TOWNSHIP OF DENVILLE
MUNICIPAL COUNCIL
BUDGET WORKSHOP MEETING

JANUARY 24, 2015

The Meeting was called to order by President Golinski at 10:22 a.m. The Salute to the Flag was recited, followed by the reading of the Open Public Meetings Act Statement by Township Clerk Kathy Bowditch. Clerk Bowditch noted that this is a non-smoking facility and asked that all cell phones be silenced at this time.

ROLL CALL: GABEL, KUSER, SMITH, FITZPATRICK, SCOLLANS, GOLINSKI
ABSENT: LYDEN
ALSO IN ATTENDANCE: MAYOR ANDES, ADMINISTRATOR WARD, CFO GUARINO AND POLICE CHIEF WAGNER.

OPEN PUBLIC PORTION: No one wished to be heard.
CLOSE PUBLIC PORTION.

President Golinski turned the meeting over to Administrator Ward. Administrator Ward gave a brief update on the budget process. He noted that the appropriation side of the budget is tentatively completed but the revenue side is contingent upon the auditor completing the Annual Financial Statement. Mr. Ward advised that Administration will meet with the auditor next week and will then be able to populate the revenue side of the budget and make any necessary adjustments to the operating side. Administrator Ward noted that the Police Chief and the Fire Chief will present their capital budgets today but Administration’s recommendations will be made when the full budget is presented to the Council in early February.

Mayor Andes commented that Administration recognizes that not all capital requests from the Police Department, Fire Department, DPW and Engineering Department can be funded this year but it is good to hear what the needs are in each of these departments. Administrator Ward advised that the operating budget requests of the Police Department, Fire Department and OEM, cumulatively, are less than a 1% increase overall. He added that there is an opportunity to possibly even have a reduction in the Police operating budget, through the capital budget.

Police Chief Chris Wagner presented his capital budget requests for the year 2015. A copy is attached to these minutes.

The items being requested are as follows:

1. 9-1-1 Call Answering System. $130,000
2. Dispatch Desk Furniture and Radio Consol Replacement. 150,000
3. In-Car Camera System Replacement. 38,500
4. 9 In-Car Panasonic Toughbook Laptop Computers. 45,000
5. Traffic Signs. 19,000
Chief Wagner noted that he has prioritized his list to show: what he needs to have, what he would like to have and items that would be nice to have but will not upset him if they are cut from the budget.

The Chief went through the budget request form using a PowerPoint presentation. He spoke about the items with the highest priority first, even though they may not be in the order shown on the capital budget request form.

There were questions from the Council members regarding each item that Chief Wagner presented.

There was a discussion concerning the need for replacing the current 9-1-1 system and the deficiencies that the new system would address. The lifetime of the new system and the cost of future warranties were also discussed.

The Chief explained the proposed renovation of the dispatch desk in detail. Chief Wagner addressed several questions from the Council about the renovation. The possibility of moving Denville’s dispatch services to the County was raised. President Golinski interjected that he feels that the Council should focus on the Police Department’s proposed capital budget at this time. He said that a discussion regarding moving dispatch services to the County should be held after Administration makes its recommendations regarding the capital budget.

Mayor Andes noted that the move to the County would be a joint decision of Administration and the Council, since the expenditure involved would have to be approved by the Council.

Chief Wagner stated that he is a strong advocate of keeping the dispatch services in Denville.

Chief Wagner explained the necessity of enhancing the In-Car Camera System due to the fact that there is no longer any warranty available for the current system. He gave details about what the new system would include.

The Chief noted that he is asking to purchase Nine (9) Toughbook Laptop Computers. He said that the current operating systems are no longer supported which leads to lack of confidentiality issues.

Chief Wagner explained that the Traffic Signs item includes any sign making materials that might be needed to repair, produce or maintain signs throughout the Township during the year.
In his PowerPoint presentation Chief Wagner displayed all of the vehicles currently in use in the Police Dept. The Chief gave a detailed review of the condition of these vehicles. There was an extensive discussion regarding how many new vehicles are needed, the type of vehicles needed and the possibility of leasing versus purchasing. It was noted that 4X4 vehicles may be obtained through bonding, but not patrol sedan vehicles. Chief Wagner stated that he needs three (3) vehicles this year.

President Golinski summarized what was discussed and noted that the Chief is asking for two (2) cars in the operating budget and one (1) four-wheel drive in the capital budget. Chief Wagner noted that he is asking for a four-wheel drive pick-up truck as well this year, but it will be okay if he only gets the three (3) that are a top priority this year.

Chief Wagner’s final request in the capital budget was a Police Headquarters Storage Building. The Chief explained that two (2) buildings are currently being used at DPW for necessary storage that cannot be put into the evidence room for various reasons. He is proposing a two (2) garage building in the parking lot for these items. The Chief added that Chief Sharples is also in need of a building for OEM and the Fire Department and they are exploring the possibility of building one large building to accommodate the needs of the Police Dept. as well as the Fire Dept. and OEM. Chief Wagner said that the plan would also be cost effective.

President Golinski thanked Chief Wagner for his presentation. He called for a five minute recess after which the Chief Sharples will present the Fire Dept./OEM proposed capital budget.

Recess began at 12:03 p.m.
Meeting resumed at 12:08 p.m.

President Golinski welcomed Fire Chief Wesley Sharples, 1st Asst. Chief Chris Seugling and 2nd Asst. Chief Jason Lezcano.

Administrator Ward noted that the operating budgets for First Aid, Fire Dept. and OEM were flat or had a less than 1% increase. He said that the Chief will focus on the capital budget which contains a few specialty items. Mr. Ward advised that every year firefighter gear and pagers are provided for in the capital budget. He said that Chief Sharples will explain the rest of the budget.

Chief Sharples began by explaining that there are thirty-two (32) SCBA (Scott Pack) bottles that require replacement this year and next year. He noted that there had, at one point, been a bulk purchase of forty-seven (47) bottles with a life expectancy of fifteen (15) years. Chief Sharples advised that there is new software now that tracks replacements and when the life expectancy of a bottle is up, it must be taken out of service.

Chief Sharples moved on to the proposed replacement of Ambulance #228 – Main St. Firehouse. The Chief read a letter from First Aid Captain Bill Keating detailing the history of Ambulance #228.
Mayor Andes interjected that, although Administration has not made any recommendations as to the capital budget, due to this ambulance’s history, the fact that it is due for replacement next year and the consideration of public safety, this is an absolute need.

Administrator Ward advised that DPW Superintendent Egbert will be requesting a sewer camera replacement in his capital budget and retired ambulances are used to mount these cameras. Mr. Ward stated that, if the request to replace this ambulance is approved and Mr. Egbert’s request to replace the sewer camera is approved, this ambulance would then be kept and used to mount the new sewer camera.

The type of vehicle that is being considered was discussed and it was noted that it would be the first four wheel drive ambulance that Denville has owned.

Chief Sharples addressed the OEM budget requests.

The Chief noted that OEM is requesting a Pick-up Truck that would be used to shuttle new generators to various traffic lights in town and could also be used to plow snow if necessary. He said that there are large OEM generators that would be moved by this truck. Chief Sharples added that the truck could also be used to transport the CERT trailer.

Chief Sharples spoke about the request for a building and noted that he is of the same mind as Chief Wagner with regard to sharing a larger building. He stated that the generators and CERT trailer could be stored here at the Municipal Building parking lot and be accessible as needed.

Chief Sharples advised that, by working with the Police Dept. to acquire a larger building, perhaps they could arrive at a lower cost. Councilman Kuser suggested that they rethink the location of the storage building since parking at the Municipal Building is at a premium. There was a discussion about the placement of the building and whether or not it should be heated.

Chief Sharples explained the MSA Gas Meter Test & Calibrate request. He noted that currently there is a service contract to have the meters tested and calibrated. The Chief advised that the machine that is being requested performs that function.

President Golinski asked what the saving would be by acquiring this machine. Chief Sharples advised that he has a work order in for calibration for four (4) gas meters and the fee will be $3,500 for a six to seven month period. President Golinski asked why that machine is not on this year’s list if it will pay for itself in a year or two. Chief Sharples said that it would be great if we can do that.

Chief Sharples addressed the EMS tablets that are being requested. He said that they are currently in use on the fire trucks but he wants them for the ambulances. The Chief explained that these tablets will differ from the ones on the fire trucks in that they will be mobile so that they can be carried into the call. He said patient care reports will be recorded on them and they will be saved on the internet. The chief noted that the request is for three (3) EMS tablets, one for each ambulance.

MOTION TO ADJOURN: MOVED BY MEMBER SMITH, SECONDED BY MEMBER FITZPATRICK.
AYES: UNANIMOUS.
ABSENT: LYDEN

Meeting adjourned at 12:51 p.m.

Respectfully submitted by:

Kathleen A. Costello
Deputy Township Clerk