

FEBRUARY 18, 2012

BUDGET MEETING OF MAYOR AND COUNCIL, FEBRUARY 18, 2012 AT 9:03 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 February 10, 2012.

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

Absent: None

Also present was Administrator/CMFO Joseph DeIorio

BUDGET UPDATE

Mr. DeIorio updated the Council ON THE Budget process and advised that he spoke with the Chief Pro Tem Correia about the hiring of another police officer. He stated that in the budget presentation for salaries and wages there was included a new hire in the police department. He was advised that Mercer County is offering an Academy and the Borough has the opportunity to send an officer if the governing body wishes.

Chief Pro Tem Correia went over the details of the academy that would graduate in July. He stated that he did include a 17th officer in the budget.

There was discussion on the hiring of the 17th officer and the salary that would be paid.

It was agreed by council to add this item to the agenda for Tuesday's meeting.

Municipal Clerk's Budget

Mr. DeIorio stated that in summary the budget request for 2012 is less than last year. He stated that the difference is \$7,258. He stated that the majority of the savings came from not having to go through a special election.

Council Member Connolly wanted to know the revenue that the Clerk's office brings in.

Mr. DeIorio stated that he has a revenue discussion for today that includes the Clerk's Office and other revenues and that will be discussed later. He went over a few revenue fees that went up this year.

The Municipal Clerk Barbara Ilaria stated that the postage was reduced do to the fact that there is more e-mails sent out then in the past. She stated that the special election was an additional decrease this year provided that it does not happen again.

Buildings & Grounds Budget

Mr. DeIorio stated that one of the duties of the Clerk is to deal with any issues with municipal buildings and grounds. He stated that about 80% of this budget falls under the responsibility of the Clerk with the DPW assisting the Clerk's office with follow ups. He stated that for the most part the building and grounds operations is down \$7,478 from last year with some of the savings being from the other expense line item to include cleaning contract.

Ms. Ilaria stated that she received 3 quotes for the cleaning of Borough Hall and the low bid was from VanGuard Cleaning Service, which was less than the previous contractor.

Mr. DeIorio went over the repairs of buildings and equipment line item. He stated that an investigation is in the process to install emergency generator for the Borough Hall. He stated that there is an emergency generators but it only covers the Police Department and the conference room, which was added last year.

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Ms. Ilaria stated there needs to be added to the budget fire extinguishers at the Life Saving Station and it should be about \$800.

Mr. DeIorio stated that the Clerk's office would like to have the ducts at Borough Hall cleaned since they have not been done since the Borough moved in.

Ms. Ilaria explained the duct cleaning would be cleaning the entire system and the vents. She stated that there is a contract for the HVAC, which includes 4 filter changes a year and 2 visits for full maintenance. She stated that she received 2 quotes any where from \$8,500 to \$11,000 and there is one more quote to be submitted.

Mr. DeIorio asked Ms. Ilaria to explain the Black Box Savings. She advised the council that Black Box is a company that the Borough has for the phone service and that will not be needed with the new phone system.

Ms. Ilaria stated that she researched costs for carpet for the building, which is in dire need of replacement. She stated that a state contractor came in and gave estimates for different portions of the Borough Hall building.

There was discussion on the carpet price and the type of material that should be used and which departments should be done first.

Mr. DeIorio stated that window tinting is another item that he would like to get to this year. He stated that it is more of an energy savings opportunity as it was pointed out during the energy savings audit that was done but the grant did not cover it.

There was discussion on purchasing new chairs for the council chambers, door gate for stairwell going to the police locker room, and demolition of Little League building, price that was received through quotes and who owns the building. There was also discussion on the tennis courts and the resurfacing costs, video system controller scheduler that was requested last year and the cost of the request this year.

Mr. DeIorio stated that the amount being requested for the video equipment is \$12,000.

Ms. Ilaria stated that she has researched office furniture for the finance office and with the rearranging of the office it would cost \$3,000. She stated that the current furniture will be used to save money and the new furniture will be incorporated with the old furniture.

Mr. DeIorio stated that this would be a capital request for the buildings and grounds. He stated that he does not have a figure for the generator for Borough Hall yet but wanted to let the council be aware of that.

OEM Budget

Mr. DeIorio stated the OEM budget is not final but is for informational purposes for the council's review.

First Aid Squad Budget

Mr. DeIorio stated that he received a budget from the First Aid Squad and the budget does not have any requests and that he will meet with a representative to go over the budget. He advised the council that the First Aid Squad receives \$20,000 from the Borough and \$15,000 from the Beach Utility.

Public Library

Mr. DeIorio stated a requested amount of \$138,878 was received from the Library and it is more than what was appropriated last year. He advised that last year the amount appropriated was \$133,537. He stated that this is something that needs to be decided on before the budget is introduced.

There was discussion on the library budget request from last year and other budgets that were cut last year.

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Shade Tree Budget

Mr. DeLorio stated that the Shade Tree Budget was distributed to all members of the council for review. He stated that last year there were some issues with the budget which included an elevation and maintenance plan and that did not happen because of Hurricane Irene. He stated that Shade Tree submitted a budget and an annual report which council received.

There was discussion on FEMA reimbursements and how the Shade Tree determines which streets need to be trimmed. There was also discussion on the trees that were take down on Main Street.

Mr. DeLorio went over the capital budget which lists every single project that was mentioned over the past year or so with cost estimates.

REVENUES

Mr. DeLorio went over the summary of surplus analysis and summary of major revenues and advised that the surplus figure has dropped. He stated that he could not recommend having any major increases to the anticipated surplus amount because it will affect the Borough in the future.

There was discussion on surplus and debt that the Borough has.

AUDIENCE PARTICIPATION

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

Rene Caullett, Manasquan Public Library stated that she would like to present the Library budget.

Mr. DeLorio stated that if there is a budget that he would take a copy of it.

Ms. C handed out the Library budget to the Council Members, Administrator/CMFO and the Municipal Clerk. She went over the budget figures and answered questions from the Council.

Ms. Carol Mennie, Manasquan Library explained to the Council what programs are held at the library.

Council Member Connolly made a motion to close the public portion, seconded by Council Member Mangan. 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 11:30 a.m., seconded by Council Member Connolly. Motion carried unanimously.

Respectfully submitted,



Barbara Ilaria
Municipal Clerk

DATE APPROVED 5-7-12