

March 26, 2018 – SPECIAL MEETING

President Wollert called the meeting to order at 6:02 p.m.

The Clerk read 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 Clerk 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 March 22, 2018 for publication on March 24, 2018, 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

- | | |
|-------------------------------|--------------------------------|
| ▪ Mr. Baxter – Present | Jim McManimon, Administrator |
| ▪ Ms. Keyes-Maloney – Present | Joanna Mustafa, CFO |
| ▪ Mr. Schroth – Present | Maeve Cannon, Attorney |
| ▪ Ms. Steward – 6:06 p.m. | Kim Macellaro, Municipal Clerk |
| ▪ President Wollert – Present | |

President Wollert stated that she expects Councilwoman Steward to be here shortly.

SPECIAL MEETING NOTICE

The Council President 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.

SPECIAL MEETING PURPOSE

1. Department Head Budget Requests

John Stemler (Police Chief) discussed the Department’s budget request.

The Chief listed the various supply items covered under the O/E Account. That total request is \$60,000. The Repair Account request is for \$15,000; the same as it has been for the last eight to ten years. \$43,000 has been requested for ammunition. This goes up every year because the price of ammunition goes up every year and there are more training sessions. The Department also pays for new recruits at the Academy. The \$38,500 allotted last year was not enough; monies had to be moved into the Ammunition Account from other Accounts.

The Canine Budget increased quite a lot this year because two dogs had to be replaced. Some of the dogs' explosive training equipment also has to be replaced. Chief Stemler explained that he put in for six new recruits as per the long term hiring plan he provided the Mayor last year. That total cost is \$47,556.84. The \$90,600 requested for uniforms is contractual. The Schools and Training Budget has been increased by \$2,000 as classes are becoming more expensive. Chief Stemler listed the mandatory classes and added that hotel rooms and mileage are included, if needed. The total request for New Equipment is \$67,306. Some of the items the Chief mentioned include: for the Detective Bureau, window tint needs to be added to the interview rooms and panic buttons installed. A number of desk and table chairs are needed; for the Crime Scene Unit, the Unit wants to convert a back seat to a divided back seat in order to transport one prisoner and more equipment. Cameras are needed - if crime scene photos are taken on a cell phone, that phone can be considered evidence; the Property & Evidence Room needs a number of items such as Beast System Bar Code Supplies and Heat Sealer; twelve body armor vests need to be replaced and six Remington shotguns need to be replaced. The Fit for Duty Account remains the same at \$6,000. \$1500 has been requested for the Communication Room - certain memberships have to be kept up. The Department's total budget request is \$379,882.84 - down from \$405,500 last year. Chief Stemler entertained questions from Council; including a number of questions concerning the Evidence Refrigerator.

The Council President asked the Chief if he anticipates any grant money coming through or any sale of equipment to offset costs. The Chief replied that there is a body armor grant which will cover at least half of the vests.

At the suggestion of Councilwoman Keyes-Maloney, President Wollert asked for the Evidence Refrigerator to be moved over to Capital.

Chief Stemler then discussed his Capital Budget request which includes: one unmarked Tahoe for the Detective Bureau, five patrol Tahoes, a state mandated breathalyzer machine, a Command Post vehicle, pole mounted cameras and a drone package. The total Capital request is \$583,070.

In response to Vice President Baxter, the Chief said that training is included in the \$8,000 cost of the drone package.

Vice President Baxter and the Administrator discussed the older Police trailer that was going to be used for another program.

Vice President Baxter stated that this particular Capital request was not discussed in their meeting and then asked the CFO if she had looked it over.

The CFO replied that the Administration gave her a list of what had been approved and that is included in the budget document.

At the request of Councilman Schroth, the Chief discussed in greater detail the age and mileage of the five vehicles that need to be replaced.

Chief Stemler replied to Councilwoman Keyes-Maloney and said that he will be requesting the replacement of three to five vehicles per year. And, he said that the Command Post could be used by all departments.

There were no additional questions for Chief Stemler.

Robert Green (Director, IT) first discussed his Operating Budget request. The Toner/Print Supplies line item remained the same at \$12,500. Money is being saved by having employees print to copy machines instead of printers. Maintenance contracts are the bulk of his budget request because IT pays for most of these contracts for the entire Township and the Police Department. \$5,000 was requested for General Repairs, the same as last year. Office Supplies and Office Equipment are both the same as last year - \$5,000 and \$10,000 respectively. Mr. Green explained that Other Expenses covers expenses that do not fit cleanly into any other line item. Training for his Staff has been increased to \$6,000 from \$5,000. Communications and Video Systems is almost entirely for the Police Department. Mr. Green is requesting \$35,000 less because the Radio Room was done last year.

Vice President Baxter asked if IT staff are sent out for training or is training done in-house and/or computer based.

Mr. Green replied that he is all in favor of computer based training as it allows staff to get some work done. An entire day is not taken up with training.

Councilwoman Keyes-Maloney asked Mr. Green if he tries to buy as much as possible in bulk.

Mr. Green replied - yes.

Councilwoman Keyes-Maloney then asked if some of the maintenance contracts can be renegotiated.

Mr. Green replied that he can try. Some are not negotiable; for instance, Office 365 Enterprise E3. Microsoft tells you your price per user per year.

Councilwoman Steward asked Mr. Green if he is happy with the switch to Swift911 from Honeywell.

Mr. Green replied that from the administrative side, it is much easier to quickly put out messages. He is even able to do so using an app on his cell phone.

Councilman Schroth asked about the switch to the new antivirus system.

Mr. Green said that the Township has been using the current antivirus solution for a number of years. It is time to do some research and see if there is anything better out there.

At the request of Vice President Baxter, Mr. Green then briefly discussed the E-Ticket System and how it is working. Mr. Green will provide reimbursement information for Mr. Baxter.

Mr. Green will provide Councilwoman Keyes-Maloney a year-to-year comparison across line items.

Mr. Green discussed his 2018 Capital request which includes: 2FA System, Networking and Wireless Equipment, ID Card System, PD Training Laptops, Court Audio System and Computers.

Mr. Green stated that the 2FA System is mandated by the FBI. It is a two factor authentication system.

Councilwoman Keyes-Maloney asked to see the documentation which mandates this.

Mr. Green listed the places where he wants to add or increase wireless coverage. Mr. Green explained that the three employee identification systems currently used are not compatible. A more centralized system is needed. The one used on the Township side is now seven years old; the company no longer supports it. Responding to Councilwoman Keyes-Maloney, Mr. Green explained the device tracking system that is used. Councilwoman Keyes-Maloney asked that that data be shared with her. \$8,000 is being requested to update the Court Audio System; this includes an Assisted Listening Device for the hard-of-hearing so they can hear the Judge when he speaks. Mr. Green said that he tries to buy computers every year. The last batch is more reliable than expected so he is requesting less money this year. Councilman Baxter asked how many. Mr. Green replied that the \$25,000 requested will buy twenty-five to thirty-five workstation based computers. Half will go to the Township and half to the Police Department.

There were no additional questions for Mr. Green.

Doug Brower (President & Deputy Chief, Prospect Heights, along with Chief Tom Leese and Treasurer / Assistant Chief Mike Narducci) said that their total budget request for 2018 is \$215,000. It had been frozen at \$195,000 for the past ten years or so. The increase was worked out in concert with the Administration. There are not many changes from the previous year. Mr. Brower then discussed Prospect Heights' request. Other Expenses show a \$1400 increase for uniforms. Older uniforms were utilized last year. This can not be done again this year because of new members. The largest line item increase - \$22,000 - is for Equipment/Training. The more experienced members have training beyond Firefighting One & Two. In order not to lose continuity, more extensive and advanced training is needed for the younger members. This is a priority. Regarding the New Equipment line item, the Department still needs to get apparatus on a replacement plan. Mr. Brower noted that there is a \$10,000 decrease for Maintenance and Repair. The Department actually hoped it would be more than that as a pumper was sent to West Trenton. However, the remaining pumpers need repairs. One is out of service. It is getting old and there will need to be discussions in the next year or so for its replacement. The only other line item that is showing a significant increase is Insurance. The Fire Company is being billed \$1,100 - \$1,200 more for insurance costs.

Councilwoman Keyes-Maloney thanked Mr. Brower for showing requested versus actual data for a couple of years. It is useful to see that.

President Wollert said it is nice to see that training needs to be increased because of new membership.

Mr. Brower presented his Capital budget request: heaters for the engine bay, turnout gear and portable radios. The heaters need to be replaced before next winter. Only one is working now. Because of the ductwork involved, all have to be replaced at the same time. The heaters were installed when the engine bay was built in 1986. We have already spoken with some vendors, so we are confident of the \$14,000 figure. Mr. Brower explained that federal regulations require turnout gear

to be replaced at ten years. Five sets are included in this Capital request. It is important to stay on a replacement plan for the next OSHA inspection. Three portable radios are also included in this request as part of a replacement plan. The total Capital request is about \$46,000.

There were no additional questions for Mr. Brower.

Angelo Capuano (Director, Public Works) first presented the Central Maintenance Budget request. The total request is \$245,000. This includes: \$176,000 for the upkeep of all Township vehicles; \$57,000 for tires; \$8,000 for new equipment which mostly covers upgrades to diagnostic equipment and \$4,000 for uniforms. The total request for Buildings & Grounds is \$123,200 plus \$30,000 for Station 30. Because of the age of that building, it is not clear as to the amount of work that may be needed. \$63,000 is the total request for Streets and Roads. It is the same as last year. \$20,000 of that is for new street signs as the signs remain popular with the college kids. The total request for Park Maintenance is \$72,000. \$28,000 is for Other Expenses which includes pesticides, seedings, field mixes, lime and paint. The grand total for Public Works is \$533,200.

Council asked if that total includes the \$30,000 requested for Station 30. Mr. Capuano said that it does.

Vice President Baxter asked about Park Maintenance - the \$60,000 budgeted versus the requested amount of \$72,000.

The CFO replied that the budgeted amount was based on usage. \$58,000 had been spent the year prior.

Councilwoman Keyes-Maloney asked for a "Years of Service" report for all Departments.

The Administrator added that the Township is doing succession planning in Public Works. A new Deputy Public Works Director was just brought in. There is a desire to bring up from within but there are Civil Service requirements.

Vice President Baxter asked if it is the same rationale for Central Maintenance.

The CFO responded that \$210,000 was budgeted last year but we ended up having to transfer money that was also spent. We gave them some more which is why they are at \$245,000.

Mr. Capuano responded to Vice President Baxter and said that he now has someone operating the sweeper.

Mr. Capuano presented his \$671,000 Capital request. The Administration requested that the pneumatic valves at Town Hall be replaced with electronic ones which are more efficient. The cost is about \$100,000. Mr. Capuano said that for the past five years he has requested a vehicle for his use and gave it up for other items there were needed in the Department. This year he requested a Ram 1500 for about \$26,000. The twenty-six year old roof at Public Works needs to be replaced. They will do the work in-house. Mr. Capuano said that the Department just lost a truck – it can no longer pass federal inspection. He wants to replace it with a tandem truck. It will help with Charles Ewing Boulevard which is a huge road. The Administration requested that sidewalks and curbs be put in at Incarnation. Most, of the the kids that he sees, walk in the road. He requested a landscape truck to replace the #24 Stake vehicle as well as a small packer that he had been asking for for the past couple of years. The packer will be useful in emptying trash cans at the parks and the bus stops. The current backstops for the fields are thirty-five years old and in disrepair. Mr. Capuano requested \$50,000 to replace them. Lastly, he requested \$36,000 for rolling bleachers to be used at special events in the Township. The bleachers seat about one hundred people.

President Wollert stated that the sidewalks in front of Incarnation will be paid out of left over money.

The CFO added that this money is left over from the 2016 Road program.

Councilwoman Steward asked if the backstops were at Moody.

Mr. Capuano replied – all of the parks.

Vice President Baxter commented that the items requested by the Administration are more than the total.

The Administrator responded that it is a two million dollar capital budget and would be double if the department heads got all that they requested. Some of their requests will be in next year's capital budget.

There were no additional questions for Mr. Capuano.

Jeff Burd (Tax Assessor) presented his Budget request. Mr. Burd briefly discussed each of his eight line items for a total request of \$180,000. He added the Revaluation Services line item this year. It is for in-house quality control for the revaluation services. It is also the biggest increase - \$50,000. Mr. Burd stated that he checked with Lawrence and Hamilton; they also added a little more money to their budget during their revaluation for quality control to make things go as smooth as possible. Three public meetings are tentatively scheduled for the third week in April.

Mr. Burd, responding to Councilwoman Keyes-Maloney, stated that information about these meeting will be on the Township website. He would also like a robo call to be done. Mr. Burd stated that mailings would not be cost effective and he does not know how much coverage the Township gets from newspaper advertising.

Vice President Baxter asked if the Township had to do a Public Notice.

The Administrator replied - yes, it is a legal requirement. It can also be posted here, at ESCC and Hollowbrook as well as the website and the robo call.

The Assessor did not have any Capital requests. Mr. Burd said that the electronic retrieving system works very well. It replaced twenty-six file cabinets. Mr. Burd thanked Council for the system.

There were no additional questions for Mr. Burd.

Ted Forst (Director, Community Affairs) stated that the total request for Community Affairs is \$118,000. It is a \$2,000 increase from 2017. Mr. Forst first went through each account for the ESCC, Seniors and Recreation Programming and then for the Hollowbrook Community Center. The amount requested for the ESCC, Seniors and Recreation Programming is \$75,500 which is an increase of \$2,000. Mr. Forst increased: the Office Equipment & Supplies by \$1,000 basically for the cost of the copier and supplies; Maintenance Agreements by \$500 for the fire extinguishers; Repair/Maintenance – Equipment by \$300 and Repair/Maintenance – Facilities by \$500 primarily for landscaping to the front of the building. Mr. Forst reduced the Petty Cash Fund by \$300 to \$100. The requested amount for Hollowbrook is unchanged at \$42,500. The difference is that it is for a full year of operations so there are a number of changes to individual accounts.

Vice President Baxter asked if there is also a changing table at the ESCC.

Mr. Forst replied – no.

Councilman Schroth asked what is a burnisher.

Mr. Forst replied that it is used to clean the floors.

Mr. Forst then discussed his Capital requests for the ESCC. The total Capital request is \$190,000 - \$40,000 for improvements to the Front Entrance area, the replacement of the front windows, the addition of closet space, the addition of LED lights in offices, locker rooms and hallways and renovations to the Weight Room and Locker Room. Since none of this is part of the Senior area, it has to come out of Capital - and - \$150,000 for the ESCC Pool Splash Pad. Mr. Forst said that other items for the ESCC, will be taken out of HUD or split between HUD and Capital. This includes: security cameras, LED lights in Senior areas, fire detection system upgrades, the replacement of the boiler seepage tank, the replacement of tables and chairs. A projector needs to be purchased as the current one is the property of the Church which is moving out before the end of the year and put AED's in the Concession Stands at the parks. Mr. Forst then discussed his Capital requests for Hollowbrook. Security cameras can come out of HUD or Capital. Three roof top AC units are needed for the Computer Lab area. This project has already started as right now those units are not operational. There will be new floors for both the Nutrition and Community Rooms. It is the same vendor that did the floors in other areas. Push button doors will be added to three doors to make it easier for seniors to get in and out of the building. Seniors have requested this a number of times. The pool bathrooms need to be renovated. This work is going on right now. There is already sound in the Community Room, a projector and screen is needed. The HUD total is \$150,000.

Mr. Forst replied to Councilwoman Keyes-Maloney's question about security cameras.

Vice President Baxter told Mr. Forst that many seniors have complained to him about the stone bench. It is too low. They either can not get up or feel like they are falling down.

There were no additional questions for Mr. Forst.

DeLorfette Clark (Director, EMS) first discussed his 2018 Capital request. Mr. Clark explained that he wants to replace the 2010 leftover van from the previous fleet with a new Type 1 Ambulance for \$120,000. This van has about 80,000 very rough miles on it and is unable to support a lot of the equipment that is now carried on the trucks because there are no charging outlets. He would like to equip this new ambulance with a power cot and power load system. These are rated to lift and transport 900 pound patients. Mr. Clark requested twelve CPR manikins. EMS does a lot of in-house training – Police and Fire - and offers services to the Community. He and two other employees are certified trainers. He does not anticipate having to replace these for ten to fifteen years. Mr. Clark explained that as sepsis is a major cause of hospitalizations throughout the world; he would like to purchase five Exergen Temporal Artery Thermometers and five Nonin 8500 Pulse Oximetry Devices to help implement a Sepsis protocol in the EMS Department. His final Capital request is for five Low Profile MiMo Antennas for all EMS vehicles. These are basically “Hot Spots.” The total Capital request is \$166,359.72.

Mr. Clark then discussed his 2018 Operating Budget request. It is pretty much the same as last year. \$30,000 was requested for “Other Expenses.” This includes all supplies used throughout the year and those supplies that the State mandates be replaced. An additional \$1,000 – for a total of \$4,000 – was requested for oxygen. Mr. Clark explained that EMS is now supplying Police and Fire with their oxygen. He will have to gauge how much money will need to go into this account in the future. Mr. Clark asked for \$10,000 for Training; a lot is done inhouse and online, however, there are some classes that have to be done by other agencies. EMS is also doing some training for the Fire Department. Uniforms are contractual at \$12,000. The total operating budget request is \$222,859.70 which is \$30,000 to \$40,000 less than last year.

Vice President Baxter and Mr. Clark discussed the 2017 EMS Annual Report Mr. Clark included in his budget request.

At the request of the Council President, Mr. Clark further discussed the training the Department provides.

There were no additional questions from Mr. Clark.

STATEMENTS AND COMMENTS FROM MEMBERS OF THE PUBLIC

David Lyons (530 Washington Avenue) stated that he came tonight because he wanted to know if there was something in the budget related to the money the Township pays to Trenton Water Works.

The CFO replied that Trenton Water is about one million dollars for the year.

Mr. Lyons read parts of the letter Trenton Water sent to Township residents and then stated that he has no confidence that these people (at Trenton Water) know how to produce clean water. Mr. Lyons asked what can the Township do to ensure that we get First World water.

The Administrator responded. He described the actions the Administration has taken. The Administrator mentioned the Consent Agreement Trenton Water recently entered into.

Mr. Lyons asked why is the Township paying Trenton Water.

The Administrator replied that the Township already sued Trenton Water once over a fire hydrant maintenance issue; a house burned down. We settled to save the Township money. The Administrator added that he did withhold payment for about forty days until this Consent Agreement was signed and the outside companies were hired.

Mr. Lyons commented that it is a horrible service.

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

CLOSED SESSION

(None for this Meeting)

ADJOURNMENT

There being no further business President Wollert called for a motion to adjourn. Ms. Steward so moved seconded by Mr. Baxter. It was agreed by unanimous voice vote. The meeting was adjourned at 8:00 p.m.

Kathleen Wollert, President

Kim J. Macellaro, Municipal Clerk