

Borough of Palmyra
Budget Meeting Minutes
Saturday, March 17th, 2018

CALL TO ORDER

The Budget Workshop Meeting was called to order by Mayor Michelle Arnold at 8:00 am

ROLL CALL

At the call of the roll present were Mr. Brandon Allmond, Mr. Timothy Howard, Mrs. Gina Tait, Mr. Lewis Yetter, President Bernadette Russell, and Mayor Michelle Arnold

Absent: Ms. Mindie Weiner

Pledge of Allegiance was recited followed by a moment of silence.

It should be noted Ms. Mindie Weiner arrived at the meeting at 8:10 am

OPEN PUBLIC MEETINGS STATEMENT

Public Notice of this meeting pursuant to the Open Public Meetings Act has been given by the Borough Clerk in the following manner:

- A. Posting written notice on the official bulletin board at the Palmyra Borough Hall on February 8th, 2018.
- B. Mailing written notice to the Burlington County Times, and the Courier Post Newspaper on February 8th, 2018.
- C. Notice to All Council Members.

BUDGET WORKSESSION

Mr. Gural explained the various documents and packets given to the governing body to work with during the work session;

Budget appropriations worksheet (primarily working from this document)

Sewer Utility

Surplus

Budget Model (Mr. Nehila is maintaining in real time so as to show the effects of changes to the actual tax rate)

Revenue

Debit Service

Capital Improvements

Personnel (7 employees listed, all employees have been properly notified and have chosen to have their conversations during the open public budget workshop meeting)

Non-Profit Organization's Donation Requests (8 requests included)

Budget Transfers and cancellations (done in 2017 but effect the 2018 budget)

Palmyra Police Department Budget Proposal for 2018

Mr. Gural then began to explain the appropriations document and the various lines, numbers, colors and how they affect the budget.

Mayor Arnold asked to move to the sewer department employees first so that those conversations could be had and they are able to leave if they so choose.

Sewer Salary and Wages

Mr. Gural began to speak regarding Mr. Benson who is a sewer employee only. Mr. Benson is our licensed sewer operator. Mr. Benson has been a licensed sewer operator level II for quite some time now. Mr. Gural stated we have a class II plant which means we need a level II operator to operator our plant. Mr. Benson is fully licensed and certified to operate a plant of our size, level II. Mr. Henry was a certified level II operator however when he left we were left without a licensed operator. We replaced Mr. Henry with Mr. Haines however Mr. Haines does not have the certifications to run the sewer he has a public works management certification. Mr. Gural Stated because Mr. Benson has now obtained his level II operator's license, we are proposing an increase of \$1.96 per hour making his new salary \$29.50 per hour taking his salary from \$57,283.20 to \$61,360.00. Mr. Gural then stated Mr. Petite is currently making \$17.85 per hour, Mr. Petite is currently working in both the sewer plant and public works, Mr. Gural stated Mr. Petite has a certain set of skills, as he had his own business working with pools, installing, repairing and demolishing them. Things Mr. Petite can do we normally would have to hire an outside contractor to do in regards to pump repairs, etc. Mr. Petite has also taken all the case work he needs to obtain his first level of certification for the sewer plant which is S1 and C1. Mr. Gural stated we are recommending an increase of \$1.65 per hour for Mr. Petite taking his salary to \$45,960.00.

Mr. Gural explained to council that today we are allocating the funds to the budget to be able to do the various requests, proposals and recommendations; just because the funds are allocated does not mean that it's going to happen, there are other steps which have to be taken, today we are just allocating the funds to the budget.

Palmyra War Memorial Committee – Donation Request

Mr. Gural stated in the packet labeled Non-Profit Organization's donation requests you will find the request of the War Memorial Committee. Mr. Gural stated they do a very good job every year, they submitted all the required documents and in a timely fashion. Additionally Mayor Arnold has signed their operating agreement for 2018. Mr. Gural indicated their request is \$5,000.00 for 2018 same as requested in previous years. Ms. Weiner inquired why they cut the lawn and not public works. Mr. Gural indicated because in our agreement they maintain the War Memorial we don't which is the way the committee would like to keep it, they take full responsibility for the memorial, unless there are major improvements then the Borough would take over. Ms.

Weiner asked wouldn't it cost them more money to have the lawn cut than it would for us to do it. Mr. Gural stated he was not aware of what the cost was for them to cut the lawn. Ms. Veitenheimer indicated the cost was about \$48.00 a cut. Ms. Veitenheimer inquired about the request for repair of the brick walkway. Mr. Gural stated it is a major project beyond their scope. Mr. Gural stated we will discuss it when we get to the capital budget. Ms. Veitenheimer indicated the insurance is current and will renew in May of this year.

Fire Department

Mr. Gural explained that every year we donate \$15,000.00 to the Fire Company, we however are now moving towards a lease agreement with the fire company for the space rental and storage of our equipment, etc. That agreement would be for 1 year with the option to renew for the same amount as the donation \$15,000.00. As previously discussed however this year the lease agreement would be for \$22,000.00 and will drop back to 15,000.00 next year if approved. Mr. Gural stated the fire department budget/ operations has a 3.29% increase to \$39,250.00 up from last years \$38,000.00. Mr. Dreby indicated the increase is due to aging equipment which is costly to repair and we are proposing a youth academy for the summer. Mr. Gural indicated the vehicle maintenance repair line item is 20,500.00 due to repairs of the current vehicles however with the new truck coming don't anticipate it increasing should be less. Council had no questions or comments.

Construction Office/ Code Enforcement

Mr. Gural indicated Ms. Kilmer is our Construction Official and she receives her salary for Construction Official along with her salary for Fire sub-code from the construction department. Mr. Gural indicated all the other positions which also are paid from the construction department and noted due to some changes at DCA regarding the Uniform Construction Code the addition of a mechanical subcode will soon be required. Mr. Gural stated in the misc. line he has included money for the salary of that position. Therefore the 8.9% increase in the department is largely due to the additional employee.

Mr. Gural also stated Ms. Kilmer additionally does housing inspections and as the work load was just growing so quickly we did two things to address to problem, first we hired CGP&H to handle some inspections and also hired a part-time employee for 7 hours a week to additionally handle inspections due to the volume. In the budget we included the amount we anticipate paying CGP& H, \$15,000.00 and note on the revenue side we anticipate revenue of about \$14,000.00. Ms. Condo asked if the line for housing could be moved from construction to code enforcement. Mr. Gural stated he would look at moving it. Mr. Gural stated Code Enforcement encompasses many things, Ms. Kilmer's salary for Housing Official and Zoning Official are paid from this category, additionally several others of various positions are paid from this category. Mayor Arnold inquired if there was a line for boarding up house and things of that sort. Mr. Gural responded a portion of it is in this category however also there is a line in the construction budget which also applies to those types of situations. Some discussion was had regarding how we handle these various expenditures. There was some discussion regarding receivables and it was decided the budget did not have to be changed as those items will

become receivables and post to a receivable account and would not affect the budget line items. Mr. Nehila and Ms. Condo agreed to the process.

Uniform Fire Safety Act

Mr. Gural indicated Ms. Kilmer's salary for Fire Official is from this budget category; additionally Mr. Holt who is our Fire Inspector is also paid thru this category. Mr. Gural noted Mr. Holt is paid \$16.98 per hour compared to other inspectors he is willfully underpaid in an effort to bring him more in line with the other inspectors Mr. Gural proposed a \$3.20 increase bring him to \$20.00 per hour. His current salary is \$5,297.76 and the increase would bring him to \$6,240.00. Mayor Arnold asked if there would be additional revenue coming in to offset this cost. Mr. Gural indicated he did not believe so.

Mr. Gural also noted Mrs. Kilmer is also our Certified Personal Trainer for which she is paid \$918.00 per year. Her certification gives us the opportunity to allow and extend use of the gym and exercise equipment, in the community center, to staff and the fire department. Mr. Gural indicated that stipend is paid from the General Admin salary and wages category.

Mr. Gural then went back to the beginning/ top of the appropriations worksheet and began with General Administration touching on every area and explaining the section and the numbers allocated. Mayor Arnold inquired if there were comments to the various areas which Mr. Gural explained. The sections which required additional explanations or where there were comments are mention below.

General Admin

Mr. Gural explained the appropriations in this category. There were no comments or questions.

Mayor and Council

Mr. Gural explained how council salaries became different. Because some council members elected to take the 2% salary increase last year and others didn't, every seat may have a different salary. Mr. Gural indicated those salaries really need to be the same, and for the sake of the budget the same amount was used for each council seat except the council president, which is different. Mr. Gural stated that decision does not need to be made today however in April when we adopt the salary resolution council can decide exactly what they want their salaries to be. Ms. Weiner asked if it could be a range. Mr. Gural indicated it can be whatever council wishes it to be. Mayor Arnold noted if you wish to make donations to nonprofits or other organizations you may also take a portion of your salary and do so, giving the example of giving part of it to personal relations for flowers and gift baskets. Mr. Russell added or the Halloween Parade or PCCPB other non-profit organizations. Ms. Weiner asked what the \$6,000.00 in misc. expenses is for. Mr. Gural indicated Mayor and Council's cell phones. Mr. Gural explained public relations line item is for items which council may wish to send to residents to notify the of changes or a quarterly newsletter letting them know what's going on in the Borough. Mr. Gural also note the new line item for personal relations.

Borough Clerk

Mr. Gural explained Ms. Jackson is close to obtaining her certification for Municipal Clerk and as with other certified individuals she certainly is entitled to be compensated accordingly. Mr. Gural indicated the misc. line item was included so that we would be prepared if and when that occurs. Mr. Gural indicated include in the category was an additional \$1,000.00 for file cabinets. Ms. Weiner inquired if it was necessary to have new cabinets. Ms. Jackson replied additional storage space is needed and many items in the Clerk's office need to be under lock and key and most of the file cabinets do not lock. Mr. Gural indicated he also decreased the Elections other expenses line by \$250.00.

Finance Administration

Mr. Gural explained the category. Council had no questions or comments.

Collection of Taxes

Mr. Gural explained the category. Council had no questions or comments.

Assessment of taxes

Mr. Gural explained the category. Council had no questions or comments

Legal Services & Costs

Mr. Gural indicated it is very hard to budget for these items as due to things which happen during the year, these lines could significantly increase or may remain the same or less. Mr. Gural stated this year the Personnel and Policies Manual has to be updated so we will incur a cost to do that which we did not have last year. Mr. Gural noted last year we budgeted \$10,000.00 for COAH however spent 15,000.00, he also noted we settled with COAH last year so we anticipate that spending to be considerably less. Mr. Gural stated we just began budgeting funds for our Land Use Board professionals. Last year we budgeted \$1,000.00 however we spent \$5,200.00, this year we are in the process of the Master Plan Reexam, done every ten years, which will incur cost, which we have to budget for. Mr. Gural stated we budgeted \$3,000.00. Mrs. Tait asked whatever funds are not used go back to surplus. Mr. Gural agreed and noted any funds from the 2018 budget not spent go to surplus and are available for use in the 2020 budget.

Engineering Services

Mr. Gural explained last year we had to transfer 12,000.00 into this category, why because we are constantly doing something, road improvements, street openings etc. Council had no questions or comments

Grants & planning

Mr. Gural explained the category. Council had no questions or comments

Land use board

Mr. Gural explained the category. Council had no questions or comments

Construction Code Official

Mr. Gural noted we have already gone over this category.

Code enforcement

Mr. Gural noted we have already gone over this category.

Insurance

Mr. Gural noted we no longer have to pay surety bonds premiums they are built into JIF premiums.

No questions or comments

Group Insurances

Mr. Gural explained the category. Council had no questions or comments

Unemployment Compensation

Mr. Gural explained the category. Council had no questions or comments

Mayor Arnold stated we would take a short break – Time 9:52 AM, back in session 10:05 am

Police Department

Mr. Gural indicated the first item is special officers. Mr. Gural indicated this came about due to the numerous conversation regarding parking and parking enforcement on Broad Street and other places in business area. Mr. Gural stated to specifically address those parking issues, the Chief proposed hiring a special police officers assigned for that purpose. Chief Pearlman stated as currently staffed he does not have the manpower to handle the parking enforcement in the business area. Chief Pearlman proposed hiring four officers as Class I Special Officers to handle parking only in the business areas. Mrs. Tait inquired is that an officer who is carrying a gun? Chief Pearlman said no. Chief Pearlman indicated the training for a Class I is only two weeks plus whatever training the department devises. Chief Pearlman stated this is what he proposes to deal with the parking issues or we can continue with what has been happening. Ms. Weiner indicated she did not want to do that this year. Mrs. Russell stated because we have so many different lengths of time for parking and we are currently looking at the parking ordinance there is just not enough data, 34 tickets in 2 days, to support a \$61,000.00 expenditure. Mr. Howard stated something need to be done. Chief Pearlman indicated it has to be enforced or it will never be complied with. Chief Pearlman indicated his numbers were based upon enforcement 7 days a week from 10:00 am to 8:00 pm. Ms. Weiner stated that there's a lot of work which need to be done with all the issues in the downtown area, parking may not be the one we do first maybe other things need to be done first. Mr. Yetter indicate if we put the money in the budget we can decide later if we want to move forward, at least the money is there. Mr. Howard indicated he would like to see it included in the budget for now. Mrs. Russell asked what the impact was on the tax rate. Mr. Gural indicated about 20.00 to 25.00 less per year per household. Mrs. Tait asked if later in the year we decide to hire those two officers it could still be done. Mr. Gural noted by the time it was decided to hire later in the year we would probably be closer to 2019 by the time they were hired. Mr. Allmond stated he understood the need to fix the problem and something would have to be done, however did not feel that now was the time to do it as there are a lot of times which need to be fixed. Mr. Howard agreed. Mayor Arnold indicated listening to all the comments from council, now is not the time to implement this project perhaps it should go back to public safety committee for additional discussion. Council decided to delete the 61,000.00 for now and it will be revisited again at a later date.

Mr. Gural then spoke about salaries. Chief Pearlman recommended Mrs. Montgomery for an increase, she is currently making \$12.14 per hr., would like to bring her up to \$15.50 per hr. bring her annual salary to 20,150.00. Mr. Gural indicated there was conversation last summer where the public safety committee made a recommendation to the governing body to provide increases to the Chief and Lieutenant however the governing body decided that because it was not built into the budget it would be considered in 2018. Mr. Gural stated the amount which was discussed in 2017 was put into the 2018 budget. Mr. Gural indicated that just because this line item is approved today does not mean they walk out with those increases tomorrow, there are still approvals which need to happen, for example salary resolution, etc. Mrs. Russell asked that was the highest number we discussed. Mr. Gural indicated he did not know he only used the number council discussed and decided to use even though it was voted down. Chief Pearlman indicated these increases put the separation between them and the rank and file which should already be there. Ms. Weiner indicated she was ok with an increase not sure if she is ok with full increase. Mr. Yetter stated we are only putting a number in the budget. Mrs. Russell stated she felt like Ms. Weiner and the number out into the budget does effect the tax rate. Mr. Gural asked if it was ok to leave it there for now, go on with the rest of the budget and revisit the line later. Mr. Gural indicated a new hire for the police department is a part time evidence tech, Chief Pearlman indicated this could wait until 2019. Chief Pearlman asked if he could explain the need even though were won't do it until 2019. Chief Pearlman explained with the new bail reform information must go to the county prosecutor faster than we use to have to get it to them. There are demanding body camera videos within 24 hours. Chief Pearlman indicated he would like to make that person a class 2 officer. It was decided this would come out of the budget for 2018. Mr. Gural the spoke about the Dept accreditation program. Mr. Gural it would be nice to have the Police Department accredited and JIF likes for thing to be accredited. Mr. Gural indicated the Rodgers Group proposal would be ideal but could be completed in 2019. Mayor Arnold asked if they was any benefit with the JIF for doing this. Mr. Gural indicated the JIF actually pays and amount towards it and there is a slight reduction to our premium. Mrs. Tait asked if it was a onetime fee. Mr. Gural indicated it is a onetime fee to get us accredited however there is an annual maintenance fee which is about 8,000.00 or 9,000.00 dollars. If was decided to remove it from the budget for this year. Mr. Gural stated there is a new account line for an officer wellness program. Chief Pearlman this is a wish list item which can wait until next year. He state it is a program which would allow us to hold 2 seminars at the Borough dealing with mental stress of the job and dealing with their families. The program would also allow officers up to two visits with Dr. Kelly however any visits over two officer would pay out-of-pocket. Chief Pearlman indicated, not many in this county have this program however it came about because of the high rate of officer suicide in our county. Ms. Weiner asked why is this different from an officer just going to the specialist of their choosing and there health insurance covering it. Mrs. Tait indicated this is a proactive program as oppose to a reactive program. Chief Pearlman indicated this program would mandate at least one visit for each officer with Dr. Kelly. Ms. Weiner asked if there are other program out there which would do the same thing. Chief Pearlman indicated no. Some additional conversation was had and Council decided keep this item in the budget.

Mr. Gural indicated with police vehicles we lease them or finance the purchase of our sedans. A few years back we began purchasing SUV's because they have a greater life expectancy and can be considered a capital

expense. Sedans we lease for 3 years then buy them outright at the end of the lease. Mr. Gural noted there is an SUV included in the capital budget, and funding for two leases which we are presently involved in are included in this line item (Police Dept. Vehicles) of the budget. Mr. Gural indicated that if this line is increased by 14,000.00, we can lease purchase another vehicle and delete the vehicle in the capital budget. Chief Pearlman agreed. Mr. Gural asked to let it in the budget and we can talk about it again when we get to the capital budget.

Crossing Guards

Mr. Gural explained the category. Council had no questions or comments

Police Radio Communications.

Mr. Gural explained the category. Council had no questions or comments

Emergency Management

Mr. Gural explained the category. Council had no questions or comments

Aid to Volunteer Fire Company

Mr. Gural noted we have already gone over this category.

Aid to Volunteer Ambulance

Mr. Gural explained this is a new category just not a new line, as we use to donate to the Ambulance Squad and then they became a paid staff and began to serve other municipalities. Mr. Gural stated last year during the discussions regarding the agreement between the three municipalities, we learned that when the Ambulance association bills our Palmyra residents for their services they accept whatever the insurance company gives and does not go after Palmyra residents for the difference. Moving forward the State now says that to continue that relationship we have to make it up in other ways. Some conversation was had regarding what we could do. Mr. Gural indicated something must be budgeted for that service so 2,500.00 was budgeted.

Fire Department

Mr. Gural noted we have already gone over this category.

Uniform Fire Safety Act

Mr. Gural noted we have already gone over this category

Borough Prosecutor

Mr. Gural explained the category. Council had no questions or comments

Streets & Roads – Public Works

Mr. Gural indicated additional overtime is included to provide for one additional midweek evening opening of public works during the summer.

Mr. Gural indicated we inappropriately charged our salt purchase to the incorrect line and so we moved from materials and supplies to correct line salt, the amount was 10,000.00 and budgeted it correctly this year.

Council had no questions or comments

Railroad Landscaping

Mr. Gural stated in Railroad Landscaping- misc. in years past we budgeted \$1,000.00 however we did not use it last year. Ms. Weiner inquired what we could do to maintain our gardens. Mr. Gural indicated he could put money in the budget and we can decide what to do with it later. Ms. Weiner indicated she did not think public works had the time to put into it to keep it up on a daily basis. Mayor Arnold asked Ms. Weiner if she was looking into hiring a company to come in to do that. Ms. Weiner replied she was looking at some ideas of cost to bring to the committee. Mrs. Russell stated that since we don't have a plan what if we went with \$2,500.00. After some discussion regarding how to and what to do Council decided to only add 42,500.00 and come up with a plan of what to do with it.

Mr. Yetter requested streets and roads Uniforms be reduced by \$1,000.00 as it was not spent last year.

Solid Waste Collection

Mr. Gural explained this reflects our new current contract for nine months, Mr. Gural then noted the number reflects what Republic is being paid for 9 months not including what we are paying South Jersey for three months. Mr. Gural indicated he would like to take miscellaneous up to \$17,500.00 and we should be ok.

Mayor left dais at 11:15 returned at 11:16

Ms. Weiner asked why bulk containers up to \$30,000.00 from \$25,000.00 are when only \$15,149.00 was spent. Mr. Gural indicated that's the new contract.

Mr. Gural also indicated his concern with the Solid Waste Recycling line which we budgeted \$ 2,500.00 but we spent \$20,000.00. In years past we spent smaller amounts but we need a grant to do it.

Public Buildings & Grounds

Mr. Gural explained the amount requested to fund the trust fund is included with the salaries. Mr. Gural indicated last year the request was for \$19,000.00 this year it is 8,600.00. Mr. Gural indicated it was not until late in the year that we began applying the revenue to the trust fund. Mrs. Tait stated so it almost paying for itself. Mr. Gural indicated yes and reminded all that there is now almost full time coverage in the building during the hours they are open. Ms. Jackson indicated it has truly be an eye opener, we had no idea of some of the things which were going on in the center. Ms. Jackson stated there have been some growing pains however what we have learned and ultimately no matter what goes on in the facility the responsibility and liability lies with the Borough. With that said we had taken the position of trying to learn as much as possible, be and helpful as possible, opening the doors to as many as possible and then to also look at anything which could reduce the liability of the Borough and the taxpayers.

Ms. Weiner asked so that's all that is need to balance the fund verses the revenue. Mr. Gural indicated yes.

Mr. Gural indicated we are also proposing a mobile phone for Michelle as she does a lot of work of sight and is not in the office full time additionally many times staffers and or residents need to reach her regarding scheduling of lights etc.

Mr. Gural indicated Mr. Howard requested shirts to identify the staff of the community center. Mrs. Tait indicated it would be nice to have them in uniform. Mrs. Russell indicated she agreed. Ms. Jackson indicated they do have badges which they wear. Mayor Arnold asked if you give them T-shirts, what you do in the winter

sweatshirts, jackets. Mr. Gural indicated we are talking about 200.00 dollars leave it in the budget and we will decide later.

Ms. Weiner left dais 11.25 back 11.27

Ms. Tait left dais 11.27 back 11.29

Shade Tree

Mr. Gural explained Dave Austin is back and will be paid from this category. Mayor Arnold explained there is legislation pending which would allow expenses of shade tree to go into the capital budget. Mr. Gural indicated the budget is the same as last year.

Council had no questions or comments

Vehicle Maintenance

Mr. Gural explained the category. Council had no questions or comments

Condominium Services Law

Mr. Gural explained the category. Council had no questions or comments

Board of Health

Mr. Gural explained the category. Council had no questions or comments

Animal Control

Mr. Gural explained the category. Council had no questions or comments

Parks & Recreation

Mr. Gural explained the donation for the Palmyra Community Center Program Board is included in this area category. Mr. Gural indicated the request from the PCCPB is in your packets. Mrs. Russell inquired if moving forward this was going to be something we would not need to do as we are funding the recreation account for them. Mr. Gural indicated they are two different things this is a private organization requesting a donation, they are not linked to the trust account. Mrs. Tait stepping down from the dais indicated that the PCCPB has applied for several grants, received one for \$1,000.00 and are looking at several more as the entire purpose was to become self-sufficient. Mayor Arnold stated the request is for the same amount as last year. Mayor Arnold asked Mrs. Tait if she knew if the revenue brought in last year was the same or more than the previous year. Mrs. Tait indicated she did not know, however believed more can in last year than the previous year. Mr. Weiner stated from looking at the flyer it appears they are offering more class than they did before. Mayor Arnold indicated there was a net lost last year of \$4,548.00. Mrs. Tait indicated that was because more free programs were offer to the residents last year. Mayor Arnold stated the major expense of the PCCPB is the program coordinator which is \$500.00 more than the donation request, is there any way it can be adjusted downward. Mrs. Tait indicated it's a lot of work and if she were to adjust that salary it would go up. Mayor Arnold indicated it is a positive thing for the community but when you look at this and then look at what we are paying three individuals to oversee the community center for all events, \$8,000.00 for one person to do program coordinating and \$19,000.00 for three people. Mrs. Tait indicated the responsibilities are different. Additional

discussion was had regarding the responsibilities. Mayor Arnold asked how the programs are going. Ms. Weiner indicated the classes are growing. Mrs. Tait indicated what we need to work on is getting the information out to the residents. Mayor Arnold asked if it was possible for the Borough to help with grant opportunities available. Mr. Gural indicated yes.

Education Functions

Mr. Gural explained the category. Council had no questions or comments

Community Youth & Recreation

Mr. Gural explained the many donation requests. Council had no questions or comments

Mr. Howard left the dais 11.41 returned 11.45

Mr. Gural explained our summer camp program with the YMCA camp program and how it came to be. Mr. Gural explained we don't really give the money to the YMCA, the \$10,000.00 pays the tuition to various students selective by the school, wishing to attend the YMCA Camp program at our community center. Mr. Gural indicated we have applied for the grant but it won't be announced until later this year so that why this is included now. Ms. Weiner asked if that number could be cut. R. Nehila indicated if the grant is approved it could be inserted into the budget by Chapter 159 and by Resolution at the end of year you cancel the appropriation so it becomes available in the budget next year and it does not have to wait. Ms. Weiner asked to cut it to \$6,000.00. Mr. Howard and Mrs. Russell indicated it should not be changed. Mrs. Tait stated they are using our community center for free. Ms. Condo and Mr. Gural indicated, not for free, they do pay us for children who come to the camp but are not from Palmyra. After some discussion it was decided to let it as it is.

Allmond left dais 11.50 returned 11.52

Contribution to Tri-Boro Senior Citizens

Mr. Gural explained the category. Council had no questions or comments

Accumulated Sick Leave Compensation

Mr. Gural explained the category. Council had no questions or comments

Celebration of Public Events

Mr. Gural explained this category varies. Mr. Gural indicated the question has come up at the last minute regarding Holiday decorations, which are expensive, we need a plan it can't wait until the last minute. Mr. Gural stated the allocation for decoration appears in two locations here and in the capital budget. Mr. Gural recommended it be taken out of this line item and put the expense in the capital budget, this also includes furniture for the farmer's market. Mrs. Tait indicated the number is still too high. Mr. Yetter indicates he paid all the bands \$500.00 each. Council recommends it be moved and the number be adjusted from \$22,000.00 to \$10,000.00.

Utility Expenses & Bulk Purchases

Mr. Gural explained the category. Council had no questions or comments

Landfill and Solid Waste Disposal Costs

Mr. Gural explained the category. Council had no questions or comments

Statutory Expenses

Mr. Gural explained the category. Council had no questions or comments

Municipal Court

Mr. Gural explained the category. Council had no questions or comments

Capital Improvements

Mr. Gural indicated with all that said we currently have a balance of \$404,000.00 available for use for the 5% down payment on capital purchases or for capital purchases. Mr. Nehila indicated when we started this morning we were at 4.53% which is \$76.25 to the average home owner after our adjustments we are now at 2.35% which is \$41.65 for the annual increase. Mr. Gural indicated that we are using \$920,000.00 from surplus on the revenue side to offset the tax levy. Mr. Gural explained the surplus balances and how they were used in the various years. Mr. Gural explained many various things surplus, our debt service, bonds, and how much money can be returned to surplus. Mr. Gural and Ms. Condo suggested taking an additional \$300,000.00 from surplus and paying down the principle on our existing bonds over the next few year to avoid turning the 2017 BAND into a general obligation bond which will incur high fees and higher interest rate. Mayor Arnold asked if he had any idea of the projects savings. Mrs. Condo indicted perhaps 1½ % in interest. Mr. Yetter asked if it was possible to take and additional \$20,000.00 from surplus to offset the tax levy and what would the number look like. Mr. Nehila indicated it would equate to 1.99% or \$35.26 per house hold. Mr. Gural indicated if council is happy with that then we are finished with the allocations. After some discussion amongst council it was decided the additional \$20,000.00 would be used.

Deferred Charges

Mr. Gural explained the category. Council had no questions or comments

Reserve for Uncollected Taxes

Mr. Gural explained the category. Council had no questions or comments

Sewer Utility Budget Appropriations

Mr. Gural indicated we have already talked about the salaries and transferred the funds from the current fund to sewer. Mr. Gural explained there are other expenses which we have incurred. Mr. Gural indicated that a number of the invoices which should have been paid in 2016 were paid in the beginning of 2017 so the numbers for 2017 are a little more than what the real actual cost was in 2017, however we are on the right track now. Mr. Gural indicated what can be recommended for operating cost is about 3.4% less than last year, a savings of about \$47,000.00. Mr. Gural indicated in your sewer packet you will see the actual revenues we can expect to collect. It shows \$1,638,261.00 is our billing for 2018 but we know our budget \$1,875,000.00. After explaining the various charts and costs required to treat waste water Mr. Gural indicated the difference is what

we either get from the sewer surplus or raise in revenue. Mr. Gural indicated we have \$589,000.00 in surplus, if we take the \$237,000.00 from surplus we are left with \$351,000.00. How many years can this be done before we are broke. Mr. Gural indicated a sewer rate increase is going to be required, if should be for the second half on 2018 or at the very latest the beginning of 2019. Mayor Arnold inquired about Gemini. Mr. Gural indicated Gemini has their own arrangement which is based on water flow.

Capital Improvements

Sewer

Mr. Gural then moved on to the sewer capital improvements noting that all items contained in the 2018 column should be completed this year. Two big projects still to be complete, there are the Public Road pump elimination project which will cost \$840,000.00 plus and the Berkley Avenue pump station project which will cost about 1.35 million. Mr. Gural explained why they have to be completed and it can no longer wait. Mr. Gural noted additionally there are two plant upgrades one for \$15,000 and the other \$20,000.00. Mr. Gural noted we have another capital improvement project for \$2,000.00 which is small enough it will just be paid out of the budget. Mr. Gural indicated we have \$359,000.00 from the old sewer project and another \$201,000.00 from another for a total of \$561,000.00 in cash which can be applied , if re appropriate to that \$935,000.00 dollar project leaving use with only \$373,000.00 to borrow, so the \$18,700.00 figure in the budget is the 5% down payment required.

General Capital Improvements

Mr. Gural indicated as much as could be was moved into next year. The Band shell /Grove park project which has to be complete we received a grant for \$115,000.00 however we have additional costs of \$30,000.00 plus the soft costs which have to be paid, and at a minimum we had \$60,000.00 out of pocket costs. Mr. Gural indicated the cost for holiday lights and furniture for farmer's market is included in the \$25,000.00. Mr. Gural indicated the \$48,000.00 for the SUV vehicle is out. Mr. Gural indicate there is a lot of money needed for the various road improvement projects, Temple Blvd \$1,086,000.00, Filmore \$105,000.00, Orchard Avenue \$200,000.00 other road projects for 5th, Maple, Horace to the tune of \$491,000.00 some projects already approved. Mr. Gural went over the amounts which need to be borrowed this year and next to complete the projects mentioned, and monies we have available from prior projects to defray the amount we need to borrow. Mayor Arnold asked if the capital budget is approved today it will still come back to council for final approval of each project. Mr. Gural indicated a resolution to spend those funds is still needed and it would come back before council before any of those monies are spent. Mayor Arnold inquired even if the expense is under \$15,000.00. Mr. Gural noted nothing is under \$15,000.00. Mayor Arnold noted that the decorations may be purchased in smaller increments under the \$15,000.00. Mr. Gural indicated all purchases will be bought back to council for approval. Ms. Weiner inquired about the costs of Grove Park and indicated that the park could cost as much as \$200,000.00. Mr. Gural stated he does not know what the total cost of the park is going to be however, he is expecting it to be as much a \$100,000.00. Ms. Weiner stated that it is a very expensive small park. Mr. Gural indicated that a decision council has to make.

PUBLIC COMMENT

President Russell made a motion to open the public portion. Mr. Howard second the motion.

All members present voted in favor of the motion

No comments

No one from the public wishing to be heard, President Russell made a motion to close the public portion. Mr. Howard second the motion.

All members present voted in favor of the motion.

ORDINANCE ON FIRST READING (public hearing on April 16th, 2018)

Ordinance 2018-01, An Ordinance To Exceed Municipal Budget Appropriation Limits And To Establish A CAP Bank (N.J.S.A. 40A:4-45.14).

President Russell made a motion to approve Ordinance 2018-01. Mr. Yetter seconded the motion.

At the call of the roll.

AYES: Mr. Allmond, Mr. Howard, Mrs. Tait, Ms. Weiner, Mr. Yetter, President Russell

NAYES: None

RESOLUTIONS

Resolution 2018-102 Resolution Certifying Compliance of the Governing Body with the United States Equal Employment Opportunity Title VII of the Civil Rights Act of 1964

President Russell made a motion to approve Resolution 2018-102. Mr. Howard seconded the motion.

At the call of the roll.

AYES: Mr. Allmond, Mr. Howard, Mrs. Tait, Ms. Weiner, Mr. Yetter, President Russell

NAYES: None

Resolution 2018-103 Resolution Authorizing the Introducing of the 2018 Budget of the Borough of Palmyra. **(Public hearing to be held April 16th, 2018)**

Mr. Gural asked if for the record we could indicate what the numbers are. Mayor Arnold agreed. Mr. Nehila stated the budget as introduced has a local purpose tax rate of 1.22 cents which is an increase to last year's rate of .024 cents which equates to the average homeowner yearly increase of \$35.26 or 1.99% higher than last year, which equates to \$8.81 a quarter or \$2.94 monthly to the average home.

President Russell made a motion to approve Resolution 2018-103. Mr. Howard second the motion.

At the call of the roll.

AYES: Mr. Allmond, Mr. Howard, Mrs. Tait, Ms. Weiner, Mr. Yetter, President Russell

NAYES: None

ADJOURNMENT

President Russell made a motion to adjourn the budget workshop meeting. Mr. Howard second the motion.

All members present voted in favor of the motion

Meeting adjourned at 1:20 pm

Respectfully Submitted

Doretha R Jackson

Acting Municipal Clerk

