

**TOWN OF SOUTH BETHANY
BUDGET AND FINANCE COMMITTEE MEETING MINUTES
February 5, 2016**

ATTENDANCE

Tim Saxton (Chairperson), Christine Keefe (Committee Member), Don Boteler (Committee Member), Ken Baker (Committee Member), Renee McDorman (Finance Director), Melvin Cusick (Town Manager) and Troy Crowson (Police Chief) were present. Steve Farrow (Committee Member), was excused.

PUBLIC COMMENTS

None

Review and Approval of January 2016 Minutes

Minutes for the January 2016 meeting were not available for approval.

Review of Actual versus Budget for May through January of FY 2016

The committee reviewed the budget versus actual revenues and expenditures for May 2015 through January 2016. The purpose of this review was to project revenue and expenses for the remainder of FY 2016 and determine if there would be a possible surplus. The review determined an estimated \$100,000 surplus at the end of FY 2016.

Compensation Policy – Paid Time Off Discussion

Postponed discussion on this topic due to Steve Farrow not being in attendance. Discussion will continue at the March 2016 meeting.

Review of Draft FY2016 Budget

The committee reviewed the draft budget and provided the following recommendations:

1. No changes to Operating Revenue except for the revision of Real Estate Transfer Tax to \$355,000.
2. No COLA be given this year but instead utilize these monies to provide a 2.5% one-time payout to employees not eligible for a salary increase due to being at the top of their range.
3. Move commercial Holiday decoration request from Public Works to CEC. The committee requested funding for these so thought it was better placed in their budget.
4. Expressed concerns on the rapidly escalating salary and Benefits in Public Safety. Suggest the Town Council review in detail.
5. For Police Training suggest the department utilize part of the Sussex County Grant to cover additional training costs.

6. Consider lowering PRC budget as the Survey response indicated they did not want more activities. Also to approach SBPOA with a request to continue some of the current and proposed activities.
7. As part of the budget process recommend adding a reserve to cover accrued Vacation/Sick Leave balances. Move the Panco Police department donation to its own designated fund for Police Department use only.
8. Have the Financial Director provide estimates for an Operational Reserve of 3, 4 and 5 months.

The committee felt that overall the FY 2017 Draft Budget was well done and requested another review of the budget on February 12th.

Public Comment Period

None.

Adjournment

The meeting was adjourned at 5:30 pm.