

**BUDGET MEETING
JANUARY 17, 2012
4:30 P.M.**

Mayor Brown called the meeting to order at 4:35 p.m. read the following statement led the flag salute.

IN COMPLIANCE WITH CHAPTER 231 OF THE PUBLIC LAWS OF 1975, NOTICE OF THIS MEETING WAS GIVEN BY WAY OF ANNUAL NOTICE PUBLISHED IN THE ATLANTIC CITY PRESS, ON JANUARY 15, 2012, SENT TO THE EGG HARBOR AND HAMMONTON NEWS ON JANUARY 12, 2012 AND POSTED AT TOWNHALL.

Roll Call:

Committee Present: Anthony Gabris, Edward Hagaman, Susan Polk, Larry Riffle, Mayor Brown

Municipal Clerk: Kimberly Johnson

CFO: Dawn Stollenwerk

Police Department: Chief John Thompson, Captain Brian Zeck

Budget Presentation: CFO reported we are self-examining this year and required to introduce by February 29th and adopt by April 20th. Ms. Stollenwerk explained the COLA that we can increase our appropriations by 3.5%, noting we are restricted to 2.5% unless we adopt an Ordinance. CFO reported this preliminary budget is significantly under appropriations CAP. CFO presented the following summary of the Township's 2011 financials: \$1.2 million in added assessments; net taxable valuation is \$293,000,000 which was an increase of \$562,000; increase in PERS Funding of 3.7% and 14% for PFRS; increase in health insurance 10.3% and total all health insurance increase is 8.1%. At year-end the fund balance was \$900,000, not including the additional deferred school tax, tax collection rate was 95.17, noting a decrease in the past five years. Court fines are up by \$20,000, \$30,000 more was collected in delinquent taxes (anticipated), \$93,000 for the sale of township properties. Debt service utilization is .29% out of the allowable 3.5% of NAV. Grants confirmed were DDEF, Recycling Tonnage, and State Body Armor, awaiting confirmation for Safe and Secure. JIF insurance decrease was approximately 2% overall and we will have annualized savings for dispatch services of approximately \$42,000.

Mayor suggested accelerated tax sales be reviewed, noting surrounding communities have had revenue successes. CFO stated we would lose the 18% we collect on tax delinquencies, noted the first year would generate good revenue; however, going forward it would be a wash. Committee discussed and consented to the following to stay the same as 2011, professional salaries, recreation and volunteer fire companies. Discussions ensued regarding having a better relationship with the Recreation Association for the upcoming year. Mayor suggested considering a manager or director position so the Township is more involved in all areas regarding the fields, maintenance, concession stand, financials, etc. Ms. Polk reported the association has been unsuccessful in earning revenues at the concession and will be renting it out this spring season. Ms. Polk and Mr. Hagaman to meet with Recreation Association Officers and address Committee's concerns.

CFO noted most of the operating expenses for each department have stayed the same. CFO noted salaries have been set except for Zoning Officer, Construction Official, Tax Assessor, and Planning Board Secretary. Ms. Johnson stated she did not request an increase for this position. CFO reported the Tax Assessor also did not request an increase, but he does fall under the statutory provisions. Committee agreed the Tax Assessor was

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adequately compensated. CFO reported Construction Official did request the \$3,500 from last year be reinstated and requested a 2% increase on top of that. Mr. Gabris supported the 2% increase. Mayor stated this position is also adequately compensated without additional workload and was looking for justification. Committee discussed the positions in the Construction Office, the salaries and the hours worked. Mr. Gabris and Ms. Polk supported 2% increases. Committee to take under further consideration.

Mayor questioned the increase in the legal expenses line item. CFO reported the additional funding is for the on-going employment practices liability suit and for an in-rem in 2012 to help improve the tax collection rate. Chief Thompson stated his proposed operating budget has no major changes, except for the requested promotions. However, he stated this budget is dependent upon a Capital Budget. CFO reported the Police Department is operating at \$75,000 a year, which includes three leased cars. Chief Thompson explained the mileage on the police cars and the maintenance of vehicles. He stated in a few months he will have four cars that have will have 120,000 miles and is requesting two vehicles for 2012. In regards to overtime Chief Thompson explained the following which has been accomplished by Captain Zeck to address overtime: adjusted the schedule so only supervisors receive weekends off, have scheduled four officers on four to twelve shift, and changed the Detective schedule to work on Saturday, which is a heavy work day. Chief Thompson stated he is requesting to have the second Class II Officer reinstated to alleviate the matron's workload. He explained the workload is increasing due to statutory changes and discovery packages. CFO noted this position is funded in this budget. Chief Thompson explained how a Class II is utilized. Chief Thompson noted he is going to implement a process prior to any promotions, noting currently there are no Sergeants in the Department. Committee and Chief Thompson discussed the overtime issue and how it can be lowered. Captain Thompson to revisit the issue and submit further information at the next budget meeting.

CFO noted there were slight increases for the Public Works Department which included salt, and inlet cleaning. Ms. Stollenwerk reported Buildings and Grounds and Maintenance of Parks and Landfill was unchanged. CFO stated the Municipal Court requested 69% increases in operating expenses, but she has left it the same as last year's expenses. CFO briefly explained the proposed Capital Budget based upon the Department Head's requests. Mayor questioned the need of a 550 dump truck and its use year round. CFO noted this is just a preliminary budget with estimates, noting after the projects are approved she will tighten up the funding.

CFO stated with utilizing the deferred school tax and working with the numbers she could project a 2.5 cent increase. Items for discussions at the next meeting will include: Recreation Director, revenue collected by Construction Office by other communities, Building Inspector and Zoning Official salaries, police overtime, and review public works budget.

Payment of Bills: Ms. Polk moved to approve the Bill List seconded by Mr. Gabris. RCV: Yeas: Mr. Gabris, Mr. Hagaman, Ms. Polk, Mr. Riffle, Mayor Brown.

Public Discussion: None

Mayor closed public portion and entertained a motion to adjourn; so moved by Mr. Riffle seconded by Ms. Polk. RCV: Yeas: All voted yes.

Respectfully submitted,

Kimberly Johnson,
Municipal Clerk

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BILL LIST

Alicea, Miriam	75.00	Court Session 12/20/2011
Apple Printing Co.	162.17	Bulk Waste Permits
Atlantic City Electric	2,409.32	Oct-December 2011 Services
Horizon Blue Cross Blue Shield	4,146.80	January 2012 Premium
Butterhof, Maryann	82.16	2011 Special Election-Courier
Casa Payroll Services	674.95	June-December Services
Cooper, Cassandra	52.16	2011 Special Election
Rocco's Town House	310.00	Safety Luncheon
Deer Carcass Removal Services	65.00	December 2011 Services
Gary's Used Cars	118.75	Towing Service
G&P Floor Maintenance	445.00	May-December 0211 Service
George Senn	139.00	1/3 HP Pump – Rec Site
Muessig, Susan	52.16	2011 Special Election
Hutchinson, Pat	52.16	2011 Special Election
Lawmen Supply Co.	92.92	Handcuffs/Etc.
Mazetis, Louisa	52.16	2011 Special Election
McDonald Saw Service	57.45	Chipper Blades/Chains
Murray & Becker, LLC	195.00	Rent Control
National Fire Protection	165.00	Membership Dues
Val-U Auto Parts	152.72	December 2011 Purchases
MGL Printing Solutions	62.50	1099 Forms
Verizon	355.22	June-December 2011 Services
National Law Enforcement Supply	207.70	Blood Kits/Supplies
Pitney Bowes Credit Corp	585.00	Lease Installment
Ramer, Joy	52.16	2011 Special Election
Reserve Account	1,000.00	Postage
Lexisnexis Risk Data Management	50.00	June-December 2011 Services
St. Amour, Michael	52.16	2011 Special Election
South Jersey Gas Co.	598.96	June0December 2011 Services
Spectera Inc.	644.82	January 2012 Premium
Staples Advantage	344.68	Office Supplies
The Daily Journal	196.27	Nov. December Publications
Petroleum Traders	7,139.48	November / December Purchases
Towne Paint, Inc.	275.00	Spray Paint/Emerg Mtg.
Val-U Auto Parts	765.07	Oct-December 2011 Purchases
Vital Services Group	200.00	May-December 2011 Services
Yarem, Donna	52.16	2011 Special Election
Xerox Capital Services	29.00	Copier Maintenance
Best Construction	675.00	Cricket Repair
Marathon Engineering Inc.	2,925.00	Reading Ave, Cluster Ord.
Thompson, John C. Jr.	120.83	Reimbursement Emergency Mgmt
Trivelli, Kim	183.60	Mileage Reimbursement

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Treasurer , State of NJ	205.00	Water Allocation permit/Rec
NJ State Health Benefits Fund	54,101.59	January 2012 Premium
Mullica Twp. Board of Ed	319,110.00	January 2012 Levy
Petty Cash	12.00	Replenish Petty Cash

Current Fund	1-01	20,223.92
Current Fund	2-01	378,988.21
Trust Fund	T-03	291.37
TOTAL OF ALL FUNDS		399,503.50