

APPROVED AS AMENDED: June 14, 2010

WEST WINDSOR TOWNSHIP COUNCIL
BUDGET WORK SESSION #2
April 30, 2010

CALL TO ORDER: President Borek called the meeting to order at 9:30 a.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 April 22, 2010.

ATTENDEES: President: Borek (left at 10:00 a.m. and returned at 10:30 a.m.); Vice President: Geever; Council: Ciccone, Khanna, Morgan; Business Administrator: Hary; Chief Financial Officer: Louth; Township Attorney: Herbert (11 a.m. to 12:25 p.m.); Manager of Senior and Social Services: Thornton (9:30 a.m. to 10 a.m.); Health Inspector: Swanson (10:25 a.m. to 11:05 a.m.); Manager of Parks and Recreation: Jacobs (10 a.m. to 10:25 a.m. and 1:15 p.m. to 2:45 p.m.); Coordinator of Community Development: Ward (1:15 p.m. to 2:45 p.m.); Township Engineer: Guzik (1:15 p.m. to 2:45 p.m.); Public Works Director: Drummond (1:15 p.m. to 2:45 p.m.); Assistant Manager of Engineering: Aronson (1:15 p.m. to 2:45 p.m.); Township Clerk: Young

SALUTE TO THE FLAG

Ms. Young led the salute to the flag.

PUBLIC COMMENT

None.

DEPARTMENT OF HUMAN SERVICES

Division of Senior and Social Services

Ms. Thornton advised that her budget had increase by 3.04% because of the cost for instructors for the additional programs, although five of the new programs are being run by volunteers.

Ms. Geever asked Ms. Thornton what line items she would cut or reduce to reach a zero percent increase for her budget.

Ms. Thornton noted that she has decreased her administrative costs, but if she needed a zero percent budget she would have to increase the cost of her classes, food expenses, and a donation for the cost in bus transportation. Ms. Thornton advised that the Friends of West Windsor Senior Citizens have been very generous with their donations.

Mr. Morgan inquired about the reduction in rentals and technical supplies, and also asked if the Senior Center has realized a savings from the installation of solar panels.

Mr. Hary advised that numbers have not been calculated for the cost saving from the solar panels.

President Borek inquired about the addition of two part-time employees.

Ms. Thornton explained that the addition was for two part-time bus drivers to transport senior to and from the Center. She noted that the bus runs five days a week.

Division of Parks and Recreation

Mr. Hary noted that the fees and cost for recreation are managed by the Recreation Commission with the exception of Mr. Jacobs' salary.

Mr. Morgan again spoke about the presentation of the budget number and the percentages and how they can be misleading.

Ms. Ciccone offered suggestions to be used next year in the budget preparation so that Council can have a better understanding of how the numbers have been calculated.

Mr. Jacobs outlined the recreation and summer camp programs along with the various special events the Commission hosts. He advised that he is the liaison for the Township and the various sports organizations. Mr. Jacobs noted that the Recreation Division also offers discount tickets to the residents for numerous theme parks.

Ms. Geever's inquired if the Commission was in a positive cash flow for when the events are hosted.

Mr. Jacobs commented that not all Township events make money for the Commission.

Mr. Khanna inquired about including Mr. Jacobs' salary in the Recreation Commission's funds.

Mr. Hary noted that the Township historically paid for Mr. Jacobs' salary, otherwise there would need to be an increase in costs for the events and program fees.

Mr. Morgan asked about the registration at the Skate Park and the status of the safety standards at the Park.

Mr. Jacobs noted that many children are not wearing helmets and some of the children are also using the Skate Park as a bike ramp. He advised Council that vandalism at the park is down.

Mr. Morgan suggested policing the situation and issuing citations.

Mr. Hary noted that he will address these issues at the next Recreation Commission meeting.

Council continued to address questions concerning the programs and the funds they generate.

Division of Human Services

Mr. Hary provided Council with an update on the H1N1 virus.

Ms. Swanson reviewed the Division's responsibilities including the different types of inspections, health education, flu clinics, and the medical clinic Child Health Care Conference. She noted that public health services have increased and State funding will not be renewed. Ms. Swanson outlined the shared services the Township has with Robbinsville and Hightstown Townships.

Mr. Hary noted that the majority of the Division's responsibilities are mandated by State Statute. He spoke of maximizing the grant funds received in 2009 but noted that the same grants will not be available in 2010.

President Borek asked for additional information to help Council understand the increase in costs to most of the line items.

Ms. Ciccone suggested utilizing more opportunities for shared services and asked for a better understanding of the number of employees in this Division and the responsibilities for each.

Mr. Morgan inquired about the credibility of the numbers presented and the level of control Administration has over the expenses.

Mr. Hary explained that the numbers could have changed for 2009 because Administration is still paying last year's invoices. He also advised that some line items are dependent on the need for a situation as they arise, such as snow removal.

Mr. Morgan noted that the budget needs to be transparent and understandable, and currently the percentages are misleading.

Mr. Khanna noted his frustration in trying to understand how Administration improved the line item numbers over what was projected and utilized for 2009. He advised that the numbers are not being justified on why they need to be increased.

Ms. Louth explained that statutorily the accounts are to remain open for 2009. She noted that Council is approving a bills list which changes the budget numbers.

Ms. Ciccone asked to have more backup information to be able to make a qualified budget decision and to understand what has changed to qualify an increase to a line item for 2010.

Mr. Morgan asked when the 2009 budget numbers will be closed out because actual numbers are needed to understand the trends.

Ms. Louth advised that the 2009 budget numbers will be closed out at the end of 2010. She noted that budget years remain open for two years.

Mr. Hary explained that revenues are down and the expenditures are near or at a zero increase over 2009.

OFFICE OF THE TOWNSHIP CLERK

Ms. Young outlined the Clerk's Office responsibilities. She highlighted the achievements for 2009 which include having some of the block and lot files in the Construction Division microfilmed, and having all the departments' records inventoried by an outside vendor that the Clerk's office was able to secure through grant funding. Ms. Young reviewed her goals for 2010 which include the continuation of having records microfilmed for permanent storage, and spoke about changes that will be made to the Code Book due to the change in Municipal Elections being held with the November General Elections.

Ms. Huber explained some of the cost saving changes that have been implemented in the Clerk's Office from the reduction in advertisement, the savings in digital recording, to the Clerk's Office writing their own ordinances and resolutions to reduce attorney fees.

Ms. Ciccone noted her appreciation for searching out grant opportunities to be able to accomplish the Office's goals.

Ms. Huber spoke of the cost savings in having the staff prepare the minutes versus hiring a recording secretary.

Mr. Morgan inquired about the overtime to date and asked if the Clerk's Office would be able to eliminate or reduce the overtime budgeted for the 2010.

Ms. Young explained that one part-time employee has already had her hours reduced and the remaining employees agreed to work using compensation time or utilize flexible work hours to achieve the goal. She noted that it would be difficult to work Elections without the use of some overtime.

Ms. Geevers inquired about the duplication of Administrative Assistants in the Township. She asked if there would be an opportunity to consolidate these positions.

Ms. Young explained that the Administrative Assistant in the Clerk's Office has begun taking the required Registered Municipal Clerk Course which resulted in some of the overtime present in the budget to date.

DEPARTMENT OF LAW

Mr. Herbert advised Council that the funding allocated to his line item also includes other attorneys' fees, including the tax appeal attorney. Mr. Herbert reviewed some of the court cases he has been actively involved in to include the InterCap litigation. He advised that his rates have not changed in the past four years and that they are the lowest fees out of all the attorneys that work for the Township.

Ms. Ciccone inquired about the possibility of a cost saving using outside counsel versus legal counsel on staff. She wanted to know if an analysis had been done.

Mr. Herbert noted that Trenton and Hamilton have in-house counsel. He explained that his firm has experience in specialties that would be an asset to the Township versus hiring separate individuals for each circumstance.

Ms. Geevers asked about the number of hours attorneys attend meetings and suggested a flat fee per meeting be negotiated into the contracts. She noted the expense incurred when attorneys need to review projects too.

Mr. Khanna inquired about who was responsible for determining which attorneys attend meetings and are the attorneys needed for informal meetings.

Mr. Morgan suggested using an alternative fee arrangement which has been successful when used at other firms. He recommended that department heads or in-house staff prepare their own resolutions and contracts since most of it is boiler plate work. Mr. Morgan also asked for an update on redevelopment and the funds that have been expended to date for the Redevelopment Attorney.

All of Council agreed to ask Administration for an update of the expenditure of funds for redevelopment.

Mr. Khanna also inquired about the Township utilizing outside counsel and suggested that both Administration and Council be diligent at reducing attorney costs.

Mr. Herbert addressed both Mr. Khanna's and Mr. Morgan's points. He noted that he does not recommend using outside counsel especially as it pertains to litigation. Mr. Morgan noted that Mr. Herbert misunderstood his previous comment, and that Mr. Herbert's firm was inclusive of his comment.

DEPARTMENT OF ADMINISTRATION

Division of Finance

Ms. Louth advised that the Finance Division consists of the Tax Assessor, the Tax Collector and the Chief Financial Officer. She noted that the Division's responsibilities are all State Statute driven. Ms. Louth reviewed each of the roles for the three offices and advised that tax payments can now be made on-line. She noted that she assists the Mayor and the Business Administrator, and maintains the budgets, manages trust funds, and authorizes over 7,000 paychecks.

Ms. Ciccone asked how many employees are in the Finance Division and wanted to know what responsibilities would require them to be paid overtime.

Ms. Louth noted that she has six employees, which is a decrease of one employee, and the overtime usually involved year-end work and the closing of the books.

Ms. Geevers suggested that the Mayor's position be full-time and noted that the Assistant to the Mayor earns a larger salary than the Mayor himself.

Mr. Borek asked whether the Township used the same auditor each year.

Mr. Morgan spoke of the increase of salaries and overtime and inquired about Standard and Poor's general obligation report. He asked if the Township had fulfilled its obligation to S&P and if Council would be receiving a copy of the report.

Ms. Louth advised Mr. Morgan that the obligation from Standard and Poor's is more of a "wish list" rather than a requirement and does not affect West Windsor Township's AAA rating. She commented that making the Township fiscally responsible is equally important to the West Windsor taxpayers.

Motion to take a 30-minute lunch break until 1:15 p.m.: Geevers
Second: Khanna
VV: all ayes

MEETING RECONVENED

The budget work session reconvened at 1:20 p.m.

CAPITAL BUDGET

Mr. Hary advised that Capital projects have been scaled back for 2010 but that he still is recommending that the decommissioning of the Duck Pond Pump Station still continue to move forward.

Ms. Louth noted that 5% of the funds required to pay for the decommissioning will appear in the operating budget and the remaining amount will be bonded for and paid back over a period of time.

Mr. Guzik explained that the Duck Pond Run Pump Station will be converted to a gravity flow system which is self sustaining.

Mr. Drummond explained that the pump station was built over thirty years ago and was supposed to be a temporary station. He advised that the pump station is having a lot of problems and is

at the end of its useful life. Mr. Drummond noted that the decommissioning of the pump station would save the Township money in the long term.

Council addressed questions to determine the need for the project to be completed in 2010.

Ms. Ciccone noted that it would save long term in electricity, manpower and repair. She suggested that this project could be used as good public relations for the community.

Ms. Louth explained that it will be amortized over fifteen years and the cost to the 2010 Municipal budget is approximately \$80,000.

Mr. Borek inquired about the renovations to the former Police wing. He asked why the funds from the sale of a liquor license were going to be used for the renovations versus bonding for the project. Mr. Borek also asked about the benefits that would be attained by moving forward with this project.

Ms. Ciccone asked if this is a project that needs to be done this year. She spoke of "needs" versus "wants".

Mr. Hary noted that this project has been discussed and in the planning stage for the past ten years.

Ms. Geevers advised that it would be best to do all the renovations at once rather than multiple smaller repairs.

Mr. Hary spoke of some of the revisions which should be done to the old Police wing, and advised that the Township would use the funds from the sale of the liquor license to have an architect review the entire upstairs of the Municipal Building for proposals.

Ms. Ciccone suggested that the renovations to the Municipal Building should be put off, but requested that the Township still move forward with energy efficient solutions.

Ms. Geevers noted that often projects cost more than the funds allocated.

Mr. Hary commented that the Public Works building needs to be built out because the Department has outgrown their space. He advised that he needs to determine the overall Township needs. Mr. Hary noted that the third biggest cost in projects in the Capital Budget is for roadway improvements.

Mr. Hary noted that there are older areas of the Township where the roads are in desperate need of repair. He explained that this cost includes sewer drainage and road repair. Mr. Hary noted that there are 175 miles of road in the Township including State and County roads.

Ms. Ciccone agreed with Mr. Hary's comments and asked that these projects go out to bid to guarantee the best price for the work.

Mr. Khanna also agreed that road improvements should be considered and inquired if there was a list of priorities with respect to which road will be repaired first.

Mr. Aronson advised that a list has been created but could change depending on the extent of the damage to the road.

Ms. Louth advised that \$225,000 is the cost allocated to budget to cover the 5% cost for bonding the project in 2010. She explained to the Council the concerns Administration has if a 2.5% hard cap is mandated for 2011.

Mr. Hary noted that the replacement of a truck for Public Works and several other projects have been put off to future years.

Ms. Ciccone inquired about the Green Energy Audit for 2011.

Ms. Louth noted that the program had been pulled but that \$25,000 from the 2009 audit could be applied to the 2011 Green Energy Audit should Administration decide to continue the program.

Ms. Ciccone inquired about the demolition of the structures on the Grover's Mill Farm, the replacement of the vehicles for energy efficient vehicles, and the outsourcing of public land maintenance or utilizing a shared service agreement with another Township.

Mr. Borek suggested that if the Township restructures the services provided to the residents it may free up manpower to allocate toward the maintenance of the Township's public lands.

Ms. Ciccone advised that the Township and Administration cannot continue to do the things the way they have always been done in the past. She noted that Administration needs to cut costs to reduce taxes. Ms. Ciccone listed several projects that could be pushed back a year or two, or find creative funding to pay for items such as additional lacrosse fields.

Mr. Jacobs spoke of the need for lights on the Little League fields, playgrounds, and playing fields. He did note that a pavilion for the Community Park was important so that children have a place to go to get some relief from the sun.

Mr. Borek suggested that fees be increased for the usage of the Township parks for events such as tournaments. He commented that the additional fees received could be used to assist in maintaining the parks.

Mr. Jacobs advised that minimal fees are received for the usage or rental of the park areas. He noted that the Recreation Commission will reevaluate this with the sports organizations. Mr. Jacobs informed Council that the sports organizations invest a lot of their funds back into the parks.

Mr. Khanna inquired about the number of times the Capital Budget is reviewed and updated during the course of the year.

Mr. Hary advised that the Capital Budget is reviewed annually and then periodically throughout the year especially when grant funds are received for the projects.

Ms. Geevers spoke of stepping up projects that involve safety issues rather than spread the cost out through multiple years. She used traffic lights as an example.

Ms. Ward noted that the balance of a cost is spread out over several years while the Township is in the process of obtaining the permits from the County and or State.

Mr. Borek noted that Council was running out of time today to continue the budget discussions and suggested that these conversations continue after the May 3rd Agenda Session.

Council and Administration agreed to continue budget discussions on revenues, and salary and wages at Monday's meeting.

ADJOURNMENT

Motion to adjourn: Morgan
Second: Geevers
VV: All approved

The meeting was adjourned at 2:45 p.m.

Sharon L. Young
Township Clerk
West Windsor Township