

APPROVED: April 16, 2012

WEST WINDSOR TOWNSHIP COUNCIL  
BUDGET WORK SESSION #1  
March 2, 2012

CALL TO ORDER: President Khanna called the meeting to order at 12:30 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, 2012.

ATTENDEES: President: Khanna; Vice President: Geevers; Council Members: Borek, Maher, Samonte; Mayor: Hsueh (left at 2:20 p.m.); Business Administrator: Hary; Chief Financial Officer: Louth; Assistant Finance Officer: Mauder; Chief Pica (left at 2:45 p.m.); Lieutenant Garofalo (left at 2:45 p.m.); Fire Marshall: Yates (left at 1:30 p.m.); Public Works: Drummond, Taylor, Oliver (arrived at 2:15 p.m. and left at 2:55 p.m.); Manager of Senior and Social Services: Fucetola (arrived at 2:55 p.m. and left at 3:25 p.m.); Health Inspector: Swanson (arrived at 2:55 p.m. and left at 3:58 p.m.); Manager of Parks and Recreation: Jacobs (arrived at 3:59 p.m. and left at 4:40 p.m.); Township Clerk: Young

SALUTE TO THE FLAG

Ms. Young led the salute to the flag.

PUBLIC COMMENT

President Khanna noted that public comment will also be allowed at the end of the meeting.

Mr. John Church, 11 Princeton Place, advised that the operating budget was well laid out and in order. He spoke about the differences between a public and private budget and noted his disapproval with the budget process.

Mr. Bob Akens, 32 Windsor Drive, asked for the percent change in the tax rate. He noted his concerns with the budget and commented that the expenditures for both the Capital and the Municipal budgets come from taxpayer dollars.

#### BUDGET DISCUSSION

##### Emergency Services Division

Mr. Yates gave a brief overview of the responsibilities of Emergency Services and the role of the Fire Marshall. He advised that the Division provides code enforcement service, support volunteer fire companies and first aid squad. Mr. Yates outlined the details and programs provided by Emergency Services. He reviewed his operating and capital budget needs which includes the replacement of two vehicles.

Council addressed questions and concerns.

Mr. Maher asked about the percentage of increase to salary and wages.

Ms. Louth outlined the reasons for an increase.

Mr. Borek inquired about the availability of grant funds.

Mr. Yates reviewed the grants that are available and have been received.

Mr. Hary informed Council about Administration's decision to match the contribution to the First Aid Squad to equal the same aid received by both fire companies from the Township.

Ms. Geevers inquired about the overtime issues and asked for suggestions to lower the cost of overtime.

Mr. Yates advised that it is cheaper to pay the overtime than to hire additional employees. He also spoke about the "right of refusal" per the Union contract that allows full-time employees the opportunity to take the overtime before it is offered to other personnel.

Mr. Yates outlined the number of paid personnel and volunteers in each fire company and first aid squad.

President Khanna inquired about the use of shared services with other Townships.

Mr. Yates explained the reasons why shared services would not work in West Windsor Township and noted that the distance between townships would be an issue.

Ms. Samonte suggested that the Council and Mayor coordinate at the State and Federal level for seeking opportunities for grant funds for the Township because of the Princeton Junction Train Station location.

#### Police Division

Chief Pica outlined the number of calls and the categories that the Police Division receives. He noted that the Township has a 24-hour, 7 days a week dispatcher and 911 call center. Chief Pica reviewed the territory that West Windsor encompasses including the second busiest train station in the State. He advised that his operating budget is flat and the Capital budget has decreased. Chief Pica spoke about the purchase of vehicles and replacement rotation schedule. He outlined the mutual aid programs that the Division participates in and reviewed the number of officers in each department.

Council addressed questions and concerns.

Mr. Maher inquired about the repairs which need to be done on the vehicles. He also asked about the number of officers required for traffic flow at construction sites and wanted an update on animal control services.

Chief Pica addressed Mr. Maher's questions and spoke about the trial program with Public Works for routine maintenance of the vehicles. He advised that it was cheaper to take the vehicles to the gas stations to have the work completed. Chief Pica noted that the ACO services were working well. He spoke about the status of the red-light program and advised that he plans on moving the program forward.

Ms. Geevers inquired about the number of hours the dispatchers worked and the overtime they accumulate. She spoke about the reimbursements that have been submitted by the Police Division.

Chief Pica explained that the dispatcher overtime is a contractual issue.

President Khanna challenged the Police Division to reduce the number of officers by 5%.

Chief Pica advised that a reduction in the police force would result in an increase of overtime and the discontinuation of certain programs.

#### Department of Public Works

Mr. Drummond spoke about the sewer and snow removal budget. He outlined his operating and Capital budget needs. Mr. Drummond reviewed the role of Public Works during Hurricane Irene. He advised that brush removal has increased and noted that grants are received for the pickup of recycling. Mr. Drummond reviewed the responsibilities of the Road Division and noted that road signs were gradually being upgraded for a 2015 completion of the project. He continued reviewing the Sewer Division's 2012 goals and the needs for the open space maintenance.

Mr. Borek inquired about vehicle maintenance and additional space at the Public Works site.

Mr. Drummond advised that the maintenance of the vehicles is a challenge. He noted that additional space is needed but Public Works is unable to expand because of wetland issues.

Ms. Samonte inquired about the increase in salary and benefit costs.

Ms. Louth explained that the increase was due to promotions and the shifting of job positions. She noted that the increase in the medical was due to drug testing requirements.

Mr. Maher asked that better information be provided in the budget documents so that line item numbers can be better understood.

Ms. Louth explained that retroactive pay for the employees has not been fully calculated and Union contract changes will also affect the numbers.

Mr. Maher commented that services provided by Public Works are very good and there is no need for additional staffing. He spoke about the elimination of brush pickup in January and February. He inquired about the surplus of equipment and the effect of maintaining the sports fields has on the Department.

Mr. Drummond advised that the Department would be proactive with road maintenance instead of brush pickup in the months of January and February.

Mr. Oliver explained that irrigation on the ball fields reduces brown out but increases lawn cutting and turf maintenance.

Ms. Geevers spoke about the need for expansion at the DPW site, shared services, the use of temporary employees, and the rise in personnel costs.

Mr. Drummond commented that overtime on Saturdays is needed during leaf pickup season and noted that temporary employees are utilized in his Department.

Mr. Mauder spoke about the reimbursement from FEMA for Hurricane Irene costs.

Ms. Samonte inquired about the costs for snow removal and the procedure for relying on outside vendors for assistance.

Mr. Drummond explained that between three and four inches of increasing snow is when he makes the decision to contact the Township vendor for assistance in snow removal. He noted that the vendor is paid by the hourly cost for each truck they deploy.

#### Division of Senior and Social Services

Ms. Fucetola outlined services the Senior Center provides and the programs available. She noted that half of the programs are facilitated by volunteers. Ms. Fucetola reminded Council that public assistance was transferred to the County.

Ms. Fucetola spoke about the transportation the Senior Center provides to the senior population. Ms. Fucetola explained the need for a new bus to replace the bus donated by Princeton University. She also explained that the Center is not a nutrition site but that it does provide lunches for a small cost.

Mr. Maher asked how the Center disseminates information to the public and inquired about the transportation services provided.

Ms. Fucetola explained that a newsletter goes out every other month and the website is also a source of information for the public. She outlined the reasons for the need to purchase another bus which was primarily due to repair costs.

Mr. Borek inquired about the trend in utilization of the Senior Center.

Ms. Samonte asked about the use of grant funds.

Ms. Fucetola explained that the ability to provide transportation has increased the utilization of the Center. She noted that the grant for the replacement of the bus was denied.

Ms. Geevers inquired about the cost savings due to the use of solar panels and asked about the potential of increased hours for the bus driver position.

Ms. Fucetola did not find that the driver would need to increase the number of hours of work. She outlined the re-accreditation process that the Senior Center was currently going through.

#### Division of Health and Human Services

Ms. Swanson explained that this Division was required by the State Board of Health Statutes. She commented that the Division also provides services for municipalities of Robbinsville and Hightstown. She spoke about the responsibilities of environmental health inspection, community disease services, health education, vital statistics, and emergency planning facilitator.

Ms. Swanson highlighted the Division's achievements and goals, and spoke about ongoing training processes and accomplishments. She explained the coordinated plan for septic system inspections that will be standardized within the next five years.

Ms. Samonte inquired about the increase in salaries, fees associated with services, and the type of communications used to reach residents.

Ms. Louth explained that the environmental specialist was not funded in this budget.

Mr. Maher inquired about Mr. Hary's salary being part of the wages calculated for the Division.

Mr. Hary noted that Ms. Swanson does not have her Health Officer license and therefore he remains in that position. He advised that Ms. Swanson was working toward this achievement.

Ms. Swanson explained that the Division tracks calls through an Excel spreadsheet and advised that she is currently looking into purchasing software to meet the full reporting requirements. She also spoke about the supplies purchased through the Division and noted that the fluctuation in costs for supplies is because the services provided are based on needs. Ms. Swanson commented on the decrease of availability of grant funds.

Mr. Borek inquired about the utilization of Health Division in response to an outbreak and the availability of County assistance.

Ms. Swanson noted that the Division is available twenty-four hours, seven days a week in the event of an emergency. She outlined the details and assistance received from the County and other municipalities.

Ms. Geevers asked about the health inspections of public restaurants and facilities.

Ms. Swanson outlined the responsibilities of making inspections at food establishments.

Mr. Hary noted that the shared services agreement with Robbinsville and Hightstown had a three percent increase.

Ms. Samonte inquired about ways of being proactive with the use of communications and better technology.

Division of Recreation and Parks

Mr. Jacobs outlined the responsibilities of his Division and provided a brief description of the programs for both youths and adults which are run through the Recreation Commission. He reviewed the summer camp programs and the multitude of sports camps. Mr. Jacobs noted that on-line registration is available and credit cards are accepted. He spoke about the following: website maintenance, managing of special events, facilitating special needs programs, administering membership cards for the pool complex, hiring and training of pool attendants, coordinate use of playing fields, manage the shared services responsibilities, assist Engineering with overseeing Capital projects, and responsibility for the electronic sign.

Mr. Borek inquired about a decrease in pool registrations and asked how the new Jewish Community Center will affect Township offered programs.

Mr. Jacobs predicted that the JCC Center will not have any effect on Township operated programs.

Ms. Samonte inquired about the special needs programs and the coordination with Plainsboro for these types of special needs programs.

Mr. Jacobs noted that Plainsboro offers fine arts programs whereas West Windsor offers outdoor activities.

Mr. Maher inquired about the Capital requests for the Division and asked if there was a priority to his requests. He also wanted to know if any projects can be deferred for a few years.

Mr. Jacobs reviewed his requests one at a time for the various parks and noted which ones were a priority and which projects could be deferred a year or two. He spoke about strict safety standards for the equipment at the parks.

Ms. Samonte inquired about incentives from companies that sell playground equipment and acknowledged that it was good planning to purchase equipment later in the year to receive a discount on costs.

Mr. Maher again stressed the need to have the equipment purchase on a priority basis.

Discussion ensued over having time to review Community Development's operating and Capital budgets.

It was decided to hold another meeting on Monday, March 2 at 7 p.m. for the continuation of budget discussion.

Ms. Alison Miller, 41 Windsor Drive, spoke about the reasons playground equipment was purchased for various parks. She provided input on the various parks and the amenities available at each park.

Mr. John Church, 11 Princeton Place, advised that he will be emailing Administration with some of his questions.

ADJOURNMENT

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

The meeting was adjourned at 4:55 p.m.

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Sharon L. Young  
Township Clerk  
West Windsor Township