

April 18, 2017 – SPECIAL SESSION

President Steward called the meeting to order at 5:02 p.m.

The Clerk gave the Invocation: Almighty God who holds the fate of Man and Nation, we most humbly beseech thee to bless these deliberations, and these thy servants, that they may act with wisdom and understanding for the good of our community and thy greater glory. Amen.

Flag Salute

The Council President read the Open Public Meetings Statement:

The notice requirements provided for in the “Open Public Meetings Act” have been satisfied. Notice of this Special Meeting was properly given in a notice which was transmitted to the Times of Trenton on April 4, 2017 for publication on April 6, 2017, filed with the Clerk of the Township of Ewing and posted in the Ewing Township Municipal Complex as required by law.

THE PUBLIC WILL HAVE AN OPPORTUNITY TO ADDRESS THE COUNCIL DURING THE “STATEMENTS AND COMMENTS FROM MEMBERS OF THE PUBLIC” SEGMENT OF THE MEETING. MEMBERS OF THE PUBLIC ARE REQUESTED TO SIGN IN ON THE SHEET PROVIDED IN THE FRONT OF THE ROOM. ALL QUESTIONS AND COMMENTS FROM THE PUBLIC WILL BE DIRECTED TO THE COUNCIL PRESIDENT, WHEN ADDRESSING THE COUNCIL, PLEASE GIVE YOUR NAME AND YOUR ADDRESS.

THE COUNCIL INVITES AND ENCOURAGES PARTICIPATION BY THE PUBLIC IN ITS MEETINGS, HOWEVER A MEMBER OF THE PUBLIC MAY UTILIZE FIVE MINUTES OF TIME FOR REMARKS AND QUESTIONS, UNLESS OTHERWISE ENGAGED IN A DIALOGUE WITH A MEMBER OF THE COUNCIL. ANY FURTHER REMARKS OR QUESTIONS BEYOND THE TIME LIMIT MUST BE AUTHORIZED BY THE PRESIDENT OF THE COUNCIL.

ROLL CALL

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| ▪ Mr. Baxter – 5:46 p.m. | Jim McManimon, Administrator |
| ▪ Ms. Keyes-Maloney – Present | Joanna Mustafa, CFO |
| ▪ Mr. Schroth – Present | Maeve Cannon, Attorney |
| ▪ Ms. Wollert – 5:32 p.m. | Kim Macellaro, Municipal Clerk |
| ▪ President Steward – Present | |

President Steward stated for the record that she knows that Vice President Wollert is coming from work and will be here shortly.

SPECIAL MEETING NOTICE

President Steward read the Special Meeting Notice: This Special Meeting has been called to deal solely with Department Head Budget Requests. No other business can be conducted. Formal action will not be taken.

At the request of the Council President, the Attorney explained the budgetary process.

SPECIAL MEETING PURPOSE

1. Department Head Budget Requests

Jeff Burd (Tax Assessor) stated that there is very little change from year to year in his Office as it pertains to non-salary items. “Other Expense” line is reimbursement for Continuing Education Credits as three in the Office hold the Tax Assessor certificate. “Printing” involves the annual mailing out of the assessment notification postcards by an outside vendor. “Books, Magazines” include appraisal guidelines and cost manuals that are mostly used for the Township’s industrial and commercial properties. “Consultant Fees” are for the Special Tax Counsel.

“New Equipment” includes a request to have two new tablets for use in the field. “Appraisal Fees” are for commercial properties or when we need appraisals done for the State Tax Court. Mr. Burd stated that his office budget is not very complicated and that it is probably less than a two or three percent change from last year.

Councilwoman Keyes-Maloney asked about the “Revaluation Services” line item and said nothing is listed but is that part of the “bonded” amount that “sits” outside of this.

The Tax Assessor deferred to the CFO regarding the “bonded” amount. Mr. Burd then updated Council on the “status” of the revaluation. There is a difference of opinion with the Division of Taxation as to what should or should not be on the Township’s Tax Maps. It mostly involves the taxable properties located at the Airport. The County is reluctant to spend the engineering money that it would take to break down each of the taxing entities at the Airport.

Councilwoman Keyes-Maloney stated that the Consultant and Appraisal fees have been consistent year-over-year.

The Tax Assessor said that right now the Township has thirty-three County Tax Court Appeals and one-half dozen appeals with the Tax Court. The Township is fortunate to have so few considering the Township is about twenty-five years out from having a revaluation. Mr. Burd said that this speaks well of Mr. Haushalter as well as the appraisers.

The Administrator asked Mr. Burd to explain to Council the timeline for the revaluation because of this delay with the tax maps.

The Tax Assessor replied that because it is mid-April right now, chances are not good that something will get done this year. Public relations’ demonstrations with the revaluation company would take place in early 2018. Then, inspections would be done and values would be put on in late summer or early fall and finalized in December 2018. They would go on the books for 2019. The first time that the tax bills would go out reflecting the new numbers would not be until the third or fourth Quarter of 2019.

The Council President asked why is “Other Expense” different on this sheet as compared to page thirteen of the Budget.

The CFO replied that Department Heads present to you what they request. The Budget number is after review by the Administration.

The Administrator added that we asked the Department Heads to present to you what they originally requested.

There were no further questions for the Tax Assessor.

Tom Hespe (Tax Collector) said that there are three people in his Office – two full-time and one part-time. One of them has become a Certified Tax Collector so he requested an increase as now two people have to maintain their CEUs. Mr. Hespe stated that he is also requesting an increase to cover increased advertising costs over the past few years due to an increase in delinquent notices for tax and sewer as well as for property maintenance. Mr. Hespe mentioned that he also always requests a “safety net” in case an estimated tax bill has to be issued. The Tax Collector said that he does not have any capital requests.

Councilwoman Keyes-Maloney asked Mr. Hespe to discuss his automated system.

Mr. Hespe said that the Tax Office uses Vital and that four or five years ago, this was moved from the IT budget to his.

There were no further questions for the Tax Collector.

Teri Vacirca (Health Department) said that there are eight employees in the Health Department. The Health Department budget for this year is very close to last years. One change is additional money for uniforms, as the Department now has two REHS instead of one. Ms. Vacirca stated that a price is listed for the “Vaccines” but the Department will be reimbursed by Medicare. Exact dollar amounts cannot be given either for vet services or for deer carcass removal as we just do not know how often those services will be needed. One major expense was for Animal Control - the purchase of a new dart tranquilizer gun. Animal Control had a very old one and could no longer get refills for it. Recently, Trenton had to help out with a case. The dart gun had to be ordered.

President Steward asked if this budget includes the contract for running the Animal Shelter.

The CFO responded - no, that is separate.

Councilwoman Keyes-Maloney asked if the Township has been getting reimbursed by Medicare for vaccinations for the past few years or was it something new last year.

Ms. Vacirca replied that we just switched to a company to do the billing. The Health Department uses two companies. Health Fusion is the company that bills insurances for the Township and Ability is the new company that does Medicare reimbursement.

Councilwoman Keyes-Maloney then said that we do not have any historical data on this beyond last year.

The CFO said that vaccine reimbursement has been stable the last three years.

Councilman Schroth mentioned the \$6,000 estimate for the vet bill and then asked what was the actual cost last year.

The CFO replied that last year \$2,093.00 was spent for vet emergency services.

Councilman Schroth asked if that is what it runs year over year.

The CFO said that it just depends. It fluctuates year to year.

Ms. Vacirca added that today we had to take two to the vet. The bill for the last three months is about \$600.00.

Councilwoman Keyes-Maloney stated that it is the same with deer carcass removal.

Ms. Vacirca replied that there was a very large amount of deer this year.

The CFO added that the Township utilizes a State contract.

The Administrator then added that the biggest challenge with that is when they get here.

Ms. Vacirca said that it is supposed to be within forty-eight hours.

The Administrator added that wintertime people do not complain as much; but as it is getting warmer, one half day is too long for someone who has a carcass on their property.

Councilwoman Keyes-Maloney said that one thing that does not show up in the budget is that the Department has been successful getting assistance from the County for the rabies clinics.

Ms. Vacirca said that the Township is affiliated with the Mercer County Medical Reserve Corp and then explained how that group helps out at the clinics.

Councilwoman Keyes-Maloney said that vet emergency services also includes the doctor who comes out to the rabies clinic.

Ms. Vacirca added that he also comes to Court if needed.

There were no further questions for the Health Department.

Julia D'Amico (Office of Emergency Management) said that her budget is straightforward. Office supplies include the normal office supplies. Training materials include materials needed for any drills that she sponsors and any training that she must attend. So far, her training has not cost the Township as she looks for the free training sessions. The seventy-five dollar Membership Fee is for the New Jersey Emergency Managers Association. Ms. D'Amico said that if there is an EOC activation, they have to sustain for seventy-hours so the money is for food and beverages for the staff. This year, she added National Night Out and Community Fest giveaways. She found an emergency preparedness refrigerator magnet.

There were no questions for the Office of Emergency Management.

Robert Green (Director, Information Technology) stated that he has six full-time staff and one part-time. For 2017, he is requesting \$12,500.00 for toner and print supplies; this is fifty percent of what he asked for last year as this year Mr. Green said that he is trying to move the majority of the printing over to the copy machines as they are more efficient. Maintenance contracts are a twenty-five percent increase from last year. However, virtually all of that increase is for items moved from other departments into his such as SDL from Code Enforcement and e-tickets from the Police Department. There is no increase for "General Repairs." Mr. Green stated that he is getting rid of the \$2,000.00 for "Consulting Fees" as the money was not used well in the past and the Department is trying to be as self-sufficient as possible. "Office Supplies," "Equipment," "Other Expenses," "Training," and "Communication and Video Systems" are all the same as last year. Mr. Green then defined what is included in each line item.

The IT capital budget request includes only a few items: a RFID weapons inventory tracking system for the Police Department and a new camera system for \$300,000.00. However, this is an expansion and replacement of the current system. Cameras are going to be added to DPW, ESCC, Hollowbrook, the fire departments and the parks.

At the request of Vice President Wollert, Mr. Green explained, in detail, what the new camera system will give the Township and then added that it is the same system the school system put in place a few years ago.

Vice President Wollert asked how many cameras does the Township currently have and how many will the Township have with the new system.

Mr. Green replied that currently there are approximately eighty-five active cameras in the Building and community safety cameras. Another ten are in the process of being added which will take us to the limit of the current system. After the upgrade, the Township will have approximately one hundred fifty amongst all of our buildings.

President Steward asked if all the cameras have to be replaced in order to operate with the new system.

Mr. Green replied that we are going to use as many existing cameras as possible. Some will have to be replaced, in particular, community safety cameras that are out in “the elements.”

President Steward stated that these community safety cameras are not red light cameras.

Mr. Green responded – correct.

Councilwoman Keyes-Maloney asked for a detailed breakdown of the cost and information on the number of cameras at each location.

Mr. Green directed Council to his packet that provide this information. Mr. Green added that this cost also includes the ability to “pipe” back the camera information to the Municipal Building where it can be securely kept. Mr. Green then explained how the system works.

Councilwoman Keyes-Maloney then asked who will have access to the video.

Mr. Green responded that it will be highly controlled. Right now, it is also highly controlled; only he and Mike Narducci have administrative access. There are a few “viewing” stations – IT, Police Department and Administration.

Councilwoman Keyes-Maloney then asked what is the storage length.

Mr. Green replied that right now we are storing sixty days of video. If we can keep sixty days we will, but with the added cameras most likely it will be thirty days.

At the request of Councilwoman Keyes-Maloney, Mr. Green then explained how it will be determined where cameras will be placed.

Councilman Schroth asked if the Police were consulted.

Mr. Green replied that the Police were consulted about the community safety cameras which include those in the parks.

President Steward asked if there is a need to purchase additional licensing.

Mr. Green responded that each additional location will need its own license. But, this is no different from our current system – we have licenses for each camera.

Vice President Wollert then asked if this license is per camera and has to be renewed each year.

Mr. Green replied – yes, per camera and that it has to be renewed each year for maintenance. This is also standard practice.

Vice President Wollert asked how old is this system, when was it developed in the current format.

Mr. Green replied that he is not sure but they are a major manufacturer. And, part of the license is for software upgrades. Even a major overhaul would be part of it. Our current system has been upgraded a few times.

Vice President Wollert then asked how long have we had the current system.

Mr. Green replied – better than seven years.

President Steward, Mr. Green and the Administrator then discussed cameras in the firehouses and at the ESCC and Hollowbrook.

Mr. Green and Councilwoman Keyes-Maloney then discussed training and support for this new system.

At the request of Councilwoman Keyes-Maloney, Mr. Green then further explained how the RFID weapons tracking system works.

President Steward stated that this is not the result of a current problem.

Mr. Green added that it is an attempt to do things better. We do not want a problem.

Councilwoman Keyes-Maloney asked how many portable and mobile radios will be purchased.

Mr. Green replied – thirty portable or hand-held radios will be purchased. This purchase, coupled with previous purchases, seventy-five percent of these radios will have been replaced. We are looking for twenty mobile or in-car radios. Ninety percent will then be replaced.

Councilman Schroth asked how much was spent last year for “Other Expense.”

Mr. Green replied that he believes that he spent what he was allotted.

A discussion followed with the CFO as to the amount.

Councilman Schroth remarked that it was fairly substantial.

Mr. Green replied that a lot of things do not fit into a clear-cut category.

The CFO, the Administrator and the Council President then discussed a budget “transfer” in November / December for those items that were moved from Code Enforcement and the Police Department to the Technology Department.

Councilman Baxter said that he will have a private conversation about this with Mr. Green and anyone else that he missed. He thought that the meeting began at 6:00 p.m. Councilman Baxter and Mr. Green then briefly discussed the parks’ cameras.

There were no additional questions for Information Technology.

Kim Macellaro (Municipal Clerk) said that her overall budget is \$29,850.00. It was increased due to CEU education and training for herself as Clerk, Rachel as Deputy Registrar and Sue as Deputy Clerk and Registrar. “Other Expense” is for office supplies at \$3,500.00 and business cards and name plates for Council is \$50.00. Ms. Macellaro stated that a few years ago, she budgeted \$200.00 for auction services; last year, she budgeted \$700.00 and used \$1,341.00. So, this year, she increased it to \$2,000.00 because of the GovDeals auctions the Township is having and to cover the purchase of replacement titles which are sixty dollars per title. Last year, \$700.00 was budgeted for “Books, Magazines, Publications” and \$2156.65 was used so she budgeted \$2,000.00 but then said she does not foresee it being that high this year. \$800.00 was budgeted for “New Equipment.” “Other Advertising” which is in the Observer, is for shred days, rabies clinics, voting information and dog licensing information. Ms. Macellaro said that last year, legal advertising was \$10,000.00 but she used \$12,000.00 because she had to advertise in both papers because she could not count on either paper to actually put the ads in. “General Code” she budgeted \$9,000.00 last year and used \$4,722.70. She kept it at \$8,000.00 because it depends on how many Ordinances are adopted in a given year. The Clerk’s Office keeps the

Council’s budget. “Elections” is at \$15,000.00. It was up by \$625.00 last year because we had to move two polling locations because of the closure of Hollowbrook and the County notified the affected residents and the Township put something in the Observer as well. For the primary in June, the locations will stay the same and then once Hollowbrook opens, one polling location that had been moved to Antheil will be moved back.

Councilwoman Keyes-Maloney commented that, with regards to General Code besides the Ordinances, the Clerk’s Office is starting to upload the Resolutions.

The Clerk replied that that does not cost us anything. We are starting to upload ordinances, resolutions, budgets, minutes and agendas. We do want to try to get something out to the residents that they can look for stuff there as well.

Councilman Schroth asked the Clerk if the \$800.00 budgeted for “New Equipment” is precautionary or does she anticipate purchasing something.

The Clerk replied that it is more precautionary. The Clerk added that next year she might put in for capital as this year she did request a car.

Councilman Baxter asked the Clerk if she foresaw buying new desks.

The Clerk said that she thought perhaps next year and added that she does not know what is happening with the filing system and she is waiting to see where that will be placed.

There were no additional questions for the Clerk.

Councilman Baxter asked the Administration if they knew, off-hand, how much the filing system in the Assessor’s Office cost.

The CFO responded - \$82,000.00.

The Administrator added that we have one going in this year – the Court. If we have to do it, we will do one at a time.

Ted Forst (Director, Community Affairs) stated that he has ten full-time staff, eleven part-time staff, about one hundred fifteen seasonal and twenty-five contracted for the first time because of the new agreement for lifeguards with Sparkling Pools. The Department's total operating budget request for this year is once again \$116,000.00 – no increase. There are several changes with Hollowbrook. We moved money around in order to be able to renovate the 1990 addition to the building - the Nutrition Café and the Computer Room. Mr. Forst then walked through how this money was moved around and explained what he hopes to do in the Nutrition Café and the Computer Room. The total request for Hollowbrook is \$42,500 – no change. The total budget request for the ESCC, Senior and Recreation programming is \$73,500.00. Mr. Forst then briefly went through each line item. The request is the same as last year.

Councilman Baxter asked Mr. Forst if he thought the PA system at Hollowbrook is going to hold up.

Mr. Forst replied that we should look at it.

Councilwoman Keyes-Maloney asked what is the shelf life on the AED units.

Mr. Forst replied that he is not sure.

Mr. Forst commented that the Recreation Trust did very well. Program registration for the camps and the pool is ahead of last year.

Councilman Baxter asked if the money needed for background checks will go down now that Sparkling is hiring the lifeguards.

Mr. Forst replied that it should go down some but not that much because a lot of our staff are returnees.

Councilwoman Keyes-Maloney said that, in terms of the Trust, rentals must have been down because Hollowbrook was off-line; now that Hollowbrook is back that will go up a little.

Mr. Forst replied that rental fees do not go into the Trust but directly into the Town.

Mr. Forst added that we just went out to bid today for the Hollowbrook pool work. But, we have been able to get a lot of things done out of the Trust surplus. It is nice to have that money without us having to request more capital money.

Councilman Baxter asked if there is a snowblower on site.

Mr. Forst replied – yes.

Regarding the capital budget, for the ESCC, Mr. Forst said he is looking for \$55,000.00 with work being done in-house. Most of these projects are non-senior so HUD money can not be used; Mr. Forst then listed the projects. The other capital item is Mercer at Play, a \$500,000.00 matching grant from the County. Two basketball courts will be added at Moody. We will add about fifty or sixty parking spaces and will renovate the tennis hit wall and the batting cage. The adult softball field is not being used much these days so that will be repurposed to take advantage of the lights.

Councilman Baxter asked how are the scoreboards holding up.

Mr. Forst replied – not too bad. We are looking to put up one more. There were not any problems this past season.

Councilman Baxter and Mr. Forst then commented on the very positive, relaxed atmosphere for the summer basketball program.

Councilman Baxter thanked Mr. Capuano for the great job his staff did with the new bathrooms at the ESCC.

There were no additional questions for Community Affairs.

Angelo Capuano (Director, Public Works) stated that, at present, he has forty-one employees; by the end of the year, he will be down to thirty-eight. Ten years ago, there were sixty-two employees and thirty-four years ago there were ninety. Mr. Capuano then commented that he does not know how we are getting it done but we are. Mr. Capuano first discussed the requested budget for Central Maintenance.

Mr. Capuano said that he is requesting \$178,000.00 for repairs and maintenance on all the Township vehicles. This is up a little bit from last year. \$50,000.00 is being requested for tires. New Equipment covers computer software testing equipment and uniforms are \$4,000.00. The total budget request for Central Maintenance is \$240,000.00.

Mr. Capuano then discussed the budget request for Buildings and Grounds. The total request is for \$110,000.00. The \$15,000.00 for “Other Expenses” is for any unexpected repairs. The \$73,000.00 for “Repair and Maintenance” covers all of the buildings. “Maintenance Contracts” are \$11,000.00 and include generators and elevators. “Uniforms” are \$11,000.00.

Mr. Capuano next discussed his budget request for Streets and Roads. "Other Expenses" - \$2,000.00 - is mainly for tar and paint. \$15,000.00 is for the repair and maintenance of curbs and sidewalks and also for mailboxes. The request for "Street Signs" is \$20,000.00 but that number could go up or down depending on how good a year the College is having.

President Steward stated that we are moving more in-house on the street signs.

Mr. Capuano said that \$5,000.00 was requested for patching and pothole work; depending on how bad the winters are. \$1,400.00 is to replace the street sweeper brooms and the \$1,600.00 under "New Equipment" is for shovels and rakes as well as various safety equipment. Uniforms are \$18,000.00 for a total request of \$63,000.00 for Streets and Roads. "Other Expenses" for Park Maintenance includes any lighting repair. "Repair and Maintenance" is for the fields. "Equipment Rental" is basically a just in case; if new scoreboards have to be put up. Most of the \$4,000.00 for the Tree Department is for the inspection of the truck. It is older and has to be inspected every year. A lot of the \$8,000.00 for Parks and Playgrounds goes to the certified mulch that is used. "New Equipment" includes money for bases or backstops. Uniforms are \$11,000.00 for a total budget request of \$485,000.00.

Councilman Baxter asked if these uniforms are a \$1,000.00 a piece.

Mr. Capuano replied – yes.

Councilwoman Keyes-Maloney asked what do the maintenance contracts entail.

Mr. Capuano responded that the contracts include the generators, the elevators, some of the equipment on the roofs.

Councilman Schroth asked how does the \$485,000.00 that Mr. Capuano is requesting actually compare to what was spent last year.

The CFO responded that Mr. Capuano is frugal with his budgets and then said that he spent \$190,000.00 for the first eleven months.

Councilman Baxter asked what is the total number of employees.

Mr. Capuano replied – right now, forty-one.

The Administrator added that some have indicated that they are going to retire; they will be replaced with entry-level positions once they actually retire.

Vice President Wollert asked about snowplows.

Mr. Capuano replied that last year, we bought three brand new ones so we are good on that.

Councilman Baxter asked what line item does the salt come out of.

The CFO replied that salt comes out of the Storm Recovery Trust.

The Administrator added that through the CFO's efforts, the Township recovered about eighty-five percent of the money spent on Hurricane Sandy. Money in that Trust can be used for anything related to weather.

Mr. Capuano then listed his capital requests. He is requesting a 321 compact loader tractor. It is smaller than the big wheeled units you see on the road but yet big enough to do a better job around here. It can go on the road, it will have a plow and it is also able to handle all the attachments that we have. Mr. Capuano is also asking for a v sander and a zero turn mower and stated that he likes to replace one mower per year as mowers are used ten months out of the year and Public Works cuts about 360 acres each week. A tire machine needs to be replaced. The old one is unsafe and as Council can see from the \$50,000.00 tire budget, the guys do a lot of tires. Administration has talked about doing brine.

The Administrator briefly discussed where the Administration is on brine. A brine machine was not included in this capital budget.

The Council President asked what were the results of the "brine" tests.

The Administrator replied – inconclusive because everything turned to ice so quickly after the snow fell.

Councilman Baxter asked if he heard Mr. Capuano correctly, that he is scrapping the request for the one ton v sander.

Mr. Capuano replied that the sander is in there and then listed the equipment that he scrapped from his capital budget request.

At the request of Councilwoman Keyes-Maloney, Mr. Capuano listed the attachments that could be used on the tractor. And then at the request of Councilman Schroth, Mr. Capuano listed reasons as to why it will be useful: it will be in addition to the tractors Public Works already have but it can go on the road and is small enough to get underneath the police carports. It also has a better line of sight and is light enough to be used on the athletic fields, if needed.

Councilwoman Keyes-Maloney asked the CFO if house board-ups are included in the budget.

The CFO responded that that is included under "Housing".

Councilman Baxter asked if there is a schedule for the street sweeper.

Mr. Capuano replied that there has not been a schedule for a long time. He does not have enough manpower to use it. Right now, he has four guys that have been out for four to six months with injuries. If people ask, we send it out but we just do not have enough people to run it every day.

There were no additional questions for Public Works.

Jeff Lenarski (Captain, Career Service) stated that currently there are nine full-time staff. The Administration is in the process of negotiating with the FMBA with the anticipation that that number will increase. These budget numbers reflect the current staff. Captain Lenarski then walked through his Operating Budget request. By contract, the staff is allowed to attend specialized training outside of work hours. This is the third year for this line item. The Career Division also works with Lawrence and Hopewell on free training and tries to bring in vendors for some on duty training to lower overtime times. Turnout gear is very expensive. In order to extend the life of this equipment, we are requesting a small amount of money for repair and cleaning. We are requesting money for radio repair as well in order to try to extend the life of that equipment. Captain Lenarski said that the next two line items go together – gloves, suspenders and safety equipment. This is to keep a rolling stock in place in order to replace these items as necessary. The purchase of turnout gear is being moved to capital. Captain Lenarski stated that it is his goal to provide each staff member, a second set so that when the first set is being decontaminated, they can still perform their duties. The requested amount will provide a second set for about fifty percent of the staff. Captain Lenarski requested partial uniforms for per diem staff. This will be on an as needed basis. Money was also requested to update the nine pagers. Currently, only one is of the newer style. An office supply line item was added as he has had to beg, borrow or steal office supplies. The printer line item was deleted. Clothing and boots is a contractual amount and will be subject to change with the negotiations. The same with overtime and per diem costs.

Councilwoman Keyes-Maloney asked what is the current clothing and boot allowance per firefighter.

Captain Lenarski responded that each staff member gets \$1,400.00 for clothing and a \$150.00 boot allowance once per year. The boot allowance is probably not used by everyone each year, but the clothing one is.

Councilman Schroth asked how many pagers are reflected in the \$1400.00 requested amount.

Captain Lenarski replied that that amount would only buy two or three.

Councilwoman Keyes-Maloney asked what was last years overtime and per diem budget.

The CFO responded that the overtime budget request was \$70,000.00 with about \$100,000.00 spent. Per diem, \$50,000.00 was requested with an expenditure of \$55,000.00.

Councilman Schroth asked what is the process regarding the washing of the gear.

Captain Lenarski responded – two days; longer if an outside company needs to be involved.

Councilman Baxter and the Administrator then discussed on-duty training and how that may help the volunteers.

Captain Lenarski said that we have a good relationship with the volunteers regarding training

The Administrator added that each career firefighter gets 100 hours of training that they can use and get paid.

There were no additional questions for the Career Firefighters.

Chief Stemler (Police Department) said that currently there are seventy-four sworn officers. The total O&E account has stayed steady over the past few years at \$62,000.00. Chief Stemler then listed what is included in this account. The repair account has also stayed steady at \$15,000.00. It is a "just-in-case" account. Chief Stemler said that he is requesting \$38,500.00 for ammunition.

This is to replace what is used. A lot is used for training. We also have to provide ammo for recruits at the Academy and also for outside training which is encouraged. This also includes cleaning and range supplies as well as weapon maintenance. The K-9 budget will change as we will not be getting a replacement K-9 this year. Regarding the new recruit account, the Chief said that he put in for ten officers. In 2007, the DCA report recommended that the Township have eighty-three. The Township lost three officers last year, and will lose at least two this year. Five will be going into the Academy in May and the Chief said that he will look for another five toward the end of the year. The \$79,000.00 requested covers everything. The uniform account is by contract and covers all employees. The Chief listed some of what is covered in the school and training account and then walked through some of the items under the new equipment account – including some new furniture in the detective bureau waiting room as well as a television as many bring their children; a small refrigerator for the detective bureau as well as earpieces that can be used when they are in the field; field cameras for narcotics surveillance; night optics and CSI replacement supplies. The Department also needs another evidence locker; running out of storage space as it is mandated that evidence be kept longer. The Chief said that he would also like to be able to turn duty weapons into paintball guns. It makes training more realistic. Also included in this account, are office supplies and medical supply replacement. Chief Stemler also mentioned that there is a need to replace seven vests. Vests have a five-year lifespan. They are on a replacement schedule. The Department usually receives a grant that covers fifty percent of the replacement cost but that money is not factored in as the Department can not be sure it will receive the grant. The Chief is requesting money for six additional patrol rifles; these are entry weapons. Problems have been identified with the duty issued holsters and need to be replaced. The total requested Police budget is \$405,489.00. Most of the increase over last year is the \$79,000.00 for the ten new officers.

Chief Stemler responded to Councilman Baxter's comment on retirements. The Chief stated that he has provided the Mayor with a long term hiring plan and said that he is just trying to stay ahead of the curve. The Department lost three in 2016 and will lose another two in 2017 with the possibility of losing four. In 2018, the Department will definitely lose five and in 2019, there is the possibility of losing six with the most likely scenario being four or five. In 2020, the Department will lose seven for sure. Once an officer is hired, it is six months in the Academy and six months out on the streets, training. New hires do not count as manpower on the street for a year.

The Administrator and the Chief then briefly discussed the Civil Service list; that the scores are out but the Department has not yet requested the list and the process involved.

Councilman Baxter and the Chief briefly discussed the effect of Corrections on this list.

The Chief responded to Councilman Baxter's question regarding nine mm versus forty-five caliber ammo.

There was then a brief discussion on what is included in the \$90,000.00 uniform account and also what new recruits receive.

At the request of Councilman Baxter, the Chief discussed training.

The Chief further described the evidence room storage and what is needed at the request of Councilwoman Keyes-Maloney and added that at some point, the Department may have to build a separate secure storage facility.

Councilwoman Keyes-Maloney asked how many of the police vehicles will then have the oxygen equipment.

The Chief replied that this will finish out the fleet.

Councilman Baxter asked if the Department is running out of freezer storage space.

Chief Stemler replied that freezer storage is okay right now. The freezer is twelve years old, but have not had any issues except when we lost power.

Councilman Baxter then asked how are the bikes holding up.

The Chief replied – holding up well. The Department purchased a storage shed for them and we have guys who can make repairs.

Chief Stemler then discussed his capital budget request. He requested one unmarked 2016 Tahoe for the patrol lieutenants. The Chief said that he is again requesting \$20,000.00 for the State mandated breathalyzer and then added that he heard that this year, it will go through. The final item being requested is a command post truck as the current one is a trailer that has to be towed by the Road Department. It is a real project to get it out on the street and set-up. The Chief said that he is hoping to refit the old rescue truck from West Trenton.

President Steward then asked the Chief to give his thoughts on the positive control of weapons. The Chief said that this was a long time coming; the technology was just not there. Chief Stemler then described how it will work. It allows for greater accountability. Now, it is on a card catalog type system.

Councilman Schroth asked if the Department has had any issues keeping track of weapons.

The Chief replied that the only instance occurred eight to ten years ago when a shotgun was thought to be missing for a couple of hours. It had been borrowed by one of the Police Academies.

Councilwoman Keyes-Maloney asked how was it decided to use this management system.

The Chief replied that Rob Green and Mike Narducci researched it. There are a few other systems, but most of those are for very large agencies.

Chief Stemler described the current system at the request of Vice President Wollert.

There were no additional questions for the Police Chief.

Jim Scott (Construction Official) said that in 2016 Code Enforcement issued 4,220 permits and conducted inspections. This includes: 1,196 building permits with 3,066 inspections; 1,405 electrical permits with 2,051 inspections; 1,113 plumbing permits with 2,298 inspections and 505 fire permits with 1,435 inspections. A total of 2,408 Certificates of Approval, fifty-one Certificates of Occupancy, forty-two Certificates of Continued Occupancy and sixty-one Temporary Certificates of Occupancy were issued in 2016. Mr. Scott then presented the 2016 Financial Report for the Construction Division. The opening balance in the Trust Fund was \$235,036.13. Total revenues were \$939,321.78; total expenses, including salary, were \$857,345.91. This left a closing balance of \$147,701.87 and with the carry over, the total balance was \$317,012.00. Mr. Scott then listed the Inspectors in the Construction Division for both 2016 and 2017 and said that the Office is severely short staffed and their work load will triple in the next six months to a year as a number of large projects are going through the inspection and permit process, including: WaWa, Ewing Town Center, Stonegate, Walgreens, 750 Bear Tavern housing, Riverlinks, PSE&G Substation, Med Express, Mercer County Airport and 320 Hollowbrook. Besides inspectors, the Office is in need of additional clerical help to keep up on the day to day operations. The Construction Department is looking to purchase two new vehicles. Mr. Scott then discussed the Housing Division. Housing consists of rental, resale and registration. In addition, the Division receives money for vacant property registration, driveways, curbs and sidewalks. There are three full time inspectors. Total revenues for 2016 were \$333,909.00, total expenses, including salary, were \$210,299.41. The Division had a profit of \$123,606.59. Mr. Scott compared the Housing Division's 2016 budget request with the amount charged and then presented his 2017 Budget request which consists of: \$500.00 for office supplies, \$3,000.00 for maintenance, \$2,500.00 for new equipment and \$87,000.00 for high grass and demolition. Mr. Scott said that he is not anticipating any purchases for the Housing Division other than for day to day operations. Mr. Scott next discussed the Fire Division. Four fire inspectors go out to all businesses to conduct an annual Life Hazard Fire inspection as well as to conduct Non-Life Hazard inspections. They also perform fire investigations. All rental properties within Ewing are required to have an annual Fire inspection and Occupancy Load completed. In 2016, 1,652 fire inspections were completed as well as 928 rental fire inspections. The Division had total revenue of \$318,809.54 and total expenses, including salary, of \$169,739.10 for a total profit in 2016 of \$149,213.62. Mr. Scott compared the Division's 2016 Budget request with the amount charged and then presented his 2017 request. For O/E, Mr. Scott requested \$26,500.00; for printing, \$1,000.00; for books, \$2,000.00; for maintenance, \$3,000.00; for new equipment, \$4,000.00 and for office supplies, \$500.00. Mr. Scott said that the Fire Division would like to purchase knox boxes for the fire vehicles which would allow the knox box keys to be securely locked at all times until the Fire Inspector is required to use them. In addition, the Division needs to purchase the updated Uniform Fire Code books and the new NFPA subscription. Mr. Scott emphasized how important the knox boxes are. There will be a problem if one of these keys is lost.

Councilwoman Keyes-Maloney asked about the cost.

The Administrator said that he did not know off-hand.

Mr. Scott said he thought it was \$600-\$700.00. Mr. Scott then asked "Tom" if he knew.

Tom said that he thought it cost \$700-\$800.

President Steward asked how the SDL transition is going.

Mr. Scott replied that some love it, some do not. It is a complex system and provides them with a great deal of information. There is a learning curve, especially if you do not work with it all the time.

The Construction Official and the CFO responded to Councilman Baxter's statement that some of the 2016 charge outs were lower than the request but the 2017 request is higher than the 2016 request.

There were no additional questions for the Construction Official.

Delofortte Clark (EMS Director) stated that currently there are ten full-time career employees and ten part-time employees. Last year, the Department responded to 4,250 emergencies and so far this year, they responded to 1,337. The Department is most likely on pace to eclipse last year's call volume. Since he has been here, every year the call volume has gone up. Mr. Clark first presented his capital budget request and stated that these items are not a "wish list" but absolutely needed in order to keep the Department running. The first item is a brand new ambulance. Mr. Clark explained in detail why one is needed and then briefly described the specifications of the new ambulance that he is looking at. The cost is \$104,125.00; this is a significant savings compared to the other ambulances that were purchased at \$140,000.00 and \$160,000.00-\$170,000.00 respectively. The next item is the power cot for the new ambulance. These power cots can lift patients up to 700 pounds. It costs \$29,830.00 with a seven year warranty. As this new truck is lower to the ground, we will not need to purchase the "arm." Standards will be changing in about a year, so Mr. Clark said that we might as well get ahead of the curve. The third request is two Lucas chest compression systems and one Lifepak automatic external defibrillator. With service agreements, the cost is \$41,472.80.

Mr. Clark said that the Department recently hired three new employees, one due to retirement and two for the additional truck that we put on. The employee who retired never used the brand new gear so Mr. Clark said that he was able to reassign it to one of the new employees; he will have to purchase gear for the other two new employees. The cost is \$3,004.96. Ballistic vests and badges also have to be purchased for the three new employees. A new radio has to be installed in the new ambulance. This is a dual radio per State Department of Health regulations. Mr. Clark said that he had to purchase four radios and pagers. Mr. Clark then explained the EMS accounts. For "Other Expenses," Mr. Clark said that he requested \$40,000.00. This encompasses all medical supplies that need to be replenished. Most of these supplies are mandatory and need to be replaced whether used or not due to expiration dates. EMS supplies the Police with oxygen as well; the account covers both departments oxygen need for the year. For the past five or six years, the cost has not been more than the \$3,000.00 that he is requesting for this year. Mr. Clark said that he requested \$10,000.00 for training. The Department added an online training tool that allows the staff to continue their education and the Department does not have to send them out for classes and then have to pay a part-timer or pay overtime. We also do in-house training. The new medical director will also provide training. This in-house training and the online tool totally eliminates the need to outsource training. The final budget item is uniforms for the contractual amount of \$13,400.00. Mr. Clark's capital budget request is \$183,373.46 with a total request for 2017 of \$254,773.46.

Councilman Baxter asked, regarding training, does the the medical director charge per student.

Mr. Clark responded that he does not. Besides providing six to ten classes per year, he will also provide medical insight if an employee has a question or issue on a call. The medical director is a well-known and respected doctor; Mr. Clark commented that his \$2,000.00 per year "fee" is low compared to what others are getting especially given his qualifications.

Mr. Clark then described the in-house training that Mr. Clark or other qualified members can do and said that the medical director will oversee this in-house training. Mr. Clark mentioned the he provides CPR training for the Police, Recreation and the fire houses.

Councilwoman Keyes-Maloney said that she knows that there has been great success with the chest compression units and is glad that all ambulances will have them. These units save lives and the stretcher saves on workman's compensation if nothing else.

Mr. Clark responded that studies have shown it is not the heavy lifting that gets someone in trouble, it is the routine bending every single day.

Councilwoman Keyes-Maloney added that it is the new medical director that will write the prescriptions.

Mr. Clark responded – yes, and he is also the one who wrote the protocols for the entire State.

There were no additional questions for the EMS Director.

Jamie Minch (Chief, Pennington Road Fire Company) said that last year, Pennington Road responded to 560 fire alarms. Last year's budget was \$195,000.00, and he is again requesting the same amount for this year. The Chief said that he is requesting \$47,000.00 for firefighting equipment and training; \$60,000.00 for the maintenance, repair, and testing of equipment; \$82,000.00 for utilities, fuel, and insurance and \$6,000.00 for other expenses.

Councilman Baxter asked what might be included in the \$12,000.00 request for station repair and maintenance.

Chief Minch responded that it includes anything for the building itself – the exhaust removal system or lighting – things like that.

Councilwoman Keyes-Maloney asked the Chief to explain what is included in Other Miscellaneous Expenses.

The Chief replied that it would be something that the Treasurer cannot label in their accounting software.

Councilman Baxter asked how does Pennington Road operate their training.

The Chief replied that they do their training in-house as well as outside. They also work with the other two fire companies on joint training.

The Chief then presented his 2017 capital budget request. The first item the Chief requested is the replacement of two automatic external defibrillators costing \$3,400.00. He is also requesting a 24" battery operated PPV fan to replace an old gas powered unit for \$2,500.00, six complete sets of turnout gear for \$16,800.00, new hoses for the TeleSquirt 32 at a cost of \$10,000.00 and \$6,100.00 for a battery operated Stongarm tool which is capable of cutting rebar faster and safer. It is a forcible entry tool to gain entry into residences and buildings.

Vice President Wollert asked how long does the battery need to be replaced.

Chief Minch replied that the battery should last five years or so; a spare battery comes with the unit.

There were no additional questions for Pennington Road.

Mike Anderson (Deputy Chief & Chairman of the Board) and Joe Fenelli (President) presented the 2017 budget request for the West Trenton Volunteer Fire Company. Chief Brandmeier was unable to come tonight. Deputy Chief Anderson said that for the 2017 budget, West Trenton is proposing a little increase over last year's budget. Deputy Chief Anderson then went through the operating budget. The uniform budget had to be increased because the firehouse had a little influx of new members and other members needed an update to their Class "A" and Class "B" uniforms. There is a decrease in the amount requested for custodial supplies because they are getting better pricing and the other company that they use, if they use their equipment, that company supplies the material. Deputy Chief Anderson said that he put this in again this year. Last year this money went to make repairs to the engine. West Trenton needs to purchase an auxiliary vehicle as Engine 33 is in a deplorable condition and said that he hopes to get the vehicle Prospect Heights is getting rid of. There is a slight increase in the amount requested for building maintenance because they now have a contract for the HVAC system.

President Fenelli explained that all three companies share training costs; they get a lesser rate because you do not have to pay the instructor three times.

Deputy Chief Anderson said they are pretty good with new equipment so that line item has been reduced by \$10,000.00. Council will see an increase for maintenance agreements because we used different vendors; this year we moved into a better maintenance agreement and other agreements were moved into this line item. It is actually a decrease. The Deputy Chief then listed the items covered under these maintenance agreements. Electric/gas has been reduced because of the installation of energy efficient fixtures and the Fire House switched to a new phone provider with a cheaper rate. Deputy Chief Anderson then discussed the capital budget request. He stated that for the fourth or fifth year he is requesting a gas/diesel tank with a pump to replace their current non-working one. Their initial request was for \$30,000.00; they were asked to downgrade to a tank without any bells and whistles.

President Fenelli emphasized that the current tank is twenty years old; it is in bad shape. He is concerned that there will be a breach. If there is a breach, they are going to have an EPA hazard.

Deputy Chief Anderson further detailed the state of the current tank.

President Steward asked what is the price.

Deputy Chief Anderson replied - \$20,000.00 without the bells and whistles. \$30,000.00 included a key fob system which allowed for accountability.

The Administrator stated that \$15,000.00 is the recommendation to Council. The Deputy Chief will be speaking to the CFO about it to give her the essentials in order to talk with the Mayor.

The Deputy Chief stated that it is a problem – right now they have to travel across Town to the School Board in order to get fuel. Hopefully, this occurs during the day; at night, the only person who can gain access is the Chief because he is also a Roads supervisor.

Councilwoman Keyes-Maloney asked who had access when it was an active tank.

Deputy Chief Anderson replied that it was always open to Township vehicles, as the Township pays for the fuel.

Councilwoman Keyes-Maloney said that she knows there are no bells and whistles; how will this be accessed.

Deputy Chief Anderson replied – keylock. We will have to manually track usage.

The second capital request is for six pagers.

Councilwoman Keyes-Maloney asked how many new folks have come on board in the last year.

President Fenelli responded that he put in fifteen new members, but only eight are still around.

West Trenton is also requesting fifteen Personal Alerts Safety System (PASS) devices. Deputy Chief Anderson said that the ones the Department now has are twenty years old. The last capital request is an Incident Command System which is carried in the Chief's vehicle. The Department got one last year and would like one for the other vehicle.

At the request of Councilwoman Keyes-Maloney, President Fenelli and Deputy Chief Anderson explained the incentive program; its effect on membership and how people learn that members are needed. President Fenelli added that business members are also needed.

The Administrator added that for the first quarter 2017, West Trenton had ten members qualify to receive the incentive, Pennington Road had nine and Prospect Heights had thirteen. There are requirements to receive the incentive, including responding to thirty calls.

The CFO added that because last year there was a big push for membership the budget was higher. Expectations were not met so it was lowered for this year.

The Administrator added that the more volunteers the better as the Township does not have to hire.

President Fenelli said that there are now a lot of state requirements to be a firefighter. It is not easy. It is a three to four month process just to get them through the door. Tough to get volunteers. We do not lose too many once we get them into training. It is getting them there that is difficult.

The Administrator said that he will provide Councilman Baxter with the names of all the new volunteers in the past year.

Councilwoman Keyes-Maloney then asked how old is the tank.

President Fenelli said that it is twenty plus years old. It is above ground with a safety wall and a holding tank. Both are in bad shape.

Deputy Chief Anderson said that he had asked a vendor to evaluate the tank; he has just not received the report yet.

There were no additional questions for West Trenton.

Chief Tom Leese, Deputy Chief/President Douglas Brower and Treasurer Mike Narducci presented Prospect Heights Fire Company's 2017 Budget request.

Deputy Chief Brower first said, regarding the incentive, thirteen did receive the incentive, making thirty calls in the first quarter. The Department, for the first quarter, responded to eighty-two calls. There is a lot of coordination between the three firehouses, each has their own websites. There is also a joint fire website which is used for advertising. Social media is also used. Prospect Heights has had at least twelve new members, including junior members. A forgotten component of the incentive is the retainment piece.

Deputy Chief Brower then moved on to the Budget, saying that Prospect Heights has proposed a budget of \$203,000.00 which represents a \$8,400.00 increase. For ten years, the Department has kept to the \$195,000.00 allotted but it is getting tough to live within that amount. Deputy Chief Brower then discussed individual line items. Equipment/Training shows a minor increase because of the addition of the new

Squirt truck. A number of items were needed to get it into service. The truck came in without any equipment on it. We transferred equipment from the other trucks. That truck was twenty-six years old; some equipment had to be updated. Deputy Chief Brower said that right now, we rely on members for any projectors or laptops needed for training. The Fire House should have its own. Deputy Chief Brower said that with one less truck, the maintenance and repair budget should decrease but it has not. He then explained why. Prospect Heights switched over to natural gas, but costs are slightly higher diesel costs with apparatus usage increasing. The Deputy Chief then described some of the recent training exercises. Coordination between the fire companies has never been better.

Councilwoman Keyes-Maloney asked the Deputy Chief to explain some of the fire prevention activities that Prospect Heights is involved in.

The Deputy Chief responded that it is multifaceted. We reach out to the schools. With the American Red Cross, along with the other companies and the Township, we put together a smoke detector program. If someone contacts the Mayor's office, the fire companies go to the address, evaluate the situation and put in new smoke detectors. We have seventy-five with another batch coming in. The program has been successful. Also, if we go out for a minor call, before leaving we test the smoke detector. If it is not functioning we put in a battery and if they do not have one, we put one or two up.

The Deputy Chief then discussed Prospect Heights' capital budget request. We did have the generator put in last year and we are thankful to the Administration and Council for it. This year's capital items are listed in a priority order. The first one is PPV Dual Powered Fans. Some of the ventilation fans on the trucks are thirty years old and need to be replaced. The second capital request is for five sets of turnout gear. Currently, Prospect Heights has thirty-eight sets. New firefighters do not get new gear. Deputy Chief Brower emphasized how stringent the requirements are for turnout gear and mentioned that Prospect Heights does have a replacement schedule. The Deputy Chief then listed the other requested capital items: updates to the eight year old network server; portable radios; outfit the final truck with an iPad which includes the "I am Responding" app; the replacement of failed lengths of hose. The Deputy Chief said these next two items are not a major need, but the Department would like to have - RIT Safety Bags and the corresponding training and to replace existing lighting on Tower 31 and Engine 31 with LED lighting.

Councilwoman Keyes-Maloney stated that she is looking at the actual capital and it is not matching up to some of the requests and then asked what is actually included in the proposed budget.

The Administrator replied that the Administration looked over the requests and made some decisions on what will be funded completely. Until the budget has been approved, the Administrator said that he has not informed the fire houses.

Councilman Baxter asked if all three firehouses go in together regarding turnout gear in order to get a better deal.

Mr. Narducci replied that turnout gear is under state contract so combining will not give us any benefit.

Chief Leese added that there are minor variations.

Councilman Baxter said he was asking because Pennington Road listed their turnout gear at \$2,800.00 while Prospect Heights is listed at \$3,500.00.

Chief Leese responded that Prospect Heights includes everything.

Deputy Chief Bower added that he does not believe that Pennington Road's request includes everything. They are not getting helmets which are a good \$400.00.

Councilwoman Keyes-Maloney stated that Prospect Heights' capital request is listed in priority order.

Deputy Chief Bower replied that, reading between the lines as to what Councilwoman Keyes-Maloney is saying, for example, if Prospect Heights is receiving two of the fans and something lower on the list, he would rather have the three or four fans.

Chief Leese emphasized the importance of the turnout gear and added that we do not have any spare gear.

Deputy Chief Bower thanked everyone for their support.

There were no additional questions for Prospect Heights.

President Steward said that the Court is the only department not covered this evening as the Court Administrator is out of town. Council has the Court's request before them. President Steward asked if there were any questions.

The CFO added that the Court request is rather standard year to year.

The Administrator added that the Court Administrator has asked for a part time staff person.

The CFO added that the file retrieving system is included in this year's capital budget.

The Administrator responded to Councilwoman Keyes-Maloney question as to whether there has been a "bump" with the e-ticket system.

There were no additional questions concerning the Court's budget request.

STATEMENTS AND COMMENTS FROM MEMBERS OF THE PUBLIC

There were no statements and comments from members of the Public.

CLOSED SESSION

(None for this Meeting)

ADJOURNMENT

There being no further business President Steward called for a motion to adjourn. Ms. Keyes-Maloney so moved seconded by Ms. Wollert. It was agreed by unanimous voice vote. The meeting was adjourned at 9:33 p.m.

Sarah Steward, President

Kim Macellaro, Municipal Clerk