

## SPECIAL BUDGET WORKSHOP MEETING MINUTES JANUARY 25, 2016 \* 7:00 P.M.

Mayor Stephen V. Lee, IV called the special meeting to order at 7:00 p.m. followed by the Flag Salute.

**Sunshine Notice:** This meeting was called pursuant to the Open Public Meetings Act. This special meeting of January 25, 2016 was sent to the Central Record, Burlington County Times and Courier Post on January 19, 2016. Posted on the bulletin board in Town Hall and has remained continuously posted as the required notices under the statute. In addition, a copy of this notice is and has been available to the public, and is on file in the office of the Municipal Clerk.

**Roll Call** Those in attendance were:

**Governing Body**

Joseph W. Barton, Township Committee  
Kimberly A. Brown, Township Committee  
Richard J. Franzen, Township Committee  
Joseph Yates, IV, Deputy Mayor (**Absent**)  
Stephen V. Lee, IV, Mayor

**Administrative Team**

Douglas Cramer, CPWM, Township Administrator  
Terry Henry, Chief Finance Officer  
La Shawn R. Barber, RMC, Municipal Clerk

**Public Comment.** Mayor Lee opened the meeting up to the public. None.

**PRELIMINARY DISCUSSION OF DIRECTION FOR 2016 MUNICIPAL BUDGET**

Mr. Cramer held preliminary discussion with members of the Township Committee asking for direction where the Committee would like the Township to go for this budget fiscal year. Mr. Cramer spoke about working on the municipal budget with Mr. Henry and shooting for a zero tax increase.

Mr. Cramer said we are spending less than what we did last year. There are some income reductions; funding from last year is no longer with us, and we have a slight reduction in our ratable this year. Now we have the full effect of Verizon pulling out of their responsibility for utilities for use of the right of ways.

Mr. Cramer explained changes in the budget regarding reduced line items because of capital money. Some funding was put together over the last two years for capital projects. There is money remaining in our 2014 road budget for use of the final payment on the Sooy Place Road project. There are two road projects completed in 2015; the NJDOT project on Medford Lakes Road, Spring and Lake View Project are not complete.

We have around \$600,000 in the 2015 Road Program in which a portion was allotted to the drainage issues on Worrell, Wynn and Hill Road area, Zimmerman Road, Brace Lane and Sohn Way. We have finished and seem to have resolved the issue on Gate Road.

The first payment was made on the chassis for the fire truck.

In this budget, we allotted around \$400,000 for a combination of projects for various buildings and another \$750,000 for the following year for various buildings for improvements and repairs to Town Hall, the Annex building, the Pepper House and Community Center. We have a series of projects at the fire house to include gutter repairs.

These items should come off the capital books shortly. The large truck was delivered, the medium dump truck is scheduled to be here late March 2016; the utility truck is actually in Delaware will be moved to the body manufacture in Monmouth. The emergency services building will receive some money for the radio towers.

Mr. Cramer will provide additional budget information for a full discussion to be held at the next workshop meeting on February 8, 2016 and another discussion at the regular meeting in February.

Mr. Franzen said job of the Administrator and Chief Finance Officer's is challenging as he addressed his concern of the ratable being down and less income received from other sources. Mr. Franzen suggested that people have become very comfortable with not having a budget increase over the last several years, with maybe one exception. Mr. Franzen spoke of encouragement to have a no tax increase budget and spoke of the appreciation to keep this tax rate flat, as long as we can continue to operate.

Mr. Barton spoke about our second loss from Verizon tax and asked if the Governor is still withholding the gross receipt franchise tax from all the municipalities. Mr. Henry said no, the Township receives what we got last year, it was reduced.

Mr. Barton questioned the number of temporary part-time employees. Mr. Cramer said the Department of Public Works is operating with (10) ten snow plows working with part-time and full-time employees. The temporary part-time office employee is finishing up with a special project.

Mr. Barton would like consideration for security in the capital budget for alarm systems at the fire house and emergency services building. Mr. Cramer spoke of currently working on receiving proposals for cameras.

**Adjournment.** On a motion made by Committeewoman Brown, seconded by Committeeman Barton the meeting was adjourned at 7:28 p.m.

Respectfully submitted,  
*La Shawn R. Barber*

La Shawn R. Barber, RMC  
Municipal Clerk

**Approved: 02/22/2016**