

APPROVED AS AMENDED: April 15, 2019

WEST WINDSOR TOWNSHIP COUNCIL

BUDGET SESSION #3

March 4, 2019

CALL TO ORDER: President Miller called the meeting to order at 9:01 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.

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

ATTENDEES: President: Miller; Council: Geevers, Hamilton, Manzari, Zhang; Mayor: Marathe; Business Administrator: Schmid; Township Attorney: Herbert; Township Clerk: Huber; Chief Financial Officer: Louth;

The following staff members attended the meeting for their presentations: Facilities and Maintenance Manager: Aronson; Network and System Engineer: Maszczak; Manager of Parks and Recreation: Jacobs

SALUTE TO THE FLAG

Ms. Huber led the salute to the flag.

BUDGET DISCUSSION

Administration-Capital Improvements - IT

Mr. Maszczak reviewed the following projects for 2019:

- Fiber Ring to add the Police and Station 45 buildings to the current fiber ring at the municipal complex. This will ensure better speeds for outlying facilities and will provide redundancy for all buildings. Next steps would be to include Station 43 on South Mill Road and the Public Works Facility on Southfield Road.

- Replacement of all Windows Version 7 machines
- Re-cabling of the Police and Court Facilities; current cabling is 25 years old
- Replace municipal phone system which would include the Public Works Facility, Station 43, Station 45, Senior Center, Health and Recreation Division; and the Municipal Building

Ms. Geevers inquired if there is redundancy in Administration and the Police Capital "IT" requests.

Mr. Maszczak advised that the police handle their own network.

Ms. Manzari inquired if consultants will be hired to help with some of these projects.

Mr. Maszczak advised that he uses a company called NetQ to do the wiring in all of the municipal facilities.

President Miller inquired about the availability of wireless in Room D.

Mr. Maszczak advised that this is one of the projects he is working on.

Mr. Zhang inquired about having the network go to "the cloud".

Mr. Maszczak advised that he is concerned this could limit the availability of data for staff to access if the internet is down so at this time he is not considering going fully to "the cloud".

Administration-Capital Improvements - Facilities

Mr. Aronson advised that he has six programs:

- General Improvements for the municipal complex to ensure there are funds available for yearly general improvements to the Municipal Building and the Health and Recreation Building

Ms. Geever's inquired who is responsible for painting the inside of the post office.

Mr. Aronson advised he would have to check on who is responsible.

Mr. Zhang inquired if the annual \$25,000 is enough?

Mr. Aronson advised that unlike the operating budget these funds rollover to allow for a reserve for unforeseen issues that may arise.

- Security System Upgrade project to include: cameras, panic alarms, and access system.
- Renovation of Municipal Building. Met with the architect on renovations/cost proposals

Ms. Hamilton inquired if the architect costs are able to be capitalized.

Ms. Louth advised that these costs are able to be charged to the capital accounts.

President Miller inquired what has been allocated from the liquor license sale to date.

Ms. Louth advised that there is still \$700,000 remaining in this account which would be used to offset the down payment costs. She advised that these funds are in the reserve under current fund labeled "Reserve for Sale of Municipal Assets".

Ms. Hamilton inquired how much of the liquor license funds were used for the Health and Recreation offices. She requested that Mayor Marathe advise if he is willing to utilize these funds as the down payment for the renovation project.

- Arts Council Building request for general improvements that come up throughout the year

Ms. Hamilton inquired when the renovations to the Arts Council building will begin.

Mr. Aronson advised that one of his priorities in 2019 is the pole barn for the Division of Fire and Emergency Services.

Discussion ensued over the various issues to move the Arts Council project forward.

Ms. Schmid advised that Mr. Aronson currently has several large projects for 2019 to include the municipal building renovation, the pole barn, and the public works facility.

Ms. Hamilton inquired how we can make sure that the Arts Council project gets done.

Ms. Schmid advised that the Arts Council lease is up for renewal in 2020 and that this should be completed prior to moving forward with renovations.

Mr. Aronson made the Council aware that sewer, water, electric, security and other costs associated with the Arts Center Building for 2018 were \$13,995.00.

President Miller noted that the municipal building needs to be renovated, as well as the expansion of the Public Works facility, which affect the entire operations of the Township.

Ms. Schmid again reminded Council that there is a process to be done for the lease of municipal facilities.

Ms. Hamilton requested that the Township keep budgeting yearly for this facility and that the Township should advise the Arts Council of our priorities.

Division of Human Services

Parks & Recreation - Ken Jacobs

Mr. Jacobs advised that only his salary and wages are part of the Township Municipal Operating Budget. He advised that revenue from various programs covers his staff's costs. Mr. Jacobs noted that the Township provides \$7,500.00 for Community Day which is scheduled for May 11, 2019 and has continually been a huge success.

Ms. Hamilton inquired how the minimum wage increases will affect the pool and camp staff and will fees for attendance have to be increased.

Mr. Jacobs advised that these increases will affect the programs in 2020. He noted that increases for seasonal employees under this new law are spread out more.

Ms. Hamilton inquired if there will be increases to pool membership fees in 2019.

Mr. Jacobs advised that there will be no increases in the pool membership fees for 2019.

Ms. Geevers inquired if the amount of open space tax for maintenance of parks and open space is ample.

Mr. Jacobs advised that this falls under Public Works and Engineering but that there is significant work proposed for Conover Road and Duck Pond Parks.

President Miller requested that a lighted pedestrian crossing be installed at the Estates of Princeton Junction for ease of residents to crossover into the park on Meadow Road.

Mr. Jacobs reviewed his capital projects which included improvements to Conover Park and Duck Pond Park. He noted that this includes ball field improvements, backstop, multi-purpose fields, replacing fencing around fields and adding restrooms and a pavilion at Conover Park. Mr. Jacobs advised at Duck Pond Park they are looking to install a pavilion and restrooms.

Ms. Hamilton inquired if Mr. Jacobs was familiar with the program that students at Maurice Hawk School are doing in conjunction with the Trex Company whereby they are collecting plastic to be recycled and after 500 pounds are collected they receive a free bench.

Mr. Jacobs advised that he would look into this program.

REVENUES, CAP ORDINANCE, LOCAL EXAM, CIVIL RIGHTS RESOLUION

Ms. Louth reviewed the fund balance and advised that due to construction and growth in the community the fund balance as of December 31, 2018 increased. She advised that Mayor Marathe wants to use less fund balance for the budget going forward. Ms. Louth advised that the 2019 operating budget utilizes \$4,150,000.00 of the fund balance.

Discussion ensued over the tax levy and whether the Township is receiving hotel and motel occupancy taxes for the new PARC Extended Stay.

Ms. Louth addressed Council's questions and concerns. She advised that staff is looking into the new PARC extended stay and noted that receipt of these taxes are usually a few months behind.

Ms. Louth advised the following actions:

- March 18, 2019 Business Session - second quarter Emergency Temporary Budget Appropriations resolution
- April 1, 2019 Business Session - Cap Ordinance Introduction and 2019 Budget Introduction
- April 29, 2019 Cap Ordinance Public Hearing and 2019 Budget Public Hearing and Adoption of the Budget

Ms. Louth reviewed Cap Banking and how it works. She noted that the Township is under self-review this year for the budget.

WRAP-UP

Ms. Hamilton requested review of the police training costs for drone classes, and the costs associated with the K-9 program.

Discussion ensued over the capital request for additional drones in the police budget. It was decided that there are too many questions and concerns about this program that need to be addressed including: insurance costs, scope of program, and what the annual costs for this program will be going forward.

Additional discussion occurred regarding the additional K-9 and what additional expenses will be incurred for this project.

Ms. Hamilton motioned to remove the purchase of additional drones as requested in the six year capital budget request.

Second: Geevers

RCV: aye Geevers
aye Hamilton
aye Manzari
aye Zhang
aye Miller

Ms. Hamilton motioned to remove the evidence locker from the 2019 capital budget since it is a duplication of funds already approved in the 2018 capital budget.

Second: Manzari

RCV: aye Geevers
aye Hamilton
aye Manzari
aye Zhang
aye Miller

Ms. Hamilton requested that Mayor Marathe as the Director of Public Safety review Council's concerns with the Police Division on these matters. She requested an update on these items.

Ms. Manzari reviewed her concerns with the current street tree program and suggested reducing this in 2019 to zero and move the funding to sidewalk repairs.

President Miller advised that she would like to see this program continued.

Ms. Hamilton suggested not adjusting this item, but that Council should have a policy discussion on this matter at a future Council meeting.

Discussion continued on the subject of street trees and how to proceed in the future. It was decided that this would be a future topic of discussion for the Council prior to the 2020 budget process.

Motion by Ms. Hamilton that the operating budget is approved as presented.

Second: Geevers

RCV: aye Geevers
aye Hamilton
aye Manzari
aye Zhang
aye Miller

PUBLIC COMMENT

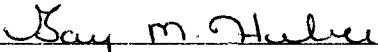
Mr. John Church, 11 Princeton Place, provided his support for the West Windsor Arts Council. He also suggested using more of the fund balance towards the 2019 budget. He inquired about the increase in the Street Lighting budget, and advised in his opinion CAP Banking does not provide any downside. Mr. Church advised that the Township Codebook uses the "shall" for installation of street trees so a change would be required to stop this program.

Ms. Yang Mei Wang, 41 Montgomery Street, reported on the plastic bag recycling that is being conducted by Maurice Hawk School. She noted there are collection bins located in various municipal buildings. Ms. Wang advised that under this program for every 500 pounds of plastic collected a bench will be donated by the Trex Company.


ADJOURNMENT

Council President Miller adjourned the meeting.
VV: All approved

The meeting was adjourned at 12:02 p.m.



Gay M. Huber
Township Clerk
West Windsor Township



Alison Miller
Council President
West Windsor Township