

CALL TO ORDER

Mayor Earlen called the meeting to order at 9:30AM and noticed that this meeting is being held in compliance with the Open Public Meeting Act with the publication of the Special Meeting Notice in the Burlington County Times on February 4, 2016; Posting a copy of the agenda on the bulletin board at the Municipal Complex; Filing a copy of the agenda in the office of the Township Clerk at the Municipal Complex; Mailing a copy of the agenda to the "Burlington County Times" and mailing written notice to each person who has requested copies of the regular meeting schedule. All of the above posting, filing and mailing having taken place on the 4th day of February, 2016.

FLAG SALUTE

The Mayor led everyone in the flag salute.

Present for the start of this meeting were Mayor Earlen, Committeemen Conway, Jackson and Mansdoerfer. Also present for the meeting were Brandon Umba, Township Administrator, and Robin Sarlo, Chief Financial Officer.

REVIEW OF THE 2016 DEPARTMENTAL BUDGET REQUESTS

Construction/Zoning Departments

Brad Regn, Construction Official and Cathy Borstad, Zoning Officer, stepped forward to the Department Head Table and outlined their budget requests to the Township Committee. The salary request reflects a 2% increase for full time employees and no increase was allotted to any of the Part Time Inspectors. Committeeman Mansdoerfer requested an increase to the Electrical Sub-code Inspector since he has been with the Township for several years. This increase was noted. Topic then turned to Operating Expenses and other than an increase for acquiring new code books, the OE budget stayed flat.

Public Works Department

Tommy Shover, Public Works Foreman, stepped forward to the Department Head Table and outlined his budget requests to the Township Committee. The salary items request reflects a 2% increase across the board even though the AFSCME is not finalized as of yet. Two employees have been allotted for out of the Open Space Fund and Committeeman Mansdoerfer has requested that the Recycling Coordinator stipend receive a 2% increase. This increase was noted. Discussion on adding an Assistant Foreman position ensued among the Township Committee, but the issue faced is manpower currently. Capital items were discussed and it was agreed upon to try and cover the purchase of a hooklift truck, a stack body replacement for a dump truck and a Service Truck for the Public Works Mechanics. Mr. Shover stated that if the budget was tight and the Township Committee was to hold off on any of his Capital items, he would recommend holding off on the hooklift truck. Topic then turned to Operating Expenses and other than an increase for Landfill Services due to a rate increase, the OE budget stayed flat.

Police Department/OEM

Anthony DiLoreto, Police Chief and Ed Begolly, Police Lieutenant and OEM, stepped forward to the Department Head Table and outlined their budget requests to the Township Committee.

Committeeman Conway departed the Township Meeting at 11:05AM.

Mr. Umba stated that the salary items request reflects a 2% increase across the board with the level staffing the Township currently has in place. Chief DiLoreto then outlined a plan to bring to elevate a Lieutenant in the department to oversee Patrol and adding an additional SLEO 2 to full time. Mr. Umba stated that if the Township Committee was agreeable to that proposal then after adding this LT position, the Township should look toward adding an additional officer per squad. But before that occurs, no elevations to the position of Corporal should be undertaken until the Police Contract is renegotiated. Capital items requested were one Ford Expedition for the Police Chief, 2 Police Patrol Interceptors, 6 Rifles, and body Cameras. The Township Committee stated they would review the request. Topic then turned to Operating Expenses and Mr. Umba stated that the increase among the years in this line item was due to E-Ticketing. Last Year's cost for E-Ticketing was a little under \$9,000.00. In addition to the E-ticketing cost the Police Department Operating Expenses did increase due to training and equipment increases.

Deputy Mayor Dinneen arrived for the Township Committee Meeting at 11:45AM.

Municipal Court

Joanne Snow, Court Administrator stepped forward to the Department Head Table and outlined her budget requests to the Township Committee. Other than a 2% raise in salaries, this department's budget stayed flat. The Township Committee did not have any questions for Ms. Snow.

Mayor Earlen departed the Township Meeting at 11:55AM.

Finance/Tax Collector/Tax Assessor Departments

Patty Sporer, Tax Assessor, stepped forward to the Department Head Table and outlined her budget requests to the Township Committee. Ms. Sporer stated that her Operating Expenses budget remained relatively flat and her only request was to reinstate her part time assistant's position that has been vacant since last year. Mr. Umba stated that he felt an assistant would be hard to come by with the limited amount of hours needed but the Township would look into hiring more of a full time person that would assist multiple departments. Ms. Sporer was then excused.

Deputy Mayor Dinneen departed the Township Meeting at 12:15AM.

Robin Sarlo, CFO & Tax Collector presented both of her departments which includes 2% raises for her employees. The salary figures for Finance included \$30,000 for a Finance Assistant and \$15,000 in Tax Collections in case a promoted was granted within that department. In her Operating Expenses for the Finance Department, Ms. Sarlo stated that she had to request an increase due to the addition of the Time and Labor system, increase in software cost and professional services due to the larger capital projects for the coming year. Ms. Sarlo stated that her Operating Expenses for Tax Collection remained relatively flat.

Administration/Clerk's Department

Mr. Umba, Township Administrator and Deputy Clerk, presented his budget which included a 2% increase for his position and the part time employee currently in his department. This salary line also includes \$65,000 available to hire a Township Clerk. Mr. Umba explained that he added an Operating Expenses line item to his department of \$5,500, which

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Committeeman Mansdoerfer requested it be increased to \$6,500. The Clerk's OE increased \$2,000 due to increased publication costs.

Fire Bureau & Fire Department

Pat Bigoss, Fire Official, Frank Romano, Fire Chief and Connie Kanicki, Fire Department President, stepped forward to the Department Head Table and outlined their budget requests to the Township Committee. Mr. Bigoss stated that his inspector's hourly rate would remain flat and that his budget reflected a 2% increase to his salary. He stated that an additional inspector might be needed depending on the work load with Hainesport, but those increased would be covered by the shared service agreement. His Operating Expenses remained flat in his proposed request, but Mr. Bigoss requested an additional \$3,000 be added to cover the cost of a new radio that he needed. The Township Committee agreed. Chief Romano, stated that the Fire Department would not be requesting an increase to their allotment but they are in need of some capital items. Capital Items requested were \$24,000 in Morning Pride Turnout Gear, \$4,000 in fire hose and the base cost for an Interceptor SUV. The Township Committee said they would review the request.

COMMENTS FROM THE PUBLIC

Seeing no public comment Committeeman Mansdoerfer closed the public portion of the meeting.

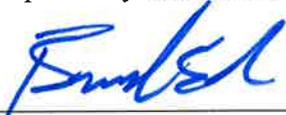
COMMENTS FROM THE COMMITTEE

Committeeman Mansdoerfer thanked both the Administrator and CFO for their work to prepare for today's meeting and for taking part during the entire Budget Meeting. Mr. Umba informed the Township Committee that he will update the Budget Binders and send out a review by the end of the week of where the current 2016 Budget stands from the discuss today.

ADJOURNMENT

Being no further business to come before the Township Committee, the Meeting was adjourned at 2:56PM on motion by Committeeman Mansdoerfer and carried by unanimous favorable voice vote.

Respectfully submitted,



Brandon E. Umba
Township Administrator/Deputy Municipal Clerk

