

BOROUGH OF MANASQUAN
MARCH 13, 2010

BUDGET MEETING OF MAYOR AND COUNCIL, MARCH 13, 2010 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 February 18, 2010.

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

Absent: None.

Also present was Municipal Administrator John Trengrove and Borough Auditor Allen Shechter.

APPOINTMENT: 9:00 A.M. Mr. Shechter.

Mr. Shechter related that based on the budget figures that were given to him by Mr. Trengrove the Borough's tax rate will be 35.127 cents which is 2.547 cent increase over last year's tax rate. He related that with this rate the Borough is \$50,524 over the maximum that is allowed to be spent under the levy CAP. He related that the reserve for uncollected taxes went from \$470,000 to \$542,000 and noted that the collection rate dropped. He related that this budget is using \$1,000,000.00 of surplus which is less than what was used last year. He related that only \$984,000 of the \$1,100,000 was replaced last year. He related that the unexpected jump in Court revenue helped to replace the surplus. He noted that most likely the Borough will be unable to replace about \$150,000 of the surplus. He related that the increase is a 7.8 percent increase.

Mr. Trengrove related that equals about a \$120.00 increase on a \$500,000 home.

Mr. Shechter pointed out that the amount of surplus available is \$1,679,000.00. He also related that this budget is using the figure of \$518,994 for the State aid amount which is the same amount of State aid that was given to the Borough last year. He related that most likely the Borough will get a decrease in aid this year. He related that the amount to be raised by taxation will be \$8,635,215.00.

Council Member Connolly asked why the Borough can't use more surplus.

Mr. Shechter related that if the surplus isn't replaced then the following year the available surplus is less and creates a higher amount the following budget. He informed the Governing Body of the exceptions to the CAP levy of 4 percent. He explained that the Borough is approximately \$40,000 below the spending CAP.

Council Member Connolly commended the Fire Departments because they did not raise their taxes this year.

Mr. Shechter related that their budget increased from \$661,000 to \$692,000. He clarified that the amount that the municipality has to pay is up \$31,000.00.

Manasquan Judge Mark Apostolou was present in the audience along with Marie Higgins, Manasquan Municipal Court Administrator and Brielle Judge Capotorto.

Mr. Trengrove related that Court employee Barbara Kappy is retiring at the end of March. He related that she is a part-time employee and does not receive benefits. He related that he has factored in funding for a part-time summer employee for the Court but not for a replacement for Mrs. Kappy. He related that the Borough will save approximately \$5,000 by eliminating Mrs. Kappy's position along with hiring part-time summer help for the Court. He related that he has not factored in funding for a part-time employee other than during the summer months.

Judge Mark Apostolou explained that the Court is governed by the Administrative Office of the Courts and that they have to approve a change in operations, including staffing. He related that Judge Lawson has notified the Borough in writing that he has to approve any

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staffing changes. He related that based on the volume of work, the Manasquan-Brielle Court needs approximately 4 employees. He related that Asbury Park Court reduced their staffing without approval and were told that to withhold money from the town until their court was appropriately staffed. He also related that they have the right to absorb the operations of the Manasquan-Brielle Court into the operations of the Superior Court and keep all of the revenue. He also related that they have the right to have the Borough terminate the shared services agreement with the Borough of Brielle if it is not manned appropriately. He related that he doubts that the reduction in staffing would be approved by the AOC.

Mayor Dempsey asked if the AOC would approve the reduction of staffing to the part-time summer help only.

Judge Apostolou related that he is unsure and related that he does not want to put Manasquan-Brielle Court Administrator Marie Higgins on the spot by asking for her opinion. He briefly described the court's summer and winter staffing needs.

Council Member Connolly asked if the court could share an employee with another department.

Judge Apostolou related that is not possible because of the constrictions of the Supreme Court. However, he related that the Borough could share its court employees with another court. He related that he could ask the AOC to revisit this matter.

Mr. Trengrove pointed out that the Borough is governed by the Department of Personnel and that he is not sure if there is a job title that would allow a court worker to do other tasks.

Council Member Lucas pointed that an employee cannot work out of title.

Judge Apostolou related that they have not used the money that was in the past two year's budgets for part-time summer employment at the request of the Governing Body. He related that is \$4,000 that isn't needed and can be used towards a part-time person. He related that in fact, the last discussion he had with Mr. Trengrove about it, it was contemplated that the money would be removed from the budget. He related that he is willing to make up the difference to pay the full-time/ part-time employee using his salary.

Council Member Lucas related that with the \$1,500 from the Judge's salary, the Borough will have \$5,500 for the full-time/part-time position.

Mr. Trengrove clarified that to get to the \$5,516.00 the \$4,000 for the part-time position will be eliminated but that \$1,516.00 from the Judge's salary would be included in the budget.

Council Member Connolly stated that the Judge's actions are noble and stated that the members of the Governing Body should reduce their own salaries by five percent.

Mayor Dempsey asked if any members of the Governing Body had any questions about making the changes to the Court budget that were suggested by the Judge.

Council Member Connolly related that the Court justifies its existence by making the money, bringing in the money and that they are good at what they do. She related that it is other departments that aren't making it and have great expenses. She related that is where we should be looking.

Council Member Lee related that the Governing Body will have the opportunity to look at all the Borough Departments.

Judges Apostolou and Capotorto along with Marie Higgins exited the meeting at 9:36 a.m.

Mr. Trengrove related that Patrolman Gillespie is retiring this year and noted that if he is not replaced the Borough will lose the Safe and Secure Grant in the amount of \$15,800. He related that by not replacing Patrolman Gillespie the total savings to the Borough will be

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approximately \$36,800. He related that any accumulated leave paid out to Patrolman Gillespie will be paid out of a separate reserve account.

Mr. Shechter related that there is \$135,000 in the accumulated leave account.

Council Member Lee asked Police Chief Scimeca, who was present at the meeting, to discuss the impact of not replacing Patrolman Gillespie on the Manasquan Police Department overtime budget.

Police Chief Scimeca related that 151 shifts will be deleted from the schedule and based on previous years analysis approximately 30 percent of the shifts have to be filled with overtime. He related that therefore, about \$30,000 in overtime will be anticipated. He related that officer illness could make that figure higher. He explained the minimum staffing requirements. He related that he cannot say what the overall effect of going to a 17 man department will have on the operations of the department including response time, summonses issuance, officer fatigue due to long hours in the summer months and the crime rate.

Mr. Trengrove pointed out that the court collects the money that is generated by the Police Department.

Mr. Trengrove related that what he is hearing is that the Council does not intend to replace Patrolman Gillespie through 2010. He stated that based on this action and the court staffing reduction the number will be approximately \$42,000.00. He related that this reduction will put the municipality under the CAP.

Chief Scimeca cautioned the Borough that he does not know if the grant will be reinstated if the Borough chooses to hold off hiring an 18th police officer until a date in the future.

Mr. Shechter noted that the grant allows the Borough to put the officer's salary outside the spending CAP which is a big advantage for the Borough.

Council Member Lee asked the Chief if there is any other areas where he can reduce his budget.

Mayor Dempsey stated that everyone agrees to the \$36,800.00.

Police Chief Scimeca related that he believes that all areas were addressed at the last budget meeting that he attended.

The Municipal Clerk asked if there was a vote on the \$36,800.

Mayor Dempsey related that a vote was not taken.

Mr. Trengrove related that the appropriated adjustments will be made to the appropriate line items if the Governing Body agrees to these changes.

Council Member Grasso asked the Borough Auditor where the budget can be reduced. He related that he does not understand why it is being increased by 5 percent instead of being 0, 5 or 7 percent less. He related that the Auditor is a numbers person.

Mr. Trengrove related that it is not just numbers but it is also policy that is set by the Governing Body. He related that there was an offset by worker's compensation in the amount of \$36,000. He asked what services do the Governing Body want to provide to its residents. He asked what areas are not contractual, for example, special officer deployment. He asked if the Governing Body is willing to reduce the number of special officers in the beach area during the summer months.

Council Member Grasso asked why the Borough can't try to live on the same amount that it did last year.

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The Borough Auditor related that there are contractual salary and longevity increases.

Mr. Trengrove related that the Borough can do so but that it is rolling the dice because it does not know what the contractual settlements will be.

Council Member Donovan pointed out that anything that is not met in this year's budget becomes an emergency expenditure an automatic line item in the following year's budget and will also be in the following year's CAP.

There was continued discussion regarding this matter.

Mr. Trengrove pointed out that the Governing Body reviewed each line item with each Department head. He asked Council Member Grasso if he has a specific question rather than general questions about the budget.

Council Member Connolly related that the loss of Patrolman Gillespie will decrease the salaries by one percent from last year. She suggested that every department, including committees and the governing body's salaries, decrease their budgets by 7.78 percent to bring the budget down.

Mayor Dempsey related that can't be done because there are so many contractual items in the budget, for example insurance.

Council Member Connolly related that there are certain expenses that can be changed, for example purchases of vehicles, part-time help and supplies. She related that there has to be a way not to pass these tremendous increases on to the taxpayers.

The Borough Auditor related that the Borough cannot increase the budget by 7.78 percent because it will be over the tax levy.

There was continued discussion regarding this matter.

Mayor Dempsey related that \$28,318 is included in the beach budget for the purchase of a new police vehicle. He suggested eliminating the purchase of the vehicle in 2009 then transfer the expenses from the current budget to the beach budget. He related that without the new vehicle there may be a significant amount of vehicle repairs.

Police Chief Scimeca cautioned the Governing Body that even if the oldest vehicle is replaced he may ask for two vehicles next year due to the state of the fleet. He related that if no vehicles are purchased this year he may be asking for three vehicles next year.

Council Member Grasso asked the Police Chief if he has a police vehicle that he uses that could be transferred to the police department for their use.

Police Chief Scimeca related that he has a municipal police vehicle.

Council Member Grasso asked if he would be willing to give it back to the police department to be used by the patrol officers.

Mayor Dempsey related that the Police Chief is on call 24 hours a day.

Council Member Lucas asked Council Member Grasso how he expects the Police Chief to respond to calls or get to work.

Council Member Grasso related that he can use his personal vehicle.

Council Member Lucas related that a personal vehicle is not equipped with the appropriate police equipment.

Council Member Grasso related that all we are doing is asking the Police Chief to give his vehicle back for the patrol officers to use because of these tough economic times.

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Council Member Lucas stated that taking the Police Chief's vehicle is out of the question.

There was some discussion about which department heads have a municipal issued vehicle.

Council Member Lucas stated that if the vehicle is removed from the budget there may be some ramifications.

Council Member Connolly suggested that the Governing Body decide on an amount for each department to reduce their budgets by then let them decide on what to reduce in their budgets.

Council Member Donovan agreed that the department heads should decide where to make the cuts because they have the expertise.

Police Chief Scimeca related that if he is asked to reduce his budget by several percent it most likely will come from the Special Officer Staffing category which will result in reduced coverage in the beach area during the summer months. He related that Specials are used for summer coverage, special events in the Borough and mandatory training. He noted that the equipment budget is already at a minimum.

Council Member Lucas clarified that there would not be coverage for special events.

The Police Chief related that they are not a for-profit organization but noted that if the special officer staffing is reduced then the court revenue will be lower. He related that a seven percent reduction in his budget would result in a huge reduction of services and would affect the crime and conditions in the beach area.

Mr. Trengrove related that the Governing Body has to decide what level of service that it wants to provide to the public.

Council Member Connolly related that freezing salaries is an option. She related that Council Salaries could be reduced and that they can look at the manager's salaries. She asked if the Special Officer's salaries are paid for out of the Beach Department budget.

Mr. Trengrove related that \$30,000 of their salaries is paid for out of the Beach Department salary.

Mr. Trengrove pointed out that the Library funding can also be looked at.

Council Member Lucas related that the Manasquan Public (Private) Library has budgeted \$16,500 for books and have done so since he has been the Library liaison. He related that it is 13 percent a year that is spent on books.

Council Member Connolly related that not only should the Library's budget be reduced but that all committees, commissions and departments should have across the board cuts. She related that she thinks the Governing Body should pick a figure that they should reduce their budgets by then let them decide where to reduce.

Council Member Lucas related that if the Library budget is reduced they will still have funding to purchase books. He pointed out that they are a private entity.

Council Member Connolly related that the Library is a private library and that the voters approved the non-binding referendum question to fund the library. She related that once it was accepted it is binding the Borough.

Mayor Dempsey related that it does not bind the Borough.

Mr. Trengrove pointed out that the referendum vote was taken during different economic times.

There was some discussion regarding this matter.

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Council Member Lucas related that the Shade Tree Commission and Environmental Commission budgets were reduced.

Mr. Trengrove pointed out that the Governing Body is under a guideline to introduce and adopt a budget, a date which has been extended.

Council Member Grasso stated that he wanted to go on record that he is donating his municipal salary back to the Borough.

Council Member Connolly also donated her salary back to the municipality. She also suggested going back to the Departments for additional reductions.

Council Member Lucas made a motion to reduce the contribution to the Manasquan Public (Private) Library by \$1,345.00.

Council Member Lee asked how much the Borough pays to be in the County Library System.

Mr. Trengrove related that the Borough paid \$306,340.00.

Council Member Lucas pointed out that the Borough pays almost one-half of a million for library services for the Borough residents.

Council Member Donovan noted that the Borough is required to participate in the County Library Program.

The motion was seconded by Council Member Bossone. Motion carried by the following vote: "yes" Council Member Bossone, Donovan, Lucas. "No" Council Member Connolly, Grasso, Lee. Mayor Dempsey voted "Yes" in favor of the motion.

Council Member Lee related that he believes the Library donation reduction could be more.

There was some discussion about what budget Council Member Connolly and Grasso's salary donation should come out of.

Council Member Connolly suggested taking it all from the current budget.

Mr. Trengrove pointed out that the Governing Body's salaries are spread out over the three budgets. He cautioned that the public advocate's office might question why a portion of the salaries are being charged to all three budgets.

Mayor Dempsey suggested taking the amount out of all three budgets.

Council Member Lucas made a motion to reduce the Governing Body's salaries for 2010, seconded by Council Member Connolly. Motion failed by the following vote: "yes" Council Member Connolly, Grasso, Lucas. "No" Bossone, Donovan, Lee. Mayor Dempsey voted "No" to break the tie.

Council Member Lee related that this doesn't preclude any members of the Governing Body from making voluntary adjustments.

Council Member Lucas related that he will donate \$1,000.00 of his salary to the Borough.

Mr. Trengrove pointed out that the reduction is in part due to the RUT and using surplus dollar.

Council Member Connolly related that we need to start looking at the supervisor and manager's contracts which expired in December. She recommended eliminating the opt-out benefit and flexible spending plan benefits.

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Mayor Dempsey related that those items are contractual, therefore, cannot be removed from the budget until the contracts are settled.

Council Member Connolly related that they are not contractual and the supervisors and managers are not a part of the collective bargaining units. She related that it is absurd that the municipality cannot eliminate the managers and supervisor's benefits and send the word to everyone out there that this is going to be the course of action from now on. She described the benefits that the supervisors are receiving and related that they are very expensive to pass on to the taxpayers.

Council Member Donovan related that the Borough has to offer benefits to everyone and if they exercise their right to obtain benefits, it would cost the Borough another \$150,000.

There was continued discussion regarding this matter.

Mayor Dempsey reiterated that it cannot be included in the budget until the contracts are settled.

Council Member Connolly related that the managers and supervisors serve at the pleasure of the Governing Body. She related that we tell them what their benefits are. She recommended decreasing all committees and commissions that haven't been decreased by five percent including the department heads. She related that this proposal would include the Manasquan Recreation Commission, Tourism Commission, Open Space Committee, Environmental Commission and Shade Tree Commission.

Council Member Lee asked if the proposal will include the Manasquan First Aid Squad and the Manasquan Public (Private) Library.

Council Member Connolly stated absolutely. She related that the volunteer organizations will have to try to raise their own money.

Mayor Dempsey clarified that the five percent reduction proposed by Council Member Connolly will apply to the Recreation Commission, Open Space Committee, Environmental Commission, Tourism Commission, Shade Tree and the Manasquan Public (Private) Library.

Council Member Connolly stated that the First Aid Squad should be included.

There was discussion about whether or not OEM should be included.

Council Member Lee related that the new Coast Guard line item should also be included. Council Member Connolly agreed.

Mr. Trengrove related that if the Governing Body doesn't intend to pass a budget by the end of the year a special temporary budget will have to be approved by the Governing Body.

Mayor Dempsey related that he would like to settle the budget now.

Council Member Connolly reiterated her recommendation to reduce the various budgets by 5 percent.

Mayor Dempsey related that the department heads are present at the meeting and that the reduction decisions can be made now.

Council Member Lucas related that the department heads already met with the Governing Body and discussed each line item. He related that he does not have a problem with reducing the committee and commissions.

There was continued discussion regarding budget reductions and the economy.

Council Member Lee commended the members of the Governing Body for donating back their salaries but that he feels he works hard for and deserves the \$75.00 a week that he is getting.

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Council Member Connolly related that she also deserves the salary but gave it back.

Council Member Lee related that it is an individual choice. He related that he believes that the Governing Body has to reach a common ground on what the reduction level will be.

Council Member Donovan made a motion to recess the meeting for ten minutes at 11:00 a.m., seconded by Council Member Lucas. Motion carried unanimously.

The meeting was reconvened at 11:20 a.m.

Mayor Dempsey recommended accepting the reductions that have already been made, the reduction that was recommended by Council Member Connolly and instruct the department heads to make more reductions.

Mr. Trengrove asked for clarification that the 5 percent reduction will be for the following: Recreation Commission, Tourism Commission and the Manasquan Public (Private) Library,

It was noted that the Environmental Commission and the Shade Tree Commission already reduced their budgets.

Council Member Connolly questioned whether or not the Manasquan First Aid Squad or OEM would be asked to reduce their budgets.

Mayor Dempsey related that they would not because they are emergency services.

Mayor Dempsey related that the department heads will be asked to make additional reductions.

Council Member Donovan related that he agrees with Council Member Lucas in that a reduction of services is not what is wanted. He related that the services that are provided by the departments are really what makes Manasquan what it is. He related that he does not support a reduction of services.

Council Member Lucas related that the department heads should be instructed to make reductions that will not negatively affect the services in the Borough.

Mr. Trengrove related where the budget stands now is that it will cost a resident about \$25.00 per quarter for a home worth \$500,000.00. He related that the fact that \$11,000,000.00 in ratables was generated shows that there is the ability to pay. He related that \$100.00 a year is not that much.

Council Member Connolly related that she can find other uses for \$100.00. She related that her goal is to keep it (the budget) how it was last year.

Mayor Dempsey pointed out that the medical insurance costs increased 23 percent.

The Borough Auditor related that on an \$8,000,000.00 budget the spending went up \$262,000.00 not including the Reserve for Uncollected Taxes. He related that it is approximately 3 percent.

Council Member Connolly related that she has observed things in the payment of bills that the department head could cut out. She related that she would like to meet with the department heads to make suggestions.

Council Member Donovan made a motion to ask the department heads to make additional cuts to their budgets and that the Recreation Commission, Tourism Commission and Manasquan Public (Private) Library budget will be reduced by five percent.

Council Member Lee related that there doesn't seem to be uniformity on Council with this decision.

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There was continued discussion about how to approach the department reductions.

Council Member Connolly related that the Administration and Finance Committee can review the managerial and supervisor's pay and benefits. She related that they will come up with a recommendation.

Mayor Dempsey related that it would only be a recommendation and that the recommended amount could not be put in the budget unless the amounts were agreed to.

Mr. Trengrove related that there are also statutory requirements that have to be complied with for example, statutorily the CFO, Clerk and Tax Assessor must receive the same increase as the unions and department heads.

Mayor Dempsey restated the motion. He related that the reductions will be included in the budget and it will be ready for introduction on March 22, 2010.

The motion was seconded by Council Member Bossone. The Motion was approved by the following vote: "Yes" Council Member Bossone, Connolly, Donovan, Grasso, Lucas. "No" Lee.

Council Member Connolly related that she is unclear about whether or not her committee should review the supervisor and manager's salaries.

Mayor Dempsey related that the committee may proceed with the review.

Mr. Trengrove asked if the Governing Body has reviewed the Capital Budget Plan that he submitted to them.

Council Member Donovan related that the future exterior improvements to the Life Saving Station should be completed in 2011.

There was some discussion regarding the proposed costs for future improvements to the Life Saving Station.

Council Member Donovan made a motion to include \$1,500,000.00 in the Capital Budget Plan for 2011 for improvements to the Squan Beach Life Saving Station, seconded by Council Member Connolly. Roll Call was taken and the motion was unanimously approved.

Council Member Bossone related that since the bond to fund the beach equipment was not approved, he is recommending including the equipment into the beach budget. He related that the items are as follows: Truck - \$35,000, Gator - \$10,000, 12 Shower Towers - \$30,000, Storage Bins - \$20,000 and Playground Equipment - \$50,000 totaling \$145,000. He noted that they estimate bringing in an additional \$150,000 in badge/parking pass revenue which will pay for these items.

Council Member Bossone made a motion to include the aforementioned items in the Beach Department budget, seconded by Council Member Donovan. Motion approved by the following vote: "yes" Council Member Bossone, Donovan, Lee. "No" Connolly, Grasso, Lucas. Mayor Dempsey broke the tie by voting "Yes".

Mayor Dempsey asked if the Inlet area repairs costs are in the budget.

Council Member Bossone related that those costs will be included in the Beach Department's repair line item. He mentioned that it was not his first choice to put these items in the budget but since the proposal to include them in a bond ordinance was rejected.

Council Member Connolly related that since the bond ordinance failed these items should not be purchased.

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Council Member Bossone related that he previously informed the Governing Body that if the bond ordinance failed the items would be included in the budget.

Council Member Connolly asked why the items weren't put in the budget in the first place.

Council Member Bossone related that bonding the items is a better and less expensive way to pay for the items. He noted that the Borough already paid the cost associated with preparing the bond ordinance that failed. He related that approximately \$25,000 would be in the 2011 budget instead of \$150,000. He related that it was Council Member Connolly's choice to vote against the bond ordinance at that time but that now the Governing Body is voting to put the items in the budget.

Council Member Connolly asked why is it up for a vote again when we already said no to them.

Council Member Bossone related that voting to put these items in the budget is up for a vote because they are needed.

Council Member Connolly related that the Mayor cannot vote on the beach budget.

Mayor Dempsey related that he voted on including items in the budget and not on the beach budget.

Council Member Connolly asked Mr. Trengrove if she is correct in that the Mayor cannot vote on the beach budget.

Mayor Dempsey related that everyone knows that the Mayor cannot vote to adopt the beach budget.

Mr. Trengrove related that the vote to include the items in the beach budget is only amending the draft beach budget document and that the proposed date to vote on final budget document is on the 22nd.

The Borough Auditor read the beach budget figures.

There was some discussion regarding the beach budget figures.

AUDIENCE PARTICIPATION

Ed Hyer, 56 Second Ave related that it would be helpful for the public to have two budget documents, one with contractual items and one without. He related that he likes the idea of sending the budgets back to the department heads to make reductions even though there isn't many areas where they can reduce. He asked why the Borough is buying bottled when it makes its own water.

Mr. Trengrove related that the format of the budget is set by State statute.

Mr. Hyer related that Council Member Bossone has to cut some of the items that he added to the budget but that he doesn't think that the \$145,000 proposal is realistic when he sees increases for salaries for beach badge clerks and things like that in the beach budget.

Council Member Bossone related that there are no salary increases in the beach budget.

Mr. Hyer asked if there are no increases then why is the budgeted amount \$112,000 from \$106,000 last year.

Beach Manager Wally Wall, who was present in the audience, related that extra people are needed at the beach openings due to the increase in beach badge sales.

Mr. Hyer related that some of the entrances between the street accesses might be closed during the week.

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Council Member Bossone made a motion to adjourn the budget meeting at 12:01 p.m., seconded by Council Member Donovan. Motion carried unanimously.

Respectfully submitted,



Colleen Scimeca
Municipal Clerk

DATE APPROVED 5/17/10