

APPROVED AS AMENDED: May 11, 2015
WEST WINDSOR TOWNSHIP COUNCIL
Budget Work Session #3
March 2, 2015

CALL TO ORDER: President Maher called the meeting to order at 7:00 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 11, 2015.

ATTENDEES: ATTENDEES: President: Maher; Vice President: Geever; Council: Borek; Mendonez; Samonte; Mayor: Hsueh; Business Administrator: Schmid; Township Clerk: Young, Health Officer: Swanson (7:00 p.m. - 7:20 p.m.); Manager of Parks and Recreation: Jacobs (7:20 p.m. - 7:40 p.m.); Manager of Senior and Social Services: Donna Fucetola (7:40 p.m. - 7:55 p.m.); Chief Financial Officer: Louth

SALUTE TO THE FLAG

Ms. Young lead the salute to the flag.

PUBLIC COMMENT

Mr. John Church, 11 Princeton Place, commented on the revenue for Uniform Construction Code needing to be more realistic. He advised that the realized revenues in the budget document are incorrect. Mr. Church spoke about gas costs and Fund Balance appropriations.

Mr. Greg Strong, 21 Sherbrook Drive, advised that 31% of budgets costs are attributed to the Police Division's salaries.

President Maher advised that the amount Administration is proposing for the Fund Balance should be proven by both the Administration and the Mayor.

Ms. Louth supported the Fund Balance appropriation and corrected the numbers related to the realized revenues.

BUDGET DISCUSSION

Department of Human Services

Division of Health

Ms. Swanson reviewed the Division's 2014 Accomplishment and 2015 Goals. She advised that there is no increase to the Municipal Budget and no Capital Budget requests.

Ms. Swanson outlined her budget requests, and advised that the Public Health Services line item is not always utilized, but request that it be kept fully funded.

Division of Recreation and Parks

Mr. Jacobs reviewed his Accomplishments and Goals. He outlined his yearly youth and adult recreation programs, summer camp programs, special events, and the new on-line registration. Mr. Jacobs spoke about the Capital Budget request for General Park Improvements that provides funding for repairs to parks and recreation equipment in the various Township parks.

Mr. Maher asked how much of the Capital Budget funds roll over each year if they are not utilized.

Ms. Louth advised that the funds in the account do not lapse.

Ms. Geever asked for the financial details of the Recreation Trust Fund account and inquired about the Recreation Commission contributing to the cost of National Night Out.

Mr. Jacobs advised that the Recreation Commission believes this was a Township event and was not something that they should fund.

Ms. Louth noted that the Financial Statement would provide details of the Recreation Trust Funds.

President Maher asked what the rental fee is for the usage of the stage for public events.

Mr. Jacobs spoke about the rental of the stage to other Municipalities. He noted that the fee ranged between four and five hundred dollars per event and one hundred dollars for additional days. Mr. Jacobs spoke about the revenue and expenses for the stage, and noted that the rental fee received paid for almost half the cost of the stage.

Mr. Mendonez inquired about the Cricket Field project.

Mr. Jacobs advised that the project is moving forward. He explained that the engineering reports are complete and the project is ready to go out to bid.

Mr. Borek inquired about long term planning with the various sports group and field utilization. He asked if the Recreation Commission reviews utilization of the various playing fields.

Mr. Jacobs explained that there haven't been any recent requests from any of the sports groups regarding the need for additional fields. He noted that the Recreation Commission reviews this matter yearly. Mr. Jacobs commented on the Memorandum of Understanding each sports groups has, and how the MOU list costs for each association that assists with field maintenance.

Division of Senior & Social Services

Ms. Fucetola commented on how the Senior Center is servicing the needs of residents fifty-five years of age and older. She explained how the Center is the gateway to the aging network connecting older adults to vital community services that help them stay independent. She outlined the programs offered at the Senior Center and provided a program summary for 2014.

Ms. Fucetola requested an increase in Consultant Fees for additional fitness programs. She spoke about program attendance and the use of evaluations to determine what the participants gained and which classes were successful.

Council inquired about which classes were successful.

Ms. Fucetola commented that yoga, fitness programs, arts and cultural opportunity programs are the most attended.

Administration/Finance

Finance

Mr. Louth reviewed the Division's 2014 Accomplishments and spoke about the retirements and staff changes that recently occurred.

President Maher inquired about the scanning of invoices that are then emailed to Council.

Ms. Louth said that over time she sees the advantage. She is not personally using the files as they are unapproved bills list so if there are changes, staff has to go into the file to change pages.

Assessment of Taxes

Ms. Louth reviewed the 2014 Accomplishments and the 2015 Goals for the Division. She addressed the salary and wage increase, and noted that the part-time tax assessment employee is responsible for scanning the invoices for Council access. Ms. Louth advised that the 2014 net increase in assessments was \$93,700. She spoke about the settlement of 18 of the 23 commercial appeals that were remaining in 2013 and that 5 of the appeals carried over to 2014. Ms. Louth noted that an additional 39 new appeals were filed in 2014.

Collection of Taxes

Ms Louth commented that the tax collection ratio for 2014 was 99.54% and the sewer rent collection was 98%. She advised that the on-line tax and sewer rent payment system is fully operational. Ms. Louth reviewed the 2014 Accomplishment and the 2016 Goal for the Division. She addressed sewer billing charges, explained the training required for the new hire, and spoke about the replacement of equipment needed for 2015.

COLA Ordinance

Ms. Louth provided a "boiler plate" ordinance for the Council to review which allows the Township to exceed the Municipal Budget appropriations limits and to establish a Cap Bank.

Ms. Louth determined that a 2% increase in the budget would amount to \$529,746.90 in excess of the increase in final appropriations otherwise permitted in the Local Government Cap Law. She summarized the reasons for the adoption of the ordinance, and outlined the potential increases for 2016 line items such as: waste collection, salaries, pensions, healthcare, and emergency management services cost increases. Ms. Louth spoke about the impact on future budgets by not adopting the COLA ordinance.

Public Comment

Mr. John Church, 11 Princeton Place, spoke about gas and diesel costs, and overall fuel consumption.

President Maher asked what were the 2014 total costs for fuel.

Ms. Louth advised that the account is still open for 2014 fuel costs.

CLOSED SESSION

Motion to go into closed session at 9:25 p.m.: Borek

Second: Geevers

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.

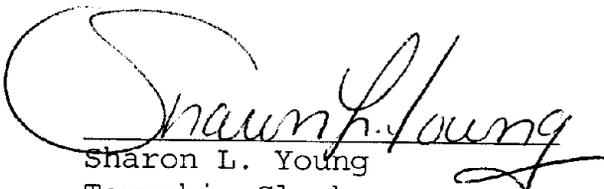
Now, therefore, be it resolved that the Township Council of the Township of West Windsor will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12: For the discussion of personnel and potential contract negotiations.

Meeting reconvened at 10:20 p.m.

ADJOURNMENT

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

The meeting was adjourned at 10:20 p.m.


Sharon L. Young
Township Clerk
West Windsor Township