

APPROVED AS AMENDED: April 9, 2018  
WEST WINDSOR TOWNSHIP COUNCIL  
BUDGET SESSION #4  
February 27, 2018

CALL TO ORDER: President Miller called the meeting to order at 11:03 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 23, 2018.

ATTENDEES: President: Miller; Vice President: Manzari; Council: Bahree, Geevers, Hamilton; Business Administrator: Schmid; Deputy Township Clerk: Huber; Chief Financial Officer: Louth; Landscape Architect: Dobromilsky (left 12:15 p.m. - back: 1:30 p.m.)

SALUTE TO THE FLAG

Flag salute was led by Deputy Clerk Huber.

PUBLIC COMMENT

Mr. John Church, 11 Princeton Place, advised that he is analyzing the financial documents and will be preparing a memorandum for Council.

Department of Community Development cont.

Ms. Hamilton requested clarification of the grant and capital projects that Mr. Dobromilsky is working on with respect to Street Trees and Emerald Ash Borer issues.

Mr. Dobromilsky reviewed the bid process, time it takes to plant the trees, and how the number of trees planted yearly is determined. He noted that everything depends on the prices received for the various bids.

Mr. Dobromilsky advised that the Street Tree Planting Budget was reduced to \$15,000.00 which is utilized for removal and replacement of street trees that have died. He reviewed the

different scenarios for replacement and advised that approximately one hundred (100) trees are planted each year. He noted that the Township has approximately 20,000 street trees throughout West Windsor.

Mr. Dobromilsky reviewed the maintenance process and advised that stump grinding costs approximately \$30.00 to \$50.00 per tree.

Ms. Hamilton inquired what the value is of a street tree program and most cost efficient way to run one.

Mr. Dobromilsky advised that the Shade Tree Commission has research and has determined that the Township is doing it the most efficient way the Township can. He reviewed the value, health, and environmental benefits of street trees.

Ms. Manzari requested that this information be translated in more tangible terms.

Mr. Dobromilsky advised that the environmental value of West Windsor's street trees over a fifty (50) year life span is \$2,000,000.00. He also advised that there are health benefits, value of property increases at 5-10% if it is treed, and that street trees add an additional 1% to the property value as well. Mr. Dobromilsky noted that the removal/replacement costs over that fifty (50) year life span is approximately \$1,000,000.00.

Council requested a breakdown of costs for sidewalk repairs from tree roots and guidance on the replacement of these street trees.

Mr. Dobromilsky noted again that there are approximately 20,000 street trees throughout the Township. He advised that this program was started many years ago. Mr. Dobromilsky reported that in order to get the best price for sidewalk repairs, replacement is scheduled for every other year. He reviewed the problems that occur when a homeowner does the repairs versus the Township doing them.

Ms. Geever noted that sidewalk replacement is a very big Township issue.

Council members again noted their concerns about the sidewalk repair problems recurring.

Mr. Dobromilsky advised that once these repairs have been made that very rarely does the Township have to replace the sidewalk again. He advised that new solutions are being used in new developments such as root barriers. He also noted that replacement trees are now called utili-trees.

Ms. Manzari noted that in her neighborhood, there is sidewalk damage the majority of which is from street trees, including some areas where sidewalk squares have been replaced.

Council members again asked about plans for street tree replacement in older areas around the Township.

Mr. Dobromilsky advised that currently he is trying to save four hundred street trees infected by the emerald ash borer. He noted that utili-trees are for under utility lines, and are not marked for reducing sidewalk damage.

Ms. Geever read that per the Code of the Township of West Windsor that the homeowner is responsible for replacement of sidewalks and inquired what the cost per section is for the Township.

Mr. Dobromilsky advised that a 4x4 square foot section is approximately \$100 under the current plan utilized by the Township. He advised that homeowners are paying 3-4 times this price.

Mr. Dobromilsky reported that the program for sidewalk replacement is done every two years and that during the last cycle the funds did not cover the entire list.

Ms. Manzari stated that sidewalk damage needs to be repaired at a faster rate, since it is a safety hazard and causing people to walk in the street.

Mr. John Church, 11 Princeton Place, volunteered to prepare a list of all damaged sidewalks throughout the Township.

Council suggested that Mr. Church forward his findings to the Township Business Administrator.

Discussion continued between members of Council and Mr. Dobromilsky on repairs of sidewalks and street tree replacement and maintenance.

Motion to take a five minute break at 12:15 p.m.: Geevers  
Second: Bahree  
All approved

Meeting reconvened at 12:22 p.m.

Department of Administration

Ms. Schmid advised that there is a new request starting in 2018 for \$25,000.00 per year for general improvements to the Arts Council Building. This is in alignment with all the other Township facilities. She advised that there has also been \$350,000.00 projected for Phase 2 renovations to bring the remaining portions of the building up to current building code.

Ms. Aylin Green, Executive Director of the West Windsor Arts Council, advised that she is here today to make sure the needs of the building were being addressed. She hopes that the Arts Council improvements could be moved forward to 2019.

Ms. Hamilton requested that the \$350,000.00 set aside for the building be moved forward and that the pole barn for emergency services equipment be done this year.

Ms. Schmid suggested talking to Mayor Marathe at the next meeting regarding the timing of these capital projects.

Discussion ensued as to when the Phase 2 improvements on the Arts Center will be slated in the capital budget.

Ms. Schmid reviewed the operating budget for Administration and reviewed the Tuition line item and the process for tuition reimbursements.

IT Budget

Mr. Maszczak reviewed the IT budget and advised that line item 268 covers license renewals, maintenance agreements, service charge increases, and service and subscription based programs. He reviewed the current process for backing up data and discussed the off-site backup location. He reviewed the costs for the GPS program that includes all Public Works vehicles and the Senior Center bus.

Ms. Schmid reviewed line item 263 for National Night Out and 599 for Community Day.

Ms. Manzari suggested getting local businesses involved to help minimize the cost these events.

Mr. Maszczak reviewed his capital requests and the priorities that he has set to ensure that all Departments needs are addressed.

#### Mayors Budget

Ms. Hamilton inquired about the dues and travel expense line items.

Ms. Schmid advised that as in the past the Mayor gets a monthly vehicle allowance in the amount of \$250.00 per month. She also reviewed the various organizations that the dues are for.

#### Buildings and Grounds

Ms. Schmid advised that this budget has increased by 2% to cover the Health/Recreation and the Fire and Emergency Services Building as well as the Schenck Farmstead, Ron Rodgers Arboretum, and the Arts Center for minor repairs throughout the year.

#### Community Development cont. (1:30 p.m.)

Ms. Hamilton asked about the energy aggregation savings.

Mr. Dobromilsky gave a quick review of the overall program.

Discussion ensued on the overall energy efficiency measures being undertaken by the Township.

Mr. Dobromilsky reviewed the grant received for street trees infested by the Emerald Ash Borer and reviewed the requirements and the extended maintenance program.

Discussion ensued between Council and Mr. Dobromilsky on this project.

Mr. Dobromilsky reviewed the Pin Oak bacteria problem that also exists.

Division of Finance

Ms. Louth reviewed her budget and advised that new staff members are taking classes.

Ms. Louth reviewed the budget status spreadsheet that was handed out at the February 26, 2018 Budget Session. She also advised Council that the Emergency Temporary Budget for the second quarter of 2018 will be on the March 12, 2018 Business Session agenda.

President Miller asked if Council members have any items to discuss.

President Miller addressed her request of moving \$1,000.00 from the Health Department Operating Budget to the Senior Center Operating Budget.

Ms. Hamilton noted that at the March 6<sup>th</sup> budget meeting Council should be prepared to advise Administration on amendments to the budget.

Ms. Louth advised that she will be prepared to make the changes agreed upon by Council at the March 6<sup>th</sup> meeting.

Ms. Schmid advised Council members to forward their questions to her and she will provide answers.

Ms. Hamilton suggested leaving the Street Tree Program as is this year and that further discussion can occur throughout the year on this subject.

Ms. Manzari advised that she would like to discuss the Street Tree and Sidewalk Replacement Programs at the March 6<sup>th</sup> budget meeting.

President Miller noted that Council should e-mail all questions to the Clerk's Office.

Ms. Louth reminded everyone that the bid for Street Tree Replacement/Maintenance has an option for two additional one year extensions with prices already locked in.

Motion to adjourn at 3:05 p.m.: Geevers

Second: Manzari

VV: All Approved

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