

APPROVED AS AMENDED: April 15, 2019

WEST WINDSOR TOWNSHIP COUNCIL

BUDGET SESSION #2

February 26, 2019

CALL TO ORDER: President Miller called the meeting to order at 9:05 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 20, 2019.

ROLL CALL: Geevers, Hamilton, Manzari, Miller, Zhang

ATTENDEES: President: Miller; Council: Geevers, Hamilton, Manzari, Zhang; Business Administrator: Schmid; Chief Financial Officer: Louth; Township Clerk: Huber

The following Division Managers attended the meeting for their presentations: Health Officer: Swanson; Manager of Senior and Social Services: Fucetola; Tax Assessor: Jones; Tax Collector: Montecinos

SALUTE TO THE FLAG

Ms. Huber led the salute to the flag.

CLOSED SESSION:

Motion to go into closed session: Manzari

Second: Geevers

RCV: aye Geevers

aye Hamilton

aye Manzari

aye Zhang

aye Miller

Ms. Huber 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.

Meeting reconvened at: 9:47 a.m.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Department of Health - Jill Swanson, Health Officer

Ms. Swanson advised that the Department recently completed their first full year in their new location. She noted that the new space has increased workflow, provided space for handling confidential matters with residents, and has provided a secure storage area. Ms. Swanson reviewed the statistics for 2018 with regard to permits issued, investigation of communicable diseases reported, flu clinics, and animal bite investigations, to name a few. She advised that in 2019 their main goals are to install a new software program for health related programs, validate the septic and well inventory for the Township, and implement the Vaping Ordinance recently approved by the Township Council.

Ms. Swanson advised that her budget is the same as 2018 with minor adjustments to various line items.

Ms. Manzari inquired about the "Property Maintenance Abatement" line item in the Board of Health budget.

Ms. Swanson reviewed the past history of this matter and noted that it is necessary to have work completed in a timely fashion if not done by the homeowner when cited.

Ms. Louth advised that these services are billed to the homeowner for repayment to the Township.

Ms. Hamilton inquired where the funds for various animal control services is in the budget.

Ms. Louth advised that these services are paid through the "Animal Trust Account".

Ms. Geevers thanked Ms. Swanson for her work on the "Vaping Ordinance" and inquired about the pending legislation for legalizing marijuana.

Ms. Swanson advised that she has attended many sessions on this and is continuing to monitor and learn from what other states have already put in place on this matter.

A short discussion ensued about the legalization of marijuana among members of Council.

SENIOR AND SOCIAL SERVICES - Donna Fucetola, Manager of Senior and Social Services

Ms. Fucetola advised there are three full-time staff in her Division. She reviewed the various programs that the center offers. Ms. Fucetola noted that there are approximately 160 to 180 participants daily in their programs. She advised that her budget has remained flat for 2019 and that various line items have been adjusted accordingly.

Discussion ensued about if additional funding is needed for repairs to the Senior Center Bus where they would come from. Why the cost of meals has increased and what the line item for "other rentals" is for.

Ms. Louth advised that if additional funding is needed for repairs to the senior bus that this could be adjusted in November when transfers are permitted.

Ms. Fucetola advised that the costs of purchasing the meals has increased and that the "Other Rentals" funds are used to support motor coach fees for trips.

FINANCE DIVISION

TAX ASSESSOR OFFICE - Lorraine Jones, Tax Assessor

Ms. Jones advised that her budget remains the same as 2018. She reported that the 2018 assessment ratio is 91.60% and the co-efficient is 7.36% which moves the revaluation for the Township further out.

Ms. Geevers inquired about the revaluation process.

Ms. Jones advised that the County is the one to advise the Township when a revaluation is necessary and that until the assessment ratio is in the low 80% and the co-efficient at 15% they will not require a revaluation. She noted that the last revaluation was done in 2006 and that her estimate would be that the next one is out about five years.

Discussion ensued over the revaluation and assessment ratios.

TAX COLLECTION - Kelly Montecinos, Tax Collector

Ms. Montecinos advised that her budget remained flat and that the 2018 collection rate for taxes was at 99.62% and the rate for sewer collections was at 98.45%. She noted that the department purchased a new cash machine to read bills which not only checks for counterfeit bills but also counts the cash and provides a receipt.

DIVISION OF FINANCE - Joanne Louth, Chief Financial Officer

Ms. Louth reviewed her Division's statutory requirements and advised that the Township has maintained their Triple "A" Bond Rating which saves taxpayers money. She noted that in 2017 the Township maintained their "no comments" in the audit report. Ms. Louth advised that her budget has remained the same and that four of her staff members are currently taking finance courses.

Ms. Hamilton inquired about the procedure for issuance of bonds.

Ms. Louth advised that it is her practice to do this every other year and she reviewed the process for Council.

OFFICE OF THE CLERK - Gay M. Huber, Township Clerk

Ms. Huber advised that her overall budget remained flat as well and that funding was moved from Clerk's salary and wage account into the Consultant line item to work on outsource scanning for Engineering and Finance in 2019. She advised that the current secretary in the Clerk's Office has completed 2 of the 5 classes to sit for the State of New Jersey's Registered Municipal Clerk's exam. Ms. Huber advised that she is currently interviewing for her vacant secretarial position. She reviewed her capital requests which will start in 2020, the first for replacement of scanners for the laserfiche program and second for shelving for the permanent storage area proposed in the renovations of the municipal building.

ADMINISTRATION - Marlena Schmid, Business Administrator

Ms. Schmid provided an overview of her responsibilities including Purchasing, Human Resources, IT/Network, and Buildings and Grounds. She noted that the Mayor has a part-time secretary which decreased the Mayor's salary and wage account. Ms. Schmid advised that her budget has remained flat but funds have been shifted among accounts.

Ms. Hamilton inquired if line item 210 or 268 in Administration's account is for drones in any way.

Ms. Schmid advised that training for the drones has been taken out of the Tuition Reimbursement account per the polices union contract.

IT Network - Ross Maszczak, Network and System Engineer

Mr. Maszczak reviewed his operating budget and advised that the Township has recently hired a new consultant StarNet to assist him with the Township's network. He noted that StarNet is doing a complete review of the Township's current network and will

provide an evaluation of their findings for the Township to work from.

Mr. Zhang advised that he supports technology improvements.

Buildings and Grounds - Brian Aronson, Facilities and Maintenance Manager

Mr. Aronson advised that he has been in the position since June of 2018 and that he has reallocated funds within his budget but that it remains at 2018 levels. He reviewed the various line items that he changed.

PUBLIC COMMENT

Mr. John Church, 11 Princeton Place, advised that anyone can look up an assessment since the books are available to the public.

ADJOURNMENT

Motion to adjourn: Manzari
Second: Geevers
VV: All approved

The meeting was adjourned at 11:20 a.m.

Gay M. Huber
Gay M. Huber
Township Clerk
West Windsor Township

Alison Miller
Alison Miller
Council President
West Windsor Township