

APPROVED: April 20, 2015

WEST WINDSOR TOWNSHIP COUNCIL  
Budget Work Session #4  
March 9, 2015

CALL TO ORDER: President Maher called the meeting to order at 8:25 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 March 3, 2015.

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

PUBLIC COMMENT

None.

BUDGET DISCUSSION

Administration

President Maher inquired about the decline in tuition reimbursement.

Ms. Schmid noted that the number for tuition reimbursement is based on the requests received for 2015.

INFORMATION TECHNOLOGY

Mr. Wade outlined his 2014 Accomplishments:

- Antivirus software replacement
- Increase WiFi capabilities
- Network upgrade and computer lab replacement for the Senior Center
- Waterworks WiFi and site connection to the Municipal Building
- West Windsor Volunteer Firehouse connection to the Municipal Building

- Firewall upgrades
- Configuration of Police firewall and migration of Police GIS server

Mr. Wade reviewed his 2015 Goals, and spoke about streaming Council meetings on the Township website. He discussed the Public Works GPS vehicle tracking system for monitoring units and also Asset Management software for the Department. Mr. Wade commented on the upgrade of copiers with network connectivity, Police website update, and software upgrades.

Discussion ensued about phone replacements and upgrades, software to track in-coming and out-going emails, and the Police website.

Mr. Mendonez inquired about having the Township Council meetings available on the website. He spoke about video uploads versus on-line streaming and inquired about the cost for both options.

Mr. Wade agreed that the cost for video uploading which is approximately \$2,000 was more affordable.

President Maher asked about archiving capabilities.

Mr. Wade explained that the cost would include two years of storage and a fee would be imposed for additional years of storage thereafter.

Ms. Schmid spoke about the \$25,000 for the network, computers, printer upgrades, software, and scanner replacements. She also addressed the \$30,000 in budget for two additional copiers with scanning capabilities.

Mr. Mendonez made a recommendation to list Township projects and the status of each on the Township website. He asked if the Council Room's equipment is found under the Network Administrator's budget.

Mr. Wade noted that iPads are being utilized by Emergency Services Division. He noted that some of the equipment in Room A is found in his budget and also in the Township Clerk's budget.

Ms. Geevers asked why the cost for the Yadav Settlement to Supreme Court was charged to "Printing" and not to "Litigation".

Ms. Schmid explained that the Settlement needed to be printed out and therefore it was charged to the line item for "Printing".

Ms. Geevers suggest that it be charged to "Litigation" as a better tracking mechanism for litigation costs.

Ms. Schmid noted that National Night Out has been charged to Administration' budget.

#### Public Buildings & Grounds

Ms. Schmid advised that the line item for HVAC has been increased by \$4,000 for additional maintenance for the units. She noted that the replacement of the heating and air conditioning units is listed in the Capital Budget under General Improvements for the Municipal Building.

President Maher asked why the line item for fire hydrants is still so high.

Ms. Schmid provided an explanation regarding the cost for fire hydrants. She also spoke about the on-line training for Elected Officials that is required by Best Practices.

Ms. Geevers discussed the roof repairs needed for the Municipal Building and asked why the repairs will not be done until the HVAC is replaced.

#### PUBLIC COMMENT

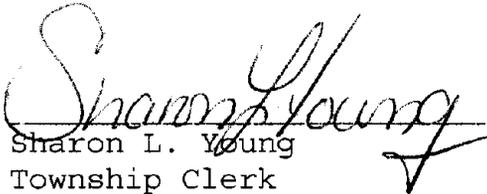
Mr. John Church, 11 Princeton Place, inquired about the costs for diesel and gasoline. He also asked if the Township was exempt from paying tax on gas purchases. Mr. Church noted that street light costs are close to what is being budgeted, but electric and gas bills are budgeted higher.

Discussion ensued over gasoline utilization, costs, and how expenses were tracked.

ADJOURNMENT

Motion to adjourn: Borek  
Second: Mendonez  
VV: all ayes

The meeting was adjourned at 9:15 p.m.

  
Sharon L. Young  
Township Clerk  
West Windsor Township