

APPROVED: March 31, 2014 & AMENDED: June 23, 2014

WEST WINDSOR TOWNSHIP COUNCIL
Budget Work Session #2
February 18, 2014

CALL TO ORDER: President Maher called the meeting to order at 9:15 p.m.

STATEMENT OF ADEQUATE NOTICE

This is to advise that the notice requirement provided for in the "Open Public Meetings Act" has been satisfied. Notice of this meeting was properly given and transmitted to The Times and Princeton Packet; filed with the Clerk of the Municipality; and posted in the West Windsor Township Municipal Building at North Post and Clarksville Roads on February 14, 2014.

ATTENDEES: President: Maher; Vice President: Geevers; Council: Borek; Mendonez; Samonte; Township Attorney: Herbert; Business Administrator: Schmid; Township Clerk: Young

PUBLIC COMMENT

None.

DEPARTMENT OF LAW

Mr. Herbert reviewed his accomplishments and goals for 2014.

Ms. Samonte spoke about efforts to limit the Township's exposure and the goal of reducing legal costs for 2014.

Ms. Geevers asked about the lag in time for the Township to receive the firm's invoices. She also asked Mr. Herbert to take a hard look at reducing legal spending.

Mr. Herbert noted that the invoices are sent out by the fifteenth of the month, but recently had some software issues that have caused delays. He spoke about his efforts to stay within budget.

President Maher advised that he came within 99.9% of budget. He inquired if the Administration will need a full year budget for legal expenses since the services are going out to a Request for Proposals.

Mr. Herbert noted that he is honoring the old contract and would recommend keeping the full year of funds for the department regardless of who may be Township Attorney.

Mr. Herbert is optimistic that litigation expenses will be reduced in 2014.

CLERK'S OFFICE

Ms. Young reviewed her 2013 accomplishments and listed her 2014 goals. She discussed advertising costs, technology and computer supplies, and microfilm for some of the Laserfiche records.

President Maher asked about special counsel and a part-time consultant to scan invoices for the Finance Division. He suggested adding funding for Council's consultant line item.

Discussion ensued over the scanning of the bills and claims.

Ms. Schmid advised that purchase orders are being finalized as late as 5 p.m. on Fridays before the Council meeting. She noted that the Chief Financial Officer can address the voucher system process.

President Maher asked to coordinate a meeting with the Chief Financial Officer to discuss the scanning of the invoices.

Mr. Mendonez suggested reducing Council's salary and wages to pay for the part-time individual to scan the invoices.

Council discussed the need for additional budget sessions to complete the departmental reviews and the wrap-up meeting.

PUBLIC COMMENT

Mr. John Church, 11 Princeton Place, offered suggestions regarding the scanning of the invoices and the Finance Division's accrual system.

Mr. Pete Weale, 144 Fisher Place, suggested using sand if the Township is running low on salt for the roads. He offered suggestions about staffing reduction and legal billing comparisons.

CLOSED SESSION

Motion to go into closed session at 10:23 p.m.: Borek

Second: Samonte

RCV: aye Borek

aye Geevers

aye Mendonez

aye Samonte

aye Maher

Ms. Young read the closed session resolution into the record:

Whereas, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

Whereas, the Township Council of West Windsor Township has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public; and

Whereas, the regular meeting of this Township Council will reconvene; and

Whereas, the below stated subject matter shall be made available at such time as the issues discussed therein are resolved and its disclosure would not subvert any particular exception for convening a closed session.

Now, therefore, be it resolved that the Township Council of the Township of West Windsor will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12: For the discussing Roed litigation and other miscellaneous litigation matters.

Meeting reconvened at 10:50 p.m.

ADJOURNMENT

Motion to adjourn: Borek
Second: Samonte
VV: All approved

The meeting was adjourned at 10:50 p.m.

Sharon L. Young
Township Clerk
West Windsor Township