

APPROVED AS AMENDED: May 11, 2020

WEST WINDSOR TOWNSHIP COUNCIL

BUDGET SESSION

March 4, 2020

CALL TO ORDER: President Manzari called the meeting to order at 9:30 a.m.

ROLL CALL: Gawas, Geevers, Mandel, Manzari, Stevens

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 January 17, 2020.

ATTENDEES: President: Manzari; Council: Gawas, Geevers, Mandel, Stevens; Business Administrator: Schmid; Chief Financial Officer: Louth; Assistant Chief Financial Officer: Mauder; Township Clerk: Huber

SALUTE TO THE FLAG

President Manzari led the salute to the flag.

OPENING REMARKS FROM BUSINESS ADMINISTRATOR

Ms. Schmid provided the following opening remarks:

- 2020 Budget is \$42,540,000 which is an 1.58% increase over the 2019 budget; a \$660,000 increase over 2019
- 1.27% Property Tax Levy increase maintaining a full service community
- Recommend the Cap/Bank Ordinance for Appropriations for future planning purposes
- Administration reduced the departmental requests by \$173,730
- Salary and Wage increased by 4.37% or \$632,839
- Total Other Expenses increased by 0.100% or \$27,161
- Amount to be Raised by Taxation/Tax Levy increase is approximately 1.27%

- Emergency Temporary Budget resolution is scheduled for the March 23rd Business Session
- Introduction of Budget is scheduled for the April 6th Business Session
- Public Hearing of the Budget Adoption is scheduled for May 11th Business Session

BUDGET DISCUSSION

Department of Public Works - Roads, Sewer, Facilities & Open Space and Snow - Director of Public Works Alex Drummond and Superintendent of Public Works James Taylor

Mr. Drummond advised that his budget has remained the same as 2019.

President Manzari inquired about the funds for snow removal and if the funds remaining at the end of the year go into the Storm Trust.

Mr. Drummond advised that the remaining funds are put in the Storm Trust. He advised that prices of salt per ton are less now than before and that they are in the process of filling the salt dome.

Ms. Mandel inquired about the use of bioxide for the pump stations.

Mr. Drummond advised that this chemical treatment is necessary to decrease the gases at the pumping stations so that the manholes do not degrade.

Ms. Geever inquired if they are still televising sewer lines throughout the Township.

Mr. Drummond advised that they continue to monitor the system throughout the year to be proactive.

Ms. Mandel inquired about asphalt for street repairs.

Mr. Drummond advised that this is for repairs of pot holes and cracks and comes out of the operating budget.

Ms. Gawas inquired if there is a list of streets that need major repairs available.

Mr. Drummond advised that list is maintained by the Engineering Department.

Mr. Drummond noted that the Department has requested a laser guided line painter to help line the Township ball fields. He advised that this piece of equipment will allow the process to be faster and need less staff to operate.

President Manzari inquired about the pick-up truck, compactor truck and mason dump replacement requests.

Mr. Drummond advised that the pick-up truck is replacing a 2008; the current compactor truck is a 2001 and the replacement truck will have the ability to plow snow and have a better compaction to reduce trips to the landfill; the mason dump is replacing a 2002 and these are a multi-purpose use vehicle.

President Manzari inquired about the Sanitary Sewer Improvement Program.

Mr. Drummond advised that this is necessary to have for manhole, rehabilitation, and pipeline replacement if needed on the Township sewer infrastructure.

Mr. Drummond reviewed the Storm Sewer Improvement program which is for replacement of catch basins.

Mr. Stevens advised that this is to maintain the current catch basins and not for installation of new.

Ms. Geever inquired about the pruning of trees.

Mr. Drummond advised that a new bucket truck has been ordered and should help with this process going forward.

Mr. Stevens inquired if there is new equipment used for picking up of yard debris.

Mr. Drummond advised that with using the claw it has helped speed up the process.

Department of Community Development

Land Use - Manager of Land Use Sam Surtees

Mr. Surtees advised that his budget has remained flat from 2019 and that he has adjusted line items as necessary. He advised that the Planning Board has been working on the Master Plan and will be having over 20 ordinances for Council starting in the spring of this year.

President Manzari inquired about the Tree Replacement Planting Program and how to minimize sidewalk repairs due to damage from street trees and the possibility of using root barriers.

Mr. Dobromilsky advised that root barriers have improved over the past 10 years and that in new developments these have been installed.

Discussion ensued over how to proceed with this program and what changes could be implemented and whether a change to Township ordinance is necessary.

Construction Code Enforcement - Domenick Cardarelli,
Construction Official

Ms. Geever inquired about the training for staff.

Mr. Cardarelli advised that this is for state and national training for all positions that hold a license.

President Manzari inquired about the 4 wheel drive requested for replacement.

Ms. Mandel inquired if this could be an electrical vehicle since there are grant opportunities available.

Mr. Cardarelli advised that there are no 4 wheel drive electric vehicles currently available and it is necessary to have this type of vehicle for construction site access. He noted currently they use Jeep Patriots and Ford Escapes.

Ms. Louth advised Council that only 4 wheel drive vehicles can be capitalized. Sedan type vehicles would have to be in the operating budget.

Engineering Division - Director of Community
Development/Township Engineer - Francis Guzik and John Taylor
Assistant Township Engineer

Mr. Guzik advised that the Environmental Commission operating budget is flat.

Mr. Dobromilsky advised that the Commission is looking into different educational opportunities for implementing not using single use plastic bags. He noted that the Commission has submitted a grant for funding.

President Manzari inquired when we should hear about the grant.

Mr. Dobromilsky advised in April.

Mr. Dobromilsky reviewed the sidewalk repair program.

Mr. Guzik advised that this was a bi-annual program and now is an annual program. He advised that funding was increased to catch-up with the requests.

Discussion among Council and Mr. Dobromilsky regarding the list and timing for repairs. It was noted that repairs are done in the fall of each year. This program is only for sidewalk repairs needed because of damage by street trees. Residents are responsible for all other sidewalk repairs.

Ms. Geevers inquired if additional staff is needed to maintain open space properties.

Ms. Louth advised that Administration is comfortable with the current staff and that any change to the open space tax would have to be done by referendum.

Mr. Guzik advised that the Engineering operating budget has remained flat.

Mr. Guzik reviewed his capital requests starting with Digital Tax Map Conversion.

Ms. Geevers inquired if this project should be moved forward.

Mr. Guzik noted that he is looking for quality and accuracy and that he would look into whether this could be done in 2020.

Mr. Guzik advised that the Engineering Department needs to replace its plotter and monitor this year.

Mr. Guzik reviewed the Annual Bike Lane/Bikeway Extension Program has not been funded for the past several years and instead have used these funds for the Annual Road Improvement Program. He advised that they would like to start the program up again.

Discussion ensued over this program and if the funds would be better placed in the Annual Road Improvement Project instead.

Mr. Guzik advised that he is fine moving these funds to the Annual Road Improvement Project for this year.

Mr. Guzik advised that the Annual Sidewalk Extension has been deferred for several years to allow for more roadwork to be conducted.

Mr. Guzik reviewed the Annual Crosswalk Improvement Project and noted that this program is funded yearly and these improvements are usually added to road improvement projects.

Ms. Mandel requested a copy of the road inventory for repairs/replacement.

Mr. Guzik advised that the Township hired an outside consultant to complete an inventory of all roadways throughout the Township. He noted that his plan is to work from the bottom of the list up.

President Manzari noted she would like to see the report. Mr. Stevens noted his concern about the condition of Mather Avenue in Penns Neck.

Mr. Guzik advised that the Township received grant funding for the Reconstruction of Bennington Drive. He reviewed the Annual Road Improvement Program and advised that the New Jersey Department of Transportation only pays for construction of collector roadways.

Mr. Guzik advised that Signage and Striping is funded yearly and most of these requests are from Public Works; Grovers Mill Dam Inspection and Repairs is an on-going responsibility of Township; Wallace Road Bus Garage Remediation was originally the Township's Public Works Garage; underground storage tank leakage being monitored; working on a plan to either cap or clean-up; received a grant for reimbursement of cost only pays for actual clean-up; Former Compost Facility Environmental Monitoring Program needs to continue to monitor groundwater; Annual Flood Abatement Program continues so work on various areas to include Little Bear Brook Watershed and the Big Bear Brook Watershed. Annual Utility Maintenance and Improvement Program - includes traffic signals, flashing signs; street lights, looking into solar powered street lights as a pilot program. Sewer Collection and Pump Station Improvements - funding to continue working on rehabilitation of the system; groundwater penetration, sump pumps discharging into sewer system; more that can be controlled the less expensive for residents.

A short discussion ensued over non-sewered areas within the Township and the process for having them sewerred.

President Manzari called for a break at 12:37 p.m.

Meeting reconvened at 1:00 p.m.

Division of Health - Ms. Jill Swanson, Health Officer and Ms. Nikita Patel, Environmental Health Specialist

Ms. Swanson advised that her budget stayed flat.

Discussion ensued over the COVID-19 virus and if there are enough supplies.

Senior Center - Donna Fucetola, Manager of Senior and Social Services

Ms. Fucetola advised that her budget remained flat from last year.

Discussion over the programs and recent attendance due to the COVID-19 virus.

Ms. Fucetola advised that she needs to replace aging furniture.

Discussion on bus usage took place and it was determined that at this time it is adequate.

Division of Recreation - Ken Jacobs, Parks and Recreation Manager

Mr. Jacobs reviewed his capital requests to include the Annual Park Development Program. He noted that funds for the Annual Community Day are under Administration's budget. Mr. Jacobs advised that improvements to the Dog Park are being reviewed.

Waterworks - Mr. Jacobs advised that funding needs to be put in place for replacement of pumps etc. He advised that a new fee category for parent/child has recently been added.

Division of Fire and Emergency Services - Jim Yates, Manager of Fire and Emergency Services and Tim Lynch, Captain

Captain Lynch reviewed the Capital Projects for 2020:
Replacement of Engine 43 - 21 year old piece; reviewed the replacement program for hose, ladders, thermal imaging cameras;
Replacement of Car 45-2 (2007 Durango).

Captain Lynch advised that he is reviewing the current long-term apparatus replacement program and would like to change the useful life to ten years for purchase of apparatus to get a better trade-in value and lower maintenance costs.

President Manzari inquired if additional types of apparatus will need to be purchased with the new types of buildings in the Township.

Captain Lynch advised that this discussion has already been occurring with the two volunteer fire chiefs. He noted they are looking at a different types of fire trucks for the garden style homes being built throughout the town.

Captain Lynch advised that training for a firefighter is between 180 and 200 hours and takes six to eight months. He noted that it takes at least eighteen months to become an interior firefighter. Captain Lynch advised that it takes 220 hours of training to become an emergency medical technician (EMT).

Mr. Yates advised that he would like to see the contribution to the fire companies increased.

President Manzari noted that she would like to see the annual contribution to both fire companies increased.

Police Division - Chief Robert Garofalo

Ms. Louth advised that Administration agreed to increase the operating budget for the Police Division.

Chief Garofalo reviewed his line items to include the purchase of four additional police cars; reviewed the police car inventory and maintenance costs; maintenance contracts for software licensing; repair of communications equipment to include radios, phones, and T1 line; and increase in uniform prices.

Ms. Mandel inquired if the police could use an electric vehicle in their fleet.

Chief Garofalo advised they have been exploring this, but don't see it for at least another five to ten years.

Chief Garofalo reviewed the Division's Capital Requests: Technology request covers all technology needs for the entire Division; Software Project: various software programs and licenses; Security System Upgrade Project: upgrade all doors to biometric system; CAD-Recording: Replacement of system last upgrade done in 2000; SUV Replacement; yearly expenditure; K-9 Replacement: fleet replacement; Replacement of Firearms and Equipment: yearly expenditure; Replacement of Portable Radio's:

yearly replacement program; Replacement Emergency Equipment for Patrol Vehicles: yearly replacement program; MDT Replacement: yearly replacement program; UAS Program: continue to maintain annual program.

Discussion ensued over the UAS program to include usage in West Windsor and outside requests.

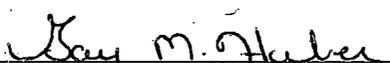
PUBLIC COMMENT

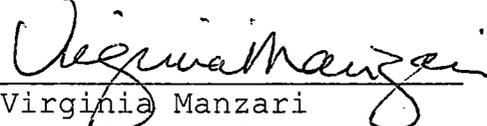
Ms. Yan Mei Wong, 40 Montgomery Street, commented on the need for a welcome package for new residents and that the Human Relations Council is willing to work on this.

ADJOURNMENT

Motion to adjourn: Gawas
Second: Mandel
VV: All approved

The meeting was adjourned at 3:05 p.m.


Gay M. Huber
Township Clerk
West Windsor Township


Virginia Manzari
Council President
West Windsor Township