

**MAYOR & COUNCIL  
THE BOROUGH OF PEAPACK & GLADSTONE,  
BOROUGH COUNCIL MEETING MINUTES  
BUDGET MEETING FEBRUARY 26, 2019**

---



The budget meeting of the Mayor and Council of the Borough of Peapack & Gladstone was held on Tuesday, February 26, 2019 at the Municipal Complex, 1 School Street, Peapack, New Jersey and began at 7:03 p.m.

Council President Corigliano called the meeting to order. Borough Clerk Nancy A. Bretzger read the Sunshine Notice "Pursuant to the Open Public Meetings Act, Adequate notice of this meeting was published in the Courier News and Bernardsville News on December 13, 2018, and posted at the Municipal Complex and the Borough Library. Action may be taken."

Council President Corigliano led the Pledge of Allegiance.

Roll Call indicated the following present:

Present: Council President Corigliano, Councilman Caminiti, Councilwoman Dietrich, Councilwoman Murphy, Councilman Smith, Councilman Sweeney

Absent: Mayor Skinner

Also present were: Christopher Tietjen, Assistant Administrator and Nancy A. Bretzger, Borough Clerk

**PUBLIC COMMENTS – 5 MINUTES PER PERSON – NON-AGENDA ITEMS**

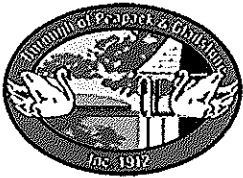
No one came forward.

**DISCUSSION**

Council President Corigliano stated that as Finance Chairman he will go through the budget this evening. His objective is to at least cover salaries and wages, and appropriations; and also go through capital if time allows. The first reading of the budget is scheduled for the first meeting in March and he plans to do the second reading for the second meeting in March. At the second meeting he plans to do a presentation and have the auditor present. He noted that he sent out a workbook to Council and that the numbers have been vetted out by the Finance Committee and they are being presented to Council for review and concurrence.

Council President Corigliano started with salaries and stipends. He explained the columns for the salaries and the blacked-out columns. He went over salary increases and add in factors, which are anticipated increases throughout the year for certain reasons. An example would be if the Administrator received his QPA he would receive a \$2,500 increase. He pointed out that the salaries and stipends fall under different departments. In the case of DPW workers, their salaries are divided between three budgets - buildings, roads and sewers. He said he should also point out that because there is pending union action against the Borough with respect to DPW workers, they have not put any increases in for DPW staff until the outcome of the contract negotiations is determined.

Council President Corigliano proceeded to discuss appropriations and explained the columns. He went through the spreadsheet by department.



**MAYOR & COUNCIL  
THE BOROUGH OF PEAPACK & GLADSTONE,  
BOROUGH COUNCIL MEETING MINUTES  
BUDGET MEETING FEBRUARY 26, 2019**



Administration Department - He pointed out the subaccounts. He discussed Special Projects which is a contingency line. Last year, this was utilized for archive restoration and other things but is a means to build in a small contingency for unexpected expenses. Council reviewed that money can only be moved between departments starting on November 1. He explained that most office supplies will be part of the Administrator's budget with only certain department-specific supplies charged to other departments.

Council President Corigliano discussed the Mayor and Council budget. He stated that he believes there needs to be an increase in salaries for Council. This will not affect this year's budget. Every Council member makes \$2000 a year and the Mayor makes \$3500 a year, these numbers date back to the 1990s at least. He thinks that an increase should only be allowed for new incoming or re-elected Council members. In this way, the Council would not be voting itself an increase. Council discussed the alternative of an across-the-board increase so that all Council members received the same pay. He would like the Council to consider this and it would reflect in future year budgets. Councilman Smith asked if the affordable housing budget was enough to cover all expenses. Council also discussed the community celebration and employee appreciation lines.

Clerk's Department – Councilman Caminiti asked about the advertising and education line items, which were both over budget. Council President Corigliano stated that the Clerk requested two fireproof cabinets for storage of documents. Codification was also discussed.

Finance Department – Council President Corigliano reviewed the budget for this department.

Audit Services – Council President Corigliano explained the audit line item.

IT Department – Council President Corigliano noted that there is now a consolidated cell phone contract and that our administration has cell phones.

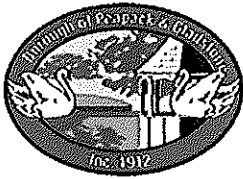
Revenue Administration – Council President Corigliano noted these are costs associated with tax collection.

Tax Assessor - He then moved to the Tax Assessor and noted professional services is for a contractor who assists the Tax Assessor in reassessing a portion of the homes annually.

Legal – Councilman Sweeney noted that a budget reduction from 2018 for the Borough's Labor Attorney, Bond Counsel, Borough Attorney, John Bruder; and Roger Thomas.

Engineering – Council President Corigliano noted that these costs are for services by Anderson & Denzler Associates, Bill Ryden and colleagues. Councilman Smith stated that because of the park improvements this may be a particularly big year and thinks that it should be increased. Councilman Caminiti brought up Matheny and the traffic counter review. Council discussed that the park work will be charged to the ordinance and open space. Councilwoman Dietrich brought up roads work. Council increased the line to \$37,500.00 after discussing not going as high as \$40,000.

Historic Preservation – Council President Corigliano stated that requested \$10,000 is for the beautification of the lime kiln. Councilwoman Dietrich stated the money would be for landscaping around it, including cleanup of weeds, fixing the surface, and hedges and other plantings. Council



**MAYOR & COUNCIL  
THE BOROUGH OF PEAPACK & GLADSTONE,  
BOROUGH COUNCIL MEETING MINUTES  
BUDGET MEETING FEBRUARY 26, 2019**



discussed that this was much money considering the Borough doesn't own the property and it was decided not to add the \$10,000.

Land Use Board – Council President Corigliano noted that the archival project for Land Use files is part of the budget. Council discussed education for LUB members and the necessity of taking classes.

Zoning – Council President Corigliano stated that there were really no substantive changes.

Code Enforcement – Council President Corigliano stated that the car allowance was increased. He noted that we're trying to encourage the department to use the Borough vehicles to reduce mileage reimbursement.

Council President Corigliano explained how the budget and appropriations work. He discussed the fund balance for the Borough and how it has been going up. He believes that the Borough has been thrifty but should consider lowering the fund balance by spending money on a project or two.

Insurance – Council President Corigliano explained the insurance including workmen's compensation and health insurances. He covered unemployment benefits.

Police Department – Council President Corigliano stated that this is the biggest department. The last item is police vehicles and the number will be higher. The police committee is working with the OIC to determine the final number which will be based on the vehicle purchased. Councilman Smith asked what staffing levels they are looking at in this budget. Councilman Sweeney stated the department is looking for a Class 2 Special. The budget also includes chief and sergeant testing for \$9,500.

OEM – Council President Corigliano stated that there were requests included in the budget for a tabletop drill system and a portable radio to replace the existing one. Council requested justification for both items.

Fire Department – Council reviewed items in the department's budget. They discussed reduced maintenance costs on the trucks for 2019. There was an explanation of LOSAP for the Fire Department and First Aid Squad.

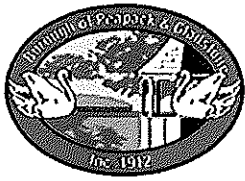
First Aid Squad – Council President Corigliano noted that the Borough makes a \$60,000 operational contribution annually.

Uniformed Fire Code – Council President Corigliano stated that the department covers the Inspector as well as fire hydrant services. The inspector's salary costs were discussed.

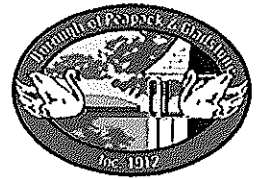
Streets and Roads – Council President Corigliano stated that a portion of DPW salaries are in this department. Councilwoman Murphy brought up the recycling line, which covers dumpsters for leaves and recycling motor oil. Council reduced line to \$4,000.

Shade Tree – Council President Corigliano noted that this line is up from last year because the person who chairs the committee requested \$3,000 for a five-year forestry management plan.

Solid Waste – Council President Corigliano stated that we are under a new contract for this.



**MAYOR & COUNCIL  
THE BOROUGH OF PEAPACK & GLADSTONE,  
BOROUGH COUNCIL MEETING MINUTES  
BUDGET MEETING FEBRUARY 26, 2019**



Public Building and Grounds – Council President Corigliano noted that he made a change to this to include some new holiday decorations for the Borough. Council continued with a discussion of several line items.

Vehicle Maintenance – Council reviewed this.

Board of Health – This is part of contract with Bernards Township.

Environmental Commission – This is handled by one of the volunteers.

Animal Control – This is also part of contract with Bernards Township.

Recreation – Council discussed this several items.

Senior Citizens Programs – Council President Corigliano stated that the items include the bus and the Happy Rockers' activities.

Aid to Library – Council President Corigliano noted that these costs should be trimmed to zero and covered by the County. The library tax should fund these expenses.

Accumulated Leave – Council President Corigliano noted this section is for retirement-related costs.

Utilities – There were no questions about these items.

Solid Waste Disposal Costs - Council discussed bulk pickup and the abuse of the program. Council President Corigliano stated that the Borough pays by the pound for bulk pickup and Council discussed ways to improve the program.

PERS, Social Security, PFRS and DCRP – Council President Corigliano noted these numbers are calculated.

Council President Corigliano noted that the all the lines from Recycling Tax lines to Municipal Court lines are either grants that have been received or grants that we expect to receive and know what the amounts are. There will be additional grants throughout the year.

Municipal Court – These are contracted services and cover anticipated court costs offset by income.

Capital Improvement Fund – Council President Corigliano noted this is money put into a fund that covers capital improvements and will be discussed further when we get to capital.

Council President reviewed the Borough's entire debt. There was discussion on bonds and their payments. He stated that the Borough could pay off a \$79,000 ban. Council President Corigliano suggested using the fund balance to pay off all of the existing BANS, totaling \$535,000. In addition, he would like to use a portion of the fund balance towards Liberty Park. Council discussed what a healthy fund balance is and what to do with existing BANS. Councilman Sweeney stated that he would like to see the fund balance go towards Liberty Park and wait a year to pay the bans, with Councilwoman Murphy in agreement. Council President Corigliano said that he believes that the fund balance is so healthy that the Borough can pay off the three BANS in their entirety to avoid paying another year or more of



**MAYOR & COUNCIL  
THE BOROUGH OF PEAPACK & GLADSTONE,  
BOROUGH COUNCIL MEETING MINUTES  
BUDGET MEETING FEBRUARY 26, 2019**



interest and also use fund balance for Liberty Park. Councilman Smith discussed the bond levels and the Borough debt statement with the concern that the Borough's interest rate could go higher. It was asked if there was a consensus of paying all the BANS or to only pay one or two at this time. Council also discussed the use of the Open Space fund towards Liberty Park. Council will pull together better numbers for the Liberty Park project in order to factor this into the decision on paying off bans. Council President Corigliano stated that he will plug in the payment of all BANS and will increase the amount of what's being taken out of the fund balance to match that difference. He continued that this number will not be solid so that Council can revisit it at the next budget meeting. This will bring the fund balance to approximately \$2.7 million.

Budget for reserve of uncollected taxes – Council President Corigliano stated that it is required by State statute to assume that the Borough will not receive all of the billed taxes.

Sewer – Council President Corigliano asked them to review the numbers. Councilman Smith asked what the sewer capital improvement fund will be after this year's contribution and was told that it is \$951,000. Councilman Caminiti asked about gaps between appropriations and actual, for example, in the special projects' line and the response was that it was a buffer. He continued by asking about the sewer processing line and the insurance line. Council President Corigliano noted that there are a couple of reserve accounts for sewer and next year the amounts can taper off.

Council President Corigliano stated that we are looking at \$8.1 million total expenses for both the Borough and Sewer Utility, up about \$187,000 from 2018, keeping in mind that he plugged in the total BAN number. \$6.651 million is municipal and \$1.46 million is sewer. Council President Corigliano stated that he will send out a revision for review.

Council President Corigliano stated that capital and income still need to be discussed. Councilman Smith asked about doing a three or five-year outlook on capital expenditures. They determined that a three-year plan is required by the State.

Special budget meeting is scheduled for Thursday, March 7<sup>th</sup> 7:00 p.m. The Borough Clerk will advertise the meeting.

**PUBLIC COMMENTS – 3 MINUTES PER PERSON – AGENDA ITEMS ONLY**

No one came forward.

There being no other matters to be addressed by the Governing Body at this time, a motion was made by Councilman Smith, seconded by Councilwoman Dietrich, that this meeting be adjourned at 9:39 p.m. This motion was carried unanimously.

Respectfully Submitted,

*Nancy A. Bretzger*

Nancy A. Bretzger, Borough Clerk