



The Township of Byram
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TO: Township Council

FROM: Joseph W. Sabatini, Township Manager

DATE: July 1, 2025

RE: 2026 Municipal Budget – Goals and Objectives

The Manager and staff prepare recommendations in the form of a draft budget document, and the Council must ensure that the adopted budget satisfies the needs of the community and serves the best interests of the Township. The approval and adoption of the Municipal Budget includes the budgets for the Open Space Tax and the Sewer Utility.

The 2026 Budget Process has started with the Township Department Heads. The Department Heads received the following instructions for their 2026 budget requests:

1. Each sub-account in the department's operating budget starts at zero.
2. Provide detailed justification of each sub-account identifying the good or service requested with budgeted expense.
3. No increase from the 2025 budget is expected and we should be targeting any reduction in the budget that can be sustained.
4. Populate the "2026 Requested" column with the total for each sub-account.
5. Identify any discretionary spending or other spending that can be cut from the budget. Prepare a summary of the impact of the reductions.
6. Meetings will be scheduled in September with each department head to review the budget requests.

CFO and Manager will populate Salary and Wage lines. All Collective Bargaining Agreements expire at the end of 2026. Administrative Employee salaries will be updated to support a 2% increase for 2026.

The municipal budget is the Council's most important annual policy statement. It defines how the local government team will implement its priorities for the next fiscal year, and where the money will come from to execute the plan. The budget is,

- A statement of priorities for the community
- A management blueprint for providing services
- The document that translates policies into action
- A tool for protecting the government's long-term financial health
- A communication document for the public.

The Mayor and Council should identify the goals and objectives for 2026 to identify resources including funding needs to execute the plan. It is critical to link policies and money through the annual budget.

It is planned that all budget meetings will be done as advertised meetings of the Mayor and Council. I am planning for the first budget meeting to be scheduled for the fall. The staff is prepared to support as many budget workshops as the Mayor and Council need to support adoption of the budget in early 2026.

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line and a small flourish.

Joseph Sabatini, Township Manager