

APPROVED: April 26, 2021

WEST WINDSOR TOWNSHIP COUNCIL

BUDGET SESSION #2

March 10, 2021

CALL TO ORDER: President Mandel called the meeting to order at 9:37 a.m.

ROLL CALL: Gawas, Geevers (Zoom), Mandel, Stevens

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 24, 2021.

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

ABSENT: Hersh

SALUTE TO THE FLAG

Ms. Huber led the salute to the flag.

Department of Health and Human Services

Division of Senior and Social Services

Ms. Donna Fucetola, Manager of the Division introduced herself and reviewed the history of the senior center and what services they provide to the fifty-five (55) and older residents of the Township. She reviewed the programs that occurred prior to the pandemic and what programs and services have been offered during the pandemic via zoom classes and outreach by staff. Ms. Fucetola advised that eleven (11) on-line classes have been held as well as some outdoor programs were held at the gazebo at Community Park. She noted that her and her staff have also been assisting the Division of Health with phone calls and data input for clinics held by the Township. Ms. Fucetola advised that there are 4,000 plus seniors in their database and that pre-covid the average daily attendance at the center was 170 to 200.

She advised there are approximately 400 individuals who are very active in the center year round.

Council inquired about the possibility of a picnic for seniors in the summer, maintenance for software programs, and maintenance of the bus.

Ms. Fucetola addressed these questions and advised that she would have to coordinate with the Division of Health on a picnic this summer.

Mr. Mauder advised that the Division of Senior and Social Services budget is flat from 2020 and that there are no capital items.

#### Division of Health

Ms. Jill Swanson, Health Officer introduced herself and noted that her Division is responsible for three communities, West Windsor, Robbinsville and Hightstown. She reviewed the roles and responsibilities of the Division. Ms. Swanson advised that her office continues to do contact tracing, assist in vaccination clinics being run by the County and when able running vaccination clinics in the Township. She noted that her office is also responsible for support to the Human Relations Council, Affordable Housing Committee, and vital statistics. Ms. Swanson advised that cannabis is currently not structured at the local level, but that her office would play a role in outreach and education. She noted that the Township's Health Educator retired last year and that she will need to fill this role in 2022. Ms. Swanson noted that her department continued to do the essential programs throughout 2020.

Council inquired what Ms. Swanson felt about the Township pool opening this year and having a Memorial Day Parade.

Ms. Swanson cautioned the Council to not make plans for outdoor events until we are at a lower level on the Cali score. She advised that currently we are still at the moderate level. She noted that the State will provide guidance for each type of event/situation.

Mr. Mauder advised that the Health Division budget is flat and that the Township with the assistance of Ms. Swanson and Chief Lynch have received grant funding to assist in off-setting COVID

related expenses. He advised that the grant funds received could not be used for small businesses.

Ms. Swanson advised that her staff is amazing and that all three Environmental Specialists are crossed-trained and have risen to the occasion along with the Public Health Nurse. She thanked the Mayor, Council, and Administration for their support throughout this last year.

Council President Mandel, Vice Council President Gawas, Council Members Geevers and Stevens all thanked Ms. Swanson and her staff for the excellent job they have done throughout the pandemic.

Break for 5 minutes was taken at 10:55 a.m.

Meeting reconvened at 11:02 a.m.

#### Division of Parks and Recreation

Mr. Ken Jacobs introduced himself as the Manager of Parks and Recreation. He reviewed the functions of his Division. He advised that because of the pandemic "Waterworks" did not open to the public last year. He advised that the Township was able to rent to various swim teams so they could practice throughout the summer. Mr. Jacobs noted that the summer programs that were held in person had no cases reported due to strict COVID-19 protocols. He reported that the Township held a Community Bike Ride with social distancing and participants wearing masks (70 participants). Mr. Jacobs noted that a new event was held this winter a House Decorating Contest for the holidays and that 40 families participated and that this will now be an annual event going forward. He noted that the Recreation Trust Fund covers most expenses for the programs run by his Division, but that this past year has seen a significant decrease in the trust account. Mr. Jacobs noted that he is currently working on a summer camp to be conducted at "Waterworks" this summer.

Mr. Mauder reviewed the Recreation Trust Fund and that it is to off-set program expenses. He advised that if Council passes the ordinance to dissolve the pool utility that the pool would then have its own operating budget within the Township budget.

Council inquired what role the Board of Recreation Commissioners plays with the pool.

Mr. Jacobs advised that there is a sub-committee which is only an advisory role. He noted that all fees are set by ordinance through the Township Council.

#### Capital Request Review

- General Park Improvements - \$25,000
- Annual Park Development Program - \$200,000 will be expanding pickle ball courts at Community Park
- Swim Pool/General Improvements - \$50,000

Mr. Jacobs advised that the next big project on the horizon is to have restrooms, a playground, and a pavilion at Duck Pond Park. He advised that they received bids for improvements to Conover Park yesterday and are still in the review process.

Break was taken at 11:35 a.m. to Noon

Meeting reconvened at 12:00 p.m.

#### Department of Public Safety

##### Division of Fire & Emergency Services

Chief Tim Lynch introduced himself and provided background for his Division. He noted that there are 1,200 businesses that have to be inspected yearly; that West Windsor is one (1) of three (3) Hazardous Response Teams in the County; one (1) of two (2) Confined Space Teams in the County. Chief Lynch also advised that he is the Emergency Management Coordinator for the Township along with Chief Garofalo, Lt. McMahon, and Lt. Mohr of the Police Division and Captain Gribbins of Fire & Emergency Services Division and that their mission is to prevent, mitigate, coordinate and recover during an emergency. He noted that the Township continued to maintain continuity of operations throughout the pandemic and that other municipalities followed in our footsteps. He thanked everyone who participated in the weekly meetings during the pandemic. Chief Lynch commended Ms. Swanson for her handling of the pandemic and noted it has been a privilege to provide assistance to her.

Council thanked Chief Lynch for the coordination of the weekly COVID 19 meetings which were well organized and informative and noted that they too were a part of the meetings.

Mr. Mauder advised that there is a slight increase in the operating budget for items that were previously paid for out of the Fire Trust, but due to the decrease in monetary penalties the budget needs to be increased to cover these expenses.

Chief Lynch reviewed the registration procedure: initial letter goes out in April, a follow-up letter is sent in July, and again in September and if businesses still don't comply they receive a \$500 fine. He advised that fines were not imposed in 2020. Chief Lynch also noted there is an increase in his Technical and Special Equipment line item. He advised that again there are mandatory testing of ladders, pumps, hoses which use to come from the Fire Trust account, but should be in the operating budget. Chief Lynch also noted that under vehicle repairs he has requested additional funds due to apparatus repair increases with aging equipment.

Council inquired what happens to the old fire truck when the new one is put in service.

Chief Lynch advised that it usually works one of two ways, it is either part of a trade in for the new truck or is sold at auction.

President Mandel requested an increase to \$75,000 for both fire companies for 2021.

#### Capital Requests

- Chief Lynch advised that the life of a set of gear for a firefighter is ten years and the cost is approximately \$3,000 per set. He advised with this additional yearly funding it will enable them to replace the gear within the required timeframe for all three organizations.
- Replacement for Inspector Vehicle 45-2 which is reaching its life expectancy
- Moved Engine 44 replacement to this year due to major continual repairs; vehicle is 22 years old
- Replacement of Brush 44; 20 years old this vehicle has been moved out for the past several years in the capital budget
- Annual General Improvement Fund for the Princeton Junction Volunteer Fire Company Building which is a Township facility

Members of Council thanked Chief Lynch for all his efforts especially during this past year.

Police Division

Chief Rob Garofalo noted that it has been a pleasure to serve the community for the past 32 years and noted he is only the fourth Police Chief in West Windsor. He noted that there are slight increases within his budget in 2021. Chief Garofalo thanked Mr. Mauder and Ms. Schmid for their expertise and noted it is a pleasure working with them. He noted that it has been a tough year with many challenges. He advised that costs are going up because the town is growing as well as mandates from the Attorney General, and training increases. Chief Garofalo advised that the drone program is moving forward. He advised that his operating budget has increased by 6.5% this year due to increases in costs with ammunition, training, and technical supplies.

Motion to extend the clock to 1:45 p.m. Gawas

Second: Stevens

VV: All approved (Herh absent)

Capital Projects

- Technology - annual program
- Software Project - annual program
- Security System Upgrades - Upgrade of current system
- Copier Replacement
- SUV Replacement - annual program
- K-9 SUV Replacement
- Firearms Equipment Replacement- annual program
- Portable Radio Replacement - annual program
- Emergency Equipment for vehicles - annual program
- MDT Replacement - annual program need major upgrades to equipment this year
- UAS Program - annual program
- General Improvement Fund - annual program

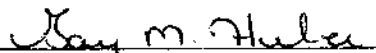
Council inquired if the technology is available for electric vehicles for police.

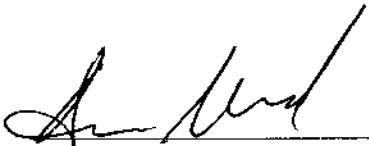
Lt. Mohr advised that the technology is not available due to the vehicles running 24/7.

ADJOURNMENT

Motion to adjourn was made by the Council President  
VV: All approved (Absent Hersh)

The meeting was adjourned at 1:40 p.m.

  
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Gay M. Huber  
Township Clerk  
West Windsor Township

  
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Andrea Mandel  
Council President  
West Windsor Township

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