

**BOROUGH OF RIVERTON
BUDGET WORKSHOP MEETING
MARCH 6, 2021**

Mayor Cairns Wells called the meeting to order and saluted the Flag. The Borough Hall was closed to the general public in accordance with social distancing guidelines in place due to the onset of COVID-19 and the meeting was held via conference call with notice for calling in provided under OPMA.

Under the guidance of the Governor's Executive Order 107, the Division of Local Government Services of New Jersey has strongly encouraged all municipalities to conduct public meetings with communications equipment to avoid a public gathering. N.J.S.A 10:4-8(b) authorizes local units to conduct public meetings through use of streaming services and other online meeting platforms until further notice is given.

Join Zoom Meeting

<https://zoom.us/j/93447182894?pwd=SVN4TjJiM3FicGFxdVduQ2xvTVRBZz09> or Dial in by

Phone: 1 646 558 8656 US (New York)

Meeting ID: 934 4718 2894

Passcode: 008658

The public may submit questions or comments via e-mail to mhack@riverton-nj.com no later than 4pm on the day of the scheduled meeting. The public may also submit public comments in written letter form via mail or drop off to the municipal building located at 505A Howard Street Riverton, NJ 08077, during business hours no later than 4pm the day of the scheduled meeting. Previously submitted public comment shall be read aloud and addressed during the public meeting that will be heard to all remote participants and the public. The Governing Body may pass over duplicate written comments; however, each duplicate comment will be noted for the record with the content summarized. The chat option in Zoom shall not be considered nor recognized as a tool for Public Comments.

OPEN PUBLIC MEETINGS ACT

Public Notice of this meeting has been given in the following manner:

- A. Having written notice published in the Burlington County Times Thursday January 7, 2021
- B. Forwarding written notice to the Courier Post for informational purposes only on Tuesday January 5, 2021
- C. Posting written notice on the Official Borough Website and on the outside door of the Borough Hall on Thursday January 7, 2021

ROLL CALL

| | | | |
|------------------------------|---------|--------------------------|---------|
| Mayor Suzanne Cairns Wells | present | Councilwoman Julie Scott | present |
| Council President Bill Corbi | present | Councilman Jim Quinn | present |
| Councilman Kirk Fullerton | present | Councilman Edgar Wilburn | present |
| Councilwoman Laura Major | present | | |

Other Borough Officials Present: Keith Adams, Public Works Manager, Nicole Chicone Shively, Treasurer, John Shaw, Chief of Police, Auditor Rob Inverso and Borough Clerk Michelle Hack.

PUBLIC COMMENT

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

Mr. Fullerton and Mr. Inverso provided an overview of the 2020 budget actuals versus budgeted allocations. There was a shortfall of court revenues due to municipal court being shut due to COVID-19, the closing of National Casein, resulted in unpaid property taxes that were additionally reduced by the Tax Assessor as part of litigation and the lack of a Homestead Rebate. While this hurt the budget the Borough took a fiscally conservative approach in their spending and this was reflected in a balanced year end. In addition, the Borough received the CARES Act reimbursement grant in the amount of \$29,837. Mr. Inverso provided some insight as to how the State of New Jersey governs the municipal budget.

Mr. Fullerton continued with the overview of the 2021 budget summary. He highlighted that his proposed 2021 budget boasts no tax increase for the municipal portion of the taxes. He highlighted that the Borough will be able to fund Capital expenses in cash for 2021, this is a result of the cancellation of previous capital accounts that have been closed out. Therefore, in 2021 there will not be a bond nor a Capital Ordinance. Items in this year's Capital Budget are a loader bucket for Department of Public Works, a new firehose for the Fire Department and upgrades to for the sewer plant. These upgrades are for upgraded sewer plant technology and outside of the upgrade plan (tank rehab) that is currently underway. Mr. Quinn asked if there were allocations considered for video streaming services for the Borough Hall to host live meetings once in person meetings resume. He took a guess that these upgrades were in the 10k ballpark. This will be tabled for next year since the Borough Hall's capacity of people is so small there is not a likelihood of in person meetings resuming in 2021. Mr. Quinn volunteered to obtain quotes for purposes on budgeting in 2022.

Mr. Fullerton reviewed the changes for each department in a summary and not line by line. He highlighted the increases and decreases for each. Highlights include, changes to the Borough Code for an increase of \$3k; Legal and engineering increases for Cannabis and Stormwater; Increase in salary in the Construction Department to hire a part time Technical Assistant; Increase in the Police Salary line to accommodate the Lieutenant position; Increases to Economic Improvement for website redesign and municipal events; Increased insurance liability by 7k; and an increase to the Administration miscellaneous line to account the a subscription to the Nixle system.

Mr. Quinn posed question concerning the revenues received from Comcast and the cell tower. There was some conversation about these contracts. Mayor Cairns Wells suggested Mr. Quinn review the files at Borough Hall for him to review.

There was a discussion on municipal salaries. Overall all employees shall receive a 2.5% increase. Additional increases were noted for two Borough employees. Mr. Clifford, who brings 23 years of Zoning experience to Riverton. He was hired at the retroactive salary of \$8789 in

May 2020, with a promise to come to 10k in 2021 plus any raise that was offered to all employees. Ms. Hack shall receive an additional 2.5% (total of 5%) for Clerk and Registrar salaries. Mr. Corbi and Mayor Wells stated they are desirous to see her salary is competitive with to local comparable municipalities. Her leadership skills have been demonstrated throughout the COVID-19 pandemic. Mayor Cairns Wells stated that Ms. Hack should be receiving pay equal to male counterparts.

After no further comments from Council, Mr. Fullerton surmised that he is open to changes in the next week based on conversations from this workshop. However, the plan is to introduce the budget at the March 16 regular meeting with a 2.5% increase for all employees and no municipal tax increase for the residents. Each Council member seemed to concur with the proposed budget and thanked Mr. Fullerton for his detailed informative summary of the budget.

PUBLIC COMMENT

Mayor Cairns Wells opened the floor for a second public comment session concerning the agenda. Ms. Wanda Swanson of Thomas asked how and which other towns are used for salary comparison purposes. Mayor Cairns Wells explained the State provides salary data of each statutory position from every municipality in the State, and gave examples of local municipalities that are comparable to Riverton.

ADJOURNMENT

With no additional business to discuss, Ms. Major made a motion to adjourn the meeting and Mr. Fullerton seconded the motion. All voted in the affirmative.

Next meeting of the Governing Body is the regular monthly meeting on March 16, 2021 at 7 o'clock p.m.

Respectfully submitted,

Michelle Hack, RMC
Borough Clerk