

December 12, 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. 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 presented for publication in the Asbury Park Press and Trenton Times and posted on the bulletin board.”

THOSE OFFICIALS PRESENT WERE:

COMMITTEEMAN LOTITO	COMMITTEEMAN WYSONG	MAYOR TROTТА
DEPUTY MAYOR SORCHIK	BUS. ADM. DANCER	CDC LEUTWYLER
CLERK HENDRICKSON	CFO MADDEN	

Committeeman Marinari was excused.

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

Mayor Trotta said the purpose of the meeting was to conduct a Budget Workshop. No formal action was taken.

Chief Petrecca was in attendance to review the Police Department budget.

Mayor Trotta turned the meeting over to Chief Financial Officer, June Madden, who had distributed budget packets to the Township Committee. Madden said since Chief Petrecca was in attendance, his budget would be reviewed first.

Chief Petrecca reviewed his budget by line item. Office supplies would be increased from \$2,000 to \$2,500, over \$2,400 had been spent so far in 2016. CFO Madden explained the colored ink for the printer is a reason for the increase. Petrecca explained that the accreditation requires a lot of hard copies. Committeeman Wysong questioned this. Petrecca said he would like to increase the accreditation line item to purchase a power DMS system for the power standards. Everything gets uploaded and the documents can be exported from the RMS system into the DMS system. This computer program costs \$2,400 or three payments of \$800. Wysong asked if this would eliminate the copies. Petrecca said this would offset the cost of the assessors coming out. The assessors can review 90% of the files electronically, this would eliminate the two day stay. Petrecca said this would cut down the copier ink use. Madden referred to page 23 of the Police Budget, she explained that she had split out the Police Accreditation line item to provide for this. Police Accreditation will increase to \$20,000.

Petrecca continued, Postage will increase from \$1,000 to \$1,200 due to items being sent through FedEx and UPS for repairs etc.; Dues will remain the same; Office Equipment will remain the same. Petrecca explained the increase was being spent due to the purchase of a printer he thinks it is sustainable now, he didn't see any big hits in 2017. Subscriptions will remain at zero (0). CFO explained in the Office Equipment line item the Police Department has their copier and the copier payments will continue. Petrecca asked if they would remain that high. Madden reviewed the line item, she said an office chair had been ordered, Petrecca said the office chair had been returned then corrected himself by saying that he took the chair. Madden questioned purchasing additional chairs. Petrecca said the chairs are no longer needed since moves have been made at the PD. Seminars and Education: Madden recommended keeping it at \$1,500, some of the courses that the officers previously took for free now have a charge. Printing and Forms remained the same; Maintenance Contracts increased from \$4,500 to \$5,000. CFO Madden said that is due to R&R Radar, Morphotrak, tuning fork certification, Gramco Maintenance contract and his portion of the phone system.

Continuing on, Petrecca said Computer Expenses are at \$5,000, he included a quote for Toughbooks. Madden had changed it to \$4,000. Committeeman Lotito recommended going with the system that Convex Serve supplies the hardware, software, etc. It costs more on an annual basis; the Chief's portion of that would be \$2,000. CFO Madden suggested that it be increased an additional \$1,000 bringing it to \$5,000. Lotito asked Petrecca if a list had ever been submitted to Convex Serve as to what is on the computer. Petrecca said he had given Convex Serve the model numbers and Convex Serve ran the numbers. There was a brief

discussion on the computers the school gave the Township. Petrecca said he would like to get at least one Toughbook, possibly two. Madden said this was put on the wish list for Capital.

Equipment line item remains the same at \$1,500 and Uniform Allowance remains at \$9,000. CFO Madden explained under Weapons & Accessories, handguns shouldn't be needed this year, guns were exchanged and bought this year. Petrecca said he thought eight guns were purchased this year, a universal gun rack was purchased and installed in the patrol car. Madden said this line item had been overspent by almost \$200. She took the rifle sheet and put in \$6,100 for weapons and accessories. A local weapons dealer will be contacted to give a quote for weapons.

Mayor Trotta said it was his understanding that the school has two SRO's now and the school hired two security guards. The security guards do not carry weapons. Business Administrator Dancer asked if the school goes with four SRO's wouldn't the school purchase the weapons? Trotta said the school would have to buy everything through the Township but this would be in the school's budget. Committeeman Wysong asked if there were any weapons on the list that could be obtained through the military surplus program. Petrecca said yes there is and they could try going that route. This would be done by resolution. It is doubtful that the military surplus would have the weapons needed. \$6,100 is okay for now in that line item. Petrecca said SRO's now have rifles.

CFO Madden continued on with the Ammo line item. Chief Petrecca said they had just made a good purchase of ammo, they are good with handgun, shotgun and slug. He is concerned with the rifle ammo supply. With four additional Class III officers coming in who need to be trained and qualified this will "blow" through rifle rounds. Madden reiterated this would be a school expense and they would have to budget it for it. Petrecca said it could be reduced to \$3,000, Petrecca said he has enough practice ammo to get him through the year. He tries to purchase it so it doesn't sit. The shotgun ammo is getting depleted after seven years. Trotta suggested that a note be made this dollar amount could be possibly reduced but leave it at \$6,000 for now.

Supplies and Safety Equipment: Petrecca said since removing items from the PD and having a stock room, he can now see what is needed. First aid supplies have been depleted and it must be restocked. Madden said that the Chief has purchased a number of items and that line item has also been overspent, she agreed that this line item needed to be at \$2,000. Keep Vehicle Calibration at \$500, Madden said she put in \$600 because she thought it should go up.

Vehicle Repairs: Madden said vehicles repairs are billed a lot but not as much as in the past she thought this could be lowered to \$20,000. Madden continued by saying that no money was used from the Off Duty Trust vehicle money. Business Administrator Dancer asked what was the balance of the Off Duty Trust, Madden said she didn't have this at this time. She is going to anticipate \$12,000 from Off Duty Trust to cover administrative expenses.

Madden said every year the Township gets a new car and they should be getting rid of a car every year. Petrecca thought they could get rid of the black Ford Crown Vic, he likes to use the Crown Vics for the school because of the low mileage and they don't get beat up like the cars used on patrol.

In regard to the Off Duty Trust question, Madden said there is about \$32,000 in that account now. This is an unaudited figure. She said she was going to leave \$10,000 in the account to float and help cover the ADP costs. This leaves \$22,000, Madden was going to anticipate \$12,000 for revenue into the budget. Madden said as of October, \$8,000 was left in the Police Budget for repairs.

New Hire Exams: Petrecca said he was doing a selection process and was working off of the old list. He was bringing in candidates on Wednesday to interview for the loss of DePalma. If no one fits the bill he will run another selection process. Petrecca recommended raising the police application fee from \$25.00 to \$50.00, the average application is \$75.00. New Hire Exams will remain at \$400.

Police Accreditation: This was reviewed earlier however, CFO Madden said her figures agree with Petrecca's, \$19,700, \$20,000 will be budgeted. There was a brief discussion on the accreditation. New Hire Exams were also briefly discussed. If a new hire has a psychological test that was done more than five years ago, they need to have a new psych exam. This happened with a recent officer. Petrecca is trying to hire fully certified people in order to avoid the cost of paying for putting officers through the academy.

Police Miscellaneous: This remains the same. Madden continued by saying that \$2,000 for the generator expenses will now be under the Police budget.

Police Vehicle: Lease/Purchase has been increased to \$12,000.

SRO Operating Expenses: Madden decreased it to \$2,000 as little was spent out of this line item. Madden said on Page 21 under School Resource Officer she lowered the S&W line item from \$72,000 to \$37,500 because this only goes through June.

Petrecca said there was some heavy overtime this past week with one man out and DePalma leaving. Madden said there was \$4,000 in overtime this pay. Petrecca made some scheduling changes. Madden cautioned Petrecca to be aware of DePalma taking more than three days in a row as sick time. Petrecca explained that come July when the new SRO's are in place, the PD will pick up the two current SRO's and slide them into the night shift where the overtime is, having three officers on that shift elevates that. Committeeman Wysong asked Petrecca if he saw any savings in overtime with the number of hours changed from eight hours to ten hours Petrecca said it was 12 hours and he didn't see any change in overtime. The only change Petrecca saw was there was better coverage with more officers out there; they are able to back each other up. Petrecca said he was working on a schedule to put the supervisors on 12 hours and patrols on 10 or 8 hours. Petrecca said he thinks 10 hours is the best way, he had a mid-shift, a day shift and an overnight shift. He hoped to go to this scheduling January 1st. If the supervisors are on 12 hour shifts this gives coverage for overseeing the guys.

Petrecca gave a brief overview of some of the issues that are currently going on in the Township.

Mayor Trotta informed Petrecca that the DWI funds from Ocean County will be mailed in about two weeks. Madden said he had checked with the school. The School Resource money will be here by the end of the year. Petrecca said he is looking into having the Sheriff's Department in Plumsted in 2017 for more details. This will offset the overtime. There was a brief discussion on Rt 539 patrols.

Chief Petrecca thanked the Township Committee and everybody for this year. He felt this was a very productive year, with the building, computers, everything. He thanked June (Madden), Dorothy (Hendrickson). A lot of good moves were made, the locker room is back again, morale was good. He was sorry he had to do the work himself but when morale is down he had to get the work done, he couldn't wait for Tommy (Eccles). He told the committee it wasn't Eccles fault that it didn't get done. Mayor Trotta said it was his understanding that the second toilet had been replaced and there shouldn't be any issues with that. Petrecca said yes, no more flooding. Trotta also understood there was a quote for additional work at the Police Building.

Committeeman Wysong asked how the new septic was working. Petrecca said because of the high water table on occasion they have a few issues. The building will eventually be on sewers.

Mayor Trotta continued. There is additional work that needs to be done at the building, fresh air return - \$2,500; All Pure - \$1,900; cold air return - \$1,050; additional Fire Alarm for new room - \$250.00; 4 rooms of carpet (this would eliminate having to have the floors done with the exception of vacuuming). Petrecca said in regard to the air purifier because there are no windows in the building they currently open the doors to let the fresh air circulate through the building. Leutwyler said a new cleaning service will be starting by the beginning of the New Year. The Police Building will be cleaned twice a week. Mayor Trotta said the total of the additional work will be about \$8,000. Petrecca said they may be able to cut back on the carpet because it won't be needed for the locker room.

Committeeman Wysong asked if they had a shower in the building, Petrecca said yes.

Petrecca briefly explained how the fresh air return system would work. Petrecca said from being in the building for years you get the odor in your nose and it clogs up and causes headaches.

Petrecca continued by saying that Elmer (Goldman) is phenomenal, he has done so much for the Police Department, he is definitely a good resource. CFO Madden said there is authorization in Ordinance No. 2011-08 to do these repairs and there is \$3,000 in Capital Reserve which is cash. Madden continued by saying there is \$31,000 authorized and there are items that need repair at 31 Main Street maybe the Committee should combine the two.

Committeeman Wysong asked out of the Capital items, what would be his priority. Petrecca said the radios would be first, operational matters first; building would be second, then the Toughbooks. Committeeman Wysong also asked in regard to the radios, does the department need them all now since it is a large amount of money. Petrecca said seven radios were originally purchased now 700 MHz isn't coming for three years so they couldn't be programmed.

Petrecca spoke to Motorola and an exchange was done with them. In lieu of seven, there will be four which will be UHF and 700 (a dual band). Madden asked if the seven new radios purchased had to be returned. Petrecca said yes. The car will need a radio (\$6,000) and four mobiles, perhaps get two this year. Wysong said to give the car priority, Petrecca said three years down the road all patrol cars will need to be switched to 700. Madden reiterated the PD is going from seven brand new radios that was just bought to four. Petrecca said yes because they need to have the UHF and two bands. Madden said she thought the seven radios had to be purchased because the County was switching over. Petrecca said yes but the County had a bidding issue with the contractor. Madden asked if the new radios could be programmed for the new 700MHz. Petrecca said what is nice about these radios is they have GPS on them, the officers can be tracked. Madden said police radios should now be \$14,000, Toughbooks is \$10,000, Madden reviewed the items on the PD's "wishlist", Toughbooks, radios, antenna and the Everbridge system. Deputy Mayor Sorchik said to remove the Everbridge system, this has nothing to do with the PD, Madden said this comes under the Electronics line item. Madden said there may be a less expensive way to do the alert system.

Mayor Trotta asked if there was anything else. Chief Petrecca thought they had a great year and a lot was accomplished. He said he appreciated all that the Committee has done this year. Mayor Trotta said he thought a lot of changes had been made over the last few years.

Police overtime couldn't be discussed until the contract is settled.

Committeeman Wysong asked Chief Petrecca if the National Night Out incurred overtime, Petrecca said some of the officers were on patrols, Corporal Reilly didn't put in for any time. Wysong thought other PBA's donate their time for events such as these in the community.

There was nothing else for Chief Petrecca. The Committee thanked Petrecca for attending the meeting.

CFO Madden said she wanted to go over some of the things that were updated on the revenue sheet as of November.

Municipal Court: She said this was on the positive side; there are excess revenues there. She increased the column for 2017 to \$60,000. She made some minor changes.

Interest and Cost on Taxes: She increased that for 2017 from \$20,000 to \$25,000. She said the amount shows a negative but once they have the tax sale, that amount will go up a lot. She mentioned they should be able to make the goal for 2016.

Tow Yard Fees: She said this would still be a problem as fees are still down. This would be a \$12,000 deficit.

Cell Tower Revenue: She said it will be OK because we will make what was put in the budget. It was noted that next year \$30,000 will be received.

Energy Receipts Tax: She said this showed a negative but will be OK by the end of the year with the State Aid.

Construction Code Fees: She said as of the end of November, those fees are \$115,540. She discussed this with Mr. Riccardi who said he expected it to be the same for 2017, so she increased the amount from \$110,000 to \$115,000.

Inspection Fees: She raised the Rental Inspection Fees because even though it fluctuates from year to year, it has been pretty consistent.

School Resource Officer: She lowered that because we will realize half of that amount and make the anticipated revenue amount of \$85,000, but in 2017 we will only receive \$38,400.

Under Grants:

Municipal Alliance Grant: Madden received a packet from the Municipal Alliance which they were going to submit, so she assumed \$22,465 will be received.

Safe and Secure Grant: She received notification to apply for that and hoped to have that finished shortly. She said \$30,000 was pretty much guaranteed.

Senior Grant: Administrator Dancer said \$10,000 will be coming from the Senior Grant.

Regarding Off Duty: She added \$12,000 which is conservative. She knew we could use the money in the budget but purposely have not used it because she has been trying to audit the accounts from 2014, 2015 and 2016 and getting it to agree. There are a couple of refunds that have to be issued which will be done on December 28th to companies where their money has been sitting there. Some of the money comes from the Trust to offset the ADP costs and will offset payroll taxes. She said the total of Anticipated Revenue is \$3,361,000 which has gone up some from last time. Madden said it was still not enough to meet the expenses.

Mayor Trotta questioned the Mobile Home Fees. They were short as of the last meeting and wanted to know why. Clerk Hendrickson said she would check into that.

CFO Madden said the School Deferred Tax was To Be Determined, and explained what the amount was now. The \$6,210,000 was fifty percent of the current year school taxes, which is what you are allowed to defer. The current balance subtracted from what is eligible to defer is \$723,148.89. She thought that when it came to the budget, she felt we were off \$70,000 to \$75,000. She said to keep in mind the Levy Cap Workbook and other things have been done. She said she would really like to see less surplus used.

Capital Budget:

CFO Madden said some changes were made when discussing the Police Budget with Chief Petrecca. She noted about the school donating computers. She updated the Reserve Balances and the numbers proposed of \$103,600 for the Capital Budget were not changed.

Regarding the truck for the Maintenance Department, Dave Leutwyler said he had two quotes one is for \$40,000 for a 2016 GMC, 3,500 4-wheel drive leftover and another for \$58,000. He asked if the amount of \$45,000 could stay until he checked to make sure the equipment needed is there. Mayor Trotta asked if this could be done within the next few days so any changes could be made before the budget is introduced.

Mr. Leutwyler said the two trucks with plows were not in good shape. Administrator Dancer questioned the old truck and why would we keep them. CFO Madden stated the one truck just had transmission work completed and the other they were going to use as a spare. Committeeman Wysong questioned if the insurance would increase. There was discussion regarding the use of the trucks and insuring them. CFO Madden said once the new truck comes, one of the older trucks will be let go, either by selling, auctioning or recycling it.

Under Roads: The \$43,600 is for engineering soft costs for Brynmore Road.

Electronics: The \$15,000 for electronics is more than that in that category.

Reverse 911: CFO Madden said that in Allentown, they found that Freehold has an Everbridge system. She explained that Allentown was doing a shared service agreement for \$577 per year with Freehold for that service. They will have to have some GIS mapping done which is well under the \$6,000. Madden said she did not know if they can go to another county as that is Monmouth County.

Deputy Mayor Sorchik said there were different systems and he said Everbridge is really not a 911; it's alerting. He said there was a Federal System available, and as a municipality our municipality is allowed to use that, but you need to know how to use it. It also depends on what level it is. He said the unique thing about Everbridge is alerting, but we would also have access to it to send out community messages. He said the contract he was looking at was once you have the system, you could send out 10,000 messages a day. He said there was more to look into regarding the system. Committeeman Lotito said with FEMA, any municipality or government agency can tie into the service they provide but you need a piece of software that has been certified by them to use it. Sorchik said they make it sound simple but someone really needed to be trained and assuming it was from FEMA, it could only be used for emergency purposes.

Capital Budget: CFO Madden asked if anyone wanted to make any changes at this time.

Police Radios Grant: Committeeman Wysong asked if there were some grants. Madden said when the seven radios were purchased, there was grant money from the Sheriff's Office to do that. There was a Law Enforcement Trust Fund, which some of that was used. They were able to use some DDEF money. She said they received seven radios and was disappointed that they were down to four because of what had to be done. Mayor Trotta said Chief Petrecca sent seven back and were getting four dual and needs four more. CFO Madden expressed her concerns

regarding this. It was also noted that she needed documentation regarding the change. She said with respect to the guns, that information was all on the purchase order.

Open Space Trust: The difference from last time is softball fencing on Maintenance of Lands for \$1,000 and playground mulch \$2,500. Mr. Leutwyler got prices from \$1,900 to \$3,700 per hundred yards of mulch. He said Jamie at Agway said he could do it for \$2,400. CFO Madden said under the Development of Lands, she lowered it to \$2,500. Administrator Dancer asked what the \$6,000 was used for last year. CFO Madden said it was for playground installation. She noted that there was \$12,000 in that line item last year.

Debt Projections: CFO Madden reviewed the Debt Projections for 2017; interest payments were in bold from the sale of the notes. The interest below the line items that was not bolded is high because it is calculated at 4%. She said we were not at 4% and hoped not to get to 4%. Dancer questioned the UTT Trail amount of \$400,000. The Capital Bond Ordinance 2008-11 was amended to pay for the soft costs. She said we may have to borrow more money to pay for that. She noted that if there was not enough cash flow, she would take out a note in 2017. She said we may want to budget money in our budget in 2018 to cover that. We may want to see if this could come out of Open Space Trust because of losing one of the Green Acres payments. Everything was on there, i.e. Special Emergency which was done this year for \$2,000 a year for five years. She said the total amount of Debt Service for 2016 was \$99,000 and the Debt Service for 2017 is \$103,685, which was an increase over \$4,000. Madden said as it goes down from the total column, our debt service will go down in the next several years. She noted the interest is high but will go down as well. She said the principal payback is what the attorney suggested for Bond Counsel but she felt more should be paid back on that.

Madden asked for any questions. Mayor Trotta said he had no questions but wanted it noted that Recreation would like lights behind the Municipal Building. They have a wish list which needed prioritizing and remember they have asked for things starting last year. CFO Madden said she has not received their budget and only some of the information that was requested from them. CFO Madden wanted them to know that they had \$5,000 in the Open Space Budget plus \$1,000 for the softball fencing.

Budget Summary: The following is for 2017.

Business Administrator/CDC: \$1,700 is the rest of the amount for Dave's courses taken through Rutgers.

Mayor/Township Committee: The Other Expenses has been raised to \$2,000 to cover mileage.

Municipal Clerk: The Salaries & Wages was raised not only by 2% but also for Public Information Officers. The Salary Line Item is included in there. The O&E expenses based on the Mayor including \$500 for Grant Writing. Jen Witham will be doing this and he felt she would be good at it.

Salaries and Wages: CFO Madden said most of them reflect the 2% increase except if it was something like the Public Information Officer in the Clerk's Office.

Financial Administration: Salaries and Wages went up a bit for Sharon Gower going full time.

Finance O/E: She said this was up because Sharon has to complete her purchasing classes and take her test which was \$1,700, plus Madden's CEU's. Allentown pays a part of Madden's CEU's.

Payroll Processing: She increased that \$550 to cover the module through ADP to track accrued time on the payroll voucher.

Auditing Services: This stayed the same.

Tax Collection: The amount increased to \$75,200. Administrator Dancer questioned the increase. CFO Madden said she took the number of hours and based on what the Tax Collector Laura was working, two days a week plus more during the tax quarter and her pay rate and Deputy Tax Collector Kelly with the 2%, it is \$71,200 plus Tax Search Officer.

It was noted it would be \$140,000 for taxes, which Administrator Dancer said is for deferred tax and deficit. This was not the Township's money, it was the schools.

Mayor Trotta noted that it was the second year for the online auction, which he felt the Committee should re-evaluate this and see whether or not to continue with it in the future. CFO Madden said it does make the expenses higher. Trotta said there could be a possibility to cut expenses if we decide to go back to what we did before online. Administrator Dancer said he thought last year they received information from tax that once it was in the budget, the money they received would offset the cost of the electronic tax sale.

Mayor Trotta said he didn't think any money was lost on that part of it but he said there were other issues. He felt the system has it flaws. The Tax Collector appear in person going line by line each individual item. The electronic sale does not work that way at all. If you were interested in more than one piece of property, you cannot quote on more than one because you don't know if you will win the one and be able to quote on the second. The other thing with the electronic tax sale, you cannot have the small people involved because you have to put a deposit in and if you wanted to try and see what you wanted to do, it makes it difficult for a small person. It is really geared to big firms. He said he didn't care who gets our tax sales, he was just looking at the system and the flaws. Trotta felt the Committee should evaluate how to move forward. CFO Madden said she would discuss this with the tax collector and ask her for an analysis.

Computer Expenses: This was increased because of the backup and the NJ WIPP Program, which was why the Computer Expenses went up for Tax Collection.

Tax Assessment: This went up because of a few Tax Appeals. Francis raised it to \$5, 375 and CFO Madden raised it to \$6,375 because the Assessor thought an appraisal may be required for one of the properties. Administrator Dancer advised the Committee that Ms. Francis should notify them when there were appeals.

Legal Services and Engineering: They stayed the same.

Downtown Economic Development Salaries & Wages: CFO Madden said was increased from \$10,600 to \$11,000.

Land Use Board: CFO Madden said \$10,000 was for the Special Emergency but for 2017 the budget will be \$7,050. She noted the rest for Salaries and Wages for Zoning Officers, Code Enforcement, Construction Code were slightly increased.

Insurance for General Liability/Workers Comp: CFO Madden was pleased to inform the Committee that has gone down from last year and noted that it will be less when the Committee attends the class that the JIF offers, which is a \$250 discount for each person that attends.

Employee Group Insurance: This has gone up; it changes every day due to employees who have health waivers and have insurance coverage and with new hires who need insurance coverage. Madden said this was ever changing especially with police officers who have waived coverage due to being on parent's insurance because when they turn 26 they need coverage.

Health Benefit Waiver: CFO Madden said the amount of \$28,600 was information she had at the time. She noted that Sharon Gower will be taking a waiver and that amount was included. She said the health insurance and waiver numbers were the most up to date information she had, but was subject to change before the budget was adopted.

Dental Insurance: Madden said she had not gotten the prices yet, but increased the amount a little.

Disability Insurance: This was increased a little bit.

Administrator Dancer said with JIF, the Township was supposed to do the phase of \$4,000 for four years at \$16,000 and then the Fire Company will pick up their workers compensation. He said the Township should see a reduction. CFO Madden said JIF gave us a Police Accreditation credit of \$2,095.41 and they gave the Fire/First Aid Department credit of \$27,220. Administrator Dancer wanted to make sure that there was \$4,000 less in our Worker's Comp. Madden will check to make sure this was done.

Police Department: Madden said the \$85,890 has been changed to \$86,890.

Emergency Management: Madden said that since Linda Salcfas was at the last meeting and lowered her budget mostly because the generator came out of her budget.

Road Repair and Maintenance: Madden said this dropped a little. Road Repairs and Maintenance went down some; Schedule C stayed the same.

Snow Removal: Madden said last year because of the State Emergency, some of the snow removal budget was outside CAP, but this year it will be all inside CAP. There was lengthy discussion regarding FEMA funds, which Madden said she there were two and she filled out all of the paperwork and sent it but have not received any money back yet.

Buildings and Grounds: Madden said there was a substantial increase but it was needed because of the cleaning service. There was an extra \$25,000 put there. Mayor Trotta noted that part of that came from Salary & Wages because of not having to hire a person.

Sustainable New Jersey: Last meeting \$500 was put there.

Catholic Charities: Madden said they have requested \$840 for the number of people they help.

Settlements and Adjustments: There is \$20,000 for Police Contract and there may be some additional compensation for the Chief and then the officers as we don't know what the contract will bring and the 2% on their salaries.

Overtime and Comp Time: CFO Madden said under Detail, Raise Salary and Wages she had \$20,000. The amount is the same. Regarding Overtime, she was asked to leave that at \$50,000 and Holiday at \$40,000. She thought that they both needed to be a little higher and over time should be higher. She said in this year's budget for police overtime, salaries and wages, she was going to encumber the amount of comp time the police have on the books since the PERC thing has been settled, which is about \$11,000, when she encumbers money out of the 2016 police budget for that she hoped to spend that in 2017 to get that off the books. This was so you don't have to budget that in 2017. She said basically Salaries and Wages has absorbed some of the \$80,000 in overtime because of the comp time and all that and \$50,000 in Holiday. She kept those numbers the same so there is a better goal for the Police Department to reach and is not too high. If they don't make that, we have funds in the Salary and Wage Line Item to take care of it.

Utilities: Madden said when the budget was done in the past and going into the Energy Aggregation, she was raising electricity because it hasn't gone down. She thought it was because of the increase use of the building. She said there was savings in electric and street lighting through Energy Aggregation but because the Municipal Building is heavily used, there was an increase.

Street Lighting: This was kept the same. This was a big expense every month but with Energy Aggregation we can hold that where it was last year.

Telephone and Cable Internet: Madden thanked Dave Leutwyler. With his effort with Comcast, we have been able to keep that amount the same.

Water, Natural Gas, Heating Oil and Gasoline: Madden said Water went up a little, Natural Gas, went down a little and Heating Oil and Gasoline stayed the same.

Social Security: She did not raise even with the salary increases.

PFRS & PERS: She said PFRS, which is for Police, went up by \$5,000 and PERS, Administrative Employees, went down by \$300.

Administrator Dancer asked about the employees who were in the Defined Contribution Retirement Program, which she said Jennifer and Sharon, but in January Sharon will be going full time and will go into PERS. Anyone who is part-time over \$5,000, they go into the Defined Contribution Retirement Program.

Uniform Construction Code Salary and Wages: Madden said since she did not have Glenn Riccardi's budget, it stayed the same.

Shared Service Agreements: CFO Madden said all of the shared service agreements were there and she reduced the SRO Salaries and Wages in half and also reduced the O&E to \$2,000.

Courtesy Busing: She received the amount of \$56,290 but had not received the agreement yet, but noted that amount went down a little.

Allentown Court: She said she was breaking that up into two categories, Salary and Wages and O&E because out of the O&E is what Allentown is paid when their quarterly bill is received from their CFO. Salary and Wage was broken out because Plumsted is now doing Court Security and then taking a credit on the bill. She said she needed a line item to pull that from.

Mayor Trotta noted that Plumsted's cost will be going up this year because the dollars have gone up; the percentages have changed. Madden said it was still 2/3 to 1/3, but it is more.

Business Administrator Dancer said Upper Freehold Township was looking for a Security Officer for their Court, but he thought if they were going to hire a Special, it might pay to inquire with them, because if they have someone for Court Security that was going to do Upper Freehold may be they could do Allentown and Plumsted. This way we could save on police officers. There was discussion regarding having one or two officers for Court sessions.

Group Health Insurance and Matching Grants Outside Cap: She said there was nothing outside to do the Cap Calculation.

Madden said she plugged in the grants that were already discussed in Revenue which was Drug Alliance, Safe and Secure and Senior Grant. There was no grant for Supplemental Fire Services as it is part of our State Aid, which she has to budget for.

Debt Service: Madden said the numbers were pretty much the same except for the interest. The additional interest cost is on the new Note for the PMUA. She also picked up a \$2,000 payment that we will be paying ourselves back.

Deputy Mayor Sorchik had to leave as he had to go to work.

Business Administrator Dancer questioned the amount left on Ordinance 2002-02, the BAN for Open Space, as she did not have the BAN schedule with her. She will check on this.

Reserve for Uncollected Taxes: This was rounded to \$53,000 as it was just a plug number and noted the Capital Item balances were there but they needed to be adjusted to approximately \$3,497,455. She said Revenues were \$3,361,688. The shortfall was approximately \$136,000.

Madden said that in the past, a resolution was done for the deferred school tax before the end of the year, but she said she would rather wait because it was a resolution with no amount on it unless the amount is agreed upon before the end of the year. She would rather wait until the budget was adopted to have a more exact amount.

Administrator Dancer asked about the Snow Removal State of Emergency. For the 2015 budget it was \$29,331 and 2106 budget it was \$32,751. This was discussed and she said when money is received this year, she said she will reimburse that line item.

Dave Leutwyler said at the last meeting there was discussion regarding the Welcome Center with a hole above the door with birds flying in and out. He said it was looked into it and there was an open vent which they could put screening over it. Also discussed was putting heat tape on the water pipes. The Maintenance guys didn't like doing that as they thought it was more of a fire hazard than a space heater, but if the heat tapes were decided it would be about \$200. There was discussion regarding whether to use the heat tape or space heater. Mayor Trotta suggested to look more into the heat tape.

Another issue Peter had was the gutters, which have already been done. Mayor Trotta that in addition to the gutters, the foundation itself was being ruined because of no gutters. He said there was a major issue with the foundation and it needed to be checked into. Mr. Leutwyler said he would get an estimate to check the foundation and get back to the Committee.

Mr. Leutwyler said another point was the possibility of sharing court with Upper Freehold Township, which Madden would be checking into.

Leutwyler researched a port-a-potty for the playground area at the Recreation Field; he had a price of \$2,500.

The computer backup issue was resolved. Madden talked to Committeeman Lotito.

Tax Assessor CEU Classes: This was discussed with Maureen and she tries to take all the courses she can under Burlington Township as they were free, so if a class was needed for Ocean County CEU's, Plumsted would be billed for it.

Regarding the cost of cutting the grass at the Municipal Building, Ron Tabor gave a price of \$4,000 for 2018's budget. Next year before we go out for quotes, there will be a discussion regarding the possibility of the school mowing this area as a shared service.

Committeeman Wysong questioned where we stood with the Public Information Officer and Facebook Page and putting information out. There was discussion regarding this.

Committeeman Wysong also asked how the Electronic Recycling was doing, which Mr. Leutwyler said he had left Jared a message but he had not gotten back to him.

Administrator Dancer wanted the Committee to know that he was sponsoring a bill for the Fire Districts elections moving to November. He said it passed the Assembly Judiciary Committee unanimously and was hopefully on the list for their voting session next Monday. He said it looked encouraging. It was noted that there was a companion bill in the Senate. He said the Committee would not have to deal with Fire Budget anymore because if it goes to November, the same as the School, as long as they are in the 2% CAP, there is no vote on it.

Administrator Dancer said another Bill that may be of interest to the Committee was for Home Baked Goods which also passed unanimously by the Ag Committee. He said you would be able sell home baked goods from your home without having a commercial kitchen. He said the seller would need a food handler certificate from the Health Department, display a sign stating, "The goods were baked in a kitchen not subject to Department of Health Regulation and Inspection". There also must be a label disclosing who baked the product and if any major food allergens were used as an ingredient. It was also noted that there were two bills that were consolidated and both sponsored by the current Speaker Assemblyman Prieto and former Speaker Assemblywoman Oliver.

Mayor Trotta asked for any public comment. Since there was none, he asked for a motion to adjourn.

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

Sincerely,

Dorothy J. Hendrickson, RMC
Municipal Clerk