

# West Windsor Township Fire & Emergency Services

## Memorandum

**DATE:** February 11, 2014  
**TO:** Marlena Schmid, Business Administrator  
**FROM:** Director James V. C. Yates  
**REGARDING:** 2014 Budget Presentation

In anticipation of the Division of Fire & Emergency Services 2014 proposed budget presentation to Township Council I submit the following information to support our requests.

The primary mission of the Division is to respond to fires, in support of the volunteer fire companies, and medical emergencies during our assigned tour of duty. In addition the Division prepares for and responds to hazardous materials incidents which could include chemical/bioterrorism events. Furthermore the Division provides significant support services by managing the emergency vehicle fleet as well as other programs which insure emergency response team readiness.

As an adjunct activity Division personnel enforce the NJ Uniform Fire Code as well as selected sections of the NJ Uniform Construction Code. Finally, members provide mandated annual training to the Township's police officers, volunteer firefighters and emergency medical technicians.

To accomplish these activities two (2) operations and expense budgets support the Division;  
10513200 Uniform Fire Code – O.E. 2014 request (same as 2013) \$11,769.00  
10514200 Emergency Services – O.E. 2014 request \$150,120.00\*

\*Increase of \$15,000 from 2013 as the Division assumed the purchase of emergency medical supplies from Twin W First Aid Squad. Twin W budget request has been reduced by \$15,000 so there is no aggregate increase of municipal expenditures for emergency medical services.

### Revenue

Fire Safety Permits	11,805.00
Smoke Detector Compliance Inspections	53,150.00
Certificate of Approval	134,850.00
NJ Life Hazard Use Rebate	69,489.89
Emergency Medical service billing	263,729.14
NJ Uniform Construction Code fire protection fees	56,016.00
<b>TOTAL REVENUES</b>	<b>\$589,040.03</b>



*Honor ~ Integrity ~ Loyalty*

### 2013 Accomplishments

- Continued Citizen Emergency Response Training (CERT) training and operations.
- Continued replacement of semi-automatic electronic defibrillators.
- Continued replacement of out dated fire hose, nozzles and hose appliances.
- Prepared specifications and awarded contract for the replacement of three (3) ambulances.
- Assisted the volunteer fire & first aid squad training officers with mandated training.
- Updated Township Emergency Management – Emergency Operations Plan.
- Prepared specifications and awarded bid for the expansion of the fire sprinkler system at West Windsor Firehouse.
- Continued the upgrading of the personal protective equipment (helmets, coats, pants) for Township firefighters.
- Prepared specifications, awarded bid and managed the installation of a breathing air compressor at West Windsor Firehouse
- Received delivery of replacement fire apparatus, Ladder 43, assigned to West Windsor Firehouse.
- Conducted 842 plan reviews
- Performed 2,338 fire code enforcement inspections.
- Issued 148 fire safety permits.
- Provided 18 fire safety education classes to 542 pre-school children.
- Division members participated in numerous training activities to maintain operational readiness.
- Responded 567 times to fire incidents.
- Responded 1405 times to medical emergencies.
- Responded 41 times to special operations emergencies.

### 2014 Goals

- Complete the emergency responder on scene REHAB training and program implementation.
- Complete emergency responder accountability training and implementation.
- Review, select equipment and implement of interoperable emergency services communications system.
- Continue implementation of firefighter bailout system for township firefighters.
- Continue to assign a member as a tactical medic with the Police tactical team
- Continue to copy all files to laser fiche.
- Continue CERT team activities.
- Continue the implementation of mobile data terminal program.
- Continue installation of traffic pre-emption devices in Township fire apparatus
- Continue with oversight of Twin W First Aid Squad.
- Continue fire code enforcement activities.
- Continued purchase of emergency medical supplies, *this will require the increase in budget allocation.*
- Manage the construction of three (3) ambulances that were ordered in 2013.
- Manage the expansion of the fire sprinkler system at West Windsor Firehouse.

# 29 - Community Development Coordinator

## 2013 Accomplishments

- Interfaced with NJ DOT and residents concerning Route One improvements
- Interfaced with Mercer County College, Improvement Authority, and residents concerning Solar Farm Project
- Completed clean-up of Grover Farm
- Interfaced with Mercer County for infrastructure issues with North Post Road intersection
- Supported South Parking Lot project
- Assisted the Economic Development Advisory Committee
- Provided updates to municipal websites including Facebook posts
- Responded to issues at the Elements, the Estates at Princeton Junction, and others
- Liaised with utility companies on behalf of residents (e.g., PSE&G, Verizon, NJ American Water)
- Managed development issues (e.g. MarketFair, Windsor Plaza, Hyatt, residents)
- Provided support to township volunteer groups (e.g. Arts Council, Farmers' Market)
- Responded to resident, council, and external agency requests
- Managed Community Development divisions including setting priorities and personnel issues
- Interfaced with external governmental organizations (e.g. County, State, DVRPC, NJ Transit)

## 2014 Goals & Objectives

- Continue to progress major township developments (e.g., MarketFair, Windsor Plaza)
- Continue to work with NJ DOT to establish grade crossings over the Dinky tracks for Vaughn Drive
- Continue to pursue beautification of the Train Station area around the pond on Wallace Road
- Finalize South Parking Lot project and closure of Old Bear Brook Road
- Continue to progress Route One improvements working with the NJ DOT
- Work with Mercer County on Cranbury Road and County Route 571 improvements
- Work with Consultants on Little Bear Brook Flood Study
- Work with task force review of Municipal space needs and energy studies
- Begin improvements to Berrien City pocket park
- Establish and post new Welcome to West Windsor signs as budget allows
- Maintain and improve the Township website
- Plan and establish new videos on Township accomplishments
- Manage and support the divisions of Code Enforcement, Engineering, and Land Use
- Evaluate technology to enhance the process flow of Community Development divisions
- Provide support to township volunteer groups
- Respond to resident and council requests
- Liaise with external organizations, utilities, and County, State, and Federal offices

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## 37 - Environmental Commission

### 2013 Accomplishments

- Complete re-certification work and application for the Sustainable Jersey Program.
- Coordinate Sustainable Jersey Program Grant, Climate Action Plan
- Coordinate contracting and development of Municipal Buildings Energy Audits, under grant program
- Continue Coordinating development of Environmental Education Exhibit at the Schenck Farmstead
- Promote purchase of additional alternative fuel vehicles by Township.
- Review and oversight adoption of Riparian Buffer Ordinance
- Continue to augment Environmental Commission / Township web page to increase community education and outreach regarding environmental issues.
- Assist with implementation of IPP (Individual Property Plans) for the Greenbelt lands within the Township, and update Greenbelt Plan.
- Promote growth of the Community Garden.
- Monitored NJ DEP programs, policy changes, and permits as they relate to the Township.
- Monitored Township projects in coordination with Township Engineer.
- Reviewed site and subdivision applications & land use ordinance amendments via Environmental Commission representatives to SPRAB Planning Board.
- Coordinate Township energy efficiency audit project.
- Coordinated implementation of Sustainability Checklist for development applications.
- Participate in D&R Canal clean up with Watershed
- Participate in Township events promoting Environmental Awareness and Actions.
- Support Police Anti-Idle Campaign.
- Support various Council Resolutions promoting Environmental Awareness and Improvement
- Continue implementation of Sustainable West Windsor Plan / Master Plan Element
- Monitor Sustainable West Windsor Plan targets – coordinate energy or water use audits.
- Coordinated implementation of Township Master Plan Sustainability Element with the Township Planning Board.
- Promoted purchase of second alternative fuel vehicle (hybrid) by Township.
- Participated in Township events promoting Environmental Awareness and Actions.
- Coordinated Police Anti-Idle Campaign.
- Monitored Sustainable Jersey Program participating in educational events.

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## 37 - Environmental Commission

### 2014 Goals & Objectives

- Continue to participate and achieve re-certification under the Sustainable Jersey Program participating in educational events.
- Complete and submit Climate Action Plan, Sustainable Jersey Program grant
- Complete and submit Municipal Buildings Energy Efficiency Audit Report, LGEA grant
- Participate in process to implement Climate Action Plan and Municipal Buildings Energy Efficiency Upgrades.
- Continue Coordinating development and operation of Environmental Education Exhibit at the Schenck Farmstead
- Promote purchase of additional alternative fuel vehicles by Township.
- Augment Environmental Commission web page to increase community education and outreach regarding environmental issues.
- Assist with implementation of IPP (Individual Property Plans) for the Greenbelt lands within the Township, and update Greenbelt Plan.
- Promote growth / sustainability of the Community Garden.
- Coordinate community clean up projects.
- Coordinate implementation of Township Master Plan Sustainability Element with the Township Planning Board.
- Monitor NJ DEP programs, policy changes, and permits as they relate to the Township.
- Monitor Township projects in coordination with Township Engineer.
- Review site and subdivision applications & land use ordinance amendments via Environmental Commission representatives to SPRAB Planning Board.
- Coordinate and monitor implementation of Sustainability Checklist for development applications.
- Participate in Township events promoting Environmental Awareness and Actions.
- Promote awareness and community activity in the environment at Farmers Market.
- Support Police Anti-Idle Campaign.
- Support various Council Resolutions promoting Environmental Awareness and Improvement
- Continue implementation of Sustainable West Windsor Plan.
- Monitor Sustainable West Windsor Plan targets – coordinate energy or water use audits.

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**DEPARTMENT OF COMMUNITY DEVELOPMENT  
DIVISION OF LAND USE**

<u>1. 2013 Budget</u>	<u>2014 Budget</u>	<u>Change</u>
a. \$18,675.00 (Land Use)	\$18,675.00	0
b. \$122,225.00 (PB)	\$121,8875.00	\$350 reduction
c. \$900.00 (SPRAB)	\$900.00	0
d. <u>\$13,650.00 (ZBA)</u>	<u>\$13,650.00</u>	<u>0</u>
<b>TOTALS</b> \$155,450.00	<b>\$155,100.00</b>	<b>\$350 reduction for 2013</b>

<u>2. Revenue</u>	<u>2012</u>	<u>2013</u>	<u>Change</u>
a. Plan Review	\$12,495.00 (91 hrs.)	\$22,386.00 (162.5 hrs.)	+ \$9,891.00
b. General Revenue	\$11,214.00	\$15,712.00	+ \$4,498.00
c. Farm Leases & rentals	\$51,160.00	\$51,760.00	+ \$600.00
d. Cell Tower leases	\$45,656.00 (2)	\$52,353.00 (2)	+ \$6,697.00
e. Zoning Permits	\$18,165.00	\$19,985.00	+ \$1,820.00
f. Fence Permits	<u>\$1,470.00</u>	<u>\$1,715.00</u>	<u>+ \$275.00</u>
<b>TOTAL REVENUE</b>	<b>\$140,160.00</b>	<b>\$163,911.00</b>	<b>+ \$23,781.00</b>

	<u>2012</u>	<u>2013</u>	<u>Change</u>
3. <u>Zoning Inspections</u>	387	492	+ 105
4. <u>Yard Waste Inspections</u>	60	3	- 57
5. <u>Zoning Permits</u>	519	571	+ 52
6. <u>Fence Permits</u>	42	49	+ 7
7. <u>Open Space Grants</u>	\$14,253,296.00 (Received to date)		
	\$825,000.00 (Expected in 2014)		

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## 33 - Land Use

### 2013 Accomplishments

- Applied for and received over \$13,906,000 in Open Space and Farmland Preservation grants since 1999, with an additional \$5,000,000 in grant funding expected. (\$500,000 expected in 2013).
- Scanned documents to Laserfiche from 1987 to 2013, enabling rapid access to information for staff and public.
- Staff attended Rutgers Planning Board/Zoning Board conference.
- Collected approximately \$27,605 in revenue (as of 8/31/13).
  - Generated over \$15,715 in permit fees (reviewed 403 zoning permits) (thru 8/31/13).
  - Realized approximately \$11,890 from the sale of Master Plans, Land Use Ordinances and supplements, maps, property owner's lists, agenda subscriptions, application fees, zoning certifications, tapes and cds, and photocopying. (thru 8/31/13).
- Received approximately \$51,160 from farmland rental.
- Received \$52,123 in revenue from cell tower leases on Township Open Space properties
- Charged \$17,228 (for 137 hours) in plan review time against developers' escrow accounts plan review (thru 8/31/13).
- Zoning Enforcement Officer performed over 386 zoning investigations and 3 yard waste violations (as of 8/31/13).
- Completed restoration work on Schenck restroom facilities.
- Revisions to the Township Sign Ordinance were sent to Township Council for introduction.
- Received \$825,000 grant from NJDEP for Open Space Acquisition.

### 2014 Goals & Objectives

- Establish additional updates and revisions to the Master Plan and process ordinances to implement same pursuant to the 2008 Master Plan Reexamination Report.
- Apply for additional Open Space and Farmland Preservation grants.
- Apply for the Tree City USA award (34 continuous years).
- Draft and process ordinances implementing Master Plan recommendations (Specifically Farm and Agricultural Uses, R-12.5, R-10, R-9.5A, R-9.5B, R-9.1, R-7.2, Grovers Mill).
- Staff to continue to pursue CE credits as required for maintenance of Planning Board/Zoning Board of Adjustment Secretary certification received from Rutgers.
- Reestablish second and third grade class trips to Historic Schenck Farmstead.
- Update Utility Plan Element of the Master Plan.
- Develop Master Plan for development of the American Cyanamid tract.
- Develop fee/use schedule ordinance for use of the Schenck Farm by local residents and businesses.

## 34 - Planning Board

### 2012 Accomplishments

- Planning Board has received seven (7) applications in 2013 as of 9/4/2013.
- The Planning Board held five (5) meetings as of 9/4/2013 and anticipates four (4) more for a total of nine (9) meetings this year.
- Application information from 1987 to 2012 has been scanned in Laserfiche and is available for rapid retrieval
- Scanning of all files, minutes, reports on Laserfiche is continuing daily.

### 2013 Goals & Objectives

- Continue to promote transit-oriented development.
- Utilize email functions more efficiently for agenda distribution
- Review and recommend adoption of ordinances implementing Master Plan recommendations pursuant to the 2008 Master Plan Reexamination Report.
- Ensure Board members complete certification courses.
- Continue to request destruction of documents which are beyond the State-mandated storage time.
- Revise Land Use Plan Element of the Master Plan to reflect Berrien City proposed zone changes.
- Conduct public hearings dealing with the possible rezoning of the Maneely tract which would provide a site for Project Freedom.
- Review and update the Utility Element of the Master Plan.
- Review and update the RP-5 and RP-7 Redevelopment District use standards.
- Make amendments to the Redevelopment Plan pursuant to amendments to the RP-5 and RP-7 District use standards.
- Review possible rezoning of the Howard Hughes site (aka American Cyanamid) and conduct public hearing to inform and gather input from the public.

## 35 - Site Plan Review

### 2013 Accomplishments

- Site Plan Review Advisory Board reviewed four (4) application as of 9/5/13 and anticipates to review two (2) more applications by the end of the year.
- The Board has held five (5) meetings as of 9/5/13 and anticipates holding three (3) more for a yearly total of eight (8).
- Reorganization is complete and a Chair and Vice Chair have been selected

### 2014 Goals & Objectives

- The Board will continue to increase their efficiency related to the processing of applications and anticipates holding only one (1) meeting per application for review.

## 36 - Zoning Board

### 2013 Accomplishments

- The Zoning Board of Adjustment received ten(10) new applications as of 9/4/13 and reviewed three (3) C variance requests, and three (3) D-1 and two (2) D-4 variance requests.
- Six (6) meetings were held by the Board as of 9/4/13, with three (3) more anticipated, for a total of nine (9) meetings.
- 2012 Year End Report was adopted and sent to Township Council outlining the types of variances that were heard and what, if any, zoning changes should be considered as a result
- All application information from 1987 through 2013, including some large format plans, has been scanned into Laserfiche for immediate retrieval by staff and/or the public

### 2014 Goals & Objectives

- Conduct in-house seminar regarding Board members' legal responsibilities
- Provide Planning Board and Township Council with a 2013 Year End Report
- Obtain State certification for Zoning Board of Adjustment members
- Continue to support the Township Clerk's efforts to obtain certification of all files stored in Laserfiche

# 38 - Code Enforcement

## 2013 Accomplishments

Participated in the ICC Region 7 coalition for the International Code Council code changes.

Domenick Cardarelli was selected as a NJ code advisory representative to participate in the ICC Region 7 coalition.

Brenda Sirkis was selected by the DCA to teach continuing education seminars for the State of NJ.

Joseph Valeri served on the NJ Barrier Free Subcode Committee performing a comprehensive review of ADA requirements as compared to the requirements of the ICC/ANSI A117.1-2003 standard.

Joseph Valeri was appointed to the Board of Directors of the New Jersey Building Officials Association.

Central Jersey Code Officials Association education committee obtained state approval of Continuing Education Unit credits for their monthly seminars.

Maintained archive storage retention to provide efficient retrieval and timely destruction of Class III Structures pursuant to the regulations of the Uniform Construction Code.

Held numerous pre-construction and special event meetings to facilitate the permit process for customers.

Managed electronic archiving of records in collaboration with the Clerk's office.

Held staff meetings enabling the staff to discuss problems, voice suggestions, and review procedures in an effort to build a cohesive team and resolve conflict.

## 2014 Goals & Objectives

- Participate in the formation of Committees to facilitate the implementation of the 2015 International Model Codes.
- Maintain the storage and retention for Class I and II Commercial documentation and implement safe storage of public building documents.
- Revise the fee schedule to reflect recent changes in the Uniform Construction Code.
- Develop the staff to a higher level of performance through continued training and involvement with the International Code Council.
- Continue to meet regulatory mandates under the Uniform Construction Code.
- Install additional plan review racks, and add plan review tables and lighting in the archive area to facilitate plan review.
- Continue to participate and network with the International Code Council by attending the Educational Conferences and Code Change Hearings..
- Actively participate on an International Code Council Advisory Committee.
- Continue to actively participate in the ICC Region VII code change process.

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## 2013-2014

### General Construction Activity Report

Future	New Office Building( PhaseII) 21 Roszel Road (62,500 SF)
Current	Jersey Mike's Subs @ Windsor Green Shopping Center
Current	Il Forno Restaurant @ WWM Properties
Complete	McCaffrey's Liquor Store Relocation
Future	800 Carnegie Center ( New Office Building for NRG)
Complete	Omaha Steaks Reconstruction @ 649 Nassau Park Blvd.
Current	Mrs. Greens @ 64 Princeton Hightstown Road
Complete	PJ's Pancakes @ 64 Princeton Hightstown Road
Complete	Jake's Wayback Burgers @ 64 Princeton Hightstown Road
Complete	Jimmy John's @ 64 Princeton Hightstown Road
Complete	Peony Pavilion( Former Sunny Garden )
Complete	Otsuka Tenant Fit-up/ Expansion @ 508 Carnegie Center
Complete	Corner Bakery Addition @ Market Fair 3535 Brunswick Pike
Current	Bahama Breeze Restaurant @ Market Fair
Current	Season's 52 Restaurant @ Market Fair
Current	Wegman's Renovation
Future	Wegman's Addition
Future	Village Elementary School Addition @ 601 New Village Road
Current	Ellsworth Center Reconstruction / Expansion Cranbury Road
Current	Edinburg Animal Hospital 240 SF Addition/ Alteration @ 1676 Old Trenton Road
Current	Jos A Banks @ Market Fair Alteration
Future	Brick House Tavern / Tap Rest. 1284 SF Addition Former Macaroni Grill
Future	The Wilberforce School @ 99 Clarksville
Current	Oracle Tenant Fit-up @ 104 Carnegie
Current	Epocrates Tenant Fit-up @ 502 Carnegie Center
Complete	Bright Horizons Reconstruction @ 201 Carnegie Center
Complete	Dollar Tree Reconstruction @ 501 Nassau Park
Current	Hyatt Place Renovations @ 3565 US Rt#1
Complete	Yoga Factory @ 335 Princeton Hightstown Road
Complete	Dick's Sporting Goods Alteration @ 530 Nassau Park Blvd.
Complete	Urgent Care @ 64 Princeton Hightstown Road
Complete	Pedal Strokes @ 64 Princeton Hightstown Road
Complete	AlJohns Pizza Renovation @ 64 Princeton Hightstown Road
Complete	Orange Theory Fitness @ 352 Princeton Hightstown Road
Complete	Fire Damage Reconstruction @ 4261-4263 Quakerbridge Road
Complete	Goldman Residence Raising of Home @ 806 Alexander Road
Complete	Chen Residence Solar Project @ 4 Dey Farm Road
Future	Ping Pong Center @ 743 Alexander Road
Complete	West Windsor Parking Authority Retaining Walls/ Site Lighting
Current	Conflict of Interest Coverage for Hamilton and Lawrence Township
Current	Commercial Tenant Fit-outs
Current	Residential Projects
Current	Special Events Meetings
Current	Pre-submission Meetings

## 30 - Engineering

### 2013 Accomplishments

- Initiated and/or completed capital improvement projects including: the Annual Road Improvement Program, Duck Pond Run Sewer Interceptor – Phase 2, Roszel Road Repaving, New Village Road Repaving (Old Trenton to Stockton Lane), Little Bear Brook Flood Study, Alexander Road and Old Bear Brook Road Improvements, Meadow Road and Canal Pt. Blvd Traffic Signal, South Mill & CR 571 Pre-Emption Equipment, Van Nest Park Bathrooms, Miscellaneous Pedestrian Safety Improvements, Cranbury Road Bicycle & Pedestrian Alternatives Analysis, North Post Road Bikelanes Alternatives Analysis, and Emmons Drive Resurfacing.
- Applied for grants totaling \$887,500 and received funding in the amount of \$xxxxxxx from the New Jersey Department of Transportation for Municipal Aid improvement projects.
- Coordinated State mandated Wastewater Management Plan Sewer Service Area revisions with Mercer County and the NJDEP.
- Ensured continued compliance with State regulations for Dam safety, recycling center, former landfill, stormwater discharge and sanitary system.
- Provided professional engineering and landscape architectural reviews for all land use board applications. Administered and inspected all land development projects throughout the Township, including the Elements, West Windsor Gardens, Greenview Corporate Park, University Square, Carnegie Center Building 300, West Windsor Plaza, Princeton University Maintenance Yard, Marketfair Retenancing, and CDNJ.
- Provided for billing to both capital and developer escrow accounts for the Township Engineer, Assistant Manager of Engineering, and Landscape Architect.
- Provided support to the other municipal Departments, including Health and Human Services Department with Emergency Planning and compliance with the Grease Ordinance.
- Responded to Administration, Council and Resident requests and emails

### 2014 Goals & Objectives

- Initiate and/or complete major capital improvement projects including the Annual Road Improvement Program, Decommissioning Duck Pond Run Pump Station and Gravity Sewer Interceptor, Duck Pond Park Expansion, Emmons Drive Repaving, the Sidewalk Extension Project and Bikelane Extension Project, the Flood Mitigation Project, Alexander Road and Old Bear Brook Road Improvements, Dutch Neck Pedestrian Safety Improvements, and Emmons Drive Resurfacing.
- Provide continued support to the Mayor, Council and Administration for the Cranbury Road Bicycle & Pedestrian Alternatives Analysis, North Post Road Bikelanes Alternatives Analysis, the Princeton Junction Redevelopment Area Stormwater Management Study and Little Bear Brook Watershed Study.
- Apply for additional grants for various capital improvement projects from the NJDOT, NJDEP and other sources.
- Provide professional engineering and landscape architectural reviews for land use board applications.
- Administer and inspect land development projects throughout the Township including the Elements, the Jewish Community Center, West Windsor Gardens, Greenview Corporate Park, Princeton Junction Commons, Marketfair Retenancing and others.
- Provide technical support to other Departments and Divisions including projects for Public Works, Land Use, Recreation, Health and Administration.
- Provide for billing to both capital and developer escrow accounts for the Township Engineer, Assistant Manager of Engineering, Landscape Architect.
- Implement tasks required under the West Windsor Township Community Forestry Management Plan and also the Stormwater Pollution Prevention Plan.
- Conduct Grovers Mill Dam biannual inspection program and develop repair program from resulting report.
- Ensured continued compliance with State regulations for Dam safety, recycling center, former landfill, stormwater discharge and sanitary system.

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I would like to thank the Council for the opportunity to present the 2014 DPW budget.

We have what we would consider a conservative budget to present to you for 2014 as we are able to keep our operating budget flat with the exception of the increase for the Bioxide System being brought on at Southfield Pump Station.

#### **CAPITAL BUDGET:**

- A Rack Truck to replace Truck 26, which is a 24-year old unit that is becoming costly to maintain and is near the end of its useful life. Some uses of this rack truck are for picking up 200+ recycling buckets several times a year from Mercer County Improvement Authority in Trenton, used for our curbside Electronics Collection and hauling snow fence to various locations for winter installation.
- A new Loader to replace E-19, which is a 25-year old unit and is currently out of commission and parked in the yard. We took it off the road and were only using this unit at the site to move various supplies as it was not dependable to use it on the road.
- An additional \$10,000 was put into Capital Account 405 2013 09 018 as the 2014 Compactor Truck bid was ten thousand dollars (\$10,000.00) more than anticipated.
- It is important that we maintain our 6-year Capital Budget Schedule, to maintain a fiscally responsible replacement program. This will prevent uneven purchasing year to year, and keep our fleet of equipment up to date and in good working order.

#### **SNOW:**

- The 2013 – 2014 snow season has been very busy with fifteen (15) ice and snow storm occurrences to date. It has been difficult getting and keeping salt in our salt dome.
- The majority of our current salt spreaders have the capability of being calibrated to apply the exact amount of salt per lane mile that we desire. These salt spreaders also have a pre-wet system which applies either calcium chloride or magnesium chloride to the dry salt, which helps the material stay in the center of the road and prevents waste of the material while protecting the environment.

#### **ROAD DIVISION:**

- January 21, 2013 finished off our Super Storm Sandy clean-up with an additional 5,250 compacted cubic yards of yard debris collected.
- Utilizing hot asphalt with the heated asphalt trailer continues to reduce the overall cost of asphalt as the heated material has the added benefit of lasting longer than high performance cold patch.
- We continue to upgrade our existing signage to meet the retro-reflectivity standard of the Federal Highway Administration. We have been spacing out the sign purchasing over 4 years and have accomplished approximately 75% of this requirement which needs to be complete by 2015. We are also replacing the sign faces on the regulatory signs, reducing our cost in half, compared to the cost of sign replacement.

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## **RECYCLING AND CLEAN COMMUNITIES:**

- The Township continues to receive recycling grant money for all qualified recycled material, while keeping some recyclables out of the waste stream. This is saving the township disposal costs.
- Curbside pick-up and drop off service for many recyclable materials, such as tires, refrigerators, appliances, computers, televisions, metal of all sorts and electronics continues to grow.
- We continue to hold two "Dumpster Days" a year for our residents. This year the dates are scheduled for Saturday, May 3, 2014 and Saturday, September 13, 2014. Residents can bring basically anything they wish to discard with the exception of hazardous materials. This twice a year event is funded by our Clean Communities and Recycling Grant programs.
- The Township continues to be paid for our e-waste, (computers, laptops, monitors, televisions, desktop printers/copiers, scanners, fax machines, computer peripheral devices (e.g. - keyboards, mice, hard drives), and DVD, VCR, and other video playing devices. Our e-waste vendor continues to remove our non-covered electronics free of charge as we previously paid to have it removed. This has resulted in significant savings for the Township while maintaining our efforts to stay green.

## **SEWER DIVISION:**

- The Bioxide Chemical System we have at South Post Pump Station is working well, lowering our H<sub>2</sub>S average from 48 ppm to 0 ppm. It has eliminated odor complaints and should prevent manhole and pipe degradation and anticipate adding a Bioxide System as part of an upgrade to the Southfield Pump Station.
- Our Sewer Division continues to proactively increase its monitoring of the sanitary sewer system by monitoring flows with portable electronic flow meters, which assist with assessment of our capacity and help find sources of storm water inflow.
- The Sewer Division also uses the TV inspection equipment weekly to assess the condition of our older sanitary sewer lines, to find sources of inflow and infiltration. The Department has also been busy inspecting and repairing man holes near wetlands, to prevent inflow.
- All of these measures work together to decrease our gallons going to the Stony Brook Regional Sewage Treatment Plant, reducing costs for the Township. The continued decrease of high water alarm events at our pump stations has reduced our overtime call-ins.

## **FACILITIES AND OPEN SPACE:**

- Our Division of Open Space has been busy with the ever increasing irrigation and fertilization of athletic fields. Although this practice makes these fields attractive to our sports teams, it also dramatically increases the number of times these fields need to be cut and lined.

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- There has been a dramatic increase, as well, in field lining and ball field maintenance as the sports programs have increased in popularity.

**VEHICLE MAINTENANCE DIVISION:**

- We continue to work on streamlining our parts inventory, and started utilizing new diagnostic tools and software. This has increased efficiency and vehicle turn-around, while improving our preventive maintenance.
- We have a Shared Services Agreement with Mercer County Improvement Authority for Residential Recycling Services and Shared Services with Lawrence Township, West Windsor Plainsboro School District and the County of Mercer for various types of equipment all of which help offset the cost for the Township.
- Going forward, we are confident with your support that we are up to the increased challenges the Department faces. We look forward to continuing to provide full service to the community in the future.

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**WEST WINDSOR**

Contact: Alex Drummond (609) 799-8370

Updated 2/20/14 D. Melton

SNOW	DEPT	Eq#	YEAR/MAKE/MODEL	LICENSE	VIN	DEPT	OUT OF SERVICE OR AWAITING AUCTION
X	PW	1	1999 Dodge 3500 Dump	MG38849	3B6MF3653XM591955	ROADS	
X	PW	2	1999 Dodge 3500 Dump	MG38851	3B6MF3651XM591956	SEWER	X
X	PW	2	2014 Ford F350 Mason Dump	MG98515	1FDRF3HT3EEA27253	SEWER	
	PW	3	1998 Ford E-450 Econoline Passenger Van	MG83346	1FTRE1422WHA89512	SENIOR BUS	X
	PW	3	2014 Passenger Bus	MG98325	1FD4E4FS5DDA69997	SENIOR BUS	
X	PW	4	2013 International Dump Truck	MG94295	1HTWDAAR3DH3041	ROADS	
	PW	4	1987 Ford Dump F700	MG48JD	1FDWK74N1HVA0646	ROADS	X
X	PW	5	2009 International Roll Off	MG86125	1HTWPAZTXAJ22780	ROADS	
	PW	6	1991 Chevy TV Van	MG10814	1GCHP32K6M3311306	SEWER	
X	PW	7	2011 Peterbilt PB348 Dump	MG90282	2NP3HN8XXBM13088	ROADS	
X	PW	8	2012 GMC Pickup	MG93388	1GT22ZCG6CZ208321	ROADS	
	PW	9	1984 Ford F700 Bucket Truck	MG97196	1FDXK74C4RVA23959	ROADS	
X	PW	10	2001 Sterling Compactor	MG42128	2FZHAWAK61AH4842	ROADS	
X	PW	11	2008 Ford F250 Super Duty	MG79461	1FTSX21528ED44387	ROADS	
X	PW	12	2008 Ford F250 Super Duty	MG79460	1FTSX21548ED44388	SEWER	
X	PW	13	1996 Jeep Cherokee	MG26098	1J4EJ28SOTL229574	MECHAN	
X	PW	14	2009 International Compactor	MG82359	1HTWPAZ09J134090	ROADS	
	PW	15	1999 Dodge 3500 Dump	MG38850	3B6MF3656XM1970	ROADS	X
X	PW	15	2012 Ford Mason Dump Truck	MG94276	1FDUE5HT7CEC14062	ROADS	
X	PW	16	2001 Sterling Compactor	MG45176	2FZHAWAK21AJ2195	ROADS	
	PW	17	2010 Ford F350 Utility	MG86112	1FDWF3B52AEA17241	MECHAN	
	PW	18	2010 International Combo Truck	MG86113	1HTWPAZT3AJ242692	SEWER	
	PW	19	1991 Ford F800 4X4 Jetter	MG70YR	1FDYK84AOMVA0516	SEWER	
X	PW	20	2008 Ford F450 Mason Dump	MG81701	1FDXF47R28ED50491	PARKS	
	PW	21	1989 Ford F350 Utility Truck	MG54YG	1FDKE37G3KNA30834	SEWER	X
	PW	22	1989 GMC Compactor Truck	MG62PN	4V2HCFM05KN616242	ROADS	
	PW	23					
X	PW	24	2002 Ford F550 Dump	MG47515	1FDAF57F22EA81255	PARKS	
X	PW	25	2009 Ford F450 Mason Dump	MG 83347	1FDAF57R09EA11547	PARKS	
	PW	26	1990 Ford F600 Truck	MG24244	1FDWK64P5MVA0084	ROADS	
	PW	27	1991 Ford L8000 Dump	MG96PP	1FDYK2A7MVA00261	ROADS	X
X	PW	28	2002 Ford F550 Dump	MG47516	1FDAF57F42EA81256	PARKS	
X	PW	29	2008 F250 Super Duty Utility	MG75267	1FTNE21558EA140906	ROADS	
	PW	30	2008 Ford F450 Rack Body	MG79459	1FDXF47R08ED50490	ROADS	
	PW	31	2010 UD 3300 Street Sweeper	MG87575	JNAPC81L5AAF8002	ROADS	
X	PW	32	2008 Ford F450 Utility Truck	MG75274	1FDNF21538EA93374	SEWER	
X	PW	33	2011 Ford F450 Utility Truck	MG89368	1EDUF4HT9BEA91681	SEWER	
X	PW	34	1995 Ford F800 Dump	MG8183	1FDYF80E5SVA30978	ROADS	
X	PW	35	1995 Ford F800 Dump	MG8184	1FDYF80E75VA30979	ROADS	
	PW	36					
	PW	37					
	PW	38	1995 Ford L8000 Compactor	MG24204	1FDZY82E25VA80832	ROADS	
X	PW	39	1997 Ford F800 Dump	MG29044	1FDYF80EOVVA4038	ROADS	
X	PW	40	1998 Dodge RAM3500 Dump	MG33616	3B6MF36W8WM25991	PARKS	
	PW	41					
	PW	42	1998 Chevy Pickup	MG33618	1GCGK24RXWE22733	ROADS	
X	PW	43	2003 Ford F250	MG57201	1FTNX21L13ED58317	PARKS	
X	PW	44	2003 Ford F250	MG57202	1FTNX21L33ED58318	ROADS	
	PW	45	2008 Ford F 250	MG74729	1FTNE21578EA14907	PARKS	
X	PW	46	2007 INT 7400	MG75258	3HTWDA A37N471310	PARKS	
X	PW	47	2007 INT 7400	MG75260	3HTWDAAR77N47130	ROADS	
X	PW	48	2007 INT 7400	MG75259	3HTWDAAR57N47131	SEWER	
X	PW	49	2009 Ford F250 Pickup	MG82338	1FTSX21529EA07171	SEWER	
X	PW	50	2009 Ford F250 Pickup	MG82337	1FTSX21529EA07170	SEWER	
X	PW	51	2009 Ford F250 Pickup	MG82336	1FTSX21529EA07172	PARKS	
	PW	31A	1993 Elgin Sweeper	MG13110	1E9EAAA72PE105172	ROADS	X

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	Eq#	Year	Make	Description	Vin # or Serial #	License #
	E-11	1983	Ford	Boom	44301	MG75PR
	E-19	1989	John Deere	Art. Loader	525454	MG17PP
	E-23	1988	Ford	Tractor	77901	MG-70W1
	E-29	2010	Air Man PDS 1855 Compressor	Air	B4-6C 11966	MG86618
	E-30	2010	Bandit Chipper 250XP	Brush	AFMUS1611AR023616	MG88619
	E-33	2009	Spaulding Hot Patcher	Patch	4S9PH23289M097539	MG86131
	E-35	1987	Case	Backhoe	174621	MG41HL
	E-36	2000	Case	Art. Loader	EO123178	MG38877
	E-37	2000	New Holland	Backhoe	O31026644	MG45169
	E-38	2000	Case	Art. Loader	JEEQ133618	MG47490
X	E39	2011	John Deere 544K	Art. Loader	1DW544KHCB0635138	MG90288
	PS-4	1995	MGS	Onan	19609	MG20947
	E-31	2006	Ingersall Rand	Asphalt	191294	
	E-27	2006	Craftco	Crack	IC9SV122861418156	TDC-70C
	E-43	2008	New Holland T6030	Road Side	Z8BD07521	MG81703
	P-40	1996	New Holland 1920	Tractor	UP38227	
	P-64	2008	Toro 580D	Mower	280000170	MG83338
	T-1	1996	Haulmark	Box Trailer	TP009439	T3K-404
	T-2	2003	Haulmark	Box Trailer	PO30922	T99-U9L
	T-3	1994	Custom	Trailer.	B1T247	MG8167
	T-4	1986	CarMate	Trailer.	GL016959	MG-52PR
	T-5	1986	Reids	12 Ton	1010496	MG-49ID
	T-6	1989	CarMate	Trailer.	LL016111	MG-15PP
	T-7	1996	D&D	Trailer.	T0028235	T6V-655
	T-9	2010	Royal Cargo 26' - 12,000lb.	Enclosed	5RABE2627AM505503	MG86619
	T-10	1984	Homemade	Extendaier	Z1600135Y	MG-50PR
	MB-2	2009	All Trailer LED Orange	Electronic	1	MG89362
	MB-1	2009	All Trailer LED Orange	Electronic	1	MG89363

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**WEST WINDSOR SENIOR & SOCIAL SERVICES**

**2014 BUDGET PRESENTATION**

**2/14/14**

• **Introduction/Overview**

**Staff** – Manager, Administrative Assistant, Secretary & part-time bus driver  
16 paid vendors who support the programs

**Senior Center** is a focal point in the community where older adults come together for services and activities that reflect their interests & experience, enhance their dignity, support their independence and encourage their involvement at the Senior Center and in the community.

The programs offered at the Center encompass interest in:

- Health & Wellness
- Arts & humanities
- Intergenerational activities
- Information & referral
- Social & community action opportunities
- Transportation
- Volunteer opportunities
- Educational opportunities

• **2013 Division Accomplishments**

**National Accreditation**

- ❖ Nationally recognized as an Center which operates on an elite level
- ❖ It gives pride to the community and especially participants.
- ❖ Township asset & heightens awareness to the community
- ❖ Offers quality programs & services
- ❖ Attracts retirees to WW to age in place

• **2013 Statistics**

• **2014 Division Goals & Objectives**

• **2014 Budget Request**

• **Conclusion**

**Our Mission.....to facilitate healthful and successful aging in West Windsor Township.**

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2/21

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Accredited by



National Institute of  
Senior Centers

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Donna Fucetola, Director  
West Windsor Senior Center  
271 Clarksville Road  
West Windsor, NJ 08550

Dear Donna,

I am pleased to officially inform you that the Accreditation Board met on September 26, 2013 and unanimously approved the recommendation for accreditation of the West Windsor Senior Center. Successfully achieving accreditation status takes the work of many people both in the senior center and in the community. When these two groups work together the rewards will be felt for many years to come. Your organization demonstrates outstanding leadership and commitment to quality programs and services. This letter is your official notification that the West Windsor Senior Center has been accredited by NCOA/NISC for a period of five years (September 2013 through September 2018).

Your Peer Reviewer observed many strengths of the West Windsor Senior Center. These included:

- The facility is a beautiful, multi-purpose Senior Center. It is very homey and many people are comfortable just coming to the center and relaxing. It is a home away from home.
- Participants are extremely engaged in the operation of the Senior Center. Everyone was very knowledgeable about how the senior center operated and many had been part of the three sub committees who reviewed the accreditation materials.
- The Senior Center is very respectful and honors the cultural diversity of the community.
- It was quite noteworthy that every department head and top management from the Township came to support the Senior Center during the accreditation peer review.
- The Center offers a wide breadth and variety of programs and everyone I spoke with was very excited to share their experience. Participants are great ambassadors in the community.
- Through the tragedy of Super Storm Sandy this community came together unlike anything I have ever seen. The Senior Center was the focal point in this crisis and the amazing support and recovery that happened put the senior center in a whole new light in the community. This was only possible with the support of the appropriate personnel from the Township. It was a group effort.
- Best Practices include: The investment Club, The self-directed cookbook committee and the commitment to providing classes to support the cultural diversity of the community.

*National Council on Aging*  
1901 L Street NW 4th Floor Washington, DC 20036  
Tel 202-479-1200 • TDD 202-479-6674 • Fax 202-479-0735 • <http://www.ncoa.org>

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2/21

Suggestions for the Future include:

- Consider partnering with the local Art Center and the Recreation Department to further expand your programming opportunities. These are natural partners in your "back yard".
- Update the Code of Conduct for the center. While there is a good start to a policy it needs to be comprehensive and include: expectations for behavior, consequences of unacceptable behavior, sequential steps if needed. The policy should be framed and hung in the senior center so all are aware of it. This is a protection for staff that does not have to make up these additional steps in the middle of an incident.
- Although the Senior Center no longer has a social worker on staff, the center staff does a lot of social work types of activities, (wellness checks, etc.). Recognize this function, begin to monitor it and track it. The Center uses MY SENIOR CENTER and there is a case management component they can use to begin this process. Tracking this will help to fill an "unmet need" for future funding.
- Engage more with NISC. I recommended attending the national senior center conference for exposure to larger accredited senior centers with inspiring programs and services.

We are pleased to have the West Windsor Senior Center on the list of more than 120 senior centers who meet the standards as developed by NISC. These are centers that are held up as models for others to follow. We know that you and your staff will continue to improve and adapt to meet the changing needs of the older population. We congratulate you and your staff in striving to meet the needs of the older population in your community.

Sincerely,



Maureen Arsenault O'Leary  
NISC Program Manager

### 2013 Senior & Social Services Accomplishments

- NCoA/NISC – National Accreditation awarded in September, 2013. This included setting up sub-committees to assess the operation and complete extensive documentation for 9 standards required by NISC. Coordinated visit by a NCOA/NISC peer reviewer.
- Developed a 5-year planning document
- Developed a Volunteer Handbook
- Developed a total body assessment (Pre & Post test) with one of the physical fitness instructors
- Emergency panic buttons installed
- Transportation – Acquisition of new bus September, 2013.
- 36 additional programs were offered in addition to the regular programs of which 20 were presented/facilitated by volunteers
- Increase partnership with RWJ, UMCP and Capital Health Systems Outreach to offer health related programs on a monthly basis
- 29 screenings/lectures were offered
- A Shakespeare Class was added
- H.O.P.E. – Support group for widows and widowers
- Partnered with UMCP at Plainsboro – 3 blood drive events
- S.H.I.P. – State Health Insurance Program on site counselor available 1 day per month and additional days during open Medicare open enrollment
- Community Partner with WWPBS-South – “Seniors Helping Seniors”
- Generator fully operational
- New intake cards that include e-mail addresses. E-mail addresses entered in myseniorcenter electronic sign-in
- Artwork displayed by senior center art students in watercolor and acrylic
- Maintained Medical Equipment Loan Program for Township residents
- Maintained Senior Center Use of Building requests
- Resource Center – The Senior Center building is officially a Resource Center for township residents during emergency situations. During emergencies, the Emergency Site Supervisor will work closely with the Emergency Management Team to provide a safe environment for residents. A new monitor was added as a communication means of communication in emergency situations.
- Social Services – Information & Referral services are offered through this office to township residents of all ages. A close relationship with area agencies is maintained, i.e. St. Paul’s Home Ministry, Jewish Family Services, MCBSS, APS and Interfaith Caregivers. Coordinated with the Mercer County Nutrition for the Elderly Program to provide farmer’s market coupons. Worked closely with St. David the King Church, Social Concerns committee to arrange seasonal meal baskets for eligible residents through this office. Continued close relationship with WW Township Police Department, Emergency Service and Health Department.

The Senior Center was successful in sustaining the regular ongoing programs as well as additional offerings. Volunteers offered numerous programs throughout the year. It is with their dedication and commitment to the Center that many interesting programs and activities were provided in 2013. Participant and attendance continued to increase throughout the year as the Senior Center offered a variety of activities and classes appropriate to the various age groups served.

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2/21*

# WEST WINDSOR SENIOR CENTER

## 2013 Statistics:

Registered individuals:	3,614
Volunteers:	100+
Exercise/Fitness	23 weekly
Educational Programs & Events:	19
Misc. (cards, games, movies):	10 different types
Special Programs & Events:	28
Luncheons/Celebrations:	10
Health Screenings/Lectures:	29
Trips:	10
Transportation:	3,577
Medical Rides:	132
Use of Building:	160 events
Community Outreach Connections	81+

\*\*\*\*\*

## WEST WINDSOR SENIOR CENTER BUDGET PRESENTATION 2014 - GOALS AND OBJECTIVES

- Meet Seniors' Need & Interests
  - ✓ Provide educational and cultural opportunities
  - ✓ Expand community partnerships
  - ✓ Increase social services for township residents
  - ✓ Provide socialization opportunities for seniors
  - ✓ Provide programs to maintain & improve health
  - ✓ Evaluate effectiveness of existing programs & develop future programs
- Improve Current Senior Transportation Program
  - ✓ Expand Service
- Reduce the cost of bi-monthly mailing
  - ✓ Copies of the newsletter at Senior Center
  - ✓ Urge seniors to use the Township website
  - ✓ Update data base

## CLASS FEES 2014

CLASS	AMOUNT	DATE DUE	DATE DUE	COMMENTS
ART WATERCOLOR	\$ 50.00	FEBRUARY	SEPTEMBER	NO SUMMER CLASS
BALLROOM DANCING	\$ 30.00	FEBRUARY	SEPTEMBER	2 SESSIONS/YEAR
CREATIVE WRITING	\$ 25.00	JANUARY	JULY	2 SESSIONS/YEAR
LINE DANCING	\$ 20.00	JANUARY	JULY	2 SESSIONS/YEAR
SPANISH	\$ 20.00	FEBRUARY	SEPTEMBER	NO SUMMER CLASS
OUT OF TOWN	\$ 25.00	JANUARY	JULY	PER CLASS
LUNCH	\$ 3.00			YEAR ROUND
ACRYLIC CLASS	\$ 30.00			6 WEEK SESSION
COMPUTER CLASS				VARIABLES (\$5-\$15)
ZUMBA	\$ 20.00			8 WEEK SESSION
SPECIAL PROGRAMS*				VARIABLES

\* Fees for special programs offered throughout the year vary based on the event

PLEASE NOTE: FEES WILL NOT BE PRORATED FOR THOSE JOINING MID SESSION.  
 PAAD PARTICIPANTS, PLEASE SEE THE DIRECTOR FOR INFORMATION ON FEES.  
 FEES DOUBLE FOR NON RESIDENTS

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2/21*

West Windsor Senior Center  
Attendance Statistics for 2013

	Duplicate	Unduplicated		Requests			Rides	B/P		Inc. folding	
	Participation	Daily Participation	Daily Participation	Lunches Served	Medical	Rides Medical	Social Rides	Transp.	Screenings	Screening Other	Volunteer Hours
January	3,445	164.0	104.0	173.0	14.0	12.0	18.0	400.0	22.0	31.0	136.5
February	3,142	165.4	101.5	245.0	7.0	5.0	21.0	291.0	22.0	40.0	201.3
March	3,444	172.2	103.8	203.0	9.0	5.0	20.0	311.0	29.0	32.0	124.5
April	3,742	170.1	104.4	274.0	18.0	12.0	19.0	345.0	20.0	17.0	183.5
May	3,470	157.7	105.9	353.0	21.0	14.0	25.0	191.0	24.0	34.0	197.0
June	3,240	162.0	100.8	148.0	17.0	12.0	18.0	307.0	16.0	57.0	146.3
July	3,586	189.0	100.0	161.0	14.0	11.0	28.0	311.0	15.0	12.0	124.5
August	3,242	147.2	94.0	151.0	14.0	9.0	36.0	243.0	15.0	46.0	173.0
September	3,238	161.9	107.7	251.0	12.0	8.0	33.0	231.0	15.0	23.0	116.3
October	4,419	200.8	107.0	239.0	21.0	16.0	34.0	434.0	21.0	38.0	186.3
November	2,747	152.6	98.5	250.0	18.0	14.0	24.0	312.0	17.0	44.0	156.0
December*	1,889	125.9	80.0	116.0	19.0	14.0	25.0	201.0	10.0	18.0	137.3
<b>Total</b>	<b>39,604</b>	<b>1,968.8</b>	<b>1,207.6</b>	<b>2,564.0</b>	<b>184.0</b>	<b>132.0</b>	<b>301.0</b>	<b>3,577.0</b>	<b>226.0</b>	<b>392.0</b>	<b>1,882.3</b>
SHIP Volunteer Hours **											176.0
											2,058.3
<b>Average</b>	<b>3,300</b>	<b>164.1</b>	<b>100.6</b>	<b>214</b>	<b>15</b>	<b>11</b>	<b>25</b>	<b>298</b>	<b>19</b>	<b>33</b>	<b>172</b>

\* statistics could not be accurately recorded due to hardware issue with the electronic sign in system.

\* includes 30 SHIP volunteer hours for the month of December

\*\* SHIP Volunteer Hour adjustment for the year.

# West Windsor Division of Recreation and Parks

## 2013 Accomplishments

- Coordinated seasonal youth programs including golf lessons, tennis lessons, swim team, wrestling, fencing and martial arts lessons.
- Coordinated seasonal adult program including open gym basketball, coed volleyball, martial arts lessons, kickboxing classes, tennis lessons, badminton, golf lessons and fencing.
- Coordinated youth summer camps including 8 week day camps for children entering grades pre-k through 3<sup>rd</sup> grade, 8 week travel camps for children entering grades 4-7, 5 week travel camp for children entering grades 8-10 (which included two overnight trips).
- Coordinated summer youth sports camps including 8 different basketball camps, 2 volleyball camps, flag football, 10-week tennis camp, cheerleading, cricket, field hockey, 2 lacrosse camps, several multi sports camps and 2 soccer camps.
- Coordinated other summer camps including video production, art, outdoor adventure, performing arts, dance, and construction camps.
- Coordinated several community wide special events including 2 Dad-Daughter Dances, Mom-Son Event, Bike Fest, September 11<sup>th</sup> Memorial, and Tree Lighting Ceremony.
- Coordinated seasonal programs for children and young adults with special needs including dances, yoga, recreational trips, dance aerobics, photography and communication skills.
- In total offered over 100 programs with over 5,000 program participants.
- Continued to offer online registration for most programs with over 85% of registrations being completed online.
- Worked closely with Youth Sports Groups to provide quality athletic fields. West Windsor Community Park also hosted 2 Lacrosse Tournaments and 2 Babe Ruth Baseball Tournaments.
- Coordinated West Windsor Water Works seasonal pool. Processed pool memberships, swim lessons and swim team registrations and facility rentals.

## 2014 Goals

- Continue to offer the residents of West Windsor quality programs and facilities.
- Increase program participation through social media and mailing of program directory.
- Continue to work with Engineering Division and Department of Public Works to complete funded capital projects.
- Work with Youth Sports Groups to complete Memorandum of Understanding

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2/21*

## Department of Health and Human Services

### Division of Health

#### 2013 - 2014 Accomplishments, Goals and Objectives

##### 2013 Accomplishments

- The Division continued to work cooperatively with neighboring local health departments to provide coordinated, regional services in areas of Public Health Emergency Preparedness Planning, Childhood Lead Poisoning Prevention, Tuberculosis Control, the Child Health Conference and Sexually Transmitted Disease Treatment and Prevention.
- Division participated as an active partner in the Greater Mercer Public Health Partnership (GMPHP) alongside local healthcare facilities and community-based organizations towards implementation of the Community Health Improvement Plan for Mercer County.
- Division worked in partnership with local health departments and community based organizations on the Community Transformation Grant which targets tobacco-free living, active living and healthy eating, and clinical preventative services.
- In 2013, the Division explored databases for managing the environmental health programs. We have implemented an electronic database in the Retail Food Establishment program for licensing, complaints, inspections and reporting.
- The Division partnered with the Police Department in implementing an inspection program for Massage Establishments.

##### 2014 Goals and Objectives

- Maintain existing partnerships and work to develop new relationships to enhance health services available to the community.
- Participate in regional strategic plan for public health emergency preparedness as the State transitions from a county to regional planning model.
- Enhance the data collection tools used by the Department to increase efficiency and improve the reporting capabilities for the environmental health programs. In 2014, the Department will explore an electronic database to track septic and well permits.
- Review and update local health ordinances: Public Health Nuisance Code, ISSDS Code and Grease Control Ordinance.
- Enhance the existing grease control program by implementing maintenance inspections in high impact areas of the Township.
- Provide community appropriate preventative health and education programs which align with the Community Health Improvement Plan. The Division will continue to support the GMPHP toward achieving shared goals and establishing a sustainable organization aimed at driving the cycles of public health assessment, planning and implementation.

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# 09 - Assessment of Taxes

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Handout

## 2013 Accomplishments

- At the end of the 2013 tax year, we completed another review of 9,054 line items, which did not result in the need for a new Compliance Plan.
- Mailed out 91, received back and reviewed 91 Farmland Assessment applications. Resulting in 1 parcel being subject to a Roll Back Tax Assessment.
- Processed approximately 550 deeds.
- Processed 21 applications for deductions.
- Mailed/received 271 Chapter 91, Income and Expense forms.
- Inspected and assessed 17 new homes; 85 miscellaneous improvements and 5 commercial properties, as well as processed 1 roll-back tax assessment, which resulted in an increase of \$21,586,600 in assessed value and \$415,107.04 in additional revenue solely to West Windsor Township.
- Prepared files, documentation, reviewed comparable sales and testified in the defense (or settlement) of 86 assessment appeals that were heard by the Mercer County Board of Taxation,
- At the State Tax Court we completed the settlement of 12 commercial appeals, all of which were done without any tax refunds for the years under appeal. In addition we are continuing to work towards an equitable conclusion of the remaining 11 appeals pending before the State Tax Court.
- We continued on a periodic basis to maintain and update the (annual) Maintenance Spreadsheets for all properties, which included tracking all recorded sales over the last two years, as well as tax appeal judgments and current "for sale" listings.

2014

## Goals & Objectives

- Inspect and value the remaining properties at the "Elements of West Windsor".
- Complete a review of all neighborhoods in relation to both the assessment judgments issued by the County Board of Taxation and all new-recorded sales from October 1, 2013 through the balance of the 2014 tax year. In addition we will continue to maintain sale spread sheets for all classes of properties and to continue to monitor the equitableness of the assessments in relation to the ever changing real estate market.
- Complete the Heatherfield Sanitary Sewer Benefit Assessment Study.
-

**SUMMARY OF ASSESSMENTS FROM 2006 - 2014**

<b>Year</b>	<b>Total Assessments</b>	<b>Total Added</b>
<b>2006</b>	<b>\$6,305,347,135</b>	<b>\$81,946,700</b>
<b>2007</b>	<b>\$6,303,495,043</b>	<b>\$136,308,000</b>
<b>2008</b>	<b>\$6,239,377,281</b>	<b>\$81,118,800</b>
<b>2009</b>	<b>\$6,217,315,419</b>	<b>\$66,737,900</b>
<b>2010</b>	<b>\$6,088,054,424</b>	<b>\$40,486,000</b>
<b>2011</b>	<b>\$5,969,316,999</b>	<b>\$56,236,700</b>
<b>2012</b>	<b>\$5,954,761,805</b>	<b>\$67,388,700</b>
<b>2013</b>	<b>\$5,974,136,015</b>	<b>\$21,856,600</b>
<b>2014</b>		

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## 04 - Administration

### 2013 Accomplishments

- Supervise the functions of Human Resources, Information Technology and Purchasing and Purchasing Director of the Department of Human Services (Divisions of Health, Recreation and Parks and Senior and Social Services)
- Execution of the 2013 Operating and Capital Budgets
- Established a Tuition Reimbursement Policy and Procedure
- Provided Harassment Training for all Township employees and volunteer members of the Fire Companies and Twin W First Aid Squad
- Negotiated renewal of the Shared Services Agreement with the West Windsor-Plainsboro School District for Management and Operation of Cable Channel 27
- Participated in negotiations of a Memorandum of Understanding between the Township and Twin W First Aid Squad
- Assisted in labor negotiations resulting in the settlement of (4) Collective Bargaining Unit Contracts for a three year period (2013-2015)
- Successfully defended Township in Union Grievances and Mediation Hearings filed with Administration for employment actions taken
- Presented expired leases for renewal or new leases for approval for use of Township Property
- Completed the formal bidding process for 18 bid solicitations
- Assisted in resolving contractual disputes involving Township Departments and Divisions and Vendors
- Ad-hoc Liaison to West Windsor Parking Authority
- Monmouth University 2013 New Jersey E-Government Award Recipient – West Windsor recognized for having the 10 Best Municipal Web-sites (combined content and availability of use) West Windsor's overall rank is third. Also, the Township's web-site achieved recognition for Best Web-sites for Citizen Interaction

### 2014 Goals & Objectives

- Supervise the functions of Human Resources, Information Technology and Purchasing and Purchasing Director of the Department of Human Services (Divisions of Health, Recreation and Parks and Senior and Social Services)
- Present the CWA Bargaining Union Contract for a three year period (2013-2015) for Council's action
- Execution of the 2014 Operating and Capital Budgets
- Issue RFP for Township Attorney and Oversee the proposal evaluation process
- Assist in resolving contractual disputes involving Township Departments and Divisions and Vendors
- Prepare a master inventory of Memorandums of Understanding and Leases for use of Township property
- Update the Township Personnel Policies and Procedures Manual and Employee Handbook – 2014-2015 Employment Practices Liability Program
- Explore additional opportunities to share municipal services
- Ad-hoc Liaison to West Windsor Parking Authority

hand out  
2/12/14