

JANUARY 27, 2016

BUDGET MEETING OF MAYOR AND COUNCIL, JANUARY 27, 2016 AT 7:15 P.M. IN COUNCIL CHAMBERS OF BOROUGH HALL.

Mayor Donovan'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 23, 2015 and posted on the website.

This meeting has been postponed from January 23, 2016 and notice was posted on the Borough website.

ROLL CALL: Present: Council Members Lee, Walsh, McCarthy, Olivera, Read, and Mangan

Absent: None

Also present was Municipal Administrator/CMFO Joseph DeIorio.

Council Member Mangan went over the process for the Budget meetings for this year. He thanked all the departments and the administration for all the hard work.

CODE/CONSTRUCTION/ZONING/PLANNING BOARD

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

Planning Board

Mr. DeIorio advised that the Planning Board expenses have stayed nearly flat except for the additional funding for legal expenses. He also went over the scanning initiative in the department.

Council Member McCarthy stated that by the time the budget is finalized an adjustment might be able to be made to the legal expenses.

Council Member Lee inquired about the Master Plan and the timeline involved in updating the plan.

Mr. DeIorio stated that the municipality is required to update the Master Plan every ten years. He stated that the dollar amount in line 01-21-180-106 is put aside just in case something comes up where the Master Plan would need to be amended.

Code Enforcement

Mr. DeIorio presented this budget with an increase for the new scanning program in line item 01-22-195-024.

Uniform Construction Code

Mr. DeIorio presented this budget with a decrease in line item 01-22-196-102 as a result of the initial scanning program.

Council Member Lee inquired about the expense being internal or hiring outside company.

Mr. DeIorio stated that this amount is for the company to scan the documents.

Mr. DiRoma stated that the issue doing it internally is the plans and drawings.

There was discussion on the scanning and digitizing the documents.

There was a discussion on transitional duty and having employees scan documents until they can come back to work without restrictions.

OFFICE OF EMERGENCY MANAGEMENT

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Chris Tucker, OEM Coordinator presented the OEM budget.

Mr. Tucker advised that OEM receives a grant of about \$7,000 which is expected to be recurring, however it is not guaranteed every year and he advised that the grant can only be used for salary and wages. He would like to increase the secretary pay by \$500 and establish a \$3,000 stipend for a third coordinator.

Mr. DeLorio stated that this budget is requesting an increase in the hourly rate for Mr. Tucker for the Hazard Mitigation Coordinator Position of \$5 more an hour and the grant money would be used to supplement this for this year.

Mr. Tucker went over the equipment and the mitigation projects that the Borough received money for. He advised that the most significant difference is with salary and wages for the secretary and the third OEM coordinator that was appointed.

Mr. Tucker went over the problems with the current communications and the problems that occurred during Sandy.

There was discussion on radios and communications and getting all the emergency departments linked together for a better service to the residents. There was also discussion on relocating the backup repeater and consolidating to one vendor which would fall under a different budget.

Mr. Tucker's recommendation to Council and the Police Chief would be to consolidate both vendors and relocate the repeater.

Council Member Mangan stated that when the Administration and Finance committee meets they review other expenses, generally speaking and do not review the salary and wage line items because they are usually not filled in when they look at the draft budgets. He recommends that personnel changes should be reviewed in committee first because there are many issues that need to be looked into. He stated that there are union issues and civil service issues that might need some research. He recommended that the radios and the salary and wages requests should be in the public safety committee for follow up.

Mr. DeLorio went over the technology bond that is shared amongst departments.

Mr. Tucker continued with his budget presentation. He also went over the Community Rating System (CRS) training which he believes Mr. DiRoma and himself should attend.

WATER/SEWER, STREETS AND ROADS, PARKS AND PROPERTY, WATERWAYS

Streets and Roads

Mr. DeLorio stated that Tom Nicastro was the first one to submit his budget. He advised that they went over the budget and went over hot patch from last year to this year. He went over the mandated signs which need to be completed by 2018.

There was discussion on the signs that need to be purchased under the regulatory process which are mandated.

Council Member McCarthy inquired about some type of transition as Mr. Nicastro is planning on retiring at the end of the year as it relates to training and schooling.

Mr. Nicastro advised that the Dump Fees/Sweeper line item will be changing as there are still bills coming in to be paid.

Mayor Donovan inquired about fixing up the PW yard and if money was put in the budget for this.

Mr. Nicastro stated that he did not put it in the current budget and believes it should be under capital improvement.

Parks and Playgrounds

Mr. DeIorio stated that overall there is an increase of \$600 and he stated that the Garden Club did not request additional funds.

Council Member Lee went over a long standing request from the Garden Club to have electric at Curtis Park for tree lighting.

Mr. DeIorio stated that it would be on the capital budget.

Mr. Nicastro advised that all 3 snow blowers that the Borough owns all broke down after the last storm. He is requested that a new snow blower be purchased as the oldest machine is from 1991.

Mr. DeIorio stated that this item could go in this budget or the capital budget. He also stated that some other items that will be added to the capital budget list would include shuffle board, inline hockey, Skate Park, and basketball courts.

Waterways

Mr. DeIorio stated that this budget has a \$2100 reduction in the operating budget and for the most part repairs will not be repeated again this year.

Council Member Lee inquired about the dock master and the new docks.

Council Member Mangan stated that the budget for 2017 would reflect any changes to the budget as it relates to a dock master for the new docks.

Water and Sewer

Mr. DeIorio went over the budget and what has been included in the documents as it relates to the portion of salaries and retirement that affect the water and sewer budget.

Council Member McCarthy inquired as to how many of the employees will retire as stated on the document.

Mr. Nicastro stated that he does not know if the employees will actually retire on the dates they are eligible to retire on. He stated that he is 99% sure that he will retire at the end of the year.

Council Member Mangan explained why retirement is discussed at the budget meetings.

Mr. DeIorio went over the different departments that will have appropriated funds to handle retirements.

Mr. Nicastro continued with his budget with the Natural Gas line item which has a decrease of \$3,000. He stated that the repair line item (507) is a complete guess as he cannot predict what will happen each year. He went over the increase last year with the Lab reports and advised that they should not be occurring this year. He also went over the water meter maintenance and why there was an increase in the actual last year.

There was discussion on the meter maintenance and the maintenance of the new meters if the town moves forward with the bid.

Mr. DeIorio briefly went over the allocation of the accumulated trust account.

Mr. Nicastro went over the new liquid lime machine and the costs associated with it.

The Municipal Clerk advised that in line item 05-55-502-507 shows a payment for the Lifesaving Station Water Leak in the amount of \$7,025.48 and should have been taken from the Buildings and Grounds budget but there was no money to cover the bill.

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Council Member Mangan stated that this item should be on capital as a follow up.

Mr. DeLorio stated that overall water and sewer budget is financially sound. He went over some major projects and monies that will be owed in 2017. He advised that the next meeting will be Saturday, February 6, 2016.

AUDIENCE PARTICIPATION

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

Council Member McCarthy made a motion to adjourn the meeting at 8:51 p.m., seconded by Council Member Mangan. Motion carried unanimously.

Respectfully submitted,



Barbara Ilaria
Municipal Clerk

DATE APPROVED 2-16-16