

ANDOVER TOWNSHIP COMMITTEE MEETING MINUTES

JANIS MC GOVERN, MAYOR
DOLORES BLACKBURN, DEPUTY MAYOR
ELLSWORTH E. BENSLEY, JR
JOHN CARAFELLO
THOMAS WALSH

FEBRUARY 5, 2018

BUDGET WORKSHOP-6:30 P.M.

CALL TO ORDER

The budget workshop meeting of the Andover Township Committee was called to order at 6:30 p.m. at 134 Newton Sparta Road, Andover Township, by Mayor Mc Govern, followed by a salute to the flag.

ROLL CALL: Present: Mr. Bensley, Ms. Blackburn, Mr. Carafello, Mr. Walsh, Mayor McGovern

Also, present: CFO, Gail Magura and Diana Francisco, Clerk/Administrator

OPEN PUBLIC MEETING STATEMENT The statement of compliance with Chapter 231, P. L. 1975 was read by Mayor Mc Govern.

BUDGE WORKSHOP: 2018 Budget Review

The Mayor explained that the budget process had begun with the department heads submitting the budget needs for each department to run efficiently. The finance subcommittee reviewed the department budgets with the Chief Finance Officer, and the Clerk/Administrator. The township committee together reviewed the draft budget worksheets. The 2017 municipal tax rate was .00977. Overall, if a 2% increase over last year's budget, which includes contractual obligations, would equal \$220,000.00. The committee agreed that they need to cut an additional \$100,000 from the budget as presented. They discussed the need to get close to the 2017 tax rate of .00977 by cutting from various line items.

The budget as presented is currently at 2.5 tax points (1 tax point in 2017 = \$64,843.27) again the committee agreed that they need to cut \$100,000.00 from it. Certain items like payroll processing will increase annually since the bank will be doing less, a payroll company needs to do more. The township may need to shop around for that service. The Planning Board Administration and legal line for the Land Use Board was looked at. There will be some overlap in shared services in the finance department due to retirement of the CFO. The Insurances were discussed however over the next several years those line items will vary very little. The police department salaries are set by contract as well as the DPW and dispatchers. Under the public works category, the line striping line item was the only significant increase. The committee kept the Recreation Department budget the same as last year. In capital improvements, the municipality did get a DOT grant to do a portion Stickles Pond Road, the towns needs to fund \$90,000.00. The phone system upgrade was discussed and considered as a necessity. The committee discussed using balances left from previously funded ordinances to offset the monies needed for the 2018 budget. Mr. Walsh asked the CFO to look at the reserve for uncollected taxes with the auditor for suggestions. It was the consensus of the committee to have the finance subcommittee meet once more prior to the next scheduled meeting on February 26, 2018 and to have a budget workshop beginning at 6:30 pm open to the public.

PUBLIC PORTION

Mayor McGovern opened the public portion of the meeting.

Resident Louis Coppolino requested more copies of the budget.

Resident Mr. DeGenero asked the committee who votes on the budget.

Resident and member of the fire Department, Bill Gallagher, asked about the insurance for the volunteer fire department on page 4. The CFO said she would check to be sure there was not any overlap in insurance payments since the Fire Department does carry their own.

Mr. Ray Wexler asked if the \$40,000.00 for a police vehicle was the total amount, the CFO confirmed that it was.

Seeing no further hands Mayor McGovern closed the public portion of the meeting.

NEXT SCHEDULED MEETINGS:

FEBRUARY 26, 2018 6:30PM Budget Work session 7:30PM Regular Meeting

MARCH 12, 2018 6:30PM Executive Session 7:30PM Regular Meeting

ADJOURN

With there being no further budget discussion, Mr. Walsh moved to adjourn at 7:33pm there was a second, the motion was carried.

Submitted by,



Diana Francisco, RMC/CMR
Clerk/Administrator