

March 11, 2017

BUDGET MEETING OF MAYOR AND COUNCIL, MARCH 11, 2017 AT 9:02 A.M. IN COUNCIL CHAMBERS OF BOROUGH HALL.

Mayor Donovan read the statement re: Open Public Meetings Act of 1975 and that adequate notice has been provided by transmitting the Resolution of Annual Meetings to the Asbury Park Press and the Coast Star, by posting it in the Borough Hall on a bulletin board reserved for such announcements, and by posting it on the official website of the borough.

Mayor Donovan welcomed the audience and invited them to join in a moment of silent prayer and a salute to the Flag.

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

Absent: None

Also present was CFO Amy Spera and Borough Administrator Thomas Flarity.

CURRENT BUDGET DISCUSSION

Council Member Mangan stated that today's meeting is to discuss the operating budget for the current budget. He stated that the final numbers will be applied at the next budget meeting scheduled for March 18 at 9 am.

Administration

CFO Amy Spera went over the administration budget and pointed out the only change in salary and wage is the hiring of the administrator and she re-allocated salary and wages over 3 departments to show a 10% decrease in salary and wages and a 1% increase in operating expenses to include office supplies and training.

Mayor and Council

Ms. Spera stated that there is a slight increase in salary and wages due to the re-allocation of salary and wages between the 3 funds and the operating expenses have been increased to bring the expenditures up to date compared to last year.

Municipal Clerk

Ms. Spera stated that there is an increase in salary and wages due to contractual obligations and monetary increases.

Council Member Mangan stated that the note referring to the increase in monetary amounts will be seen in other departments but these numbers represent the worst case scenario in budgeting but he believes the budget will come in below the budgeted amount. He stated that if the contracts can be settled before the budget is passed it can be reflected in the budget.

There was discussion on the e-newsletter and the website re-design which is a big portion of the increase in operating expenses.

Finance

Ms. Spera stated that salary and wages has increased due to the hiring of a new CFO. She went over the increase in office supplies and certifications and training line items which will allow her to take the qualified purchasing agent courses as required by council.

Tax Collection

Ms. Spera stated that salary and wages has a slight decrease due to the re-allocation of salaries. She stated that office supplies has been increased to accommodate the re-allocation of postage for the tax bills which was previously going through the Clerk's budget.

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Tax Assessment

Ms. Spera stated that the only increase in this budget is the contractual increase for salary and wages.

Council Member Mangan stated that this line will have to be re-visited after the committee sits down with the tax assessor to discuss the Assessment Demonstration Program which has changed the amount of responsibility that the Borough's tax assessor has in the process which adds more work.

Court

Ms. Spera advised that the only change in this budget is an increase in salary which is contractual.

There was a 5 minute recess.

Planning Board

Frank DiRoma, Department Head for the Code/Construction/Planning Board/Zoning was also present for the next few budget discussions.

There was discussion on the Records Management line item which goes over planning board, code enforcement, and construction budgets. There was also discussion on the budgeted amount for the Master Plan Re-Examination.

Zoning

Ms. Spera stated that the Mad Vac operator used to be charged here and this has been moved to the clean communities grant as allowable.

Code Enforcement

Ms. Spera went over the re-allocation of salaries in the code, construction, zoning, planning board departments.

There was discussion on the GovPilot program and the increase in the operating expenses.

Construction

Ms. Spera went over the salary and wages and advised that the main increase in the operating expenses is the GovPilot program.

Inspectors

Ms. Spera advised that the decrease in salary and wages is due to the fact that these are part time inspectors which are not needed as much anymore.

Police/Public Safety

Ms. Spera went over the increases in this budget which include new uniforms for new hires, defibrillators, CPS training, new bikes, new radios and repairs and traffic flares and cones.

There was discussion on other items that have been requested but have not been included in this draft budget.

There was also discussion on the repeater system which Chief Bauer and OEM Coordinator Chris Tucker explained and advised the need for the move of the repeater to the water tower.

Office of Emergency Management

Ms. Spera went over the increase in this budget which would be a one-time increase for the outfitting of the new trucks.

OEM Coordinator Chris Tucker went over the request for the drainage system survey and the need to have the new trucks equipped before the Borough can use the trucks.

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Ms. Spera went over a program she attended for EIT grants and the funding mechanism involved for the drainage system survey.

Mr. Tucker stated that Ms. Spera and he will look into the EIT grants and if this doesn't work out it can be re-visited for next year's budget. He went over the increase to Steven's Institute for a maintenance fee to take the data and provide a warning system for the Borough.

Streets & Roads

Superintendent of Public Works Kevin Thompson was present for the Public Works budget discussion.

Ms. Spera went over the streets & roads budget and stated that over all the budget is down 5%.

Solid Waste/Recycling

Ms. Spera went over the decrease in salary and wages and stated that there are no other increases in this budget.

Buildings & Grounds

Ms. Spera advised that the Borough does not have the obligation to pay for the Provident Bank taxes with the new contract.

Vehicle Maintenance

Ms. Spera stated that the vehicle maintenance has stayed the same.

Parks

Ms. Spera stated that the only increase is contractual and the new hires moving through the guide.

There was discussion on the part time help required and there was discussion on the Sea Lavender Garden Club.

Waterways

Ms. Spera stated that the only increase is for the NJEIT fees for the bulkhead project loan.

Council Member Lee inquired about advertising for boat rentals and he recommends an increase in the line item for that purpose.

There was discussion on the recommendation for a new line item in this budget for advertising for the boat slips.

Ms. Spera stated that the advertising of the boat slips is in the miscellaneous line item and has been increased by \$3,075.

Council Member Lee inquired about replacing the basketball structure at Indian Hill.

Ms. Spera stated that this will be coming up on the Open Space Budget.

Shade Tree

There was discussion on the Shade Tree budget and requests and it was recommended that the budget stay at the 2016 amount of \$36,000. It was also recommended that the additional requests of removal of dead trees and replacement at Hemphill Park and new trees at the school not be considered for this budget.

Mr. Thompson went over the grant that is currently ongoing for the Shade Tree in the amount of \$30,000. He advised that this project will have to go out to bid.

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Recreation

Ms. Spera went over the increase in salary and wages and she went over a request from the seniors for a \$5,000 increase in their budget.

Council Member Mangan stated this should be handled as a part of recreation and not a separate line item in the Borough's budget.

There was discussion on the recreation budget and the senior budget and the trust fund.

First Aid

This item was held until the next meeting as they will have a request for an increase.

There was discussion on the last increase which was \$40,000

Library

There was discussion on the request from the Library for an increase in the budgeted amount to \$120,000.

It was recommended that the library only receive \$100,000 which is what it has been for the past few years.

There was discussion on how much money the Borough pays for library services over all in the amount of over \$450,000.

Mayor Donovan reiterated that the Manasquan Library is a not for profit organization and not the Manasquan Public Library and the town makes a charitable contribution to the library every year.

Cable Advisory

Council Member Mangan stated that he is not in favor of an increase to the cable advisory.

Council Member Mangan stated that next week the discussion will be revenues, debt and the draft budget. Also, there will be discussion on the Library and the First Aid requests.

Ms. Spera stated that the capital wish list also needs to be discussed along with open space.

AUDIENCE PARTICIPATION

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

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

Council Member Olivera made a motion to adjourn the meeting at 11:07 a.m., seconded by Council Member Mangan. Motion carried unanimously.

Respectfully submitted,



Barbara Ilaria
Municipal Clerk

DATE APPROVED 3/20/17