



**MAYOR & COUNCIL  
THE BOROUGH OF PEAPACK & GLADSTONE,  
BOROUGH COUNCIL MEETING MINUTES  
BUDGET MEETING FEBRUARY 29, 2020**

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The budget meeting of the Mayor and Council of the Borough of Peapack & Gladstone was held on Saturday, February 29, 2020 at the Municipal Complex, 1 School Street, Peapack, New Jersey and began at 8:33 a.m.

Mayor Skinner 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 February 6, 2020, and posted at the Municipal Complex and the Borough Library. Action may be taken."

Mayor Skinner led the Pledge of Allegiance.

Roll Call indicated the following present:

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

Absent: Councilwoman Murphy

Also present were: Randy Bahr, Administrator and Nancy A. Bretzger, Borough Clerk

**EXECUTIVE SESSION**

The executive session will be held at the end of the meeting.

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

No one came forward.

**DISCUSSION**

2020 Municipal Budget – Mayor Skinner turned the meeting over to Council President Corigliano, the Finance Chair. Council President Corigliano started the presentation of the budget review process. He said that he previously sent Council a four-page draft budget. He noted that he is starting with appropriations, salary and wages, review of the RUT calculation, review of revenue projections and ending with capital projects. He said that he will go department by department, ask for any questions, and offer his comments. He noted that all the Operating & Expenses (O&E) are going to be reviewed followed by Salaries and Wages. He explained each column in the budget spreadsheet.

Police Department – Police was discussed first as OIC Ferrante was present. Council President Corigliano noted that overtime was the first number to discuss because the Borough plans to participate in Ride Wise's Street-Smart program. The \$7,500 in overtime listed is based on Officer-In-Charge (OIC) Ferrante's estimate of \$11,500 and as recommended by the Committee. Councilman Sweeney said that if a Class II Special gets hired the Borough can budget this lower number. Councilwoman Dietrich said that hopefully the work by the officers can be done towards the study while they're on duty. OIC Ferrante said that his concern is that an officer may make a stop and then is required to spend the rest of the day pulling



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together numbers for the study which could leave the department short-handed. Councilwoman Dietrich provided more information about the program that was recommended by the County, saying that it is a study in which Ride Wise partners with the police in doing a traffic study in town. Councilman Sweeney said that they are looking at three spots in town where they'll educate pedestrians, then officers will initially give warnings and also educate and then ultimately enforce safety. There was discussion of how much overtime monies would be needed for this program. Ride Wise wants to start the educational piece of the campaign at the end of April and then start the study piece in May/June. Mayor Skinner brought up how much time would be needed to bring a Class II Special up to speed. Council President Corigliano voiced that it would be economical to have the Class II Special hired and suggested starting the program later. Councilman Sweeney said that the primary push of the program is driver and pedestrian awareness and we need to be staffing the study at peak traffic times. Councilwoman Dietrich said that \$5,000 would be a good number for the overtime and that she wouldn't want to push this off to the Fall because then it may never get done.

Additional police-related items included the cost for testing. There was discussion regarding the police car that is in the budget and putting off the purchase until next year. OIC Ferrante explained that the line item for flashlights and flares is equipment for the vehicles. Uniforms were discussed. The number of officers was discussed, and Councilman Sweeney said that he'd like to add a Class II Special, which allows a three-month review and then next year the person could go full time.

Police Capital – There was discussion regarding the breathalyzer request. OIC Ferrante said that a new unit hasn't even come out yet. Mayor Skinner explained that when a new unit comes out it will take a while to go through the legal process. Council agreed to take this out of the capital budget for this year.

Administration – Council President Corigliano brought up several line items, including the special projects line which he increased by \$15,000 to include the PG2020 initiative.

Mayor and Council – Council President Corigliano asked if there were any questions or comments. There were none.

Municipal Clerk – Council President Corigliano noted that there is a newsletter line and Councilman Smith provided mailing and printing estimates for mailing two newsletters per year. Council increased the line to \$7,000 to include editing fees. Councilman Caminiti asked about the increase in cost for codification and Ms. Bretzger responded that she asked for a review of the Borough's entire code book to ensure that it was up-to-date. In addition, the company has merged and has increased prices. Councilman Caminiti also asked about the line for mail-in ballots, which is a charge from the County for the General Election.

Finance – Council President Corigliano noted that he added an account called contract services to account for a means to either pay Mr. Bahr, who's our CFO through Suplee Clooney, or for shared services based on the two resumes that the Borough received in response to the part-time CFO position. There was discussion regarding the number for this line item. Council discussed the software system which is paid for on a yearly basis.

Audit – Council President Corigliano said that this is not the total amount paid to the auditor; the fees are split into different departments.



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IT – Council President Corigliano said that this number is reduced because the Borough just did a major equipment upgrade. Councilman Caminiti suggested taking \$1,000 off of contracts.

Revenue Administration – There were no questions or comments.

Tax Assessor – There were no questions or comments.

Legal – Council President Corigliano noted that the actual legal fee number doesn't include the Borough Attorney's fees for the last two months of 2019. Mr. Bahr said that the professionals need to get their bills in more promptly if possible. Council President Corigliano said that there are some other legal expenses this year including the appeal for the rate increase for water and one possibly for electricity because JCP&L just did a filing.

Engineering – Council President Corigliano stated that the Borough Engineer has always been fair in his costs.

Historic Preservation – Councilman Smith asked Councilwoman Dietrich if the Commission has any plans for the Liberty Park project and she said that they don't have much money but a sign might be considered. Council discussed coordinating signage requirements around the Borough. Council President Corigliano said to hold this thought for streets and roads.

Land Use Board – Council President Corigliano asked Mr. Bahr about the miscellaneous line and they will look into this. Council removed master plan review because it is an off year for this.

Zoning – There were no questions or comments.

Building – There were no questions or comments.

Insurance/Workmen's Compensation – Council President Corigliano will speak to Mr. Bahr about health insurance. Council discussed several items.

OEM – Council President Corigliano stated that he would like to make this department zeroed out considering the comments made against Council by the OEM Coordinator; he understands that this is extreme. This does not affect salaries and wages. There was discussion about the budget for this department and subsequent modification. The IT maintenance line is for WeatherWorks.

Fire Company – Council President Corigliano noted that the allowance number is for stipends to the fire officers. There was discussion on the maintenance and equipment replacement line items. Councilman Caminiti asked about recruitment efforts and if there are monies for this effort. Councilman Smith requested the line item for the annual dinner be increased by \$500.

Streets and Roads – There was discussion regarding several items, including striping, recycling and signage. Council also discussed the rental sweeper and vacuum.

Shade Tree – Councilman Smith noted that this money is utilized and that this Commission has to be separate from the Environmental Commission.



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Recycling – Council discussed recycling metal. Mayor Skinner asked if the Christmas tree pickup could be done in-house.

The Mayor asked if the Council would like to take a 5-minute recess at this time. The recess started at 10:10am.

The meeting resumed at 10:15 a.m.

Buildings and Grounds – There was discussion about the tennis courts at Komline, the wall next to the Borough Hall, and the Scout cabin. Deer management was also brought up.

Vehicle maintenance – Councilman Corigliano noted that the tire line from Police was moved to this Department.

Board of Health – Councilman Smith asked if Bernards Health Department should be part of NextDoor to reach more residents online, especially considering the Coronavirus.

Environmental Commission – Councilman Smith noted that the invasive removal is very active.

Animal Control – There were no changes.

Recreation – Council President Corigliano said that the former Administrator had recommended zeroing out many of these items and all expenses except for the Coordinator's salary can come out of the Recreation fund.

Senior Citizen – There was discussion regarding the cost of the senior bus service shared through Bedminster. Councilman Sweeney noted that the few individuals who use the service may have no other options so it is a good service to offer.

Aid to Library – Council President Corigliano commented that this has been trimmed over the last couple of years.

Accumulated Leave – Council President Corigliano noted that money set aside for this is needed.

Utilities – Council President Corigliano showed the numbers and increased the water costs by ten percent.

PERS, PFRS, DCRP – There were no changes.

Recycling Tax/Grants – Council President Corigliano reviewed the information. Councilman Sweeney brought up another grant for the Police Department to be added.

Municipal Court – Council discussed.

Capital Improvements – Council President Corigliano stated that he increased this fund by \$100,000 over the prior year.



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Payment of Bond Principal and Interest on Bonds – Council President Corigliano asked Mr. Bahr to verify the numbers. Councilman Smith asked if the debt sheet was completed and Mr. Bahr said that he would do this.

RUT – Council President Corigliano said that he calculated this to be \$940,000 and he would explain this number later on.

This completed the operating budget review.

Sewer - Council President Corigliano asked about the line for possible sewer jet replacement, which has been budgeted in the past and not used. Council discussed reducing the line item to \$5,000. There was discussion on the O&E for the sewer utility. Councilman Smith stated that around 2017 when NJ American Water bought the processing plant the waste water treatment rates were supposed to be fixed for five years and he questions whether this has been the case. Council President Corigliano noted that nothing was charged to medical insurance last year and he will review this with Mr. Bahr. There is a \$1,000,000 in sewer capital improvement in case there is a major issue.

Council President Corigliano stated that the total budget for both Sewer and Borough Operations is \$7,774,588.58 for the year. Councilman Sweeney asked if appropriations are down for 2019, and Council President Corigliano noted they're about the same because an additional \$500,000 was in the 2019 budget to pay off all outstanding Bond Anticipation Notes (BANS).

Council President Corigliano reviewed the calculation for RUT.

Salaries and wages – Council President Corigliano explained the spreadsheet with salaries and what has been budgeted. He said that Council needs to decide on pay raises. He continued by explaining who he put increases in for and why. Councilman Smith said that he isn't comfortable with any performance assessment system for raises and would rather see that those eligible get the full two percent increase. Mr. Bahr stated that this is more appropriate to discuss in executive session. Council will hold off until the executive session at the end of the meeting, and Council President Corigliano said that Council can make the assumption that what they're about to go over will be based on whatever changes are made. He continued by stating that the total salaries not including fringe and overhead are \$1.75 million. Mayor Skinner asked for 2019 salaries but the comparison was difficult to make because of various factors.

Revenues and Appropriations – Council President Corigliano presented a spreadsheet with a tax rate and tax for 2020. He stated that under municipal he proposes taking \$1.65 million out of fund balance and he reviewed projected revenues. The projected money that needs to be raised by taxes is \$4.15 million. Based on the budget just done, the average residential property assessed at \$674,000 will have a tax increase of \$70 and the total tax bill increase will be approximately \$120. The projected tax rate for 2020 is 1.917 versus 1.884 from 2019; factoring into this is expenses went up and assessments went down.

Council President Corigliano moved on to the sewer utility. He said that the total revenue and fund balance is \$1.429 million and appropriations are \$1.24 million with a surplus of \$186,000. Because of the surplus, he is recommending that the Sewer Committee consider a reduction in rates, suggesting \$50 annually for residential users and \$20 annually for commercial users. Council discussed.



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2020 Capital Budget – Council President Corigliano presented the information pertaining to the 2020 capital budget. He reviewed department requests.

Administration – Council President Corigliano said that the former Administrator had suggested the purchase of two administrative vehicles for use by Borough employees and administrative offices. He stated that the Borough has employees who put in bills for vehicles. Councilman Smith said that the County has Prius cars that are aging out and he would like to see if the Borough could use one or two of these. Mayor Skinner said that Borough Inspectors should be in a marked vehicle. Council discussed.

Public Works Renovation to the Break Room and Locker Room at DPW Office - Council supported this. Mayor Skinner asked about a replacement dump truck and Council President Corigliano said that the request is for this in 2022. Council discussed. Councilman Caminiti will speak with the DPW Supervisor regarding the dump truck.

Police – Council President Corigliano stated that this was covered earlier in the meeting.

Zoning – The Zoning Officer proposed two machines, a large format printer and scanner. Council discussed. Council President Corigliano marked this as a partial approval and added \$4,500 for the printer to IT under the operating budget.

Construction – Council President Corigliano brought up a quote for Spatial Data Logic Software System, an integrated mapping software, although he doesn't think that now is a good time to introduce this. Council discussed and will put it in for 2021.

Improvements at the Fire House to Locks, Showers, Office and Door - These were approved.

Streets and Roads – Council President Corigliano listed roads scheduled for work. Council discussed the Fire Department's Rescue Truck. Councilman Smith asked about putting a gravel parking lot by the tennis courts at Komline in order to help with the drainage issues. Councilman Caminiti thinks that the Borough Engineer may have plans already on this and will check with him. There is a grant for \$250,000 for Forest View Dr. and Sheephill Dr. Councilwoman Dietrich said that she didn't provide the number of \$30,000 for ADA ramps so that the County will put in crosswalks at Mendham Rd. and Mosle Rd. and Mendham Rd. and Tiger Hill Dr. intersections. Council President Corigliano adjusted the budget. Council discussed additional projects.

#### Open Space and Recreation Trust Fund (OSRTF)

Council President Corigliano said that there are four requests. The Historic Preservation Commission is requesting \$18,000 for excavation and landscaping architecture work at the Lime Kiln, with an additional \$21,000 required that would be raised by grants and donations. Council discussed supporting this.

Liberty Park Allocation – Council President Corigliano said that this allocation should be determined now. Council discussed keeping the proposed \$800,000 for the park project. Council discussed how much money is in the fund.

Dog Fencing in Komline Park – Council discussed fencing, location, and whether they would support a dog park. Council decided to defer putting this in the budget.



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Lastly, Council President Corigliano brought up that last year Council began setting aside money yearly through 2022 for a trail network and Council discussed continuing this and what projects could be worked on.

Council President Corigliano congratulated everyone for going through all the information and he reviewed who needs to turn in punch list items.

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

Ronald Hill - Gladstone – Mr. Hill said that the trim on the outside of the Fire House should be looked at because it may need to be painted. Mr. Hill asked what else was under capital and was told that the door, locks, showers and office were the items. Mr. Hill asked about hoses, air packs and equipment and was told that these were under the Fire Department budget appropriations. He asked about the maintenance of the vehicles and was told that this amount was increased to cover anticipated repairs. Mr. Hill asked if there has been a report written about what the problems are with the vehicles so that the determination can be made on what can be repaired or what would lead to replacement. Councilman Smith stated that there was an inspection report done on several vehicles at the beginning of last year concerning the conditions; he remembers Engine 2 and Fire Rescue at least were covered and he hopes Engine 3 was.

**EXECUTIVE SESSION**

**Resolution No. 53-20** – Authorization for Executive Session for Certified Specified Purposes – (1) Personnel was read. Motion was made by Councilman Smith, seconded by Councilwoman Dietrich. Said motion was carried unanimously.

Closed Session started at 12:33 p.m.

Public Meeting reconvened at 1:06 p.m.

There being no other matters to be addressed by the Governing Body at this time, a motion was made by Councilman Smith, seconded by Councilman Caminiti, that this meeting be adjourned at 1:08 p.m. This motion was carried unanimously.

Respectfully submitted,

Nancy A. Bretzger, Borough Clerk