

**Cape May Court House, New Jersey
TOWNSHIP OF MIDDLE
TOWNSHIP COMMITTEE
WORK SESSION AGENDA
May 3, 2021 5:00 PM (prevailing time)**

CALL TO ORDER:

Mayor's Announcement: I hereby declare that notice has been given to the Herald Times, the Atlantic City Press and posted on the bulletin board of the Middle Township Municipal Building, stating the time and place of the following meeting, as required in P.L. 1975, Chapter 231 of the State of New Jersey. (Sunshine Law).

Notice of this meeting was properly given in Resolution No. 26-21 entitled "Establishing Work Session Meeting Nights" which was adopted by Township Committee of the Township of Middle on January 7, 2021.

Members present are Mayor Donohue, Deputy Mayor Gandy, and Committeemember Norris

Business Administrator/Township Clerk Kimberly Krauss, Deputy Township Clerk Andrea Singley, Township Engineer Vincent Orlando & Municipal Solicitor Marcus Karavan

FLAG SALUTE:**SPECIAL PRESENTATIONS OR DISCUSSIONS:**

2021 Budget Presentation – Leon
Costello, Ford-Scott & Assoc. &
Susan Quinones, CFO

Mayor Donohue:

- Explained delay in budget introduction due to unforeseen circumstances related to COVID.
- Discussed lack of information from the State.
- Also spoke of new legislation requiring hospitals to pay a host-community benefit; Thanked Cape Regional for their efforts.
- Explained federal stimulus of \$1.9 million will be coming in two payments, however, still awaiting word on what funds can be used towards.
- Thanked everyone involved in budget preparation during unprecedented times.

Leon Costello, Ford Scott & Assoc:

- Reiterated Mayor Donohue's comments with regard to waiting for guidance on stimulus funds.
- Discussed processing a budget amendment once guidance is received.
- Provided budget overview; two-cent tax increase proposed.
- Spoke of decline in surplus due to COVID, but stimulus money could replace the same.
- Explained how funds from the hospital are incorporated into the budget.
- Spoke of anticipation of stimulus rules to come out within the week.

Susan Quinones, CFO:

- Described 5 revenues most impacted by COVID-19.
- Reviewed a few small increases in revenue.

Leon Costello, Ford Scott & Assoc:

- Explained that \$278,000 equals one penny.
- Discussed that the figures provided by Susan equate to just about two cents.
- Spoke of ultimate goal to use stimulus funds to bring down the proposed increase.

Susan Quinones, CFO:

- Again, listed revenues with the most significant impact on the budget: hotel/motel tax, municipal court, construction, ambulance fees and interest on investments.

Mayor Donohue:

- Continued to discuss budget impacts caused by pandemic.
- Spoke of some areas where costs were down such as gas and education and training.
- Discussed hiring freeze in an attempt to control costs.
- Recognized effects felt by business owners and residents; will work hard to keep tax increase to a minimum without long-term effects.

Committeeman Gandy:

- Reiterated that the Township will do everything possible to reduce the rate; will see how it plays out from the State.

Committeeman Norris:

- Echoed Committeeman Gandy's comments.
- Commented on tough year and money lost.
- Thanked all involved in budget preparation.

Leon Costello, Ford Scott & Assoc.:

- Reviewed past CAP bank balances; have never gone to the maximum amount which can be used for the time being this year; still have \$972,520 leftover.

Mayor Donohue:

- Discussed how funds that go into CAP Bank are generated.
- Explained the intent is never to use the CAP Bank unless necessary.

DEPARTMENTAL REPORTS AND PROJECT UPDATES:

Administration:

Finance:

Public Works:

Engineering:

Legal:

Tax Collection:

Tax Assessment:

Construction/Planning/Zoning:

Recreation:

Police / Animal Control/ Code Enforcement:

Buildings and Grounds:

Sewer:

Economic Development:

Personnel:

Zoning:

Township Clerk:

PUBLIC COMMENT:

Quanette Vasser-McNeal:

- Asked about increase in salaries as well as hiring freeze.

Mayor Donohue:

- Explained contractual salary increases.

Quanette Vasser-McNeal:

- Asked how land sale funds are appropriated.

Leon Costello, Ford Scott & Assoc.:

- Responded that the funds go into the fund balance and then appropriated as an item of revenue.

Mayor Donohue:

- Explained that funds cannot be anticipated; have to be entered into the budget balance.

Quanette Vasser-McNeal:

- Spoke of properties sold in Whitesboro through public land sales.

Mayor Donohue:

- Explained purpose of public land sales; feels new land sale list is diverse.
- Further explained that once sold, the properties go back on the tax rolls.
- Discussed process of how lots are selected for public sale.

Quanette Vasser-McNeal:

- Described rich history in Whitesboro.
- Spoke of last land sale and being unable to compete with other bidders.

Kimberly Krauss:

- Explained that properties sold at last sale sold to Middle Township residents.
- Further discussed how land sales benefit the Township tax rolls.

Quanette Vasser-McNeal:

- Further explained her position on public land sales and history of Whitesboro.
- Asked if the land sale process can be changed to accommodate residents of a particular community.

Mayor Donohue:

- Spoke of statutes that govern the process of land sales.

Motion to Adjourn Meeting – 5:32pm

1st: Committeeman Gandy

2nd: Committeeman Norris

Roll Call Vote: Committeeman Gandy, Committeeman Norris, Mayor Donohue

Kimberly D. Krauss, Township Clerk

Minutes prepared by A.Singley