

APPROVED AS AMENDED: April 15, 2013

WEST WINDSOR TOWNSHIP COUNCIL
BUDGET WORK SESSION #1
March 1, 2013

CALL TO ORDER: President Borek called the meeting to order at 11:00 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 on February 27, 2013.

ATTENDEES: President: Borek; Vice President: Samonte; Council Members: Geevers, Khanna, Maher; Mayor: Hsueh; Business Administrator: Schmid; Chief Financial Officer: Louth; Assistant CFO: Mauder (12:14 p.m. to 12:28 p.m.); Director of Public Work: Drummond (11:09 a.m. to 12:05 p.m.); Assistant Superintendent: Taylor (11:09 a.m. to 12:05 p.m.); Manager of Senior and Social Services (12:05 p.m. to 12:28 p.m.): Fucetola; Health Officer: Swanson (12:28 p.m. to 1:03 p.m.); Recreation and Parks Manager: Ken Jacobs (1:03 p.m. to 1:28 p.m.); Chief Pica; Lieutenant Garofalo (1:28 p.m. to 2:03 p.m.); Manager of Fire and Emergency Services: Yates (2:03 p.m. to 2:30 p.m.); Emergency Services Lieutenant: Johnson (2:03 p.m. to 2:30 p.m.); Township Clerk: Young

SALUTE TO THE FLAG

Ms. Young led the salute to the flag.

PUBLIC COMMENT

Mr. John Church, 11 Princeton Place, spoke about the chart he distributed to Council that noted budget cuts and made other recommendations.

Ms. Schmid made opening statements and gave budget highlights.

DEPARTMENT OF PUBLIC WORKS

Mr. Drummond informed Council that his operating budget remained flat and the snow budget was reduced by \$10,000.

Mr. Drummond outlined his Capital requests for a vehicle, a box trailer and promoted the six-year Capital budget schedule. He spoke about the availability of grants for recycling and tonnage. He noted that the Road Division was updating Township signage as required by the State, and must be completed by 2015. Mr. Drummond advised that the Sewer Division was inspecting manholes and sewer lines with the TV camera equipment. He noted that the number of athletic fields has increased requiring additional maintenance and an increase in field lining.

Mr. Maher inquired about the 6-17% increases in salaries.

Ms. Schmid noted that personnel will be discussed at the March 8th budget meeting.

Ms. Louth advised that there are not any new positions or promotions.

Mr. Maher inquired about the cost of the Capital purchases and asked if the need for the equipment was due to Hurricane Sandy. He also addressed questions related to the debris pickup process and the shredding of lawn and brush material.

Mr. Drummond addressed Mr. Maher's questions and outlined the Township process for debris pickup and equipment purchases.

Mr. Khanna addressed several questions about the snow removal trust fund and the Capital budget equipment requests.

Ms. Louth explained why the snow trust fund was formed and the utilization of the trust. She noted that all departments are expected to work within the dollars allocated in their budgets.

Ms. Geevers inquired about the Department's equipment needs and asked if the equipment was needed due to the recent storms. She also asked if Council could assist Public Works by enacting or changing any existing ordinances.

Mr. Drummond described the need for each of his Capital requests for vehicles.

Mr. Maher asked what cost benefit analysis was done to determine whether it was more cost effective to purchase the equipment or outsource the work.

Ms. Samonte inquired about particular line items and the Department's ability to get grants.

President Borek advised that Public Works did the maintenance of their trucks on Sundays to keep them on the road during Hurricane Sandy. He also inquired about the use of "roll-off" trucks.

Mr. Maher asked why sand and salt was budgeted at almost twice as much from the previous year.

Ms. Louth advised that the salt budget was previously charged to the snow budget; the remaining balance of the snow budget then goes into the snow trust fund.

Mr. Mauder determined that \$520,369 will be reimbursed by FEMA for allowable expenses from Hurricane Sandy. He noted that the funds should be received within three to six months and a report to Council will be provided.

Mr. Maher inquired about what line item the FEMA reimbursement fund will be recorded.

Ms. Louth explained that the funds will go to surplus to replace what was used to support the 2013 budget.

DEPARTMENT OF HUMAN SERVICES

Division of Senior and Social Services

Ms. Fucetola provided an overview of the Senior Center activities and the social services provided to the Township.

Ms. Maher inquired about the class sizes and asked for a list of the classes and an update on their transportation services.

Ms. Fucetola advised that all the classes are always full and the classes are evaluated yearly.

Mr. Mauder noted that Administration is getting "specs" for the new bus to continue to provide senior transportation.

Mr. Khanna asked if there is anything that Council can do to improve the quality of life for seniors.

Ms. Fucetola advised that staffing is an issue due to the increased participation at the Center which may cause a burden.

Ms. Geevers asked if a fee is charged for the use of the Senior Center.

Ms. Fucetola commented that community organizations and 501(c) (3) organizations utilize the building in the evenings in addition to West Windsor residents. She noted that \$13,000 was generated in rental fees and \$9,000 was paid out for the cleanup and maintenance of the facility after it has been used.

President Borek inquired about the increased needs of the seniors and the expansion of the Center.

Ms. Fucetola noted that this is going to be an issue in the near future.

Mr. Maher explained that Ms. Fucetola has discretionary funds within her budget to use for consultants if the need arises.

Division of Health

Ms. Swanson outlined the programs covered including the Health Educator, retail food inspections, septic evaluations, database development, and Mercer County Community College Health Assessment Program. She listed the 2013 goals for the Division.

Mr. Maher inquired about the license Ms. Swanson received and asked why Ms. Schmid is listed as an employee under the Health Division.

Ms. Swanson noted that she received her certification in June of 2012.

Mr. Maher asked why the Division is asking for the same funding as they did in 2012 when they came in under budget.

Ms. Swanson advised Council of some of the issues that occurred in 2012 that caused the Division to come in under budget. She also reviewed her reasons for requesting a new vehicle for the Division.

Ms. Geevers inquired about the availability of grant money to offset some of the cost.

President Borek spoke about using hybrid vehicles and noted various reasons that the cars may not be as cost efficient.

Ms. Samonte suggested that a cost analysis should be done comparing the types of vehicles.

Ms. Swanson noted that the flu vaccine costs are submitted to Medicare for reimbursement.

Ms. Samonte suggested that the Township's information technology person may be able to assist with the facilitation and execution of the database.

Ms. Swanson informed Council that she is coordinating with adjacent towns and the County for creating and tracking information universally.

Division of Recreation and Parks

Mr. Jacobs explained the various programs in the Division which are all funded by the Recreation Trust Fund. He spoke about the summer camps, golf tournament, special events, and the program for individuals with special needs. Mr. Jacobs noted that he is the liaison to the sports organizations and oversees matters regarding the Township's community pool.

Mr. Maher inquired about the necessity of replacing the playground equipment at Chamberlin Park. He also asked about the pricing for a daily pass at the community pool.

Mr. Jacobs explained that the community pool is a self-sustaining utility and yearly membership is promoted.

Ms. Louth noted that Administration will consider reducing the daily fee for a pool pass.

Mr. Jacobs noted that his salary is paid through the Township budget.

Ms. Samonte wanted to know what the line item for park improvements entailed.

Mr. Jacobs noted that park improvements is a replacement fund for items such as picnic tables.

President Borek inquired about the availability of on-line registration for the pool and suggested a "twilight pass" for residents who want to attend the pool in the late afternoon and evenings. He also wanted to know the timeline for the construction of restroom facilities at some of the smaller parks.

Mr. Jacobs commented that Van Nest Park is scheduled for the installation of restrooms but cannot commit to a timeline.

Mr. Maher asked if the Capital project for the Rue Farm property can be deferred.

Mr. Jacobs explained that the property was proposed for a park for cricket players and he did not see a problem in deferring the project.

DEPARTMENT OF PUBLIC SAFETY

Police Division

Chief Pica outlined the goals and objectives for the Division. He spoke about the re-accreditation for 2013, improved safety for the schools, and reviewed the Capital budget.

Lieutenant Garofalo spoke about the communication and computer needs for the Division. He advised that the 911 System will need to be replaced because it is beginning to malfunction.

Mr. Maher asked about the increase of costs in the equipment maintenance line item.

Chief Pica noted that the maintenance equipment agreements are continually increasing and the line item includes the cost for radio repairs.

Mr. Khanna inquired about the potential for shared services and whether the Chief had reviewed the firearms ordinance.

Chief Pica offered suggestions for updating the firearms ordinance and noted that he does not recommend shared services for the dispatcher because of the level of detail the position involves.

Ms. GeEVERS noted her concerns with the cost of overtime for the dispatchers.

Chief Pica explained that the cost of overtime was due to contractual issues.

Mr. Khanna inquired about the generation of funds received through the collection of fines.

Chief Pica noted that the Police Division does not receive any of the revenue and explained some of the grants received.

Ms. LOUTH noted that the total amount of fees received by the Court is \$560,000.

Ms. Samonte inquired about the size of the Police Division's server and the ability to provide the service required. She also asked about the Division hosting the server and database.

Division of Fire and Emergency Services

Mr. Yates outlined the roles of the Division and reviewed the Capital budget requests including the replacement of two ambulances.

Mr. Maher addressed questions pertaining to the purchase of the ambulances and asked if the Township would get a discount if both the vehicles were purchased at the same time.

Mr. Yates explained that there are four ambulances in the fleet and the cost for each is approximately \$175,000. He commented on the high maintenance costs for repairs and noted that the older vehicles spend a lot of time out of service. Mr. Yates advised that the ambulances would be purchased through the competitive bidding process.

Ms. Geevers asked if the vehicles were needed because of the growing population of the Township.

Mr. Yates explained that the old ambulances would be traded in and the Township would receive approximately \$15,000 for each vehicle.

President Borek advised that the Township cannot apply for grants for equipment and apparatus.

Mr. Yates reviewed the revenue earned from fees and the reason for increasing the fees was because the Township would be more in line with the surrounding communities.

ADDITIONAL PUBLIC COMMENT

Mr. John Church, 11 Princeton Place, expressed his frustration regarding salaries and wages, and the union contract negotiations.

ADJOURNMENT

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

The meeting was adjourned at 2:30 p.m.

Sharon L. Young
Township Clerk
West Windsor Township