

APPROVED AS AMENDED: June 22, 2009

WEST WINDSOR TOWNSHIP COUNCIL
BUDGET WORK SESSION #4
April 16, 2009

CALL TO ORDER: President Morgan called the meeting to order at 5:00 p.m. despite the lack of a quorum.

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 April 6, 2009.

ATTENDEES: President: Morgan; Vice President: Kleinman (arrived 5:37 p.m.); Council: Borek (arrived 5:25 p.m.); Ciccone (arrived 5:55 p.m.); Geevers (left 5:05 p.m.; returned 5:25 p.m.); Mayor: Hsueh; Business Administrator: Marion; Chief Financial Officer: Louth; Coordinator of Community Development: Ward; Township Engineer: Guzik; Engineering Technician: Aronson; Deputy Township Clerk: Huber

SALUTE TO THE FLAG

Ms. Huber led the salute to the flag.

PUBLIC COMMENT

None.

Ms. Geevers protested the meeting because there is no quorum present for the record. She advised that no discussion or business should be conducted.

President Morgan advised Ms. Geevers she was out of order because she had not been recognized by the Chair to speak.

Ms. Geevers acknowledged that she is out of order and advised that this meeting is out of order. She moved that this meeting should be adjourned until 6:30 p.m.

President Morgan advised that the Council does not need a quorum if decisions are not being made. He asked if the meeting had been noticed for action.

Ms. Huber advised that the work session had been noticed for possible action.

President Morgan noted that formal action will not be taken at this Budget Work Session until there is a quorum.

Ms. Geever advised that Council agreed to follow Roberts Rules as part of the Council Procedural Guidelines which states that the only decision that can be made in a meeting without a quorum is when to reschedule the meeting for when a quorum is present.

President Morgan advised that Council has their own rules and that we have conducted meetings this way before. He noted that Council's rules are influenced by Robert Rules.

Discussion ensued over having a quorum and using Roberts Rules. Ms. Geever left the Council Meeting.

COMMUNITY DEVELOPMENT

Division of Engineering

Mr. Guzik gave a brief summary of the road improvement program projects that were completed during 2008. He reviewed the operating budget for the Division of Engineering and explained the reason for increases in certain line items.

Discussion regarding pay-to-play standards and how they relate to RFPs and/or RFQs took place.

President Morgan suggested a review of the Township's Pay-to-Play ordinance at a future agenda session.

ENVIRONMENTAL COMMISSION

Mr. Guzik reviewed the operating budget for 2009 and explained the requested increases.

Quorum attained at 5:25 p.m. in the meeting upon Mr. Borek and Ms. Geever's arrival.

Mr. Marion advised that GroWW funding was moved from the Council budget to the Environmental Commission budget. He noted that

further discussion regarding the GroWW event and the budget necessary will take place when Ms. Kleinman arrives.

Ms. Ward advised that the energy survey and hybrid car requests were placed in the capital budget.

ENGINEERING CAPITAL BUDGET PRESENTATION

Mr. Guzik reviewed the capital improvement program to include the bike lane extension program; sidewalk extension program; crosswalk improvement program; emergency road and drainage repairs; and building renovations at the former Princeton Junction Firehouse facility. He noted that there will not be funding for sidewalk repair in 2009.

Ms. Ward addressed the concerns previously presented by the West Windsor Bicycle and Pedestrian Alliance regarding bike lanes and sidewalk connections.

Ms. Kleinman inquired about the Trolley Line Trail and the area around the Mercer County Golf Course and asked if additional funding was in the 2009 budget to complete these areas.

Mr. Aronson advised that these improvements are part of the Penn Lyle Road, Phase 1 project and should go out to bid this summer.

Ms. Kleinman again requested the Engineering staff to review using different types of sidewalk material instead of concrete to prevent street tree damage.

Mr. Aronson advised that the engineering staff has reviewed this in the past and that currently it is not cost effective.

Mr. Marion advised that this can be reviewed again during next year's budget review.

Discussion ensued regarding bike lane and sidewalk installation. It was suggested that a map be created that can be posted on the Township web-site showing both proposed and completed bike lane and sidewalk improvements year by year.

Council requested a chart outlining emergency road and drainage repairs over the past ten years.

Mr. Marion suggested that part of the liquor license funding received be used for improvements to the old firehouse.

Mr. Guzik continued to present his capital requests to include the annual road improvement program; NJPDES Municipal Stormwater Regulation Program; and Public Lands Maintenance.

Mr. Borek asked about why Alexander Road improvements would not be done prior to the other roadways especially with the redevelopment plan now in place.

Ms. Ward addressed Mr. Borek's questions regarding Alexander Road and advised that road improvements can be changed as priorities change.

Ms. Ciccone inquired if the Township can buy bulk asphalt.

Mr. Marion noted that the Township is a member of the Mercer/Middlesex Co-op, but that road projects are usually done by outside companies.

Ms. Ciccone inquired about what the Township is doing to advise residents that these projects are being done so they see what they are getting for their tax dollars.

Mr. Marion advised that Administration has been working on specials for placement on both Channel 27 and the Township website.

President Morgan requested to see the list of mandates to be submitted to the New Jersey League of Municipalities.

Mr. Guzik advised that currently public land maintenance is fully funded by developer fees and therefore no funds are needed in the Capital budget for this.

Mr. Guzik advised that signage and striping improvements for 2009 are similar to the crosswalk program whereby it will be done in conjunction with other projects being done within the Township.

Discussion commenced regarding where signs and striping has been completed and will be installed in 2009.

Mr. Guzik continued the Capital budget discussion with the Utility Maintenance and Improvement Program and reported that this is used for reimbursement of expenses to Mercer County for traffic signal and control devices throughout the Township. He noted that it will also allow for speed surveys to be completed that are not part of a current roadway improvement. Mr. Guzik advised that the traffic signal for Canal Pointe Boulevard and Meadow Road is under engineering review. He noted that the Canal Pointe Boulevard and Carnegie Center Boulevard traffic signal is not warranted at this time.

Ms. Kleinman inquired if sensors would be placed on these lights similar to the one to be installed at Route 571 and Wallace Road.

Mr. Guzik advised that a sensor could be installed.

Mr. Guzik spoke about the Driver Alert Feedback Program for flashing speed signs by Grover and Village schools; South Mill Road Signal Beacon for \$30,000, and the possibility of placing a pedestrian signal at the Trolley Line Trail crosswalk.

Ms. Ciccone inquired about Wallace Road and Alexander Road.

Mr. Marion advised that this topic will be for future budget discussions.

Ms. Ciccone inquired if someone could check the pedestrian crossing button at Community Park to allow it to stay red longer than when it is just a normal red light.

Mr. Guzik advised that he will contact the County on this.

Mr. Guzik noted that the Penn Lyle Road, Phase 2 Improvements project for \$300,000 will complete this project to the Clarksville Road intersection.

Mr. Marion reviewed the items submitted for the Transportation Grant Program by West Windsor Township.

Ms. Geevers requested that the sidewalks along Route 571 going east by the High School be reviewed.

Mr. Aronson advised that there will be continuous sidewalks from Lanwin Boulevard to Clarksville Road.

Recess at 7:23 p.m.

MEETING RECONVENED

Meeting reconvened at 7:27

DEPARTMENT OF ADMINISTRATION

Mr. Marion gave a brief review of the Administration budget and advised that all budgets have remained flat including the Finance Division. He noted that the Tax Collector's increase is due to a change in staff including training and travel costs for this individual. Mr. Marion advised that all consultants have been asked to remain at the 2008 budget numbers.

Division of Finance

Ms. Louth reviewed the accomplishments of the Division of Finance to include the sewer and tax on-line payments and refunding of bonds due to the AAA rating at a significant cost savings to the Township.

Office of the Tax Assessor

Ms. Louth advised that at the May 4th Agenda Session, Mr. Benner will update the Council on the appeal status.

Office of the Tax Collector

Ms. Louth advised that the 2008 collection rate came in at 99.27 percent and the sewer collection rate came in at 97.37 percent.

Ms. Louth noted that General Growth has filed for bankruptcy today and advised that their first quarter taxes are paid.

Discussion ensued regarding how the bankruptcy of General Growth and the tax appeals filed will affect the Township budget.

Ms. Geevers inquired about the conference and seminar line item increase.

Ms. Louth advised that currently there are two CFOs and two Tax Collectors that need to retain their licensing.

ADMINISTRATION CAPITAL REQUESTS

Mr. Marion advised that a new telephone system is needed at a cost of \$150,000; and that no computer equipment is requested in 2009. He reviewed the Capital items under Administration to include: Facilities Maintenance \$25,000; Roof and Gutter Replacement \$55,000; Replacement of gazebo roof at Senior Center \$10,000; signage improvements \$10,000; Green Energy Audit Program \$25,000 which will be conducted at the police/court facility.

Mr. Marion advised that Administration and the school district will be reviewing future technology improvements.

Mr. Borek inquired if the Community College has a program that could help with this.

Mr. Marion advised he will call the College to see if there is such a program that could help assist with technology updates.

Ms. Ciccone inquired if the Township is doing green purchasing.

Mr. Marion noted that Township has been working on this and are looking into it and moving forward in different areas.

Mr. Marion advised that additional funding for redevelopment will be necessary to bond for professionals in order to move this process forward. He requested a figure from Council for this and suggested it might include the hiring of a Redevelopment Attorney, Financial Consultant, and include additional work by Mr. Muller, Mr. Madden, and possibly Mr. Davies.

Ms. Kleinman inquired about a date for continuing discussions on the redevelopment project. She inquired about what the Township needs to bond and what activities should the Township be doing.

Mayor Hsueh advised that during the first year a budget for consultants should be established to work with the New Jersey Department of Transportation and New Jersey Transit consultants. He also noted that a Redevelopment Attorney will also be needed to negotiate with Federal, State, and County agencies regarding redevelopment issues. Mayor Hsueh also advised that an attorney will be needed to develop an RFP and legal agreements for future developers of this area.

Mr. Marion suggested a workshop session be scheduled to discuss the next steps for the redevelopment process. He noted that the Capital budget can be amended if necessary.

Discussion ensued over the redevelopment budget and what funding will be necessary for the next year to continue to move the project forward.

TOWNSHIP CLERK & ELECTIONS

Ms. Huber reviewed the Clerk's Office accomplishments to include the scanning of block and lot files, deeds, large scale maps, and Affordable Housing Committee minutes. She advised that the Clerk's Office hired a new Administrative Assistant in July of 2008. Ms. Huber noted that the Clerk's office will continue to work with the various Township departments in the scanning of long-term and permanent documents, and will continue to pursue the preservation of the Township's Minute books. She noted that the Clerk's office is going to continue to "go green" in 2009 by having Council Members continue to use their Township laptops to receive mail and Council packets instead of receiving them via paper copy.

Ms. Huber went through the budget and reviewed the reasons for increases and decreases in line items.

MAYOR'S BUDGET

Mr. Marion advised that the Mayor's budget is the same as submitted in 2008.

TOWNSHIP COUNCIL BUDGET

Mr. Marion noted that the funding for the GroWW Festival has been moved to the Environmental Commission budget for 2009 and that the reduction in the salary and wage line items for both the Council and the Mayor's budget is due to the fact that raises were not approved as proposed in 2008.

Mr. Marion advised that the GrOWW budget has been reduced to \$2,500 for 2009 from \$15,000 in 2008. He requested that Ms. Kleinman review the charges that were incurred by GrOWW in 2008.

Ms. Kleinman reviewed the charges incurred for last year's GrOWW Festival and what she proposes for 2009 for funding.

Discussion ensued regarding the GrOWW event and how to proceed with acquiring funding for the event.

Ms. Ciccone advised that by having the kids involved in the event the Township is in the forefront of committing to energy efficiency.

Mr. Marion advised that an adjustment to the proposed budgeted amount can be made.

President Morgan again advised that this is another reason why the Township should have a 501(c) (3) for these types of events to be sponsored throughout the Township. He noted he supports the funding for the GrOWW event for 2009.

Motion to increase the budgeted amount to \$13,000 for the GrOWW Festival: Morgan
Second: Kleinman
VV: All approved.

Mr. Marion advised that this amount will be added to the Environmental Commission budget.

CLOSED SESSION

Motion to go into closed session at 9:15 p.m.: Borek

Second: Kleinman

RCV: aye Borek

aye Ciccone

aye Geevers

aye Kleinman

aye Morgan

Ms. Huber 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 personnel.

MEETING RECONVENED

The meeting reconvened at 9:35 p.m.

REVENUES

Ms. Louth gave a brief explanation of each of the revenues anticipated for 2009.

Ms. Geevers requested that a letter be forwarded to the Parking Authority regarding not providing the funding allowable by law

this year to the Township as in past years. She also requested that Administration contact the Parking Authority prior to sending a letter.

Mr. Marion advised that he will contact Mr. Lupo again regarding this matter.

Ms. Louth advised that the Township lost \$113,456.52 in State aid for 2009. She reported that the total anticipated revenue for 2009 is \$15,818,423.95. Ms. Louth noted that the tax increase for 2009 is 1.7 cents over last year, with a total 2.71% overall budget increase, the lowest in fifteen years.

Ms. Louth reviewed the increases and decreases over the 2008 budget for revenues and appropriations. She voiced concern regarding the tax levy cap. Ms. Louth gave a brief explanation about the surplus and how it affects the daily operation of the Township. She reported that \$4.2 million of surplus is recommended by Administration to support the 2009 budget.

Ms. Geevers inquired as to where the Council lies in support of the budget and the use of surplus. She noted that she wanted a zero cent increase for the 2009 Municipal budget.

President Morgan advised that he has to review the documents prior to making a decision.

Discussion ensued regarding the use of surplus and whether additional surplus could be used to make a zero percent increase for the 2009 Municipal budget.

Ms. Louth cautioned Council that surplus will not be replenished as it has been in the past.

NEXT STEPS

Ms. Louth advised she will prepare a document with the suggested amendments and distribute to Council.

Mr. Marion requested that at the May 4, 2009 Agenda Session, time be allotted for wrap-up discussion for the budget. He noted that Introduction of the 2009 Budget is currently scheduled for May 18, 2009.

ADJOURNMENT

Motion to adjourn: Borek
Second: Kleinman
VV: All approved

The meeting was adjourned at 10:46 p.m.

Sharon L. Young
Township Clerk
West Windsor Township