

May 31, 2014 9:00 A.M.

The meeting was called to order at 7:00 p.m. by Township Clerk, Amy Leso. The meeting was advertised in the following manner:

- A. Posting written notice on the official Bulletin Board in the Township Municipal Building on May 19, 2014
- B. Faxing and mailing written notice to The South Jersey Times and The Courier Post on May 19, 2014
- C. Filing written notice with the Township Clerk of West Deptford Township on May 19, 2014

Roll Call:

Ms. DiCarlo, Mr. Keuler, Mr. Maher, Deputy Mayor Hansen and Mayor Chintall were in attendance for this meeting.

Budget Discussion

Mr. Pine, the CFO was not able to attend today's meeting. Mr. Umba and Ms. DiCarlo discussed the use of iPads vs. laptops for the committee to use instead of paper. Mr. Umba will discuss the school board model with Mr. Tucci. The committee may use personal iPads because no action is being taken at this meeting.

Planning Board: The salary and wages have decreased due to the coding of where certain employees are being paid has changed. There is \$6000.00 allotted for a possible assistant and to cover expenses in the operating expenses if it is needed. A part time assistant was included in the budget. The part time employee left in July of 2013 and was not replaced. Ms. Rost explained that in the 2011 budget, there were items that did not come to fruition.

Zoning Board: The salary and wages have decreased due to the coding of where certain employees are being paid has changed. A request for a part time employee to be split between planning and zoning was made. There was an increase in the line item because of the T-Mobile lawsuit.

Construction: The Housing Code Enforcement Officer was changed from part time to full time and Mr. Umba explained how the salary was allocated. He also explained the staffing of the department. The increase in 2012 was due to the demolition of a house. The "other" line item will be broken down to be more specific. At this time they are not able to track vehicle maintenance to certain departments due to manpower and the age of the software. The Code Enforcement Vehicle will be used by the Thorofare Fire Department Chief after the end of June. Plumbing Inspector and Electrical Inspector and the Housing Inspector salaries are paid from separate department. A part time construction official may need to be paid from this department as well once Mr. Zimm retires.

Fire Official: There is not much of a change to this budget. This does include fire sub-code inspector. The "other" line items include the software system and a lighting system for a vehicle. The department is requesting a tablet and a wireless printer which would cost \$2300.00. Purchase of this equipment would cut down on labor costs and make the department more efficient. They could print violations and certificates on site. The committee discussed the requirements for capital purchases – must have a life of 5 years.

Police: Due to the ongoing negotiations of the contract, salaries will be discussed at another time. There is a \$30,000.00 decrease in expenses because there is one less vehicle being purchased this year. Mr. Maher spoke about the list of vehicles he just received and the committee discussed the maintenance of township vehicles. The Police Chief explained his vehicles and how they are turned over. Vehicle Maintenance and documentation of such was discussed by the committee. Mayor Chintall said that there is

software for fleet management. Mr. Umba stated that the Cleaning of Building should be Cleaning of Uniforms and Fire Equipment is actually ammunition. Currently there is a proposed bill that would require all police vehicles to have in car video cameras. The cameras are requested in the budget. They are maintained by the company who provides them. There is little change to the operating budget. The amount for printing and binding is decreased due to the new computer system. There are some community initiatives such as the Junior Police Academy that will be paid for by Municipal Alliance Funds or police comp time.

Public Works:

Streets and Roads – extra money was allocated due to the pending contract negotiations. Some equipment was upgraded. Funds were allocated for professional services, which is tree removal that is contracted out to another agency.

Meadowcroft road reconstruction and resurfacing will require 5% down payment to bond. There is some grant money available for capital improvements.

Leaf Collection - \$60,000.00 allocated for salary and wages is used for overtime. Temporary or seasonal employees would be paid for from this line item. There was an expense for reconstruction of a leaf machine. The purchase of two new leaf machines is included in the capital budget.

Snow Removal – any excess funds in this account will be placed in a snow trust for use in future years. \$80,000.00 allocated for materials (salt) has already been spent. Salary is paid from this account when workers are not already working a regular day.

The time sheets in Public Works detail which employee is doing which task. Mr. Umba explained the responsibilities of the department heads, payroll department and the finance office.

Recycling – this trust is used for equipment at times. Expenses were for trucks.

Mr. Umba explained that there is a possibility of sharing a department head between Public Works and Water/Sewer. He also explained the use of Labor Ready employees. The committee discussed the original plan for Labor Ready and that they need a succession plan. This was to be a short term plan. This year the township is using more seasonal employees and less Labor Ready however the cost per month for Labor Ready did not decrease when seasonal employees were hired.

Maintenance of Vehicles- The traffic in the maintenance shop is increasing due to the age of the vehicles.

Sanitary Landfill – One sub-line item is for the Condo Lease reimbursement fees. These are required by law. The bills are not usually received until June or July of the following year for these expenses from the condo complexes. Solid waste rates for the landfill increased. These are based on weight and there is no trend in spending.

Recreation: Mr. Moore does not control the allotments for the organizations. With retirements, an additional employee may be needed. \$40,000.00 is included in the budget for this position. The budget did not change that much. \$20,000.00 was allocated for new mowers and equipment. The “other” line item includes special events such as the Easter Egg Hunt, beautification programs. It also includes landscaping services.

Summer Recreation is included under Summer Playground.

Organization Allotments – there was an update provided on background checks. Mr. Umba explained Morphotrack and the process. Cards have not yet been issued but they are hoping to use an old card machine from RiverWinds Community Center to create the cards. This will be

May 31, 2014 9:00 A.M.

done by the chief. Ms. DiCarlo and Mr. Hansen discussed the background checks and the purpose of the ordinance.
Mr. Umba gave a brief overview of the Capital Budget to be discussed at the next meeting.

This ended the budget discussions for the day.

Open Meeting to the Public:

Mr. Keuler made a motion to open the meeting to the public. It was seconded by Mr. Maher and approved by the entire committee.

No one addressed the committee.

Mr. Keuler made a motion to close the meeting to the public and it was seconded by Ms. DiCarlo. The motion carried unanimously.

Mayor Chintall called for a motion to adjourn. Ms. DiCarlo made a motion; a second was given by Mr. Hansen and approved by the entire committee.

Respectfully Submitted,

Amy Leso, RMC
Township Clerk