

**CITY OF PORT REPUBLIC**  
**6:00 p.m. JANUARY 12, 2021**  
**SPECIAL CITY COUNCIL VIRTUAL (ZOOM) MEETING/BUDGET WORKSHOP**

Adequate notice of this meeting was given as required by the Open Public Meetings Act.

**COUNCILMEMBERS PRESENT:** Steve Allgeyer, Doris Bugdon, Thomas Kurtz, Stanley Kozlowski, Donna Riegel

**COUNCILMEMBERS ABSENT:** Roger Giberson, Jacob Nass

**MAYOR:** Gary B. Giberson

**MUNICIPAL CLERK:** Kimberly A. Campellone, RMC

**MUNICIPAL AUDITOR:** Nancy Sbrolla, CPA, RMA

**CHIEF FINANCIAL OFFICER:** Jenna Kelly, CMFO

Council President Stanley Kozlowski called the meeting to order and lead the flag salute. This is to advise the general public and to instruct that it be recorded in the minutes, in compliance with Chapter 231 of the Public Laws of 1975, entitled the "Open Public Meetings Act". The Municipal Clerk of the City of Port Republic posted at City Hall, 143 Main Street, Port Republic and mailed and/or faxed to the Atlantic City Press and the Mainland Journal, a meeting notice setting for the time, date and locations of this meeting.

**BUDGET WORKSHOP**

City Auditor Nancy Sbrolla stated that at this time the budget is at a zero increase. The City revenues were down this year. The City ended the year with a fund balance of \$585,000. Last year we only brought back in about \$135,000. We are using a little bit more this year. This includes the increase in LOSAP and the \$15,000 for the consultant. We also had \$50,000 in the budget last year for the truck which was cancelled. For this year's budget, City Auditor Nancy took the \$50,000 out and put \$15,000 into the capital improvement fund, it would benefit the City to do that through the capital fund. This is the last year paying the \$100,000 for the building. *Councilman Giberson questioned how much is left in the fund balance, Nancy stated there is \$311,000.00*

Chief Financial Officer Jenna Kelly stated that since it is still so early in the year, there is a lot of information that we do not have yet. That information is significant in being able to get the correct budget figures. We do not know our surplus yet or our tax collection rate for example. Therefore, this is a very preliminary budget until we can get that information. City Auditor Nancy Sbrolla added that she estimated that we received all revenues based off last year and used the same tax collection rate. The following line items were addressed:

Municipal Clerk – increase for salaries (2%)

Finance/Administration – increase for salary (2%)

Tax Title Lien – keep same as last year, \$100

Mayor would like salary increases to be 2.75% or 3%

Public Defender – increased to \$1,500  
Liability Insurance – increased, we got the bill this year already  
Group Insurance – increased, employee went from parent/child plan to family plan.  
Also, State Health Benefits prices increased slightly  
Public Works – O&E increased by \$10,000  
Garbage & Trash Removal – increased based off shortage last year  
Monitoring of Wells – increased based off shortage last year  
Buildings & Grounds – increased for projects such as the dam study, the geese management, cameras, and gazebo repairs  
Parks & Playgrounds – increased due to increasing of minimum wage for the seasonal employees  
Celebration of Public Events – Council would like to keep this amount the same as last year  
Fuel – increased by \$500  
Street Lighting – increased  
PERS – bill comes from State, amount did increase from last year  
LOSAP – we are waiting for the list of qualifying members from the Fire Department  
Office & Building Upgrades – for laptops for the Clerk’s Office  
Fire Fighter Equipment – money was received from the State for COVID. Part of that money was for the Fire Department. We have to reimburse the budget line items so the purchases that they made is why this amount has increased by \$2,500

The road repair money from last year was not used so a resolution was done at a previous meeting to cancel. That money is put back into this year’s budget. Council President Kozlowski explained that there was a discussion to cut the road repair amount down by \$20,000, leaving it at \$10,000 to help offset some of the repairs needed around the City. This could help alleviate the need for any tax increase and create a possible reserve for Public Works.

Councilmember Riegel asked if any money will need to be set aside for a grant writer. Clerk Campellone replied that we do have an agreement with Jim Rutella. Council President Kozlowski stated that we should look into this for a budget number for the next budget workshop meeting.

\$19,000 listed on the last page of the budget is for 1/5 of the truck for Public Works. Because of the ordinance we did we will raise the money for the truck over the next 5 years. The resolution to purchase the truck is on tonight’s meeting and the cost is much less than the anticipated \$95,000 so they are looking into possibly purchasing a much-needed lawn mower for Public Works with the balance not used.

Auditor Sbrolla included a 6.5% tax increase for the school now just to be safe. They have no fund balance and they do not yet know what will happen with their state aid.

With the current preliminary budget, we are at 300<sup>th</sup> of a cent increase.

Salary increases in the budget include the following positions:

Municipal Clerk: 2 %, Deputy Clerk: 2%, Public Works Laborer (Milton) 2%, Public Works Laborer (Ayers) 2 % Certified Financial Officer Qualified Purchasing Agent 2 %

The next budget workshop is scheduled for Tuesday, January 26, 2021.

Councilmember Kurtz asked if the City is able to help the school with their budget and potential building repairs. Auditor Sbrolla explained that the school tax is separate from the City's tax. The school will get their money no matter what through the County.

**RESOLUTIONS:**

28-2021 Appointment of DPW Consultant & Stormwater Management Coordinator (William Montag)

On the motion of Councilmember Bugdon, seconded of Councilmember Allgeyer and carried.

**YES:** Allgeyer, Bugdon, Kozlowski, Kurtz, Riegel

**NO:**

**ABSENT:** Giberson, Nass

**ABSTAIN:**

44-2021 Resolution Authorizing Contracts with Certain Approved Cooperative Pricing Agreements for Contracting Units Pursuant to N.J.S.A. 40A:11-12A and N.J.A.C. 5:34-7.29(C)

On the motion of Councilmember Allgeyer, seconded of Councilmember Bugdon and carried.

**YES:** Allgeyer, Bugdon, Kozlowski, Kurtz, Riegel

**NO:**

**ABSENT:** Giberson, Nass

**ABSTAIN:**

**OPEN TO PUBLIC PORTION**

On the motion of Councilmember Bugdon, seconded by Councilmember Allgeyer and carried.

**CLOSED TO THE FLOOR FOR TOPICS FOR PUBLIC PORTION:**

Hearing nothing from the public, Councilmember Bugdon moved, seconded of Councilmember Allgeyer and carried to close the public portion.

**ADJOURNMENT**

On the motion of Councilmember Allgeyer, seconded of Councilmember Bugdon and carried to adjourn at 6:34 p.m.

Respectfully submitted,

Kimberly A. Campellone RMC  
Municipal Clerk