

APPROVED: March 31, 2014

WEST WINDSOR TOWNSHIP COUNCIL
Budget Work Session #1
February 14, 2014

CALL TO ORDER: President Maher called the meeting to order at 10:00 a.m.

STATEMENT OF ADEQUATE NOTICE

This is to advise that the notice requirement provided for in the "Open Public Meetings Act" has been satisfied. Notice of this meeting was properly given and transmitted to The Times and Princeton Packet; filed with the Clerk of the Municipality; and posted in the West Windsor Township Municipal Building at North Post and Clarksville Roads on February 7, 2014.

ATTENDEES: President: Maher; Vice President: Geevers; Council: Borek (left at 1:55 p.m.); Mendonez; Samonte (left at 2:26 p.m.); Business Administrator: Schmid; Chief Financial Officer: Louth; Township Clerk: Young; Chief Pica (left at 10:53 a.m.); Lieutenant Garofalo (left at 10:53 a.m.); Lieutenant O'Brien (left at 10:53 a.m.); Manager of Fire and Emergency Services: Yates (10:53 a.m.-11:25 a.m.); Director of Community Development: Ward (11:30 a.m.-2:25 p.m.); Township Engineer: Guzik (11:30 a.m.-2:25 p.m.); Code Official: Valeri (11:30 a.m.-1:57 p.m.)

SALUTE TO THE FLAG

PUBLIC COMMENT

None.

DEPARTMENT OF PUBLIC SAFETY

Police Division

Chief Pica advised that there are no additional funding requests for 2014. He spoke about shift changes and the effectiveness of a Sergeant being moved to the midnight shift. Chief Pica addressed the on-line recording system which will allow individuals to retrieve an accident report without having to go to the Police Station. He outlined his 2013 accomplishments, the goals for 2014, the reaccreditation process, and the additional costs associated with the purchase of ammunition due to the shortage.

Chief Pica noted that his Capital Budget is approximately \$150,000.00 less in 2014. He explained that most of the capital cost is for the purchase and replacement of technology equipment, and for a four-wheel drive replacement vehicle.

Lieutenant O'Brien addressed the reasons for the request of a four-wheel drive vehicle.

Lieutenant Garofalo spoke about the cost of licenses for Microsoft and Attachmate.

Ms. Geevers advised that the overtime for telecommunications is under review, and noted the importance of reducing overtime across the board.

Chief Pica noted that his goal is to reduce overtime by 25%.

Mr. Borek asked if there was anything the Police needed to be better equipped for a school emergency.

Lieutenant O'Brien urged for the approval of the four-wheel drive truck because it could carry the tools required for emergencies that cars could not.

Mr. Mendonez inquired about a report outlining the entire Police Division's fleet, and asked where in the budget the Police Division's revenue could be found.

Ms. Louth noted that the revenue is found in the Municipal Court's revenue numbers.

Mr. Mendonez asked why the Court was projecting less revenue than was realized in 2013.

Ms. Louth explained the budget cannot reflect more revenue in 2014 than was realized in 2013.

President Maher inquired about 911 telephone system upgrade.

Lieutenant Garofalo explained that the useful life of the 911 upgrade is six to ten years.

Discussion ensued about the Special Olympics to be held at Mercer County Park, North Post residents, and the Cranbury Road and sidewalk project.

Division of Fire and Emergency Services

Mr. Yates reviewed his accomplishments and goals for 2014, and reviewed his Municipal Budget needs. He advised of a leak in the roof of the Princeton Junction Firehouse. Mr. Yates spoke about his Capital Budget in regards to ongoing programs, equipment replacement, upgrade of communications system, and the replacement of the driveway and apron at the Princeton Junction Firehouse. He informed Council that overtime for services at events is paid by the vendor.

Ms. Samonte inquired about the increase in costs for technology and special supplies.

Mr. Yates explained that the cost was for emergency medical supplies. He addressed the future requirement for an upgrade in communications equipment because of a change in bandwidth by the FCC. Mr. Yates advised that the County will not support "patching in" the Township into their equipment.

Mr. Borek asked about the potential for a grant for this equipment.

Mr. Yates noted the possibility of a grant for the purchase of the equipment which could exceed \$200,000.00.

President Maher asked why the Division's salary and wages were down.

Mr. Yates advised that two individuals left Township employment and were replaced by two new hires.

Mr. Mendonez asked about the status of the Division's fleet.

Mr. Yates noted that he has the fleet needs projected for the next forty years.

DEPARTMENT OF COMMUNITY DEVELOPMENT

Code Enforcement Division

Mr. Valeri reviewed his 2013 accomplishments, 2014 goals, and reviewed the preconstruction and construction projects that the Division was working on. He noted that the Division will have a workload increase of about 10% over 2013.

Discussion ensued over the topics of windmills and solar panels.

President Maher asked if updated cell phones and communications equipment have been provided to the Division.

Ms. Schmid advised that the IT Administrator will address technology issues in his presentation.

Mr. Valeri advised that a replacement four-wheel drive truck is listed in his Capital Budget. He noted that it would probably be purchased through State contract.

Mr. Mendonez asked if each department manages their own vehicle fleet.

Ms. Schmid confirmed that each department and division was responsible for their own vehicles.

Discussion ensued over the use of hybrid vehicles for Township use.

Division of Engineering - Environmental Commission

Mr. Guzik reviewed the Environmental Commission's budget. He noted that the costs were associated with the New Jersey Climate Action Plan, Schenck Farmstead Environmental exhibit, and the Energy Efficiency Audits.

Mr. Mendonez inquired whether a report could be provided by the end of this year outlining the different technology and energy pilots that were successful.

President Maher stressed the need for better efficiency through the use of improved technology.

Mr. Guzik reviewed the Division's accomplishments and goals. He outlined ongoing projects. Mr. Guzik noted that there will be a bi-annual inspection done this year of the Grover Dam. He advised that his budget is flat and he reallocated funds from several line items. Mr. Guzik spoke about the need for a large format plotter, and costs for maintenance and servicing of equipment.

Mr. Borek addressed questions regarding road reconstruction and resurfacing issues due to this winter's snowstorms.

Mr. Guzik spoke about the road improvement program and noted that he shifted funds from residential roads to secondary roads. He also explained about the repairs for sewer pipes, and other maintenance issues will be addressed as the roads are repaired.

President Maher suggested that he coordinate the road repairs with the utility companies and new business or businesses that are looking to do repairs.

Mr. Mendonez inquired about the rise in consultant fees.

Mr. Guzik noted that the additional costs for consultant fees are for traffic studies, design studies, sewer metering and flow monitoring.

President Maher asked if there was any recourse for roads that were paved recently and are now deteriorating.

Mr. Guzik explained that the vendors only provide a one-year maintenance bond.

Mr. Guzik reviewed each of the Capital projects for the Division.

President Maher discussed reallocation of funds from one project to another such as Conover Road bike lanes to Cranbury Road repairs because of all the safety issues.

Mr. Mendonez inquired about the availability of grant funds for the projects and if Conover Road grant funds could be used for Cranbury Road.

Ms. Ward advised that grant funds could not be switched from one project to another.

Mr. Guzik discussed the Cranbury Road improvements program and the costs associated with it.

President Maher recommended that each item for the bike and pedestrian improvements needs to be scrutinized and also determine if some of the Capital items are essential for safety issues.

Ms. Samonte asked if the Township is the only entity responsible for the repairs to the old Princeton Junction Firehouse.

Ms. Ward explained that the Township is responsible for bringing the firehouse up to code.

Mr. Guzik spoke about the repaving of the Municipal complex which should be completed by fall of 2014.

President Maher addressed concerns with the Mayor's statement that the Municipal Complex renovations are fully funded. He asked Ms. Louth for a spreadsheet, by the next budget session, listing the various bank accounts where the Capital and other funds are located.

Ms. Geevers asked when Administration will be ready to discuss renovations to the Municipal complex.

Mr. Mendonez spoke about the renovation project having three different priorities that should be presented by the Mayor.

President Maher noted that the bus depot on Wallace Road should be removed and improvements implemented to the surrounding area.

Ms. Geevers asked about the plans for the bus depot area.

President Maher asked Ms. Ward to speak to the Mayor about terminating the lease with the School Board, demolishing the building, and beautifying the area since it is the entrance to the train station area.

Ms. Geevers asked how long the monitoring program will continue for the Compost Facility, which has been made into a parking lot, and whether the costs should be moved into the Municipal Budget.

Ms. Ward explained the need for the continuing monitoring of the facility.

Ms. Schmid recommended keeping the costs in the Capital Budget.

Discussion ensued over the Cranbury Road improvements, the costs, bid process, various options, and alternative studies.

President Maher recommended striking the funding in 2019 for the Cranbury Road project and asked that the Council be kept abreast of conversations with the County.

Ms. Geevers addressed questions and concerns with the Canal Pointe Boulevard resurfacing.

President Maher suggested adding a sidewalk to the opposite side of the road because of the increase in commercial business.

Discussion ensued about the resurfacing of Canal Pointe Boulevard.

Ms. Geevers spoke about Alexander Road resurfacing and suggested that both sides of the road be fixed and paved.

President Maher suggested bidding out both options for Alexander Road.

Ms. Schmid advised that the Township was more likely to receive grant funds if the project was left with just one side of Alexander Road being resurfaced.

Council discussed setting up additional budget meetings.

PUBLIC COMMENT

Mr. John Church, 11 Princeton Place, advised that he will send a memo outlining his budget questions and concerns. He spoke about a few budget issues.

ADJOURNMENT

Motion to adjourn: Geevers

Second: Mendonez

VV: All approved; Borek and Samonte absent

The meeting was adjourned at 2:44 p.m.

Sharon L. Young
Township Clerk
West Windsor Township