

**BOROUGH OF PITMAN  
BUDGET MEETING MINUTES  
FEBRUARY 17, 2016**

**Call to Order**

Time: 7:00 p.m.

**Open Public Meetings Act Statement** – This Special Meeting was called pursuant to the provisions of the Open Public Meetings Act. Notice of this meeting was sent to the "South Jersey Times" newspaper. In addition, a copy of this notice was posted on the bulletin board in the municipal building and filed in the office of the Municipal Clerk. Notice on the bulletin board has remained continuously posted.

**Roll Call**

Councilman Austin: Present  
Councilwoman Higbee: Present  
Councilman Razze: Present  
Mayor Johnson: Absent  
Borough Clerk O'Donnell: Present

Councilman Blass: Arrive 7:30 p.m.  
Council President Pierpont: Present  
Councilwoman Rudley: Present  
CFO Steve Considine: Present

**Work Discussion**

Motion to Open Discussion: Higbee  
Time: 7:05 p.m.

Second: Razze

**2016 Department Budget Presentations**

**Police Department**

Pitman Police Chief Daniel McAteer presented the budget for the Police Department for 2016. He explained to Council the necessity of having a second in command for the department along with the promotion of a part-time patrolman to the position of full-time patrolman. He stated that the proposed salary line item contains the funds necessary should Council decide to approve those two promotions within the department.

Chief McAteer also said that the budget contains a new appropriation, #707, entitled "One Time Equipment" which contains funds that will be used for the purchase of automatic weapons. Councilman Austin suggested that if the department opted not to buy a new car this year, that savings, along with the savings in salaries over the 2015 budget, would cover the cost of the automatic weapons as well as the MDS Body Camera maintenance and storage fees.

A **Motion** was made by Councilwoman Rudley to change the amount of the appropriation of line item #707 in the Police Department budget to \$0, with the intention of reallocating available bond funds from Bond Ordinance No. 19, 2014, for the purchase of automatic weapons for the Police Department.

Second: Austin

Roll Call:

Councilman Austin: Yes  
Councilwoman Higbee: Yes  
Councilman Razzo: Yes  
Mayor Johnson: Absent

Councilman Blass: Absent  
Council President Pierpont: Yes  
Councilwoman Rudley: Yes

Chief McAteer requested that Council consider the purchase of a new alcohol testing unit for basic DWI detection. He said that the State of New Jersey has recommended that all municipalities budget \$20,000.00 toward the cost of a new unit. The unit presently in use, the Alcotest 7110 Unit is due to be discontinued in 2016.

Public Works Department

Public Works Manager Steve Alexander presented the proposed budget for the Highway and Water & Sewer Divisions of the Public Works Department.

For the Highway Division, Mr. Alexander added a 2% increase in the salary appropriation. He also stated that he does not anticipate the hiring of any additional employees for this division of Public Works in 2016. Mr. Alexander also stated that there is a re-appropriation of funds within the equipment and supplies line item (#204). Overall, the Control Total shows an increase of \$2,500.00 over the 2015 budget.

The creation of a Snow Removal Trust Account was discussed, and it was agreed by members of Council that the Borough should go forward with the establishment of such an account.

Councilman Pierpont suggested, and CFO Considine agreed, that the reduction in the amount of the appropriation for trash tipping fees may not be advisable. In 2015, the fee was \$86.93 per ton, and was reduced to \$84.89 in 2016. Mr. Alexander stated that the appropriation considers the reduction in the tipping fee, and also takes into consideration the reduction in revenue to the Borough due to the drop in recycling returns.

A **Motion** was made by Councilman Pierpont to increase the line item for tipping fees (#401) to \$325,000.00.

Second: Higbee

Roll Call:

Councilman Austin: Yes  
Councilwoman Higbee: Yes  
Councilman Razzo: Yes  
Mayor Johnson: Absent

Councilman Blass: Yes  
Council President Pierpont: Yes  
Councilwoman Rudley: Yes

The budget for the Water & Sewer Division of Public Works also includes a 2% increase in the salary line, as well as additional funds to cover the salary of one PT employee. Mr. Alexander stated that this additional employee would be used for house calls and as an extra hand with major projects. He estimated the hourly rate of pay to be \$10.50. The salary line amount also includes the salary of the Licensed Water Operator, as well as funds for the potential hiring of a Deputy Water Operator at an

annual salary of \$2,400.00. The Salary Control Total for the 2016 budget is \$394,214.00, an increase over the 2015 salary expenditure of \$375,043.00.

When asked the amount in the Water & Sewer surplus, CFO Considine stated that there is in excess of \$700,000.00 at this time.

Following discussion of the 2016 budget, Mr. Alexander presented a list of Capital/Bond Improvement proposals for 2016. The items/projects include:

Two dump trucks for the Highway Division - \$120,000.00

New roof for the garage – possible install of solar panels - \$47,000.00

Three phase back-up generator for the Lakeside Avenue sewer lift. Mr. Alexander proposed a mobile unit with a flood light attachment, at a cost of \$30,000.00. Mr. Alexander stated that he will look into purchasing the generator and the light tower separately to see if there is a cost savings if purchased in that fashion.

New leaf collection vehicle - \$67,000.00

Ten year, long term water tower maintenance contract - \$250,000.00/yr. (More information needed)

Paint Laurel Avenue water tank

North Brentwood, Spruce, Elsie & Hudson Avenue reconstruction project

Motion to Close Discussion: Razze  
Time: 8:40 p.m.

Second: Higbee

**Public Portion**

Motion to Open to the Public: Razze  
Time: 8:40 p.m.

Second: Higbee

No public comment.

Motion to Close the Public Portion: Razze  
Time: 8:40 p.m.

Second: Higbee

**Adjournment**

Motion: Razze  
Time: 8:40 p.m.

Second: Higbee

Respectfully Submitted,

Judith O'Donnell  
Borough Clerk/Administrator

