

**HOPEWELL TOWNSHIP COMMITTEE BUDGET MEETING
VIA ZOOM VIDEO COMMUNICATIONS**

Tuesday, February 16, 2021 – 5:03 p.m.

PROPER STATEMENT OF NOTICE – Mayor Blake called the meeting to order stating that notice of the meeting had been posted on the municipal bulletin board and forwarded to the Hopewell Valley News, The Times, the Trentonian and the Hopewell Express (the official newspapers) on January 5, 2021, in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975.

ROLL CALL: Those answering the roll call of the Municipal Clerk:

COMMITTEE MEMBERS PRESENT: Kevin Kuchinski, Kristin McLaughlin, Courtney Peters-Manning, Michael Ruger, Mayor Julie Blake

ABSENT: None

STAFF PRESENT: Acting Administrator George Snyder, Municipal Clerk Laurie Gompf, CFO Julie Troutman, Director of Community Development/Engineer Mark Kataryniak, Police Director Robert Karmazin

PLEDGE OF ALLEGIANCE TO THE FLAG – Mayor Blake led those in attendance in the Pledge of Allegiance to the flag.

2021 MUNICIPAL BUDGET DISCUSSION

Mayor Blake announced that this evening the Committee would be reviewing the departmental budgets for Finance, Administration, and Clerk as well as address the remainders of the Professional Services Agreements and Capital Budget.

Committee Member Kuchinski explained what the process would be for the evening and then turned the meeting to the Clerk's budget.

Ms. Troutman provided a spreadsheet slide which showed budget statistics from 2018 to the present. Ms. Gompf reviewed the budget which included:

- Advertising remained the same as the previous year.
 - Printing will increase due to vote by mail balloting.
 - Thomson West online statute fees increased this year.
 - Equipment maintenance remained the same as the previous year.
 - Office supplies remained the same.
 - Dues Trainings and Meetings remained the same.
 - Minor Equipment remained the same.
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Ms. Troutman provided a spreadsheet for the Legislative budget and reviewed the budget with Committee members. It was decided that more information was needed to review this budget.

Ms. Troutman reviewed the following for the Finance budget:

- Printing remained the same as the previous year.
- Equipment Maintenance budget was discussed.

- Professional Services is up from 2020
 - Edmunds Service Fees Remained the Same
 - Office Supplies stayed the same.
 - Dues Trainings Meetings was reduced due to staff reduction.
 - There was an overall increase to the budget of \$2,000
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Ms. Troutman explained there was an increase to the Tax Collector's budget due to the cost of doing estimated tax bills and a request for a new receipt printer.

Ms. Troutman reviewed the Tax Assessor's budget which basically remained the same with the exception of the request of a drone in order to get aerial views of property for assessments. Committee members expressed concerns over being on a flight path, licensing issues and privacy concerns. It was decided that the drone would remain in the budget and be revisited later.

Mr. Snyder reviewed the Administrative budget. Topics included:

- Advertising is up due to an increase in job postings.
 - Postage went up due to a rate increase.
 - Printing went up because a grant has not yet been received.
 - There was a decrease in Equipment Maintenance.
 - Professional Services were reviewed individually.
 - Intermedia (email provider) was created as an individual line item this year.
 - Icon Enterprises/Civicplus (website) was discussed.
 - Archive Social
 - Constant Contact subscription service
 - Meltwater- Online Security
 - Zoom
 - ASCAP
 - Docusafe - offsite Storage
 - Copier Lease (2)
 - Office Supplies
 - Dues/Training/Meetings
 - TVTN
 - Minor Equipment
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Professional Service Agreements were revisited and reviewed.

- Attorney Ruderman's funding request was discussed and it was decided to set a base budget and add a line for legal reserve.
 - Parker McCay's general legal budget was recommended to be \$150,000
 - PennEast's budget was recommended to be \$15,000.
 - Mason Griffon's legal budget was discussed.
 - Fit for Duty will stay at the previous year's level.
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PUBLIC SECTION

The following members of the public spoke during public comment:

Jon Edwards, a resident of Pennington Harbourton Road, cautioned against moving websites.

The detailed public comment may be viewed at www.hopewelltp.org in the video library.

At 6:06 p.m., motion by Peters-Manning, seconded by Kuchinski to adjourn the meeting.
MOTION UNANIMOUSLY CARRIED

The detailed public meeting may be viewed at www.hopewelltp.org in the video library.

LAURIE E. GOMPFF
MUNICIPAL CLERK