OEM office, there would be an enough room for an additional office. Officer DePalma uses Sgt. Pintye's office as her locker room, she works days and Pintye works nights. Dancer asked if there has been any discussion with the Fire District. Deputy Mayor Sorchik said this is something that has to be discussed with the First Aid and Fire. This

would eliminate the need to build on to the current police building. Sorchik said there would be an expense of moving the OEM radios from the police building to the First Aid building. Dancer said if the OEM goes to the First Aid building there is not a need to build onto the Police building, this would be a savings of \$36,000.

Petrecca thanked the Committee for having the floors cleaned. Trotta said they were looking into have them cleaned quarterly. Madden said the public buildings and grounds line item would have to be increased to have the floors cleaned quarterly. Leutwyler will firm up a price.

Before Petrecca left Madden said the interviewing equipment cost was about \$7,000. Petrecca said it was actually about \$6,100, the current system is about 10 years old. He said they now have to conduct interviews for most cases whereas in the past it was only for first and second degree cases. Committeeman Lotito said he would like to know more about the systems. Trotta asked if the \$6,100 included installation, Petrecca said yes as well as maintenance. He said this office is state of the art. Currently interviews are only held for seven days after that the system overrides them they are supposed to be held for 60 days. Petrecca said this interview system does everything he needs.

There was a brief discussion on Police overtime, it has been consistent no huge spikes. Petrecca said the officers are to be commended. He has asked for the public to provide information, people have gained confidence in the department. Committeeman Wysong suggested that the Police share information on the website email blast system.

Chief Petrecca thanked the Committee. Petrecca said he would be providing a full report monthly to the Township Committee to let them know what is going on. The Committee thanked Petrecca.

CFO Madden continued, she said on sheet 21 of the AFS the surplus at the end of 2014 is \$484,150. Madden said this was good, however when you are putting the actual numbers in the budget you don't want to use more than you are going to be able to replace. Dancer said what was generated as a result of operations was \$279,500. Madden said the new valuation of Plumsted for 2015 is \$783,362,929, Dancer said it took a slight dip. Madden continued that accumulated absences has to be documented. Madden said comp time/flex time has to be addressed, it is a liability. Dancer said flex/comp time logs absolutely must be attached to the timesheets, one individual is up over 270 hours, this has to be looked into. Leutwyler asked when a policy is put in place how will that affect the police overtime. Madden said that was a discussion that he would have to have with the Chief and he should produce all of the comp records. Madden said the first she knew about the 270 hours was in December. Dancer said this has to be done consistently. Madden said this has to be dealt with quickly, the Clerk's office doesn't have this information. Madden said about two years ago when there was a shortage of officers comp time was discussed at that time Madden said to keep a lid on because it could grow and become a problem out of hand.

Deputy Mayor Sorchik asked are the officers accruing time but not taking it, banking it. Madden said yes sometimes they take it; one individual banks it. Sorchik mentioned the contract, Dancer said the contract does not cover anything on comp time. Sorchik said that they have to sit down with the Chief, they have to come up with some sort of max. It should be part of their timesheets, currently they have no back up. Madden said a few do have the backup. Madden said it is important to have this because if they get overtime it may not truly be overtime maybe it should be accrued hour for hour. Dancer said he thought the Township Committee need to take some sort of direction to get this implemented. Sorchik suggested sitting down with Petrecca, Sorchik would like to have everything on one form. Trotta said from now on they were going to have to show what they are doing on a bi-weekly and it will be looked into to put it all into one form. Sorchik recommended having a starting point instead of having the Chief pulling files. Trotta said to ask for balances and ask for more information if necessary. Dancer said he didn't think a lot of them were carrying a lot of time.

Madden said the Township has been notified by the JIF about the generators, there is going to be permitting and things like that, there may be some additional costs. Sorchik said the First Aid has propane generators, a gas line will have to run to the cell tower Sorchik said there may be an expense involved but while they run the gas line to cell tower perhaps the gas company can run a line to the First Aid to run the generators. This could reduce the expense for the generators and the heating of the building.

Madden reviewed her Revenue sheet. She said she was concerned about the cell tower revenues and asked when they would be starting. Madden will call the cell tower company and ask when the Township would starting receiving money. There was a brief discussion on court collections, Plumsted hasn't received any money yet.

Madden briefly reviewed the Budget sheets. Dancer reviewed the Courtesy Busing. There are currently no agreements for the courtesy busing Madden said there is no authority to pay or carry it on the books. Dancer said this will be discussed at the next joint meeting with the Board of Education.

Madden said she had nothing else for the meeting. Trotta asked if anyone had anything else for the budget. There was nothing else.

Mayor Trotta asked for new business, Trotta mentioned the upcoming County road meeting. Dancer said the meeting was at 11:00 AM on Friday, February 27th. Trotta said if anyone had any issues on the County roads please let Business Administrator Dancer know. Madden suggested putting money in road repairs in Capital. Sorchik asked if the Committee wanted Petrecca to check with the State to see if the firearms can come out of Capital.

Mayor Trotta asked for public comment. There was no public comment.

There was no further business for the meeting Mayor Trotta asked for a motion to close the Township Committee meeting.

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

Respectfully submitted,

Dorothy J. Hendrickson, RMC
Municipal Clerk