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FINANCE AND CAPITAL PROJECTS COMMITTEE MEETING MEETING MINUTES

Thursday, October 27, 2022 - 10:00 AM
Virtual Webex Meeting

Call to Order and Roll Call

Trustee Hartshorn Hilton
Trustee Haskins
Trustee Schnall
Julie Doran, Acting Village Administrator
Ellen Malgieri, Tax Assessor- ABSENT
Irma Weir, Tax Collector
Chris Battaglia, Village CFO
Greg Bock, Village Treasurer
Howard Levison, Water Administrator
Joycelyn White, Recording Secretary

Approval of Minutes

September 15, 2022

The meeting minutes for September 15, 2022 were approved by all members present.

New Business

Enterprise Auto contract - Update for November meeting

The committee discussed the recycling contract and repairs tracking. The trustees requested a report detailing the inventory. This will be reviewed during upcoming budget presentations or FAC meetings.

Recycling Expenses

Trustee Hartshorn Hilton thanked Mr. Bock for the document where it detailed the recycling expenses and added that the Village is about to significantly change how the recycling is funded. Trustee Haskins stated that this topic would be further discussed in the Public Works & Utilities Committee meeting and, based on



the document, the committee would need to know the cost and revenue of recycling materials at the D.P.W yard. Trustee Haskins discussed the current single stream recycling contract and schedule, the new dual stream pickup and hauling contract. The committee discussed enforcement and partnership with Maplewood. Trustee Hartshorn Hilton asked if D.P.W. could send a monthly report detailing these expenses starting in March 2023.

Old Business

Lead Line Special Assessment Status

Ms. Doran stated the program is on hold and currently being reviewed by the Water Task Force. Mr. Levison discussed meter replacements and identifying process.

Revaluation Planning

Ms. Malgieri stated the contract is awaiting approval from the state and will start public relations with the residents in December. In response to Trustee Hartshorn Hilton, Ms. Malgieri confirmed that the contract is all set and funds are in place. However, the Ordinance will be on for second reading at the next BOT meeting.

Senior Freeze

Mrs. Weir stated that the Senior Freeze applications are due October 31, 2022. In response to Trustee Hartshorn Hilton, Mrs. Weir stated that she has received and completed about 175 applications.

FY'23 Budget Process - budget hearings

Ms. Doran discussed the preliminary budget work being done within the departments. Each department has submitted their capital requests for 2023 and began to discuss operational budgets. Next Month, Ms. Doran will have the Finance Dept. to distribute the departments current budget to review. In the second half of November, Ms. Malgieri and Ms. Doran will meet with each department to go through all requests and predictions. Ms. Doran stated that the BOT should receive a first draft of department reports in January 2023. Ms. Doran further discussed the budget presentation/workshop schedule.

The committee discussed the I.T. budget and Trustee Hartshorn Hilton would like the I.T. manager to attend the next FAC meeting to discuss it further.

Operating & Capital FY'22 Budget



Department Updates

- **Finance Department**
- **Tax Collector**
- **Water Department**
- **Tax Assessor/QPA**

Finance Department

Mr. Bock stated that the department is getting prepared for the end of the year. Starting in December, the finance department will start training all departments on the new software program. In response to Ms. Malgieri, Mr. Bock confirmed the transfers will be reviewed next week. This will be discussed at the next meeting.

Tax Collector

Ms. Weir discussed the upgrade to the online tax payment system effective January 2023.

Water Department

There was no department update.

Tax Assessor/QPA

Ms. Malgieri discussed the Library RFP , architect contracts and Professional Services RFP.

Public Comments

The Chair opens the meeting for public comments.

Alisa Aronson, asked if there were any funds allocated to repairing the D.P.W. building, animal control update and library contractor partnership with Maplewood.

In response to Ms. Aronson, Ms. Doran stated that the village is working with FEMA to repair the D.P.W. building. In regards to Animal Control services, the Health department is working with the Administration to find a replacement.

Ed Moore made comments regarding the enterprise contract and payouts of accrued sick time for employees.



Next Meeting Date

November 17, 2022

Due to the league of municipalities schedule, the Finance committee will meet on December 1, 2022 at 10 am.

Adjournment

The meeting was adjourned at 11:30am.

Respectfully submitted, Joycelyn White, Recording Secretary