

APPROVED AS AMENDED: April 15, 2019

WEST WINDSOR TOWNSHIP COUNCIL

BUDGET SESSION #1

February 25, 2019

CALL TO ORDER: President Miller called the meeting to order at 11:35 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 20, 2019. Closed Session was noticed on February 20, 2019 to The Times and Princeton Packet.

ATTENDEES: President: Miller; Council: Geevers, Hamilton, Manzari, Zhang; Business Administrator: Schmid; Township Clerk: Huber

ROLL CALL: Geevers, Hamilton, Manzari, Miller, Zhang

SALUTE TO THE FLAG

Ms. Huber led the salute to the flag.

OPENING REMARKS FROM BUSINESS ADMINISTRATOR

Ms. Schmid provided the following opening remarks:

- Constraints-preparing budget requests were challenging, specifically the 2% Property Tax Levy Cap and the Cost of Living Cap Adjustment which affects increases in budget appropriations.
- Operating Budget funds-continues core mission of delivering essential municipal services.
- Capital Budget Funding Priorities - are for infrastructure investment, sewer and road repair/replacement projects, repair/replacement of sidewalks and improvements to drainage systems. Six year capital budget plan is assessment of long term community priorities.
- The budget proposed is within the Levy Cap.

- Administration cut departmental budget requests by \$222,347.00.
- Total expenditures are \$41,880,000.00 compared to last year's amount of \$40,726,220.67, an increase of \$1,153,779.43; a 2.83% over last year.
- Salaries and Wages increased by \$597,004.00 representing a 4.3% increase from last year.
- Major increases in 2019 include: Pension plans, Class III Special Police Officers, Stony Brook Regional Sewerage Authority, Grant from Mercer County for K-9 Vehicle, and other miscellaneous line items.
- Decreases include: Debt service and Employee Health Benefits Insurance
- Capital Expenditures - 2019 Capital Improvement Program totals \$6,469,430.00 of which \$459,230.00 is fully funded, leaving \$6,010,200.00 in projects to be bonded
- The proposed tax levy of \$25,375,876.75 represents a 1.2% increase which is within the state-mandated Levy Cap
- The total assessed valuation (tax base) for 2019 has not been certified to date
- Once the certification has been completed by the Tax Assessor the information will be made available to Council
- Preliminary estimate for the 2019 municipal tax rate is 0.5 cent increase based on 2018 information

BUDGET DISCUSSION

Department of Public Safety - Police Division - Chief Garofalo

Chief Garofalo handed out his Goals and Objectives for the Police Division. He advised that his Division attended 113 community events; started Class III Officer Program in conjunction with the West Windsor Plainsboro Regional Board of Education; and were able to start the Division's drone program due to funds raised by "West Windsor Gives Back". Chief Garofalo noted that this program is still in the training phase. He advised that the division is still working on replacement/upgrades to the current communications system and hopes to complete this year.

Chief Garofalo advised that his operating budget has remained the same as 2018, but that he is going to have to budget

additional funds for the purchase of vehicles going forward. He reviewed the expenses related to the "Care Program" (narcans) and that the Division will be increasing their K-9 unit to two dogs. Chief Garofalo advised that he could always use additional training funds for his Divisions.

Ms. Hamilton advised that you asked for \$15,000.00 in training expenses and received only \$9,000.00. What required training will not be accomplished?

Chief Garofalo advised that all required training will be accomplished for all officers.

Ms. Hamilton inquired what additional costs will be needed to continue the drone program.

Discussion continued between members of Council, Ms. Schmid, and Chief Garofalo regarding the drone program. Administration has been supplementing the police training budget through the educational incentive program through the union contract for this training.

Chief advised that the Police Division currently has five drones all of which have heat seeking capabilities and can be used for search and rescue if needed. He thanked Administration for their assistance in training costs associated with this program. Chief Garofalo advised that additional costs for the program will come out of his operating budget.

Discussion again occurred about insurance requirements and how privacy issues will be addressed.

Ms. Hamilton inquired about the increase in the K-9 Program.

Chief Garofalo advised that the second K-9 will be trained for illegal drugs.

Ms. Geever inquired about additional training/costs for legalization of marijuana. She also asked about the costs associated with Class III Officers and who pays for them.

Chief Garofalo advised that his officers have already been trained in the legalization of marijuana and that with regards to Class III Officer expenses the School District reimburses the Township for all costs associated with the Class III Officers.

Ms. Schmid inquired if the Police Division has any new programs for 2019.

Chief Garofalo advised there are no new programs scheduled for 2019.

Ms. Geevers inquired how much above the \$275,000.00 for radio upgrades is going to be needed for this project. She advised that this project has been on-going for a couple of years.

Chief Garofalo advised that after review of the current radio system the entire system needs to be replaced. He advised that these funds are to replace the current communications center.

Ms. Hamilton inquired if the police are looking into electric cars.

Chief Garofalo advised that Lt. Mohr continues to review.

Discussion continued over electric cars for police; P25 radio replacements; and body cameras.

Chief advised that the cameras in all of the vehicles are twenty years old and need to be replaced.

Ms. Hamilton inquired about the cost of drone hardware.

Chief Garofalo advised that whatever the five year program will cover.

Discussion continued over the different types of drones the police have and why there is a need for additional drones in 2019.

Fire and Emergency Services Division - Manager of Fire and
Emergency Services James Yates

Mr. Yates thanked everyone for their support and reviewed the Division's central functions and their 2019 Goals. He advised that his operating budget has remained flat in all areas.

Ms. Hamilton inquired about the additional power stretcher in this year's capital budget.

Mr. Yates advised that this is a valuable asset for both the patients and employees.

Ms. Hamilton inquired about the purchase of a brush truck.

Mr. Yates advised that two years ago the Township replaced West Windsor Volunteer Fire Company's brush truck and that the current request is for the Princeton Junction Volunteer Fire Company.

Mr. Yates advised that the revenue for ambulance services has decreased and that part of the revised fee schedule approved by Council has an additional charge for refusals.

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 provided an overview of the goals and accomplishments and reviewed all of the operating budgets which all remained flat.

President Miller inquired about the weed control program.

Mr. Drummond advised that the Township has to follow all the rules and regulations provided by the State of New Jersey.

Ms. Geevers inquired what improvements will be made to Township park facilities.

Ms. Louth advised that there are four parts to the thirty-five percent Open Space Tax that can be utilized by the Township for maintenance of parks. She advised that the total allowed is \$410,000.00: \$100,000.00 maintenance of active parks which supplements Department of Public Work salary and wages; \$200,000.00 for development of parks; \$90,000.00 for maintenance of passive parks; and \$20,000.00 for passive park development. Ms. Louth advised that the Township is currently utilizing the maximum allowed.

Discussion ensued over the brush pick-up program and the 2019 Capital requests.

Department of Community Development

Land Use - Manager of Land Use Sam Surtees

Mr. Surtees advised that his budget remains flat as in previous years. He reviewed that the Planning Board is working on the Master Plan. Mr. Surtees reviewed the Annual Street Tree Replacement Program.

Discussion ensued over the sidewalk repairs due to street trees. It was recommended to continue with this program and to have a policy discussion on the matter later in the year.

Construction Code Enforcement - Building Sub-Code Official Ron Kissel

Mr. Kissel advised that their budget remains the same as last year. He advised that they purchase a vehicle each year and that they last approximately six years.

Discussion ensued over the new software program they are using and that later in the year the Township will roll out the module that will allow residents to do on-line permitting and follow the progress of their permit.

Engineering Division - Director of Community
Development/Township Engineer - Francis Guzik

Mr. Guzik introduced the new Assistant Township Engineer Mr. John Taylor.

Mr. Guzik reviewed the Division's accomplishments and goals and advised they have held their budget flat for 2019. He reviewed the Divisions Capital requests.

Discussion ensued over missing links in the sidewalk along Princeton-Hightstown Road in the area of Slayback Drive to Lanwin Boulevard and Rabbit Hill Road to Southfield Shopping Center.

Mr. Guzik advised that Mercer County has advised the Township that if any sidewalks are installed that all improvements to these various intersections will have to be done as well. He advised that his main priority has been the installation of sidewalks on Cranbury Road.

President Miller requested that these areas be added to the current Capital Request for sidewalk improvements.

Mr. Zhang advised that he has also received calls from residents requesting the installation of sidewalks in this area as well.

Ms. Manzari inquired how the damage to Township sidewalks that is being caused by the street tree program is going to be addressed.

Mr. Guzik advised that the Township has started a new program whereby sidewalk repair funds are in each year's Capital Request.

Mr. Dobromilsky advised that the Township has not had that many second time repairs to sidewalks and that the Township is currently planting different types of street trees over those planted by developers fifteen years ago. He reviewed the different type of trees, and how they are being planted to include root barriers.

Mr. Guzik provided a review/update on the Cranbury Road Project.

Mr. Guzik addressed the Duck Pond Run Pump Sewer Interceptor Project. He advised that he hopes to have this project accomplished by the end of this year. Mr. Guzik reviewed the project details. He advised that there are no changes in the Open Space Program.

Mr. Dobromilsky reviewed the Emerald Ash Boar Tree replacement program.

PUBLIC COMMENT

Mr. John Church, 11 Princeton Place, handed out his comments and asked about the Emerald Ash Boar Tree program and how these trees are being replaced.

CLOSED SESSION

Motion to go into closed session for the discussion of personnel: Geevers

Second: Manzari

RCV: aye Geevers

aye Hamilton

aye Manzari

aye Zhang

aye Miller

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 and particular exception for convening a closed session.

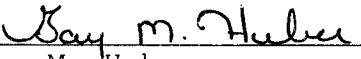
Now, therefore, be it resolved that the Township Council of the Township of West Windsor will go into closed session for the following reason as outline in N.J.S.A. 10:4-12 for the discussion of personnel.

Meeting reconvened at 5:00 p.m.

ADJOURNMENT

Motion to adjourn: Geevers
Second: Manzari
VV: All approved

The meeting was adjourned at 5:02 p.m.



Gay M. Huber
Township Clerk
West Windsor Township



Alison Miller
Council President
West Windsor Township