

SPECIAL TOWNSHIP COMMITTEE MINUTES
BUDGET MEETING
January 16, 2010

The Special Budget meeting of the Township Committee of the Township of Cranbury was held at 9:00 a.m. in the Town Hall Meeting Room. Answering present to the roll call were: Township Committee members: Winthrop Cody, David Cook, Richard Stannard, James Taylor and Mayor David Stout. Also present were: Christine Smeltzer, Administrator, Denise Marabello, Chief Financial Officer and Kathleen R. Cunningham, Clerk. Mayor Stout led in the salute to the flag and Ms. Cunningham gave the following Open Public Meetings Act statement:

In accordance with Section 5 of the Open Public Meetings Act, it is hereby announced and shall be entered into the minutes of this meeting that adequate notice of this meeting has been provided:

- (1) Posted on January 12, 2010 on the Bulletin Board of the Municipal Office at 23-A North Main Street, Cranbury, New Jersey and remains posted at that location.
- (2) Communicated to the Cranbury Press, Home News Tribune and Trenton Times on January 12, 2010.
- (3) Was filed on January 12, 2010 at the Cranbury Municipal Office, 23-A North Main Street, Cranbury, New Jersey, posted on the Township's web site and remains on file for public inspection, and
- (4) Sent to those individuals who have requested personal notice.

Ms. Marabello led the discussion on the Salary Program and stated the Township Committee needs to decide what direction it wishes to go in; whether or not to judge increases on merit, have a "pool" or give increases across-the-board or nothing at all. Mr. Cook asked what the rationalization was for 1 ½%. Ms. Marabello responded there was no basis, in computing she just went with 1, 2 and 3%. Mr. Taylor mentioned he had provided everyone with what the private sector is doing. It appears that the private sector is giving out about 2 to 2 ½ %. Mr. Cody recommended discussing the salary increase issue at the end of the budget meetings so the Township Committee can determine what exactly the Township can afford to give its employees. Ms. Smeltzer indicated she has the League of Municipalities Salary Report from 2009 as well as she can go on line through her Managers' Association web site to determine what other municipalities are giving. The Township Committee members unanimously agreed to defer the discussions on both the Salary Program and Premium Sharing until the end of the budget meetings to be able to determine how much revenue will be generated. Mayor Stout stated the Township Committee will be discussing in September or when the Township receives the 2011 rates, the possibility of changing an employee's health coverage prior to when the "open enrollment" occurs.

Mr. Richard Kallan, 10 Wynnewood Drive, asked overall what the Township Committee is proposing to give the Township's employees in increases. Mayor Stout responded the Township Committee has decided to table the discussion until a future meeting.

The Township Committee reviewed and discussed the Township's operating budget (Administrative and Executive) proposed budget for 2010. Mr. Cody volunteered to assess the Township's existing computer needs and possibly obtaining contractual services from a local vendor. The Township Committee also reviewed the proposed Finance Department's 2010 budget. Ms. Marabello, Finance Department explained she has put monies under "contingencies" if someone should need additional monies for an emergency. Mayor Stout stated the Township Committee should be checking contingencies for every Department during the year. The Township Committee discussed the ordering of office supplies and made the decision to have all office supplies ordered through the Main Office and the Clerk, Ms. Cunningham, will keep a check on the ordering of all supplies. All funds charged for office supplies will now come out of the

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Administrative and Executive budget and not the individual Departments with the exception of Construction and Recreation Departments (who have their own trust funds). The Township Committee unanimously agreed to have only one "Miscellaneous Fund" under the control of Ms. Marabello, Finance Director rather than the individual Departments having their own category.

Police Budget Presentation – Operating and Capital

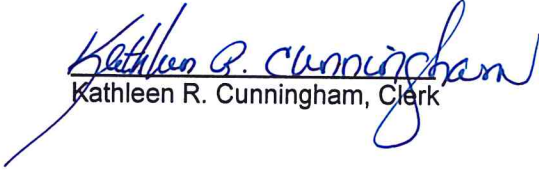
Chief Kahler discussed and presented to the Township Committee the Police Department's 2010 proposed Budget. He stated in his proposed 2010 budget there is a request for additional sergeants and one replacement officer. Chief Kahler stated within the next three (3) years, the Chief, Captain, both sergeants, and one officer will be eligible to retire. If the officers are not trained and promoted now to take over the leadership positions in the Department, the proper and efficient operation of the Department will be great jeopardy. Chief Kahler proposed to promote three additional sergeants and hire one additional replacement officer. He stated prior to the retirement of Chief Hanson in May of 2008, the Department had 19 officers. When Chief Hanson retired, he was never replaced and when Lt. Owens was promoted from his sergeant's position, it was not filled. Therefore, the Department is down one officer's position and one sergeant's position and if the necessary changes are not made now, the Department will risk service to the Township's taxpayers. Chief Kahler further explained sergeants must be carefully selected, educated and provided with ample amounts of guidance and, in addition, any new hires must attend a twelve-week new officer training program. The Township Committee discussed with Chief Kahler the various shift coverage and current staffing of the Department. The Township Committee inquired the cost of hiring one new officer and Ms. Marabello responded, according to the Chief's proposed budget, the cost would be \$43,721.00 plus benefits and to promote the other three officers would amount to approximately \$ 14,000. The Township Committee requested Chief Kahler to do an analysis of the requests, balancing the promotions against the overtime costs and will hold their decision until they can review the data Chief Kahler will be providing them. Chief Kahler reported as "officers of the Cranbury Court" it is the Department's responsibility to transport any prisoners which amounts to over \$7,000 per year. The Township Committee requested Ms. Smeltzer look into possibly getting reimbursement from Plainsboro for transporting costs. The Township Committee discussed (with Mr. Taylor abstaining) the C.E.R.T. Training Program costs. Chief Kahler explained this year the Department will be training two additional C.E.R.T. officers. Chief Kahler requested four new vehicles in his proposed 2010 budget. The Township Committee reviewed his request and unanimously approved the purchase of two new vehicles. The Chief was asked to come back at a future date to discuss his proposed Capital Budget for 2010 and Ms. Smeltzer will make some inquiries concerning the leasing of vehicles. Also at the next meeting the Township Committee will discuss his salary requests and any other items he may have.

Public Works Budget Presentation – Operating and Capital – The Township Committee postponed Mr. Thorne's presentation until the next budget meeting on January 23, 2010.

Public Comment

The Mayor opened the meeting to public questions and comments. There being no comments, the Mayor closed the public part of the meeting.

On motion by Mr. Stannard, seconded by Mr. Cook and unanimously carried, the meeting adjourned at 2:30 p.m.


Kathleen R. Cunningham, Clerk