

**JANUARY 10, 2015**

**BUDGET MEETING OF MAYOR AND COUNCIL, JANUARY 10, 2015 AT 9:05 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 18, 2014 and January 5, 2015.

**ROLL CALL:** Present: Council Members Lee, Sinneck, Donovan, Mangan, and McCarthy

Absent: Council Member Olivera

Also present was Municipal Administrator/CMFO Joseph DeLorio.

Council Member Mangan, Chair of the Finance Committee advised the council of the plan for this year's budget process and he went over the department budgets that will be presented today. He thanked all the department heads for getting their budgets in on time.

Mr. DeLorio went over the reason for the process of the budget and the budget documents.

**CODE/CONSTRUCTION/ZONING/PLANNING BOARD**

Frank DiRoma, Department Head presented the budget along with Mr. DeLorio.

Mr. DeLorio stated that he will be having one discussion regarding Uniform Construction Code (UCC) and Code Enforcement.

Council Member Sinneck stated that the permit volume is actually down 25% from 2013 to 2014. He went over the different types of permits that are coming in. He also advised that in this budget there is built in some staff reductions in professional staff.

Mr. DeLorio stated that shortly after the storm there was an increase in staffing to include one additional full time administrative clerical as well as increasing the number of days the construction code official and increased the zoning officer's number of days. He advised that a consultant was hired to help with the work load. He went over the department and how the process has been improved.

Mr. Sinneck went over the process to get all the documents scanned and be able to eliminate most of the paperwork that takes up all the space in the archives.

There was discussion on the program, process and State requirements for destruction of documents.

Mr. DeLorio stated that this appropriation can be found in the UCC budget account 01-22-196-102.

Council Member Mangan stated that the records management line item is \$64,325 increase and the Borough will reach out to the vendor and see if that number can be lowered.

Mr. DeLorio stated that to meet the goal of the committee there will be an increase to the anticipated revenues for UCC to approximately \$310,000.

Council Member Mangan asked Mr. DeLorio to explain the increase of \$18,000 for line item 01-22-196-197 Hurricane Sandy Costs.

Mr. DeLorio stated that Hurricane Sandy Costs will be seen in both the UCC and the Code Enforcement budgets. He advised that the original line item was placed in Code Enforcement and they are the costs associated with retaining Edward Mack.

Council Member Mangan stated that there is a negative \$18,000 in the Code Enforcement line item and it was moved to the UCC line item.

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Mr. DeLorio advised that the salary and wage line item for UCC and Code Enforcement are shifted from one budget to the other. He continued with the UCC budget line items.

Frank DiRoma stated that there is a reduction of \$610 in line item 01-22-196-033 as he purchased some books in 2014, a book was given to the Borough by Wall, and some were downloaded.

Mr. DeLorio went over the Code Enforcement budget and advised that \$350 can be taken out of line item 01-22-195-033 as a Cox book was given to the department. He stated that line item 01-22-195-040 was increased to allow Frank DiRoma to attend classes for the multi dwelling certification.

There was discussion on the courses and what other employees have the certification for multi dwelling inspections.

Mr. DeLorio stated that there is currently only one zoning officer and in the budget there is appropriations for Frank DiRoma to take the classes and get certified. He continued with the Code Enforcement budget.

### **PLANNING BOARD BUDGET**

Mr. DeLorio stated that the goals of the planning board this year are to address a current suit against the Planning Board from the Borough of Sea Girt, educating the secretary and allotting funds to make any zoning changes. He advised that in line item 01-21-180-027 there is an allotment of additional funds for the existing lawsuit that the Borough of Sea Girt has filed against the Planning Board regarding the Edgar's Pub application. He went over the increase to line item 01-21-180-027 and advised that this is due to Mary Salerno taking classes through Rutgers. He also went over the Master Plan Update line item 01-21-180-106.

There was a 15 minute break.

### **MUNICIPAL CLERK**

Mr. DeLorio and Barbara Ilaria the Municipal Clerk presented the budget.

Mr. DeLorio stated that the clerk's office is still at the same staffing level with additional responsibilities with the Sea Watch lockers and parking and other items.

Ms. Ilaria updated the council on the new dog program, Sea Watch lockers and parking program, and the future program for the boat slip renewals.

Mr. DeLorio continued with the budget.

There was discussion on the Newsletter and bringing it back.

Mr. DeLorio explained line item 01-20-120-040 and the certification of the staff in the Clerk's office.

There was discussion on elections and the School Referendum which is paid by the Board of Education.

Mr. DeLorio went over line item 01-20-120-101 Codification. He explained the fee schedule ordinance which is shown in this line item.

There was discussion on the fee ordinance, when it will be completed and which fees need to be raised before the fee ordinance is ready. There was also discussion on other ordinances that might be added to the fee ordinance which are not fee related.

Council Member Mangan pointed out that absent the \$7500 charge for the codification, which is a council request this budget would have been down.

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There was discussion on revamping the website.

## **BUILDINGS AND GROUNDS**

Mr. DeLorio and Ms. Ilaria the Municipal Clerk presented the budget.

Mr. DeLorio stated that one of the problems that faces this budget is the HVAC system.

Ms. Ilaria stated that the Borough has been notified by the HVAC contracted company that 5 HVAC units will need to be replaced. One of those units needs to be replaced before the warm weather arrives. She also stated that there have been many repairs to the heating systems and many repairs to the air conditioning units.

There was discussion on which units were replaced and which ones need to be replaced. It was recommended to discuss the HVAC units in the capital discussion.

There was discussion on carpet replacement, HVAC units, control system, badge printing, records management, chairs for council members, and desk set up for Deputy Clerk.

There was also discussion on the DCI Building, The Little Gym and possible use of St. Denis when the school closes.

Mr. DeLorio inquired about the amount of dollars the governing body wants to budget for the DCI. It was recommended to leave the amount of \$2,000 in the line item for now and this will be discussed during the capital discussion.

There was discussion on the DCI building and the work that needs to be done there.

## **ADMINISTRATION**

Mr. DeLorio stated that the only change to General Administration is in line item 01-20-100-016 Superstorm Sandy Consultant Services. He stated that the annual contract goes to October 2015 and last year he appropriated funds to get the Borough to the end of the contract period and it was extended and that is where the increase comes in. He stated that he is appropriating a full year and it may be less as the FEMA research for the PW etc. slow down and come to an end. He also stated that the only request that he has for this year's budget is the participation in the Basecamp software program which is the social media style website software based program that allows projects to be managed. He went over the program and how it would work with the Borough's projects.

## **FINANCE DEPARTMENT**

Mr. DeLorio stated that the changes to finance administration are related to the additional staff that was hired and that he would like to appropriate money to send Courtney to CFO courses. He went over some of the classes and what they would entail.

There was discussion on the finance department and the makeup of the staff.

## **TAX COLLECTION**

Mr. DeLorio stated that the only difference in this budget is bringing in someone to help in the tax department while the tax collector is out on sick leave.

There was discussion on the department and the staffing needs.

Council Member Mangan stated that based on today's discussions he does not think it is wise to put beach, public works and police on the same day and one should be bumped to the following session.

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There was discussion on the budgets that still need to be presented and the timeframe of each.

It was recommended that the police department be on a separate day from beach and public works.

There was a discussion on the smaller budgets and when they will be discussed.

**AUDIENCE PARTICIPATION**

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

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

Council Member Mangan made a motion to adjourn the meeting at 11:33 a.m., seconded by Council Member McCarthy. Motion carried unanimously.

Respectfully submitted,



Barbara Ilaria  
Municipal Clerk

**DATE APPROVED** 3-16-15