

APPROVED AS AMENDED: April 25, 2022

WEST WINDSOR TOWNSHIP COUNCIL  
BUDGET SESSION #1  
March 11, 2022

CALL TO ORDER: President Gawas called the meeting to order at 10:00 a.m.

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

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 18, 2022.

ATTENDEES: President: Gawas; Council: Geevers, Mandel, Stevens, Whitfield; Business Administrator: Schmid; Chief Financial Officer: Mauder; Township Clerk: Huber

SALUTE TO THE FLAG

Ms. Huber led the salute to the flag.

Mr. Mauder advised this is the first of four budget meetings. He noted that the budget went to the Township Council on February 24<sup>th</sup> and the second quarter Temporary Budget Resolution will be on the March 14<sup>th</sup> Business Session Meeting for approval so that the Township can continue to operate until the budget is adopted. Mr. Mauder advised the budget introduction is scheduled for April 11, 2022 and the Public Hearing is scheduled for May 9<sup>th</sup>. He advised the Police applied for a Distractive Driving Grant and we are awaiting word if we will receive. Mr. Mauder noted there are two shared services agreements for health services that will be coming to a future Business Session for approval.

DEPARTMENT OF PUBLIC WORKS

Mr. Jamie Taylor, Director of Public Works introduced his staff and reviewed each of the job functions of the divisions under him which include: Division of Sewer Maintenance; Division of Facilities and Open Space; and the Division of Streets and

Roads. He advised that all of his budgets are at the same level of funding as 2021.

Ms. Geevers inquired if there is enough funding in the budget for the repair of pot holes.

Mr. Taylor advised there is enough funding for materials for pothole repairs.

Ms. Mandel inquired how trimming of trees is based.

Mr. Phil McLaughlin advised it is on a complaint basis as well as crew chiefs and Dan Dobromilsky advising of areas in need of tree trimming. He noted order of priorities for his crews are brush/leaf pickup, pothole repair and then tree trimming.

Discussion continued between Council and staff regarding the process of filling pot holes and tree trimming.

#### 2022 Public Works Department Capital Requests

Replacement of four (4) Riding Mowers for Parks - \$42,000 which replaces a 1997 and 2006 mower

Compact Loader & Planer - \$110,000 to assist in pothole repairs, grading work and snow removal

Loader Backhoe - \$160,000 replacing a 2000 backhoe

Pump for Hunters Run Pump Station - \$10,000 replace old pumps

Pump for South Post Road Station - \$25,000 spare pump as required

Four (4) Pickup Trucks - \$43,000 replaced of 2008

Three (3) Compactor Trucks - \$250,000 replacing 2001

Dump Trucks three (3) replacements - \$175,000 replacing 2007

Replacement of Tow Behind Trailer - \$38,000 replacing 1986

Public Works Building/General Improvements - \$25,000 annual program

Sanitary Sewer Improvement Program - \$250,000 annual program

Public Works Storm Sewer Improvements - \$20,000 annual program

Discussion regarding the automation of sewer pump monitoring stations and the New Jersey Department of Environmental Protection regulations governing pump stations. Discussion continued regarding electric vehicles in the future for the Department to include snow plows that members of Council saw at a conference they attended.

Division of Recreation and Parks

Mr. Ken Jacobs, Manager of Recreation and Parks, reviewed the programs that took place on-line or outside due to the pandemic and not having utilization of schools for the winter programs. He advised a number of the summer programs were able to be held at Community Park and Van Nest Park in the summer. Mr. Jacobs advised they are working with the school district to see if they can utilize their facilities for some indoor camps this summer. He advised the Recreation Commission did purchase an outdoor movie screen and held several movie nights. Mr. Jacobs advised Community Day had to be cancelled due to the rise in COVID cases, but Trunk or Treat was held in late October as well as the Holiday Lighting Ceremony and Holiday House Decorating Contest. He advised the Recreation Commission is hoping to add additional pickle ball courts throughout Township parks in the Township. Mr. Jacobs did note WaterWorks was able to be opened in 2021 and there were more memberships than prior to the pandemic.

Ms. Mandel requested that painting and the replacement of shower heads be addressed this year.

Mr. Jacobs and Mr. Mauder advised that these items will be addressed in 2022.

Discussion of various items included: sponsorship for movies in the park and opening of the concession stand at the pool.

2022 Recreation and Parks Capital Requests

Ms. Mandel inquired when the dog park in Community Park is going to be reseeded.

Mr. Jacobs advised the dog park was reseeded this past year and noted the park should be closed for at least six months for the grass to mature.

Discussion continued as to how long the dog park should be closed after reseeding and what is needed to accomplish the task.

Annual Park Development Program \$200,000 for improvements

President Gawas inquired if a crosswalk light could be installed on Cranbury Road at Van Nest Park.

Swim Pool/General Improvements to WaterWorks \$100,000

Ms. Mandel noted that WaterWorks Splash Pad is slated for 2023 capital budget.

Discussion about how to hold more events at the pool to attract more tween/teenagers to the pool. It was also brought up to have a dog day in the late summer before the close of the pool.

Department of Community Development

Mr. Francis Guzik introduced himself and noted the Department of Community Development consists of three divisions; Code Enforcement, Division of Land Use and the Division of Engineering. He introduced Mr. Harris as the Code Enforcement Officer.

Code Enforcement

Mr. Harris introduced himself and advised he was brought in to streamline the permitting process.

Ms. Geevers advised they continually receive complaints on the length of time it takes to get a permit.

Mr. Harris reviewed the process for permit review and issuance. He noted he has reduced the timeframe down to 15 business days for most residential permits. Mr. Harris advised residential requests for permits are substantially higher than in years past. He advised to help residents with their solar permits the Code Enforcement office has developed a 28 page guidance document which is available on the web-site. Mr. Harris noted this document is sent to the homeowner, the architect and the builder and has reduced complaints substantially.

Ms. Mandel inquired about the SDL Portal on the Township web-site for residents to utilize to see the status of their permits.

Mr. Harris advised he has asked staff to let residents know about the portal when they call so the resident can see where the project is and what if any problems have been found. He noted all homeowners along with their contractor and architect are e-mailed regarding the permit status and what if any additional information is needed from the contractor.

Ms. GeEVERS inquired if there are any ordinances that need to be updated.

Mr. Harris advised he is working with the Township Clerk on some changes to various ordinances.

Mr. Harris reviewed the functions and levels of the inspectors and sub-code officials and their responsibilities.

Mr. Guzik noted SDL Portal information has been posted on Facebook, Nixle and the Township web-site.

#### 2022 Code Enforcement Division Capital Requests

Request for one (1) four wheel drive vehicle - \$27,500 replacing a 2008

Ms. Mandel advised this was one of the vehicles we were discussing last year to be an EV vehicle. She requested something be added to the budget that electric vehicles will be reviewed and if not applicable why going forward on purchase and requests.

Community Development

Mr. Guzik advised this budget has remained the same as in 2021.

Engineering Division

Mr. Guzik noted this budget has remained the same as in 2021 as well as the Environmental Commission budget has remained the same as in 2021.

2022 Engineering Division Capital Requests

Digital Tax Map Conversion - \$225,000

Mr. Guzik advised this is a multi-year process and could take up to four (4) years to complete. He noted the consultant has just finished up with all the Township files and will now need to continue with field surveys to complete the maps. Mr. Guzik advised once this project is complete the tax maps will be placed on the Township web-site.

Annual Bike Lane/Bikeway Extensions -\$175,000

Ms. Geevers requested a map with all the current bike lanes and proposed bike lanes be prepared. She also inquired about a bike lane and sidewalk installation on Conover Road.

Mr. Guzik advised the Township received a grant several years ago which would have paid for the pedestrian/bikeway improvements on Conover Road. He noted the residents of the area were not in favor of these improvements and Council voted not to continue with the project. Mr. Guzik advised if the residents of the area contact him regarding these improvements he would then discuss it with them. He noted normally street lights are only installed at intersections and curves.

Discussion continued regarding how to move forward with this project and in the end it's the residents who live in the area who have to ask for the project to occur. Several ideas were suggested. Discussion also occurred regarding street lights and the Township's policy with regard to them. It was noted that each light costs between \$30 and \$40 per month.

Annual Sidewalk Extension Program - \$175,000

Mr. Stevens reported the Township sidewalk across from 24 Fieldstone is in need of repair.

Council members inquired about the timeframe for the Dinky Line Trail grant, the status of the permits from the State for Cranbury Road sidewalk improvements and if this covers municipal sidewalk extensions.

Mr. Guzik reviewed the process for the Dinky Line Trail grant and advised most of these funds are used for public roadways. He noted the Township is awaiting the permits from the State for Cranbury Road.

Annual Crosswalk Improvement Program - \$20,000

President Gawas inquired if this is where we could talk about improvements to the crosswalk at Van Nest Park.

Mr. Guzik advised it is part of the Cranbury Road sidewalk improvements.

Mr. Stevens inquired about the improvements to Alexander Road in the area of the Arts Center.

Mr. Guzik noted there are grants the Township received that will add additional pedestrian improvements to this area to include Nash Park and Alexander and Berrien Streets.

President Gawas inquired about the possibility of moving the crosswalk at Maurice Hawk School due to the improvements to the school entrance.

Mr. Guzik advised this conversation has taken place with the County Engineer and they were not in favor of moving the crosswalk down since all improvements had been made at the other end. He noted he will contact the new County Engineer and discuss the matter.

Discussion continued regarding the speed limits within the area of the schools between North Post Road and Route 571.

Sidewalk Repair Program - Street Trees - \$150,000

Ms. Mandel inquired if all the sidewalks on the list were able to be completed last year with the \$150,000.

Mr. Dobromilsky advised the Township was able to repair 116 locations between October and December of last year which is the average normally done. He noted currently there is about 109 locations on this year's list.

Ms. Mandel inquired if the price for these repairs has gone up. She also asked if additional funds are necessary and noted her concern that we will go backwards.

Mr. Dobromilsky advised currently prices have not increased that much for this service.

Discussion continued regarding whether or not to increase this capital item by \$25,000 or \$50,000. Council all agreed to increase this item. Further discussion will occur at the wrap-up meeting.

Emergency Road and Drainage Repair Program - \$50,000

Annual request for emergency road and drainage repairs as needed.

Annual Residential Road Improvement Program - \$1,250,000

Annual requested amount. List of roadways included in request.

Ms. Mandel inquired if the map could be updated on roadways that have been fixed.

Mr. Guzik advised there is not enough staff in-house to do this work.

Annual Road Improvement Program - Collector Roads - \$750,000

Annual amount. Received a grant from NJDOT in the amount of \$400,000 to help supplement this program for 2022.

Signage and Striping Improvements - \$5,000



Annual amount for program.

Grover's Mill Dam Inspection & Repairs - \$20,000

Mr. Guzik noted every two years the dam has to be inspected in accordance with the New Jersey Department of Environmental Protection Dam Safety program.

Discussion regarding whether the Township has the ability to lower the water level of the dam prior to large storms. It was noted this is not in compliance with New Jersey Department of Environmental Protection standards.

Wallace Road Bus Garage Remediation Program - \$75,000

Mr. Guzik advised this is for ongoing clean-up of the site in accordance with New Jersey Department of Environmental Protection regulations.

Former Compost Facility Environmental Monitoring Program - \$60,000

Mr. Guzik advised this is for continued monitoring and possible installation of additional monitoring wells.

Annual Flood Abatement Program - \$50,000

Mr. Guzik advised this funding is the same as last year.

EAB Management Program - Street Trees - \$50,000

Mr. Dobromilsky reviewed the progress to date of this project.

Annual Utility Maintenance and Improvement Program - \$25,000

Mr. Guzik advised this remains the same as previous years.

Sewer Collection & Pump Station Improvements - \$750,000

Mr. Guzik advised this funding is needed to make improvements as needed and to conduct studies on future expansion of the system.

Street Tree Replacement Planting - \$20,000

Mr. Dobromilsky noted this is the annual replacement program amount requested yearly. He noted currently smaller trees are planted and root barriers are being installed to help prevent future issues.

President Gawas inquired about how many street trees the Township loses each year and is there a guarantee.

Mr. Dobromilsky advised the trees are guaranteed for one year and the failure rate is very low. He reviewed the planting process for Council and noted he continually monitors the trees during the first year.

Discussion continued with regard to street trees. Council asked various questions which Mr. Dobromilsky responded to. Discussion continued with tree roots from street trees invading some resident's lawns and what can be done. Mr. Dobromilsky addressed Council's concerns on this matter.

Annual Parks Open Space Maintenance Program - \$90,000

Mr. Guzik advised this funding is through the Township's Open Space Tax for the Township's fourteen (14) parks.

Annual Preserve Open Space Program - \$20,000

Mr. Guzik noted this is the annual funding for this program through the Open Space Tax.

Annual Preserve Open Space Maintenance Program - \$90,000

Mr. Guzik noted this is the annual funding for this program through the Open Space Tax.

PUBLIC COMMENT

No comments.

ADJOURNMENT

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

The meeting was adjourned at 2:20 p.m.

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

Sonia Gawas  
Sonia Gawas  
Council President  
West Windsor Township