

**MAYOR AND COUNCIL  
SPECIAL BUDGET MEETING  
January 22, 2014  
7:00 P.M.**

**MAYOR'S STATEMENT AS TO COMPLIANCE WITH P.L. 1975**

Adequate Notice of this Meeting has been provided according to the Open Public Meetings Act, Assembly Bill 1030. Notice of this Meeting was sent to the New Jersey Herald and the Daily Record on January 15, 2014 and was placed on the Official Bulletin Board in the Municipal Building.

In the event the Mayor and Council have not addressed all items on this Agenda by 11:00 PM and they are of the opinion that they cannot complete the Agenda in a reasonable time period, the Mayor and Council may exercise their option to continue this meeting at an agreed to date, time and place within ten (10) days of this meeting. Please turn off all cell phones for the duration of this Meeting.

**ROLL CALL**

Council Members:

Councilwoman Zdichocki – Present  
Councilman Thornton – Present  
Councilwoman Kuncken – Present

Councilman Depew – Present  
Councilwoman Thistleton – Present  
Councilman Benson – Present

Mayor Maio – Present

**COUNCIL DISCUSSION**

2014 Municipal Budget - Mayor Maio stated the purpose of this meeting is to discuss the 2014 Municipal Budget. Budget workbooks were previously distributed to the governing body. Mayor Maio noted the CFO calculated all salaries with a 1.75% increase. Council agreed to hold discussion on salary increases at this time. The topic will be addressed at a later budget meeting. The governing body conducted a line-by-line review of each departmental budget. Mayor Maio stated department budgets cannot be increased by more than 2%.

General Administration O&E – Mayor Maio noted \$12,000 is provided for grant writing. She spoke to the Administrator and Councilwoman Kuncken regarding this item and it is recommended that they continue with the services of Millenium for the first six months of the year to see if they are successful in securing a grant for the James Street project. The governing body discussed the services provided by Millenium and the fact that, to date, they have not received any grants. Councilwoman Kuncken suggested they revisit whether or not to continue using the services of Millenium at the May Work Session meeting. Council agreed to continue with Millenium's services for six months and then review the matter.

Mayor and Council – Mayor Maio noted the budget increase is 3.23% and must be reduced by \$147. The governing body made minor adjustments to the following line items: dues & subscriptions; meetings & seminars; gifts & awards; and quarterly newsletter. Councilwoman Zdichocki noted the budget for attendance at the Sussex County League of Municipalities meeting/dinner allocates \$600. The policy of only three members of the governing body attending leaves a balance of \$120. Councilwoman Zdichocki suggested possibly allowing four members of the governing body to attend or reducing the line item. Councilwoman Thistleton questioned if the line item includes the Administrator's attendance at the meetings. After a brief discussion it was agreed to leave the budget as is. Mayor Maio noted the budget was reduced by \$150 and is within the 2% cap. Councilwoman Kuncken spoke of the New Jersey League of Municipalities conference and the rotation schedule of allowing three members of the governing body to attend. Councilwoman Kuncken suggested the policy be revised to indicate the Mayor and three members of Council are permitted to attend. Councilwoman Kuncken is of the opinion that the Mayor should always have the opportunity to attend the educational conference.

Clerk – Mayor Maio noted the budget increase is 4.45% and must be reduced by \$317 in order to be within the 2% cap. The governing body made minor adjustments to office supplies; forms; election costs and printing. The Clerk noted the increase in education is to accommodate two classes for the Deputy Clerk. In the past, the budget afforded one class per year. The governing body had previously agreed to accelerate her education. The budget was reduced by \$325.

Finance – Councilwoman Kuncken noted the budget increase is under 2% and she suggested leaving the budget as is at this time. Council agreed.

Audit Services – Mayor Maio noted the budget increase is under 2%. Mayor Maio asked that the fee for the auditor be confirmed.

Computer Services – Mayor Maio noted there is a 5.47% increase in this budget. The internet cost is higher, mostly related to the DPW. The Administrator stated service at the DPW yard was changed to the service used at Borough Hall because there were problems with the service and modem. Administrator McNeilly stated input from the CFO is needed to answer questions on this matter. Mayor Maio questioned why replacement of two computers at \$2,100 is in the operating budget when normally it is paid out of the Cablevision grant. Mayor Maio asked if the Borough received the Cablevision grant. Administrator McNeilly stated these questions can only be answered by the CFO. The governing body asked the Administrator to relay their questions to the CFO. Administrator McNeilly will also inform the CFO that the cost for the Nixel System is \$1,900. The budget indicates \$900 in this budget and \$900 split \$450 in the water budget and \$450 in the sewer budget for a total of only \$1,800. The Administrator noted the line item for the website. Administrator McNeilly stated the present website is very lacking and the governing body must decide what they are looking for in a website. There are other websites that are more user-friendly. The Clerk spoke about the difficulty the Deputy Clerk has in receiving assistance from e-government. The governing body discussed the website and agreed to leave this as an open item in the budget. If money is available in the budget after its final review, they will include funds for a new website.

Tax Collector – Mayor Maio noted the budget increase is 6.6% and must be reduced to no more than a 2% increase. Councilwoman Kuncken questioned the increase in seminars and conferences. The governing body reviewed the back-up information on seminars and conferences and questioned why the amount for Toni's conference attendance is \$775 and the amount for Dana is indicated as one-half, but listed as \$275. The governing body also questioned why both employees are attending all the meetings/seminars. Council questioned if CEU's are offered at every meeting and noted attendance may need to be limited to one employee per meeting/conference. Administrator McNeilly suggested holding discussion on this budget until the CFO is present. The governing body asked that the Administrator relay to the CFO their concern that the budget increase is 6.6% and that she bring alternatives to the way of getting CEU's.

Tax Assessor – Mayor Maio noted the budget increase is 0.95% and should remain as is.

Legal Services – Mayor Maio noted the CFO reduced the line item amount for litigation from \$15,000 to \$10,000. Mayor Maio stated the governing body has always been of the opinion that it is beneficial to keep a reasonable amount of money in this line item and she suggested the amount remain at \$15,000. Council agreed. Mayor Maio noted the CFO also reduced the line item amount for labor attorney from \$11,000 to \$5,000. The governing body also agreed that the line item for the labor attorney should remain at \$11,000. Administrator McNeilly will inform the CFO of the changes.

Engineering Services – There was no increase and the budget was left as is.

Land Use Board – The budget was reduced 3.93% and left as is.

LMRPB – Mayor Maio noted the amount for herbicide treatment will be \$1,066. It was agreed, that the budget will be increased to \$13,900.

COAH – Mayor Maio questioned why this budget amount is being carried. Administrator McNeilly responded it has been carried year after year, waiting for the court ruling.

Construction – Mayor Maio noted the O&E budget is flat and will remain as is. Mayor Maio also noted that S&W shows an increase in salary of 1.75%. It was agreed last year that there would be no salary increase for the part-time sub-code officials. Council agreed that there will be no salary increase for the sub-code officials.

Zoning – Mayor Maio noted there is no increase in the Municipal Housing Authority's stipend. Council agreed that there should be no increase in the stipend for 2014. The O&E budget shows no increase and will be left as is.

Insurance – Mayor Maio noted the group health insurance amount is down. Administrator McNeilly stated the decrease is a result of health plans chosen by the employees.

Police Department – Mayor Maio noted a 0.42% increase; however, there is no back-up information. Mayor Maio expressed concern that the amount budgeted for contracts/permits is less than what was paid last year. Administrator McNeilly will confirm with the Police Chief that the requested amount is correct. The governing body reviewed the line items and asked Administrator McNeilly to also get clarification on the budgeted amount for equipment purchases; equipment repairs and ammunition. Mayor Maio asked that details on the training line item be provided. Councilwoman Kuncken stated training may include required training for the accreditation program. The governing body asked that the information be provided before the next meeting.

Emergency Management – Administrator McNeilly noted they are still under contract from last year.

First Aid Squad – Mayor Maio suggested increasing the contribution to the First Aid Squad. Councilwoman Kuncken stated the last increase was given in 2012. Mayor Maio suggested a \$1,500 increase for a total contribution of \$14,000. Council agreed. Administrator McNeilly will inform the CFO to make the adjustment.

Fire Department - Mayor Maio stated there needs to be a cut of \$377 in this budget to keep it within 2%. The governing body questioned the large amount spent (over budget) last year on tools and equipment. The budget amount was \$2,500; however \$4,030.38 was spent. The governing body also questioned why \$2,000 was budgeted in the communication line item, yet only \$637 was spent last year. Administrator McNeilly will ask the Fire Chief for clarification on these charges. Council discussed the number of items that were over budget including non-vehicle repairs that was over budget and this year's request is higher than last year's request. The Administrator will ask the Fire Chief to provide back-up for the budget. The Administrator will also ask for clarification on why they are requesting \$3,800 for training when only \$1,000 was spent last year. The Administrator will inform the Fire Chief that the budget must be reduced by \$377. Councilwoman Kuncken asked that the governing body be provided with the justification for the line item transfers.

Road Maintenance – Mayor Maio noted the overall budget request is under 2%; however there are a number of items that were over budget. Administrator McNeilly will ask the DPW Superintendent for an explanation on why the following line items were over budget: departmental supplies; office supplies; line striping; and building maintenance. Mayor Maio noted the requested amount of line striping shows a 50% increase from the 2013 budgeted amount. Councilwoman Thistleton questioned road maintenance miscellaneous. There was no money budgeted; however the budget shows \$67.00 was spent. Administrator McNeilly will ask the CFO why money was charged to a line item that had no money allocated to it.

Solid Waste – Mayor Maio noted the CFO took out items that the governing body has traditionally left in the budget. One such item is flow control. Funds have been left in that line item as a cushion for the unknown. Administrator McNeilly stated that the tonnage rate increase is struck in October and he recommended keeping an amount in this line item that the governing body is comfortable with. Council agreed to put \$10,000 in the budget for flow control.

Building and Grounds – Mayor Maio noted this budget is flat; however, there are items that were over budget last year. Mayor Maio noted herbicide treatment is in this budget and therefore, it will be removed from the Lake Musconetcong Regional Planning Board's budget. Council agreed that this budget is too high and should be reduced. Mayor Maio asked Administrator McNeilly his opinion on if they can reduce this budget from \$16,500 to \$13,000. Administrator McNeilly cautioned that it is unknown what, if any, projects may come up mid-year. Councilwoman Kuncken questioned why there were no funds expended for mulch. Administrator McNeilly responded that the cost for mulch last year was covered through FEMA. Administrator McNeilly suggested the requested amount of \$4,000 for mulch remain in the budget. Administrator McNeilly will speak to Bill Storms about reducing this budget.

Shade Tree Commission – There was no change in this budget and, therefore, left as is.

Police Vehicle Maintenance – Mayor Maio questioned why, with three new vehicles, they are budgeting the same amount as last year. Administrator McNeilly outlined the new vehicles and vehicles no longer being used. Councilwoman Kuncken stated money was spent for repairs on the Police Chief's vehicle. Mayor Maio asked if they must budget \$10,000 for vehicle maintenance. Administrator McNeilly noted the 2012 and 2013 budget and suggested leaving the amount as requested.

Fire Department Vehicle Maintenance – Mayor Maio noted a slight increase and suggested leaving the budget as requested. Council agreed.

DPW Vehicle Maintenance – The governing body agreed the \$10,000 budget request should stay as is.

Board of Health – Mayor Maio noted the budget shows a 25% increase with an explanation that there will be a new contract for Animal Control. The new contract will not be 25% more than the present contract. Administrator McNeilly stated his opinion that the new contract will show no more than a 2% increase. Council agreed to reduce the line item for Animal Control Services from \$10,000 to \$8,000.

Recreation Commission – Mayor Maio noted the budget increase is 5% and must be reduced to no more than a 2% increase. It was also noted that no detail was provided. Councilwoman Zdichocki stated the figures indicated are not true numbers. Councilwoman Zdichocki spoke about the various events sponsored by the Recreation Commission and the increased attendance at the events this past year. Councilwoman Zdichocki noted that contributions are received towards events and attendees also pay for certain events such as the bus trips. These funds are not reduced from the amount shown as expended. Council asked the Administrator to provide a current budget sheet and to obtain budget detail and a definition of some of the expenses for Other Events line item. Councilman Benson stated

it may be beneficial to look at the category in revenue for the Recreation Commission's programs. The governing body will review this budget after receiving an updated budget print-out.

Environmental Commission – This budget shows a 0% increase and was accepted as is.

Telephone – Mayor Maio noted \$170 budgeted for One Call Alerts and she questioned this line item. The Administrator will get clarification from the CFO on this line item.

Petroleum – Mayor Maio noted the budget was reduced by 11.49%. Administrator McNeilly stated the price of gasoline is coming down and he believes the budgeted amount of \$77,000 is sufficient.

Condominium Services – Councilwoman Kuncken asked the status of reimbursement. Administrator McNeilly responded they are current except for this year. They are still calculating the numbers.

Storm Water Management – Mayor Maio noted an 8.7% increase and she questioned why they are so over budget in supplies, yet the budget request is the same amount as last year. Council asked the Administrator to obtain detail on this line item.

Municipal Court – Mayor Maio noted a 37% increase and questioned how it was budgeted. She asked if \$25,000 is coming out of fees and why it is showing as an expense. Administrator McNeilly responded he will need to speak to the CFO for the answer. Councilwoman Kuncken stated the budget amount should be \$72,827 which is the amount of the contract. Administrator McNeilly will inform the CFO to change the budget amount from \$97,828 to \$72,827.

Grants - The budget was reduced 23.51% and left as is.

Capital Improvements and Road Repair – The governing body agreed to conduct discussion on these budgets at a future meeting.

Councilwoman Kuncken asked if the CFO would provide the revised pages on color paper similar to what was done last year. Administrator McNeilly will relay the request to the CFO.

Mayor Maio asked that the requested information be provided, if possible, for Council Discussion at the January 28<sup>th</sup> meeting.

Mayor Maio scheduled a Special Budget Meeting for February 4, 2014 at 7:00 p.m. Mayor Maio asked the Administrator to inform the CFO and request her attendance at the meeting.

### **CITIZENS TO BE HEARD**

Mayor Maio opened the meeting to the public. Seeing no one from the public wishing to speak, Mayor Maio closed the public portion of the meeting.

### **ADJOURNMENT**

On a motion by Councilwoman Zdichocki, seconded by Councilwoman Kuncken, and unanimously carried by voice vote the meeting was adjourned at 9:50 P.M.

Approved:

Ellen Horak, RMC  
Borough Clerk