

APPROVED AS AMENDED: April 13, 2015

WEST WINDSOR TOWNSHIP COUNCIL
Budget Work Session #2
February 27, 2015

CALL TO ORDER: President Maher called the meeting to order at 9:02 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 11, 2015.

ATTENDEES: ATTENDEES: President: Maher; Vice President: Geevers; Council: Borek (left at 2:30 p.m.); Mendonez; Samonte (left at 3:03 p.m.); Business Administrator: Schmid; Township Clerk: Young; Chief Financial Officer: Louth; Chief Pica (left at 11:15 a.m.); Manager of Emergency Services: Yates (left at 11:15 a.m.); Lieutenant Garofalo (left at 10:56 a.m.); Director of Community Development: Ward (arrived at 10:50 a.m.); Manager of Land Use: Surtees (11:07 a.m. - 11:25 a.m.); Construction Code Official: Valeri (11:25 a.m. - 11:48 a.m.); Township Engineer: Guzik (12:45 p.m. - 2:30 p.m.); Assistant Township Engineer: Aronson (12:45 p.m. - 2:30 p.m.); Stonybrook Regional Sewer Authority: Dr. Bartolini (11:48 a.m. - 12:30 p.m.); Director of Public Works: Drummond (2:30 p.m. - 2:54 p.m.), Public Works Supervisor: Taylor (2:30 p.m. - 2:54 p.m.); Network Administrator: Wade (11:40 a.m. - 11:47 a.m. and 2:30 p.m. - 2:54 p.m.)

SALUTE TO THE FLAG

PUBLIC COMMENT

Mr. John Church, 11 Princeton Place, advised that Administration under estimated the revenue received by Code Enforcement. He noted that both Lawrenceville and Robbinsville are not proposing a tax increase for 2015.

CLOSED SESSION:

Motion to go into closed session at 9:10 a.m.: Borek

Second: Samonte

RCV: are Borek

aye Geever

aye Mendonez

aye Samonte

aye Maher

Ms. Young read the closed session resolution into the record:

Whereas, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

Whereas, the Township Council of West Windsor Township has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public; and

Whereas, the regular meeting of this Township Council will reconvene; and

Whereas, the below stated subject matter shall be made available at such time as the issues discussed therein are resolved and its disclosure would not subvert any particular exception for convening a closed session.

Now, therefore, be it resolved that the Township Council of the Township of West Windsor will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12: For the discussion of litigation, potential litigation and personnel.

Meeting reconvened at: 9:37 a.m.

BUDGET DISCUSSION

Public Safety

Police Division

Chief Pica advised that the West Windsor Police Division has been accredited since 2007. He outlined the following 2014 Accomplishments:

- 34,000 service calls in 2014
- Hosted the National Special Olympics
- Three retirees in August and three new recruits. Up to full staff
- Refurbished an old ambulance into a command post. Using confiscated illegal funds for the purchase of cones, barricades and other equipment to setup the vehicle.
- Reduced dispatcher over time
- Citizens On-line Police Reporting System has been a success
- Outlined community programs the Division is involved with
- Improved communications through the use of Nixle

Chief Pica advised that his budget request is almost the same for 2015. He noted that the Division will be purchasing three new vehicles.

President Maher inquired about the changes in Consultant Fees and Communication Equipment line items.

Chief Pica explained that he reallocated funds into their proper line items. He noted that the communication equipment is for the Police vehicles.

Ms. Geevers inquired about the invoice to repair the printer, and asked why vehicle purchases were not listed in the Capital Budget.

Chief Pica explained that in hind-site, they should have purchased another printer had they known that it was going to have all the mechanical issues. He advised it is State statute to have the purchase of the vehicles in the Municipal Budget unless the vehicle is 4-wheel drive, which then can be listed in the Capital Budget.

Ms. Louth noted to capitalize vehicles they need a useful life of at least five (5) years.

Mr. Mendonez inquired about the reduction in grant funds received for Click It or Ticket and Body Armor. He also asked about the funding for National Night Out.

Chief Pica explained that there has been a reduction in grant funds received from the State. He noted that several years ago the PBA contributed to the first event but decided the year after that it was a Township function. The Union gives a donation for event. He commented that Administration has budgeted \$3,000.00 for the annual event.

Chief Pica discussed the decrease in revenues, the staffing changes and the differences in workload since the population increase. He outlined his Capital Budget requests.

Lieutenant Garofalo spoke about the replacement of Sport Utility Vehicles under State contract, vehicle maintenance, the Mobile Data Terminal replacement, and the failing of the current security system.

Council agreed to move \$20,000 for the security system from 2016 into the 2015 Capital Budget.

Lieutenant Garofalo explained how the digital "mug-shot" operated and noted that this device will also need to be upgraded.

Fire & Emergency Service Division

Mr. Yates reviewed his 2014 Accomplishments:

- Purchased three new ambulances
- 700 children were trained in fire safety
- Assisted with the Special Olympics

Mr. Yates spoke about concentrating on the design and construction of the new Emergency Management Services building in 2015. Mr. Yates advised that he is considering an in-house employee for maintaining the fire apparatus to assist in reducing costs for repair.

President Maher asked about the increase in costs for uniforms and technical specialized supplies.

Mr. Yates noted that there are three new employees that needed uniforms, and he outlined the reasons for the increase of specialized supplies. Mr. Yates reviewed his Capital Budget requests:

- Protective equipment for new employees and volunteers
- Upgrade of radio communications system
- Funding for Brush 43 unit - an off road vehicle
- Roof replacement for Princeton Junction Firehouse
- Concrete apron replacement for Princeton Junction Firehouse
- Funding for Conceptual Design of new EMS Building
- Funds for construction of new EMS building

Mr. Yates explained the Request for Proposal process for the architectural design of the EMS building. He spoke about each of the firms' qualifications and bids. Mr. Yates advised that Manns Woodward Studios specializes in this type of construction.

President Maher asked about a timeframe, how soon the project can break ground, and about the location of the building.

Mr. Yates commented that the firm will be working on a tight budget, and he was confident that the project would break ground in fall of this year. He noted that the building would be located off Everett Drive.

Ms. Louth discussed the Capital bonding needed for the facility and the down payment required in the Municipal Budget.

CLOSED SESSION:

Motion to go into closed session at 10:56 a.m.: Borek

Second: Geevers

RCV: are Borek

aye Geevers

aye Mendonez

aye Samonte

aye Maher

Ms. Young read the closed session resolution into the record:

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Whereas, the below stated subject matter shall be made available at such time as the issues discussed therein are resolved and its disclosure would not subvert any particular exception for convening a closed session.

Now, therefore, be it resolved that the Township Council of the Township of West Windsor will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12: For the discussion of contract negotiations.

Meeting reconvened at: 11:07 a.m.

Department of Community Development

Community Development

Ms. Ward outlined her 2014 Accomplishments and 2015 Goals. She reviewed her budget requests.

Land Use

Mr. Surtees reviewed his 2014 Accomplishments and 2015 Goals for Land Use, Planning Board and Zoning Board of Adjustments. He outlined his line item costs and explained his increase to the Litigation line item is due to potential litigation involving the Zoning Board of Adjustment.

President Maher asked about his increase in Consultant Fees.

Mr. Surtees explained that he moved funds from the Planning Board to Land Use, therefore reducing the Planning Board Consultant Fee expenses.

Discussion ensued about the sign ordinance and enforcement of it.

Ms. Schmid suggested noticing a special Work Session for the discussion of the sign ordinance and political signage.

Mr. Surtees reviewed his Capital Budget requests.

President Maher inquired about Township trees planted under over-head wire.

Mr. Surtees suggested speaking to the Landscape Architect.

Construction Code

Mr. Valeri outlined both his Accomplishments for 2014 and Goals for 2015. He reviewed his operation budget and noted that his expenses have not increased over 2014.

President Maher asked him if he was still using his flip phone.

Discussion ensued over providing new Township phones and a phone replacement program.

President Maher inquired about the increase in salaries.

Ms. Louth noted that salaries and personnel would be discussed at another budget meeting.

Mr. Valeri spoke about the Division's Capital Budget and the purchase of another vehicle.

Ms. Geevers inquired about the software that Code Enforcement currently uses and the software's capability to allow on-line registrations for residents.

Mr. Valeri noted that the State is currently reviewing the possibility of on-line capabilities within the next few years.

Discussions ensued regarding software that allows a resident to file their documents on-line, pay for permits, and lets the resident receive updates via email.

Mr. Wade addressed costs for phone data plans and the storage of texts for availability to the public for review.

President Maher suggested using tracking software for filing and storing emails and texts for each Township device.

Stony Brook Regional Sewerage Authority

Dr. Bartolini provided a history of the formation and purpose of the Stony Brook Regional Sewer Authority. He spoke about the annual base charge share which is 23% of 2.8 million in 2014 and the debt service adjustment which is calculated each year based on the previous year's sewer flow. Dr. Bartolini commented on the unexpected results due to weather and the debt service adjustment. He reviewed the debt service numbers and noted that payments will continue until 2022.

Council recommended that Public Works Department and the Engineering Division work together to scope the extent of the Township's leaking pipes and seek a resolution.

Engineering Division

Mr. Guzik reviewed his 2014 Accomplishments and 2015 Goals. He noted that his expenses have not increase over 2014. Mr. Guzik outlined the budget for the Environmental Commission which also had no increase over 2014. He spoke about the special project the Environmental Commission was working on including energy efficiency incentives.

Mr. Guzik outlined his various Capital Budget projects. He noted the reallocation of funds from the 2015 Annual Bike Lane Extension and the 2015 Annual Sidewalk Extension into the 2015 Annual Residential Road Improvement Program.

President Maher asked about the status of the funds that were repurposed for the Cranbury Road sidewalks. He asked what the process is for repurposing funds.

Mr. Louth advised that Capital Funds do not expire. She noted that if funds are not used, they must be cancelled by resolution. Ms. Louth explained that the funds must meet the criteria to be repurposed.

President Maher inquired about the status of the total Township debt level.

Ms. Louth advised that debt level is stable as of December 31, 2014.

Discussion ensued over the West Windsor Arts Council building renovations and the fees for the architect.

Mr. Maher suggested reducing the architectural fee from \$75,000 to \$50,000 and to remove the 2016 funding for this project.

Council agreed to reduce the funds for the new Fire & Emergency Services Facility to \$1,600,000.

Discussion ensued about the roofing and HVAC equipment replacement for the Municipal Building. It was decided that Council would revisit the Capital request for the Municipal Complex Renovations.

Mr. Guzik outlined the details of the Annual Road Improvement Program. He noted that work for these projects would begin in spring of 2015 and should be completed by spring or summer of 2016. Mr. Guzik advised that he created the Annual Road Improvements for Collector Roads Program for higher traffic level roadways. He noted that this funding is partial reimbursed through the Annual NJDOT Local Aid Grant.

Ms. Geevers recommended raising the priority of improvements for South Mill Road

Mr. Guzik spoke about the Public Lands Maintenance which is developer funded, the Municipal Building Emergency Generator Replacement, the Wallace Road Phase II costs and the Wallace Road Bus Garage Remediation investigation work for 2015. He advised that New Jersey Economic Development Authority Hazardous Discharge Site Remediation Fund will provide grant funds for the project. Mr. Guzik commented that the School Board's lease for the use of the parcel has expired and the Board has been put on notice.

Mr. Guzik spoke about the Cranbury Road Improvements and the funds utilized in 2014 for preliminary studies and a detailed design options.

Discussion ensued about when the Cranbury Road Improvement project can begin, and the funds needed for this improvement.

Council suggested placing half of the funding allocated in 2016 into 2015 which would split the funding of \$500,000 to \$250,000 for both 2015 and 2016. They recommended eliminating the funding listed for 2017 through 2020.

Discussion ensued over the Canal Pointe Boulevard Resurfacing Program, the number of lanes, and the completion date for the project.

Mr. Guzik spoke about the Annual Flood Abatement Program and the Phase II Study which should be completed in the spring or summer of 2015 and the improvement should be finished by fall of 2015.

President Maher asked about the probability of success utilizing the alternate method to cross under the Amtrak corridor to decommission the Duck Pond Run Pump Station.

Mr. Guzik advised that the probability of success is 90-100%.

Ms. Geevers inquired about the Princeton Junction Pocket Park.

Ms. Ward advised that the next step is to grade and seed the property.

Department of Public Works

Mr. Drummond outlined his 2014 Accomplishments and his 2015 Goals including:

- 17 snow storms to date
- 2018 is the deadline for street sign replacement
- P/T Brush Enforcement Officer needed
- Field maintenance and striping
- Sewer Division update
- Bioxide chemical system for utilized for South Post Road

President Maher asked why the asphalt prices have not decreased because of the decline in oil prices.

Mr. Drummond will follow-up with the vendor to get an answer to his question.

Mr. Drummond spoke about his budget requests for sanitary sewer work and the specialized supplies for the new pumping equipment.

Mr. Drummond explained that he waits until the snow ends before calling in the contractors for assistance to help in saving funds. He noted that the Department focuses on the removal of snow on the main roads before working on the secondary streets.

Mr. Drummond advised that Clarksville Road is a County road. He noted that he contacted the County to inform them that the road has not been maintained properly during the recent snow and ice storms. Mr. Drummond commented on the County making Clarksville Road a priority, and advised that the County will be purchasing brine equipment which should be available for the next snow season.

Mr. Drummond spoke about the GPS System that Administration has allocated funds in their budget for the purchase. He explained that Mr. Wade reviewed several vendors that would equip half of the Department's fleet or approximately forty vehicles. Mr. Drummond noted that the vendor chosen is under State contract.

Ms. Schmid advised that the Township does not want to own the equipment because of the changing technology upgrades. She noted that the device can be moved from one piece of equipment to another.

President Maher asked how often reports are generated from the GPS System and if the reports could be provided to Council on a monthly basis. He inquired about the ability to manipulate the system.

Mr. Drummond reviewed his Capital Budget request and the utilization of the various equipment requested including:

- Brush chipper
- Mason dump truck
- Landscape trailer
- Utility vehicle with plow
- Public Works building upgrade

Mr. Drummond explained that the Department could use more shop space, roof improvements, and minor repairs.

Mr. Drummond spoke about the sanitary sewer improvements needed and identified the many sources of infiltration. He explained that funding for the sanitary sewer system is required due to potential deterioration of the older sewer pipes in various locations throughout the Township.

President Maher asked if the funds requested will cover the Township's needs.

Mr. Drummond responded that the funds would meet the needs of the Township and spoke about the necessity of a sump-pump ordinance.

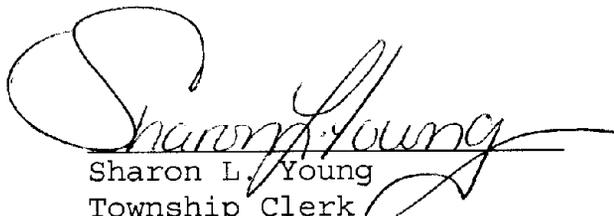
ADJOURNMENT

Motion to adjourn: Mendonez

Second: Geevers

VV: all approve, Borek and Samonte absent

The meeting was adjourned at 3:09 p.m.



Sharon L. Young
Township Clerk
West Windsor Township