

**BOROUGH OF RIVERTON
BUDGET WORKSESSION MEETING
MARCH 7, 2020 at 9:00 A.M.**

Mayor Cairns Wells called the meeting to order, saluted the Flag, and the following statement “Public notice of this meeting, pursuant to the Open Public Meetings Act, has been given in the following manner:

- a) Having written notice published in the Burlington County Times Friday January 10, 2020
- b) Forwarding written notice to the Courier Post for informational purposes only on Monday January 6, 2020
- c) Posting written notice on the Official Bulletin Board on Monday January 6, 2020”

ROLL CALL

| | | | |
|------------------------------|---------|--------------------------|---------|
| Mayor Suzanne Cairns Wells | present | Councilwoman Laura Major | present |
| Council President Bill Corbi | present | Councilman Ken Mills | present |
| Councilman Hank DeGeorge | present | Councilman Jim Quinn | present |
| Councilman Kirk Fullerton | present | | |

Other Borough Officials Present: Police Chief John Shaw, Chief Financial Officer Dawn Bass, Finance Clerk Ms. Nicole Chicone Shively, Public Works Manager Mr. Keith Adams, and Borough Clerk Michelle Hack and Borough Auditor Rob Inverso.

PUBLIC COMMENT

The Mayor opened the floor for Public Comment. No one came forth to speak therefore closing the public portion.

Mr. Fullerton kicked off the meeting with a comparison of the 2019 budget and the proposed 2020 budget. The 2019 budget expenses were: \$3,092,677 however the actual expenses were only \$2,998,335. The 2019 budgeted revenue was \$3,270,051 however the actual revenue was \$3,645,503. The 2019 debt was 1,855,000. The proposed 2020 budget expenses are \$3,171,258 and 2020 budget revenues are expected to be \$3,352,713. The 2020 debt is \$1,720,000.

He reviewed the budget line items by department.

Capital expenses include:

\$75,000 in Park upgrades (reimbursable through the Burlington County 2020 Park Grant);
\$4,665 for purchasing and installation of security alarms and camera upgrades at Borough Hall;
\$4,000 for the purchase Glock firearms and holsters for Riverton Police Department (includes trade in of existing firearms);
\$12,000 for the installation of insulation at DPW Garage;
\$340,000 sewer tank rehabilitation;
\$8,000 to purchase Air Tank Bottles for the Riverton Fire Department.

It was further discussed that through previous budgeting the Borough's Capital Fund balance is sufficient to cover the required 5% down payment therefore alleviating the need to budget this amount. These totals will be recognized in the Capital Improvement Ordinance forthcoming.

Salary:

Council verbally agreed that the entire staff would be eligible for a 2.5% increase, consistent with previous years which is in line with current standards of the cost of living adjustment. Exceptions were made for the following employees based on performance:

Mr. Kyle Ward: will receive total of 4% as he has obtained his CDL and increased his skill set required to operate Borough therefore, becoming an Operator, which is a promotion from Laborer. Mr. Ward has served the Borough well now for over two years.

Mr. Roger Fort: will be receiving 10% on his salary for serving as both Construction Official He was commended for his over 4 years of service to the Borough where he fully staffed the office due to retirees. He provides excellent customer service and knowledge to residents and colleagues alike. He has worked many weekends filling the role of Technical Clerk as that position has been vacant for almost a full year.

Ms. Michelle Hack: will be receiving a total of 5% on her Borough Clerk and Vital Statistics salaries and the standard 2.5% on Planning Board Secretary appointment. Mayor Cairns Wells and Mr. Corbi commented that Ms. Hack is a valuable asset and helps every department in the Borough.

Ms. Nicole Chicone Shively: Mayor Cairns Wells congratulated Ms. Shively on passing her New Jersey Certified Tax Collector state exam, and how fortunate the Borough is to have two licensed collectors in the Finance Department. She is being promoted from Tax Clerk to Deputy Tax Collector at the yearly stipend of \$5500, in addition to 2.5% standard increase on her Deputy Vital Statistics and Finance Clerk salary. Effective immediately, Ms. Shively shall carry the title of Treasurer, which is a more befitting job description. Mr. Corbi stated that she is well deserving of the promotions and provides employees, residents and Council members with exceptional service.

Council Discussion Items:

- Tax maps will not be done this year.
- Sewer Operator outsourcing will hopefully be cured on 2020. There are slim pickings for this position.
- The Borough has to account for \$25,000 in the 2020 Budget that were applied for in emergency appropriations from Affordable Housing costs that were unforeseen for in 2019. This will be a one-time offset in 2020.
- Planning Board expenses for 2020 shall include costs for an Affordable Housing Administrative Agent as prescribed in the Borough's Affordable Housing settlement agreement.
- The insertion of \$1,000 for the purchase of plants and flowers for the Riverton Improvement Association may not be included.

- Mr. Quinn requested \$1,000 for the Environmental Commission to be spent for the eligibility of Sustainable Jersey grants, which shall be included under the Celebration of Public Events line per Mayor Cairns Wells.
- The insertion of \$2,500 for a website redesign to include a tab for Economic Development and Business Owners/Directory may not be included.
- The amount for the Shade Tree Board is undetermined at \$44,000 or \$46,000.

Some of these topics are being worked and to be finalized at the 2020 Budget Introduction on March 17, 2020. Final Adoption is scheduled for April 21, 2020. Public Notice shall be forthcoming.

PUBLIC COMMENT

Mayor Cairns Wells opened the floor for a second public comment session no one additional wanted to speak, therefore closing this session.

ADJOURNMENT

With no additional business to discuss, Mr. Mills made a motion to adjourn the meeting and Mr. Corbi seconded his motion. All voted in the affirmative.

Next meeting of the Governing Body is scheduled for March 17, 2020 at 7 o'clock P.M.

Respectfully submitted,

Michelle Hack, RMC
Borough Clerk