

November 9, 2015  
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 LOTITO	COMMITTEEMAN WYSONG	MAYOR TROTTA
DEPUTY MAYOR SORCHIK	ADMINISTRATOR DANCER	DAVID LEUTWYLER, CDC
DEPUTY CLERK HENDRICKSON		

Committeeman Marinari was excused.

The meeting was opened with a flag salute.

Mayor Trotta said the purpose of the meeting was for a Budget Workshop.

CFO Madden said Administrator Dancer are introducing the budget. She reviewed the information in their packets including Revenue Sheets, Capital Budget, Open Space Budget, Debt projections and the budget sheets for the departments.

Administrator Dancer gave a preliminary overview. He said the biggest issue is the plan to reduce the structural deficit. The 2015 Budget was balanced with \$353,500 in School Deferred Taxes. The estimated balance of available School Deferred Taxes is \$391,743 this was before the school had new taxes. He said the budget needs to be sustainable without school taxes. Dancer said in 2015, the \$284,000 debt service, as a result of paying off Bond Anticipation Notes, and 2016 because that was paid down and we have not incurred additional bonded debt, we have \$99,000 put in debt service. This leaves us with \$185,000 to reduce from using School Deferred Taxes. He said the Township was getting close to being self-sustainable. Regarding the 2% maximum cap, an estimate at this time. About \$1,890,000 was raised in taxes last year 2% on that gives an additional calculation the taxes could increase by roughly \$37,000. He said the following is estimated as what that amount could be used for: 1) Police Contract is \$14,000, but if you give the Administration, which is everyone else outside the Police Contract, 2% it would be \$13,000 this totals \$27,000 that would leave a balance of \$10,000. He said the comp time for Police, which the Chief is trying to reduce, was down to \$10,627. He said now looking at increasing taxes by a maximum of \$37,000, raises could be given and we could budget the comp time, which is close to the \$37,000.

Police Contract - Dancer said Chief Petrecca was working on the overtime. He said in 2013 \$20,000 was budgeted and actual was \$35,000. In 2015, \$30,000 was budgeted and actual was \$46,000 and in 2015 \$40,000 was budgeted and the actual was as of the end of October was \$48,000. He said there would be increases in overtime as well.

In looking at the potential loss of revenue for 2016, there was a windfall one time from the Capital Fund from projects being cancelled. \$74,000 was put into the budget and CFO Madden said there would not be anything left. The Cell Tower, instead of being \$50,000, would now be around \$31,000 to \$37,000 range. There was a deficit of revenues which started later in 2015 than was anticipated, it would only be \$31,457 by the end of 2015. Next year because it will be part of the first year and part of the second year, it works out to be \$37,497 for 2016. The following year and thereafter, it will be back to \$30,000 unless or until other providers or vendors are put on the tower to get additional revenues. CFO Madden said as she goes through the Revenues, if the Committee wants to reduce that amount to \$30,000, they could leave what extra comes in as excess revenue. Committeeman Lotito questioned why the amount changed from \$50,000 to \$30,000 received which CFO Madden explained that it was the way the contract was written.

Administrator Dancer said in regard to the Recycling Tonnage Grant, the Township had a couple of years that were combined which were not reported the Township received \$25,000. Mr. Leutwyler was asked about any updates regarding the Grant and he had none. on the Appropriations inside the CAP increase CFO Madden explained the Township spent \$100,000 for snow and salt. Dancer also said the only way the Township received \$29,331 outside the CAP was because the Governor declared a State of Emergency. He said the Township would not be able to go outside the CAP. CFO Madden said that with the transfer

resolution at the last meeting, she transferred money into Snow Removal Line Item in the amount of \$25,000 to help get the Township through the fall. She hoped there wouldn't be any snow storms before the end of the year and at the end of the year she can move that money into Snow Trust if it is needed. Dancer said it helps the CAP if money can be transferred before the end of the year into the Trust instead of working within the limit of a CAP. He said as far as the 2016 Appropriation increases, CFO Madden will be going over them later in the meeting but there will be increases in Pensions, Health, Workers Comp, Liability Insurance and JIF.

Dancer that there may be an increase in Police Vehicles because they have not been auditing the Township for 14 Police Vehicles. The Appropriations Reserves of \$136,000 may be able to be cancelled back to operations that would be used for the next two years in the 2015 Budget. Now, subject to changes between now and the end of the year, is a little healthier Appropriation Reserve Cancellation from the Year 2014 which was \$162,000. Regarding Surplus used to balance the 2015 budget, about \$593,000 was used of which \$353,000 was School Deferred Tax. He said it won't be known until the end of the year with looking at the results of operations, but 2014 the excess of revenues anticipated, the balance of appropriations cancelled, it brought the Township \$279,000 in addition to the results of 2015, which would be determined. He felt that the Township is trending well because there was a significant reduction in debt service and now it appears that the amount of money that could result in the end of operations for 2015, the amount of school deferred taxes could be reduced significantly than in previous years. With respect to the Ratable Base and since the hybrid reassessment, the Township is up a little in 2016 at \$784,000 at 1 cent on the tax rate is \$78,490.

Mayor Trotta thought that with respect to Capital Fund, \$94,000 was cancelled and left \$20,000 to do something with if needed. Madden said there was \$20,000 but she thought that was in the Capital Fund Balance.

Stephanie McMahon was in attendance for the Recreation Budget. She noted that there was nothing for Recreation in the budget sheets, CFO Madden said nothing was turned in to Finance. She said they had a Budget Recreation Meeting to discuss their funds which were allocated to the different clubs. She was in attendance to ask for additional funding so all of the clubs needs outside of Green Acres Funds are met. She said Football has to refurbish their uniforms every two years, they were asking for an additional \$3,800 on top of the \$15,000 to cover those costs. There was discussion regarding Recreation's bank statements, CFO Madden said they only received one from Baseball and Basketball and have not received any budgets. CFO Madden told her she needed the 2015 and proposed 2016 Budget as well as their bank statements. There was discussion regarding some invoices which was explained. There were questions about using funds at the fields behind the Municipal Building and it was explained that since that was school property, Green Acres funds were not able to be used there.

Mayor Trotta said as far as the 2016 Budget, this was just getting started they haven't looked at the Revenue side to make any decisions. There was also discussion regarding other funds raised for Recreation which is received. Mayor Trotta said the next budget meeting was scheduled for December 8<sup>th</sup> and asked for the information to be submitted to the Committee to review before that meeting.

Chief Petrecca was in attendance to discuss the Police Budget. Regarding Office Supplies, Postage, Dues, keep the amount the same and Office Equipment was reduced to \$1,600, Subscriptions \$0, Seminars increase to \$1,500, Printing and Forms, keep the same amount. Maintenance contracts increase to \$3,500. Computer expense keep at \$3,000. There was discussion regarding upgrading the computers which had XP. Committeeman Lotito said that the Township should start looking into Windows 10 because of improvements in that operating system. This will be discussed in the Capital portion. Equipment was budgeted for \$1,500 but \$3,367 was spent for repair of portable radios, mobile radio in a car. Chief Petrecca said next year they will be switching over to the new radios. There was discussion regarding having Convex Serve install radios in vehicles & connect them from the car to the building. After discussion regarding Equipment it was decided to keep it at \$1,500. Uniform Allowance at \$500 per officer for twelve officers total \$6,000. Operating Expenses for the Two School Resource Officers for clothing allowance for \$1,000. There was discussion regarding hiring Class II Officers and the purchase of uniforms. Weapons budgeted was \$500 but \$735 was spent. Chief Petrecca said \$1,352 would be needed. They will be taking the remainder of the eight guns and exchange them for new guns. Ammo Qualifications budgeted \$5,600 and wanted to increase it to \$6,000 because they wanted to do more training with shooting with rifles. Chief explained they were trying to exchange their rifles, they are ten years old. He said they acquired three long gun rifles on loan from the Prosecutors Office that were seized. He noted that the police would now be going to the Jackson range. It was decided to increase that line item to \$6,000. There was discussion regarding upgrading weapons. Supplies and Safety Equipment \$1,000 was budgeted and \$1,250 was spent. It was decided to budget \$1,200 and keep Vehicle Calibration at \$500. Vehicle Repairs, CFO Madden noted that she has not touched

the Off Duty Trust extra money because float money was needed to pay officers when they work off duty if money doesn't come in ahead of time, such as the school and there are emergencies now, they do not pay for off duty. She noted that money will be taken out of Off Duty Trust for Vehicle Repairs soon. She said as far as the Current Fund and Budget, in the Police Budget \$15,000 was budgeted \$18,600 has been spent so far. Other than a few big repairs, it has been going well. Mayor Trotta noted that \$20,000 would be in the regular budget. There was discussion regarding large repairs on the older vehicles.

Mr. Leutwyler asked if any vehicles would be retired once the new vehicle comes in. Chief Petrecca said the Altima, Focus, and Volkswagen Jetta would be auctioned off. They have a PT Cruiser which they took ownership of for operational purposes. There is one unmarked car which an officer uses at the school. He said he could check to see about taking that off line when the new vehicle comes in. Madden felt that Vehicle Repairs, is now a smooth process the kinks have been worked out going with STS they know what the Township requires.

Business Administrator Dancer asked if there was a way to expedite the new 2016 vehicle. Madden noted that it would depend on if it is for a car which is inside the Cap or 4-wheel drive SUV which would be outside Cap. Chief Petrecca said there were positives and negatives regarding a car or SUV. Dancer said looking at it from a budget prospective, the last lease payment was inside the Cap and suggested a SUV for 2016 and in 2017 get a regular patrol vehicle the process can start over again without impacting the budget. Chief Petrecca said he would like to go that route. Dancer said it would be stable funding for the Township.

New Hire Exams, \$400 budgeted, keep it the same; Police Accreditation \$15,222 budgeted, keep it the same. CFO Madden went over the items that were in Police Accreditation line item. Police Miscellaneous \$1,800 was budgeted, keep it the same.

Deputy Mayor Sorchik brought something up for clarification. He said regarding the 700 megahertz switch over, there were a couple of items with that. He knew the Sheriff or Prosecutor, whoever was doing the communication will give the Township a grant to pay for it. It was noted that it was \$35,000. He said the Township should consider budgeting for an antenna, at the very least, to put on top of the cell tower the Township has the rights to that antenna. He did not want to get into the process and it is too late. He said he did not know the mechanics but he knew that he would like to have an antenna downtown. He said he would also inform the Fire Department when he goes to their budget hearing and advise them that they should budget for the antenna. He said when this change comes, if there is no money budgeted for that, the Township can't go out and buy it. Sorchik said the radio system is definitely a Capital Item, but did not know how the Township would fund that if they were going to give the Township a grant, being that would be a loan. Mr. Dancer said that if it is a loan, it will be paid back under debt service appropriation in the budget.

Committeeman Wysong asked where the Township stood with the Enforces System and getting other township services on it. Chief Petrecca said Tuckerton has \$38,000 they can spend. He did not know at this time, but he did say the County wanted to get Spillman out there they want to be on one common language and one system. Right now departments are on twenty different types RMS systems not sharing information. Chief Petrecca said as of now the Township cannot count on any shared services.

CFO Madden went over the Police Capital Budget. On other Capital Budget items she said everything was the same with the accounts except that she added the new MUA Capital Bond Ordinance for \$1.5 million. She said she added an extra column, she gave the Current Fund Balance of the Capital Accounts and there was still \$20,000 left in Municipal Buildings that has not been spent. It was noted that at the end of the year that amount will be moved over to Capital Reserve in the Capital Fund. Everything else has been spent that they budgeted for out of Capital in the Current Fund Budget.

Next column was balances in the Capital Fund Account as of this date. The only thing she missed was in the Current Fund, there was a balance in Police Vehicles for about \$2,000 which can be used, along with other money for the new car being outfitted. She left the balance for 2016 Budget Proposal blank to be filled in. At the bottom there are projects from last year, such as the Police Locker Building \$3,500, Ever Bridge which is like a reverse 911 \$10,000, Police telephones \$9,000. The equipment for the Interview Room has been do

The Municipal Building back steps are still in need of repair this could come out of Municipal Building Improvements \$20,000 was budgeted. She had a price quote of \$6,000 and noted the front and side steps were already taken care of. Storm Drainage Projects, \$10,000 was budgeted. Road Reconstruction/Public Works Equipment, Mr. Leutwyler said \$3,000 was the pothole repair equipment which he wanted to invest in and a pallet of the material would be \$1,000, this is in his budget. These materials should last for a while. Radio Antenna for the

Police needs to be added. CFO Madden said regarding the 4-wheel drive police vehicle she budgeted \$44,000. She said a lot of the projects come under construction, computer, electronic and telephone equipment.

Mike Haddock of the Plumsted Township Recreation Committee was in attendance and noted that the money Recreation receives is spent on specific sports every year. He asked if this is where he should be with respect to long-term spending for recreational projects and allocating funds for them. He explained what teams use the recreation fields and said there was no multi-purpose field in the town for Recreation and there are no lights on those fields. When football practices they have to use lights from the winery. Soccer practice is done here behind the white barn and there are no lights there so practice has to end early. He said he talked to the school board and they would be open to put lights back there if Recreation or the Town would pay it. So any other sports that would want to play, there is no place for them to play anywhere around here unless it is daylight.

Mr. Dancer explained that when the Township purchased the property for the school, all the fields at the school are community fields. The township has that agreement with the school that fields can be used. Mr. Haddock said they can use the fields but there are no lights on them. His point was that the only teams or rec sports in the town that have lights are baseball and softball, because football that is their game field and they only use it for practice. If there was some infrastructure over here for these fields, they could be used for a lot more sports. He said there were other programs they could run and be self-sufficient but it is hard to charge parents money when there are only six weeks of practice.

Committeeman Wysong asked if football can practice on their game field. Mr. Haddock said there were three teams that practice four nights a week and all of them cannot fit out there. He said basically all four of the back fields are used by Recreation using Laurita Winery lights. He said soccer cannot use the lights as it would be too dangerous for them. He said there was a lot of infrastructure that can be done for Recreation. He was talking about the area here. There is the fence out by the municipal field that people said has to be replaced and there is no money for that. The concession stands at the baseball field, are getting bad, there are mice all over the place and the parking lot is a mess and wanted to know where that money comes from.

Mayor Trotta said they need to start with getting information on what needs to be done and what the costs are and then the Committee would evaluate what the Committee would want to do first. He said he understood that is the way it should be but there is no infrastructure. He said there were six sports waiting for their money and they take their money and go. He said from a Towns perspective, should some money be allocated where a planning committee looks at this for the long term. Deputy Mayor Sorchik said there should be a subcommittee from Recreation for capital improvement. He said he understood that but there are too many sports and they are out for themselves and that would never happen.

Mayor Trotta said when he was liaison to the Rec Committee, he was told the Rec Building needed a lot of repairs and he asked for a list of what needed to be done and never received one. Mr. Haddock was asked where or who would give the Township Committee a prioritized list. It was explained that Recreation should provide their prioritized list then the Township Committee would prioritize the list for the Township as to what can be done. Mayor Trotta explained that Plumsted's Rec Program is different from other towns. Other towns are organized with employees Plumsted doesn't have that. It was suggested that the Township Liaisons bring this up at the next Rec Committee Meeting.

Administrator Dancer explained a Capital Plan. Some years ago the Township received a Capital Plan from the Rec Committee. The Township Committee applied to Green Acres for grant funds this is being paid off now. So the Township did not have to raise taxes, they applied to Green Acres for a twenty year loan for the lights which are there now. Recreation also brought up the need to have irrigation and fences, so another loan was applied for from Green Acres. Dancer said it was important for stable funds so the taxpayers are not impacted. Dancer, along with CFO Madden, explained what was being done with the loans. He explained that in 2017 when a couple of loans were paid off, the Township could invest up to another \$250,000 with Green Acres for Capital Improvements to Recreation. He said there would be no impact to the taxpayers if the Township maintains the same debt service payment schedule. It was noted that this would only affect Green Acres properties. The fields behind the Municipal Building would not apply as they are not Green Acres.

Mr. Dancer noted that there may be a way if something could be worked out with the school, the Township gets Green Acres funding on municipal property. He said Green Acres accepts and approves leases; the lease has to be for a minimum of 20 years. If the Township were to talk to the school and lease it for the 20 years and invest an amount of whatever the lights would be, the Township may be able to work out a shared service agreement. There would be a lease and the

Township could qualify for the Green Acres money as long as it is leased for the minimum of 20 years.

Committeeman Wyson said it has to start with the Rec Committee to putting together a prioritized list. Mr. Haddock said he would be glad to work with the Rec Committee to do this. Mr. Leutwyler noted that once this list is presented to this committee, it didn't mean it would be rubber stamped.

Mayor Trotta said going back to the budget, there was discussion about different items. Madden is going to put \$18,000 in Computers for the Police Station and Committee's office, possibly the antenna. Playground Equipment there is \$20,000 in the Open Space Trust. Public Works equipment – line item for capital acquisition of public works equipment for \$3000. Mr. Leutwyler is looking at different companies and feels that number is sufficient. Madden asked if there was anything else for the capital budget.

CFO Madden recapped the Open Space Trust money based on discussion so far. She then explained the debt projection went down to \$99,203. It is based on 4 percent interest so it may go down as that estimate is a little high.

The NJEIT was also discussed. What happens is that bills are submitted to the State, they are approved in 3-4 weeks and then as the money comes in, the bill is paid. Dancer advised that no money has to be paid back until the end of the third fiscal year.

CFO Madden discussed Revenue. They are projections. The amount to be raised is 2% over last year. Local Revenues are down because of the cell tower, drop in Municipal Court Revenues, mobile homes a slight drop, etc. There is a deficit of \$26,000 of Revenues Anticipated. The Township cannot anticipate any revenues over the 2015 number. The Tow Yard has been a higher source of revenue than anticipated. Originally anticipated at \$17,500 and it looks like it will be \$25,000. That number includes those vehicles auctioned off. Mayor Trotta asked the CFO to look back a couple of years. Historically, what was the number a couple of years ago. He wants to be sure there is no surprise at the end of the year as to what the actual revenue is. The CFO advised that she was conservative in her numbers so that shouldn't be a problem.

Plumsted BOE is a best guess estimate. Madden believes there will be a deficit because of the pension amount the Township had to give them a credit. CFO Madden reviewed other numbers on her spreadsheet.

Dave Leutwyler discussed the budgets for Public Buildings and Grounds, Streets and Roads, and Recycling. With the purchase of some equipment to patch some roads ourselves, the Township may see the Schedule "C" portion of the budget go down, maybe in 2017, as the Township may not need to call the county as often. He recommends Snow Removal of \$72,000 stay the same. There was some discussion on recycling. Other line items were touched upon. Grounds Maintenance was lowered to \$100. Container Service was never used in the past since the Township doesn't have bulk service behind the police station. It will be kept at \$200 in case a new bin has to be purchased. Many line items are kept as is.

Mayor Trotta brought up an Abandoned Properties line item. For example, there is a house at 42 Cedar Street that is not mowed all summer. If the Township mows the property, a lien could be put on the property. But there would be costs associated with paying someone to mow it. CFO Madden said there is a line item for Property Demolition perhaps they could be joined.

RST Lawn Care Grounds Maintenance is \$36,000. The bid threshold is now \$40,000. So there may be a little leeway for mowing abandoned properties. The \$4000 could be put as a separate line item under Grounds Maintenance. The ordinance will be reviewed to determine how these situations will be handled.

Building Maintenance will be kept as is at \$15,000.

Mayor Trotta said that First Aid is requesting the Township pay the cost of their generator maintenance in the amount of \$880 per year. There was discussion that the First Aid building generator is not owned by the Township. The Township has two generators but they are in the Municipal Building and the Police Station. However, Deputy Mayor Sorchik thinks First Aid is a building on the emergency management shelter list. A decision will have to be made on this request.

Mayor Trotta said that the American Legion is looking to become a shelter. They are looking to the Township for help to pay for high speed internet to be added to the building that will cost about \$110 per month.

Many of the line items are staying the same.

CFO Madden brought up the contract with Ron Tabor. Mr. Tabor is satisfied with the same amount for the contract but was interested in possibly a longer contract term. Madden advised that we are unable to do that under contract law. The initial contract is two years. And then two additional one year terms are allowed. The governing body could consider sending a memo that states the contract is for the 2016 year for the agreed upon price and that it is the governing body's intention to renew his contract in 2017 but we must abide by state contract law.

CFO Madden discussed the Finance Department's line items. Office Supplies have been increased from \$500 to \$1000. Postage has been reduced slightly. Office Equipment has been lowered by \$500. Subscriptions have been raised. Seminars and education is \$2400 to cover renewal classes and consider classes for Sharon Gower. Printing and Forms is an additional \$300 to cover checks, deposit slips, etc to the bank. The bank does include the armored car which saves a lot. Maintenance Contracts includes the telephone and Edmunds. Computer expense stays the same at \$750. Payroll Processing and Miscellaneous will stay the same. There was an overall increase of \$2350 for this department.

CFO Madden advised those departments that weren't represented should be present at the next meeting. She will gather all information from tonight and have the numbers included for the remaining budget meetings.

Mayor Trotta advised that the school is looking for \$102,000 for the shared service. We offered \$2,000 for the next 50 years. The bill has already been paid. If it was current, we could put it outside the CAP but because this is for prior years, it has to be inside the CAP.

Mayor Trotta asked for any new business and any public comment. There was none.

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

Respectfully Submitted,

Dorothy J. Hendrickson, RMC  
Municipal Clerk