

January 29, 2020  
6:03 PM

A special meeting of the Mayor and Council of the Borough of West Long Branch was held on the above date and time in the Council Chambers, Borough Hall, 965 Broadway, West Long Branch, N.J.

Mayor Janet W. Tucci presided.

Mayor Tucci reported that in accordance with N.J.S.A. 10:4-6 adequate notice of this meeting of the Mayor and Council has been provided.

PRESENT: BRAY, CIOFFI, MANGO, MIGLIACCIO, NEYHART, PENTA  
ABSENT: NONE

The Borough Attorney was not in attendance. The C.F.O. was in attendance.

Councilman Bray stated that there were three handouts: 1) WLB Budget Request Summary; 2) 2020 capital budget requests; and 3) a bound copy of the Budget/Revenue Preparation Worksheets.

The following department heads were in attendance and answered questions concerning their budgets:

Matthew Zweighaft, Captain; Kaitlyn Metzler, 1<sup>st</sup> Lieutenant – Emergency Medical Services – The following specific items were addressed:

- The EMS Captain noted that Line 208 – Rent would remain at \$2,300 instead of being increased to \$3,000.
- Councilman Migliaccio questioned why Line 225 – Vehicle Repairs, which was \$6,500 last year, was reduced to \$4,500 this year. The EMS Captain explained that it was reduced because there was only one ambulance since the second one was out of service.
- Councilman Cioffi inquired about the increase from \$500 to \$2,000 in Line 241 – Conventions. The EMS Captain advised that they want to send all of the Officers this year versus last year when only two people attended the convention in Atlantic City.
- It was noted that Line 242 – Education & Schooling was increased by \$5,000 to accommodate costs associated with mandatory training being done in house for EMS members. Councilwoman Mango suggested inviting other entities to participate in the training to help share the cost.
- Councilman Bray pointed out that the actual expenditure in Line 244 – Memberships & Subs in 2019 was \$6,300; however, the budget request for 2020 was only \$1,200.
- Councilman Bray stated that the EMS budget was \$1,400 above last year overall, which he felt was reasonable.
- In response to Mayor Tucci's inquiry, the EMS Captain advised that there were approximately forty active EMT's.
- Jack Kearns, Word on the Shore, wanted to know the status of the ambulance that was reported to be out of service. Councilman Cioffi replied that the Borough was looking to replace it.

Debora Ronan, Chair – Recreation Commission – The following specific items were addressed:

- It was reported that Line 221 – Advertising was increased to account for the Lantern Walk.
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- The Recreation Commission Chair recommended increasing Line 253 – Supplies, Equipment, Maintenance by another \$1,000 to cover the cost of needed repairs at the Valenzano Park building that the Sports Association agreed to donate a portion of to the Recreation Commission. Councilman Migliaccio advised that he was exploring other storage options for the Recreation Commission as well.
- The Recreation Commission Chair pointed out that the Fishing Derby and Movie Night line items remained the same while Line 290 – Easter Egg Hunt was increased by \$500.
- Referring to Line 292 – Summer Recreation Bus Drivers, the Recreation Commission Chair noted that they were unable to use the Shore Regional High School bus drivers during 2019 so they had to reduce the number of Summer Recreation trips.
- The Recreation Commission Chair stated that the \$14,000 in Line 293 – Summer Recreation would be used to purchase Summer Recreation supplies.
- Relative to Line 294 – 4<sup>th</sup> of July Celebration, the Borough Clerk stated that she and the Purchasing Agent had been contacted by last year's vendor, Zambelli Fireworks, inquiring about the Borough's plans for this year's fireworks display. It was determined that the fireworks display would be held on Saturday, July 4<sup>th</sup>, with a rain date of Sunday, July 5<sup>th</sup>, and a funding level of \$15,500. Councilman Neyhart indicated that he would forward the contact information for a fireworks vendor he met at the League of Municipalities Conference to the Borough Clerk. The Borough Clerk was directed to have the Purchasing Agent send out the Request for Proposals as soon as possible.
- The Recreation Commission Chair pointed out that Line 296 – Fall Festival was increased to accommodate a band rather than a DJ.
- The Recreation Commission Chair advised that she added \$250 to the budget request to cover the Lantern Walk. The Chief Financial Officer confirmed that the \$250 was rolled into Line 297 – Christmas Sing Along.
- The Recreation Commission Chair explained that Line 297 – Christmas Sing Along was increased significantly to cover the rental of an ice skating rink and the decoration of the tree at Franklin Lake and in Woolley Park.
- The Recreation Commission requested the purchase of a two-axle tagalong trailer, in the amount of \$7,000, to use to transport items needed for their various events. It could also be used as a concession stand at some of the events. No one had an objection to this item.

Earl S. Reed, Jr., Public Works Director – Public Works Department

The following specific items were addressed:

- Councilman Bray noted that the Public Works capital budget request included the following two items:
    - ✓ Replacement of the 2005 Chevy 2500HB with 7½' snowplow with a 2020 Ford F250 with 8' snowplow at a cost of \$42,000. It was determined to purchase this vehicle through the capital budget.
    - ✓ Replacement of a 1.8 CY stainless steel spreader with a 3 CY poly electric spreader at a cost of \$5,899.99. It was determined to purchase this item through the operating budget by increasing Line 216 – Equipment from \$5,000 to \$11,000.
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- The Borough Administrator mentioned that the Public Works Committee would like to include \$5,100 in Line 242 – Education for the purpose of sending a Public Works employee to obtain his Certified Public Works Manager certification.
- The Public Works Director stated that he doubled Line 205 – Grounds Maintenance to allow for work to be done on the fields and in the parks.

Tim Phillips, Fire Chief – Fire Department – The following specific items were addressed:

- It was noted that the Fire Department budget did not increase from the prior year.
- Councilman Cioffi pointed out that the Fire Department requested \$1,000 in 2018, \$500 in 2019, and \$2,500 this year in Line 241 – Conventions and asked for an explanation. The Fire Chief explained that there are two types of conventions – the New Jersey State Fire Chiefs’ Association Convention and the FDIC International Convention, which will be held in Indianapolis. He went on to state that the decision was made last year to send one or two people to the FDIC International Convention to participate in instructor courses.
- Councilman Cioffi also questioned the requests/expenditures in Line 242 – Education & Schooling. The Fire Chief stated that Line 242 and Line 241 – Conventions spin off of each other.
- The Fire Chief noted that the maintenance line item remained the same because the Borough has been utilizing the County for this service and it has been working out well.
- The Fire Chief advised that the Fire Department and Emergency Medical Services have been holding emergency services meetings with the Council Chair of the Fire/EMS Committee so that everyone was on the same page and they could provide the best service to the Borough.
- The Fire Chief stated that he submitted a shared radio quote to Councilmen Cioffi and Migliaccio because the Fire Department and Emergency Medical Services are unable to communicate on a fire scene. Councilman Migliaccio acknowledged that there was a problem and it would be addressed.

Chief Paul Habermann; Lieutenant Brian Ellis; Lieutenant James Gomez – Police Department – The following specific items were addressed:

- It was noted that Line 234 – Vehicle Parts & Supplies should be \$11,000 instead of \$16,000.
  - The Police Chief explained that Line 225 – Vehicle Repairs increased by \$8,000 because of an aging fleet. He stated that the Police Department was requesting the purchase of two new Dodge Chargers in 2020 and would be getting rid of Unit 37 and Unit 11. It was decided to decrease Line 225 to \$20,000 from \$23,000.
  - Line 242 – Education & Schooling increased by \$1,000.
  - Line 244 – Memberships & Subs increased by \$1,500 due to an increase in the fees for the use of the Howell Township Range.
  - Councilman Cioffi questioned the increase in Line 277 – Computer/Line Charges. Lieutenant Gomez advised that since Windows 7 was no longer supported, their computers must be upgraded to Windows 10. Further, he added that two of the MDT’s must be replaced.
  - The Police Chief reported that the \$3,500 fee for GTBM under Line 278 – Maintenance/Licensing Fee could be removed and the \$3,800 fee for Enforsys could be reduced to \$3,000.
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- Lieutenant Ellis explained that Line 258 – Firearms increased by \$2,500 because the Department was looking at new weapons.
- Councilman Cioffi asked why there was a decrease in Line 206 – Code Red Program. The Police Chief replied that last year the Borough Administrator, at the Mayor's request, negotiated a lower cost for this contract without the loss of any service.

The following miscellaneous items were also discussed:

- Councilman Bray advised that the Public Buildings budget was increased by \$44,000 for Library upgrades and work in connection with the West Long Branch Community Center.
- Councilman Bray stated that the Borough Engineer's office provided an estimate of \$20,000 for the water service at Franklin Lake; however, he noted that this item was currently not included in the budget. According to the Borough Administrator, this estimate included 500 linear feet from Locust Avenue for a drinking fountain and spigot. It was decided that the drinking fountain was not necessary and the estimate would be reduced to \$10,000 and added to the budget.
- Councilman Bray stated that the Environmental Commission's budget increased because of the geese control service.
- Councilman Bray reported that the plan is to introduce the 2020 municipal budget at the April 1<sup>st</sup> meeting and adopt it at the May 6<sup>th</sup> meeting. Following this schedule would keep the Borough in compliance with best practices.

Mayor Tucci opened the meeting to the public.

There being no one wishing to speak, on motion made by Councilman Neyhart, seconded by Councilman Bray, and carried unanimously, the meeting was adjourned at 7:15 PM.

  
BOROUGH CLERK