

# JEFFERSON TOWNSHIP COUNCIL

## Budget Meeting

January 27, 2016

13

Municipal Building, Council Chambers

Mrs. Harvin called the meeting to order and asked for nominations for a presiding officer.

Motion: Mrs. Merz as Presiding Officer

**Motion:** Birmingham, second Dunham

|                          |        |
|--------------------------|--------|
| Mr. Dunham               | Aye    |
| Mrs. Merz                | Aye    |
| Mr. Birmingham           | Aye    |
| Vice President Sanchelli | Absent |
| President Yocum          | Absent |

### Roll Call

| Present                     | Absent          |
|-----------------------------|-----------------|
| Mr. Dunham                  |                 |
| Mrs. Merz                   | Mr. Sanchelli   |
| Mr. Birmingham              | President Yocum |
| Lori Harvin, Township Clerk |                 |

Mrs. Harvin said, "Let the record show that Administrator James Leach is present. Also present is CFO William Eagen, Police Chief William Craig; Deputy Chief Wilsusen; Captain Conrad; Lt. Castimore; Detective Kratzel; and Tax Assessor/IT Director, Shawn Hopkins.

### Salute to the Flag

Presiding Officer Merz asked everyone to rise and Salute the Flag.

### Notice of Presiding Officer

Merz said, "This Budget Council meeting for January 27, 2016, commencing at 7:00 p.m. has been properly noticed in accordance with the Open Public Meetings Act by notice to the official newspapers of the Township on January 21, 2016."

### Resolution

Resolution 16-10: Authorization For The Township To Apply For And Accept A Subgrant Award Of The Federal Fiscal Year 2015 Of Department Of Homeland Security Emergency Management Performance Grant Program Funding And For The Township Chief Financial Officer To Amend The Budget And Certify The Availability Of Funds **(Cert Avail Funds)**

(13-A)

**Motion:** Dunham, second Birmingham

|                          |        |
|--------------------------|--------|
| Mr. Dunham               | Aye    |
| Mrs. Merz                | Aye    |
| Mr. Birmingham           | Aye    |
| Vice President Sanchelli | Absent |
| President Yocum          | Absent |

### 2016 Capital Budget

#### Buildings & Grounds

- Request: Carpet **\$12,000.00**
- Request: Furniture, etc. **\$2,000.00**

Leach explained that last year \$15,000 was budgeted for the renovation of the bathrooms; \$15,000 was appropriated for general renovations and \$55,000 for audio visual upgrades to the Council Chambers. Leach said that some of the monies will be reappropriated to go toward work on the bathrooms; carpet; furniture. Dunham asked about the \$15,000 that was previously appropriated for the renovation of the bathrooms and if those monies are still there. Leach said that before the project could be started, the bathrooms in the police cells collapsed. Leach said that some audio visual upgrades still have to be purchased for the Council Chambers. Left over monies will be reappropriated from the \$25,000 and \$30,000 that is left over from last year's capital. The bathroom project will be started.

# JEFFERSON TOWNSHIP COUNCIL

## Budget Meeting

January 27, 2016

Municipal Building, Council Chambers

14

### Salary and Wage

Leach said that no new employees are being added that have not been previously budgeted. Leach advised the Council that if the Department of Justice approves the results of the Sergeants Exam, there will have to be some work done on the Police Budget. Leach said that no Sergeants are retiring this year and there are four Sergeant openings which is roughly \$24,000. Leach advised that there will be two additional Police Officers retirements. Dunham asked how much is in the Salary Adjustment Account and Eagen said there is \$75,000. Dunham asked if the \$24,000 that will be needed for Sergeants can be moved from that account and placed within the Police Budget. Merz said that she sees a line item for 2 new Police hires; one half year and 2 full year. Leach said that two were just hired and then in the summer another one will be hired. Dunham asked about the budgeting for two additional officers and for the academy. Merz noted that the Budget has two additional officers on 7/1/16. Merz asked that the \$24,000 be placed in the Police Salary Budget.

Leach advised the Council that a Seasonal/Temp position has been placed in the Budget under the DPW to cover a replacement. A Seasonal/Part Time position has been placed in the Recreation Department also.

Dunham asked about the monies for the Engineering Department. Leach said that there is no salary budgeted for an Engineer for 2016. The Engineer money is Budgeted from Special Consultants. Merz asked about the salary in the Animal Control account and Eagen said that was an error and the correct amount is \$200.

### Police Department

Chief Craig, Deputy Chief Wilsusen, Captain Conrad; Lt. Castimore; Detective Kratzel came forward. Dunham said that the Sub-Committee feels that the Police Budget is in line, however, the Capital Budget as a whole is very large. Merz said that she wanted to follow up on the request for the message boards and to inquire as to stationary versus mobile.

- **Request: Message Boards** **\$17,250.00**

Merz asked if there was an opportunity to look into the numbers. Castimore said they have no numbers but the signs run \$7,500 to \$12,000. Merz said that the \$17,500 for two Message Boards will be left in the Budget until they get back to the Council. Craig said that he asked Davis to look into the message boards and what is available. Craig said that the main concern is something that can be moved from location to location.

Birmingham asked about the status of the license plate reader. Craig commented that the reader was received from the Morris County Prosecutor's Office. Craig said that it is extremely efficient.

The Council commented on the exemplary work done by the DPW clearing the roads during the recent storm.

### Communications

- **Request: Police Computers** **\$98,500.00**

Kratzel noted that the amount is higher than it was last year. Servers have to be replaced and mobile vision is being added. The number will go down next year. The Capital for Police Computers is a four year plan.

Birmingham asked about noise canceling technology for the shooting range. Craig advised the Council that Picatinny is building a Police range and that will alleviate some of the use at the Jefferson Range. Conrad said that the scheduling at the Range has been cut back and he works with the Library to accommodate their needs.

- **Request: Video Cameras** **\$110,000.00**

Kratzel advised that the Cameras in the building must be upgraded. Leach

# JEFFERSON TOWNSHIP COUNCIL

## Budget Meeting

January 27, 2016

Municipal Building, Council Chambers

15

commented that the cameras that have been placed in the Parks should also be recorded. Dunham asked if the new upgrade of the cameras would provide the Township with an insurance rebate or discount. Leach said that through the Insurance Fund the Township can receive approximately \$7,000 toward this item, however, the item has to be related to training and loss prevention.

Birmingham asked about any items that may be available through shared services. Craig said that Policing equipment is catalogued and available through the Sheriff's Department and the County OEM and Homeland Security. Craig said that the County gets a lot of grant money and then provides training programs. The Township can send one employee who then comes back and trains the Department.

### OEM Report

Craig reported that every year OEM and the Police Department do a Winter Planning Meeting that includes DPW; Emergency Services and the Board of Education. The final Sandy Reimbursement monies have been received and the total is \$591,883.00.

Craig commented that the State Grant for OEM for 2016 was raised to \$7,000 and this is a matching grant for the Township. Craig said that the Township has applied for a \$150,000 FEMA mitigation grant. These monies will be used for a generator at the Camp and upgrades to the Dispatchers Desk.

Craig advised that this year the Township's Emergency Plan must be updated. Local Emergency Planning meetings are held with Emergency Services Personnel for input. As part of that Plan the Municipal Complex will be included. Merz asked to be included as a liaison along with Councilman Sanchelli. Craig said this is a work in progress with updates done every year, but the main upgrade is done every four years. Mangold said that plan must be done to receive Federal funding. The Plan is due August of 2016. Craig said that the Council will be asked to review the Plan and once it is reviewed by the Township it will go to the County. Mangold commented that this is not a public document. It contains all the information for emergency services. Craig said the Plan is not event specific, it is procedural.

Craig said that there has been some talk about this last storm being declared an emergency. OEM has been tracking the cost and it is currently at \$158,000 to date. It has not been determined which Counties may receive assistance.

Merz thanked Mangold for the work he does on behalf of the OEM. Eagen commented that Mangold's record keeping makes his job easier.

### Communications

• **Request: Township Computers** **\$45,000.00**

Shawn Hopkins came forward. Hopkins stated that, in the future, individual municipal governments will not be able to sustain the technology applications at the required levels. Hopkins said that email should not be something individual towns have to worry about, it is so much more efficient to have a centralized system. Hopkins spoke about security and stated that it is an issue of adherence to Policy and Protocol. Hopkins spoke about the Capital request and stated that it was split over the last 2 years. Hopkins said that he has structured the infrastructure so that the end of life for the equipment is a lot longer now. Hopkins stated that the Township has its own Cloud and that is what virtualization does. Hopkins explained the backup and recovery for the Township and said that everything can be brought back up within a week. Hopkins said that there are multiple layers of cyber security. Dunham asked when it will make more financial sense to go to the Cloud. Hopkins said when infrastructure has to be replaced.

Merz asked about cyber security training and if the employees are receiving this type of information. Hopkins said that goes back to his point about governance. The Computer Policy must be strictly enforced. Stronger password and authentication is needed. Hopkins said that so far he has had enough Capital funds. Hopkins said that

# JEFFERSON TOWNSHIP COUNCIL

## Budget Meeting

January 27, 2016

Municipal Building, Council Chambers

16

he does not foresee a large expenditure for increased security but he said he will forward the information to the Council as he receives it.

Merz thanked Hopkins for attending this evening.

### Miscellaneous/Public Portion

No one came forward.

**Adjournment** at 8:25 p.m.

**Motion:** Dunham, second Birmingham

|                          |        |
|--------------------------|--------|
| Mr. Dunham               | Aye    |
| Mrs. Merz                | Aye    |
| Mr. Birmingham           | Aye    |
| Vice President Sanchelli | Absent |
| President Yocum          | Absent |

**Dated:** January 27, 2016

Attested:

Approved:

---

Lori Harvin, Township Clerk

---

Richard W. Yocum, Council President