

**BOROUGH OF PITMAN
BUDGET MEETING MINUTES
MARCH 19, 2014**

Call to Order

Time: 7:00 p.m.

Open Public Meetings Act Statement – This Special Meeting was called pursuant to the provisions of the Open Public Meetings Act. Notice of this meeting was sent to the "South Jersey Times" newspaper. In addition, a copy of this notice was posted on the bulletin board in the municipal building and filed in the office of the Municipal Clerk. Notice on the bulletin board has remained continuously posted.

Roll Call

Councilman Austin: Present
Councilwoman Higbee: Present
Councilman Pierpont: Absent
Mayor Johnson: Present
CFO Steve Considine: Present

Councilman Blass: Present
Councilwoman Kelley: Present
Council President Razzo: Present
Borough Solicitor Duffield: Present
Borough Clerk O'Donnell: Present

Work Discussion

Motion to Open Discussion: Blass

Second: Higbee

Time: 7:00 p.m.

- **2014 Municipal Budget**

Borough CFO Steve Considine stated that at this time in the budget preparation process, the budget is approximately three to four cents over the levy CAP. In order to bring the budget within CAP, reductions to appropriations will need to be made in the amount of \$180,000.00 or more. Members of Council reviewed the budget appropriations and suggested the following reductions to particular line items within the budget.

- Police Salaries; Sick Time Buy Back: \$77,000 to \$95,000
- Prescription Coverage: \$135,000 to \$123,000
- Employee Medical Insurance: \$880,000 to \$800,000
- Police; Radio Equipment and Repairs: \$20,000 to 0
- Public Works; Tipping Fees: \$375,000 to \$365,000
- A&E Materials & Supplies; File Service: \$12,000 to \$7,000
- Street Lights, Electric: \$100,000 to \$97,000
- Police Salaries; Overtime: \$65,000 to \$60,000
- Police Salaries; Regular: \$1,160,000 to \$1,150,000
- Environmental; Plant Arboretum: \$1,000 to 0
- Environmental; Earth Day: \$2,500 to \$2,000
- Borough Prop; Website (Duplicate entry): \$4,000 to 0
- EDC Legal: \$5,000 to \$2,500

A **Motion** was made by Councilman Blass to approve the changes made to budget appropriations as specified

above, which total \$199,962.00.

Second: Higbee

Roll Call

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Councilwoman Kelley: Yes

Councilman Pierpont: Absent

Council President Razze: Yes

Mayor Johnson: _____

As a result of further discussion on additional reductions to the budgets of all departments, the following action was taken by Council.

A **Motion** was made by Councilman Blass to not make any changes to the Library budget as it stands.

Second: Higbee

Roll Call

Councilman Austin: No

Councilman Blass: Yes

Councilwoman Higbee: Yes

Councilwoman Kelley: No

Councilman Pierpont: Absent

Council President Razze: No

Mayor Johnson: _____

A **Motion** was made by Councilwoman Kelley to reduce the total amount of the appropriations for the McCowan Memorial Library in the amount of \$5,000.

No Second from members of Council.

A **Motion** was made by Councilman Austin to reduce the Department Total amount for the McCowan Memorial Library to \$210,000.

No Second from members of Council.

A **Motion** was made to reduce the Department Total requested for 2014 by the McCowan Memorial Library by \$10,000, making the new requested amount for 2014, \$220,000.

Second: Kelley

Roll Call

Councilman Austin: No

Councilman Blass: No

Councilwoman Higbee: No

Councilwoman Kelley: Yes

Councilman Pierpont: Absent

Council President Razze: Yes

Mayor Johnson: _____

After discussion by members of Council pertaining to salary increases for non-contractual employees, CFO Considine was instructed to change the percentage rate for calculation of salary adjustments from 3% to 2% for non-contractual employees of the Borough. This change will reduce the overall budget by approximately \$10,000, and will also create a reduction to the Social Security payments made by the Borough on behalf of the employees.

A **Motion** was made by Councilwoman Kelley to reduce the Control Total for diesel fuel by \$8,000, to \$200,000.

Second: Higbee

Roll Call

Councilman Austin: Yes

Councilman Blass: Yes

Councilwoman Higbee: Yes

Councilwoman Kelley: Yes

Councilman Pierpont: Absent

Council President Razze: Yes

Mayor Johnson: _____

A **Motion** was made by Councilman Blass to reduce the Department Total for electricity for Borough properties by \$3,000, to \$65,000.

Second: Higbee

Roll Call

Councilman Austin: Yes

Councilwoman Higbee: Yes

Councilman Pierpont: Absent

Mayor Johnson: _____

Councilman Blass: Yes

Councilwoman Kelley: Yes

Council President Razze: Yes

- **W. Holly Avenue Project**

Borough Solicitor Duffield came to Council to discuss the options the Borough has in dealing with the deteriorating sewer pipes that run under West Holly Avenue. The condition of the drains came to light when the contractor for the Gloucester County Road Department filmed the interior of the sewer mains in preparation for the storm drain and resurfacing project that is set to begin on this road within the next few weeks. Mr. Duffield stated that he will meet with County Engineer, Vince Voltaggio, on March 20 to discuss the situation with him and the options available to the Borough at this time. Mr. Duffield will also contact the Borough's Engineer, Steve Nardelli, and ask him to review the video taken of the interior of the drains, and make a determination as well. This situation, as well as the reports from the two engineers, will be discussed at the Work Session meeting of Mayor and Council scheduled for March 24, 2014 at 6:30 p.m.

CFO Considine stated that the reductions to the budget appropriations total \$220,962.00 as a result of action taken by Council at this meeting.

A **Motion** was made by Councilman Austin to reduce by 1% all items in the budget that are discretionary in nature, that are non-contractual, are not statutory obligations, and that have not been previously subject to reductions by Council.

No Second from members of Council.

Motion to Close Discussion: Kelley

Second: Razze

Time: 9:04 p.m.

Public Portion

Motion to Open to the Public: Kelley

Second: Razze

Time: 9:04 p.m.

Jim Fortney, 504 Carew Avenue – Mr. Fortney directed members of Council to pages 45 and 46 of the budget document. He pointed out what he considers to be very large expenses for phone systems and computers for Borough departments.

Councilman Razze and Councilman Austin requested that the Borough Clerk provide them with copies of all the bills for both land lines and cell phones for their respective departments.

Motion to Close the Public Portion: Razze

Second: Kelley

Time: 9:12 p.m.

Adjournment

Motion: Higbee
All vote in favor to adjourn.
Time: 9:12 p.m.

Second: Blass

Respectfully Submitted,

Judith O'Donnell
Borough Clerk/Administrator