

APPROVED: May 11, 2020

WEST WINDSOR TOWNSHIP COUNCIL  
BUDGET SESSION #2  
March 5, 2020

CALL TO ORDER: President Manzari called the meeting to order at 9:30 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. Notice for change of time was sent to the Princeton Packet and The Times on February 27, 2020.

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

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

SALUTE TO THE FLAG

CLOSED SESSION

Motion to go into closed session: Geevers  
Second: Stevens  
VV: All approved

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 any 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(s) as outlined in N.J.S.A. 10:4-12: For the discussion of personnel.

Meeting reconvened at: 11:20 a.m.

BUDGET DISCUSSION

Township Clerk's Office

Township Clerk Huber advised that her budget is flat from 2019 and that line items within the operating budget have been adjusted. She advised that there are no capital requests this year.

Ms. Geevers inquired about OPRA process and whether it can be done on-line.

Clerk Huber advised that OPRA Requests can be received in person, by fax, e-mailed, or mailed. She reviewed the process for various charges for OPRA requests.

President Manzari inquired about the increase in legal advertising costs in 2019.

Clerk Huber advised that this was due to all of the ordinances for the changes in the code to the redevelopment area which had to be advertised in full.

Division of Finance

Ms. Louth announced her staff: John Mauder, Assistant Chief Financial Officer; Tax Collector, Kelly Montecinos; Tax Assessor, Lorraine Jones. She advised that all of their operating budgets have remained flat and that there are no capital requests.

Ms. Geevers thanked Ms. Louth for her many years of service to the Township.

Department of Administration

IT Network

Mr. Ross Maszczak, Network and Systems Engineer, reported that his two operating expense line items have remained flat. He reviewed his various capital requests. Mr. Maszczak advised that we will be upgrading off-site server and conducting routine computer, printer, and scanner replacement.

President Manzari inquired if the cabling for the renovations is factored into his budget.

Mr. Maszczak noted that the cabling for the renovation is built into the renovation budget.

Ms. Mandel inquired about security software.

Mr. Maszczak advised that this is part of his operating budget.

Buildings and Grounds

Mr. Brian Aronson, Facilities Maintenance Manager, advised that his operating budget has remained flat.

President Manzari inquired about the line item for the West Windsor Arts Council and what it covers.

Ms. Geevers inquired about the sewer line clogging issue.

Mr. Aronson advised that the Division of Health has met with the staff of the Arts Council on how to properly dispose of acrylic paints.

Mr. Aronson reviewed his capital requests to include new furniture for the court prosecutor and public defender; general improvement \$25,000 annual funding for each Township facility; additional security upgrades for various facilities; emergency generator for police; underground gasoline storage tank at

police facility will be replaced in 2021; roof replacement for police facility is scheduled for 2022.

Ms. Mandel inquired if the gasoline storage tank should be moved up.

Mr. Aronson advised that replacement for the storage tank can remain in the 2021 capital budget per the review by the consultant.

Ms. Geevers inquired if the roof replacement for the police facility should be moved up to this year.

After a brief discussion it was decided to move the roof replacement project into the 2021 capital budget.

Mr. Aronson advised that the municipal building renovations should be starting in late summer to early fall.

Mr. Aronson continued his review of capital projects to include the Arts Council Building, the Schenck Farmstead general improvements, and improvements to the Princeton Junction Volunteer Firehouse to include new HVAC, sidewalk and driveway apron repairs.

Mr. Aronson explained the need for additional funds for the storage building for the Division of Fire and Emergency Services. He advised that the Township went out to bid last August and then rebid the project in October of last year and all came in over budget.

President Manzari advised that Council will take a lunch break at 12:15 p.m.

Meeting reconvened at 12:50 p.m.

Revenues/Fund Balance/Appropriation Cap Ordinance/Local Exam

Ms. Louth advised that the Township cannot anticipate revenues any higher than the amount realized the year before.

Ms. Louth reviewed the various revenues.

Ms. Louth noted that the tax levy is \$25,696,992.17 which is an increase of \$321,115.42 over 2019. She reminded Council that the County Board of Taxation will strike actual tax rate.

Ms. Louth advised that fund balance provides cash flow to enable the Township to meet all of its financial obligations. It is the amount of funds available as of the prior year-end to be used as revenue to support the annual budget. Fund Balance is "one-time" revenue that must be replenished during the budget year in order for it to be available for use in a subsequent year's budget. Fund Balance is replenished by "excess resulting from operations" which includes: the difference between revenues realized versus anticipated; uncharged balances in prior year appropriations reserves; and the collection of taxes in excess of the Reserve for Uncollected Taxes. She advised that there needs to be less reliance of the use of Fund Balance to support future budgets. Ms. Louth advised that statutory restrictions pertaining to the "Property Tax Levy Cap" may prohibit future tax increases necessary to restore the level of Fund Balance which may compromise future services to residents.

Ms. Louth noted that the Township has developed trends for long-term financial stability.

Ms. Louth advised that Mayor Marathe and the Parking Authority came to an agreement to increase the amount received for police services to \$154,000.00.

Ms. Louth noted that the following actions will be part of the April 6<sup>th</sup> Business Session: Cap Ordinance Introduction - this ordinance will enable increases to the cap for 2021 and 2022 if needed; Self-Examination of Budget - the state reviews budgets on a three year cycle; Certification of Compliance for Equal Employment Opportunity in accordance with N.J.S.A. 40A:4-5.

Ms. Louth advised that at the March 23, 2020 Business Session there will be a final budget wrap-up session and the budget will be introduced at the April 6<sup>th</sup> Business Session and the Public Hearing for the budget will take place at the May 11<sup>th</sup> Business Session.

Wrap-up

Discussion of various capital project funding.

Ms. Geevers voiced her concerns with the Digital Tax Map Conversion project and whether funds should be moved forward to 2020.

Annual Bike Lane/Bikeway Extension

President Manzari suggested moving the funds for 2020 to the Annual Road Improvement Program.

A short discussion ensued regarding this.

Motion by Mr. Stevens to move the \$100,000 from the Annual Bike Lane/Bikeway Extension to the Annual Road Improvement

Seconded by Ms. Mandel

RCV: Aye Gawas

Aye Geevers

Aye Mandel

Aye Stevens

Aye Manzari

President Manzari advised that she would like to increase the line item in the Other Expenses budget for the two volunteer fire companies from \$55,000 each to \$65,000 each.

Ms. Geevers requested that the Police Roof Replacement Project be moved forward to 2020

Digital Tax Map Conversion

President Manzari asked Mr. Guzik if placing the full amount of funding for this project in 2020 is viable.

Mr. Guzik advised that he has to contact the vendor to get clarification on the process.

President Manzari requested an update on the Cranbury Road Sidewalk Project.

Mr. Guzik advised that they have been in contact with most of the property owners between Stobbie Lane and Van Nest Park. He noted

they are reviewing the intersection of Millstone and Cranbury Roads and working with the consultant and the county. Mr. Guzik advised that the project has slowed some but that he hopes to have this portion completed this year. He advised that easements will be necessary from homeowners.

Police Roof Replacement Project

Ms. Geevers noted her concern that this project should be moved to 2020.

Ms. Mandel advised that Mr. Aronson reported that it is not an emergency.

Mr. Aronson advised that the roof has been repaired and that he recommends leaving this in the 2021 capital budget.

Ms. Mandel inquired if solar has been reviewed for the roof.

Mr. Aronson advised that he will look at this option.

President Manzari requested a motion to increase the annual funding to the two volunteer fire companies by \$10,000 each.

Motion by Ms. Geevers to increase by \$10,000 the contribution to each of the volunteer fire companies for an annual contribution of \$65,000. This will be accomplished by raising the Uniform Construction Code revenue by \$20,000 to a total of \$1,520,000.

Second: Gawas

RCV: Aye Gawas

Aye Geevers

Aye Mandel

Aye Stevens

Aye Manzari

PUBLIC COMMENT

Mr. John Church, 11 Princeton Place, thanked Ms. Louth for her long service to the Township. He provided his opinion on the current budget and provided handouts showing what he feels is a good fund balance. Mr. Church noted his concern with the Township's salt and sand inventory; he noted his support for digitization of the Township tax maps.

Motion by Ms. Geevers to have Administration move forward with the 2020 budget with the recommended changes by Council.

Second: Gawas

RCV: Aye Gawas

Aye Geevers

Aye Mandel

Aye Stevens

Aye Manzari

ADJOURNMENT

Motion to adjourn: Geevers

Second: Mandel

VV: All approved

The meeting was adjourned at 2:45 p.m.

Gay M. Huber  
Gay M. Huber  
Township Clerk  
West Windsor Township

Virginia Manzari  
Virginia Manzari  
Council President  
West Windsor Township