

JANUARY 25, 2014

BUDGET MEETING OF MAYOR AND COUNCIL, JANUARY 25, 2014 AT 10:30 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 30, 2013. Notice was also given to the Asbury Park Press, Coast Star, and posted on the website of the revised time.

ROLL CALL: Present: Council Members Bossone, Sinneck, Donovan, Mangan, Olivera, and McCarthy

Absent: None

Also present was Municipal Administrator/CMFO Joseph DeIorio.

Mr. DeIorio stated that he met with the Administration and Finance Committee regarding the budgets for the Finance, Tax, Administration, Building and Grounds, Municipal Clerk, Planning Board, Code Enforcement and UCC. He advised council that they all have copies of these budgets and they were also sent electronically to the council. He stated that he received a Local Finance Notice regarding the change in introduction and adoption dates for the budget. He stated that the date of introduction has been revised to March 14 and based on that schedule he has requested for the next meeting on February 1 that Police and Public Works/Waterways/Streets & Roads/Water Department will be discussed. He stated that at that time he will have an initial capital budget discussion and that if the council had any capital requests or ideas they would be discussed then. He stated that on February 22 will be the Beach Department and a Capital Budget follow up. Additionally, there will be discussion of FEMA as it pertains to reimbursements and revenue discussions. He stated that he would be able to do an initial budget presentation on March 1 and introduce by March 14. He advised that the March 14 date may be changed by the State.

Council Member Donovan made a motion authorizing the advertisement of laborer for the DPW, seconded by Council Member Bossone. Motion carried unanimously.

Council Member Mangan, Chair of the Administration & Finance Committee, went over the process that is being followed this year for budget review.

FINANCE

Council Member Mangan thanked everyone for the time and input into each budget and that overall they have cut where necessary to keep the budget down.

****Administration – 01-20-130**

Council Member Mangan stated that this budget is down overall on other expenses from last year.

Mr. DeIorio went over the budget and the difference from last year's request.

****General Administration – 01-20-100**

Council Member Mangan stated that this budget is down overall on other expenses from last year.

Mr. DeIorio went over the budget and the difference from last year's request.

****Tax Collection - 01-20-145**

Council Member Mangan stated that this budget is down overall on other expenses from last year.

Mr. DeIorio went over the budget and the difference from last year's request.

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The Municipal Clerk recommended that the Code Department and the OEM present their budget before hers as the meeting is behind schedule.

CODE DEPARTMENT

Frank DiRoma, Code/Construction Supervisor was also present.

****Code Enforcement – 01-22-195**

Council Member Mangan stated that this budget is down overall on other expenses from last year.

There was discussion on the workload of the department and when it is expected to be cut back and the ratables getting back on the books. There was also discussion on uniforms, lights for the code car, and badges and lanyards.

****Uniform Construction Code – 01-22-196**

Council Member Mangan stated that this budget has a slight increase on other expenses from last year and that the increase is attributed to the printing to have the required forms available and the code books that need to be brought up to date.

There was discussion on upgrading the department further and what might be needed in the future to bring the department up to date long term.

****Planning Board – 01-21-180**

Council Member Mangan stated that this budget is down overall on other expenses from last year.

Mr. DeIorio stated that there has been discussion on digitizing and storage for the Code Departments and Clerk's Office.

OFFICE OF EMERGENCY MANAGEMENT

Christopher Tucker, OEM Coordinator was also present.

****OEM – 01-25-252**

Council Member Mangan stated that this budget is down overall on other expenses from last year.

Mr. Tucker went over the budget and why there were increases and decreases in certain line items. He also went over how the budget has been brought up to date with equipment and financial aspects of the office. He also went over what is required by the State or County in order for the Borough to operate properly as an Emergency Management Office.

There was discussion on the CRS Program and how to get the Borough's rating down and the Hazard Mitigation Program and what is involved in keeping up with the programs that are available to the Borough.

Mr. Tucker stated that with certain implementations put into affect that the Borough should be able to lower their rating by the end of the year in the CRS Program.

MUNICIPAL CLERK'S OFFICE

****Clerk's Office - 01-20-120**

Council Member Mangan stated that this budget is down overall on other expenses from last year.

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There was discussion on a new software program from SunRise Systems which would streamline the licenses and permits for the animal licensing and the Sea Watch Locker and Parking.

Council Member Mangan stated that he would like to go to an RFP to see if the Borough can increase the use of the website by a re-design.

There was discussion on the Codifications of Ordinances line item. It was recommended to raise the proposed amount from \$6,500 to \$8,500.

****Buildings & Grounds 01-26-310**

Council Member Mangan stated that several years ago this was presented by the Public Works and now it is presented by the Clerk's office. He thanked the Municipal Clerk and the Administrator/CMFO for all their input into this. He stated that the big changes that were made in committee start with the Sea Watch Property line item.

The committee recommended that in light of how much activity that will be going on at the beach over the next 2 or 3 years in terms of planning for the property that this should be started to be shifted over to the beach budget entirely.

There was discussion on the Sea Watch Property and how it should be handled and what the council would like to do with the property in 2016. There was also discussion on where the money for the locker and parking fees would be deposited into.

It was recommended that the Joe DeIorio, Council Member Bossone and Council Member Mangan talk about where the money should be deposited and what is required to be done with certain monies due to Super Storm Sandy and budgeting.

There was discussion on the Life Saving Station line item and how much should be in this line item.

It was recommended by the committee to cut this line item from \$1400 to \$400. It is now requested by council to increase the \$400 to \$700.

There was discussion on the Corliss/DCI Building line item and what is the future for this building.

Mr. DeIorio went over possible carpet replacement for Borough Hall and inquired if the council would like to continue this or not.

There was discussion on frames for proclamations, chairs for the council chambers, and the replacement of carpeting. There was also discussion on the Welcome to Manasquan Signs.

The Municipal Clerk stated that she would need to add something to the Clerk's budget which would include documentation recovery to books in the basement that need to be remediated.

It was recommended that the Clerk bring back an amount to the council and to remediate the issues in the basement with the records.

There was continued discussion on the Welcome to Manasquan signs.

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.

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Council Member Mangan made a motion to adjourn the meeting at 12:29 p.m., seconded by Council Member McCarthy. Motion carried unanimously.

Respectfully submitted,



Barbara Ilaria
Municipal Clerk

DATE APPROVED 2-3-14