

**JANUARY 28, 2012**

BUDGET MEETING OF MAYOR AND COUNCIL, JANUARY 28, 2012 AT 9:00 A.M. IN COUNCIL CHAMBERS OF BOROUGH HALL.

Mayor Dempsey's statement re: Open Public Meetings Act of 1975 and that notice was given to the Coast Star and the Asbury Park Press on December 7, 2011.

ROLL CALL: Present: Council Members Connolly, Donovan, Grasso, Mangan, and McCarthy

Absent: Bossone

Also present was Administrator Joseph DeIorio

### **BUDGET UPDATE**

Joe DeIorio updated the governing body on the budget advising them of an extension by the State for the mandatory requirement for introduction of the Municipal Budget. He advised that the State has given the municipalities the additional time in anticipation of the Governor's State of the State Budget Message. He stated that normally when the Governor presents his budget message, state aid figures are released a day or two afterwards. He stated that means that the municipality has the ability to extend the introduction of the municipal budget to the second meeting in March. He recommended introducing the budget at the second meeting in March.

Code Department, Planning Board, and Uniform Construction Code

Mr. Callahan went over the goals and achievements for the Planning, Code, and Construction Departments for 2011. He also went over the goals for 2012 for the departments.

Mr. DeIorio went over the salaries that are charged to the Planning, Code Enforcement, and Construction Code and subcode and emergency management flood. He stated that salaries are split between these departments based on the function that the employee performs.

### **Planning Board Budget**

Mr. DeIorio went over the budget for the Planning Board and advised that the budget is less than last year. He stated that the main reason for the decrease is as a result of the Master Plan Update category being reduced. He stated salaries are up due to the current contracts.

### **Code Department Budget**

Mr. DeIorio went over the budget for the Code Department.

It was suggested that the number of permits be included in the paperwork for the budget next year.

There was discussion on the numbers that were submitted to Mr. DeIorio and what they actually should be.

Mr. DeIorio continued with the Code Department Budget and the figures that have been submitted.

### **Uniform Construction Code Budget**

Mr. DeIorio went over the UCC Budget which was down. He stated that there is an old vehicle that the code uses and it is failing inspections. He stated that the Code Department Head is requesting a new vehicle to replace the vehicle that has been determined to cost \$3,000 – 5,000 to start any repairs. He stated that he would like the code department to receive another vehicle if there is one that is ready to be handed down.

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There was discussion on where a vehicle could be handed down and the possibility of leasing a vehicle. It was recommended that this request be revisited after the police budget is presented.

Mr. Callahan was dismissed.

#### **Finance Department Budget**

Mr. DeIorio went over the Finance Department Budget and advised that the tax collector has 20 years in the PERS system and he was approached by her and indicated that there needs to be planning for a transition. He stated that she will be available for retirement in 2017 which is 5 years from now. He went over the functions of the finance department. He stated that planning for the possible retirement of the tax collector that he would like to continue to send Courtney Hogan to tax collection courses and she has already been signed up for some of those classes. He stated that it takes 2 years to complete the classes and then she would be certified to cover for the tax collector or take over for her. He went over the amount of money that goes through the finance department, purchase orders processed, checks processed and the number of bank accounts and trust accounts. He also went over the taxable line items such as property tax bills and water/sewer accounts, special asset properties, and COAH accounts. He went over the payroll account and benefit accounts. He stated that the finance department allocates about 1.84% of total budgeted dollars.

There was discussion on what types of programs are out there to help the finance department reconcile and monitor trust and developer accounts.

Mr. DeIorio stated that he is looking at integration of the beach operation with the finance department. He stated that he is moving ahead with a change within the beach department to automatically report back to finance department sales via a Edmunds type program.

There was discussion on this change for the beach department.

Mr. DeIorio stated that he has been looking into a new payroll system.

#### **General Administration Budget**

Mr. DeIorio stated there is no change but there is a budget note that the salary figure that is allocated here is for his salary.

#### **Finance Administration Budget**

Mr. DeIorio stated that there is an increase of \$440 in other expense items and the salary wages are up \$694 and this salary wage is shared between him and other members in the finance department. He went over the process for a qualified purchasing agent.

Council Member Donovan wanted to know that if the borough pays for an employee to take the classes is there a way to make sure that employee sits for the exam.

Mr. DeIorio stated that he would like to send Courtney Hogan for Tax classes 1,2 and 3 and to have her sit for the exam. He stated that there is not a policy in place that states that the employee will sign off that they would be required to take the exam.

There was discussion on how this policy could be put into place.

#### **Tax Collection**

Mr. DeIorio stated that there is an increase in other expense items in the amount of \$490, which is primarily due to the certification, and training that was mentioned earlier.

Mr. DeIorio went over a maturity schedule for the bonds that the Borough has. He advised the council that when they are discussing capital budget that the authorization

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that is granted for capital this year will affect the budget three (3) years from now. He went over the budget impact over the years.

There was discussion on the projects that are currently being done and projects for the future.

**AUDIENCE PARTICIPATION**

Council Member Mangan made a motion to open the meeting to the public, seconded by Council Member McCarthy. Motion carried unanimously.

There being no comments from the audience, Council Member Mangan made a motion to close the public portion, seconded by Council Member McCarthy. Motion carried unanimously.

The closed session portion of the minutes begins on the next page. The signature and approval date are located on the last page following the closed session meeting minutes.

Council Member Mangan made a motion to adjourn the meeting at 10:30 a.m., seconded by Council Member McCarthy. Motion carried unanimously.