

November 14, 2016
Municipal Building
121 Evergreen Road
New Egypt, NJ 08533

The Special Meeting of the Plumsted 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 in the Asbury Park Press, Trenton Times and posted on the bulletin board."

THOSE OFFICIALS PRESENT WERE:

COMMITTEEMAN MARINARI COMMITTEEMAN WYSONG MAYOR TROTTA
COMMITTEEMAN LOTITO ADMINISTRATOR DANCER DAVID LEUTWYLER, CDC
CLERK HENDRICKSON CHIEF FINANCIAL OFFICER MADDEN

Deputy Mayor Sorchik was excused

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 was to be taken.

Mayor Trotta asked CFO Madden where the Township stood with respect to revenues this year and next year. CFO Madden distributed the packets and reviewed revenues as of October 31, 2016 and what was anticipated for 2017.

She noted ABC Licenses were ok, Marriage Licenses were up, Death was a little under, Raffles were down, Towing was down, and Mobile Home Fees were expected to be down about \$1,400 by the end of the year, which was discussed. Fire Arms were up, Road Opening was down some, Planning Board was up by \$200, Zoning fees were up by \$500 and Municipal Court Fees were up \$8,700. Interest and cost on taxes was negative \$16,000 but most of that comes in with the accelerated tax sale. Interest on investments was down at this time but will make \$3,000 by the end of the year. Police Tow Yard is down there was concern and discussion regarding this. At this time revenues were down.

Regarding State Aid, it was down but by the end of the year the Township will make all our State Aid for Best Practices. Construction Code had been down but over the last two months they had tremendous returns and at this time they are down \$4,800 they should make their anticipated revenue by the end of the year. Rental Inspections had an excess which happens every other year. Board of Education will make money by the end of the year on the SRO's but next year it will be lowered the amount to \$38,400 because of pending legislation for Special 3's in the schools rather than SRO's. There was discussion regarding State Aid for school funding.

Regarding Grants, there hasn't been any word on 2017 Grants at this time. CFO Madden said she had not put in any Chapter 159's received during the year at this time, but would be plugging them in for the next meeting.

Regarding Capital Surplus, in 2016 \$20,000 was anticipated that was realized and it won't be there for 2017.

CFO Madden stated that there was \$588,000 in Fund Balance at the beginning of the year and used \$416,767 in the 2016 Budget. She anticipated that there will be flat revenues, not an excess or a deficit.

\$43,530 Miscellaneous Revenue Not Anticipated (MRNA) goes to Fund Balance. There was payment in lieu of taxes of \$1,000 at this time and Cancellations in the amount of \$14,925 left in Capital Outlay from 2015 for the Municipal Building, Madden would be checking with the Auditor to see if that could be canceled because there was \$30,000 in Capital Reserves for the Municipal Building.

Madden said for 2015 there was \$231,984 in Appropriation Reserves this will help the Fund Balance. Regarding 2016 Reserves for Uncollected Taxes in the amount of \$52,000 will be cancelled. She anticipates that the Fund Balance at the end of the year will be about \$515,000. She said that for 2017, she anticipated \$400,000 in Surplus she did not want to anticipate that much but felt she had no choice. She will also be looking at the School Deferred Taxes.

Madden said she raised the amount to be raised by taxes by 2% and plugged in figures based on what the revenues will be for this year the anticipated revenues of \$3,270,000 and this year it was \$3,407,000 so there is a gap that has to be filled in revenue.

Madden also looked into the Municipal Court Shared Service Agreement which was 75/25 for 2016 and for next year it would be more like 63/36.

Madden said the following were Department budgets sheets that were turned in. Linda Salcfas was in attendance for her OEM Budget which she reviewed. She increased Office Equipment \$100 because of moving to 31 Main Street. Printing and Forms increased. Generator Expense was deleted as she was no longer in Police Department. She explained that one portable was donated one by JCP&L for Sandy which has not been used. She noted that there were actually two. There was discussion regarding using them in case of an emergency. There was also discussion regarding the need for a space heater for the building, Mr. Leutwyler said the Township had two and was using heat tapes and RV antifreeze in the drains to help keep the pipes from freezing. Salcfas noted that birds were coming in the building due to a hole. Mayor Trotta asked Salcfas to address any problems in writing to Mr. Leutwyler with respect to the building and asked Leutwyler to get the list from Peter Ylvisaker regarding repairs that are needed. CFO Madden said OEM's budget was \$2,500 which was down \$1,380.

Salcfas said regarding Flood Insurance, she went to a meeting and everything was going to be the same, the Township doesn't have a community rating. Mr. Dancer asked for something in writing regarding not having a community rating to satisfy the budget worksheet for Best Practices. FEMA was at the meeting and was redoing everything again which will be completed by 2020.

Mary Dancer was in attendance for the Environmental Commission. Madden had not received anything back from them, but after discussing their budget, it was decided to put \$350 in Membership dues for ANJEC and \$650 in Miscellaneous for a total of \$1000. She noted that not much was spent other than the display in the lobby. They were looking for something similar for PYNE to have for the events that were coming up.

Money was budgeted for Sustainable New Jersey in 2014, nothing was spent. Nothing was budgeted in 2015 or 2016. Mary Dancer said her daughter was ready to proceed with Sustainable New Jersey but they did not know what was involved as far as what was needed. Committeeman Marinari said this was put on hold for a couple of years and felt that if they were going to proceed money was needed in that account. It was decided to put \$500 in Sustainable New Jersey. Mayor Trotta said he was attending the League Conference, if there was any information regarding Sustainable New Jersey he would pick it up.

CFO Madden said she had not received anything from the Council of the Arts at that point. It was decided to keep \$500 there.

Stephanie McMahon was in attendance for Recreation. Madden had nothing back from them. McMahon explained that only two of the five sports clubs submitted their budgets. She expected it would be the same as last year. There was discussion regarding the possibility of lowering their budget. She noted that Soccer lowered their budget last year. They pay for port-a-pottys at the Municipal Complex Soccer Field. She hoped to have more information for the Committee in the near future but she expects that the requests to be the same. McMahon questioned the funds and asked if there was a time when the Township controlled the funds where the sports clubs would come directly to the Township for specific projects. She was told it was dispersed to each Club but coming and asking for money for special projects. Her question was did the Clubs really need the money because it seems like there were some big projects that need to happen. The clubs don't have the money to pay for it at the recreation fields, which then poses a problem with Soccer and Basketball who don't use the fields there. She said it was two-fold, do Basketball and Soccer really need the money because they've had a healthy bank account up to this point. She could see why the other three clubs wouldn't want to give back their money or continue to request the same amount of money; things are breaking down there. She wondered if it would be in the Township's interest to give them the \$15,000 and let them decide how to split it up on special projects not just give it to the clubs. She didn't know if they were using it the way they were supposed to be using it. Mayor Trotta said if she as Chairman of Recreation wanted one lump sum and then everything would be channeled through her with signatures and approvals, and what it was being spent on. He did not feel CFO Madden would have a problem with that, which she had no problem with that. McMahon said this would probably make her very unpopular, but she was not doing this for popularity, she did draw the short straw. She said she had a conscience and wanted to be fair and did not know if this was the best way to come up with things to spend the money on versus what is really required. She felt if she held the \$15,000 and put it into the Rec Building and fixed the concession stand and no one got money that year then that would look great and there would be less needs for baseball to make slow

repairs. It was suggested that she speak to the Rec Committee that the Township Committee would give her the responsibility and authority to account for the \$15,000. She said the Rec Committee has talked about a special projects list where the first year the top project received attention and each year the next special project received attention and so on. CFO Madden said if she received a priority list of what needs to be done on the building and the governing body gives Recreation \$15,000 to spend, the Finance Office and Mr. Leutwyler will make sure that they will go down the list and get as much done as possible with the \$15,000. She said they needed more discussion as a Committee before she could come before the Township Committee. She felt that this may not go anywhere and would probably coming back with the same thing as she did last year. Since she did not come prepared, she was re-emailing everyone again. She asked about the next meeting which would be some time in December. It was decided to leave everything as is pending further discussion. It was noted that all of the sports were to present a budget as well as their bank statement to show whether or not there was a need, which the governing body needs to look at.

Celebration of Public Events, the budget remains the same.

The Court budget was done by Jenny Acuna since Sarah Capritti was out on maternity leave. It was noted that money was put in for call outs. CFO Madden went over O/E. Dues was raised, Office Equipment was raised, printing and forms raised a little, maintenance contracts was left blank but Madden put in \$600 due to the court needing a copier. She explained that the copier used for Administration will be transferred to Court as their copier is very old and Administration will be getting a new one. Everything else stayed close to the same. Since Acuna was unable to come to the meeting, CFO Madden will be going over their budget with her. It was noted if the budget could be lowered because there will be an increase cost with Allentown Borough. There was discussion regarding sharing costs with Allentown and the call outs.

Administrator Dancer said Mayor Stan Moslowski and CFO Diane Kelly of Upper Freehold wanted to know if Plumsted was interested in looking into a shared service agreement with them for Court. They indicated it would just be for court here; they have no local police department, theirs is all State Police. He told them Plumsted had a Budget Workshop coming up and would mention it to the Committee. He felt that at the very least someone may want to speak to their CFO Diane Kelly. CFO Madden noted that a couple of years ago before Plumsted and Allentown started the shared service agreement, she reached out to Upper Freehold and noted that they were losing money. She also noted that they have a full-time Court Administrator, Sandra Broadbeck who is helping Plumsted out while Court Administrator Capritti is out. There was discussion that there may be room to bring them in and since Court costs are going up, this may be a way of reducing costs with an additional shared service, it was worth looking into.

Mayor Trotta said he went to the MOMS Club meeting earlier that day. They like the new playground on Brynmore Road but there was a problem. He said that during softball season there is a port-a-potty there but during baseball and football season the rec building is open which is not convenient. Trotta checked with Assistant Treasurer Gower and noted softball has the pottys April through June. He then called Donny Miller to find out what a handicap potty would cost April through November, eight months at \$230 a month with weekly servicing, which would be \$1,840 or since it is already there for three months, it would be for five months. Committeeman Wysong asked if this would be setting a precedence for the other parks, which was a concern. This was just something the Mayor wanted to bring to the Committee to consider.

Township Committee Budget will be kept at \$1,600 after reviewing their budget.

The Township Clerk's Budget, some things went up and other went down, but the total stayed the same.

CFO Madden wanted to bring the Finance Budget up under Salaries and Wages. She wanted to recommend that Assistant Treasurer Sharon Gower be made full time. Her hourly rate with the 2% increase would be \$15.61 per hour but she wanted to suggest that her salary be \$30,000. She did not need health insurance at this time and would opt out for now. There was plenty of work in the Finance Office. She has one more purchasing class to take in the Spring, then a review class and will sit for the exam in June. Madden's goal was to transition as she planned on retiring in four years and wanted to make sure her office was able to run. After Gower receives her Purchasing certification, Madden would like her to start working on CFO classes and Gower is willing to do that if the governing body is willing to send her to school. Madden's goal was for Gower to be a certified CFO before she leaves and hire someone as Assistant Treasurer she would train.

CFO Madden said going through O/E budget, all supplies went up a little and dues went up a little because if she passes the Purchasing Class, she will need to belong to the Purchasing

Association which is \$100. Everything else pretty much stayed the same except for Seminars and Education was \$1,700 for Gower to finish her purchasing classes and take the exam in 2017 and a \$1,000 for her CEU's. Printing and Forms was increased a little because they have a lot of check expense as the banks are paying less and less. Computer expenses was increased by \$250 because of the backup software. Convex Serve is giving two prices now, the initial one for the annual backup system which is definitely needed. They gave a price of \$3,348 a year, two thirds of which was for Police and one third for the rest of Administration; this will be split between four major departments on the Admin side one of which is the Clerk's Office. She also asked them about giving the Township an alternative quote if we were to buy the hardware and software with renewals each year and their cost to monitor it. She had not thoroughly digested everything but she thought that after three years, there would be a savings. This is something that would have to be done this year. There was discussion regarding how important it was to have the system backed up every day. Miscellaneous was increased by \$500 for Travel Expense with Gower going to classes. Finances overage budget increased by \$1,450.

Another item Madden talked about was payroll processing through ADP. She looked into other payroll agencies but she ended up calling ADP and told them that she was not happy with their customer service. They have to step up their game or Plumsted was moving on and they have. A couple of years ago she talked about getting an accrued time software program so they can track paid time off such as vacation, sick, holidays, etc. The software is \$125; this was a one-time cost with an annual fee of \$410. The initial fee would be \$535 to get it up and running and then the annual fee of \$410 each year thereafter. She noted that this amount could be split between Finance and Clerk; the Clerk's office tracks and monitors it and Finance inputs payroll. She said it would help to have current information on the checks. She said it was something to think about.

Auditing in the amount of \$32,000 is the same as last year.

Regarding Collection of Taxes, it went up a little by \$300. Maintenance Contracts, which includes software, Edmunds and WHIPP software. The WHIPP software was \$1,200 initially and then its \$1,200 for an annual amount.

The Assessor's budget, Maureen Francis requested an increase for a scanner but with the new copier, scanning is available. All computers will be hooked up for scanning. Travel expense went up. For years she did not put in for mileage which she is now doing. She also noted that she will have a couple of tax court cases which will need to be adjudicated or settled. Francis planned for higher attorney costs which will be in the Legal Section. She also noted an appraisal may be required, so \$1,000 was put in her Miscellaneous Line Item. This brought her budget up to \$6,375. With respect to mileage for training, Mr. Leutwyler was going to check with her about sharing the costs with the other municipalities for her training and mileage, which he thought she may already been doing.

Downtown Economic Development Budget, Peter Ylvisaker kept the budget the same. Madden noted that the Committee should be seeing transfer resolutions soon as for New Egypt Day, he did not take enough money from his Downtown budget or from the Celebration of Events so he asked her to do a transfer resolution into his Trust.

Madden has not received anything from Senior Services for their budget. She thought they would still want the \$100.

Madden has not received a budget from the Land Use Board. She has been in contact with Joan Gruca for it.

Regarding Construction Budget, she spoke to Glenn Riccardi and he said nothing was going to change in his budget. He wanted the Governing Body to know that he may need somebody to do some filing downstairs. Madden suggested to him that Gruca develop certain hours each week and put a note on the door.

The Police Budget, Madden said she had not had enough time to go through to make sure that she was in agreement with it. She asked for time to review it and would contact the Chief to attend the next budget meeting and also to make sure Deputy Mayor Sorchik was in attendance. There was discussion regarding overtime; the Chief was supposed to come up with a plan cutting the overtime. There was also discussion regarding the outside employment for the police with respect to overtime. Administrator Dancer said Ocean County Sheriff's Department was now providing assistance and coverage for events in every municipality in Ocean County at the municipality's or chief's request, but you have to call them. There was discussion regarding police cars being at these events, which were not supposed to be there since it was off duty work. This is another issue that should be discussed with Chief Petrecca.

CFO Madden also said that she was still waiting for over \$4,000 from the County for overtime work performed. Administrator Dancer said that Joe Coronado had reached out to him with another matter but emailed him on October 26th and told him the vouchers for Route 539 had been signed and approved. The checks should be going out very soon. If not received in two weeks, please let him know. Hopefully the payment will be in the mail shortly.

Mr. Dancer said he knew that the PERC meeting was upcoming regarding the Comp Time, because when they were on overtime and they take days off here, they make more money by taking the day off here. When that happens we have overtime costs and then they don't want the overtime, they want comp time. Madden said the latest payroll had a lot of overtime and a lot of them wanted to use it as comp time. It was noted that they knew they have exceeded the overtime budget so they are banking their overtime and call it com time and then get paid for comp time. Madden also stated that the number of hours the officers are working is something else that is unbelievable.

Madden said the only comment she had for the Police Budget was the fact that his total comes to \$88,224 that represents an increase of \$16,815, which is a 23.5% increase in his budget. Also on a Police vehicle, she was able to get stuff to the Chief regarding ordering a Charger with a price of \$31,000 and then she received a price for the financing of it. There was a quote for rifles and powered DMS; this has to do with their accreditation. Then there was an email from the Chief stating the vehicle was fully loaded other than graphics and a new radio is needed.

Dave Leutwyler said he had increased the Community Development Coordinator budget \$1,300. Road Maintenance stayed at \$4,000, Schedule C stayed at \$1,500 even though much wasn't used from it last year. Miscellaneous Road Repairs was reduced to \$1,500 because of \$5,500 only \$445 used and that was for mailboxes. Regarding snow removal, this was reduced to \$7,200. There was also discussion regarding amounts from Snow Trust and FEMA. Madden also noted that there should be \$2,000 to \$3,000 coming from Super Storm Sandy.

Regarding Recycling and Seminars and Education and after some discussion it was decided to put \$1,700 in that line item.

\$950 in Sanitary Landfill was kept the same.

Regarding Buildings and Grounds Salaries and Wages, Office supplies, Rental Fees were kept the same. Janitorial Supplies was increased \$500 and explained the need for the increase.

Regarding Building Maintenance, he was requesting an additional \$3,000 for a total of \$21,000 due to the age of the buildings and upkeep was needed.

Regarding Public Buildings Miscellaneous, he was requesting an additional \$500 for a total of \$1,500.

Regarding travel expenses, he wanted to increase it at this time from by \$500 from \$1,000 to \$1,500 but if another vehicle becomes available, that amount could be reduced.

Regarding Property Maintenance, this has to do with maintenance on abandoned properties. The amount is unknown at this time, it was just started this last year. It was noted there were procedures to follow for reimbursement. Mr. Dancer said that with someone who does not maintain their property, the Township has to be careful that we bill what is an appropriate expense. There was discussion on how this worked and noted to be careful of some of these absentee landlords where the Township if maintaining their property a lot cheaper than they could on a regular basis. There was a question on what the court fines would be, Mr. Dancer said the Township Ordinance goes up to \$1,000 but that was up to the judge. Regarding reimbursement, it depended on the size and condition of the job.

Mayor Trotta said the Capital Budget for 2016 looked to be about \$100,000 but this may be a little higher or a little lower to get things done. CFO Madden said \$92,000.

Madden said the Current Fund Balance of the four categories for 2016 was spent out. The Reserve Balances as of now was \$12,031 for Capital Surplus line items and Ordinances. For the proposed budget, she had \$43,600 for Drainage Parking Lot, which is for Brynmore Road. The Engineer's estimate from April was \$286,000 and the Grant was only \$275,000 which the difference of \$11,000 will come from Ordinance No. 2008-11 which has money in it for road repairs. The engineering costs comes to \$53,500 and there is only \$9,900 left in soft costs out of the Capital Bond Ordinance. Hopkins Road is being done and it wasn't known if any money would be cancelled from that project; there was \$20,000 open on that.

For electronics, which was for computers, telephone and radio equipment, etc. there is \$15,000 which Madden broke down. Madden noted that Allentown was doing a shared service for Everbridge Reverse 911, with Freehold for \$577 per year, plus getting GIS Mapping done. Madden figured with the GIS Mapping, it would be about \$6,000. This was discussed; Mayor Trotta said the Township may want to do a shared service first with Freehold. It was noted that the school uses this and may be this could work with them with a shared service. It was noted that Deputy Mayor Sorchik was working on this so whatever is decided, he has to be included on this because he saw and liked the Everbridge Program over other programs.

CFO Madden said Chief Petrecca had put in for two tough books; she put in \$10,000 for them. She will be looking into how many they already have and if what they have has to be replaced.

Regarding Computers, Madden put in for five computers. She spoke with Sean Gately, School Business Administrator, who will check with Superintendent Jerry North to see if the ones will be coming from the school; if not, they will need to be purchased. The police need three, Township Committee needs one and Maintenance needs one. Mr. Leutwyler said if the Township receives these computers from the school, more money may be needed for Township Committee because Convex Serve will need to bring them up to what the Township is using. Administrator Dancer said when they met with the school they were getting new computers and they would be willing to donate some. There was discussion regarding if and/or when the Township would be receiving them so the Township Committee would know if they needed to purchase any.

Regarding Police Radios, some were ordered through grants but none were ordered for each of the officers, which was requested. Madden put in for four mobiles at \$4,000 each and a car radio at \$22,000 and an emergency radio antenna at \$10,000. These are items that are all under electronics. She said she couldn't budget for everything. She originally put \$25,000 in the budget but reduced it to \$15,000.

The last item was the Maintenance Vehicle which estimates were needed. Madden plugged in \$45,000; Mayor Trotta was going to check out prices at the League. There was discussion regarding what type of vehicle was needed for Maintenance Department. Mr. Leutwyler said they were looking for a small dump truck or a pickup that could plow and dump.

Administrator Dancer said the proposed Capital Budget was \$92,000 and the wish list is \$137,000. Mayor Trotta said the total was \$137,100 but CFO Madden was only putting in the budget \$103,600. There was discussion regarding items in the Police Department, like the police locker room in the amount of \$36,000; this was removed from the list due to renovations in the building and also there were line items that had balances as of December 31, 2016 and those can be reallocated to other areas.

Administrator Dancer asked CFO Madden if she could provide everyone the copy of the debt service chart so they can get an indication of where we are trying to lower the debt service every year. Dancer also mentioned that as a policy decision of the Committee for volunteering as Business Administrator, he wanted the Committee to have someone in place before stepping down. He said there should be future discussion on having at least a part time administrator. He did not want to leave the Township without there being some kind of policy decision of how the Committee may want to go forward. He said he will continue volunteering for a while, but he just wanted to make sure that at future budget workshops this was a part of the budget process. Mayor Trotta said that when Administrator Dancer told him that he was going to start stepping away from that role, he thanked him for all of the services given to this town and not just as business administrator. It is appreciated what he has done for this town and he is owed a debt of gratitude they cannot repay him for what he has done for this town, both on his work in the County, Township and State. People do not realize the amount of work that he has done.

Regarding Open Space Trust Fund, not much has changed. There was discussion with respect to the need of mulch for the playgrounds. CFO Madden told Mr. Leutwyler to put a requisition in so it could be put in the 2017 budget.

CFO Madden said one of the Green Acres Loans was coming off this year; there will be a little more money will be freed up, but the budget was still a tight budget. The net valuation was estimated and every year there is less and less left in reserve; that is a big part of having a reserve left it goes back into the pot.

Mayor Trotta questioned what account the lawn maintenance at the municipal building comes from. Madden explained \$30,000 of the \$36,000 comes from grounds maintenance in Open Space and the rest comes from Buildings and Grounds. Trotta said the school offered possibly to take this area on as a shared service. At the last Recreation Meeting, Ron Tabor was asked to give a price just for the municipal complex area to see his contract would have to change and

whether it would make sense to go with the school. Once a decision is made a letter of intent will be sent to Ron Tabor about renewing his contract.

Regarding Salaries and Wages for 2017 with a proposed 2% increase for the administrative and non-contractual employees, the ordinance had a second reading and there were only a few minor changes. Madden had a draft resolution for the Reorganization Meeting. The Committee was in agreement. Madden said she put a 2% increase in the Police Department but she did not know what negotiations will be.

CFO Madden said the last item was Comp Time. She said it was inching up again and needs to be handled in negotiations. She said the total then was \$11,206.70 which doesn't include Vince Doell's comp time. Administrator Dancer said this was very important in negotiation for the Committee going forward.

CFO Madden said for the next Budget Workshop she would have all of the budget worksheets with salaries and wages and hopefully the Police Department and Recreation will be available and she will have the Levy Cap Workbook, etc. She asked the Committee if they had any questions. They said thank you and she did a good job.

Mayor Trotta said an email would be sent to the Committee with possible dates for the next meeting.

Committeeman Wysong questioned Hopkins Road paving, Leutwyler said curb and sidewalk will start this week and two to three weeks later paving would begin. Wysong said the pothole on Hopkins has to be fixed before paving starts. There was also discussion regarding the property at the corner of Moorehouse Road and Route 528. Mr. Leutwyler said the site line was better but work still needed to be done.

Regarding negotiations, Mayor Trotta said they were scheduled for the November 22nd, 30th and December 6th. The December 6th meeting may have to be cancelled due to Land Use Board Meeting.

Mayor Trotta asked for any other new business. He asked for public comment. Since there was no public present, he asked for a motion to adjourn.

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

Respectfully Submitted,

Dorothy J. Hendrickson, RMC
Municipal Clerk