



FINANCE AND CAPITAL PROJECTS COMMITTEE MEETING MEETING MINUTES

Thursday, September 15, 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
Irma Weir, Tax Collector
Chris Battaglia, Village CFO
Greg Bock, Village Treasurer
Howard Levison, Water Administrator
Joycelyn White, Recording Secretary

Approval of Minutes

Regular meeting held on July 21, 2022.

The meeting minutes were approved by all members present. Trustee Schnall abstained.

New Business

Lead Line Special Assessment Status

Mr. Battaglia briefly updated Trustee Schnall on the state mandate to replace all the lead lines in town. The special assessment will allow an opportunity for residents to receive the same price as the municipality. The first order of business is to identify the lead lines. Next, there will be a polling period for residents to determine if they would like to opt into the program. Mr. Battaglia discussed the lead line special assessment status, assessment years, and estimated cost to each household.

Revaluation Planning

Ms. Malgieri briefly discussed receiving bids for the revaluation and an interview with one of the companies. Ms. Malgieri stated that they are waiting for clarification of the RFP from legal counsel before a decision is made. In response



to Trustee Schnall, Ms. Malgieri explained that the reevaluation will go into effect in 2024. The committee discussed the partnership with Maplewood, the housing market, construction during the covid and cost. In response to Trustee Hartshorn Hilton, Ms. Malgieri detailed the mandate from the Essex County Tax Board.

Finance New Software

Mr. Battaglia discussed the new Edmunds software and currently mapping accounts for the program. When the software switch happens on January 1, 2023, it will be a complete refresh. Mr. Battaglia will be working with the Tax Collector on the new policy and procedures of the new receipt program. The committee discussed the differences between Munidex and Edmunds. Mr. Battaglia will coordinate with Ms. Doran on training the employees.

Audit Findings

Mr. Battaglia stated that the village received one comment regarding purchase orders, meaning orders were placed before purchase orders were created. Mr. Battaglia detailed the policy that was created to avoid this issue and discussed the enforcement of the policy. The committee discussed the items that were pulled by the auditors.

Senior Freeze

Mrs. Weir discussed the senior freeze program. Residents that are 65 or older and have lived in the state of New Jersey for 10 or more years are eligible to apply. The applications are due October 31, 2022. Mrs. Weir detailed the new home rebate program called the Ancor program. It will take over the existing program and run the same way, but the income limits will be increased. In response to Trustee Hartshorn Hilton, Ms. Weir will send out a alert to all residents.

FY'23 Budget Process - budget hearings

Trustee Hartshorn Hilton asked the Trustees if they thought it was effective having budget meetings start in January. Trustee Haskins stated that it would be useful and suggested a form be created by the Trustees on basic information they would like to know from each department head. In response to Trustee Schnall, Trustee Hartshorn Hilton stated that the next step would be to discuss with the Citizen Advisory Committee.

Old Business

Operating & Capital FY'22 Budget

There was no discussion.

Lead Water Line Replacement Plans

There was no discussion.



Department Updates

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

Tax Collector

Ms. Weir stated there were no further updates for the department.

Finance

Mr. Battaglia discussed increased SHPP (health benefits) rates for 2023 by the state.

Water Department

In response to Trustee Hartshorn Hilton, Mr. Levison detailed the delinquent water payments and the report sent to the BOT from NJ American water. Mr. Levison discussed how water shut offs are processed.

Tax Assessor

Ms. Malgieri stated there were no further updates for the department. In response to Trustee Hartshorn Hilton, Ms. Malgieri discussed the RFP for recycling.

Public Comments

Ed Moore, S.O. Resident, asked if the senior freeze is up to date? In regards to the 2023 budget hearings, Mr. Moore is in agreement with Trustee Haskins in creating a standard form for the department heads. Mr. Moore added that he would like members during the budget hearing for the CBAC members to comment.

In response to Mr. Moore, Mrs. Weir stated the senior freeze is up to date.

Next Meeting Date

October 20, 2022, 10AM

Adjournment

The meeting was adjourned at 11:15 AM.

Respectfully submitted, Joycelyn White, Recording Secretary