

## **CITY OF PORT REPUBLIC BUDGET WORKSHOP MEETING MINUTES JANUARY 28, 2025 – 6:00 pm**

Adequate notice of this meeting was given as required by the Open Public Meetings Act. On the motion of Council President Giberson, seconded by Councilmember Allgeyer and carried to close the workshop portion of the meeting.

**COUNCILMEMBERS PRESENT:** Steven Allgeyer, David Crawford, Roger Giberson, Eugene Hawn, Jeffrey Ropiecki, Michael Turner

**COUNCILMEMBERS ABSENT:** Donna Riegel

**MAYOR:** Monica Giberson

**MUNICIPAL CLERK:** Brandy M. Blevin, RMC

**CHIEF FINANCIAL OFFICER:** Amy Stover, CMFO

**MUNICIPAL AUDITOR:** Nancy Sbrolla, CPA, RMA

Council President Giberson called the meeting to order and lead the flag salute. This is to advise the general public and to instruct that it be recorded in the minutes, in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act”. The Municipal Clerk of the City of Port Republic posted at City Hall, 143 Main Street, Port Republic and mailed and/or faxed to the Atlantic City Press and the Hammonton Gazette, a meeting notice setting for the time, date, and location of this meeting.

### **BUDGET WORKSHOP**

Auditor Sbrolla explained the following:

- The budget, at its starting point, is at an 8.2-cent tax increase.
- We did not make everything back that we had budgeted for in 2024. Last year we budgeted \$350,000.00 and we brought in \$120,000.00. \$110,000.00 of that was grant money spent that we have not received back yet. She was able to budget the interfund from the grant fund (\$110,000.00) as revenue, which helped.
- We ended 2024 with a surplus balance of \$289,000.00. The budget presented tonight is using \$125,000.00 of that surplus. Our final balance would be left at about \$164,000.00.
- \$11,800.00 is a penny.
- They are starting at \$7,815.00 over the cap levy.

Mayor Giberson reported that she spoke with the Business Administrator for the Port Republic School, and they are currently at about 8 cents. Their 4% cap allows them 4 cents, so they have work to do as well. They do not know yet what the State funding will be.

Councilmember Tuner asked about the CD that was started last year. Chief Financial Officer Stover stated that she rolled it again. Auditor Sbrolla shared that they budgeted \$9,000.00 last year from it, but they earned \$28,800.00.

The following employee raises were approved:

- Municipal Clerk – 3.5%
- Deputy City Clerk, Public Works Supervisor & Public Works Laborer – 3%
- Part-time Employees (CFO, Construction Official, Tax Collector and Tax Assessor) – 1.5%

Chief Financial Officer Stover and Auditor Sbrolla went over the budget with Mayor and Council, the following are changes from last year's budget:

- Communication Tower Rental (revenue) – increased by \$1,500.00
- Municipal Clerk Salaries and Wages – decreased by \$17,250.00.
- Municipal Clerk Other Expenses – increased by \$14,500.00.
- Financial Administration Other Expenses – decreased by 1,500.00.
- Audit Service – increase of \$250
- Tax Assessment Administration Other Expenses – decreased by \$500.00.
- Legal - decrease of \$2,000
- Engineering Service and Costs Other Expenses – decreased by \$2,600.00.
- Planning Board Salaries and Wages – decreased by \$500.00.
- Planning Board Other Expenses – decreased by \$500.00.
- Disability Insurance – increased by \$300.00.
- Liability Insurance – increased by \$2,575.00.
- Group Insurance Plan for Employees – decreased by \$15,000.00.
- Police Other Expenses – decreased by \$5,000.00.
- Grant Writer Other Expenses – decreased by \$4,000.00.
- Monitoring of Wells – decreased by \$3,000.00.
- Buildings & Grounds – decreased by \$10,000.00.
- Parks & Playgrounds Salary & Wages – decreased by \$2,000.00.
- Parks & Playgrounds Other Expenses – decreased by \$3,000.00.
- Heating Oil – decreased by \$1,000.00.
- Motor Fuel – decreased by \$3,000.00.
- Public Employee Retirement System – increased by \$740.00.
- DCRP – decreased by \$999.00.
- No money will be budgeted for the Capital Improvement Fund this year. The current amount is \$60,880.00. They will use this fund to possibly purchase a pole barn for the Department of Public Works that is estimated to be \$30,000.00.
- Celebration of Public Events – increased by \$500.00.

Auditor Sbrolla advised Mayor and Council that this year will be the last payment for the DPW dump truck. The final payment will be \$19,000.00.

The meeting ended with a two-cent tax increase, which all of Council agreed to.

The plan is to introduce the budget in March.

Mayor and Council thanked Municipal Auditor Sbrolla and Chief Financial Officer Stover for all their hard work.

**OPEN TO PUBLIC PORTION:**

On the motion of Councilmember Crawford, seconded by Councilmember Ropiecki and carried to open the public portion.

**CLOSE TO PUBLIC PORTION:**

Hearing nothing from the public, Councilmember Turner moved, seconded of Councilmember Allgeyer and carried to close the public portion.

**ADJOURNMENT**

On the motion of Councilmember Allgeyer, seconded of Councilmember Turner and carried to adjourn the meeting at 6:52 p.m.

Respectfully submitted,

Brandy M. Blevin, RMC  
Municipal Clerk