

**Finance Advisory Committee**  
**Minutes - 7/11/18**

*Present: Borough Manager: Mitchell Stern, CFO: Monica Goscicki,*

*Members: Dewing, Happer (minutes), Holmberg, Kaplan,*

*Absent: Dodyk, Ricciardi, Shepherd*

1. May 9 Minutes were approved.
2. The 2018 Capital Plan was handed out.
3. The Manager provided an update on the long-range capital plan. The database of inventory is on MSI and is being updated for new activity. The plan is also being updated for recent activity and management is working on details supporting projects and costs. The updates and supporting details should be completed by the start of the budget process in the fourth quarter.
4. The Borough CFO noted that the water and sewer flow numbers are being tracked and will redistribute the information to the committee. The forecast of number of customers by category, projections of revenue and expenses will be provided by year through 2021 for the September meeting to discuss rate increases so that the Committee can make a recommendation to Council before the start of the billing cycle in the fourth quarter.
5. The latest Moody's report was discussed, and the Borough's debt continues to be rated Aa1. The latest update was not considered a full review and therefore current projections are not evaluated unless it significantly moves an evaluation category.
6. Management continues invest proceeds from the recent bond sale related to the beach project in a manner that minimizes the negative carry costs of the borrowings until the project is started.
7. The CFO discussed her action plan for the two no answers on last year's best practice assessment by the State.
  - Labor contracts are now being properly filed, and
  - An employee policy for outside work is being implemented
8. To do lists.
  - Put formal policies in finance manual and on google drive:
    - i. Recognition of new issue bond premiums over the life of the bonds to offset the higher interest rates creating the premiums
    - ii. Reimbursement to volunteers without a prior approved requisition for smaller dollar items. (management to set a dollar limit)
  - Put latest long-range capital Plan and fixed asset inventory report on google drive
  - Provide information on Timing and costs related to the Morris County Improvement Authority's pooled Bond program for the September meeting.
9. Next meeting September 5<sup>th</sup> at 7:30pm in Borough Hall.