Mayor Joseph Barton called the regular 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 meeting of February 11, 2019 was sent to the Central Record, Burlington County Times and Courier Post. 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 - Governing Body - Present**
- Kimberly A. Brown, Deputy Mayor
- Stephen V. Lee, IV, Township Committee (Absent)
- Samuel R. Moore, III, Township Committee
- Joseph Yates, IV, Township Committee (Absent)
- Joseph W. Barton, Mayor

**Administrative Team**
- Douglas A. Cramer, CPWM, Administrator
- Rodney R. Haines, CMFO, Chief Finance Officer
- Dante Guzzi, Township Engineer
- Peter C. Lange, Jr., Township Solicitor
- La Shawn R. Barber, RMC, Municipal Clerk

**2019 Municipal Budget**

Chief Finance Officer Haines provided a working copy of the Municipal Budget for Township Committee’s consideration much included the following highlights and advised that if changes are to be made to do it before the budget is introduced. Once the budget is introduced it becomes the Township Committee’s budget; it can be discussed at multiple meetings.

The working copy of the Budget can be discussed at multiple meetings for review.

1. **Revenues – Highlights**
   a. Fund Balance – Utilizing approximately the same amount of surplus as the prior year to balance the budget.
   b. Other Fees and Permits – Increased anticipated amount due to the higher fees collected in 2018. Stayed conservative due to increase in other licenses collected in 2018 include vacant and abandoned fees that could be in dispute.
   c. Court fees and Construction fees have been increased to reflect what was received but is still conservative based on the expectation of new court fees and increased building permits.
   d. State Aid – anticipated the same amounts as the prior year but we have no guarantee that this will be the case with the State budget.
   e. No grants have been anticipated as no award letters are in hand yet. Expect to have some before budget is introduced.
   f. Reserve for repayment of debt – This is a one-time revenue that came from the resolution for the cancellation or correction of grants approved at the end of the year. This was a reimbursement to capital for a DOT grant and the capital ordinance was already included in bonding.
   g. Tax revenue – increased by 3.8 cents which equates to the increase in debt service appropriations from 2018 – 2019. The level of debt service will remain constant until 2029 for existing bonds.

2. **Appropriations – This format is reflective of the state approved documents which summarizes revenues and other expenses.**

3. **Detailed Appropriations – Township detail accounts- Highlights**
   a. Clerk Salaries have been increased $25,000 for the possibility of a part-time clerk to allow LaShawn to do more clerk duties and less time on just OPRA responses. The Other Expenses have also been increased by $25,000 to start to digitize Township records to make retrieval easier and faster.
   b. Legal Services have been increased to allow for the increased OPRA activity and other Township possible needs.
c. Engineering Services have been increased to allow for design and inspection work on NJDOT projects that are not covered in grant appropriation.
d. Public Safety – Appropriation for Fire Company expenses has been decreased to be more reflective of the amounts paid in 2018 from the municipal budget. Contribution to the Fire Company has also been decreased to $75,000. The contract calls for $90,000 but could be decreased based on budgeting concerns.
e. Municipal Court – Salaries and Wages and Other Expenses have been increased to reflect the additional estimated costs with the operation of the court in Woodland.
f. Capital – Capital Improvement Fund has been increased to allow for a down payment for up to a $1,300,000 capital bond ordinance in 2019. Also included for Public Works equipment for a Dump Truck that would be more economical through the budget than a capital ordinance as it would only have a 5-year life for bonding purposes.
g. Debt – Appropriations increased by $242,800 due to the new bond issued during 2018. This is reflective of the tax increase recommended above.
h. Grants – have not been included and any awards will be added before introduction.

4. Calculation of Reserve for Uncollected Taxes – This calculation is to determine the appropriation that must be budgeted to ensure the schools and county will receive 100% of their levies. It also reflects the amount of tax required and the increase that is anticipated.

5. Levy CAP Calculation – proves that the increase in tax levy is within the tax CAP law.
   a) 2019 Municipal Budget (Working Copy)
   b) Construction Fees (Fee Ordinance)

Administrator Cramer reported on his budget request that included digitize records and updating tax maps; part-time office clerk to help with all departments for records management; working with JIF and MEL for cyber security; general overall security improvements to town hall, annex and emergency services building to avoid exposing our employees which would include bulletproof glass, closing in the reception area and installation of cameras; update telephone system; hire a part-time employee public works to assist with unfinished projects; gazebo replacement with metal structure. Install doors on the open shed at DPW yard because of the toxicity of the bird droppings and nests.

Construction Official Boyd highlighted comparison and reported on his budget request that included fee revisions for the uniform construction code to match the minimum state guidelines and include a reinspection fee language for multiple visits; last time revisions were done was September 2012. The ordinance would also have language for State’s existing recommendation for fee schedule to change automatically. Solicitor Lange will draft the ordinance and have it ready to be discussed in detail at the next workshop meeting to be proposed at the final meeting in March.

Construction Official Boyd spoke of having a situation where complaints received regarding parking of commercial vehicles. Tabernacle ordinance for GVW and the advance and technology of modern vehicles would make it illegal to park certain trucks in residential driveways; Mr. Boyd would like to allow for this change in technology increase for the vehicles that are up to date; suggestion 17,500 for GVW.

Solicitor Lange will draft an ordinance for amendment of our current ordinance and have it ready to be discussed in detail at the next workshop meeting to be proposed at the final meeting in March.

Engineer Guzzi spoke of his proposed budget projects for 2019 to include municipal road on the following:
   Hawkins Road – Route 2016 to Carranza, Cramer Road – Route 206 to Old Indian Mills Road; Holly Park Drive – Sooy Place Road to Sooy Place Road; Sylvan Court – Holly Park Drive to end and Lee Drive – Traffic calming measures only.

   Grants: Carranza Road Phase II is pending NJDOT Grant approval; Oak Shade Road Bike Path/Re-paving is pending NJDOT Grant approval and Town Hall ADA improvements received CDBG Grant which will address the new chair lift and replacement of the existing ramp/railing system in front of the building.

   Tax Map Conversion: working on bringing up to speed to update and digitizes the municipal tax maps.

   Storm Water Management: currently working to develop recommendations for an amendment to the Township’s Storm Water Management Ordinance in order to comply with new NJDEP regulations.
Soil Conservation: they are offering to municipalities to do basin inspections service for a fee; this is an avenue we may want to explore at some point, however right now the public works do basin inspections and takes up a lot of time. Property owners can also obtain service through soil conservations.

2020 Road Program: recommendation of Forked Neck Road and Zimmerman Road has been identified as potential project for the 2020 Road Program.

Mayor Barton spoke of the property on Moore Road and Richter Road regarding the drainage easement problem the Township acquired. Administrator Cramer advised that a different engineer designed the intersection and drainage. It is unfortunate that certain times a year more water is created than Township can take away. The Township will look at it with current engineer.

Committeewoman Brown spoke her 2019 agenda to include the community center building use needs with consideration of it being the old squad building; wants to complete Irick’s Causeway; spoke of resolving the Tuckerton Road situation; wants to finalize the fee revision ordinance; finalize the shared court service with Woodland Township; resolve having a fire truck in the ESB building; finalize events ordinance; digitize records; address safety and security; training for rescue for all participants and resolve having a conference telephone call in system when members are unable to attend Township meetings.

Committeeman Moore spoke of his 2019 agenda now that addressed TRS now having a contract and having a fire truck in the ESB building; spoke about working together with TRS and Fire Company; would like to meet with Station Commander or Lieutenant of the State Police Red Lion Barracks to give a Township report; address a plan with Wharton regarding land acquisition for emergency vehicles and maybe hold a town hall meeting at the ESB to let the public see the inside of the building.

Solicitor Lange spoke of his 2019 agenda list which included the events ordinance which is ready and advised the Municipal Clerk to disseminate the latest version for anticipation of the end of March 2019 for adoption; Irick’s Causeway appraiser notification will be ready at the end of the month; working with Administrator Cramer and Municipal Division regarding the shared service with Woodland Township; spoke of the Tuckerton Road access for emergency access in which Administrator Cramer will check with Shamong Township Administrator to see if they are aware of the same issue and share the same desire with respect to encroachment in the right of way.

Mayor Barton spoke of his 2019 agenda request to include working on the BFRR to be handled by Committeeman Lee and Committeeman Moore; support for budget item of speed limit portable flashing signs; obtaining support for the road maintenance program; interested in community signboard; communication policy of how we can communicate with each other and not be in violation of the Open Publics Meetings Act and protect our private devices.

**EXECUTIVE SESSION RESOLUTION CS 02 112019**

WHEREAS, the Open Public Meetings Act, P. L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Governing Body wishes to discuss:

1. Matters to discuss ongoing litigation matters and the Attorney Client Privileges as it relates to Fran Brooks v. Township of Tabernacle and Custodian of Records, Docket No. BUR-L-001048-18

2. Matters to discuss matters relating to Personnel related to the Chief Finance Officer

WHEREAS, minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

NOW THEREFORE BE IT RESOLVED that the public be excluded from this meeting.

BE IT FURTHER RESOLVED, after executive session we will reopen the meeting in which action may or may not be taken.
• Motion to close workshop session and go into executive session. The motion made by Ms. Brown, seconded by Mr. Moore.

**Roll Call:** Brown, Moore, Barton

Ayes: 3  Nays: 0  Absent: Lee, Yates

**Reopen.** Members of the Township Committee returned from closed session at 8:04 P.M.

**Public comment**

Stuart Brooks, Moores Meadow Road, questions if there are any change of policy for absent Township Committee members since two members are missing today; spoke of the $1.00 payment exchange in the TRS contract for services.

Fran Brooks, Moores Meadow Road, spoke of the first phase paving of Carranza Road and questioned if Shamong Township has any intention to pay for the road.

Administrator Cramer spoke of a telephone conversation he had with 8th & 9th District Legislatures having the intention for Shamong Township to apply for a grant for Carranza Road.

Ret. Col. William Lowe, Hidden Acres Drive, spoke of being in favor of the Township Committee workshop meeting format; request Township Committee to go out for a referendum to address the empty Sequoia school with the school board.

Mayor Barton spoke that he feels it is not up to the Township; it is the school’s building.

**Approval of Bills:** On a motion made by Ms. Brown, seconded by Mr. Moore, the bills were ordered paid.

**Roll Call:** Brown, Moore, Barton

Ayes: 3  Nays: 0  Absent: Lee, Yates

**Adjournment:** On a motion made by Ms. Brown, seconded by Mr. Barton the meeting was adjourned at 8:24 P.M.

**Roll Call:** Brown, Moore, Barton

Ayes: 3  Nays: 0  Absent: Lee, Yates

Respectfully submitted,
LaShawn R. Barber, RMC/CMR
Municipal Clerk

**Approved:** 04/29/2019