

APPROVED AS AMENDED: April 9, 2018

WEST WINDSOR TOWNSHIP COUNCIL
BUDGET SESSION #2
February 21, 2018

CALL TO ORDER: President Miller called the meeting to order at 9:33 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 12, 2018.

ATTENDEES: President: Miller; Vice President: Manzari; Council: Bahree, Geevers, Hamilton; Mayor: Marathe; Business Administrator: Schmid; Township Clerk: Young; Chief Financial Officer: Louth; Tax Assessor: Benner (9:33 a.m. - 10:22 a.m.); Deputy Tax Assessor: Jones (9:33 a.m. - 10:22 a.m.); Tax Collector: Montecinos (10:22 a.m. - 10:33 a.m.); Assistant Township Engineer: Aronson (12:37 p.m. - 1:33 p.m.); Manager of Land Use: Surtees (10:35 a.m. - 12:10 p.m.); Code Enforcement: Cardarelli (12:11 p.m. - 12:37 p.m.)

SALUTE TO THE FLAG

Ms. Young led the salute to the flag.

PUBLIC COMMENT

Mr. John Church, 11 Princeton Place, spoke about revenues received from Medicare for the flu vaccinations, the electronic power stretchers, LOSAP, and vehicle fleet logs.

Department of Administration/Division of Finance
Tax Assessor

Mr. Benner advised that there are no changes to his budget for 2018.

Ms. Geevers inquired about the rise in overtime, which will be discussed during the personnel portion of the budget sessions.

Mr. Benner advised that the current ratio of assessment to market value is 89.30%.

Mr. Benner and Ms. Jones reviewed their 2017 Accomplishments and the 2018 Goals for the Division.

Mr. Benner spoke about the need for a revaluation within the next two years, appeals, and allocating funds for the revaluation process.

Ms. Louth noted that the last revaluation which started in 2004 and ended in 2006 cost approximately \$925,000.

Mr. Benner spoke about the need to update technology prior to the revaluation, and outlined the process.

Council Members addressed questions and concerns about the revaluation process, and asked for recommendations.

Ms. Hamilton asked about a timeline, vendor to assist with technology upgrades, and whether the 2018 budget line items need to be increased.

Mr. Benner noted that the tax maps would need to be converted first, and spoke about software that would assist not only the Tax Division, but could be used by other Departments.

Ms. Louth advised that the 2018 Municipal Budget is not the budget which will be affected by the revaluation process.

Discussion continued regarding the upcoming revaluation for the Township.

Tax Collector

Ms. Montecinos advised that the Township has a 99.46% collection rate for taxes, and a 99.28% sewer rent collection rate for 2017. She outlined her 2017 Accomplishment and 2018 Goals. Ms. Montecinos spoke about training, advertisement, dues, technical equipment, computer supplies, and scanners.

Council Members addressed several questions.

Ms. Manzari inquired about the increases in several of the Tax Collector's line items.

Ms. Montecinos addressed the questions and noted that most of the individuals in her Division are relatively new employees.

Department of Community Development
Land Use Division

Mr. Surtees spoke about the various boards under Land Use: Planning Board, Zoning Board of Adjustment, and Site Plan Review Advisory Board (SPRAB). He reviewed his 2017 Accomplishments and his 2018 Goals.

Ms. Manzari addressed questions regarding the line items for advertising, conferences and seminars, and dues.

Mr. Surtees advised that his Administrative Assistant recently retired and he will need the budgets for training and preparing the new assistant.

Ms. Geevers inquired about consultant fees.

Ms. Surtees outlined the various consultants he utilizes for the various boards.

Ms. Hamilton inquired about a total cost estimate for the Master Plan review and update.

Mr. Surtees noted that there is \$57,000 in the budget for the consultants to work on the Master Plan, and he will also allocate funds in the 2019 Municipal Budget. He noted that these funds do not include the cost for the housing element and Fair Share Plan.

Ms. Geevers inquired about the procedures for the re-examination of the Master Plan and the public process.

Mr. Surtees offered several suggestions of how the process will proceed depending on how the Planning Board Chair would like to handle the public portion of the re-examination.

Ms. Manzari inquired about the Legal and Litigation Fees, and how does this line item get distributed among the various Boards.

Mr. Surtees explained that he gets estimates from the various attorneys to the Boards and also adds additional funds in the event there is litigation. He noted that the escrow budget is not used for litigation purposes, and this line item will only get charged once the applicant presents to the appropriate Board. Mr. Surtees spoke of several scenarios where attorneys needed to be utilized for an application. He also explained that there are new Board Members and the need for training and education will be important at this time.

Ms. Hamilton inquired about what funds were spent when a purchase order is created for the payment of invoices from a consultant. She noted that the documents provided make it appear that the full amount encumbered was utilized in 2017.

Ms. Louth explained the budgeting process when utilizing purchase orders for the pay-down of invoices received from consultants. She noted that quarterly reports are provided to each Department or Division that indicates the actual utilization of the funds for each line item.

Ms. Hamilton asked for the amounts actually spent for all consultant, litigation and legal fee budgets.

Discussion ensued over line item numbers that reflect the original purchase order request, balance of line items where funds have not been fully utilized and understanding incurred expenses. Council requested that notations on budget documents be made to clarify this scenario for 2019.

Ms. Louth advised that Finance can run a separate report that will show what was charged and paid to each line item through the February 1, 2018.

Ms. Manzari explained that from a budgeting prospective, Council needs to know what the actual dollar amount that was spent in each line item to be able to make an informed decision. Ms. Manzari requested that each Department Head forward actual spending numbers to Council for expenses that require a contract

with an encumbered expense. This should be done now for this budget, and in the future it should be provided to Council in advance of the meetings along with other budget materials.

Ms. Geevers inquired about the budget for the Master Plan re-examination and whether there are enough funds for the consultant and the overall process.

Mr. Surtees explained that he spoke to each of the consultants and attorneys regarding their 2018 budget recommendations. He noted that the Master Plan re-examination process and options for public hearings will determine the cost for the re-examination of the plan. Mr. Surtees reviewed his Capital Budget requests.

Discussion ensued regarding street tree planting and replacement, and sidewalk replacement due to damage from street trees.

Ms. Louth explained that the Capital Budget can be amended at any time by resolution. She noted that Council will have time to define what goes into the actual bond ordinance.

Council Members took a ten minute break at 12:15 p.m.

Construction Code Division

Mr. Cardarelli reviewed the Division's 2017 Accomplishments.

President Miller inquired about the lower fees for dues.

Mr. Cardarelli advised that the Division is no longer affiliated with the New Jersey Building Officials Association, but is part of a new organization Code Officials Association of New Jersey where the dues are less expensive.

Ms. Hamilton asked about the travel line item.

Mr. Cardarelli explained that several employees will attend hearings pertaining to code enforcement changes. He also spoke about mileage reimbursement.

Ms. Schmid reminded Council that the mileage reimbursement is a contractual obligation for four individuals.

Ms. Bahree inquired about the cost for books and magazines.

Mr. Cardarelli advised that the fees are for construction code changes that cycle every three years, and 2018 is the year for a new code book.

Ms. Manzari asked why there is an increase to conferences and seminars.

Mr. Cardarelli noted that because 2018 is the year for the new construction code changes, additional training will be required. He also advised that the Division is getting new employees due to retirements that will also require training.

Mr. Cardarelli reviewed his Capital Budget requests.

Ms. Geevers encouraged the use of new technology for inspections to relay reports back to their department to increase efficiency.

Discussion ensued about the technology used for inspections and the new software associated with the task called Spatial Data Logic, and whether the software can be utilized by other departments.

Engineering Division

Ms. Hamilton inquired about consultant fees and which consultants are being retained.

Mr. Aronson advised that consultants that have certain specialties are utilized when a staff member does not have that particular expertise. He gave the example of a sewer study to be conducted which would qualify as a need for a special consultant with that ability to perform that task.

Ms. Manzari asked about the increase in travel expenses, and books and magazines. She also inquired about the line items for technical equipment and supplies.

Mr. Aronson explained that the Assistant Engineer has contractual obligations which affect the travel expense line item. He noted that the Division will purchase a three-year subscription for a magazine that assists both the Division and developers with calculations. Mr. Aronson advised that the software for the CAD has been updated and the supply cost could vary depending on the number of plans that need to be printed.

Ms. Hamilton inquired about Capital Budget request for equipment that will assist with digitizing maps and asked if this acquisition will assist with the tax map conversion required for the tax revaluation.

Mr. Aronson advised that this equipment could be used for the tax map conversion.

Ms. Louth advised that the intention of the Tax Assessor was to notify Council of the need for the revaluation for the 2019 Municipal Budget where the funding can be allocated for the process.

Council addressed questions regarding the digital tax map conversion.

Mr. Aronson spoke about the process for the tax map conversion and how the submission of new parcels affects the number of maps that will need to be scanned and converted. He noted that this could be a six to eight month process.

Council addressed questions regarding the Annual Crosswalk Improvements Program, Bike Lane Extension Program, Sidewalk Repair Program, Emergency Road and Drainage Repair, Arts Council Building Renovations and the removal of the emergency vehicles in the bays, Municipal Complex Renovations for the upstairs, the lack of feasibility of solar panels on the Municipal Building due to HVAC vents, Construction of a Pole Barn to house Township vehicles, Annual Residential Road Improvements, Annual Road Improvements to the collector roads, utilization of grants for road repairs, North Post Road Curve Reconstruction, Public Land Maintenance, Wallace Road Remediation Program and update, Compost Facility Environmental Monitoring, Cranbury Road Phase I and II, Annual Flood Abatement Program, remaining funding for Emergency Pre-emption Traffic System upgrades and installation,

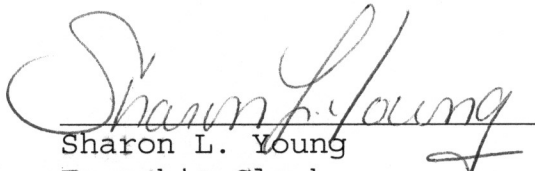
Annual Utility Maintenance and Improvement Program, and the Duck Pond Sewer Extension and Pump Station Improvements.

Council addressed additional follow-up questions to Mr. Aronson's explanation of the Capital Budget requests.

Ms. Louth advised that additional discussions regarding the Engineering projects listed in the Capital Budget could be done prior to the introduction of the Capital Bond Ordinance.

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

The meeting was adjourned at 1:33 p.m.


Sharon L. Young
Township Clerk
West Windsor Township