

STILLWATER TOWNSHIP COMMITTEE MEETING
MINUTES
January 2, 2019
Budget Meeting #1

A SPECIAL BUDGET MEETING of the Stillwater Township Committee was called to order by Mayor Chamblings at 9:14 7:00 p.m. noting the meeting date, time and place were sent the New Jersey Herald and posted at the Town Hall, on the Township's website and advised those present that this meeting was being held in compliance with provisions of P.L. 1975, Chapter 231, Sections 4 & 13.

Roll Call: PRESENT: Mayor Chamblings, Committeeman Gross, Committeeman Fisher, Deputy Mayor Scott, Committeeman Morrison, Municipal Clerk Lynda Knott, CFO Dana Mooney

Mayor Chamblings asked all present to join her in saluting the flag.

Ms. Mooney noted the 2019 budget would be discussed. The Township Committee began looking at the Departments, Boards and Commission budget requests. In the General Administration section the office supplies line requested went from \$2,900.00 in 2018 to \$3,100 in 2019. The postage line was raised from \$2,750.00 to \$4,750.00 so the Township could contact adjacent homeowners to potentially purchase Township owned properties.

In the Mayor and Council section there were decreases in requests for Form and Books, Seminars and Conferences and Memorial Day lines and an increase in the Gifts and Awards line. This section has an overall decrease by (10%) ten percent from the 2018 budget.

The Municipal Clerk reduced her budget lines of Dues & Membership, Education & Training, Conferences & Seminars and Legal Advertising with an overall decrease of (9%) nine percent.

Although salaries were not to be discussed at this time CFO, Dana Mooney, asked the Township Committee to consider adding an additional four (4) hours per week to the Finance Clerk hours to allow her to go to seminars and work with Ms. Mooney in the evenings so Ms. Mooney can mentor her. After a brief discussion the Township Committee said they wanted to speak with Mrs. Leonard directly about the request and there would have to be an agreement that Ms. Leonard will remain employed with Stillwater Township for a certain period of time or repay the extra salary.

In the Finance section there were slight increases in Payroll Services, Membership and Dues, and Education & Training and decreases in Office Supplies and Fixed Assets Program bringing the budget request a decrease of (17%) seventeen percent. The large decrease was caused by completing the initial fixed assets program. The Audit Services line increased by two percent (2%) and the Computer lines remained the same.

The Tax Collections lines had a decrease in Forms & Books and increases in Office Supplies, postage and mileage reimbursement.

The Tax Assessors budget requests remained the same from 2018.

Legal Services line for tax appeals was reduced from \$10,000.00 to \$8,000.00 with no increases in any other legal service line.

Engineering Services lines remain the same from 2018.

The Planning Board's budget requests were decreased for advertising, training and seminars and legal fees with a \$500 increase for the Board's Engineer. The Planning Board's overall budget requested for 2019 is down (13%) thirteen percent.

The Zoning Board of Adjustment's budget request is the same as in 2018.

The Zoning and Code Enforcement Officer's budget requests for 2019 are the same as 2018 with only a \$35 increase for forms and books.

The Construction Official's budget is the same as 2018 with only a slight increase of \$15 for Membership and Dues.

There being no further business, Mr. Scott made a motion to adjourn the budget meeting, seconded by Mr. Morrison. In a voice vote, all were in favor.

Respectfully submitted,

Lynda Knott, RMC