

APPROVED: June 14, 2021

WEST WINDSOR TOWNSHIP COUNCIL

BUDGET SESSION #1

March 4, 2021

CALL TO ORDER: President Mandel called the meeting to order at 9:35 a.m.

ROLL CALL: Gawas, Geevers, Hersh, Mandel

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 24, 2021.

ATTENDEES: President: Mandel; Council: Gawas, Geevers, Hersh; Business Administrator: Schmid; Chief Financial Officer: Mauder; Township Clerk: Huber

ABSENT: Stevens

SALUTE TO THE FLAG

Ms. Huber led the salute to the flag.

DEPARTMENT OF PUBLIC WORKS

Mr. Jamie Taylor, Director of Public Works, advised that he oversees the following: Division of Sewer Maintenance; Division of Facilities and Open Space; and the Division of Streets and Roads. He provided an overview of each Divisions functions.

Council inquired about several functions of the Department of Public Works to include, tree pruning and pothole repairs.

Mr. Taylor answered Council's concerns about these programs.

Mr. Anthony Esposito, Assistant Superintendent of Public Works, reviewed the process for the seven (7) sewer pump stations that the Township maintains.

Discussion ensued regarding the daily maintenance of the sewer pumps and if there is digital software available, what the overall budget for sewer maintenance costs are and the pros and cons of upgrading.

Mr. Mauder addressed the future costs that software licensing could have on the operating budgets and noted that the operating budget for the sewer is \$580,945.00.

Discussion continued on possible future solutions on how to move forward with daily pump station monitoring and Council suggested that this be looked into for the future.

Mr. Taylor reviewed the Division of Facilities and Open Space functions which include lining municipal fields throughout the Township as follows: 57 soccer fields, 22 lacrosse fields, and 12 football fields. He reported that they collect 85 to 150 bags of trash a week from these facilities and mow 480 acres of municipal land.

Council members asked several questions regarding the setup and maintenance of sports fields which Mr. Taylor addressed. They inquired if there is currently enough open space tax being collected to cover these costs.

Mr. Mauder advised that it will need to be reviewed in three to four years especially with the expansion of Conover Park. He noted that currently the Township is allowed to use 35% of the open space tax for improvements and maintenance.

Discussion ensued over the open space tax among Council, Administration, and Public Works.

Questions regarding maintenance and upkeep were asked about the Dog Park at Community Park and about sewer costs and what budget they come from.

Mr. Mauder addressed the costs for sewer operation is paid through the sewer user rate which is established by resolution each year.

Mr. Mauder reviewed the workings of the Storm Recovery Trust Fund and advised that there is no reason to increase it in 2021. He reviewed the procedure for reimbursement to various homeowners associations and apartment complexes for snow removal, recycling, and refuse collection per State Statute.

Capital Projects Review

Mr. Mauder advised that within the Capital Budget there is \$532,900 for sewer projects. He advised that each year they place \$250,000 in the capital budget for sewer projects.

Mr. Mauder reviewed the capital budget process for members of Council and how the funds from past capital bonding works.

Mr. Taylor reviewed his capital requests as follows:

- Pump for Hunters Run Pump Station \$10,000
- Replacement of two (2) Loaders - \$225,000 - currently have 4 loaders this would be replacing a 2000 loader; he noted that 3 loaders are out every day working; one is out of service and can't be repaired 20 plus years old
- Vehicle Replacement Program - this pick-up truck would replace a 2008
- Replacement Vehicle - Compactor Truck - basically a garbage truck and is used for leaf and brush pick-up; this would replace the 2001
- Dump Trucks - used for salting/snow plowing and various other jobs throughout the year - this would be replacing a 2007
- Street Sweeper - replacement of a street sweeper for (2010); at a cost of \$220,000; smaller street sweeper will not need a driver with a CDL. Review of the street sweeper program took place. He added that there are requirements that must be done monthly due to Department of Environmental Protection regulations; Council inquired if this type of machine is on state contract; it was noted that later this year it should be on a cooperative purchasing program

Council asked several questions to include are these requests done on an annual basis; also asked was whether street sweeping could be done by an outside firm; it was noted that this is cost prohibited at approximately \$1,400 per day; additional questions were asked on the operation of the street sweeper

- One Man Leaf Truck - will reduce man hours, contacted other municipalities and they are pleased with the operation of the truck; this machine will only be able to pick-up

leaves; will be available through cooperative purchasing shortly

Discussion over the use and how the educational process will work for residents to separate leaves versus brush going forward. There will need to be an ordinance amendment once this vehicle is operational. Council inquired if this is a new expenditure or is this replacing a vehicle. Administration addressed the concerns of Council.

- Public Works Buildings/General Improvements - \$25,000 per year for the Public Works Complex; done for each municipality facility
- Sanitary Sewer Improvement Program - \$250,000 annual program for sewer system throughout the Township; was used for emergency repairs for Washington Road
- Public Works Storm Sewer Improvements - for storm sewer rehabilitation and emergencies

Members of Council thanked the Department of Public Works.

Break was taken from 11:30 a.m. to 11:40 a.m.

#### DEPARTMENT OF COMMUNITY DEVELOPMENT

##### Division of Land Use

Mr. Sam Surtees, Land Use Manager/Zoning Officer, noted he oversees and manages the Land Use Division. He advised that his operating budget has not increased in the past four years. He reported that 35% of his time is chargeable to development application fees. Mr. Surtees provided an explanation of the functions of Planning Board and Zoning Board of Adjustment and noted that the Planning Board is currently updating the Master Plan for the Township which was last done in 2002.

Members of Council asked questions regarding how the process works and who is responsible for payment of those processes.

Mr. Surtees address the various questions from Council.

##### Capital Projects

- Street Tree Replacement Planting Program - \$20,000

Council requested an update on the root barriers.

Mr. Guzik advised that root barriers will be installed for street trees this year. He noted that this has been added to the bid specifications for future plantings.

Discussion over the root barrier process took place and Council requested that they be provided an update on how the process is going.

Council asked questions regarding replacement of trees throughout the Township and process for notifying residents.

Mr. Guzik addressed Council's questions regarding communication to residents on tree replacements.

- Community Identification Signs - \$10,000

Council requested to see the design of the sign prior to ordering them.

- Open Space Trust Fund - \$35,000

Mr. Surtees noted that there are still 2-3 properties that are on list to acquire which will not occur until at least 2025. He explained the relationship between the Friends of West Windsor Open Space and the Township in the purchase of open space.

#### Division of Code Enforcement

Mr. Domenick Cardarelli, Construction Code Official, provided an overview of his Division and their functions. He noted that his budget has remained flat for several years. Mr. Cardarelli provided an update on the SDL software portal and noted that they are looking to upgrade this system to have the ability for plans to be submitted digitally which will save time and be more efficient.

Council inquired how the permit process could be improved or shortened.

Mr. Cardarelli addressed Council's questions.

Break for 10 minutes

### Capital Projects

- Four Wheel Drive Vehicle Replacement - \$27,500 this replaces a 2008 vehicle.

Council inquired if an electric vehicle could be purchased.

Mr. Cardarelli advised that currently there are no four wheel drive vehicles on the state cooperative purchase.

### Community Development

Mr. Francis Guzik, Director of Community Development/Township Engineer, advised that he oversees the Division of Engineering, Division of Code Enforcement and the Division of Land Use. He reviewed his job responsibilities to include the Township Facebook and Township web-site. He noted that his budget is flat as well as the Environmental Commission budget is flat. Mr. Guzik reviewed the Environmental Commission's role and responsibilities. He noted members are appointed by the Mayor.

Council requested that the goals and objectives for the Environmental Commission be updated to reflect the new projects that they are going to work on in 2021.

### Division of Engineering

Mr. Guzik reviewed the roles and responsibilities of the Division of Engineering and their work with various departments, and boards. He advised that his operating budget remains the same as 2020. Mr. Guzik advised that he is also responsible for Facilities and Open Space and that the fund after 30 years is depleted and these costs have to be absorbed into the operating budget.

Discussion over "Proof of Maintenance" by all commercial property owners that is required under the recently adopted storm water ordinance and Mr. Guzik noted that Mr. Dobromilsky is overseeing this program for the Township. He noted that we are self-reporting this to the State yearly.

Motion to extend the clock to 2:00 p.m.: Hersh

Second: Gawas

VV: All approved (Stevens - absent)

Capital Projects

- Digital Tax Map Conversion - \$235,000 automating the tax maps for the Township which are currently hand drawn on mylar.

Council inquired if additional funding should be placed in this year's budget.

Mr. Guzik explained the project and noted that he will check with the vendor to see if they could complete the project this year.

- Annual Bike Lane/Bikeway Extension Program

Mr. Guzik advised that this program has not been funded since 2014.

Council asked that \$100,000 be added back into this for 2021. This item will be flagged for review during the budget wrap-up.

- Annual Sidewalk Extension Program - \$175,000

Mr. Guzik advised that this program has not been funded since 2014. He provided an update on the Cranbury Road Sidewalk Program and noted that the Township is still working on easements to be acquired and environmental permits from the State and County.

Council inquired how the priorities are scheduled.

Mr. Guzik reviewed the process for selecting areas for new sidewalks.

- Annual Crosswalk Improvement Program - \$20,000
- Sidewalk Repair Program - \$100,000

Motion to extend the clock to 2:30 p.m.: Gawas

Second: Hersh

VV: All approved (Stevens-absent)

Mr. Guzik advised that the funding for the annual sidewalk repair program is at the same level as last year. He noted that the funding for last year was able to complete the list through October of 2019. Mr. Guzik advised that there is currently a lag time of 12 to 18 months for repairs. He advised that repair costs are increasing.

Discussion ensued over the sidewalk repair program and what improvements could be made to the program.

Mr. Guzik reviewed the current process for residents to get on the list and noted that a great increase in funding will be needed to fix all the sidewalks.

This item will be placed on a future Council meeting for discussion.

#### Emergency Road and Drainage Repair Program

Mr. Guzik advised that this funding is for emergency repair work as needed.

#### Annual Resident Road Improvement Program

Mr. Guzik noted that this funding is to resurface neighborhood roadways and is at the same level as prior years. He advised that costs are rising due to the necessity to fix driveway aprons, sidewalks, and curbs. He noted that roadways are fixed in accordance with the study prepared last year.

#### Annual Road Improvement Program - Collector Roads

Mr. Guzik advised that the Engineering Division submits grants annually to try and get additional funding for these projects.

Motion to extend the clock to 3:00 p.m. Hersh

Second: Gawas

VV: All approved (Stevens - absent)

#### Signage and Striping Improvements

Mr. Guzik reported that this is to enhance signage for traffic control and striping as needed.

#### Grover's Mill Dam Inspections and Repairs



Mr. Guzik noted that this is for the annual inspection and required repairs as needed.

#### Meadow Road Improvements-Phase II

Mr. Guzik advised that this project will not start until 2022 at the earliest.

#### Wallace Road Bus Garage Remediation Program

Mr. Guzik noted that this funding is necessary to complete the remediation at the former Public Works site in accordance with New Jersey Department of Environmental Protection guidelines.

#### Former Compost Facility Environmental Monitoring Program

Mr. Guzik advised that this funding is for the current and future monitoring in conformance with New Jersey Department of Environmental Protection guidelines.

#### Annual Flood Abatement Program

Mr. Guzik reported that this is for repair and replacement of storm sewer pipes throughout the Township and includes the Grover's Mill Dam.

#### EAB Management Program - Street Trees

Mr. Guzik advised that part of this program was paid for by the New Jersey Department of Environmental Protection.

#### Annual Utility Maintenance and Improvement Program

Mr. Guzik noted that this funding is for various areas throughout the Township to review utility services such as street lights and traffic signals.

#### Sewer Collection & Pump Station Improvements

Mr. Guzik advised that this funding is for studies and rehabilitation projects for sewer infrastructure. He advised that Duck Pond Run Pump station was built as a temporary station and that the Township is working to secure permission from Amtrak to run the current line under the train tracks near Meadow and Clarksville Roads.

Discussion ensued over the decommissioning of the pump station and the cost estimates prior to COVID.

Annual Parks Open Space Maintenance Program

Mr. Guzik noted that this funding comes from the Township's Open Space Tax.

Mr. Guzik reviewed the Annual Preserve Open Space Improvement Program and the Annual Preserve Open Space Maintenance Program.

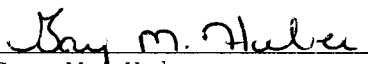
PUBLIC COMMENT

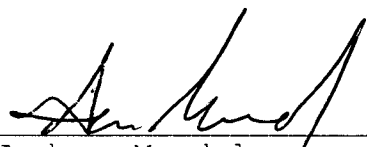
Mr. Gene O'Brien, 13 Greene Drive commended the Council on the detail of the budgets discussed.

ADJOURNMENT

Motion to adjourn was made by Council President Mandel  
VV: All approved (Stevens - absent)

The meeting was adjourned at 3:00 p.m.

  
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Gay M. Huber  
Township Clerk  
West Windsor Township

  
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Andrea Mandel  
Council President  
West Windsor Township