

MEETING MINUTES

TOWNSHIP OF OCEAN COUNTY OF OCEAN BUSINESS MEETING April 6, 2017

Call to Order

ROLL CALL: LOPARO X COLLAMER X WETTER X

Flag Salute

STATEMENT: Pursuant to the provisions of the New Jersey Open Public Meeting Act, adequate notice of this meeting was properly provided by sending a copy of the Notice of Meeting to two newspapers, The Asbury Park Press and the Press of Atlantic City. The Notice was posted at the office of the Township Clerk

PUBLIC PORTION:

Motion to open Public Comment was moved by Deputy Mayor Collamer, seconded by Committeeman LoParo.

Roll Call: LoParo: Yes, Collamer: Yes, Wetter: Yes

No comment from the public.

Motion to close Public Comment was moved by Deputy Mayor Collamer, seconded by Committeeman LoParo.

Roll Call: LoParo: Yes, Collamer: Yes, Wetter: Yes

Resolution 2017-171

Resolution authorizing the appointment of Stephine Capaccio to be the recording secretary for the Environmental Commission

Motion to approve was moved by Deputy Mayor Collamer, seconded by Committeeman LoParo.

Roll Call: LoParo: Yes, Collamer: Yes, Wetter: Yes

Discussion Items:

1. Budget
2. Monthly Meeting Time Change – 7:00pm
3. Vehicles
4. Cameras/gates/FOB keys
5. Time Tracking System

Township Administrator/Clerk Ambrosio discussed meeting with the Police Department and Department of Public Works regarding items they have requested for this year's budget. Chief Financial Officer Simone worked on the budget inserting some of the projects. After looking at the budget numbers, a recommendation was made regarding the Fire Company air packs.

Deputy Mayor Collamer discussed that is the air pack purchase as well as the other upgrade items.

Chief Financial Officer Simone discussed the State of New Jersey has certain rules and regulations for the budget. There are two sets of rules. One applies to the tax levy and there is another one that applies to the growth of the budget. The state has limited the Township's growth to 2% for most of the budget items. If there is an increase of 6% on an item, the Township is only allowed to raise taxes 2% of that item. It becomes a challenge to fit things in the budget.

Township Administrator/Clerk Ambrosio discussed the Township's staff changes, which included downsizing in the construction and tax offices and duties of construction employees. The Construction office, as of 2017, will have a majority of part-time staff and shared services, as construction and code fees have seen a decrease.

Township Administrator/Clerk Ambrosio discussed Greenbriar finished building before the end of the year.

CFO Simone discussed the construction and code fees. If there is a lot of development going on, it is a money maker. If there is not a lot of development going on, it is not a money maker. It is meant to be self-supportive.

Township Administrator/Clerk Ambrosio discussed the Township Committee has talked about raising fees. The Township has taken a proactive action in cutting back hours and salaries started January 1, 2017.

CFO Simone discussed the budgeting of the Construction Official was anticipated at \$135,000 in costs. That is down from the previous year. There is an interlocal for some of the services received. Some people in the Construction office are split between other things. Affordable Housing is another issue that affects the budget and the cost.

CFO Simone discussed court revenue is down as well. It was down a nominal amount but it is trending down from the previous year.

Township Administrator/Clerk Ambrosio discussed the Township has made personnel changes in the Court in late 2016. The Judge has added additional court sessions and is working on the court schedule. There will also be a special DWI session. There is a new Court Administrator.

Deputy Mayor Collamer discussed these realized numbers are what the Township receives after the state gets their cut of the violations.

CFO Simone discussed the Township is required to maintain a municipal court. It is a service the Township has to provide, as well as the construction code.

Deputy Mayor Collamer discussed it does not dictate the Township has to have its own. It just dictates the Township has to provide the service. The staffing changes started January 2017.

Township Administrator/Clerk Ambrosio discussed the Township is doing it in the best cost savings way. Shared services is the most beneficial and the change to pay only hours worked.

CFO Simone discussed there are one-time revenue sources of \$384,000 last year that the Township is not going to get back. The sources are from reserve to pay debt. This would be premiums on sale of debt or insurance that are related to debt the Township incurred. FEMA is another category.

Township Administrator/Clerk Ambrosio discussed that is the additional 10% the Township received for garbage. The Township received \$83,000, which was not anticipated at all from FEMA for Sandy reimbursement.

CFO Simone discussed there is permanent debt and temporary debt. Permanent debt is where the Township has a bond sale. The bonds are sold and there is a prescribed amount of time to pay it off. There is a schedule. The notes or Bond Anticipation Notes (BANS), the Township is allowed to issue them and has to pay the interest on them. The Township does not have to start paying the principal back until the third anniversary date of when the note is issued. From that period to the end, the Township has seven years to renew the notes until it is done. Then it has to be permanent from financing, through a bond sale or it can be raised in the budget as you go along.

The Township also has NJEIT loans that are heavily used for the utilities. They are usually 30-40 year loans with different terms, depending on what the projects are. The Township is making payments on these loans.

Deputy Mayor Collamer inquired if the Township still has a debt service mounting similar to what the Township had last year.

CFO Simone discussed that is not an easy question. The Township paid down about \$430,000 in any actual permanent debt.

Committeeman LoParo inquired what is anticipated this year.

CFO Simone discussed the current year, debt went up about \$15,000 from what it was last year. This is one of a few ways the Township can benefit the taxpayers by stabilizing the rate. The interest on bonds went down, as the principal went down from the previous year. When the Township authorizes to spend funding sources that are in place, the only ability the Township has to do that is to raise notes or budget directly.

The debt went from \$1.1 million to \$848,000. It is on a downward trend. The Township has a revenue directly linked to an actual expenditure. That one-time revenue is not going to impact the Township as much, so the Township did not have to make up the difference. There are a lot of rules on what the Township can and cannot do.

The CFO and Administrator have found after evaluating the budget and going through the previous year, the Township was able to make cuts in personnel and with other personnel items from 2015 that effected 2016, which added up to about \$60,000 or \$70,000 in the Township's favor.

Township Attorney McGuckin inquired about the reserve for uncollected taxes.

CFO Simone discussed the shortfall in revenues is the loss of other revenue items. The other major expenses are the police. Another large expense is the uncertainty of the contracts. The problem with the contracts is the steps go up and we don't know what the percentage increase is going to be when the contract is complete.

CFO Simone discussed there is only so far the budget can be pushed. The State of New Jersey sets the percentage allowed and the Township has to live with it. The state allows the levy to grow by 2 percent. If the Township loses revenue sources, the state doesn't allow for an increase in the tax levy, because of that. There is no other revenue source to make up what was lost. The Township will have to raise taxes. The Township is restricted on taxes to a 2% increase.

Township Administrator/Clerk Ambrosio discussed the purchase capital items, brings us back to the air packs. CFO Simone has it in the budget to pay for that in capital items.

A discussion took place regarding the Volunteer Fire Company and the air packs that are needed and required by OSHA. A discussion took place to lease or purchase the air packs. The Committee and Administrator and CFO discussed the benefits of each option with purchasing the air packs. After discussing and reviewing the budget, it was decided to make a capital purchase was the best financial choice for this item. This benefits all residents.

The Committee discussed items requested by Police Department and to purchase the necessary items to complete the accreditation process. A discussion took place regarding police vehicles.

The Committee discussed items DPW had requested. There were items necessary to continue to work and provide services within the Township. Some items will be purchased this year. The remaining will be held to discuss in 2018. The Township will no longer rent dumpsters but will purchase them. Also, a discussion took place regarding the purchase of a second road salt spreader.

CFO Simone discussed the Township made a determination that the Police Department needs some type of program to replace the vehicles. Township Administrator/Clerk Ambrosio discussed just the police equipment requested for purchase.

Township Administrator/Clerk Ambrosio discussed the cameras for the Utility Department. To assist in DPW a new camera and wands to read meters need to be purchased. The ones the Town has now outlived their useful life. Parts or replacements cannot be obtained. This is in this year's budget.

Township Administrator/Clerk Ambrosio inquired how much has CFO Simone budgeted for the Utility Department. The Township finally received the real price on the handhelds. That is \$36,800 plus \$15,000 for cameras.

Township Administrator/Clerk Ambrosio wanted to discuss the utility rates after the budget was complete. The Township raised the rates last year.

Committeeman LoParo discussed T&M is doing a study to see what is necessary.

Township Administrator/Clerk Ambrosio discussed the Township rents the dumpster for the school from Meadowbrook Industries. The Township is going to purchase dumpsters.

Committeeman LoParo discussed the dumpsters used to be free with the old company. The Township changed companies and the new company is charging the Township. The Township wants to buy dumpsters for \$9,000.

Township Administrator/Clerk Ambrosio discussed the dumpsters are \$1,453 each and the school has two at each school.

Committeeman LoParo discussed that is why the Township should take the 2% every year.

CFO Simone discussed, in theory, expenses go up every year, in one way or another.

Deputy Mayor Collamer discussed the only reason it was forgone was due to the ratables kept increasing. Then there was the storm and those ratables have not been recovered.

CFO Simone discussed it could be counted outside the CAP. It has to be a five-year asset or more.

A discussion took place regarding a maintenance dredge permit and bulkheads that need repair. There will be funds in the budget for those two items.

The Township Committee discussed assisting with dredging permits as the town has done in the past. That cost and requirements, this time the town will not be able to assist in the removal of the dredge materials. The association would pay to dredge and take to Crystal Point Peninsula to let it dry. The association would pay to remove the dredge materials.

Deputy Mayor Collamer discussed the alternative to directly fund that would be a multipurpose bond.

Township Administrator/Clerk Ambrosio discussed the only other two things are if the Township wants to move to the time clock system. There is a price for the surveillance cameras at the DPW yard, the Police yard and the 8th Street water treatment plant. The Police Department \$2,800 came from the confiscated funds from the Police Department. That is \$8,000 for these security items that absolutely need to be put in place. This is mandatory from the Police Accreditation.

A discussion took place on a special assessment.

Township Administrator/Clerk Ambrosio discussed not every property owner is part of an association.

Township Attorney McGuckin discussed it would not be done with the association. It would be done for each individual property owner. The Township could only charge the ones that are benefiting from it.

Deputy Mayor Collamer discussed it gets complicated when a commercial entity or marina serves the same waterway.

Committeeman LoParo inquired about the time clocks.

Township Administrator/Clerk Ambrosio discussed the time clocks could be a monthly fee. The Township would purchase the clocks off a state contract, it's less expensive. It's a thumb print and it takes a picture. The Township does not have to pay for the camera. If there are complications, it comes with a warranty. That is \$530 with the one time set up fee. It will be \$340 per month. That could be split between departments. It is for all departments, not just the Police Department. One unit for DPW. It can be done on cell phones or computers. The thumbprint is not required. The Police Department will let the Township know if they need to purchase a clock. The construction office can sign in on their computer. They do not have to give their thumbprint, unless the Township Committee wants them to.

CFO Simone discussed aside from attendance, it can keep track of overtime.

Township Administrator/Clerk Ambrosio discussed when DPW snowplows, there will be a drop down screen, where the employee clicks on snowplowing. If the Police employee does roadwork, it will say roadwork, and finance will be able to assess regular time and what is overtime. If Police get called in for the Detective Bureau, it will say Detective Bureau - Working a Case. DPW residential call-outs will all be done off the clock or phones. Vacation/time-off requests will all be done off the timeclock. The Supervisor will go on and approve/disapprove time off. The clock will not deduct the time until it is actually taken. The information is transferred to finance. The timeclock works well with the ADP payroll software. The vendor will train all department heads and will set it up specifically for each department. With the \$350 set up fee, the vendor will make changes to the software, for example overtime for special events or add more selections. The Police inquired about the GPS feature, which tracks where an employee is when they sign in from their phones.

A discussion took place regarding security and installing fob keys throughout all departments and buildings.

Township Administrator/Clerk Ambrosio discussed the Township saved money by taking the doors that were emergency exits, adding push bars and taking the handles off the outside. If everybody agrees, the Township will move forward and pass a resolution at the April 27, 2017 meeting. A discussion took place regarding the purchase of additional security cameras for the Township.

Deputy Mayor Collamer discussed that is for the whole thing, including the camera inside the building.

The Township Committee discussed the Waretown Volunteer Fire Company and First Aid budget. This budget is very tight to continue to provide services and necessary items. Due to these facts, the Committee discussed the amounts budgeted for each department and a decrease.

The Fire Department will need to pay \$15,000 towards the purchase of the equipment, air packs.

A discussion took place on the proper way to use budgeted funds. Both departments need to submit 2016 tax returns prior to funds being released. The remaining funds will be spent by the department bringing in invoices to be paid from their account. A letter will be sent with an explanation on how the process will work. It will be paid on the bill list approved at the Township Committee meeting.

Deputy Mayor Collamer discussed at least enough to compensate for the increase the County is going to give the Township for their disposal rates.

Township Administrator/Clerk Ambrosio discussed that is why the Township is always behind as the town has not kept up with the county increases. A utility increase, if necessary, takes two readings and a public hearing for a rate increase.

CFO Simone discussed the charges from the County, I made an estimate based on the first billing the Township had. There is a modest increase from the previous year. The County overestimated the Township's flow last year and gave a credit, based on what that flow was.

Deputy Mayor Collamer discussed the Township should be seeing a decrease in the flow due to the infrastructure improvements. The Township is not getting groundwater into the sewer system.

CFO Simone discussed Seaside Park lost three-quarters of their infrastructure for sewer. They rebuilt all the lines and their Ocean County Utility Authority bill dropped by a third, approximately.

Township Administrator/Clerk Ambrosio discussed the Township did a lot of improvements down in the bay area where the water was infiltrating.

Committeeman LoParo discussed when the study starts, we should have those numbers rather quickly.

Township Administrator/Clerk Ambrosio discussed the Township Committee needs to authorize the Nixle resolution. It is going to be less money. The Swift 9-1-1 does not always work properly and is more expensive.

Committeeman LoParo inquired will that cover the salt spreader and the boxes and funding for police car.

Township Administrator/Clerk Ambrosio discussed there will be one car for this year. The Chief's vehicle will be discussed next year.

Deputy Mayor Collamer inquired if the interview room cameras are part of accreditation.

Township Administrator/Clerk Ambrosio discussed, yes. They are to do the cameras and the software for \$7,500 for the accreditation. They had another program the Township was able to fund that was necessary for the accreditation. That was already funded.

The Township discussed that the budget is tight in all departments. The Fire and First Aid Departments will have to assist in tightening their budget line items.

Deputy Mayor Collamer discussed he is not personally on board with the \$45,000.

CFO Simone discussed the expenditures for the Fire Department last year is almost up to what their appropriation was budgeted.

Township Administrator/Clerk Ambrosio discussed over the years, it has been different. The Township pays the vendor for the Fire Company. This has not been the process for the First Aid.

Committeeman LoParo discussed if the Township is taking something away from the Fire Department, we should take something from the First Aid.

Deputy Mayor Collamer discussed the process is still in place where they need to submit an audit and/or tax returns.

Township Administrator/Clerk Ambrosio discussed, correct. The Township receives their audit/tax return every year.

Township Attorney McGuckin inquired if the Township receives their bill directly and do we know they are complying with the public bidding laws.

CFO Simone discussed that is one of the advantages. If the Township pays their bills, the Township can review each invoice. They would have to put in a purchase order first. The Township has more oversight on items submitted for payment.

Township Administrator/Clerk Ambrosio discussed this is how it has been done all along with the Fire Department and I have discussed the process with the First Aid. The First Aid inquired about payment

for books for their classes. The reason why the Township has never paid for their books before is because they never submitted a bill. They always paid their own bills.

Mayor Wetter inquired why it is being done this time.

Township Administrator/Clerk Ambrosio discussed the procedure the Township is putting in place for the Fire and First Aid Departments gives the Township a better idea of exactly where the money is going to and have for the Township audit. Also, both departments will follow the same exact procedure.

Township Administrator/Clerk Ambrosio discussed some members of the Township Committee would like the meeting time moved to 7:00pm. If everyone agrees, a resolution can be approved.

Deputy Mayor Collamer discussed he is in favor of changing the meeting time to 7:00 pm.

Committeeman LoParo discussed it would be easier if the meeting time is changed to 7:00 pm.

Mayor Wetter discussed it does not matter to her.

**RESOLUTION 2017-172 Changing Township Committee monthly meetings to 7:00 pm.
Meeting dates will be re-advertised.**

Motion of approval was moved by Deputy Mayor Collamer, seconded by Committeeman LoParo.

Roll Call: LoParo: Yes, Collamer: Yes, Wetter: Yes

A discussion took place regarding a personnel issue. It was determined it was a matter for closed session.

Township Clerk/Administrator Ambrosio discussed hiring a full-time employee in the Clerk's office. There have been people who approached Township Clerk/Administrator Ambrosio looking for part-time work. It was mentioned it would be two part-time people instead of one full-time employee. It has been one full-time position. The Township could try two part-time people.

Committeeman LoParo discussed not wanting a full-time employee hired. It would be better to have two part-time employees.

Deputy Mayor Collamer agreed with Committeeman LoParo.

Committeeman LoParo discussed it's important that someone is there all the time.

Deputy Mayor Collamer discussed the part-time employees will just assist during the probationary period.

Committeeman LoParo discussed the part-time employees have to be taught the job duties to see what their skill level is. That is part of the 90 day, temporary employee procedure.

Mayor Wetter discussed the Township will hire the two part-time employees for 90 days.

Resolution 2017-173 Appointing Nicole Clune and Gina Westman as temporary, 90 day employees as Clerk Secretary.

Motion of approval was moved by Deputy Mayor Collamer, seconded by Committeeman LoParo.

Roll Call: LoParo: Yes, Collamer: Yes, Wetter: Yes

Township Clerk/Administrator Ambrosio discussed the Township is in need of meter readers in the Utility Department. They would be \$10.00 an hour, part-time to work four times per year. They are quarterly employees instead of using DPW workers. This would be a cost savings to the Township.

The Police Department gave the Township Committee a memo regarding hiring a part-time secretary for the Detective Bureau. The employee would sit in the emergency management room. There is a desk there already set up in the room. The Detective Bureau is being inundated with paperwork. The evidence that used to be brought to the County is now being logged in by the Police Department. The Police Department's detective bureau is very busy.

The Township Committee discussed the part-time position for the Detective Bureau. The discussion was regarding hours needed for the job.

Township Administrator/Clerk Ambrosio discussed it will be a part-time position, \$10 per hour, with no health benefits.

Committeeman LoParo discussed the position should be up to 15 hours. The Police Department can recommend someone.

Township Administrator/Clerk Ambrosio discussed the Township vehicles. The intent was to not reimburse employees for driving to classes. It was going to be put back into the Construction office, if needed. Lt. Murphy's Ford Expedition is done. There are holes in the floor. The burgandy car has over 200,000 miles and is not running great. The mechanic is going to try and fix it. There is an old construction truck that can be used for a Lieutenant's vehicle.

Committeeman LoParo inquired if the Construction Official can use the Focus instead of the Explorer.

Township Administrator/Clerk Ambrosio discussed the Construction Official uses the Barnegat Township truck.

Township Administrator/Clerk Ambrosio discussed the Township Committee will decide if employees will use the vehicle to take classes and not reimburse them for using their own cars. This will be a cost savings.

Committeeman LoParo inquired if employees take a lot of classes.

Township Administrator/Clerk Ambrosio discussed employees with state required licenses have to take continuing education credits, which are required by law.

Township Administrator/Clerk Ambrosio discussed the Utilities workers will use the red truck for classes. The red truck will also be utilized for meter reading. The Focus might be used for meter reading and other necessary Township business.

Resolution 2017-174 Resolution authorizing the Township Committee to go into Executive Session – Personnel and Contractual items.

Motion to approve was moved by Deputy Mayor Collamer, seconded by Committeeman LoParo.
Roll Call: LoParo: Yes, Collamer: Yes, Wetter: Yes

Motion to move into Closed Session was moved by Deputy Mayor Collamer, seconded by Committeeman LoParo.

Roll Call: LoParo: Yes, Collamer: Yes, Wetter: Yes

Motion to move into Open Session was moved by Deputy Mayor Collamer, seconded by Committeeman LoParo.

Roll Call: LoParo: Yes, Collamer: Yes, Wetter: Yes

Next Scheduled Meeting
April 27, 2017 at 7:00 pm

Adjournment

Motion to adjourn meeting was moved by Deputy Mayor Collamer, seconded by Committeeman LoParo.
Roll Call: LoParo: Yes, Collamer: Yes, Wetter: Yes

Signed and Submitted:

Diane B. Ambrosio, RMC
Municipal Clerk

Date