

APPROVED AS AMENDED: April 9, 2018

WEST WINDSOR TOWNSHIP COUNCIL  
BUDGET SESSION #1  
February 20, 2018

CALL TO ORDER: President Miller called the meeting to order at 9:30 A.m.

STATEMENT OF ADEQUATE NOTICE

This is to advise that the notice requirement provided for in the "Open Public Meetings Act" has been satisfied. Notice of this meeting was properly given and transmitted to The Times and Princeton Packet; filed with the Clerk of the Municipality; and posted in the West Windsor Township Municipal Building at North Post and Clarksville Roads on February 12, 2018.

ATTENDEES: President: Miller; Vice President: Manzari; Council: Bahree (left at 3:15 p.m.), Geevers, Hamilton; Business Administrator: Schmid; Township Clerk: Young; Chief Financial Officer: Louth; Manager of Senior and Social Services: Fucetola (9:30 a.m. - 10:02 a.m.); Health Division: Swanson (10:02 a.m. - 10:50 a.m.); Manager of Parks and Recreation: Jacobs (10:50 a.m. - 11:12 a.m.); Police Division: Chief Garofalo/Lt. Lee (11:12 a.m. - 12:29 p.m.); Fire and Emergency Services Division: Yates/Lynch (12:40 p.m. - 2:00 p.m.); Department of Public Works: Drummond/Taylor (2:36 p.m. - 2:38 p.m.)

SALUTE TO THE FLAG

Ms. Young led the salute to the flag.

PUBLIC COMMENT

Mr. John Church, 11 Princeton Place, made opening comments regarding the Municipal Budget.

Ms. Schmid outlined the following specifics about the 2018 Municipal Budget:

- Total Budget Costs: \$40,715,000.00
- Budget increase: 1.94% or \$773,000.00
- Cap Bank ordinance will be discussed during the process
- Reduced the budget by \$298,118.00 from original Department/Division requests

- Salaries and Wages have increased by 2.17%
- Employee benefits, social security, LOSAP, and pensions increased by 2% within particular Departments/Divisions
- Outlined several line items that were reduced from 2017
- State review of Municipal Budget for 2018
- Budget Introduction: March 26, 2018

### Senior and Social Services

Ms. Fucetola reviewed her 2018 Goals for the Senior Center. She advised of increases to the line items for Consultants and Vehicle Maintenance, and explained the reasons for the increases.

Ms. Geevers inquired about the need for another vehicle.

Ms. Bahree asked what happens when the bus breaks down or the driver is not available.

Ms. Fucetola explained that the County has a ride-share program that can be utilized.

Ms. Hamilton asked about the need for a social worker, and inquired about what additional classes would be offer at the center if there were additional funding.

Ms. Fucetola explained that the center does not require a social worker because they are meeting the needs and directing the individuals to the appropriate agencies. She spoke about offering a balance class which is a key focus for the seniors.

Ms. Geevers suggested increasing the fees to non-residents for the use of the Senior Center.

Ms. Fucetola advised that the Senior Center serves West Windsor residents first, but she will take the suggestion under consideration. Ms. Fucetola reviewed her Capital Budget request of \$25,000 per year for repair and maintenance items such as leaking roof and windows.

President Miller noted the place holder for the Senior Center expansion listed in the Capital Budget.

Ms. Fucetola provided an update on the Accreditation process which is currently in the self-assessment stage.

Health Division

Ms. Swanson gave an overview of the services provided by the Health Division, most of which are mandated by State Statute. She spoke about the audit that was done by the State Health Department in 2017 which was satisfactory, and noted that the Division is working on implementing the recommendations. Ms. Swanson reviewed her 2017 Accomplishments, employee statistics, health education goals, and emergency planning training. She noted that the budget does not reflect an increase for 2018.

Ms. Manzari inquired about the flu clinics, and the environmental inspection cost.

Ms. Swanson elaborated on the flu vaccine process and costs offered by the Township and the Clinic offered by Rite Aid Pharmacy. She also detailed the refund received from Medicare for the vaccine.

Ms. Hamilton asked what the \$20,000 listed in the line item for Public Health Service is utilized for.

Ms. Swanson noted that it is used for lead paint testing, environmental testing, public health nursing, and disease outbreak to name a few uses.

Ms. Manzari suggested that the flu clinic should be solely handled by Rite Aid because it is more cost-effective.

Discussion ensued about reducing the Public Health Services line item and the reimbursement for the flu vaccination from Medicare.

Ms. Manzari inquired about the line items pertaining to training and education, and property maintenance abatement.

Ms. Swanson explained how the property maintenance abatement program is utilized and outlined the Division's training needs some of which are State mandated.

Ms. Swanson outlined her Capital Budget request for a new vehicle to replace an 8-year old vehicle.

Parks and Recreation

Mr. Jacobs advised that his programs are self-sustaining and therefore a municipal budget is not required. He spoke about the building renovation project, youth and adult programs, and the various community events for 2018. Mr. Jacobs noted that his goal is to increase participation in the summer day camps.

Ms. Hamilton asked if the issues with the renovation of the tennis courts have been resolved. She also inquired about the electronic message board and its cost.

Mr. Jacobs noted that the tennis court issues have been resolved and the repair of the message board will be on the next business agenda for consideration. He explained that the cost for the electronic message board will be split between the Capital Budget and Recreation Trust Fund.

Ms. Bahree inquired about the School Board participating in encouraging enrollment in the summer camp programs. She asked about the lower membership and the fees for the West Windsor Water Works.

Mr. Jacobs advised that he tried to partner with the school in offering summer camp programs and found that there was not a lot of opportunity. He spoke about the various reasons for the decrease in pool membership, and evaluating fee adjustments once the bonds for the pool have been paid off.

Ms. Hamilton noted that the pool will also be in need of repairs and upgrades.

Ms. GeEVERS noted that similar discussions have been had at the Board of Recreation Commissioners meetings.

Mr. Manzari suggested the possibility of having a Community Center for the residents.

Mr. Jacobs noted that some recreation camps have asked to use the pool in the morning which will assist in supplementing revenue.

Ms. Louth spoke about the General Improvement Fund that is used to proactively protect the Township's assets and investments.

Mr. Jacobs outlined the various items that cash from the General Improvement Fund has been utilized for.

Department of Public Safety

Chief Garofalo reviewed his goals and objectives for the Police Division and his strategic plan for the next five years that include:

- Community Policing and Crime Reduction/Prevention
- Social Media and Technology
- Training and Education
- Quality of Life Issues - Internal & External Excellence
- Building Trust and Legitimacy through Transparency

Chief Garofalo spoke about the Police Accreditation process.

Ms. Hamilton asked about the consultant fees line item and inquired if there was a need for additional officers. She also asked if the ammunition budget, which was lowered, is sufficient.

Chief Garofalo advised that most of the cost for consultant fees is attributed to computer consultants, analysts and maintenance. He advised that the Division is in need of additional officers. Chief Garofalo outlined the hiring and training process for a new officer. He noted that the ammunition budget is sufficient.

Council addressed questions regarding jail expenses, "Coffee with a Cop", printing, elimination of advertising line item, office furniture, dues, computer equipment and maintenance, mug shot imaging system, and the live scan fingerprint system.

Ms. Bahree asked for an explanation about the Communication Equipment Maintenance.

Chief Garofalo outlined the need for maintenance for both software and equipment. He noted the line item also includes large maintenance fees as part of the agreement when purchasing new equipment.

Ms. Manzari inquired about the fee for Nixle, and what other benefits does Nixle offer versus using a text based notice. She also asked for an explanation of how the Division will work with the reduction recommended by Administration in the line item for Communication Equipment Maintenance.

Ms. Hamilton inquired about the equipment requested in the Capital Budget for a Radio System, and asked if the Chief had identified a specific system he would like to utilize.

Chief Garofalo advised that Nixle is more than a text and when the Township first utilized the software six years ago, there wasn't a charge associated with it. He outlined the benefits and the additional abilities Nixle offers. Chief Garofalo spoke about replacing the current radio system because of serious coverage issues the Officers are experiencing. He noted that replacement of the radio system is a two phase approach for the overall replacement.

Lieutenant Lee spoke about evaluating several systems and noted that Phase I of the project should be completed by summer.

Ms. Manzari asked about the costs for both phases. She also inquired about the cost for vehicle maintenance.

Chief Garofalo explained that Phase 1 is \$250,000, which was budgeted in 2017, and Phase 2 is the \$390,000 listed in the 2018 Capital Budget request.

Ms. Louth explained that Police vehicles cannot be capitalized because the life span does not exceed five years and therefore cost for the vehicles is included in the Municipal Operating Budget.

Chief Garofalo outlined his Capital Budget requests.

Ms. Hamilton inquired about the yearly allocation of \$58,000 for technology.

Chief Garofalo explained that the funds are used for Police and Court technology needs. He listed several projects in progress.

Ms. Louth reminded Council that funding for Capital projects requires a 5% down payment that is reflected in the Municipal Operating Budget.

Council Members addressed questions regarding several Capital projects.

Ms. Manzari asked when the decision is made regarding what the Township spends on Capital projects.

Chief Garofalo explained the importance of staying in the front of technology to enable the Police Division to provide the best service for the community and to continue to improve efficiency. He also spoke about the Division's need for additional Police Offices.

#### Fire and Emergency Services

Mr. Yates reviewed the Division's primary mission, spoke about the three units: Supplemental Fire Services, Uniform Fire Code, and Emergency Services. He noted the Operating Budget does not reflect an increase. Mr. Yates outlined the 2017 Accomplishments and 2018 Goals.

Ms. Manzari inquired about the cloud-based mobile inspection program, and the printing line item.

Mr. Yates noted that it is an on-line service utilized for inspections that can be accessed through the Township supplied I-pads. He noted that "care charts" are also being added to the program. Mr. Yates advised that he would like to keep the Printing line item until the cloud-based program has been tested and is secure. He outlined other needs for the Printing line item.

President Miller inquired about the fluctuation in the cost for books and magazines.

Mr. Yates noted that the funds are utilized for manuals for Uniform Fire Prevention Code, which are not updated yearly.

Ms. Hamilton asked if there were on-line version of the manuals.

Mr. Yates advised that it is cheaper to buy the manuals than to pay the yearly on-line subscription fee.

President Miller inquired if there are any volunteer medical personnel.

Mr. Yates explained that it is not a sustainable program because of the training involve to become an EMT. He advised that the individual gets the training and experience as a volunteer then moves on to take a full-time paid position.

Discussion ensued regarding training, employment, volunteers, and the expense related to the Length of Service Award Program (LOSAP).

Ms. Louth explained that the increase in LOSAP cost for the fire companies and the costs seen by the Township are approximately one year behind. She noted that there are approximately forty eligible volunteers for the program.

Questions and discussion continued about the LOSAP line item.

Ms. Manzari inquired about the fluctuation in the costs for technical specialized equipment.

Ms. Yates explained the various uses for this line item including maintenance and repair to maintain the Township fleet. He advised that as the Township transitions into denser population and housing the EMS costs will rise. Mr. Yates reviewed his Capital Budget requests.

Council Members asked various questions regarding the Capital Budget including the need for power loaded stretchers.

Mr. Yates explained that the stretchers were deferred from last year's Capital budget and outlined the medical necessity for protecting the employees from back injuries.

Ms. Hamilton asked if Mr. Yates was confident that he will be able to go out to bid for the stretchers in 2018.



Mr. Yates agreed with Ms. Hamilton. He discussed the replacement of three ambulances projected for 2021, the four engines, the two ladder trucks, and the replacement of both Rescue 43 and brush truck.

Council took a thirty minute break from 2 p.m. until 2:30 p.m.

Department of Public Works

Mr. Drummond outlined each Division's (Roads, Sewer, Facilities, Snow Removal & Open Space) responsibilities and accomplishments. He noted that all the Divisions assist in snow removal.

Ms. Hamilton inquired about traffic light maintenance and the increase of cost since the County did not renew the Shared Service Agreement with the Township. She also asked how other Townships handle traffic light repairs especially when they occur at night or over the weekend. Ms. Hamilton asked for a memo outlining the issue.

Mr. Drummond advised that the Township does have a contract for the hardware replacement, but could not confirm hourly repair costs since this line item has not been used since the termination of the Mercer County Shared Services Agreement. Mr. Drummond noted he will gather some information and prepare a memo regarding the potential expenses.

President Miller inquired about dues, service maintenance, and the cost for asphalt. She also asked what the Technical/Special Supplies line item was utilized for.

Mr. Drummond advised that dues came out of the Certification/Licensing line item and wanting to eliminate the need for transfers at the end of the year. He spoke about the Service/Maintenance line item for the different operating budgets. Mr. Drummond spoke about road repairs that are done almost daily, and how the repair of Canal Pointe Boulevard has positively affected his asphalt budget because the cost was lower than expected. He advised that costs for loader repairs is one example of the use for Technical/Special Supplies.

Mr. Drummond reviewed the Department's Capital Budget requests. He discussed road repair equipment, request for a sweeper, sanitary sewer improvement program, and storm sewer improvements.

Ms. Geever spoke about the Township's trees, pruning, and leaf pickup, and questioned if the Department needs additional staff to take care of the maintenance for the these trees.

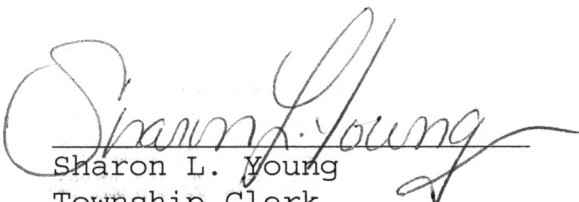
Mr. Drummond noted that it is becoming more difficult because there isn't enough room at the facility for additional personnel or equipment. He explained that the building cannot be expanded due to its location next to wetlands. Mr. Drummond advised that the Department has a truck that is sensitive to temperature changes and needs to be stored indoors, further adding to the lack of space at the facility.

Ms. Geever inquired about storing the temperature sensitive vehicle in the proposed EMS pole bard facility. She mentioned consideration of increasing the size of this structure for this vehicle should be done now.

Discussion ensued over future dates for continued budget meetings.

Motion to adjourn: Geever  
Second: Manzari  
VV: All approved, Bahree absent

The meeting was adjourned at 3:56 p.m.

  
Sharon L. Young  
Township Clerk  
West Windsor Township