



**MAYOR & COUNCIL
THE BOROUGH OF PEAPACK & GLADSTONE,
BOROUGH COUNCIL MEETING MINUTES
BUDGET MEETING APRIL 12, 2021**

The budget meeting of the Mayor and Council of the Borough of Peapack & Gladstone was held on Monday, April 12, 2021 via GoTo Meetings Electronic Conferencing System and began at 7:03 pm.

Mayor Skinner called the meeting to order. Mayor Skinner 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 March 26, 2021 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 Lemma, Councilwoman Murphy, Councilman Sweeney

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

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

No one came forward.

DISCUSSION

2021 Municipal Budget-Mayor Skinner turned the meeting over to Council President Corigliano, the Finance Chair. Council President Corigliano reviewed the Capital Items that were approved for this year. He also recapped the Salary and Wages spreadsheet. He then went through the Departments' Operating Budget.

Mayor and Council-The budget for 2021 is \$48,500. It was noted that this is a decrease from 2020.

Municipal Clerk-Council President Corigliano mentioned that the Codification cost is \$11,400 and this increase is due to the analysis/review of the Borough Code not being done last year. Also discussed was cost of the new copier which will be leased, and the increase in stationary office supplies. Nancy Bretzger, Municipal Clerk, stated that the office supplies increase is due to the cost of the (2) fire proof cabinets that are needed. The total approved budget for 2021 is \$175,000.

Finance-Council President Corigliano stated that he allocated the Montgomery Shared Service to three departments, Finance, Revenue and Sewer. He also stated was that we are starting to see the savings from the Shared Service Agreement with Montgomery.

IT-It was noted that there is a line item for a one-time cost of \$20,150 for the SDL Software for the Construction Department.



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Revenue Collection-Council President Corigliano reminding everyone that the reason it is a little higher this year is because of the allocation of the Shared Service Agreement cost.

Tax Assessor-No comments were made

Legal-Councilman Caminiti asked why the total budget is higher than what was actually spent last year. Councilman Sweeney explained that it is actually budgeted \$10,000 less than what was budgeted last year. It was also mentioned that it is hard to compare to 2020 due to the pandemic.

Engineering-Councilman Caminiti asked why there was an increase in the 2021 budget vs. 2020. It was explained that since there was a pandemic in 2020, the costs were minimal. It was also mentioned that the renovations at Liberty Park are likely going to drive up engineering costs.

Zoning-There were no comments.

Construction-Councilman Lemma asked about the increase budgeted for supplies. Council President Corigliano explained that the increase is due to incorporating the line item for forms with supplies.

Insurance-There were no comments.

Police-Councilman Caminiti asked about the increase allotted for dues, conference and seminars. Council President Corigliano stated that this increase is due to this line item now including education and training.

LUB-No changes were made.

OEM-There was a discussion about Table Top training. It was decided keep it in the budget, but bring the line item for Dues, Conferences and Seminars to \$3250.

Fire-Council President Corigliano stated that a lot of equipment is in need of replacement which is why there is an increase from last year. There is a line item for SCBA which has a five-year schedule. It is planned that 5 will be purchased every year for 5 consecutive years. The Fire Chief has also applied for a grant to help cover the cost. Mayor Skinner mentioned that he does not receive the LOSAP payment that he is entitled to while he is the Mayor.

First Aid-No changes were made.

Fire Department UCC-Council President Corigliano noted that the largest part of this department's budget, is the cost to American Water for the use of fire hydrants. No changes were made.

Streets and Roads-Council President Corigliano mentioned that there is a one-time increase for equipment and equipment maintenance to cover the cost of the new excavator. The estimated cost is \$100,000. 70% will be charged to roads while 30% will be charged to sewer. He also mentioned that the purchase opens the opportunity to include this piece of equipment in the County Share and Rental Program and perhaps get some revenue back.



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Shade Tree-There was a slight increase in budget of \$400 from last year.

Garbage and Trash-No changes were made.

Buildings and Grounds-Council President Corigliano mentioned that there is a one-time increase of \$20,000 for replacement of the Scout Cabin roof.

Vehicle Maintenance-No changes were made.

Board of Health-No changes were made.

Environmental Commission-No changes were made.

Animal Control-No changes were made.

Senior Citizen-It was decided to wait until next year to make any changes.

Recreation-Council President Corigliano mentioned that the only line item for Recreation is for the Recreation Director's salary. This is because any costs come directly out of the Recreation trust fund.

Library-No changes were made.

Utilities-No changes were made.

PERS-No changes were made.

Council President Corigliano pointed out that there is a section on the spread sheet that shows grants that have either been received or are anticipated to be received.

Municipal Court-It was noted that the Borough has saved a substantial amount of money since the shared service with Bedminster.

Capital Improvement Fund-Council President Corigliano explained how he came up with the budget for the Capital Improvement Fund. No changes were made.

Taxes-Council President Corigliano explained the line items for taxes. No changes were made.

Sewer-Council President Corigliano went over some of the line items, including equipment, Finance shared services with Montgomery, software, PERS and Social Security costs. No changes were made.

Revenues and Tax Calculations-Council President Corigliano explained that the appropriations for 2021, minus the anticipated revenues and fund balance, gives us the amount we need to levy taxes for. He is estimating an increase of approximately \$144 for the average assessed residential property

Councilman Lemma thanked Council President Corigliano for all of his hard work in the budgeting process.

All members of the Council concurred with the new budget and it will be introduced at the next Council meeting on April 27, 2021.



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PUBLIC COMMENTS – 3 MINUTES PER PERSON – AGENDA ITEMS ONLY

Public Comments-John Kappler-25 Holland Ave.-Mr. Kappler mentioned that the Environmental Commission is planning on applying for a garden grant, and asked if it should be added to the budget. It was explained that it cannot be added until it is actually approved.

There being no other matters to be addressed by the Governing Body at this time, a motion was made by Councilman Caminiti, seconded by Councilwoman Dietrich, that this meeting be adjourned at 8:48 p.m. This motion was carried unanimously.

Respectfully submitted,

Nancy A. Bretzger

Nancy A. Bretzger, Borough Clerk