

APPROVED AS AMENDED: April 15, 2013

WEST WINDSOR TOWNSHIP COUNCIL  
BUDGET WORK SESSION #2  
March 8, 2013

CALL TO ORDER: President Borek called the meeting to order at 10:04 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 on March 4, 2013.

ATTENDEES: President: Borek; Vice President: Samonte; Council Members: Geevers, Khanna, Maher; Mayor: Hsueh; Business Administrator: Schmid; Township Attorney: Herbert (left at 10:57 am); Chief Financial Officer: Louth; Assistant CFO: Mauder (10:20 am to 10:58 am); Director of Community Development: Ward (arrived at 10:58 am and left at 2:25 pm); Land Use Manager: Surtees (arrived at 10:58 am and left at 11:50 am); Code Official: Valeri (arrived at 10:58 am and left at 12:21 pm); Township Engineer: Guzik (arrived at 10:58 am and left at 2:25 pm); Township Clerk: Young

SALUTE TO THE FLAG

Ms. Young led the salute to the flag.

PUBLIC COMMENT

Mr. John Church, 11 Princeton Place, made comments about the budget and the process.

DEPARTMENT OF LAW

Mr. Herbert advised that many of the issues the Township faced in 2012 are carried over into this year. He outlined some of the outstanding lawsuits and litigation. Mr. Herbert reviewed his goals for the Department and spoke about the Howard Hughes Corporation purchasing the old American Cyanamid property.

Mr. Khanna spoke about the Department's budget versus the expenses that were incurred exceeding over \$100,000 of the budget amount. He asked that Mr. Herbert keep Council informed through reporting quarterly on his expenses.

Ms. Geevers noted concerns that the budget line item for "Attorneys" should be classified correctly, and the spending for the Department should be reflected accurately.

Mr. Maher asked what the Affordable Housing Trust Fund was utilized for. He asked Mr. Herbert to use caution on the amount of hours he bills the Township because if Council realizes the time involved they may not have asked him to do the work.

Mr. Herbert advised that he will keep Council informed when a request comes to him that will take extended time and money.

Ms. Louth explained how the Township utilized the Affordable Housing Trust fund and will provide information on the projects the funds were used for.

Ms. Samonte asked that Mr. Herbert keep Council informed on the Department's cost and also what funds are being utilized out of the Affordable Housing Trust Fund.

Ms. Louth advised that there is 1.5 million dollars remaining in the Affordable Housing Trust Fund.

Mr. Mauder explained how much funds were dedicated to each of the projects, and noted that all the Affordable Housing Trust funds have been committed.

Mr. Maher asked how much money comes into the fund yearly.

Mr. Mauder advised that approximately \$5,000 came into the fund in 2012.

OFFICE OF TOWNSHIP CLERK

Ms. Young outlined the roles and responsibilities of the Clerk's Office and noted that a list of 2012 achievements and 2013 goals could be provided upon request.

Mr. Maher thanked the Clerk's office for the good job they do working with the public and for providing a budget for 2013 that was an 8% decrease over 2012. He inquired about the Laserfiche technology and the ability to provide documents in a PDF format.

Ms. Young noted that she would look into the possibility of upgrading the system and the ability to offer PDF formatted files.

Ms. Samonte acknowledged the Clerk's office for managing their budget efficiently. She spoke about the need to stay in tune with every changing technology.

President Borek expressed thanks to the Clerk's office for a job well done.

DEPARTMENT OF COMMUNITY DEVELOPMENT

Ms. Ward reviewed some of the outstanding projects and Township issues involving Community Development.

Land Use Division

Mr. Surtees spoke about his staffing, and the Boards and Committees his Division is responsible for. He outlined the projects that he is currently working on with both the Planning Board and Zoning Board. Mr. Surtees noted that \$14,000 of his salary is compensated through the plan review fund paid by developers for his evaluation of projects. He also updated the Council on additional revenues earned through various types of leases.

Mr. Maher asked what the \$825,000 open space grant was used for. He also addressed questions about the farmland leases, time and salary dedicated to plan review, yard waste stations, and the purchase of the Maneely tract by Toll Brothers.

Mr. Surtees listed the properties purchased through open space funds and advised that five million dollars in funds have been approved for use by Green Acres.

Ms. Louth determined that 3.7 million dollars is the balance in the open space tax trust account as of December 31, 2012. She spoke about the open space tax that was reduced to two cents.

Mr. Surtees addressed Mr. Maher's questions and spoke about the 2005 zoning changes that were made to the Maneely property to allow the proposed buildout which should start in 2014.

Mr. Khanna inquired about the cost for Township employees who perform consulting work and whether it could be charged to the developers. He also asked what was being done about the decaying Ellsworth property.

Mr. Surtees advised that this would not be possible because only the Division head's time can be charged to the plan review escrow.

Ms. Ward advised that the Ellsworth property is in the redevelopment zone and therefore condemnation is not an option. She also noted that property taxes for the property are paid up to date.

Mr. Surtees spoke about the zoning for the Howard Hughes property, and addressed farmland lease questions.

Mr. Maher suggested that the leases should reflect current market rate per acre.

Ms. Geevers inquired about the increase in legal fees for Planning Board and Zoning Board.

Mr. Surtees explained the fees will be utilized for Master Plan rezoning and ordinance creation.

President Borek addressed questions regarding violations handled by his Division.

Mr. Surtees advised that all complaints get addressed.

#### Division of Code Enforcement

Mr. Valeri outlined the project that the Division is currently working on and those recently completed.

Mr. Maher asked about the status of projects and inquired about the delay in the permitting process.

Ms. Ward explained that Code Enforcement has 20 days for the first review and 7 days for subsequent reviews. She outlined the process and noted that the Division must meet with certain project leaders to keep the development moving forward. Ms. Ward added that the Township has a number two rating for safety when most other townships has only a rating of one.

Mr. Maher noted that some of the issues regarding the time it takes to get a permit must be specific to West Windsor.

There was general discussion about the technology needs and costs associated with the Division.

Ms. Geevers asked about a timeframe for getting the proper software and technology updates.

Ms. Samonte acknowledged that she has initiated an IT Committee to address technology and software issues. She noted that she will review the needs in conjunction with the Municipal building upgrades.

Discussion ensued over the time for the permitting process, Township requirements for permitting, and the costs the Township incurs for the inspection of County and School construction projects.

Mr. Borek discussed educating the community on the permit process and keeping a log of contractors who fail to follow the rules and regulations.

Mr. Valeri noted that Consumer Affairs are responsible for licensing contractors.

#### Engineering Division

Mr. Guzik highlighted the goals and accomplishments of the Engineering Division, Environmental Commission, and the Landscape Architect.

Mr. Maher inquired about the Sustainable New Jersey program and the costs associated with it. He asked if a cost analysis has been completed to show the benefits of the program.

Ms. Ward informed Council of the time it takes to complete the documentation for the program. She commented that the Township will be investing in new categories to make the Township sustainable.

Mr. Maher asked what the line item called miscellaneous services was utilized for and inquired about the status of the transit village, and sidewalk repair program.

Mr. Guzik explained that the line item was used for public education and providing information to the community.

Ms. Ward briefed Council on the status of the transit village, and advised that NJDOT gave the transit village designation in 2012. She noted that the sidewalk repair program will continue with the resumption of good weather.

Mr. Maher addressed questions regarding Windsor Plaza and the Princeton Theological housing project.

Mr. Guzik outlined the activities of both projects.

Mr. Khanna inquired about the percentage of work that was contracted to outside consultants. He also asked whether the lowest bidder was always the vendor to be awarded the contract.

Mr. Guzik summarized the bidding process and noted that ten percent of the work is done in-house, although he is still managing the consultants responsible for the reviews.

Ms. Ward affirmed that usually the lowest bidder is awarded the contract but the award also depends on the bidder's expertise.

#### Community Development: Capital Projects

Mr. Guzik reviewed the various Capital projects.

Discussion ensued about hybrid versus standard vehicles, and the cars available for purchase through State contract.

Mr. Maher asked if \$250,000 is sufficient for sewer improvements and maintenance.

Mr. Guzik believed that this amount would be sufficient.

Ms. Louth spoke about the 1.9 million dollars in the bank allocated for the Municipal building reconstruction.

Mr. Maher asked if the architect was getting close to presenting a plan.

Ms. Schmid advised that Emergency Services would be transferred into the Post Office space along with the Parking Authority.

Mr. Khanna addressed questions regarding the bicycle and pedestrian improvements.

Mr. Guzik commented on the completion of the easier projects for improvement leaving the more expensive phase of the development of this program to be completed.

Ms. Geevers asked if the old Princeton Junction Firehouse, which is now the West Windsor Arts Center, had room for expansion.

Ms. Ward explained that the equipment that is still stored at the Arts Center is temperature sensitive. She noted that Administration was developing a plan that would involve a build-out at the Post Office building to house the equipment.

President Borek affirmed that the plan is to enclose the rear parking lot at the Post Office to relocate the EMS equipment and therefore allow expansion at the West Windsor Arts Center.

Mr. Maher asked for a timeline for the Post Office and Municipal Building reconstruction.

Ms. Samonte inquired about where the funding comes from for sidewalk repairs.

President Borek asked how projects receiving grant funds are handled in the budget.

Ms. Louth explained that sidewalk repair funding is budgeted through the Capital budget and projects that are funded through grants are paid for through budget money; when the grant funds are received the budget is replenished.

Mr. Maher advised that the Capital project numbers that were provided do not reflect actual numbers or show what has been spent to date. He asked for what has been spent, what has been proposed, and what is available to date, to have a better understanding of the project history.

Ms. Louth noted that she could provide the additional information for a better understanding of what is needed for the Capital projects.

Discussion ensued over Capital improvements for the Township parks and for Administration to provide a prioritization for the parks projects.

President Borek asked if Finance had determined the value of a penny.

Ms. Louth noted that that information would be provided in a week.

ADDITIONAL PUBLIC COMMENT

Mr. John Church, 11 Princeton Place, spoke about technology upgrades. He noted that the Grover Farm Restoration Committee is still working on better estimates for the cost of repairs before providing the final report to Council.

ADJOURNMENT

Motion to adjourn: Khanna  
Second: Samonte  
VV: All approved

The meeting was adjourned at 2:25 p.m.

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Sharon L. Young  
Township Clerk  
West Windsor Township