

ACTION MAY BE TAKEN BY THE TOWNSHIP COMMITTEE

April 16, 2013

AGENDA

Regular Meeting of the Hazlet Township Committee held at 8:20 p.m.

Salute to the flag and moment of silent prayer called by Mayor.

Mayor’s Statement – Open Public Meetings Act & Emergency Fire Exits.

In Compliance with the “Open Public Meetings Act” of the State of New Jersey, adequate notice of this meeting of the Township Committee was provided in the following manner:

- (A) On March 20, 2013, advance written notice of this meeting was posted at: 1766 Union Avenue, Hazlet, New Jersey.
- (B) On March 20, 2013, advance written notice of this meeting was forwarded to the Independent and published in the Asbury Park Press on March 22, 2013.
- (C) On March 20, 2013 copies of advance written notice of this meeting were mailed to all persons who requested and paid for such notices on or before January 1, 2013.

FIRE EXITS are located in the directions I am indicating:

Farther down at the end of the room, through the doors and down the stairs, directly out the front door.

To my right is the door, make a right down the hallway which leads to the stairs and directly out the rear of the building.

If you are alerted for fire, please move in a calm and orderly manner to the nearest exit. Finally, let the record reflect that the minutes of this meeting will accurately reflect the topics addressed during this meeting but will not be a verbatim transcript of tonight’s proceedings. Thank you. I direct the Municipal Clerk to enter into the minutes of this meeting these announcements.

<u>ROLL CALL</u>	<u>PRESENT</u>	<u>ABSENT</u>
Committeeman Aagre	<u> X </u>	<u> </u>
Committeewoman Ronchetti	<u> X </u>	<u> </u>
Committeeman Sachs	<u> X </u>	<u> </u>
Deputy Mayor DiNardo	<u> X </u>	<u> </u>
Mayor Belasco	<u> X </u>	<u> </u>

Approval of Minutes – Regular Meetings: February 5th and February 19, 2013
March 5th and March 19, 2013
April 2, 2013

Workshop Meetings: February 19, 2013
March 5th and March 19, 2013
April 2, 2013

Offered Deputy Mayor DiNardo

2nd Mayor Belasco

Roll Call: Committeeman Aagre Yes
(abstain 2/19/13 and 3/5/13)

Committeewoman Ronchetti Yes
(abstain 4/2/13)

Committeeman Sachs Yes
(abstain 3/5/13)

Deputy Mayor DiNardo Yes

Mayor Belasco Yes

Approval of Executive Session Minutes – January 14, 2013, February 19, 2013, March 5th and
March 19, 2013

Offered Deputy Mayor DiNardo

2nd Mayor Belasco

Roll Call: Committeeman Aagre Yes
(abstain 2/19/13 and 3/5/13)

Committeewoman Ronchetti Yes
(abstain 4/2/13)

Committeeman Sachs Yes
(abstain 3/5/13)

Deputy Mayor DiNardo Yes

Mayor Belasco Yes

PROCLAMATION – CHILD ABUSE AWARENESS MONTH

1. HEARING ON THE 2013 MUNICIPAL BUDGET

Introduced: March 19, 2013.

Published in the Asbury Park Press, issue of March 22, 2013. Proof on file.

Posted in Town Hall – March 20, 2013.

Hearing scheduled for April 16, 2013.

Hearing:

Bill Shewan- After last meeting I was not able to access the budget on the internet and I wish to thank Dennis Pino and Tom for providing me access to the internet. I am looking at the page with regard to the Committee members and the Mayor and I thank them for not increasing their wages for the year. With regard to construction fees going up from \$245.00 to \$275.00 I assume something is going on in the town with regard to construction code fees that merit this increase?

Tom O'Hara, CFO- We have had increase in revenues in the construction code department so it was prudent to increase the anticipated amount somewhat for 2013.

Mr. Shewan- On the delinquent taxes going from \$500,000.00 to \$700,000.00. Is this considered more than what would have been in the past even though we might collect the late charge or put it for a lien sale?

Tom O'Hara, CFO- There was a larger balance of unpaid taxes at the end of 2012 then historically there has been. That line in the budget "Receipts from Delinquent Taxes" is a function from the balance of a prior year.

Mr. Shewan- I am looking at the Current Fund Anticipated Revenues and I like the approach that you are not over estimating that is less than what it was in 2012 which I would say would be realistic. Professional expenses it shows in the 2012 budget \$80,000.00 and then amended \$279,000.00 and transfer is \$199,000.00 and this year it will be \$60,000.00. Can you explain that?

Tom O'Hara, CFO- It is related to the Tax Assessor's Department in 2012 we authorized a Re-Assessment and it was an additional \$199,000.00 Special Emergency Appropriation done. When we do a special emergency it gets added to your budget. That \$199,000.00 was a one-time appropriation in that line and it will be funded by the tax payers over the course of five years.

Mr. Shewan- Is that why it is indicated as a transfer?

Tom O'Hara, CFO- The worksheets you are looking at are my own personal sheets and that was the easiest place for me to put it. Normally when you get to the bottom of all your transfers it would zero out. In this case there was \$199,000.00 balance for that item.

Mr. Shewan- Considering that we have the same number of employees it would appear that the medical insurance has increased substantially. Approximately \$300,000.00 that it a big jump, it was \$2,646,000.00 and now the introduced budget is \$2,931,000.00 that is quite a jump.

Tom O'Hara, CFO- There is a big increase in our premiums. In addition, when an employee retires they still stay on our medical and if they are replaced with a new employee they are also eligible for medical you are basically double paying that same position.

Committeewoman Ronchetti- We are in the process of looking into changing our medical benefits. We have been meeting with several different companies because we are aware that they are high and we are looking to see what we can do. Unfortunately we are locked in until January. If we start now maybe by the end of this year we can come up with a better plan.

Mr. Shewan- Also the recycling budget went up by \$52,000.00. What are the reasoning for that increase? Again, a substantial increase.

Tom O'Hara, CFO- I am not sure what you are seeing in Recycling.

Mr. Shewan- First off I will call it the budget amount or allocated amount it shows the total for 2012 at \$744,000.00 and the budget for this year is \$796,000.00.

Tom O'Hara, CFO- You are looking at the summary page. We had some salaries that in prior year were allocated to some of our utilities and those full salaries were brought back into the current fund budget.

Mr. Shewan- What utilities are you talking about the pool?

Tom O'Hara, CFO- More specifically the sewer. The pool we are going back and forth on how that is going to be handled.

Mr. Shewan- Recreation account number 28-70 I don't understand why the salary was dropped. We have an employee over there and recreation is very important to the town.

Tom O'Hara, CFO- The salary is funded through the Recreation Trust Fund.

Mr. Shewan- That has changed since last year because last year it was not.

Tom O'Hara, CFO- Last year the salary that was there was compensation due to retiring director for accumulation of sick and vacation time at retirement.

Mr. Shewan- I am assuming you set this up strictly as a liability account unless you make some appropriation for charges that you would allocate for a year. Still you would have to set a liability account. That had to do with the unused sick days which comes to \$1,456,281.37. How did you apply this to the budget? Do you allocate so much a year or do you create a liability account for that?

Tom O'Hara, CFO- Sick and Vacation time that is reported in the budget is an unfunded liability of the town. We traditionally satisfy those obligations on a pay as you go basis. Each budget year we generally know what employees will be retiring at that time so we can account for that additional cost that we may have to pay them. In 2012 the Committee authorized the creation of an accumulated absentness trust fund and in this year's budget there is a new line in there that it is funded in the amount of \$1.00 and that establishes it as a legitimate line item in our budget. If we have any employees who leave during 2013 and we end up with unspent salary and wage money we can transfer it into this accumulated liability uncompensated sick and vacation time line. From there we can transfer it to our trust fund.

Mr. Shewan- I would think you would have to have some type of trust fund for more than \$1.00 to accommodate \$1,456,000.00 liability.

Tom O'Hara, CFO- We are hoping to establish that fund this year and reality is we would never have to incur that million dollar liability at one time.

Deputy Mayor DiNardo- We are in the process of, for new hires, eliminating this. We feel that we should not be having this for new hires.

Mr. Shewan- Current Fund Appropriations sheet 15C the appropriation went down from \$235,000.00 to \$94,000.00 again a big decrease.

Tom O'Hara, CFO- That is the municipal court and this is the first year where our shared service is being fully budgeted through the municipal budget. Since shared court came on mid-year it was not anticipated as a shared service in last year's budget it is anticipated as a shared service in this year's budget. There is another line later in the budget to reflect the cost of Matawan & Keyport share of the court. There is offsetting revenue for their share. What you are looking at is Hazlet's share.

Mr. Shewan- Just as the pool and sewer are set up as utilities is there some way you can set up a separate page specifically on the courts so you can see what the allocations are, expenses and income without having to jump around?

Tom O'Hara, CFO- There is no mechanism for that.

Mr. Shewan- Are the Mayor & Committee members asking are you making any money on the court.

Tom O'Hara, CFO- It is not a money maker it is a cost reducer.

Mr. Shewan – That is a money maker. Tax Ordinance 1375-06 through tax ordinance 1510 for a total \$265,000.00 wherein last year it was only \$100,000.00?

Tom O'Hara, CFO – These are our deferred charges to future taxation. Last year we came up with a different philosophy on how to fund our capital projects. This is basically funding capital projects for which we haven't issued any notes as of yet. This is money that we are authorized to borrow by raising it in the budget that is less money that we will have to borrow. Same as issuing notes and then paying down principles in the notes.

Mr. Shewan- Next page is the same thing. Sheet 22 where it goes up to \$320,000.00. Previously it was \$30,000.00 now it is \$320,000.00. Same application there?

Tom O'Hara, CFO- That is the Keyport/Matawan joint shares of the Joint Court.

Mr. Shewan- With regard to the pool budget I do see where the allocated administrative has dropped off. I do see that the public works has increased to \$37,500.00 where actual was \$14,128.00 last year I can understand that. With regard to Capital Improvement Fund that is at \$121,500.00 assuming that the pool requires some major repairs where is that in the budget? I don't see the application for any substantial improvements allocated in the budget or considered.

Tom O'Hara, CFO- Any potential improvements to the Swim Club are in our Capital Budget. Pages 40A-40D the Capital Budget is basically a wish list of projects that we hope to do. It is saying the residents and the state that these are things we have in mind to do. This is how we are going to pay for them. The \$121,000.00 that you spoke of in the capital improvement fund would be used as a down payment towards a larger project.

Mr. Shewan- Taken from the pool reserve?

Tom O'Hara, CFO- Taken from the Capital Improvement Fund where it is budgeted.

Mr. Shewan- The pool has a reserve of approximately \$150,000.00 is that correct?

Tom O'Hara, CFO- To offset our budget we used \$150,000.00 of operating surplus in the pool.

Mr. Shewan- You used the entire amount? If you pull the entire reserve it leaves the pool in a precarious position.

Tom O'Hara, CFO- Mr. Shewan I think you know me better than that. It is basically using almost all of our operating surplus at the end of 2012. However, we have unspent funds from the 2012 operating budget at the end of 2013 it will automatically flow to fund balance at that time.

Mr. Shewan- We will pull down the existing bond that hasn't been pulled down that exist as of today for approximately \$30,000.00 I believe?

Tom O'Hara, CFO- There are previous authorized capital ordinances for the swim club on the books that have unspent balances of approximately \$48,000.00. If we proceeded with any project I would spend the old money first to get that off the books.

Mr. Shewan- Does that have to go through an approval process with the Committee or we can pull that down?

Tom O'Hara, CFO- It has already been approved by the fact that it is already an existing ordinance. The only thing the Committee would have to approve would be a contract associated with any authorization for that amount.

Mr. Shewan – This is the last payment on the existing bond this year.

Tom O'Hara, CFO- All existing debt will be extinguished this year for the pool utility.

Motion to close hearing:

Offered Deputy Mayor DiNardo

2nd Committeeman Sachs

Voice vote: Yes

Action of Committee: Defer action to May 7, 2013

Tom O'Hara, CFO- We submitted our budget to the state but they have so many budgets that are scheduled for public hearing and adoption this week and they are shorthanded they were not able to get to our budget.

Ordinance Hearing:

1. AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF HAZLET GRANTING TO FIBER TECHNOLOGIES NETWORKS, L.L.C. A NON-EXCLUSIVE RIGHTS-OF-WAY USE AGREEMENT WITHIN THE MUNICIPALITY FOR THE PURPOSE OF OWNING, CONSTRUCTING, INSTALLING, OPERATING AND MAINTAINING A TELECOMMUNICATIONS SYSTEM

Introduced: April 2, 2013.
Published in The Asbury Park Press, issue of April 5, 2013. Proof on file.
Posted in Town Hall – April 3, 2013.
Hearing scheduled for April 16, 2013.

Hearing:

David Kestner- Does this give them the right to put cell towers up in the town?

Attorney Cucchiaro- No this is basically fiber optic lines that they run. It is actually regulated by the board of public utilities. There is a statute that permits it. They are not a cellular provider. It is just basically fiber optic lines. There is a statute that requires municipalities to permit it.

Mr. Kestner- Will that be above or below ground?

Attorney Cucchiaro- They are running above ground I believe.

Motion to close hearing:

Offered Committeeman Sachs 2nd Deputy Mayor DiNardo

Voice vote: Yes

Action of Committee: Adopt X

Offered Committeeman Sachs 2nd Deputy Mayor DiNardo

Roll Call: Committeeman Aagre Yes Committeewoman Ronchetti Yes

Committeeman Sachs Yes Deputy Mayor DiNardo Yes

Mayor Belasco Yes

Resolutions, Motions and Appointments:

Resolutions #116 through #120 are by Consent Agenda. All matters listed under Consent Agenda are considered to be routine by the Township Committee and will be enacted by one motion. There will be no separate discussions of these items. If discussion is desired by the Mayor or any member of the Township Committee, that item will be removed and will be considered separately. Advance copies of each resolution have been given to each Committee Member. The original resolutions are with the Municipal Clerk for inspection as listed below.

116. Appointment of Evelyn Grandi as the Certifying Agent for Hazlet Township.

117. Authorizing the Mayor to execute an agreement with the Monmouth County Mosquito Commission.

118. Amending Resolution #109 (Refund of Zoning Escrow Fees).

119. Issuance of Raffle License RL-3082 to the VFW Post 4303.

120. Refund of the overpayment of taxes for Virgo Municipal Finance Fund.

Offered Committeeman Sachs

2nd Committeeman Aagre

Roll Call: Committeeman Aagre Yes

Committeewoman Ronchetti Yes

Committeeman Sachs Yes

Deputy Mayor DiNardo Yes

Mayor Belasco Yes

121. Appointment of Robert Cullen as a part time Keyboarding Clerk I in the Department of Police Records. (so he can help train the new person).

Offered Mayor Belasco

2nd Committeeman Sachs

Roll Call: Committeeman Aagre Yes

Committeewoman Ronchetti Yes

Committeeman Sachs Yes

Deputy Mayor DiNardo Yes

Mayor Belasco Yes

122. Appointment of Edward Huber as a full time Keyboarding Clerk I in the Department of Zoning. (an employee retired in that department)

Offered Deputy Mayor DiNardo

2nd Mayor Belasco

Roll Call: Committeeman Aagre No

Committeewoman Ronchetti Yes

Committeeman Sachs Yes

Deputy Mayor DiNardo Yes

Mayor Belasco Yes

123. Resolution from the BRSA stating that the Township of Hazlet agrees with the Modification of the Service Agreement.

Offered Committeeman Sachs

2nd Committeewoman Ronchetti

Roll Call: Committeeman Aagre Yes

Committeewoman Ronchetti Yes

Committeeman Sachs Yes

Deputy Mayor DiNardo Yes

Mayor Belasco Yes

124. Emergency Temporary Appropriations. (To increase temporary budget until final budget adopted)

Offered Deputy Mayor DiNardo

2nd Committeeman Aagre

Roll Call: Committeeman Aagre Yes Committeewoman Ronchetti Yes
Committeeman Sachs Yes Deputy Mayor DiNardo Yes
Mayor Belasco Yes

125. Tax Refund due to a State Tax Appeal.

Offered Committeeman Sachs 2nd Committeeman Aagre

Roll Call: Committeeman Aagre Yes Committeewoman Ronchetti Yes
Committeeman Sachs Yes Deputy Mayor DiNardo Yes
Mayor Belasco Yes

126. Salary increase for Patrick Zebro, for obtaining his CDL License, as a condition of his Blue Collar Contract.

Offered Deputy Mayor DiNardo 2nd Committeeman Sachs

Roll Call: Committeeman Aagre Yes Committeewoman Ronchetti Yes
Committeeman Sachs Yes Deputy Mayor DiNardo Yes
Mayor Belasco Yes

127. Authorizing Gagliano and Company Real Estate to do an appraisal on the Holy Family School Property.

Offered Committeeman DiNardo 2nd Committeewoman Ronchetti

Roll Call: Committeeman Aagre No Committeewoman Ronchetti Yes
Committeeman Sachs No Deputy Mayor DiNardo Yes
Mayor Belasco Yes

Payment of Bills:

Advance bill lists having been supplied to each Committee Member.

Offered Committeewoman Ronchetti 2nd Committeeman Sachs

Roll Call: Committeeman Aagre Yes Committeewoman Ronchetti Yes
Committeeman Sachs Yes Deputy Mayor DiNardo Yes
Mayor Belasco Yes

Citizens Hearing:

Petrina Pampinello- Are you guys going to be adopting the new flood map from December 2012?

Dennis Pino- You mean the new elevations?

Ms. Pampinello- Yes. The banks are forcing us to get flood insurance and I spoke to Frank Di Roma and he wrote a letter saying as of the new map I am not in the flood zone. I have to get flood insurance because the bank is going by the old one because the township has not adopted a new one.

Dennis Pino, Interim Administrator- I brought the situation up as we were discussing the actual adoption of the elevations. Some residents will benefit from it some will now be placed within the zone. I believe the intention is to adopt the new elevation at this point.

Attorney Cucchairo- We are drafting up the ordinance and it should be adopted by June 1, 2013.

Dennis Pino, Interim Administrator- Maybe we can write a letter that will help you out.

Jim Brady- On the hiring of Mr. Huber what is his starting salary?

Dennis Pino, Interim Administrator – I believe it is \$30,000.00.

Mr. Brady- Is that higher than some of the ladies that are working here now.

Attorney Cucchiario- I don't understand the question?

Mr. Brady – In other words we have people working here in town hall now is their salary on the same level as his is?

Attorney Cucchario- You can give Tom a call and he can give the salary steps.

Mr. Brady- I thought maybe those women or men were given the opportunity for this job if it was paying more.

Dennis Pino- Interim Administrator – The position was listed through the Department of Personnel and they established the list of who we have to hire from and he was the only name of the list. We had no choice. We couldn't even open it up to anyone else. We had to go to the layoff list first.

Mr. Brady- He is starting at a salary higher than people who have been here for years.

Motion to close hearing:

Offered Committeeman Sachs

2nd Mayor Belasco

Voice vote: Yes

Motion to adjourn:

Offered Committeeman Sachs

2nd Mayor Belasco

Voice vote: Yes

Time: 8:58 AM