



**SOUTH ORANGE VILLAGE
2023 BUDGET
DEPARTMENTAL
PRESENTATION**





ADMINISTRATION

Julie Doran
Acting Village Administrator

2022 Achievements

➤ **Redevelopment Projects**

- Taylor-Vose redevelopment project received TCO
- Formed SOV Co-Retail nonprofit
- Village Hall Tavern & Beer Garden Opened
- Finalized 8 2nd Street | Mosaic Agreements; site work started
- Finalized Storage Platform Agreements; site work started

➤ **Grant Awards: \$1,169,780**

- PY 2022 CDBG 133 ADA Improvements - \$100,000
- CNN Grant 133 through NPP - \$225,000
- NJDOT Grants – \$844,780

➤ **Staffing Changes**

- Appointed Ernesto Morillo as Chief of Police
- Appointed Joe Foligno to Acting Director of Public Works

2022 Challenges & Unexpected Expenses

- Resignation of Village Administrator
- Retirements & payouts: DPW Director, Health Officer
- Cannabis Legislation Planning Services

2023 Goals

➤ **Focus on Staffing**

- ❑ Fill table of organization: Deputy Admin, Community Development Director, Health Officer, Building Maintenance, IT Director & NPP Coordinator
 - Develop Staff Retention Plan: ID key employees, find educational opportunities, advancement opportunities
- ❑ Optimize use of outside professional services for maximum cost-efficiency: Engineering, Planning & Zoning
- ❑ Succession Planning – all departments

➤ **Website Update** – Push out new design and improved user experience

➤ **Health Care Plan Review** - Research alternative Health Care plans

➤ **Human Resources** – PrimePoint timesheet rollout, Update Employee Welcome Kit, Review Employee Performance Review Process

➤ **Capital Projects Oversight** – 133 Fairview Plan, Library/Connett Construction, Baird Center Completion, Begin River Greenway Construction, Seek DPW Building Funding (FEMA 404)

➤ **Install New Signage:** Parks, Buildings & Gateways

2023 Capital Requests

- 133 Fairview Planning, Design & Maintenance: \$500,000
 - ❑ Pending: Possible offset from state funding
- Signage: \$65,000 (DPW, Event Signage & Building Signage)
- Office Equipment & Furniture: \$5,000

Total Capital Requests: \$570,000

2023 Proposed Operating Budget

- Increases +\$64,214
 - Salary & Wages: +\$55,214 (including COLA)
 - Gaslight: +\$5,000 (Postage & Paper)
 - Building Repair & Maintenance: +3,000 (133 Fairview)
- Decreases -\$35,000
 - Decrease in Professional Service Contracts

Total Change In Operating Budget: +\$29,284.00

Proposed Staffing Changes

- Director of Community Development (Planning / Zoning), up to \$130,000 (In 2022 Budget)
- P/T, Temporary Graphics & Social Media Coordinator, \$30,000
- Appoint Permanent Deputy Admin & Administrator Positions

Top Three Items in 2023 Operating Budget

1. Salary & Wages: \$508,024
2. Professional Services: \$175,000
3. Communications: \$65,000

Fiscal Goals 2023

- Continue to review and manage professional service expenses
- Continue to improve the Village's overall fiscal position by prioritizing necessary capital expenses
- Reduce liabilities within the budget (compensatory time carryover)
- Minimize Impact of Healthcare cost increases – research options; assess viability
- Pursue grant funding where applicable
- FEMA – continue to work with OEM coordinator on obtaining FEMA 404 Mitigation Funding

2023 Proposed Budget Summary

	2022 Budget	2022 Actual*	2023 Request	Increase**
ADMINISTRATION & EXECUTIVE S&W	\$ 452,900.00	\$ 277,782.00	\$ 508,024.00	\$ 55,124.00
ADMINISTRATION & EXECUTIVE O/E	\$ 406,300.00	\$ 358,928.00	\$ 381,000.00	\$ (25,300.00)
	\$ 859,200.00	\$ 636,710.00	\$ 889,024.00	\$ 29,824.00

* 2022 Actual S&W reflects resignation of Admin and Planning/Zoning Official unfilled

** S&W Increase includes 2% COLA; additional increase offset by reduction in Recreation S&W

** Reduction in O/E reflects reduction in outside Professional Services



Building & Code Enforcement

Tony Grenci

Director, Building & Code



2022 Achievements

- Hired 1 code inspector and 1 part-clerk typist
- Minimized cost of inspections on development projects by utilizing and managing a roster of part-time inspectors
- Migrated permit application forms online (GovPilot Modules)
- Created online filing system and began scanning historic documents
- Continued to provide high-level customer service; minimal resident complaints

2023 Goals

- Implement electronic plan review process required by state
 - ❑ Delayed due to availability of electronic plan tables
- Establish a Fire Prevention Bureau
- Continue digital records scanning
- Work with Administration and Planning & Zoning to improve internal workflow
- Staff organization and development:
 - ❑ Hire replacement Code Enforcement Officer
 - ❑ Continue to provide staff educational opportunities - Technical Assistance Certification
 - ❑ Retain our part-time inspectors
- Ensure Gov Pilot complaints are followed-up/closed

2023 Capital Requests

- No Capital Requests

2023 Proposed Operating Budget

- Increases to Operating Budget
 - ❑ Fire Prevention Bureau (moving from SEFD)*: +\$86,000
 - Fire Official: +\$16,000 Stipend
 - Fire Inspector: +\$60,000
 - Office Equipment & Clothing: +\$10,000

***Offset by decrease in \$76,000 SOFD Fire Inspector costs**

- Top 3 Items in 2023 Operating Expenses (other than salary & wage)
 1. Fire Prevention Bureau: \$86,000
 2. Credit Card Processing Fees: \$13,000
 3. Office Expenses: \$2,500

Fiscal Goals 2023

- Revenue Opportunities:
 - ❑ Review C of H, CCO and non life-hazard fire inspection fees (resale of residential properties)
 - ❑ Explore adding Credit Card Processing Fees to permit application

- Savings Opportunities:
 - ❑ Continue to minimize inspection costs with p/t inspectors and staff management
 - ❑ Identify DCA reimbursement opportunities

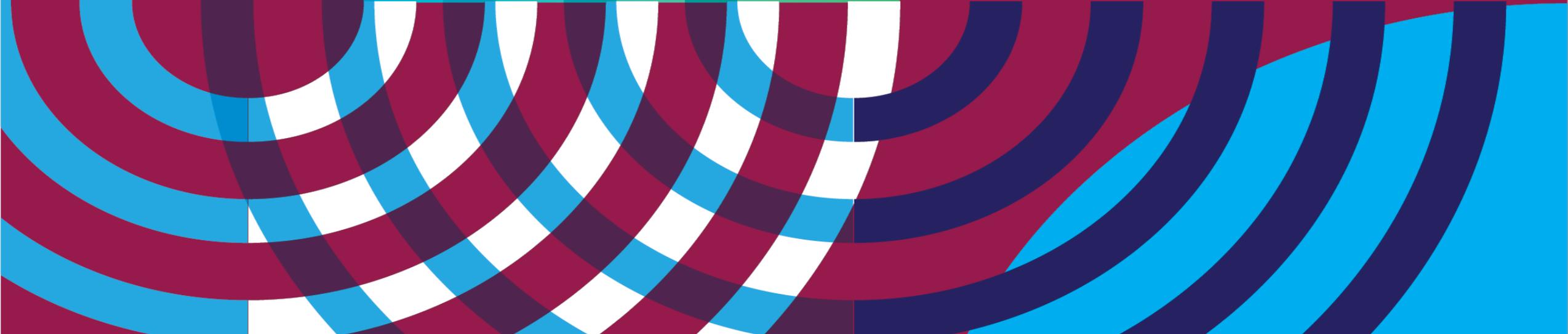
2023 Proposed Operating Budget Overview

	2022 Budget	2022 Actual*	2023 Request	Increase**
Bldg & Code S&W	\$ 553,800.00	\$ 573,000.00	\$ 630,700.00	\$ 76,900.00
Bldg & Code O/E	\$ 9,100.00	\$ 8,940.00	\$ 11,100.00	\$ 2,000.00
	\$ 562,900.00	\$ 581,940.00	\$ 641,800.00	\$ 78,900.00

* Additional 2022 S&W due to addition of p/t staff for scanning; not anticipated for 2023

** S&W Includes 2% COLA increase and Fire Prevention Bureau





Clerk's Office

Ojetti E. Davis
Village Clerk



2022 Achievements

- Record Retention - Digital Scanning in Progress
- Improved on Maintaining the Village Calendar
- Updated the Boards & Committee Roster List
- Improved the record keeping of Volunteer submissions
- Integrated the Vital Record and Marriage License Request forms to the Online Portal

2023 Goals

- Improve departmental efficiency by reallocating departmental tasks
 - ❑ Increase Part-time Clerk Typist hours (from 25 hours per week to 30 hours per week)
 - ❑ Continue Cross training staff on statutory boards
- Continue with Record Retention
- Continue to promote sign up for Election Poll Board Workers
- Successful Election Year
- Continue to provide the most efficient services for our residents and departments

2023 Fiscal Goals

- Realignment of staff responsibilities for better resource allocation
- Review document scanning process, determine most cost-effective method
- Continue to use digital communications wherever possible; reducing postage and print costs

2023 Capital Requests

- There are no capital requests in the Clerk's Office

2023 Operating Budget

- Increases – Minimal changes to operating budget
 - ❑ S&W Increase for additional p/t clerk hours - \$5,000
- Top 3 Items in Operating Budget
 1. Salary & Wage - \$198,816.00
 2. Election Expenses - \$35,000
 3. Printing, Pubs & Postage - \$10,000

	2022 Budget	2022 Actual	2023 Request*	Increase
MUNICIPAL CLERK S&W	\$ 183,940.00	\$ 182,410.00	\$ 198,816.00	\$ 14,876.00
MUNICIPAL CLERK O/E	\$ 54,150.00	\$ 56,050.00	\$ 54,150.00	\$ -
	\$ 238,090.00	\$ 238,460.00	\$ 252,966.00	\$ 14,876.00

* S&W increase include p/t clerk and 2% COLA





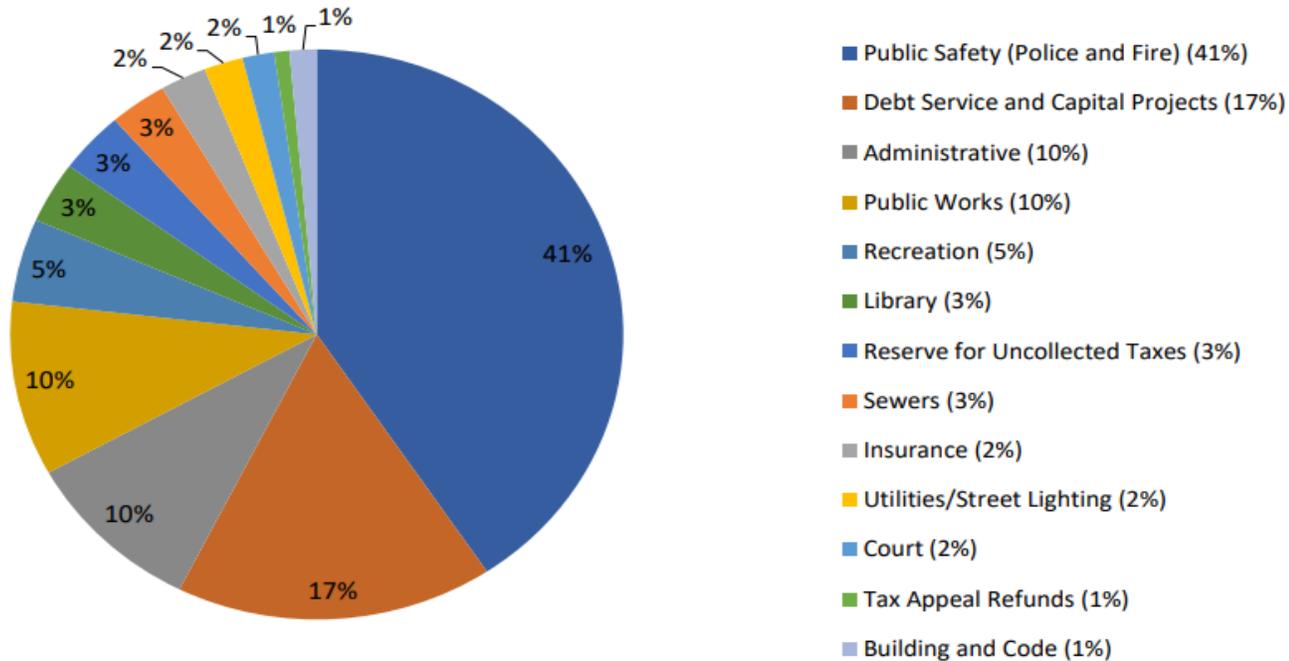
Public Works

Joe Foligno
Acting Director, Public Works

2022 vs. 2023 Budget Overview

2022 Budget	2023 Proposed Budget
\$ 3,160,500	\$3,534,400.00

10% Percent of Overall Budget FY 2022- (% of 2023 pending SEFD budget submission and new health care cost allocation)



2022 Achievements

- Successfully Managed Transition of Department Management (New Acting Director, DPW)
- Started a Firewood Program
- Revamped Recycling Yard
- Dual Stream Recycling Program Implemented for 2023 Start

2022 Unexpected Expenses

- Emerald Ash Disease: Tree Removal
- Continuation of Ida Damage/Flooding
- Diesel Prices
- Tool/Equipment price increases of 30% or more

2023 Goals

- Implementation of dual-stream recycling plan
- Staff Development
 - ❑ Promote from within
 - ❑ Hire qualified personnel as openings arise
 - ❑ Increase opportunities for education
- Review leaf removal process
- Improve coordination of parks maintenance with Recreation Department
- Improve departmental response to resident inquires
- Continue collaborating with various conservancies, departments, groups and committees
- New DPW Building – seek FEMA 404 Funding in coordination with Administration
- Plastic Bag Program – investigate revenue opportunity with bag recycling program

Capital Requests for 2023

- \$600,000 - Two Front End Loaders – One is currently at end of lifecycle, others are constantly in need of repair; leverage any trade-in value
- \$250,000 - Roll Off Truck – needed to ramp up recycling program & enhance leaf removal program
- \$200,000 - One Salt Truck
- \$210,000 - Three 1 Ton Dump Trucks
- \$100,000 - Stump Grinder
- \$150,000 - Generator

Total amount of Capital Request: \$1,510,000

2023 Proposed Operating Budget

Increases:

- Street Trees: +\$100,000*
- Tools and Equipment: +\$50,000
- Diesel: +\$50,000.00
- Auto Maintenance: +\$50,000.00
- Tree Services: +\$36,000
- Village Beautification: +\$20,000
- Educational Courses: +\$10,000.00

- **Total Operating Increases: \$316,000**

Operating Budget – Top 3 Expenses

- Recycling Program - \$448,000
- Tools & Equipment - \$180,000
- Auto Maintenance - \$150,000

2023 Proposed Staffing Changes

- Promotion from within & alignment with Civil Service titles: Budget Impact: +\$20,000
- Fill 1 Open Position – No budget impact

Fiscal Goals

- Investigate possible leaf hauling cost reductions
- Review existing contracts and agreements to ensure they are fiscally responsible
- Implement new processes to create an efficient work flow and reduce man hours for some tasks (Staff Realignment)

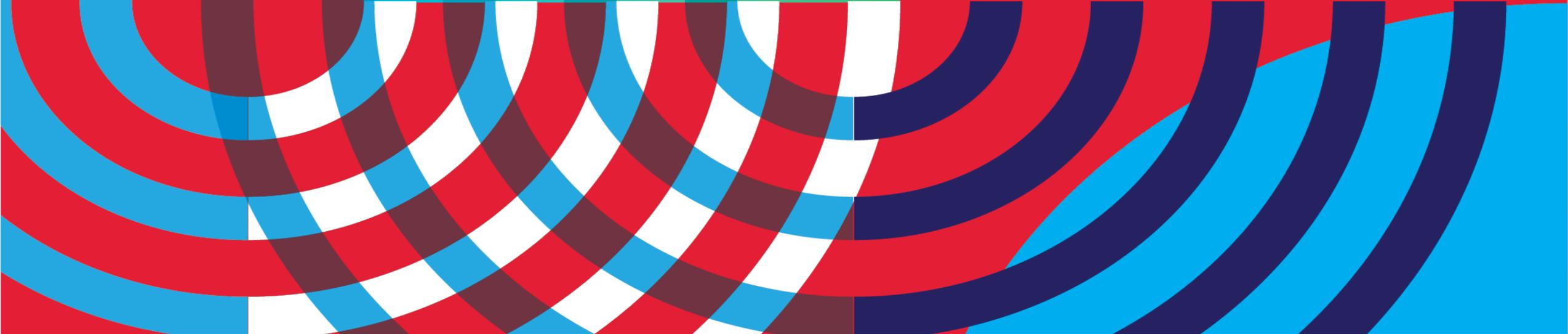
2023 Proposed Budget Summary

	2022 Budget	2022 Actual	2023 Request	Proposed Increase
Public Works S&W	\$ 1,898,600.00*	\$ 1,859,342.08	\$ 1,956,500.00**	\$ 57,900.00
Public Works O/E	\$ 1,261,900.00	\$ 1,176,644.66	\$ 1,577,900.00	\$ 316,000.00
	\$ 3,160,500.00	\$ 3,035,986.74	\$ 3,534,400.00	\$373,900.00

* After transfers of \$85,000

** S&W Request Includes 2% COLA Increase





Health Department

Candice Davenport

Health Officer



2022 Achievements

- Established a temporary interlocal Animal Control Services agreement with Bloomfield
- Filled vacant Registered Environmental Health Specialist (REHS) officer for restaurant inspections
- Applied for Enhancing Local Public Health Capacity Grant (\$100,000)



2022 Challenges & Unexpected Expenses

- Retirement and related benefits payout to Health Officer
- Loss of St. Hubert's Animal Control Services contract
- Loss of long-standing dead animal pickup service

2023 Goals

- **Re-establish Health Department - Hire Health Officer**
- **Community Care & Justice (CC&J)**
 - ❑ Move CC&J under Health Department Supervision
 - Hire Crisis Intervention Counselor
 - Masters Level Interns
 - Public education programming
 - Seek Grant funding
 - Leverage existing community partnerships (SHU, St. Barnabas, etc.)
 - Close working relationship with SOPD; continue SOPD cultural enhancements
- **Animal Control - Onboard new Animal Control vendor/partnership**
- **Public Health Practice Standards of Performance**
 - ❑ Accomplish all of the statutory requirements of the Health Department
- Establish Committee Best Practices & Review Volunteer Management Process





2023 Capital Requests

- There are no Capital Requests for 2023

2023 Requested Operating Budget

➤ Requested Increases: +\$30,000*

- Addition of Crisis Intervention Counselor: +\$5,000*
 - S&W for Counselor: \$100,000
 - Supervisory Service for Crisis Counselor: \$40,000 (1 time only)
- Animal Control Officer/Service: +\$20,000
- Increased costs for Dead Animal Pickup: +\$60/pickup or \$6,000
- Increased hourly rate for nursing services: +\$10/hour or \$4,000

*Offset by transfer of \$135,000 from SOPD budget

Top Three in Operating Budget

- Salary & Wage: \$220,000
- Animal Control Services: \$70,000
- Professional Services: \$40,000 (Supervision, Dead Animal, Extermination)



Fiscal Goals

- Add Masters Level Intern(s) in CC&J (Partial Year)
- Seek Grant Funding
- Cultivate Sponsors for Health Department Programming

Budget Summary

	2022 Budget	2022 Actual	2023 Request	Increase*
HEALTH S&W	\$ 120,000.00	\$ 132,498.65	\$ 220,000.00	\$ 100,000.00
HEALTH O/E	\$ 92,410.00	\$ 79,850.00	\$ 122,410.00	\$ 30,000.00
	\$ 212,410.00	\$ 212,348.65	\$ 342,410.00	\$ 130,000.00
*Offset by transfer of CC&J budget of \$135,000 from SOPD				





Information & Technology

2022 Achievements

- Hired new IT Technician
- Finalized plan for cutover from Lightpath to Verizon Phone Service
- Installed 10 new on-street video cameras
- Purchase and installation of Body Worn Camera technology

2023 Goals

- Hire new IT Director
- Contract with outside firm for supervision and IT audit and recommendations
- Improve Technology User Experience for residents, staff and trustees by research other platforms and broadcasting to YouTube
- Cross-train staff
- Equip new meeting room at Baird Center
- Maintain in Cyber Security Protocols; improve as necessary

2023 Capital Requests

- Meeting Room Technology Baird Center - \$105,000
- Up to 12* on-street cameras, no facial recognition software - \$60,000
- 20 Replacement Workstations - \$24,000

Total Amount of Capital Requests for IT: \$189,000

* Replacement only, any additional cameras need endorsement from Public Safety Committee

2023 Fiscal Goals

Saving Opportunities

- Change of Phone Service From Lightpath to Verizon FiOS

Department Operation Efficiency

- Purchase “Like New” Equipment When Feasible

2023 Proposed Operating Budget

	2022 Budget	2022 Actual	2023 Request	Increase
IT S&W	\$ 195,700.00	\$ 199,500.00	\$ 220,700.00	\$ 25,000.00
IT O/E	\$ 180,000.00	\$ 170,600.00	\$ 199,500.00	\$ 19,500.00
	\$ 375,700.00	\$ 370,100.00	\$ 420,200.00	\$ 44,500.00

- Increases:
 - ❑ Salary Increase up to +\$25,000, including 2% COLA for current employees
 - ❑ Outside consultant +\$19,500



POLICE DEPARTMENT

Ernesto Morillo
Chief of Police

2022 Achievements

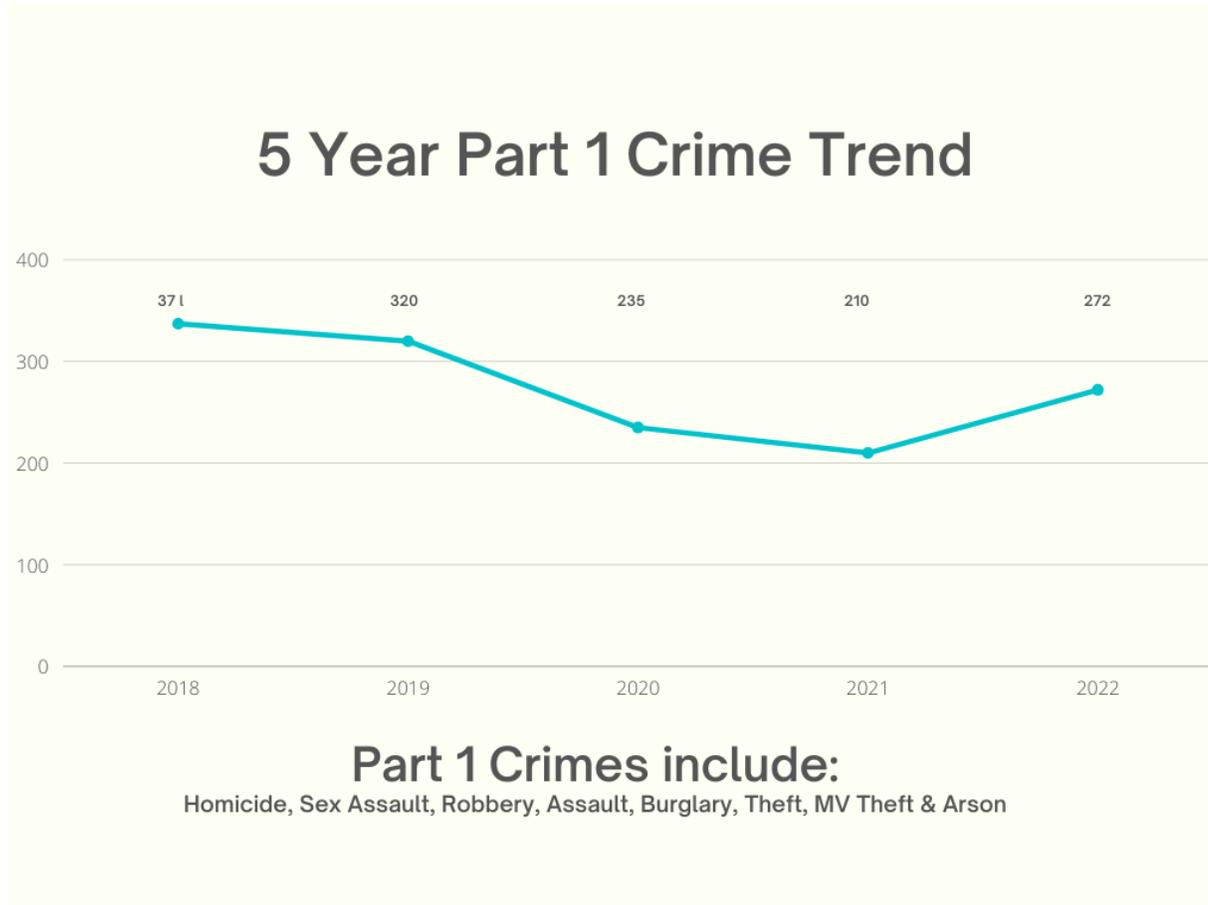
- Part I Crimes are on a downward trajectory. Clearance Rate is 42%; an improvement over prior year
- Improvement: Issuance of Summonses & Warnings
 - ❑ 2022 Summonses: 11,265 vs 10425 in 2021
 - ❑ 2022 Warnings:1301 vs 920 in 2021
- Pedestrian Safety Initiatives
 - Crossing Guards at full complement – first time in 18 years; reduces overtime costs
 - Traffic Delineators – Low cost; high effectiveness, especially Arnold Terr & Valley Street and Sloan Street
- Demeanor Complaints – only two in 2022; very low number
- BWC Implementation-In May, 2022 the SOPD became fully compliant with the rollout of Body Worn Cameras
- Grants- The SOPD participated in writing its own grants for juvenile programs sponsored by Essex County and also for ALPRs. These awards total \$102,000 if awarded.

2022 Achievements

- Staffing - Hired 7 officers to complete table of organization allowing us to
 - Reduce overtime expense
 - Delegate high-level administrative functions to improve effectiveness and cost efficiency
 - Provide continuity in public-facing functions
- Increased staff educational opportunities
 - We identified 65 specific areas of education and training
 - 44 officers benefitted
- Implemented Electronic Scheduling System – eliminating the need for paper-based accounting
- The Police Department was involved in multiple community relations endeavors. Some are listed below:
 - Coat Drive
 - Toy Drive
 - Turkey Giveaway
 - Autism Awareness Fundraiser
 - National Night Out
- 34 out of the 44 of officers (or 77.27%) are certified; a **62% increase in nine months.**

2022 Achievements

➤ Downward trend in Part 1 Crimes*



***2020 & 2021 lows attributed to Covid shutdown;
2022 uptick in attributed to reopening**

2023 Goals

Policing continues to evolve every day. It is important to be an agent of the change that keeps our department at the cutting edge by taking the steps necessary to help our personnel be models of professionalism in our town, county and state.

- Improve pedestrian safety through NJ State grants
- Continue Part 1 crime reduction and improvement of clearance rates
- Accreditation through Joint Insurance Fund to eliminate \$50,000 cost
- Building closer relationships with our neighbors
- Reducing our carbon footprint on the environment
- Deepen investment in personnel
 - Free college tuition at Seton Hall University
 - Provide educational & training opportunities
- Implementation of our chaplaincy program

2023 Capital Requests

It has never been more important than now to be a good steward of our taxpayer money. We have a responsibility to use funds wisely and never be irresponsible or unreasonable with our requests. In year 2022, we were able to address the most pressing issues requiring capital expenditures.

- Radio System Upgrade for Dispatch Communication

Total Amount of Capital Requests for Police Department: \$258,000

2023 Proposed Operating Budget

➤ Increases:

- ❑ Enterprise vehicle lease \$35,000 (2 Vehicles per annual plan)
- ❑ SOA Training/Education \$20,000 (Contractual)
- ❑ Conferences \$1,500

➤ Decreases

- ❑ Professional Services \$45,000

Total Proposed Change in Operating Budget: +\$11,500



Top Line Items 2023 Operating

1. \$100,000 – Fuel
2. \$90,000 – Vehicles, Enterprise
3. \$65,000 – Professional Services
4. \$65,000 – Academy Expenses

Proposed 2023 Staffing Changes

Total proposed staffing decrease when **applied to 2022 rates of pay** (before step & COLA increases): - \$10,100:

- Increase Administrative per diem rate by \$0.50/hour - We have three administrative per diem Employees who have not received regular yearly increases
 - ❑ Budget Impact: +\$11,000
- Increase dispatcher hourly rate by \$3.00/hr. to \$25/hour
 - ❑ Budget Impact: +\$900
- Request to add 1 full-time dispatcher
 - ❑ Currently below typical compliment which drives overtime and reduces number of officers on the road
 - ❑ Budget Impact: +\$70,000 S&W, including benefits
- Request merit salary increase of:
 - ❑ + \$25,000

Offset by the \$100,000 reduction in overtime pay and \$17,000 saved by moving traffic officers to a “5 on, 2 off” from existing “4 on,3 off” schedule.

Fiscal Goals 2023

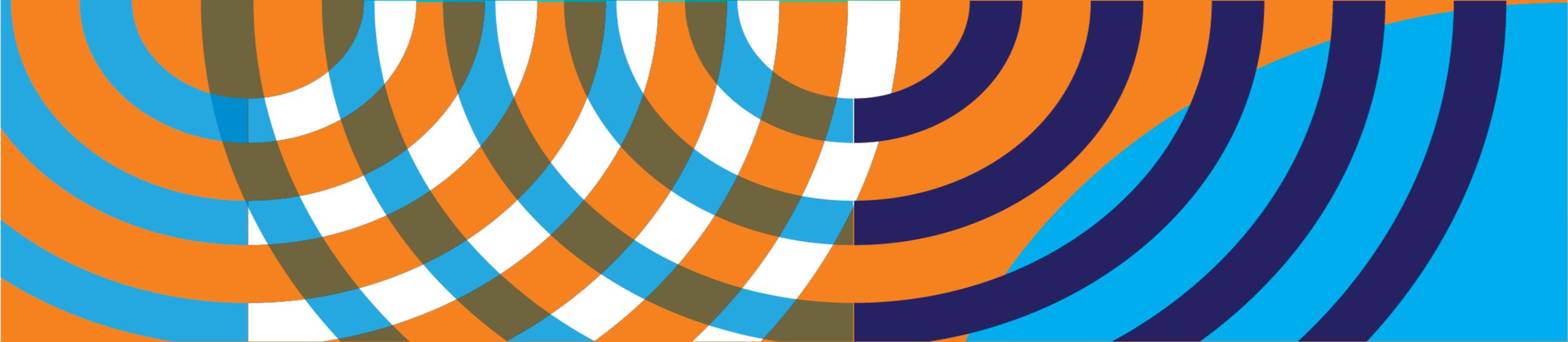
- The primary fiscal goal of 2023 is to **reduce overtime**. We believe that the department's increased overtime expenses in 2022 can be reduced by a full table of organization and scheduling changes.
 - ❑ This year we have to move quickly to replace anticipated retirements and or depart to avoid overtime.
- Second goal is to reduce costs associated with vehicles.
 - ❑ This includes:
 1. Fuel costs
 2. Repair Costs
 3. Maintenance Costs

Proposed Budget Summary

	2022 Budget	2022 Actual	2023 Request**	Proposed Increase (Decrease)
POLICE S&W	\$ 6,459,500.00	\$ 6,563,817.98	\$ 6,610,500.00	\$ 151,000.00
POLICE O/E	\$ 828,050.00	\$ 808,952.00	\$ 839,550.00	\$ 11,500.00
	\$ 7,287,550.00*	\$ 7,372,769,08.98	\$ 7,450,000.00	\$ 162,500.00

*Excluding CC&J \$135,000 budget transferred to Health Department

**Includes *Estimated Step Increases*; actuals to be calculated at a later date



RECREATION & CULTURAL AFFAIRS

Peter Travers

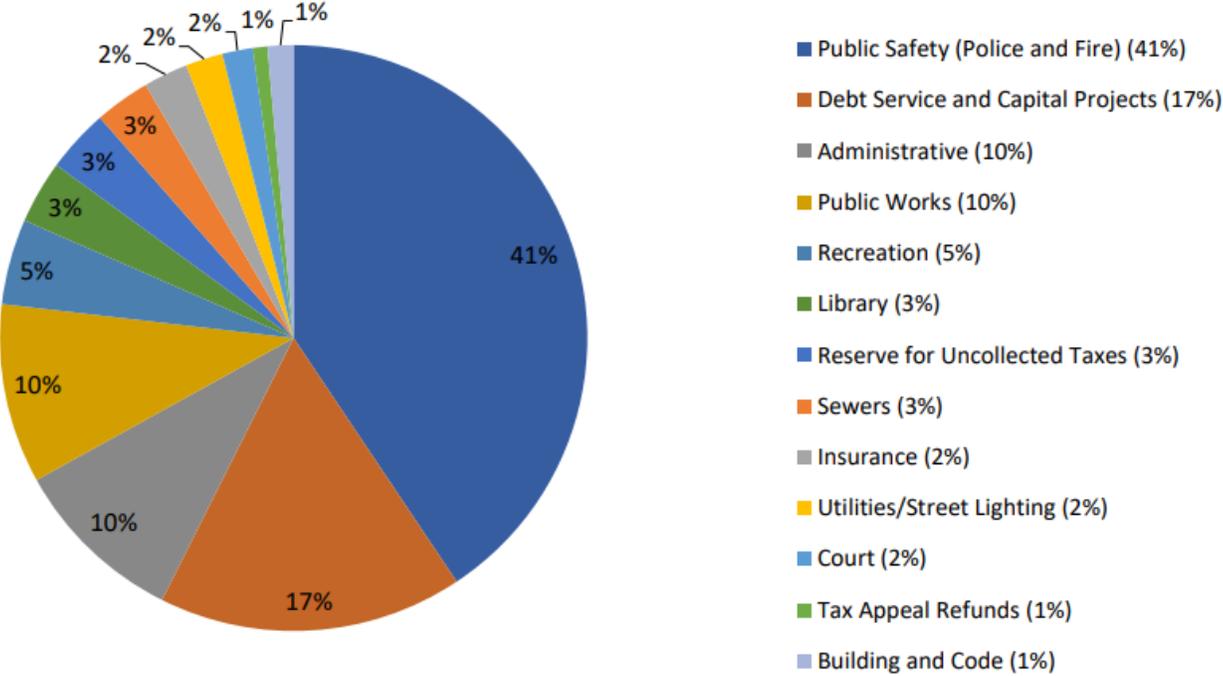
Director



2022 vs. 2023 Budget Overview

2022 Budget	2023 Budget
\$1,662,550	\$2,035,796

5% Percent of Overall Budget FY 2022 - (% of 2023 pending SEFD budget submission and new health care cost allocation)



2022 Achievements

- Programming
 - Resumed all programming halted by COVID
 - Added new programming
 - Active Older Adults, Volleyball, Field Hockey
- Reduced field maintenance costs by using existing staff
- Continued oversight of Baird Construction
 - Organized a structure for new memberships
 - Developed a rental pricing structure for room rentals

2023 Goals

- Finalize Baird Center Construction and Activate the space within the building
- Staffing for the Baird Center and its programming
- Programming the newly renovated Baird Center
- Fiscal Responsibility in budget planning for 2023

2023 Capital Requests

- Cameron Tennis Court Reconstruction - \$1,875,000
- Cameron Design and Permitting - \$100,000
- Farrell Tennis Courts (Additional Funding)- \$100,000
- Backstop Replacements - \$125,000
- Baird Equipment and Outfitting - \$350,000
- New Waterlands Lights – \$1,400,000
- Misc. Fencing - \$45,000

Total Amount of Capital Requests for Recreation and Cultural Affairs: \$3,995,000

2023 Operating Budget

- Increases Requested:
 - Playground Camp: +\$5,000
 - Parks and Grounds: +\$3,500
 - Recreation Programs: +\$15,000
 - Office Expenses: +\$20,500
 - Credit Card Merchant and Civic Rec: +\$25,000
 - Utilities: +\$100,000
 - Cleaning: +\$75,000
 - Educational Courses: +\$2,500
 - Salary and Wage: +\$126,746

Total Change in 2023 Operating Budget: +\$373,246

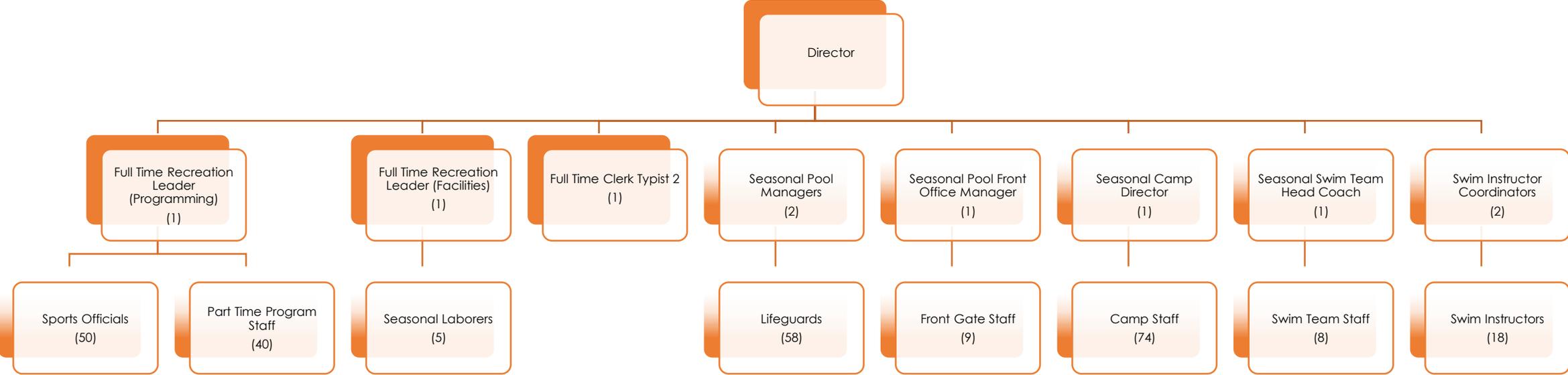
Top Three Anticipated Line Items for 2023 Operating

1. Recreation Programming \$195,000
2. Utilities \$160,000
3. Cleaning \$105,000

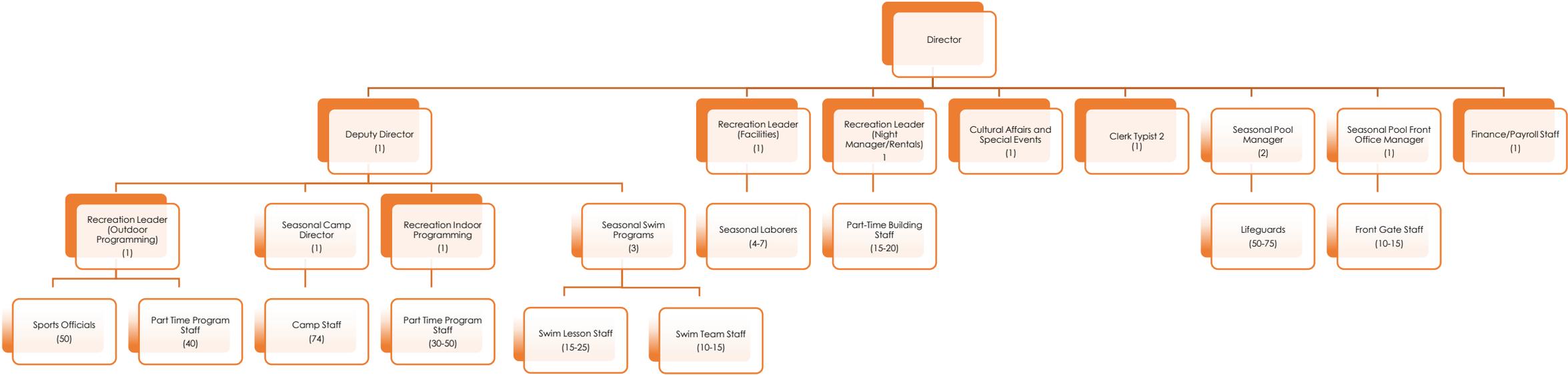
Proposed 2023 Staffing Changes

- Hire Deputy Director
- Fill existing Recreation Leader Position – Outdoor Programming
- Hire Cultural Affairs and Events Staff
- Hire 2 New Recreation Leaders
 - Night Time Building Manger/Rentals Manager
 - Indoor Programming Leader/Active Adult Programming
- Hire Finance/ Payroll Staff member

Staffing 2022



Staffing Changes 2023 (cont.)



Fiscal Goals 2023

- Increase Revenue when Baird reopens
- Continue looking for and implementing software platforms that can create efficiencies
- Reduce costs for outfitting Baird with supplies, furniture and equipment

2023 Budget Summary

	2022 Budget	2022 Actual	2023 Request	Increase
RECREATION S&W	\$ 1,068,200.00	\$ 727,833.21	\$ 1,194,946.00	\$ 126,746.00
RECREATION O/E	\$ 594,350.00	\$ 411,085.00	\$ 840,850.00	\$ 246,500.00
	\$ 1,662,550.00	\$ 1,138,918.21*	\$ 2,035,796.00	\$ 373,246.00

*2022 budget accounted for new staffing in anticipation of the Baird opening. Construction delays pushed our hiring plans back to save money.



Library

Jill Faherty
Director



2022 Achievements

Supported community informational needs

- Improved diversity of content and formats offered - e.g. VOX books, books by BIPOC authors
- Improved access to information via online databases, delivery service, computer training +
- Retained 33 staff, including 11 FTEs and other supportive informational specialists

Improved overall safety of building

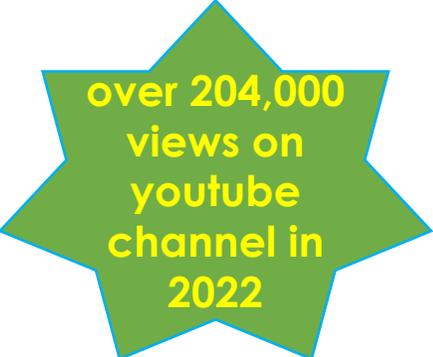
- Improved and maintained safety and quality of environment
- Remained open and served as a heating and cooling center
- Enabled staff to respond to emergency and unique situations – CPR, NARCAN training
- Adhered to and promoted Covid protocols

Marketing and Outreach

- Expanded the reach and breadth of service
- Increased variety, and attendance, of programs
- Increased circulation of materials – as much as 20%
- Increased number of library card holders



1,041 new
library card
holders



over 204,000
views on
youtube
channel in
2022

2022 Unexpected Expenses = \$14,000

Building Maintenance - \$13.5K

\$6,300 – HVAC

SOPL is designated as a cooling center, necessary to provide working air conditioner

\$5,100 – Cleaning Services

9% increase in service fees

Network & Connectivity - \$2K

\$2,100 – Connectivity to LMxAC (eLibraryNJ)

Charged according to increased e-content circulation



2023 Goals

- Construction plans to build the ideal library which will serve as the communal, recreational, and informational hub of South Orange Village
- Establish and execute plans for temporary library location(s) and continued services; staffing plan
- Create a strategic plan for South Orange Public Library
- Continue to assess services/programs to better meet the needs and interests of the community
- Assess core collection to build a well-rounded collection of materials that are timely and best serve the community's interests and needs
- Create accurate job descriptions, establish building blocks and assessment tools for SOPL staff



2023 Capital Requests

- \$5,000 – Furniture – mobile shelves, periodical displays
- \$5,000 – Fire System upgrades to comply with code for Elevator modernization
- \$1,000 – Verizon upgrades to comply with code for Elevator modernization

Total Amount of Capital Requests for the Library: \$11,000



2023 Proposed Operating Budget

- Increases:
 - ❑ \$ 6,000 – Building Maintenance: HVAC
 - ❑ \$ 2,500 – Programming: expanding programs for all ages
 - ❑ \$ 2,000 – Connectivity: library network access, digital

- Decreases:
 - ❑ \$ 1,000 – Office supplies

2023 projected Operating Expenses, excludes wages/benefits = \$232,296
Does not include moving costs



2023 Proposed Operating Budget

	2022 Budget	2022 Actual	2023 Request	Increase
* LIBRARY SALARIES AND WAGES	\$ 920,500.00	\$ 869,512.46	\$ **938,910.00	\$ 18,410.00
LIBRARY OPERATING EXPENSES	\$ 222,796.00	\$ 226,290.00	\$ 232,296.00	\$ 9,500.00
	\$ 1,143,296.00	\$ 1,095,802.46	*** \$ 1,171,206.00	

* Doesn't include all benefits, pensions, etc.

** Assumes level staffing, cost-of-living increase

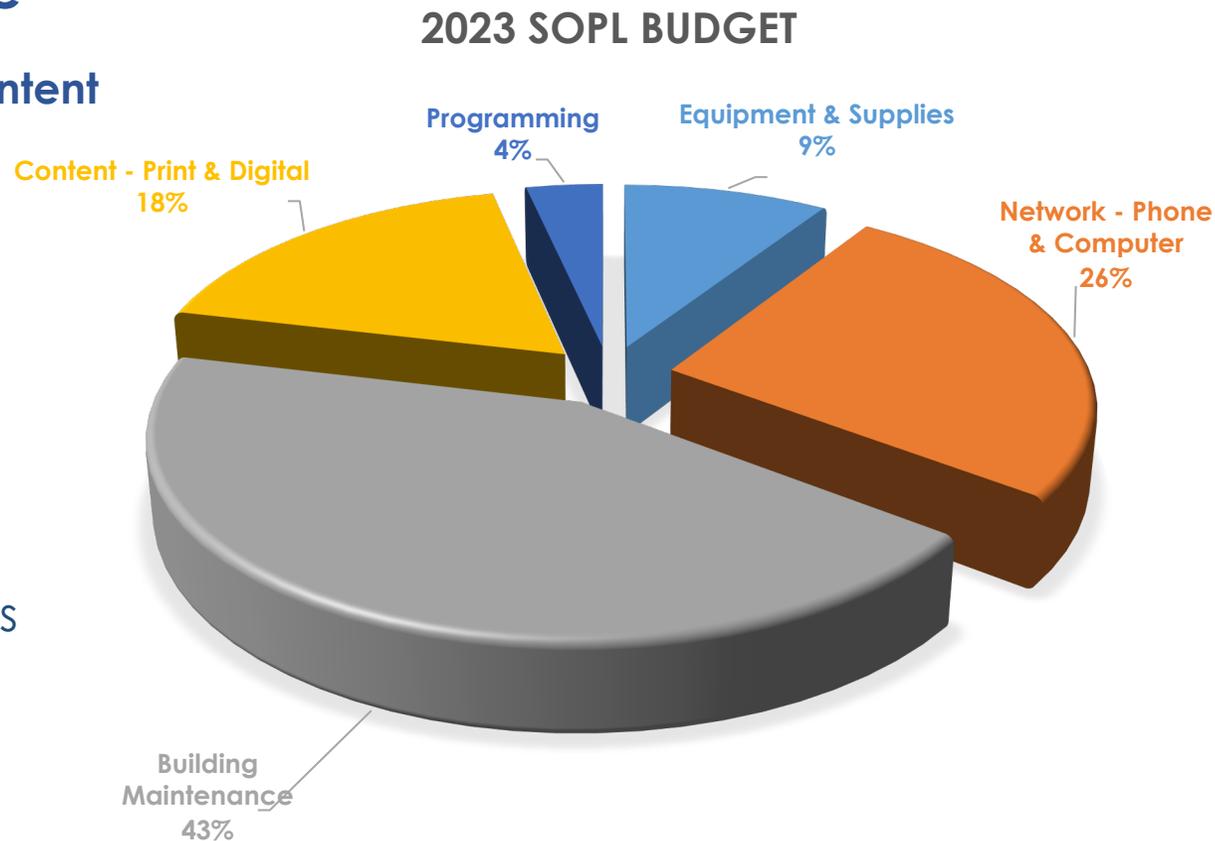
*** \$1,225,848 is the 2023 minimum 1/3 mil amount (\$0.33 on each \$1,000 of equalized value of property in South Orange) per NJ State Library cost. Village exceeds minimum requirements when allocating health care costs and construction bond debt service.



Top Items in 2023 Operating Budget

1. \$ 100,500 – Building & Maintenance
2. \$ 60,000 – Network *includes some e-content
3. \$ 41,900 – *Content
4. \$ 21,000 - Equipment & Supplies
5. \$ 8,900 - Programming for All Ages

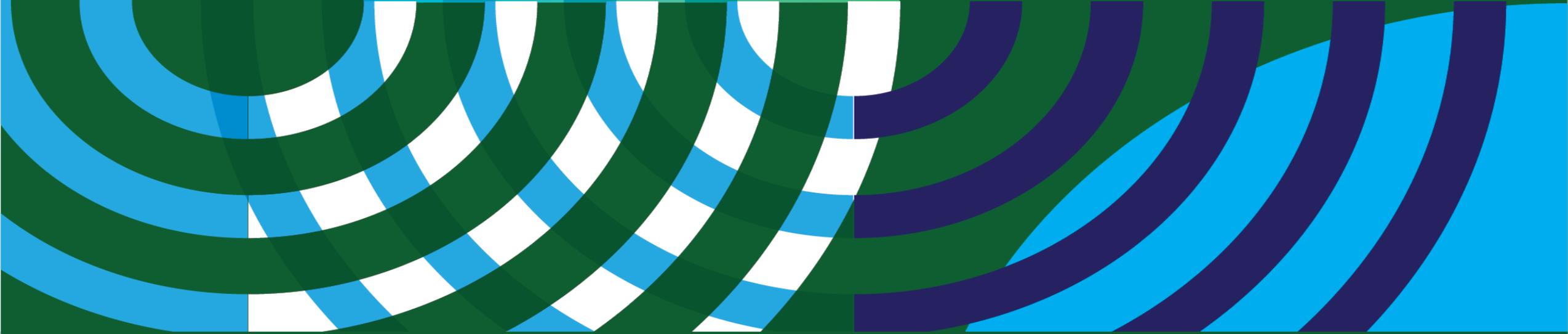
*Increase in acquisition of digital materials



Fiscal Goals 2023

- Manage process for temporary relocation of SOPL during construction as cost-effectively as possible.
- Manage building cleanup and preparation for renovation, clean up of Connett Building; continue to seek competitive quotes for all necessary work.
- Offset printing costs with increase in printing fees
- Determine which Library System Consortium is most cost-effective.





Tax Assessor's Office

Ellen Foye-Malgieri

Tax Assessor



2022 Achievements

- #1 Contract Awarded for Revaluation
- #2 4.2 million added to ratable base for Added Assessments

2023 Outlook

- Expect housing market to begin to slow due to increase in interest rates and less inventory.
- Revaluation to begin

2023 Operating Budget

- No change from 2022, excluding S&W COLA
- Operating Expenses – expected costs for Reval carried to 2023

	2022 Budget	2022 Actual	2023 Request *
TAX ASSESSOR S&W	\$ 118,700	\$ 118,700	\$ 121,074
TAX ASSESSOR O/E	\$ 9,000	\$ 5,300	\$ 9,000
	\$ 127,700	\$ 124,000	\$ 130,074

*Includes 2% COLA



2023 Ratable Increase

- 2023 is starting with an INCREASE in ratables of \$752,411
- Collection of increased Pilot Payments for new developments:
 - ❑ Vose & Taylor
 - ❑ Village Hall Tavern & Beer Garden

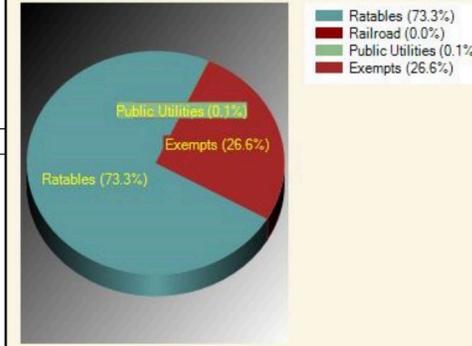
Ratable Summary Report

Type	Count	Land	Improvement	Exemptions	Net
Ratables	4,758	1,343,787,200	1,489,253,900	0	2,833,041,100
Railroad	8	0	0	0	0
Public Utilities	1	5,612,894	0	0	4,328,100
Exempts	214	94,655,700	931,994,260	0	1,026,649,960

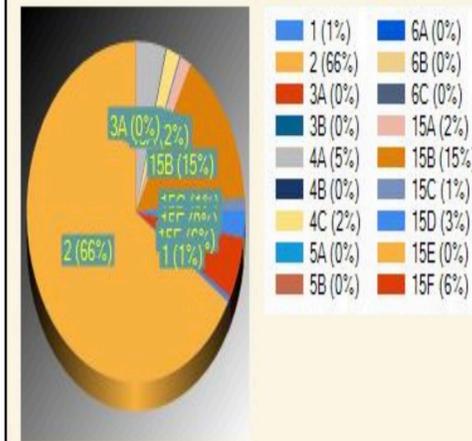
Type	Count	Amount	Type	Amount	Type	Amount
Senior Citizens	7	1,750	Fire Suppression (E)	0	New Dwelling/Conv Abatement (L)	0
Surviving Spouses	0	0	Pollution Control (P)	0	New Dwelling/Conv Exemption (K)	0
Disabled Persons	1	250	Fallout Shelter (F)	0	Multi-Dwelling Exemption (N)	0
Veterans	64	16,000	Water/Sewage Facility (W)	0	Multi-Dwelling Abatement (O)	0
Widows of Veterans	31	7,750	UEZ Abatement (U)	0	Commercial/Industrial Exemption (G)	0
			Dwelling Abatement (J)	0	Renewable Energy (Y)	0
			Dwelling Exemption (I)	0		

Property Class	Count	Land Value	Improvement Value	Exemption	Net Value	Net as % of ratables	Acreage Count	Acreage Amount
1	202	21,909,500	0	0	21,909,500	0.77%	141	167.73
2	4361	1,235,626,200	1,317,088,600	0	2,552,714,800	90.11%	4268	1,737.99
3A	0	0	0	0	0	0.00%	0	0.00
3B	0	0	0	0	0	0.00%	0	0.00
4A	162	65,877,600	108,786,600	0	174,664,200	6.17%	161	52.05
4B	5	1,575,700	2,186,900	0	3,762,600	0.13%	5	2.35
4C	28	18,798,200	61,191,800	0	79,990,000	2.82%	28	13.08
5A	8	0	0	0	0	0.00%	0	0.00
5B	0	0	0	0	0	0.00%	0	0.00
6A	1	5,612,894	7,711	0	4,328,100	0.15%	0	0.00
6B	0	0	0	0	0	0.00%	0	0.00
6C	0	0	0	0	0	0.00%	0	0.00
15A	10	4,434,000	58,490,300	0	62,924,300	2.22%	10	23.46
15B	42	33,381,300	555,787,300	0	589,168,600	20.80%	42	87.79
15C	66	25,573,600	22,748,300	0	48,321,900	1.71%	59	107.45
15D	46	14,405,000	85,623,100	0	100,028,100	3.53%	46	30.64
15E	0	0	0	0	0	0.00%	0	0.00
15F	50	16,861,800	209,345,260	0	226,207,060	7.98%	32	423.33

2024 Net Value Property Summary for 0719 South Orange Village Twp



2024 Net Value Class Summary for 0719 South Orange Village Twp





Tax Collector's Office

Irma Weir
Tax Collector



2022 Achievements

- The collection rate for 2022 was 99.04% based on a total collection of \$98,695,930.85.
- Successfully organized the upgrade of the Village's online payment system that became effective on December 19, 2022. It allows for a two year tax history search and bill print capability directly from the website.
- A new tax clerk with prior tax office experience was hired, Aisha Smith.

2023 Goals

- To provide further comprehensive training to the new tax clerk
- To work with the Clerk's department regarding the records management of old tax office files in storage
- To maintain a 99% collection rate and continue to provide stellar customer service

2023 Capital Requests

- There are no anticipated capital requests for 2023.

2023 Operating Budget

- The only notable change is a \$500.00 increase in cloud services which resulted from the upgrading of the online payment system.
- Salary & Wage remain the same, excluding COLA

	2022 Budget	2022 Actual	2023 Request	Increase*
TAX COLLECTION S&W	\$ 193,200.00	\$ 187,000.00	\$ 197,064.00	\$ 3,864.00
TAX COLLECTION O/E	\$ 18,900.00	\$ 17,740.00	\$ 20,700.00	\$ 1,800.00
	\$ 212,100.00	\$ 204,740.00	\$ 217,764.00	\$ 5664.00

S&W includes 2% COLA *





WATER ADMINISTRATION

Howard Levison

Water Administrator



2023 Departmental Budget Presentation



2022 Achievements

- Supported and Maintained Daily OPERATIONS and BILLING – Interacted with NJAW and Village Residents/Customers
- Specified and Oversaw Capital Improvements Programs
- Coordinated with NJAW, HDR, and Contractors
- Responded to and provided DEP reporting requirements

2023 Goals

- Project Manage Capital Improvements Program identified in the Capital Plan.
- Continued same as 2022 listed in the Achievement items

2023 Budget

Expenses:	2022	2023			
Water Purchase	\$2,649,900	\$3,000,000	Basis: 2.3 mg per day @ \$3,500/mg * 365	Notes:	
				Proposed 5% increase: \$7.28 to \$7.65	\$.37 Increase per ccf (748 gallons)
JIF Insurance	\$50,000	\$50,000		Kept minimum quarterly charge at \$50	
Electric & Gas	\$60,000	\$60,000		Proposed rate increase impact to revenue:	\$240,000
Monthly Maintenance	\$860,041	\$933,143	Monthly Fee = \$71,670/month * 12*1.085 (Contract CPI increase assumed)	Projected increase to expense drivers:	
Debt Service	\$550,000			NJAW 3% Increase on cost of water which is 60% of the total expense	
Principal		\$125,000		8.5% Increase in O&M which is 20% of the expense	
Interest		\$350,000			
NJIB	\$55,000	\$25,000			
Professional Services	\$50,000	\$50,000			
Permits & Fees	\$20,000	\$50,000	Annual reoccurring expenses		
Repairs - non capital	\$150,000	\$100,000			
Wages	\$125,000	\$158,500			
Benefits	\$20,000	\$20,000			
Fund Balance					
Total Expense	\$4,589,941	\$4,921,643			
Revenue:					
Billing	\$4,511,400	\$4,800,000	Basis: Monthly collections @ \$400k/m		
A/R - Installments	\$100,000				
Reimbursed CI/RR					
Interest Income	\$20,000				
Rate change impact		\$240,000	5% Rate increase		
Total Revenue	\$4,631,400	\$5,040,000			

2023 CAPITAL BUDGET AND PROJECTS*

1. Crest Drive Standpipe Replacement and Critical Infrastructure Upgrades
\$4m estimated request – pending Engineering Estimates.
2. Capital Improvements and Repair or Replacements (CI/RR) - \$1.25m existing funds
3. AMI (Advanced Metering Infrastructure) - \$3m existing funds (NJIB)
4. Newstead/Brentwood Water Tank Rehabilitation - \$1m available funds – possible additional funding based on condition assessment.
5. Infrastructure Upgrades - \$1.5 existing funds
6. Water Main Replacements - \$1.5 existing funds
7. Lead Line Identification and Replacement - **\$2m Utility Side Identification request**
- replacements utility side pending identification, customer side their responsibility

***See addendum for capital projects descriptions**

2023 CAPITAL BUDGET AND PROJECTS:

Funding Source	Project	Prior	2020	2021	2022	2023	2024	Comments:	Capital Requests			
NJIB project	Crest Drive Stand Pipe Replacement - Phase I: replacement parallel tank and demolition of old Stand Pipe.					\$4m		2nd qtr - bid, 3rd-4th qtr DEP review & Bid Documents - Demolition of old tank 1st qtr 2024. Complete application to NJIB	\$4,000,000	To be implemented in Phases - Tank, Main & Pumps, Generator, Reservoir supply upgrades	2023	need to review projected cost - inflation cost of material.
Bond	Capital Ordinance - 18-28 Phase II Upgrades	\$4m						\$2m balance Generator and Platform, 16" Crest Main & SOA Pump station upgrades - Pumps, VFD, Reservoir supply and Drain modifications, 32 Crest Dr easement	tbd		2024	Capital Ordinance - 18-28
	Infrastructure upgrades											
	Merged design & engineering of Critical Infrastructure elements - Interconnects, prv's, SOA/Reservoir, Hydraulic Analysis				\$1.5m			\$1.5m Balance				Passed Ordinance: 2022-21
	Luddington Interconnect							Pending bid:			2023	
	PRV installations and replacements							PRV: Walnut, Redmond, Tillou, Harding, decommission non-working prv's with zonal valves - Beech Spring, Melrose - pending surveys			2023	
	Reservoir sanitary upgrades - Air gap on Overflow, Vent Screens, Fencing, Cameras, Tree Topping							Pending bid:			2023	
	Decommissioning: Well17							Well17 complete				note: Possible Stormwater storage reuse for clear well & stripper
	Lenox: NJAW 16" to 12" Connection						\$0.2m		\$200,000		2024	

2023 CAPITAL BUDGET AND PROJECTS, continued

Funding Source	Project	Prior	2020	2021	2022	2023	2024	Comments:	Capital Requests			
Bond BAN	CI/RR			\$0.5m				Annual Capital Repair and Replacement				
	Capital Ordinance 16-01	\$3.5m										Capital Ordinance 16-01
	Capital Ordinance 16-02	\$2.3m										Capital Ordinance 16-02
	Capital Ordinance 20-08	\$0.5m										Capital Ordinance 20-08
	Capital Ordinance 22-16				1.25m							Passed Ordinance: 22-16
						0.5m		note: Need to consider road paving capital to include water upgrades.				
Clean Water	AMI							In progress - Meter Installations and Customer Side Service Line Identification				
	Capital Ordinance 21-03 NJIB Approved			\$3m								Capital Ordinance 21-03 NJIB
NJIB	Newstead					\$0.5m		Other repairs: Condition assessment -immediate		Pending analysis	2023	Priority - condition assessment of Sphere and vertical supply pipe.
	Painting / Sanitary Improvements / Safety Infrastructure Upgrade:								\$250,000			
	Capital Ordinance 18-29	\$1m						Exterior valve chamber & Painting \$650k Balance	\$250,000			Capital Ordinance 18-29

2023 CAPITAL BUDGET AND PROJECTS, continued

Funding Source	Project	Prior	2020	2021	2022	2023	2024	Comments:	Capital Requests		
Clean Water	Lead Line replacement:							Chapter 183 Requirements		use CI/RR	
	Utility Side Inventory - prototype				\$0.1m			Complete			picked up in CI/RR
	Utility Side Inventory -					\$2m		Hydro-excavation curb box - 3,500 locations projected @\$575/location			
	Utility Side Replacement : 10%							Place holder not accurate - project after inventory is completed			Only replace Utility lead lines that have non-lead customer service line.
	Customer Side - TBD					\$1m			\$1,500,000		
Road Capital	Main Replacements - Annual 150yr rule replacements - Next: West End Road (Critical Redundancy & Resiliency)				\$1.5m			Coordinated with West End Road Reconstruction -2300 lf @ \$400/lf: Includes Main, valves, laterals, hydrants (6" - 1905) 10% Reqmt		NOTE: Need to resolve if customer side service lines are lead.	2023 Ordinance 2022-22
	Support of Road Reconstruction & Paving projects				\$0.25m			Test pits, valves, hydrants, replace lead laterals		use CI/RR	picked up in CI/RR
Bond	Scotland Road Main Replacement Capital Ordinances 19-07 & 19-18		\$4m					Complete \$0.4m balance		Close out	Capital Ordinances 19-07 & 19-18
									\$6,200,000		
	Future Projects:										
	Reservoir Rehabilitation										
	Billing & Collections by Finance										
	Flush Tank Elimination										
	Seeking Grant										



2023 CAPITAL BUDGET AND PROJECTS

ADDENDUM – Project Descriptions

Crest Drive Standpipe

Crest Drive Stand Pipe Replacement:

The Project has been reconfigured to be in distinct phases that include a new elevated tank and reconfiguration of yard piping, demolition of old standpipe, upgrade of the Reservoir pumping station, replacement of the backup power generator and a new supply main from the Reservoir to the new Crest tank.

Currently in final design development / quality assurance phase that will be presented to the DEP and NJIB for review, funding and permitting. Forecasted for bid and construction start in 3rd and 4th quarters of 2023.



Capital Improvements and Repair or Replacements (CI/RR) and Project Design and Engineering Services:

CI/RR:

The NJAW O&M monthly fee based contract covers a list of preventive maintenance responsibilities and emergent Capital Improvement (CI) / repair and replacement (RR) responsibilities based on a specified table of values. Experience has shown the funding for the CI/RR has tracked at \$500k/year. Any annual surplus will be retained in a sinking fund account. 2022 there were above average problems (major water main breaks) and coordination with Road Paving exceed projections. A \$1.25m Capital Ordinance was provided to support these activities.

See next page for 2022 Annual

CI/RR Annual Activity Summary

	Hydrant		Valve		Valve Box		Service Line			Water Main		Curb Box		
	Repair	Replace	Repair	Replace	Repair	Replace	Retire	Lead	Renewal	Repair	Repair	Replace	Repair	Replace
Jan	1	2		1				2	1		2	1	2	
Feb							1		1		4		2	
March								1					2	1
April	1	1	1	6						1			5	1
May	1	2	1	2				2	5			1	2	1
June		1		6	1		1					1		7
July	3	4	1	1	1			1	1				2	
August			1		1			2	2	1			1	4
Sept		2				1	1	1		1		1	2	
Oct	1	2		2				1		1			1	1
Nov		1		1	15		6	3	3		2	1	7	
Dec	1	1		1	1		2		1	2			2	1
Totals	7	15	4	19	18	1	9	13	13	4	8	5	26	15

AMI (Advanced Metering Infrastructure) – NJIB

AMI Meter Replacement and Customer Side Service Line Identification:

Background:

The Township of South Orange Village is in the process of implementing advanced metering infrastructure (AMI) and a utility wide water meter replacement program with customer side Lead Service Line identification for the 4,500 customer accounts.

- Approved funding is through the NJIB (\$2.8m) with 50% forgiveness for some components. Now entering Phase II activities (contracting for meter installation, customer scheduling and coordination, lead service line identification and inventory, updating vertex (billing contractor) and Neptune_360 databases (real time meter reading Cloud application).
- Currently completed installation of remote meter data collection (Installation of Data Collectors – antenna/cellular links) and acceptance of bid to MeterTek for the installation of meters that is projected to begin shortly.

Newstead/Brentwood Water Tank Rehabilitation - painting and piping upgrade:

Newstead Water Sphere: (\$1m +)

- Planning an immediate Condition Assessment based on current observed conditions.
- Depending on the results of the condition assessment may accelerate or require remedial repairs.
- Planned changes including interior and exterior painting, interior cleaning, relocation of valves from under the sphere to an external chamber and installation of VFD controls on the pumps are all planned for 2024.
- Design and engineering with a funding request to the NJIB this year.



Infrastructure Upgrades:

PRV's (Pressure Reducing Valve):

Updating the configuration of the system balance and distribution objectives with the use of PRV's. A Hydraulic study has been completed indicating the required locations.

Currently a site survey of each location is to be performed, design specifications and bid documents are being prepared.

Security and Safety Upgrades:

Reservoir property: Fencing, camera, tree topping/trimming and miscellaneous structure repairs. Bid documents being prepared.

Correcting a sanitary violation (air gap on overflow and drain pipes). PO preparation in process.

Infrastructure Upgrades, continued

Luddington NJAW Emergency Interconnect:

In process of reconfiguration meter chamber so as to activate interconnect. Bid document prepared pending discussion with property owner.

Pressure Monitoring:

Implementation of a pressure monitoring and leak detection system to be incorporated as part of the Hydrant replacement program by strategically locating specialized variants of our standard hydrants.

The objective is to have an early alert of impending low pressure and leaks.

These hydrants have the capability to continually monitor flow and pressure and transmit values to a cloud application for analysis and alert notifications. There is an incremental cost for this hydrant version and an annual subscription fee per hydrant.



Water Main Replacements – 150 Year Requirement (2,500’/year)

West End Main (\$1.5m)

As part of our annual Main Replacement based on a prioritization program on reliability, redundancy and resiliency as key objectives, a hydraulic analysis was performed on West End Road as a candidate given the maintenance support need for the parallel 1914 Lenox Avenue 12” main and the need to repair/replace its associated valves and with an opportunity to coordinate it with the planned reconstruction of the roadway this year.

Lead Line Identification and Replacement

Chapter 183 Requirements:

- **Identification:** June 2023 must Submit Identification Plan and Status: Pending Proposed Plan:
Customer Side – Has been integrated as part of Meter Replacement project - 95% effective identification - completion end of year 2023, plus ongoing as part of the CCO application and NJAW O&M work.

Utility Side - proposed project to hydro-excavate in front of curb-box exposing service lines for identification - \$575/location 3,500 locations - \$2m (estimate based on recently completed prototype).

Notifications and ongoing update of the graphic on a web based reference map (Maintained by NJAW).
- **Replacements:**
Utility Side - O&M as they occur and at the time of Road paving/reconstruction (CI/RR). Issue – Only in emergencies reconnect to a Customer side lead line.

Annually replace 10% of existing inventory - Short term workaround to issue only replace utility side service line where Customer side is non-lead.

Customer Side - Open question other than the resident may replace on their own.
- **Reporting:**
6 month reporting to the DEP on status of Inventory and 10% Replacement of existing lead line inventory.