

## Transition Task Force Finance Subcommittee Meeting Minutes Thursday, May 3, 2012

### Present:

Jenny Crumiller  
Heather Howard  
Adrienne Kreipke  
Liz Lempert  
Roger Martindell  
Patrick Simon  
Scott Sillars  
Sandy Webb (Borough CFO)  
Eugene McCarthy (NJ Dept of Community Affairs)  
Daniel Sanchez (Woodrow Wilson School Intern to Subcommittee)

### Absent:

Chad Goerner  
Kathy Monzo

Meeting was called to order at 8:35am.

### Meeting Agenda Items:

- (1) Minutes from April 19 were approved.
- (2) Scott Sillars updated the Subcommittee on Task Force developments
  - a. **Personnel Subcommittee** recommendation on involuntary separation (for all except uniformed Police) was presented to full Task Force on May 2. After TTF discussion, a decision to approve was tabled until the organizational recommendations are final. These are due May 15. The analysis of costs has been based on 2011 personnel data used for the Consolidation Commission report. After May 15 it can be updated to reflect the current personnel complement/costs.
  - b. **IT Subcommittee** received TTF endorsement of their recommendation to merge Boro email system into Township email system as soon as possible, to yield annual savings that will more than make up for the one-time cost of \$5,600. Discussion among the Finance subcommittee ensued. Several Finance subcommittee members have direct experience with the Township email system and questioned its quality. It was agreed that this was not an issue for the Finance Subcommittee and that those with membership on the IT subcommittee would bring their concerns back to the IT Subcommittee and to their governing bodies.
  - c. Discussion of a. and b. above led to a broader discussion of what the role of the Finance subcommittee should be in terms of providing opinion/analysis of other subcommittees' recommendations. It was agreed that Finance subcommittee should largely play a verification and

bookkeeping role on the other subcommittees' recommendations, but on a case by case basis, the Finance subcommittee may opt to provide opinions/feedback on those recommendations if concerns about the recommendations warrant it.

- (3) Timetable for subcommittee meetings: the budget review subgroup (Sillars, Simon, Martindell, Kreipke, Monzo, Webb) of the subcommittee scheduled a meeting for May 8 to reach consensus on the format of the outreach to the other subcommittees for tracking consolidation savings estimates and transition costs.
- (4) Update on Municipal Budgets
  - a. Borough proposed amended budget on 5/1
  - b. Township will propose amendments on 5/7 and plans to adopt 5/21
- (5) Report on assignment of near-term tasks by working group of subcommittee
  - a. Report of meeting held April 24 to divide up tasks.
  - b. Scott Sillars presented his work product: a line-by-line combined 2012 budget for the two municipalities (distributed to Finance subcommittee by email on May 1).
  - c. Adrienne Kreipke discussed initial thoughts on modifying the transition costs spreadsheet drafted by Kathy Monzo and distributed to TTF on May 2 and Finance Subcommittee at meeting on May 3. It was agreed that a "Revised TTF" column would be added next to the Consolidation Commission estimate of transition costs. The fuller discussion of this was tabled until the May 8 working group meeting.
  - d. Pat Simon discussed initial thoughts on the format and timing for the consolidation savings tracking. The fuller discussion was tabled until the May 8 working group meeting.
- (6) Followup List of Other Items Subcommittee is keeping tabs on: there was no substantive discussion of these items.