

## **SPECIAL MEETING**

### **Budget Workshop**

The Franklin Township Committee held a Budget Workshop Meeting on Monday, November 18, 2013 at the hour of 6:00 p.m. Mayor Bonnie Butler opened the meeting in accordance with the "Open Public Meeting Act" Chapter 231, P.L. 1975 at 6:00 pm having been duly advertised and a copy posted in the office of the Township Clerk.

**ROLL CALL OF COMMITTEE MEMBERS:** Butler, Yes; Flynn, Yes Payne, Absent; Toretta, Yes, Pence, Yes

**Present were:** Dawn Stanchina, Ron Read, Road Foreman, CFO, Raymond Read, OEM/Fire Chief, Denise L. Becton, Municipal Clerk, Jeff DeAngelis (committeeman elect for term 2014-2016).

The 2013 Expenditure Budget, prepared by our CFO, was reviewed per each Line Item as follow:

#### **Letters of request received:**

##### **Full Time Employees**

Full Time Employees proposed a 3.5% increase, committee considering a 2% increase.

##### **Part Time Employees**

Assessor, Construction, Zoning budget remains the same this year without any increase to departments. CFO, proposed a 2% increase, committee considering and the Land Use Board Secretary, Office Assistant and Open Space Secretary asking for a cost of living increase, committee to consider 2% only for Office Assistant.

#### **Miscellaneous Line Items:**

An email was received by our IT support, Araenet, advising of Windows XP and Office 2003 will be reaching end of life support and will need to be replaced with Windows 7 workstations. At least 4 computers, in the municipal building, will need to be replaced prior to April 8, 2014, once Windows XP is no longer supported, the PC will not be as secure as it is today end extremely vulnerable to spyware and malware and could make the computer inoperable, a rebuild will not be an option. To replace a workstation to Windows 7 it will cost \$1,353.0 each. Another item that needs to be budgeted for is Email Migration from POP to Exchange Hosting. 2 Options Exchange FULL and Exchange LITE, biggest difference is FULL provides unlimited mailbox size and LITE only supports 2 GB in size. Currently we pay a month \$55 with Exchange Hosting it will add \$10 per month. We will also need to figure in costs for service time as well for both items. Township Committee is considering a Fully Funded Ordinance to support the cost.

FSA – Flexible Spending Account- as per our CFO, we will need to have our Part-Time Employees sign off that they are not interested in this plan as the Full-Time Employees did.

Engineering Services Operating Expenditures budget line item looking to decrease this to \$40,000.00 for 2014 from \$60,000.00 this past year.

Historical Sites Office Operating Expenditures budget line item looking to increase this to \$2,500.00 for 2014 due to Anniversary Celebration from \$500.00 this past year.

Land Use Board Operating Expenditures budget line item looking to decrease this to \$20,000.00 for 2014 from \$30,000.00 this past year.

Employee Group Insurance budget line item looking to increase this to \$80,000.00 for 2014 from \$78,280.00 this past year.

Recreation Operating Expenditures budget line item looking to increase this to \$7,000.00 for 2014 from \$5,000.00 this past year.

Municipal Court Operating Expenditures budget line item looking to increase this to \$28,000.00 for 2014 from \$5,250.00 this past year, to settle lawsuit of \$20,000.00.

## **DPW**

Ron Read DPW Foreman submitted a proposal as follows:

1. Road Maintenance \$250,000
2. New Big Truck \$145,000
3. New Pick Up \$35,000
4. New Salt Shed \$35,000
5. Crack Filling Machine \$60,000
6. Oil and Chip Program \$50,000
7. New Snow Plow for Big Truck \$12,000
8. Bonding Money to continue road paving?

Township considering for 2014 for Road Maintenance Operating Expenditures \$175,000.000

## **OEM**

Sonny Read will be looking to purchase the following in 2014:

1. 2 All weather/DOT safety PPE jackets for Coordinator and Deputy; total \$210
2. Required classes and materials; \$100

A total of \$310.00 requested for 2014; Committee considering \$300.00

## **Fire Department**

Chief Read presented a proposal as follows totaling \$53,075.00:

1. 7 sets of personal protective gear (boots, helmets, pants, jackets, gloves, nomex hoods) each \$2,802.40; total \$19,616.80. (required by P-OSHA to be replaced accordingly)

2. P-OSHA & NFPA 1911-1932 Testing of equipment (ladders, pumps, hose, flow test for breathing air apparatus) \$11,411 (P-OSHA & NFPA standards)
3. Repairs on township owned trucks and department owned trucks and equipment, engine repairs and service, drive train repairs and service, tires, pumps, electronic devices; \$20,871.
4. 20 Portable hand lights that need to be replaced on apparatus; \$1,211.00

A total of \$53,109.80 requested for 2014, Committee considering \$53,200.00.

### **Rescue Squad**

Chief Karen Chiu not present at this meeting and no letter submitted pertaining to budget requests for 2014. Looking at year to date reimbursements from budget line item only \$2,511.00 paid out. Committee to consider contribution to First Aid for 2014 \$7,500.00.

A discussion ensued as to the FTYA, Squad and Fire Department, to have them provide an accounting to the committee as to the funds that are contributed to them annually, where and what this money is spent on.

Replacement windows for the municipal building, we need to get a price on this and bond that amount with other items.

### **COMMITTEE REPORTS**

Joe Flynn – nothing further to report

Michael Toretta – nothing further to report

Jacob Pence – nothing further to report

Sarah Payne– absent

Bonnie Butler – nothing further to report

### **OPEN PUBLIC SESSION**

No one present from the public

### **EXECUTIVE SESSION**

BE IT RESOLVED, on this 18th day of November, 2013, by the Township Committee of the Township of Franklin and pursuant to N.J.S.A. 10:4-1, that the Township Committee shall discuss the following matter in executive session

### **PROFESSIONAL CONTRACTS**

It is not possible at this time for the Township Committee to determine when and under what circumstances the item which is to be discussed in executive session can be publicly disclosed.

THEREFORE, be it resolved on this 18th, day of November, 2013 by the Franklin Township Committee, that the matter stated will be discussed in executive session, said session to commence at 8:23 pm.

On Motion by Bonnie Butler and seconded by Jacob Pence to exit to executive session at 8:23 p.m. Unanimous Vote.

On motion by Jacob Pence and seconded Joe Flynn to return to the regular session at 8:45 p.m. Unanimous Vote.

Numbers will be reviewed by our CFO and Auditor for further discussion at our December regular monthly meeting.

On motion by Joe Flynn and seconded by Mike Toretta, hearing no objection, meeting stands adjourned at 8:46 pm. Unanimous Vote.

Respectfully submitted,

Denise L. Becton, RMC/CMR  
Municipal Clerk