

THE SATURDAY, JANUARY 17, 2009 BUDGET WORKSHOP MEETING OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF WATERFORD, CALLED TO ORDER AT 9:35 AM BY THE MAYOR, MARYANN MERLINO.

NOTICE OF TIME AND DATE FOR THIS MEETING WAS SENT TO THE RECORD BREEZE, COURIER-POST AND INQUIRER NEWSPAPERS, AND A COPY IS POSTED ON THE BULLETIN BOARD IN THE MUNICIPAL BUILDING IN COMPLIANCE WITH THE "OPEN PUBLIC MEETINGS LAW".

SALUTE TO THE FLAG:**ROLL CALL:**

Committeeman Condo - Present
Committeewoman Finnerty - Absent (Arrived at 9:55 PM)
Committeeman Halbert - Present
Committeeman Hamilton - Present
Mayor Merlino - Present

ALSO PRESENT:

Virginia L. Chandler, Township Clerk - Present
Lawrence C. Ruocco, Township Administrator - Present
Susan E. Wainwright-Danson, Township Treasurer - Present

DISCUSSION ON BUDGET FOR THE YEAR 2009:

DISCUSSION ENSURED REGARDING BUDGET MATTERS.

SEE ATTACHED OUTLINE BY DIRECTOR OF FINANCE, RALPH P. CONDO.

PUBLIC COMMENT PORTION OF THE MEETING:

MAYOR OPENS THE MEETING TO THE PUBLIC FOR COMMENTS:

(THERE WERE COMMENTS FROM THE PUBLIC)

MAYOR CLOSSES THE MEETING TO THE PUBLIC FOR COMMENTS:

ADJOURNMENT: (10:30 PM)

Moved by Halbert, 2nd by Finnerty to adjourn.

ALL IN FAVOR:

Committeeman Condo - Yes
Committeewoman Finnerty - Yes
Committeeman Halbert - Yes
Committeeman Hamilton - Yes
Mayor Merlino - Yes

RESPECTFULLY SUBMITTED BY:

Virginia L. Chandler, RMC
Township Clerk

Date: January 20, 2009

To: Mayor Merlino & Township Committee

From: Ralph J. Condo
Director of Finance

Subject: 2009 Budget Process

The purpose of this memorandum is to summarize our discussions regarding the process to be followed for the preparation of the 2009 budget.

At our January 17, 2009 public meeting I, as Director of Finance, proposed that the process for the review and submittal of the 2009 municipal budget be slightly changed from that used in the past.

This was based on several factors including current economic conditions at all levels of government as well as the uncertainty of the level of funding by the State of New Jersey. Also discussed was the need to provide tax relief to our taxpayers while still maintaining the highest level of public safety and overall welfare of our community.

After much discussion it was agreed by the entire Committee that we set a goal of adopting a budget that allowed for either no increase or a minimum increase in the local purpose tax for the coming year.

This would be accomplished by implementing the following process:

1. Myself as Director of Finance as well as the CFO, Administrator, Clerk and when appropriate the Treasurer will meet with the CFO to determine what should be the total operating budget for the year. In determining that number we will consider items such as a reduction of State aid of approximately 10% over last year, the possibility of tax appeals and a possible reduction in tax collections. We will also consider possible revenue enhancements such as fee adjustments and the bidding of towing services. We also agreed on the awareness of the level of surplus and not reduce it to a level that might be unwise.
2. Once we have determined the total budget number, this same group will begin to meet with the various department heads to review their proposed budgets and make them aware of the Committees above stated goals. In our meetings with the departments we will identify the maximum amount of their budgets and seek their input on how to reach that goal. It will be clear that all options are on the table at this time.
3. As these discussions progress I will report back to the Committee the status of the discussions and seek their input on any areas that need to be addressed.
4. After meeting with all of the departments and drafting a fiscal plan this group will meet with the entire Township Committee to review where we are and what still needs to be done prior to introducing a final budget for 2009.

5. Once a draft agreement is reached by the department heads, this committee and the entire township committee will hold a meeting open to the public to hear what we are proposing and its impact on them. The departments heads will be required to be at this meeting to present their budgets, needs and wants to the public and the Township Committee. This meeting will also allow for public feedback on the budgeting process.

6. At the conclusion of the public meeting, and with the knowledge of the level of State aid expected, we should then be able to schedule public hearings on the budget and allow for its adoption.

cc: Lawrence C. Ruocco, Township Administrator
Virginia L. Chandler, Township Clerk
Stephen A. Miller, Township Chief Financial Officer
Susan E. Wainwright, Township Treasurer