

Township of Mantua
Budget Workshop Meeting
March 17, 2014
Mantua Township Municipal Building
5:00 P.M

On the above date the Township Committee of the Township of Mantua held a Budget Workshop Meeting in the Mantua Township Municipal Building, 401 Main Street, Mantua, New Jersey 08051.

Mayor Scirrotto called the meeting to order. The time was 5:00 p.m. Mayor Scirrotto asked everyone to rise for the Flag Salute and remain standing to observe a moment of silence.

Mayor Scirrotto delivered the Sunshine Notice as required by the New Jersey Open Public Meetings Act.

As required by the New Jersey Open Public Meetings Act, adequate notice of this meeting has been provided to the designated newspapers.

Mayor Scirrotto called on Township Deputy Clerk Pamela LeVine to call roll. Present were Mr. Robert Zimmerman, Mr. Michael Silvanio, Mr. John Legge, Deputy Mayor Sharon Lawrence, Mayor Pete Scirrotto, Mrs. Jennica Bileci, Township Administrator, Mrs. Tschopp CMFO, Mr. Michael Welding, Auditor, Michael Datz, Superintendent of Public Works were present.

Deputy Mayor Lawrence made a motion to open the meeting up to the Public. Second by Committeeman Zimmerman. All were in favor.

Deputy Mayor Lawrence made a motion to close the meeting to the public. Seconded by Committeeman Zimmerman. All were in favor.

Mrs. Bileci gave a general overview of the budget process and explained that this budget process was much easier to prepare since we were able to identify significant revenues that were a result of a tight budget that was in place last year. She explained that this budget includes Surplus as a revenue in the amount of \$760,000.00 which is significantly less than what was utilized last year. The amount utilized in for the 2013 was \$ 950,000.00 which only left the Township with \$92,000.00 left in surplus.

She explained that in 2013, we started \$280,000 over the cap. This budget cycle, we started under the cap from the beginning. She explained that last year Department budgets were cut and this year we were able to keep department budgets flat with no increase. We were able to do this because the Department Heads did a great job at managing their line items and not overspending. This management tool allows for the funding that was not utilized to be rolled into surplus.

Mrs. Bileci advised that the Departments submitted various Capital Projects for their individual department as part of the budget process. The items were reviewed and then prioritized according to the need of the item and cost. She further explained that this budget includes a \$50,000.00 appropriation in the Capital Improvement line item to fund a 1 million dollar bond that is much need for capital projects.

The Township will benefit for the next two budget cycles from the sale of Liquor License. She also advised that the \$226, 0000 that was budgeted as revenue from the sale of the license will not be able to be included in the 2015 budget; therefore, we will start next year down that amount.

In addition Mrs. Bileci advised that there weren't many changes from last year except for the following:

- A vehicle is needed for the Construction Department since they gave their vehicle to the Police Department since we did not purchase any new vehicles last year for the PD.
- Code Enforcement Salary was appropriated in the Land Use Budget
- Joint Court with Pitman will generate \$136,000.00 in revenues
- Wenonah Construction shared services will generate \$40,000.00 revenues.

Mrs. Bileci advised that the budget includes a .02 cent tax increase versus the 2.6 cents for 2013. She explained that it is equivalent to \$40.48 a year increase for the average assessed home at \$204,000.00.

The Mayor asked how we could get below the .02 cents. Mrs. Bileci along with Mr. Welding advised that the Township would have to cut appropriations by \$133,000 or anticipate more revenue and have better tax collection percentage. Mr. Welding noted that the Township has a loss of \$423,000 in rateables through tax appeals for the 2013 year.

At this time Mrs. Bileci asked for Mr. Datz to discuss his Budget and Capital items.

CFO, Gayle Tschopp, advised Committee that this is the first time since she has been the CFO that the Township has not deferred school taxes. Mayor Scirrotto asked Mr. Welding that if we did defer the school taxes would that enable the budget to use less than the .02 cent tax increase? Mr. Welding advised against doing that since it would be more beneficial and fiscally responsible to allow for these monies to utilized if needed for the future.

Road Program- Capital Project

Mr. Datz discussed the Road Program and stated that has been on hold since 2009. He advised that he budgeted \$350,000.00. The Mayor questioned how many street will that buy us? Mr. Datz responded 5 streets and the roads will be spread out throughout the

sections of the Township in different neighborhoods. There are approximately 5 roads that are in desperate need of repair and that the monies would be able to come from old Capital. Mr. Datz explained that we could possibly do an overlay and a repair program that would allow us to cover more roads.

Mr. Datz advised that we did file for Heritage Road to be listed on the State Aid Program. We are awaiting approval. Mayor Scirrotto questioned if it would be repaired. Mr. Datz advised that drainage would need to be improved and a repair.

Mrs. Tschopp confirmed that there is approximately \$101,000.00 in capital funding for drainage improvements that have been earmarked for Heritage and Somerset.

It was agreed that the Road Program is the first priority in the Capital Program.

Auto/Trash Trucks

The PW department could use at least one new truck. There are currently 2 trucks purchased in 2006 that are used 5 days a week and there is one truck that was purchased in 2007 that is used every day for grass/vegetative waste as well as recycling. Mr. Datz explained that to repair these trucks it would cost approximately \$10,000-\$12,000.

Committeeman Legge asked what the options would be and cost comparison with doing a complete overhaul of the truck instead of replacing completely. He explained that he thinks it is more cost effective to replace the major parts that break down and spend \$60-\$70k on repairs rather than purchasing a new one for \$300,000.00

Mr. Datz advised that he has been repairing as they break down. He advised that a Rear loader would cost approximately \$15,000 to redo the truck. Administrator Bileci advised that the Vehicle Maintenance line item needs to be increased if we are going to budget for these repairs.

Mrs. Tschopp advised that the department spent \$92,000.00 in 2013 for vehicle repairs.

Mr. Datz advised that the department is in need of a new boom mower (slope mower) as well as a new Senior Bus. He explained that both the small as well as the big bus are at least 18 years old and the cost to repair them is becoming more expensive with time and the parts are not easily found. The County has advised that they are offering CIP Funding for this purchase.

Painting of Township Building/Police Department Building

Mr. Datz advised that both of these buildings are in need of fresh coats of paint as they sealant to the cracks which has been done in 10 years. The cost would be \$ 26,500.00.

Delonis Property:

Mr. Datz advised that the property is still available for sale and there could be many options if the Township acquires. It would allow for a new Public Works facility in which Capital monies has already been appropriated.

The Mayor asked for the Administrator and Mr. Datz to review this matter and present a plan and more information on environmental concerns of the property.

Parks:

The Pavilion at Chestnut Branch Park is 25 years old and is need of being replaced. Mr. Datz advised that to replace it with a metal roof would cost approx. \$30,000.00 and to replace the current shingles is \$25,000.00.

There is a need for a John Deer Gator as this would be used for the trails as well as snow removal of the park walk ways leading to the municipal building.

Police

The Chief of Police advised that the have had minimalized increases as the officers have reached their steps. The Department also will be having one retirement. He advised that he has kept his budget the same as last year.

In regards to Capital purchases, he advised that he is requesting three (3) vehicles totaling approximately \$100,000.00.

The Chief advised that the Mobile vision server needs to be updated and the department would like to purchase 18 inch speed signed that are to be placed around town as the new ones have better technology. The cost for these items would run around \$54,000.00

The fingerprinting company that the PD uses is Identix. The Chief advised he is awaiting additional information to see if this program/company will be compliant with Windows 7 and if it meets with the states requirements.

Deputy Mayor Lawrence made a motion to adjourn the meeting, seconded by Committeeman. All were in favor. The time was 5:35 P.M.

Respectfully submitted,

Pamela LeVine, Deputy Clerk

Deputy Mayor Lawrence inquired about the other liquor. Mrs. Bileci advised that this is a consumption liquor license that would have to be marketed.