

FEBRUARY 12, 2011

BUDGET MEETING OF MAYOR AND COUNCIL, FEBRUARY 12, 2011 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 21, 2010.

ROLL CALL: Present: Council Members Connolly, Donovan, Grasso, Lee, and Lucas

Council Member McCarthy arrived at 9:05 a.m.

Absent: None

Also present was Municipal Administrator Joseph Delorio, Judge Apostolou, Judge Capotorto, and Court Clerk Marie Higgins.

Mr. Delorio went over the schedule for the day for the budget review.

Court Department Budget:

Mr. Delorio went over the Salary and Wages for the Municipal Court. He advised the amounts stated are contractual.

Council Member Connolly asked if this amount covers the Prosecutor and Public Defender.

Mr. Delorio stated that the Prosecutor and Public Defender have a separate budget.

Judge Apostolou stated that the summer help amount should be reduced because last year it was agreed that there would be no summer help. He stated that when he gave up his salary that was to save the part-timer.

Mayor Dempsey stated that postage stayed the same, repair and maintenance is down a little bit.

Judge Apostolou went over the equipment that is used by the Court and advised that it is old and he is not sure how long it will last.

There was a discussion on the equipment and what some new equipment would cost.

Mr. Delorio stated that the pager/beeper service line item will be removed from the budget of \$55.

Mr. Delorio continued with office supplies and forms, professional dues, dues/memberships/subscriptions, phone/fax lines.

There was discussion on the phones and fax lines for the court.

Mr. Delorio continued with other insurance, group insurance, social security, and interpreters.

Judge Apostolou suggested having a contingent Public Defender that speaks spanish as the State Laws have changed with regard to having an interpreter available for defendants. He stated that this could save money for the town if a there was a bi-lingual employee.

Council Member Donovan asked if the interpreter needs to be certified.

Judge Apostolou stated that he is not insisting on a certified interpreter because they could cost as much as \$250 per hour. He stated that the higher court has allowed

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this as long as the person is under oath. He stated that technically the court is supposed to have a certified interpreter.

Mr. Delorio continued with transcriptions and miscellaneous.

There was a discussion on the State vs. Local Government issuing summonses and Judge Apostolou informed the council that the State is stating that certain local laws will be thrown out and the State law will be followed, therefore the State will receive the revenue.

There was a discussion on the use of credit card payments by the Court Department.

Council Member Connolly asked if there was total receipts for 2010.

Mr. Delorio stated that the total is \$429,187.14 paid to the Borough.

Judge Apostolou, Judge Capotorto, and Marie Higgins were excused from the meeting.

CODE DEPARTMENT

Present was Patrick Callahan of the Code Department.

Mr. Delorio started with the Planning Board Budget; salary & wages. He informed the Governing Body that the overtime is due to Patrick and the secretary attending the Planning Board Meetings.

Mr. Delorio continued with Other Expenses; advertising, office equipment maintenance, professional & legal, office supplies, seminars & meetings.

Mr. Callahan went over the seminar & meetings line and advised that he is requesting a budgeted amount for the league conference and for 4 new planning board members to attend classes.

Mr. Delorio stated that the amount requested of \$865.00 needs to be increased to \$970.

Mr. Delorio went over the Master Plan Update line item.

Mr. Callahan advised the Governing Body that he was requested by the Mayor to form a subcommittee to review proposed amendments to the ordinances prior to the rule changing in June.

Mr. Callahan continued with the Planning Board budget miscellaneous.

Mr. Delorio stated that overall there is a Planning Board increase of other expense items of \$2,995 which is due to an increase in zoning board reviews.

Council Member Connolly stated that this is 44% and wanted to know if it could be brought down a little more.

Mr. Delorio stated that \$2,000 of the increase is zoning review. He stated that if you take that out you are looking at maybe a percent or two decrease.

There was a discussion on whether or not this line item could be reduced.

CODE ENFORCEMENT BUDGET:

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Mr. Delorio went over the salaries and wages for the Code Enforcement Department. He advised that this line should be changed from \$90,364.00 to \$81,614 because a portion of Mr. Callahan's salary was applied to Emergency Management.

There was a discussion on what money would be saved due to a possible retirement in May and the possibility of hiring a new person in the Code Department due to a possible retirement.

There was a discussion on the possibility of shared services.

Mr. Delorio and Mr. Callahan continued with other expenses; printing, office equipment maintenance, uniforms, office supplies/forms, supplies/tools/equipment, education & training, and dues/membership/subscriptions. He stated that overall the Code Department's budget is down due to retirements.

UNIFORM CONSTRUCTION CODE BUDGET:

Mr. Delorio advised the Governing Body to make an adjustment to the salary and wages from \$105,293 to \$104,043 as a result of changes to the salary spread sheet.

Mr. Delorio and Mr. Callahan continued with; printing, office equipment/maintenance contracts; code books and supplements, office supplies and forms, mileage reimbursement, and microfilm/copying records.

There was discussion on the scanning process and how much it would cost.

Mr. Delorio stated that the microfilm/copying records will be modified to \$250 to keep the line item open in case it is needed in the future

Mr. Delorio stated that overall there was a decrease in the operating expenses of the Construction Department.

Council Member Connolly asked about the receipts from the construction department.

Mr. Delorio stated that this figure is \$207,984.92 for 2010.

Mr. Callahan went over the revenues for 2010.

There was discussion on the cost to maintain the Construction Department and that it is a service to the public.

MUNICIPAL CLERK BUDGET:

Present was Barbara Ilaria, Municipal Clerk.

Mr. Delorio started with the salary & wages portion of the Clerk's budget. He stated that the Clerk's budget is down from last year due to staffing changes and retirements.

Ms. Ilaria went over the legal advertising and informed the council that this amount should be increased due to the fact that there is an outstanding bill and the possible changes to ordinances.

Mr. Delorio and Ms. Ilaria continued with postage, printing-newsletter, office equipment maintenance/contracts, books & manuals, office supplies & forms, certification & education, conventions & seminars, and dues & memberships. There was discussion on the increase in the election line item.

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Ms. Ilaria went over codification of ordinances and it was advised that this amount should be higher than the \$6,000 due to the fact that the council is looking to amend ordinances this year.

Council Member Lee suggested that this line item be increased.

Mr. Delorio stated that he believes that this line item should be increased by \$2,000 to make sure there is enough money in the line to cover the codification of ordinances for the year.

Council Member McCarthy advised that the Planning Board's changes to the ordinances should not be too lengthy right now.

Mr. Delorio and Ms. Ilaria went over records management, microfilm, website development, and miscellaneous.

Mr. Delorio stated that there is a 4.5% decrease when you take into consideration the entire budget. He stated that might change slightly.

PUBLIC BUILDINGS & GROUNDS BUDGET:

Mr. Delorio stated that the Buildings & Grounds Budget falls within the Clerk's authority. He stated that the Clerk's office and the Public Works Department work together with some of the items.

Council Member Connolly asked if it has been tradition that this budget falls under the Clerk's office.

Mr. Delorio and Ms. Ilaria both stated that as far as they are aware it has fallen under the Clerk's Office.

Council Member Connolly stated that it sounds like it should go under Public Works.

Mr. Delorio stated that it is mixed between the 2 departments.

Ms. Ilaria went over the professional cleaning contract.

Mr. Delorio informed the council that repair-buildings & equipment line item was high due to the fact that the roof had to be repaired on the Sea Watch building.

Council Member Connolly asked if there was any thought to adding the Sea Watch Building to be included in the Beach Budget.

Mr. Delorio stated that the revenue from the Sea Watch building goes into the municipal budget.

Ms. Ilaria went over supplies, tools & equipment, and maintenance contracts.

Mr. Delorio went over the DCI Building, and Provident Bank taxes.

Ms. Ilaria went over the Manasquan Flag line item and advised that flags are not purchased every year. She stated that this is the year that flags need to be ordered.

Mr. Delorio continued with miscellaneous. He stated that there are some other initiatives being taken with regards to other items for the Borough Hall.

Ms. Ilaria advised the council that she is looking into a new phone system, and the computer upgrades for the Borough.

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Mr. Delorio went over a spread sheet that he received from Ellicott Consulting for the computer upgrades. He stated that he would like to move forward to update and replace the computers.

Mayor Dempsey advised that there is a technology ordinance.

Mr. Delorio stated that there is about \$130,000 left in this ordinance and that the computers will be charged against it.

There was discussion on the computers that the Borough owns.

Council Member McCarthy asked if this could be done in phases and can some of the computers be moved around.

Mayor Dempsey stated that there should be a program put in place to monitor the computers and upgrade a few computers a year.

Ms. Ilaria advised that the carpet in Borough Hall is old and has some spots that have holes. She advised that she does not have a quote at this time. She also advised the council that the tire matting at the back entrance needs to be replaced.

ADMINISTRATOR'S BUDGET:

Mr. Delorio stated that the general administration salary & wages is lower then the prior years as a result of recent retirements. He stated that the overall decrease is approximately \$3,400. He continued with other expenses; office supplies & forms, certifications & training, conventions & seminars, dues & membership, miscellaneous. He stated that the overall budget is approximately \$3300 less then last year.

FINANCE ADMINISTRATION BUDGET:

Mr. Delorio stated that there is a savings for salaries & wages because of retirements and that the overtime dollar figure is also less.

Mr. Delorio continued with Other Expenses; office equipment/maintenance contracts, office supplies & forms, and certification/education. He stated that the QPA is a new item that he is requesting. He advised the council of the requirements for a QPA and what the law is with regards to the bid threshold.

Mr. Delorio continued with conventions & seminars, dues & membership, and mileage reimbursement. He stated that although the operating expense went up from last year as a result of the request for the QPA, the overall budget is down about \$4,000.

TAX COLLECTION BUDGET:

Mr. Delorio went over salary & wages and advised that there is a slight increase due to contractual obligation. He continued with Other Expenses; advertising, and office equipment & Maintenance.

There was a discussion on the Edmunds E-Gov Tax Access which would allow residents to look up tax information on line and make payments.

Mr. Delorio advised the Mayor and Council that the State has asked that the budget be introduced on March 11, 2011. He stated that from his experience not all towns introduce on that date. He advised that there is a budget meeting scheduled for the first Saturday in March to hand out a budget document for review.

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Council Member McCarthy complimented Mr. Delorio on the nice job that he has done.

AUDIENCE PARTICIPATION

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

There being no audience participation.

Council Member Connolly made a motion to close the audience participation, seconded by Council Member Donovan. Motion carried unanimously.

Council Member Connolly made a motion to adjourn the budget meeting at 1:30 p.m., seconded by Council Member McCarthy. Motion carried unanimously.

Respectfully submitted,



Barbara Ilaria
Municipal Clerk

DATE APPROVED 6-6-11