

**HOPEWELL TOWNSHIP COMMITTEE SPECIAL MEETING  
HOPEWELL TOWNSHIP MUNICIPAL BUILDING AUDITORIUM**

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**Monday, January 29, 2018 – 5:33 p.m.**

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**PROPER STATEMENT OF NOTICE** – Mayor Kuchinski called the meeting to order stating that notice of the meeting had been posted on the municipal bulletin board and forwarded to the Hopewell Valley News, The Times, the Trentonian and the Hopewell Express (the official newspapers) on January 22, 2018, in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975.

**ROLL CALL:** Those answering the roll call of the Municipal Clerk:

**COMMITTEE MEMBERS PRESENT:** Blake, McLaughlin, Ruger, Mayor Kuchinski  
Hart (Arrived at 5:40 p.m.)

**ABSENT:** None

**STAFF PRESENT:** Administrator/CFO Borges, Municipal Clerk Gompf, Director of Community Development/Engineer Kataryniak, Director of Public Works Snyder, Public Works General Foreman Guerard, Police Chief Maloney, Police Lieutenant Springer

**ALSO PRESENT:** Finance Advisory Committee Members: Robinson, Botero (Arrived at 6:00 p.m.)

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**2018 MUNICIPAL BUDGET DISCUSSION**

George Snyder, Director of Public Works stated that after review of the heat pump replacement plan for the Municipal Building, he found there would be no significant cost savings to the Township by replacing the system and suggested a mechanical study to survey the condition requirements of the system and possibly make some improvements that will realize some savings utilizing the \$20,000 requested for the heat pumps or some existing funding.

Mr. Snyder stated that the objective is to provide paramount service, deliver a responsible budget, have the staff be flexible to be able to address issues and complaints in a reasonable time, and improve response time to the department's service.

Mr. Snyder reviewed the following:

- Labor-intensive projects the department faces throughout the year.
- Operating budget expenses
- Increases and decreases to line items
- Increase in budget due to street signs
- Road striping funding
- Ice and snow supply funding
- Rental of equipment such as dumpsters and a street sweeper
- Reasons for increase in overall departmental budget

Mayor Kuchinski remarked on the increase in the budget saying that other budgets must be considered before agreeing to Mr. Snyder's budget requests. Ms. Borges interjected that roadway striping was bid through the road program last year so the full cost of striping would need to be brought back into the budget this year, as well as the full cost of snow removal, because there was a reserve in the prior year which was not used, but the full cost of snow removal is being included in this year's budget without the assumption of the reserve.

The following was discussed with regard to the Public Works' budget:

- Buildings and Grounds Budget
  - Cleaning Services for all Township buildings
  - Fleet Maintenance Budget
  - Parks and Recreation Budget
    - Field Maintenance
    - Amenities
    - Safety coverage
  - Salaries and Wages
    - Additional Laborers (2)
    - Heavy Equipment Operator Promotion
    - Creation of new position (Recreation Maintenance Worker II)
    - Utilities Buildings and Grounds Foreman
    - Custodian
  - Table of Organization
  - Takeover of Roads in Brandon Farms
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Chief Maloney and Lieutenant Springer appeared before the Committee and discussed the following with regard to the Police Department's budget:

- Advertising and Printing
- Equipment Maintenance
  - Hosting of System
- Absorption of expenditures in 2017 budget excess
- Transfer of Reverse 911 System
- Accreditation and electronic training fees
- Office Supplies Budget
- Dues, Training and Meetings
- Uniforms
- Capital Outlay Changes
- Minor Equipment
- Range Supplies
- Uniform Cleaning
- Potential Capital Improvements

Mayor Kuchinski stated that all the budgets must be reviewed before decisions may be made as to what projects will be included in the budget.

Ms. Borges reviewed the Shared Services Agreements which relate to the Police Budget, the first being Police Dispatch which is an existing agreement that incorporates an increase for 2018 and the second being a shared service agreement with Hopewell Borough which will be a reduced cost for the Borough.

Ms. Borges then reviewed the Shared Services Agreements which do not relate to the Police Department as follows:

- Recycling Agreement with Mercer County increase in 2018
- The Municipal Alliance.
- EMS Dispatch with Mercer County Contract.
- Senior Services Agreement.

Mayor Kuchinski stated that he believed it would be prudent to investigate new shared services agreements and offered suggestions.

Ms. Borges announced that all financial documents are now required to be filed electronically and explained the issues associated with that.

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**PUBLIC SECTION**

No comment from the public.

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At 6:56 p.m., Motion by Blake, seconded by Hart to adjourn the meeting.

**MOTION UNANIMOUSLY CARRIED**

The detailed public meeting may be viewed at [www.hopewelltp.org](http://www.hopewelltp.org) in the video library.

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LAURIE E. GOMPF  
MUNICIPAL CLERK