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**MAYOR AND COUNCIL  
AGENDA  
SPECIAL MEETING  
November 29, 2011  
6:30PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Open Public Meetings Act Statement**
- 4. Roll Call**
- 5. Public Comments on Agenda Items** – Public Session only on Agenda. We will continue to have a Public Session at the end of this meeting. There is a 5 minute limit on comments.
- 6. Discussion**  
OEM and FEMA procedures
- 7. Resolutions** (If necessary)
- 8. Public Comment- There is a 5 minute limit on comments**
- 9. Adjournment**

**SPECIAL MEETING**  
**November 29, 2011**

A regular meeting of the Mayor and Council of the Borough of Bradley Beach was held in the council chamber on the above date.

**CALL TO ORDER**

Mayor Julie Schreck opened the meeting with a salute to the flag.

**Sunshine Law**

The meeting has been noticed publicly according to the Open Public Meetings Act requirement for “Annual Notice”, and posted on the official bulletin board.

**Roll Call 6:32 PM**

Present: Council: Cotler, D’Angelo, Engelstad, Galassetti  
Mayor Schreck  
Borough Attorney George McGill  
Business Administrator O’Reilly

Secretary: Municipal Clerk Mary Ann Solinski

\*Councilman D’Angelo arrived at 6:37pm and Councilman Cotler arrived at 7:16pm.

Also in attendance, OEM Coordinator Chief Guida, Captain Fahnholz, Chief Financial Officer Wilkins and Assistant Superintendent Biagio Cofone

**Discussion Items**

OEM and FEMA Procedures

Mayor Schreck stated that the purpose of this meeting is not to rehash past discrepancies between departments but to discuss ways borough employees can best work together to serve the community in the most optimal manner.

Council discussed normal operating procedures during normal storms in comparison with national disasters specifically coordination with the Federal Emergency Management Agency (FEMA). FEMA provides disaster relief to municipalities after natural disasters such as hurricanes, floods and similar events. They discussed in detail the Storm of March 2010. Chief Guida said that he has been told that the way the entire procedures from the national and state levels to local agencies will never happen again as such as receiving some of the FEMA funds without the proper documentation stating which items submitted are being funded. He added that any financial funds will now be electronically transferred into the Borough’s designated depository and that the finance department will know before his office of the deposit.

Mayor Schreck stated that she thinks that it was time for the governing body to issue directives in terms of how these things are going to be handled. Whether or not OEM has the responsibility to follow up it is in the best interest of the borough taxpayers to have more eyes

on things as they are progressing. In past storms, it has been solely the responsibility of the Office of Emergency Management to process, prepare and submit FEMA applications

Council asked CFO Wilkins if there have been problems with communications between OEM and the finance department. Ms. Wilkins responded that the two departments have worked extremely well. When questioned whether she freely meets with the chief to discuss Financial matters in headquarters, she replied that she cannot go into headquarters alone as the administrator usually accompanies her.

Council decided to enact a policy which requires OEM to give a copy of any form filed with FEMA to the borough administrator (includes the initial submission and any type of amendment) who can distribute copies to council upon request.

Chief Guida noted that he is uncomfortable presenting an incomplete documentation or has a potential of changing but that he will comply with the policy.

Councilman Engelstad commended Captain Fahnholz for being a fine officer and maintaining a meticulous record keeping system.

NO FORMAL ACTION WAS TAKEN.

## **ADJOURNMENT**

ON MOTION            by Schreck/ Galassetti the meeting was adjourned at 8:20 PM.

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Mary Ann Solinski, RMC, CMC  
Municipal Clerk