



FINANCE AND CAPITAL PROJECTS COMMITTEE REGULAR MEETING MINUTES

Friday, November 19, 2021 - 10:00 AM
Virtual Webex Meeting

ORDER OF BUSINESS

1. Call to Order and Roll Call

- A. Trustee Hartshorn Hilton, Chair
Trustee Haskins
Trustee Zuckerman
Adam Loehner, Village Administrator - **ABSENT**
Ellen Malgieri, Tax Assessor
Irma Weir, Tax Collector
Chris Battaglia, Village CFO
Greg Bock, Village Treasurer
Howard Levison, Water Administrator
Joycelyn White, Recording Secretary – **ABSENT**
Ojetti Davis, Recording Secretary

2. Approval of Minutes

Minutes were carried to the December meeting.

3. Public Comments

- A. Chair Hilton opened the meeting for public comments:
Annemarie Maini – asked about the benefits policy for full time and part timer employees. Mr. Battaglia explained only full time employees that work 35 hours per week receive benefits. Part time employees are allowed 40 hours of sick time by earning 1 hour per every 30 hours they work per the recent New Jersey State Law.

4. New Business

- A. **Parking Authority with Mark Hartwyk and Marc Bromfield:**
Mr. Hartwyk Director of the South Orange Parking Authority gave a brief overview on the operation of the Parking Authority and discussed what they have been going through for the last 2 years. He



explained they are requesting for the Village to take on all the financial expenses associated with running Jitney Services. Marc Bromfield Chair of the Parking Authority Board explained in the being the cost to run the Jitney was covered by grants for the first 10 years and then Parking Authority took over. In surrounding towns such as Maplewood and West Orange, the Jitney is a line item in their budget. He explained the largest budget item is paying the drivers. Mr. Bromfield mentioned that all tickets written by the Parking Authority Enforcement goes to the town, therefore funds are being generated. Also discussed were current fees, fees for 2022 and the consolidation of the Jitney routes.

In response to board questions, Mr. Hartwyk will forward to the board the annual expenses from the 2019 & 2020 Audit which will give a good overview of the revenue stream for the entire authority, appropriation, administration expenses, etc. Also, discussed the operations of Parking Authorities in surrounding towns of Maplewood, West Orange and Orange. The board requested to see the finances for 2019, the current year and projections for 2022 and 2023.

Public Comments:

Robin Sherer mentioned fuel cost should be kept in mind.

Annemarie Maini commented on the commuters service needs for additional revenue.

Chair Hilton suggested the Trustees for the Parking Authority do a resolution for this request and would like for them to make a budget presentation during the budget workshop in late January or early February.

B. **Budget Transfers**

Mr. Battaglia gave a high level overview on budget transfers that are allowed to be made during the last 2 months of the fiscal year or the 1st 3 months of the following year. They would like to adopt the resolution at the next meeting for 6 accounts including 2 pension accounts, engineering, Planning Board, Historic Preservation Commission and street lighting.

Chair Hilton moved to approve sending the transfers to the full Board of Trustees, seconded by Trustee Zuckerman. All members were in favor and none opposed.



5. Old Business

A. Department Updates:

- Water Department – Mr. Levinson discussed a memo pertaining to the Water Bond issue and Mr. Loehner will forward that memo to the Board of Trustees for review and comment. He is waiting for a report from New Jersey American Water regarding a ransomware attack. He is concerned that there may be impact to the accounting for the Village. Also discussed unpaid water bills, shut offs, payment plans and separate water meters for communities of the Home Owner Associations (HOA). Chair Hilton would like to discuss the HOA issues at the next meeting.
- Finance Department - Mr. Battaglia stated they are working on the year end and getting the books in order to move into the New Year.
- i. • Tax Collector - Ms. Weir discussed the monthly collection rate currently at 98%. They are seeing more residents in person paying their bills. Ms. Weir discussed the process for closing out the year.
- Tax Assessor/QPA – Ms. Malgieri discussed RFPs for next year reassessment, QPA waiting to award Cameron Tennis Court, resolutions for all legal professionals and the only bid is for the CBDG Grant for the Library elevator.

Mr. Battaglia discussed streamlining the payment methods so residents can make all payments through the online portal system. Also looking to change the finance software in the future. Currently, this is in the preliminary stages, more information to come.

B. FY'21 Operation Budget – There was no report

C. FY'21 Capital Budget – There was no report

D. FY'22 Budget Calendar & Department Presentations – There was no report

6. Next Meeting Date



A. Thursday, December 16, 2021 at 10 AM

7. Adjournment

There being no further discussion, Chair Hilton adjourned the meeting at approximately 11:12am.