

- Special Session The special meeting of the Harmony Township Committee was called to order by the Mayor and held on the Zoom virtual platform due to COVID 19 restrictions. The Mayor made the following announcement, “Adequate notice of this meeting was given in accordance with the Open Public Meetings Act by providing a notice of the meeting to the Express-Times, posting a copy thereof on the Township bulletin board and filing a copy thereof in the office of the Municipal Clerk.” The Pledge of Allegiance to the American Flag was led by the Mayor.
- Roll Call Tipton, Yamrock, Cornely  
  
Also present were CFO Reinalda and Auditor John Mooney
- Budget The purpose of the meeting was to discuss the 2021 budget items.  
  
CFO Reinalda presented a budget worksheet document to review. Certain items were discussed, clarified and some agreed to. They were as follows:  
  
Mayor Tipton asked if the proposed figures for each line item correspond with Mr. Mooney’s projected tax rate. Mr. Mooney stated yes the figures were provided by the CFO and inputted. He stressed it is very preliminary. Right now the tax rate is going up 2.9 cents which is very good. Can work way down. Need to focus on capital items and expenditures. Mayor Tipton asked about the anticipated revenue. Mr. Mooney said this reason is mainly grants. Mr. Mooney explained how this affects the budget. The fire company has requested \$45,000 for new equipment that will help with purchasing a new “jaws of life” type apparatus for opening up the newer cars. Mrs. Yamrock asked if Mr. Cornely knew anything about this? He explained why they requested it in more detail, Mrs. Yamrock stated that she knows this type of equipment is already owned by the EMT responders and wondered why the fire department needed it. Mr. Cornely stated that most of the time they are on site first and if they needed it to get someone out due to life saving it would behoove the Harmony fire company to have this to extricate the person.  
  
Mayor Tipton recommended reviewing the general appropriations provided by CFO. Mrs. Yamrock asked about the Historical Commission request. They are looking for an extra \$5,000 for a grant match. Mrs. Yamrock suggested giving them the normal \$10,000 and then give them the \$5,000 if they get the grant for the match. The CFO said if they get the grant she would have to do a chapter 159 in that line item. Ms. Yamrock agreed to leave it at \$10,000 and Mayor Tipton agreed. Mayor Tipton asked about the COAH funds. Should there be less put in or keep the same? The expenses are coming out of the Trust Fund. There is \$310,000 in the trust. Mrs. Yamrock said her opinion is to put \$25,000 in. Mayor Tipton asked how much was spent in the 2020. Finance Officer Reinalda said it is minimal, i.e., fuel oil, minor repairs. Mayor Tipton asked if any project were on the horizon, Kelley indicated not that she was aware of. He agreed to go to \$25,000 this year. Mr. Mooney said to reduce from 2.9 cents to 1.9 cent you have to cut roughly \$47,000-\$48,000 out of the budget. Mrs. Yamrock asked about the Emergency Management Other Expenses. Finance Officer Reinalda stated in 2020

there was no budget, she forgot to put in the line item. Mrs. Yamrock asked if they spent any money. Ms. Reinalda stated they spent some funds and she pulled it from other areas because she didn't want them to do without because of her mistake. Kelley stated emergency lighting was purchased and road signs in the amount approximately \$3,000+. Mrs. Yamrock said if they spent \$3,000 just put \$3,000 in this year. Mr. Cornely stated that OEM Garrison asked for \$5,000. CFO Reinalda stated the main driver of the tax increase is going to be what she put in because it was asked for the wheel loader for \$150,000. She didn't know if it was necessary or not this year. She suggested starting with the big-ticket items first and back into it. Mr. Cornely stated the wheel loader is not necessary this year, it's a wish list item. They have been using the backhoe for years and should be able to do so. Mr. Cornely said a pickup truck is about \$50,000. This would cut out \$100,000. Mr. Mooney stated that you could also offset the \$50,000 with some reserve for sale of asset money as a one-time purchase and would have no impact to the tax rate but you're pulling off the \$150,000 for the wheel loader. Kelley stated Randy said the truck is a nice to have, the tractor for the roadside mower would be more productive to get another person out mowing vs. driving around in a pickup truck. The tractor would cost be a little lower than the truck, but we have a new mower on an old tractor that is starting to require repairs. This is just her thought on the road equipment. Ms. Reinalda also said we have been talking to Mike Finelli because there was a huge shortfall in the Fox Farm Road Phase II grant. He asked for \$300,000 but we only received \$100,00+ so \$200,000 had to go in for that. This road could be done perhaps in phases instead all at once. Mr. Cornely said that is his suggestion because we can go for another grant for the remainder of the project in the next grant funding opportunity. Mayor Tipton agreed. Ms. Reinalda said we would have to get a new budget from Mike Finelli. This road is not a highly travelled road so breaking it into 2 phases would not be a big deal. Looking back to the regular budget Mr. Tipton asked why we increased Land Use expenses by \$5,000. Ms. Reinalda said there was a shortfall this year, but it appeared to be due to the Zoning ordinance review. This could comfortably be cut unless a Master Plan review is necessary. Mayor Tipton thought that our partial reviews that were just completed there probably isn't a need for it this year. Mr. Mooney stated when we want to do a Master Plan review, we can do a 5-year special emergency on that. You get the cost for in the budget but the year you decide to do it you add it later in the budget and you pay for it over the next 5 years. Mrs. Yamrock asked about the first aid contributions of \$20,000. Kelley stated this is divided between a few organizations based upon the percentages of calls. OEM Wesley determines the pay outs. Mrs. Yamrock discussed community day. Since we didn't spend anything that money went back into surplus. Mrs. Yamrock requested another \$10,000 for community day. Mrs. Yamrock brought up the electricity costs. Firehouse bills were discussed because they were very high for a few months. She is going to reach out to Wesley to discuss. Mrs. Yamrock asked what the workers comp was for. It was indicated that this is our insurance costs. Mayor Tipton would like Mr. Cornely to look at the road department requests and discuss the road needs with Randy. Mr. Cornely said Randy did speak to him about a raise for Todd. Mr. Mooney said at this point the rate is at a 1.6 cent increase. He does not recommend going to 0 tax increase. A 1.6 cent increase is a \$33 dollar increase to the average taxpayer and he did not remove the wheel loader yet. Ms. Reinalda discussed the balance in road improvements of \$51,037. She asked if that got cancelled can it be used in this year budget. Mr. Mooney said yes it would get cancelled back to surplus then you can bring more surplus in. She has to talk to Mike Finelli about it because she isn't sure why there was such a huge amount left over and she wants to make sure everything is in and once she finds that out maybe that can be used this

year. Mr. Mooney stated that there is no money in this budget going towards Capital Improve Fund. That is the fund used for down payments on ordinances or fully fund ordinances. \$50,000 is typically put in each year and he thinks it would be prudent to keep that level. Currently in the fund there is \$111,000 at year end so if you add \$50,000 to it you have \$161,000 and if there was ever the need to go out and do an ordinance for the wheel loader you have the money there to do it. Mayor Tipton said to put the \$50,000 and asked about the \$253,000 for road improvements. It was indicated that is just for the Fox Farm additional needed. Mr. Tipton said put the \$50,000 back in for capital improvement fund, get revised numbers from the Engineer on Fox Farm and Rick should talk to Randy about the wheel loader and perhaps change the wish list for now as opposed to the big wish list item. Rich stated he would speak with him. He also indicated that when Jim Fox went out and had to get the tractor Rick had wanted to get a wheel loader because it is a more efficient way to load the trucks with salt but at the time he pushed for the tractor and that is what they bought. He will talk to Randy and have a better idea at the next meeting.

Mayor Tipton brought up the salary items. He liked Kelley's recommendation allowing reviews of the employees. He also would like them to do a review of Kelley. Annual reviews should be an annual event, it's a good practice and keeps people in check so they know what they've done right or wrong throughout the year and there are no surprises. Kelley agreed and this is also a suggestion of the insurance company. It was the consensus to do performance appraisals for everyone. Mayor Tipton reviewed the salary spreadsheet showing the salaries with 1-3% increases. He mentioned also that there is a request from Todd, supported by his supervisor Randy, for a more significant increase of about +\$3.50/hour based upon surrounding areas road department employees. Mayor Tipton said he feels that it is a relatively a small amount of money for the increases, at most it's about shy of \$5,000 a year for 0% to 3%, he is not recommending anything yet, but putting it into perspective it is a small amount for the total of the salaried employees. The hourly employee rates will be considered after reviews, and Kelley will provide the percentages of the hourly rates based on the typical hours worked during a week for the hourly employees. Mayor Tipton hopes to know by next meeting what type of reduction we can get on Fox Farm, what options are for equipment purchase, and that can put into perspective what is being looked at that could be between \$5,000-\$10,000 over an entire year for all of the employees. Mr. Cornely stated he looked at the social security website and that increase was 1.3%.

Mr. Mooney said with keeping on the wheel loader the tax rate is at 2.8 cents. He said in last years budget we used the same amount of surplus \$825,000 and we recovered a little over a million dollars so the Township is increasing surplus, there are some funds established for different reserves so it won't affect the budget, the Township has put themselves in a really good position so if you had to use a little more surplus it could be done. He would like to see a capital plan be put together, so you know what big capital items are going to be addressed going forward. He spoke about the bond anticipation note and turning it into a serial bond. He suggested to add a couple more things to it so it's more attractive on the bond market when it goes out for sale. He thinks if the Township goes up to a 3-mil bond, they will be saving a significant amount of debt service because now \$560,000 goes there and he thinks we will be down to maybe \$350,000 with a serial bond. A capital plan and a debt plan are recommended to be in place. Ms. Reinalda asked if we held off on any DPW capital items and put into the bonding. He said you could but now the Township has the money if something is needed either through the

capital improvement fund, the reserve for sale of assets, and this will not increase the tax rate but if it's a bigger ticket item you can hold off on moving forward that would be a good suggestion. Also, revenue received on the solar lease could be used to pay off the debt service. The lease could be \$350,000/year for 30 years. Mr. Mooney thinks we should be able to reduce the tax rate if the solar project goes through.

Resolution Motion by Tipton, seconded by Yamrock and carried unanimously by all in favor to adopt the following resolution:

TOWNSHIP OF HARMONY  
COUNTY OF WARREN  
R:21-11

AN AMENDING RESOLUTION OF THE TOWNSHIP COMMITTEE  
OF THE TOWNSHIP OF HARMONY IN THE COUNTY OF  
WARREN, STATE OF NEW JERSEY TO APPOINT NICOLE LENAR  
AS HARMONY TOWNSHIP'S MUNICIPAL JUDGE

BE IT RESOLVED that the Committee of Harmony Township hereby appoints Nicole Lenar, Municipal Court Judge for Harmony Township with a 3-year term commencing January 29, 2020 through January 29, 2023.

ATTEST:

Kelley D. Smith, Municipal Clerk

Brian Tipton, Mayor

I, Kelley D. Smith, Municipal Clerk of the Township of Harmony, do hereby certify the foregoing to be a true copy of a Resolution duly and unanimously adopted by the Harmony Township Committee by affirmative roll call vote held on January 26, 2021.

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Kelley D. Smith, RMC  
Municipal Clerk

Vouchers Motion by Yamrock, seconded by Cornely to pay vouchers as presented by the Finance Officer. Roll Call: Ayes: Cornely, Tipton, Yamrock. Nays: None

Public Comment None

Budget Meeting The next budget meeting was scheduled for February 17, 2021.

Adjourn Motion by Yamrock, seconded by Cornely to adjourn the meeting at this time. The motion was carried unanimously by all in favor.

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Kelley Smith, Municipal Clerk