

**MAYOR AND COUNCIL
SPECIAL BUDGET MEETING
January 20, 2015
5:30 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, 2015 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:

Councilman Romano – Present	Councilwoman Kuncken - Present
Councilwoman Zdichocki – Present	Councilman Depew – Present
Councilman Thornton – Present	Councilwoman Thistleton - Present

Mayor Maio – Present

Mayor Maio revised the Agenda and moved action on Resolution 046-15 before Council discussion.

NEW BUSINESS

Resolution

Mayor's Appointment

046-15 **MAYOR'S APPOINTMENT OF TAMMY MINNITI AS ACCOUNTS
PAYABLE/CONSTRUCTION SECRETARY WITH COUNCIL CONCURRENCE**

Mayor's appointment of Tammy Minniti as Accounts Payable/Construction Secretary with Council concurrence.

BE IT RESOLVED by the Council of the Borough of Stanhope that they do hereby concur with the Mayor's appointment of Tammy Minniti as Accounts Payable/Construction Secretary effective February 2, 2015 at a prorated annual salary of \$30,000.00.

On motion by Councilwoman Kuncken, seconded by Councilman Romano and carried by unanimous voice vote, the above resolution was adopted.

COUNCIL DISCUSSION

2015 Municipal Budget - Mayor Maio stated the purpose of this meeting is to discuss the 2015 Municipal Budget. Mayor Maio noted they do not have revenue information at this time. Dana Mooney, CFO stated the salaries indicated are budgeted at 1.75%. The governing body will discuss salary increases for non-contracted employees at a later date. The governing body conducted a line-by-line review of each departmental budget.

General Administration O&E – Mayor Maio noted the budget reflects a 1% increase. Administrator McNeilly explained the increase in Dues & Memberships includes \$200 for membership in professional managers' organizations. Councilwoman Kuncken asked if there is a benefit to joining the professional managers' organization. Administrator McNeilly will provide a breakdown of the benefits, but noted they are similar to the Clerk and Tax Collector Associations. There was also discussion on the amount budgeted for mileage under Seminars & Conferences. The administration vehicle should be used by employees for all Borough business, unless needed by another employee. Mileage reimbursement should be at a minimum since personal vehicles should not be used for attending seminars or conferences when the Borough's vehicle is available. It was agreed to reduce the line item by \$100. The governing body discussed the amount of \$200 budgeted for Sussex County Economic Development and agreed to remove this item from the budget.

Mayor and Council – The CFO stated the budget is the same as last year's budget. The governing body agreed to leave the budget "as is." Councilwoman Kuncken asked if there are sufficient funds in Meetings & Seminars to cover three members of Council and the Mayor's attendance at the NJLM Conference. The CFO responded in the affirmative.

Clerk –The Clerk stated the amount of \$125 budgeted for mileage under Seminars & Conferences can be removed since the Borough vehicle is now available. The amount budgeted for Education was also reduced by \$100 which was budgeted for travel.

Finance – The CFO will reduce \$100 of the \$200 budgeted under Seminars & Conferences for mileage reimbursement.

Audit Services – The CFO stated this budget shows a 2% increase; however she has not yet received an amount from the auditor.

Computer Services –The CFO noted there is an increase in software costs. The budget includes new computers for water/sewer department, the DPW and possibly the Clerk’s Department. Mayor Maio stated computers are normally paid out of the Cablevision grant. The governing body discussed the amount budgeted for the Nixle System. The CFO will confirm the amount paid. There was also a question about the amount for the IM Responding Program. The CFO will also confirm the amount for this program. The CFO stated the budget includes funds for webhosting (start-up if a new provider). The governing body asked that the Technology Committee be involved with discussions regarding the website.

Tax Collector – The budget reflects an 11% reduction. The governing body agreed to leave the budget “as is.”

Tax Assessor – The CFO stated the budget is the same as last year’s budget. The governing body asked the Administrator to review the budget with the new Tax Assessor, Jason Laliker, and ask for his input. Administrator McNeilly noted the significant savings in salary shown under S&W.

Legal Services – Mayor Maio questioned if there are sufficient funds budgeted for the Labor Attorney. After a brief discussion the governing body agreed to increase the line item for Labor Attorney by \$4,000 for a total of \$15,000.

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

Land Use Board – Mayor Maio stated the large increase in the Land Use Board’s budget is due to the fact that the Board must undertake a Master Plan Re-examination, which is due in 2016. The majority of the work will be done in 2015. The Board also has new professionals (engineer and planner). The planner will be researching and preparing the Master Plan for the Board.

LMRPB – Mayor Maio stated they do not have the LMRPB’s budget request. There is a Board meeting tomorrow evening and she expects to have an amount at that time.

COAH – The governing body agreed to leave the budget amount “as is.”

Construction –The CFO stated there is no increase in the budget request. The governing body agreed the budget will remain “as is”.

Zoning – The CFO stated she did not receive a budget request from the Zoning Officer so she inserted the same budget request as last year’s.

Insurance – The governing body reviewed the amounts charged for insurance. The CFO noted there is a reduction in the line item for Group Health Insurance Waiver, which amount may be greater depending on the new hire.

Police Department – Mayor Maio noted the substantial increase in Books & Subscriptions. Councilwoman Kuncken explained the increase includes the amount of \$2,600 for Power DMS which affords immediate updates to the department. The governing body noted the large increase in Equipment Repair. Mayor Maio asked the Public Safety Committee to meet with the Police Chief to review and discuss the budget items. The governing body agreed to revisit this department budget after the Public Safety Committee has met with the Chief.

Emergency Management – Administrator McNeilly noted this is a contracted amount.

First Aid Squad – The governing body agreed to leave the budget “as is.”

Fire Department - Mayor Maio suggested the Public Safety Committee meet with the Fire Department prior to discussion on their budget, which reflects a 5% increase.

Road Maintenance – Administrator McNeilly asked that discussion on this budget be held until he meets with the DPW Superintendent. The governing body agreed to hold discussion on this budget.

Solid Waste – The CFO asked if the amount for flow control can be removed from the budget. Mayor Maio recommended it remain in the budget. Council agreed it should remain.

Building and Grounds – Administrator McNeilly asked that discussion on this budget also be held until after he speaks with Bill Storms.

Shade Tree Commission – There was no change in this budget and, therefore, the governing body agreed to leave it “as is.”

Police Vehicle Maintenance – This budget remains the same as last year and, therefore, the governing body agreed to leave it “as is.”

Fire Department Vehicle Maintenance – This budget remains the same as last year and, therefore, the governing body agreed to leave it “as is.”

DPW Vehicle Maintenance – Administrator McNeilly suggested deferring discussion on this line item until he has an opportunity to speak with Bill Storms. The governing body agreed.

Board of Health – Mayor Maio noted the budget request is the same as last year, but she questioned when the census is to be conducted. Administrator McNeilly advised that this year will be a census year. The CFO stated the cost of the census is funded through the Dog Trust. The CFO will confirm the amount in the Dog Trust. The governing body spoke about the benefit of having a uniformed officer conduct the census.

Recreation Commission – Mayor Maio noted the Recreation Commission is requesting an increase for Family Fun Day, Easter Events and Halloween Events. The governing body questioned the reason for the increase and noted there was no back-up provided for the request. Mayor Maio also questioned Other Events. Last year the line item was budgeted for \$1,000 and \$1,650 was expended; however the 2015 request is only \$1,000. Councilwoman Zdichocki stated the line item is for the bus trips sponsored by the Recreation Commission. The budget does not reflect the funds received from the people participating in the bus trips. Mayor Maio asked the CFO to get details on “Other Events.” Mayor Maio also asked the Boards/Commission Committee to meet with the Recreation Commission to discuss the budget. The governing body agreed to hold this budget until after the meeting with the Recreation Commission.

Celebration of Public Events – The governing body agreed to leave the budget “as is.”

Environmental Commission – This budget shows a 0% increase and was accepted “as is.” Mayor Maio noted the Environmental Resource Inventory is needed for the Master Plan and therefore, it must be updated. The ERI is an Environmental Commission document and funds to update it must be added to the budget. Administrator McNeilly will contact the Land Conservancy and Millennium Strategies and inquire about possible grants.

Electricity – The budget was left “as is.”

Telephone – Mayor Maio noted there is a significant increase in the amount for the Tie Lines. The budget was left “as is.”

(Councilwoman Zdichocki left the meeting.)

Petroleum – The budget was left “as is.”

Condominium Services – Administrator McNeilly stated he is working on the reimbursement numbers.

Storm Water Management – The CFO said she put in the same amount as last year. The Administrator recommended the amount remain the same. The governing body agreed.

Municipal Court – Administrator McNeilly noted this is a shared court with Hopatcong Borough and the contract increase is reflected in the budget. The governing body agreed with the budget amount.

Capital Improvement Fund – The CFO suggested turning over \$5,000 more than they normally do.

Debt Service – The budgeted amount was left “as is.”

Mayor Maio asked about possible capital projects. The Administrator responded that the Fire Department has requested one capital expense and he is waiting to hear from the Police and DPW. The CFO stated she will be requesting new copiers as a capital expense. Councilwoman Kuncken asked that the Technology Committee participate in the discussion on new copiers and to bring that information back to the governing body prior to any purchase of new copiers being made.

Mayor Maio scheduled a Special Budget Meeting for February 3, 2015 at 6:00 p.m.

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 Councilman Romano, seconded by Councilwoman Kuncken, and unanimously carried by voice vote the meeting was adjourned at 7:15 P.M.

Approved:

Ellen Horak, RMC
Borough Clerk