

**Meeting Minutes
March 8, 2022**

5:00 PM

Call to order

Roll Call

<i>Councilmember</i>	<i>Present</i>	<i>Absent</i>
<i>Councilman Anderson</i>	<i>X</i>	
<i>Councilwoman Perrone</i>	<i>X</i>	
<i>Councilwoman Worthy</i>	<i>X</i>	
<i>Deputy Mayor Whitfield</i>	<i>X</i>	
<i>Mayor McIntosh</i>	<i>X</i>	

Flag Salute – Township Clerk (Brenda Bligen)

Statement

In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner:

On March 3, 2022, advance written notice of this meeting was posted on the bulletin board in the Municipal Complex and was mailed to the Burlington County Times, the Intelligencer, and the Courier Times.

On March 3, 2022, advance written notice of this meeting was filed with the Township Clerk. The Clerk is directed to enter into the minutes of this meeting this public announcement.

Mayor McIntosh makes a statement about special meetings, each department, the departments objectives and how the meeting will run

WORKING BUDGET DISCUSSION WITH DEPARTMENT DIRECTORS

- Library

Ms. Cronce shares presentation

Council Questions -

Councilwoman Worthy – With the \$129,000, would that also cover some of the enhancements like the carpet and painting or in addition to the \$129,000?

Ms. Cronce - That would be in addition to the \$129,000.

Councilwoman Worthy – So the \$129,000 is to meet the different things outlined in the MOU in addition to going to 1.3million, is that accurate?

Ms. Cronce – There is two options. We would like to be funded flatly, we would understand and hope that the MOU would be signed and executed by both parties. This is the first time we have been able to present to council, so we figured we would ask for a bigger number.

Councilwoman Worthy – So the optimal request from the library is the \$129,000 honoring the MOU and to be funded at \$1.3 million, is that accurate?

Ms. Cronce – That would be optimal, yes.

Mayor McIntosh – How well were the programs attended by people?

Ms. Cronce – It is haphazard. Children’s programs are always popular. The hardest group to promote is teens. Depending on the topic we can have 50 – 60 people in the room or three.

Mayor McIntosh – What are some streams of income for the library?

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Ms. Cronce – Reappropriation, state aid, meeting rooms, fines, faxing, printing, lost materials, book sales, vending, donations, non – resident membership fees and grants.

Mayor McIntosh – How much is that annually?

Ms. Cronce – Total revenue \$1,257,428 with the state aid.

Mayor McIntosh – That is not including township portion?

Ms. Cronce – That is including the township portion.

Councilwoman Worthy – Is your questions regarding what was the amount brought in from the meeting rooms, faxing? Not the State aid Ms. Cronce but she is trying to alleviate from specific lines the library has that is more within your control.

Ms. Cronce – Do you want some of those totals?

Mayor McIntosh – How much does that generate?

Ms. Cronce – Lately not that much but we have been doing fairly good with people returning items. Year to date December 31st, faxing is \$1,622.

Deputy Mayor Whitfield – 2021 numbers would help.

Ms. Cronce – \$1,246,704. The state aid we received \$16,447 and we got \$1,295,000 from the Township.

Councilwoman Worthy – Madam Mayor and Deputy Mayor Whitfield, there is a meeting tomorrow I can request the board president to provide, I know the numbers you are looking for I can request those from him and have that for you or have Ms. Cronce send it over to you.

Councilwoman Perrone – With regards to your request for \$50,000 would that include the things that you are requesting identified in your presentation such as salary wages, increases, does the \$50,000 cover those things as far if we were to vote for that for this budget as the number requested for 2022, would that cover what you're requesting this year?

Ms. Cronce – That \$50,000 is for our reappropriation and our reappropriation is not broken out so it is one line.

Township Manager – Councilwoman Perrone that \$50,000 figure line is for Public Events.

Councilwoman Perrone – For 2021, you requested \$192 million, was that money used?

Ms. Cronce – That plus an agreement for the township to take over all building expenses. For example, we spent \$51, 544 on the HVAC system in 2021. The HVAC system is the end of life. We spend a lot on the building rather than library services.

Councilwoman Perrone – Was the money used for the \$1,292,000? With the request it is the same figure, would that cover what you are requesting in your presentation?

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Ms. Cronce – Yes. If the MOU is signed it would cover few additional staff and higher programming and more purchasing of materials.

Councilwoman Perrone – I just want to make sure that is what you are requesting to be able to function this year. Does everything in your presentation account for this figure presented here in the library contractual?

Mayor McIntosh – Ms. Cronce can you send your presentation to council?

Ms. Cronce – Yes.

Councilwoman Worthy – Councilwoman Perrone listening to your question, that 1.925 that you're looking at in the budget, I think it's page 98, Ms. Cronce is asking for that number plus the memorandum of understanding to be signed by the municipality, that memorandum understanding will cover approximately \$130,000 of building cost that the library has been spending on HVAC, maintenance and building systems which takes away their ability to spend it on library programs. They are asking for council to pay for that \$130,000.

Deputy Mayor Whitfield – Mr. Harris is that \$130,000 included in the facilities budget?

Township Manager – No that is not.

Deputy Mayor Whitfield – So it sounds like we need to find additional money to add into that facility piece in order to fulfill the MOU, should we make that decision?

Councilwoman Worthy – Mr. Harris if it is the will of council to increase the facilities budget on behalf of the library, it is possible to have a subline in the budget so that the money for the library does not get mixed into other facilities projects.

Township Manager – Yes.

Mayor McIntosh – Ms. Cronce going back to that state aid that you get, what exactly is that for?

Ms. Cronce – It goes to personnel.

Mayor McIntosh – When determining your programming are you also looking at what recreation is doing so that we can ensure that there is no overlap or that we are not doing redundant programming?

Ms. Cronce – We do not do that, but we do participate with Recreation. I have three separate departments that submit their programs to me. It is bi-quarterly. I do not know how to do it however, if that is something, you would like for us to do I can do that.

Mayor McIntosh – Do you have a schedule of your programming for the year?

Ms. Cronce – No. There are certain months we know we are going to do a program every year and then some are newly created.

- Facilities

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Mr. Minter shares report

Council Questions –

Councilwoman Worthy – Are these things that have been refined and that will be able to happen in 2022 or is this something that is describing things that will be happening over a 5-year period? What is the timeframe of these things?

Township Manager – Some of the things that Mr. Minter has outlined will be encompassed under the capital portion of the budget. Most of these items are looking to be complete in 2022 with the exception of the lighting. We are going through the phase 2 of the lighting energy the least effected is the Kennedy Center. We will volunteer to see what those results present. Mr. Minter has said a lot of it is cosmetic. I just recently went through a meeting with all of our directors where they outlined their goals for 2021 and we will be meeting monthly to talk about their monthly objectives. With these monthly meetings we are able to outline what it is they are looking to accomplished or tasks for each month. The next month we will talk about what was done and what was not done and how it can be completed.

Councilwoman Worthy – As a follow up in regard to the preventative system it was my understanding that we had a preventative system in place, but it wasn't fully utilized or leveraged, I just ask that moving forward that we look at how we can make sure that we're optimizing the efficiencies of the different systems that are bringing the systems together.

Councilwoman Perrone – Of the request (\$62,450) how much money has been allocated to revitalizing the JFK building and in addition to the lower area how much of that figure has been allocated to those purposes?

Township Manager - Those projects regarding the new structure of the Kennedy center classrooms and things like that will be a discussion that will be had for the capital portion of the budget discussions. These amounts are just a general daily day to day maintenance needs, so these numbers are not really geared toward that specific type of project. We will have those discussions in the next phase of our budget discussions when we get to the portion.

Councilwoman Perrone – With regards to the \$62,000 as far as building, is it just for maintenance like paint and so forth? Will building the elevator for the seniors for that building be a part of the capital budget discussion as well?

Township Manager – Yes. That will be a part of capital budget discussion as well.

Deputy Mayor Whitfield – Have any of the janitorial services for in house been considered for this budget that has been proposed?

Township Manager – That was not considered in this budget proposed for 2022 primarily because you just renewed our signing contract janitorial company for 2022. We will spend time to look at those cost and identify potential savings and plan for that in 2023 if it is economically fusible to do so.

Deputy Mayor Whitfield – In terms of equipment do we have any or will the equipment be necessary to have any in house cleaning staff currently, or is that something that would have to be added or could we procure parts in this budget in preparation for next year?

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Township Manager – That would not be an exceptionally large expense in reference to purchasing cleaning supplies. That would be incorporated into next years budget. We have to see how this contract shapes out and how the numbers shape out.

Deputy Mayor Whitfield – Yeah, I know some of the equipment is larger scale equipment like buffers, scrubbers, vacuums, and other large equipment cost a little bit more than mops and buckets.

Township Manager – Yes and they would be incorporated into the 2023 capital budget.

Deputy Mayor Whitfield – Mr. Minter you did mention the HVAC system and since we will be taking some of the library or library maintenance under the township, is there a plan to include that in this budget? Are we setting aside some dollars or matching a grant for that service?

Township Manager – That discussion is going to be a part of the capital budget. It is going to cost you almost \$1 million dollars to replace that library's HVAC system because of the style and the way that it was built. You are either going to disassemble and remove it from underneath building or abandon that system and put in a whole new system. That is going to take some engineering review and determine what the most economical cost to do that would be and that would be something that would be considered in 2023 unless you decide to tackle that in the 2022 capital budget.

Mayor McIntosh – In reference to some of the buildings and equipment, is there a schedule that we have of the equipment that we adhere to so that we are in front of the part in terms of making sure that has kept up to date?

Mr. Minter – One of the things I would like to provide council and the manager with is an updated building assessment for all of our buildings. The information that would be included to build an assessment is the existing equipment that we have about the year it was made, it is expected service life with most equipment is 15-20 years. Then the year that it should be replaced. Looking back at a previous audit from 2010, I can tell you that the AC equipment at the Municipal Complex the replacement year are between 2022 and 2025. At the Kennedy Center, a lot of the equipment should have been replaced in 2015 and the end of 2016. The library vent hanging from the basement its replacement year was scheduled to be 2027 but here we are in 2022 and it needs to be replaced. Also, when estimating the service life of our equipment, the preventative maintenance on new equipment is important. Most of our equipment should have been replaced years ago. Moving forward, we are going to provide Mr. Harris with a build in assessment with the expecting useful life of these major equipment items. We hope that council incorporates that into our future plans so that we can have some of these items replaced prior to them failing. We are extending the life of old equipment the best way that we can. It gets expensive when something is old, and parts need to be replaced. Something that should only be down for a day could be down for a couple of weeks. As we move forward with our current renovations certainly, I know we want it to come with a little cost and we want to go with the lowest responsible bidder and make sure the equipment we expect is not already discontinued. We are going to provide you with all of the information to help make those critical capital decisions to keep the buildings comfortable for staff and the residents.

Mayor McIntosh – That is an important push for buildings and maintenance because we do not want to continue to pay excessive money for things that we need to keep an eye on

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throughout the years. It is critical that we maintain and have our inventory accounted for and kept up to date. That needs to be presented to council every year, we need to know the schedule so that those decisions can be made on a yearly basis as needed. I hope going forward we make sure that is part of each packet. Also, you mentioned a system, an IT system that is needed to make sure that we come up to date with ...

Mr. Minter – We can call it a work order system referred to as CMS Computer Maintenance Management System. Dr. Worthy had mentioned we had discussed it before and yes, we purchased a software system that was inexpensive, and we spent a lot of time inputting the information. Once we get all of the information input and we try to work it as designed we find out that the system, we purchased was not user friendly. One of the goals in the new system is that you can request a work order with no more than three clicks. The prior system would require a lot more clicks than that. The other issue for us in Maintenance is the expense of some software we are always shuffling through the least expensive types of software. Software for us in computer maintenance management software is typically less than \$5,000. We believe we have a better system now it is user friendly, and it is still below that \$5,000 purchase price.

Mayor McIntosh – That is in the implemented plan?

Mr. Minter – We are in the process of changing out. It will be purchased and setup by the end of March, and we should be able to launch it in the beginning of April.

Mayor McIntosh – I just want to be clear that the cost is extremely important, and we do want something with efficiency and effective because it costs us more overall if certain things are not what we need. Cost is definitely a consideration, but we want things that work. That alleviates excessive cost later on. We just want to make sure that when we present it, we give our departments adequate equipment, adequate software to do their job efficiently. Sometimes a cheap software ends up costing us time and effort when other things could be done. When considering what is presented to council, cost is one aspect, but we do want to make everyone's job efficient. That is the main goal. I see line item \$20,000 for licenses which licenses were required for last year and what licenses are needed for this year?

Mr. Minter – That particular line is for different departments and the licenses they need for their department in specific areas.

Mayor McIntosh – Will we need these every year?

Mr. Minter – Yes, they are renewable every year.

Deputy Mayor Whitfield – Is there a reason there was a sharp increase last year 2021 on that line item? Can you explain the changes that contributed to that increase?

Mr. Minter – As Mr. Harris stated we were all islands where each department paid for their own because it is related to a building function. Most of their life hazard use registrations were being paid for by the building department.

Deputy Mayor Whitfield – So that was not a practice in prior years that was a practice that switched last year?

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Mr. Minter – Yes, ma'am. The cost was the same, but they were spread out throughout different departments but now it is all coming into one.

Mayor McIntosh – Do we anticipate any penalties this year? Are we good?

Mr. Minter – Yes, there will be penalties related to some of our activities and equipment. We are switching over this Thursday to a wireless dialing system for the Fire Alarm we have had insurance with the Fire Alarm System at the Kennedy center because we have three systems. We have a system that originally came with the high school, then we added the senior center, and we added a new component by a different manufacturer and then when the banquet facility came along, we had a third system added by another manufacturer. It worked for a while then overtime it broke down for a while and needed repair. We are having trouble with requiring the outdated heat detectors in the older portions of the building. They are almost impossible to find, we were looking to find one on a technician service truck but trying to order it and trying the large fire alarm company it was not available. When the visitor for fire safety came out for inspection you would see a trundle light. The trundle light needed to be replaced because of the heat detector, then we had to replace the phone line, a fire alarm system requires two phone lines a primary and secondary. If the primary goes down, then it needs another way of dialing out. With the assistance of it we have assessed all the phone lines and we were able to resolve the issue with one line but not the other. Verizon says that the lines are fine. The fire alarm control panel says I cannot dial out on the secondary line.

Township Manager – When I arrived in Willingboro, we had received some fines from the state because we were in violation. The penalty was \$5,000. We did go and abate those violations and we negotiated with the state. They were willing to reduce the fine down to \$1,000. They were not willing to erase it completely so when Mr. Minter says we will have penalties from my understanding we will not have any penalties in 2022 that we will use the fullest of our staff to make sure that these buildings are maintained and operational. I do not expect any violations moving forward.

Mayor McIntosh – Mr. Minter you had mentioned that you wanted to present to council some areas of concern that you see from your bird view, when can council expect that list of areas of concern?

Mr. Minter – I have an ongoing list of needs that the Kennedy Center has. I will provide that to Mr. Harris to provide to you. It is an ongoing list that we do have several items on it one including the Kennedy Center. The skylights, roof areas that have not been addressed and doors that have not been replaced are all some concerns on the list. Yes, I will provide a list by next week.

Councilwoman Perrone – We have \$455,000 for building grounds contractual, how much of the \$455,000 is for custodial service?

Mr. Minter - \$385,000 and change. That is not the exact number.

Councilwoman Perrone – Janitorial is that just products or in purchase cleaning supplies, if we are paying the contractual company approximately \$300,000 why are we spending \$4,600 on supplies?

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Mr. Minter – The contractor and/or vendor is not delivering everything we may need. We currently do our own disinfecting in our township buildings. Prior to us doing it in house we would call a vendor and they would come out for a few hours and get a \$800 bill. In one instance at the police station, they came out and cleaned up a blood spill in a vehicle it was over \$1,000. So, we have to provide ourselves with some funds for what we did not include in the custodial contract because we do not know how many times, we will need that service. If they guesstimate it and we end up using it less times than expected we've loss money. We supplement what the custodial contract does with what we feel our needs are for what is provided.

Councilwoman Perrone – If it is true that we need to train employees or individuals that are interested in being custodial workers building ground janitorial, if they need training, I would like for us to incorporate that in this year's budget to 2023 and we're implementing that these people can apply for these jobs that they need certifications for, does an individual need training to be a janitorial worker? With the employees we currently have, is that something we can prepare for in 2023?

Township Manager – Councilwoman Perrone, I cannot account for what you were told before I got here. I will say that any contract or service that those employees are trained to provide whatever service we need. If they are licensed or need licensing, then I will trust that they would have the necessary license. I cannot contradict or defend it, but I will say that the \$1,000 that you are looking at in the budget is not necessarily or specifically geared toward that type of training. All of our staff have licenses and different class licenses to get educational training in. That is what the \$1,000 is allotted for, for them to take classes to get CEU's, recertified and keep up with the licenses that they have.

Councilwoman Perrone – Once we get to the capital budget piece when we discuss about implementing our own residents an opportunity to apply to be a janitor here in Willingboro, will they need training and certifications?

Township Manager – I do not know of any specific training in recertification that they would need.

Mr. Minter – Yes. There is specialized training, bloodwork pathogens are one of the trainings. Another training is how to correctly mop a floor, how to strip and wax a floor. Chemicals involved it may not look like detailed work, but it is a profession that requires quality. A buffer is a piece of an equipment that if you were not trained do not it you could grab a hold of it and break your arm. There is a lot of training involved with cleaning and housekeeping and dealing with bodily fluids.

Township Manager – To answer Councilwoman Perrone's question, we are evaluating all of those cost. We understand that we are currently in a contract and if we cancel the contract before its termination date there may be additional cost that we would be obligated to pay. We are taking this time to evaluate how many people we would need, what their rates of pay were, full time or part time, what type of additional support they would need to do the job so we are looking at all of that to evaluate if it would be cost effective to a transitional services in house even though some of the things that Mr. Minter mentioned, yes stripping a floor you do need specialized training but that doesn't need we have to buy a stripper. That is not something that you do everyday that may be a one- or two-time expense that you may incur during the course of the year. I just ask that you allow us time in 2022 to look at things.

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Councilwoman Perrone – Mr. Harris we actually received that report already in 2021, we received a report of how much it would cost, how many custodial workers we would need in house, you also mentioned the Black Field license, we were also told some people who currently work for the township already have that license. Now that we have those reports, if there is training that we need, an item such as the buffer, do we currently have the buffer?

Mayor McIntosh – We should allot Mr. Harris time to look through that. Can you forward that to Mr. Harris?

Township Manager – I was not aware that you received anything...

Councilwoman Perrone – Yes it was before your time.

Mayor McIntosh – He needs time to look through that, so we should give him time to go through and see from his bird view.

Councilwoman Perrone – Yes, I think he should look at the previous report to see everything. Mr. Harris you do not have to keep it but if you take a look at it and feel like it has holes in it that is up to your discretion. My point was not to cancel our contract it was just to look further into it and if there is anything we can do this year as far as looking into the budget and start that process. I will look for it and forward it to him.

Deputy Mayor Whitfield – I just forwarded it to Mr. Harris.

Township Manager – I will look at it and Councilwoman Perrone you are correct if the numbers work, and it makes logical sense then we will get started and move forward with it in 2023. You would not fund 2023 activities in your 2022 budget unless it were a capital expense. We will look at it and have a more definitive discussion.

Mayor McIntosh – Mr. Minter the operational cost that is presented today does that include aiding the library? Does it include taking care of the library's building?

Mr. Minter – It includes us working with the library and whatever is needed.

Mayor McIntosh – Do they have a building that is in conjunction with their staff or is building and maintenance managing their building?

Mr. Minter – That is a discussion that Mr. Harris would have with myself and Sandy as to how were going to approach it. We have been challenged to support the library like we do the other municipal building assets.

Township Manager – In discussions that I had with the library director; it would be estimated about \$75,000 to completely incorporate the maintenance of their facilities into our budget. We did not add that additional \$75,000 into this year's numbers but we will look to supplement them in what they do and help them as much as we can.

Mayor McIntosh - \$15,000 for part-time, will we be utilizing part time employees this year? Are we in need of part time employees this year?

Township Manager – I believe some of those employees would be utilized to supplement some of the recreation needs. That was in the salary portion of the budget. Yes.

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Mayor McIntosh – That would be geared toward recreational grounds?

Township Manager – The buildings and grounds support recreation set up and maintenance. We would be utilizing part time staff to do that and whatever else Mr. Minter can utilize them for.

Councilwoman Worthy – Given that \$15,000 was not requested or available prior to 17, 18, and 19 is it possible to use whatever was being used at those times for the set up and cleanup. I am not understanding why an additional \$15,000 is being requested in addition to the request for community members, volunteers, why can't we go back to the way it was?

Deputy Mayor Whitfield – In addition that \$15,000 was requested in 2020 and was not utilized.

Township Manager – I cannot really answer that question, I was not really around during those times, but we do remember in 2020 we were in the midst of COVID-19, so a lot of functions were not happening during that period. That would be the only explanation I could produce or offer for why they were not utilized in 2020.

Councilwoman Perrone – In reference to years 2017, 2018 and 2019 the \$15,000 was not requested and was not used, 2020 was requested and it was not used because of COVID, 2021 it was not requested, and nothing was used. Now we are in 2022 its being requested again and given that we are trying to make sure that we are optimizing, what new plans came about that require an additional \$15,000 in part time?

Township Manager – From my understanding the township was not really satisfied with some of the services that were provided in the past years. We were looking to utilize resources and revenue to put additional staffing on the 2022, I have addressed some of those deficits.

- IT

Mr. Howard shares presentation

Council Questions –

Councilwoman Worthy – Could you share the enhancement for the municipality's website? The next phase of the website, to move to residents being able to initiate request and take some of the documents that are PDF and convert them to Workflow.

Mr. Howard – A substantial portion of those documents will be transformed into Workflow documents a lot of it is in-house. There is a section on here that is the Granicus content access that allows us to. It may not be fully listed under the file that you have but it will be under contractual for Granicus. That is what gives us the access to make those changes and do those things. In addition, there is another portion of software that was contracted through the Clerk's office with which we are still working. It was put in place to help with some of those issues. It was costly to digitize all of those files for the Clerk's Office. Digitizing those forms, we are doing a lot of in-house function with Communication. Communication is putting forth the verbiage making sure all the information is correct.

Councilwoman Worthy – In technology contractual, where it says Office 365 it has AR, miscellaneous, Nixcel, and Hootsuite, Granicus should be listed there?

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Mr. Howard – When I sat and spoke with Mr. Harris and Ms. Diggs and I did my budget presentation, those were the items (office 365, our networks monitoring software, Zoom, the Granicus website, Seneus which is the dark fiber, Dell Avamar, the fob system we are looking to upgrade for Mr. Brevogel for DPW. That was the contractual.

Councilwoman Worthy – Can we see the entire system? Is that something I should see over the technology portion?

Township Manager – Dr. Worthy those systems have been transferred out of the Fire Department and placed down in our Human Resources.

Councilwoman Perrone – With regards to webhosting for \$8,700 and the contractual services for 2012, what are the differences between those two?

Mr. Howard – For online services it is not just the webhosting's, the webhosting's contractual under Granicus website but the online servicing area is all the online things that we do. We do survey monkey, we have to maintain our domain name, we have to maintain our DNS hosting. Those are all things that you pay fees for. For Communications they have the Adobe Pro which we maintain a license for Communications. Those are all online software products that we maintain the licensing for.

Councilwoman Perrone – So it is for licensing?

Mr. Howard – Yes.

Councilwoman Perrone – There is \$8,000 over the technology training, does that training involve our current staff to be able manage our website in the future or is that a different type of training?

Mr. Howard – We have done training for that. We have the company Granicus just build a website, come in and they did a training program for us. We also have the video from the training program. Every department had a representative in that training. Then as they see fit to help us maintain this they go, and we do additional training with them to help them. The training that we are talking about is 2-fold, there is a technology gap between some of our employees not all of them understand the basic information about a computer. We are looking to close the technology divide. In addition to that as you all know Cyber security has become explosive. We are going to try to do training for all of our employees for Cyber security awareness.

Councilwoman Perrone – Is the \$212,000 for the contractual service also for Edmunds or only for Atticus?

Mr. Howard – Edmunds is paid for out of the Finance budget.

Councilwoman Perrone - With this figure here \$212,000 is that a steady figure for the next three years like do we have a contract for one year, three years? Do we have a contract? I do not see a pattern.

Mr. Howard – Currently there are several different software technologies that we pay for out of that contractual. The significant increase is that we moved the dark fiber to lit fiber. The cost got to the point it was enormous, so Ms. Diggs asked that we put it under contractual. It is not an actual phone service, that number is roughly \$80,000 which used to be in the phone budget so although it went up in the IT department it will be a net wash across the entire budget.

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Mayor McIntosh – Can you tell me the difference between technology equipment repair, computer repair?

Mr. Howard – Computer repair is desktop computers and technology equipment repair can be anything from access control and controllers.

Mayor McIntosh – For our inventory are we doing things to protect our equipment, are we optimizing everything we can do to protect our stuff?

Mr. Howard – Yes, we are compliant with Metal Cyber Risk Management certification, and it goes through all the things we have to do both digital and physical protection of our equipment. All of our equipment is under access control environment. We control who can get in and who can get out. It is all under camera if you noticed there's cameras. All of the servers are on a UPS.

Mayor McIntosh – By equipment, I mean laptops.

Mr. Howard – We deploy malware on our laptops. We control and we can push updates to laptops. We can see when there's issues when people log-on. We want to try to have a Mobile Management system which will allow us to remotely wipe those devices if they have technical difficulties or fall into the wrong hands. It would also allow us to do better control of where people go on their memory devices.

Mayor McIntosh – You mentioned that there are two servers, the municipal and the police

Mr. Howard – Two networks. We have between 20-30 virtualized and physical servers, we have roughly eight physical servers that are all virtualized servers. We have a virtualized Edmund server that only serves Edmund's software, we have a Police software that only serves their cameras. We have a limited number of nice servers that allow us to be able to do that virtualization. It keeps us from having too many physical servers. It keeps our energy consumption down because we do not have many physical devices. It allows us to control our devices.

Councilwoman Worthy – Mr. Howard does your team also manage the library's IT infrastructure?

Mr. Howard – Currently we do not. There was some discussion about things we could help out with.

Councilwoman Worthy – How is that working with optimizing?

Mayor McIntosh – So I see you said you have the municipal and the police, the municipal that includes everything and recreation all of that is under...?

Mr. Howard – Yes, Recreation, Fire, Inspections, Managers office, Technology, Finance HR, Tax collector, Tax Assessor, DPW, etc. are all under municipal network. Police have to maintain their own network. We do contract out the police backups. They have their body camera server. They have their on-dash vehicle server. The courtroom is a stand-alone server, they are on the county's system.

Mayor McIntosh – So the only outstanding one would be the court and our library for now?

Mr. Howard – Correct. We do not support their actual equipment only their access to leave.

Mayor McIntosh – In terms of Nixel and Hootsuite, do we have Nixel?

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Mr. Howard – We have a Nixel license but that is maintained with the Police Department. We are looking to be in conjunction with Communications. We are going through the process of finding out the best option to communicate with our residents. We do have Hootsuite that was transferred to Communications. We are thinking about upgrading our Nixel license.

Township Manager – A provider does offer a lot of these services that we are paying additional licenses and fees for. We are looking to incorporate those from our website and doing away with these extra expenses occurring.

Mr. Howard – For example, we do Survey Monkey surveys. We can create survey's using Survey Monkey on our website. We have to figure out how to transition from the services we have now and find ones that offer what we are looking for without paying extra fees.

Mayor McIntosh – Do we have a time where the digitized forms will be completed this year?

Mr. Howard – Based on our objectives and goals, I ask that you keep in mind some of the things we are working towards are created in the budget. The things you are asking about are all scheduled to be completed this year. We would like to look at our prior capital to minimize what we have left and currently try to help us stay ahead.

Township Manager – The directors were charged to identify the forms that were capable of being digitized. The ones to be digitized they were to submit those to IT and communications by March 1st which they have.

Mayor McIntosh – In terms of all of the software's, are we getting an optimal bang for our buck? Are we getting the right service for which we are paying? Is it working to our benefit in terms of what we forecasted it to do?

Mr. Howard – Yes. We have not made any payments on Granicus but the products that we have made payments on, we are content and happy with.

PUBLIC COMMENT – *Concerning any budgetary items*

Pat Lindsay Harvey Hadley Lane

- Library board looked at HVAC system situation , cost of HVAC system – would not cost \$1 million dollars, looked at putting a system on the roof, company that does scrap if they can come in and remove it, would not cost anything they would remove the HVAC and scrap it
- Building and Maintenance – parts you could not find suggest contacting Radwell, they make parts and have parts people cannot find

Martin Nock

- Questions about the library budget – The director mentioned she does a lot of social services, there is a huge social services building, why is the library getting in the social services area?
- When the library was moved from the municipal building, when you start talking \$1 million dollars in HVAC and you add in \$129,000 inside the townships budget to support the library, at what point do you build another building for the library if you want to keep it? At what point is the discussion made to move the library under the county system which has a \$400 million dollar budget you can draw from,
- Concerned about the cost of the library

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- It does not have to be under Willingboro's control when you have a huge county
- Can ask if you can join the county's system
- 1. How much is it going to cost if you do the HVAC, 2. we should ask to get another building for us
- Should the library not be part of the county's system?
- The library should be independent

Jacqueline Mack **70 Maplewood Lane**

- Agrees with Mr. Nock, a shame that we did not build a new library or put it back into John F. Kennedy Center
- Does all of the money that the township gives the library totaled at the end of the year?
- Concerns about the library

Public Comment Closed

Township Manager addresses public comments –

- Ms. Lindsay – Harvey that was not the number that was presented to me regarding the HVAC system, I have not seen any official appraisals, about scrapping it if there is a company that will scrap it with no cost, I do not know how that would occur, that equipment is almost built into the building, we can investigate that
- Mr. Nock, I understand your concerns and we can reach out to the county to see, sharing services with the county we would still be responsible for the building portion of the library, I do not know how the Burlington County library, but we can see if they are interested to take us in

Ms. Cronce addresses public comments –

- The library was established by referendum and wanted the people of Willingboro to have their own independent library, in order for us to go under the Burlington County library we need to go under the county, every 3-4 years this comment comes up about us joining Burlington County library and the Burlington County library system has stated that they cannot take on another branch and we would be closed, that was from 5 or 6 years ago,
- Our social services employee does not only do social services, but she also works in our circulation department, and she is also our Out lege coordinator, she goes to our homebound customers and takes deposit collection to several daycares around the township. A lot of the people she goes to cannot get to the county building; she helps with housing with the heating assistance we do not advertise this
- An engineer is overseeing the HVAC system, when we find a number, we will let you know

Mayor McIntosh – Are there any fundraiser efforts by the library or library board?

Ms. Cronce – Yes. In the past we had a 5K Walk/Run and the Kids Fun Run. We are having a meeting tomorrow night and the 5K Walk/Run is on the agenda. We do take donations.

Deputy Mayor Whitfield addresses concerns about the social services happening at the library and how the service is progressive of Willingboro, moving in the direction of library services across the country

Mayor McIntosh addresses that the concerns residents have maybe if the town has to petition for funding of social services because it is a piece of the library.

Councilwoman Worthy addresses residents concerns about the library and how the library met with residents and redid their vision and mission statement, helpful to go back to the library board and look at the vision, social services being embedded in the library is something that has been voted on for many

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years, prior to COVID the library used to be full, back in 2009 the library’s budget was almost \$1.8 million dollars, the budget is \$1.1 million dollars today but we are trying to get it to \$1.3 million dollars

Mayor McIntosh makes a statement about the library today, services and the misunderstandings of the library and where the library is trying to go

Councilwoman Perrone makes a comment about keeping the library where it is and invest in keeping the building up to par,

Councilwoman Worthy – Councilwoman Perrone I know you have an interest in the autistic population, I’m wondering is there an opportunity of the library looking at their space to include some features and amenities there to respond to our autistic population in their space, I don’t know if that would meet or respond to what your requesting, I can take that to the library board meeting tomorrow.

Councilwoman Perrone – Yes, I would love to see something like that at the library. That is something we can look into that would be great.

Ms. Cronce – Dr. Worthy my meeting with the manager last week, this actually came up of having a sensory area for Autistic children.

COUNCIL COMMENT

Deputy Mayor Whitfield makes a comment about Budget Tuesday’s and how we use the budget this year

Councilwoman Worthy makes a comment about the different department’s presentations and reminds residents about Women’s History Month

Councilwoman Perrone states residents’ concerns about budget meeting time being too early, they are just getting off of work is it possible if the time can be pushed up

Mayor McIntosh thanks council for their participation, thanks staff for their presentations and addresses budget meeting time,

Res 2022 – 55 RESOLUTION AUTHORIZING EXECUTIVE SESSION (IF NEEDED)

I need a motion to adjourn

Councilmember	Motion	2nd	Yea	Nay	Recuse	Abstain	Absent
<i>Councilman Anderson</i>							
<i>Councilwoman Perrone</i>	X						
<i>Councilwoman Worthy</i>		X					
<i>Deputy Mayor Whitfield</i>							
<i>Mayor McIntosh</i>							

ADJOURNMENT at 7:59pm

ALL BUSINESS ITEMS ARE TENTATIVE, PENDING THE REVIEW AND APPROVAL OF THE LAW DEPARTMENT

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