

EAST WINDSOR TOWNSHIP COUNCIL

Tuesday, February 25, 2020

7:30 p.m.

MINUTES

CALL TO ORDER:

The meeting of the East Windsor Township Council was called to order by Mayor Janice S. Mironov at 7:40 p.m. on Tuesday, February 25, 2020.

VERIFICATION:

Municipal Clerk Kelly Lettera certified that the meeting was noticed on January 10, 2020 in the annual meeting notice and on February 21, 2020, notices were sent to the Trenton Times, filed in the office of the Municipal Clerk and posted in the East Windsor Municipal Building. All requirements of the open public meeting act have been satisfied.

FLAG SALUTE:

Led by Council Member Peter Yeager.

ROLL CALL:

Present were Council Members Denise Daniels, Marc Lippman, Alan Rosenberg, Perry Shapiro, Peter Yeager, John Zoller and Mayor Janice Mironov. Also present were William Moran filling in for Township Attorney David Orron, Township Manager James Brady and Municipal Clerk Kelly Lettera.

PRESENTATIONS & PROCLAMATIONS:

Scouting Anniversary Week (February 2 – 8, 2020)

Mayor Janice S. Mironov issued a Mayoral Proclamation recognizing Boy Scouting Anniversary Week, February 2 - 8, 2020. Mayor Mironov presented the Proclamation, accompanied by Mayor donations of support, to each of the local boy scout troops: Boy Scout Troop 59 represented by Scoutmaster Steven Sharpe and Assistant Scoutmaster Brian Reiss; Boy Scout Troop 5700 represented by Scoutmaster Brian Milne and Assistant Scoutmaster Bruce Kramer; Boy Scout Troop 6284 represented by Scoutmaster David Yasko and Assistant Scoutmaster John Nieradka; and Cub Scout Pack 53 represented by Den Leader Gayle Wilton and Pack Committee Chair Robert Lisk.

Black History Month – February 2020

INTERVIEWS FOR BOARDS AND COMMISSIONS:

Sean McAleer, East Windsor Regional School District Hightstown High School student, was interviewed and is interested in volunteering for the Economic Development Committee or the Recreation Board.

Rajiv Srinath, East Windsor Regional School District Hightstown High School student, was interviewed and is interested in volunteering for the Economic Development Committee or the Recreation Board.

PUBLIC FORUM:

MINUTES:

July 23, 2019

Mayor Mironov requested that the July 23, 2019 minutes to be held.

October 15, 2019

October 29, 2019

November 6, 2019

November 26, 2019

December 17, 2019

January 1, 2020

January 14, 2020

January 28, 2020

February 11, 2020

All remaining minutes were rescheduled to the next regularly scheduled meeting.

ORDINANCE – PUBLIC HEARING:

ORDINANCE – INTRODUCTION:

RESOLUTIONS:

Resolution R2020-040 Authorizing Filing of Township Tax Appeal for the Properties located at 10 Lake Drive (Block 20.01, Lot 2), 85 Twin Rivers Drive (Block 20.06, Lot 190) and 150 Milford Road (Block 22.02, Lot 12)

**RESOLUTION R2020-040
EAST WINDSOR TOWNSHIP
MERCER COUNTY**

WHEREAS, it is in the best interests of the Township to establish and maintain uniform and fair assessments for properties assessed under the local property tax; and

WHEREAS, Adept Group, LLC is the owner of the property located at 10 Lake Drive in East Windsor Township and designated on the tax map as Block 20.01, Lot 2; and

WHEREAS, 85 Twin Rivers, LLC c/o Arrowpac is the owner of the property located at 85 Twin Rivers Drive in East Windsor Township and designated on the tax map as Block 20.06, Lot 190; and

WHEREAS, DPIF2 NJ 2 Milford Road, LLC is the owner of the property located at 150 Milford Road in East Windsor Township and designated on the tax map as Block 22.02, Lot 12; and

WHEREAS, the Township Council has reviewed the Tax Assessor's recommendation for the filing of tax appeals for the three designated properties as a means of securing a fair and equitable tax assessment for tax year 2020 and any year thereafter.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of East Windsor, in the County of Mercer, State of New Jersey, as follows:

1. Special Tax Attorney, Harry Haushalter, is hereby authorized to file complaints with the New Jersey Tax Court for the properties located at 10 Lake Drive (Block 20.01, Lot 2), 85 Twin Rivers Drive (Block 20.06, Lot 190) and 150 Milford Road (Block 22.02, Lot 12) for the tax year 2020, and any year thereafter, if appropriate, and to settle such tax appeal based on the advice and authority of the East Windsor Tax Assessor.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on February 25, 2020.

Mayor Mironov requested a few minor grammatical changes in the Resolution.

It was **MOVED** by Lippman, **SECONDED** by Rosenberg to approve Resolution R2020-040 with a few minor revisions.

[NOTE: The revisions requested are reflected in the above Resolution.]

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Yeager, Zoller, Mironov

Nays – None

There being seven (7) ayes, and no (0) nays, Resolution R2020-040 was approved with the revisions.

Resolution R2020-041 Award of Contract for Leaf Disposal with Mendies Farm LLC for the Public Works Department

Mayor Mironov requested that the Resolution be held and requested additional information. She commented that it would be helpful for the Director of Public Works to include when the Township went out to bid and adding why we are allocating the \$45,000. She further commented that a resolution was recently done and she is looking to get a better

understanding on what was spent in 2019, what was authorized to be spent, the basis for the \$45,000 increase and what it will cover and a timeline.

Resolution R2020-042 Authorizing Purchase of 20' Water Tight Sea Storage Container from Jake Containers for Department of Public Works

Mayor Mironov requested that the Resolution be held pending further clarification on the location, fit-out properties such as temperature control, electricity, pest control and purpose for the storage units. Council Member Lippman questioned if it would be better to use micro film for storing of Township files. The Township Manager confirmed that it was discussed and the cost associated with micro filming is not feasible. Mr. Lippman further questioned if staff has reviewed the files in the current storage containers to see if some of those files can be disposed of to make room for newer files. The Township Manager stated disposing of documents is a monumental task and those documents legally must be keep for a designated period of time and once those documents have reached their expiration period they are properly disposed of as per state law. He further stated he will have the Director of Public Works compile the additional information and provide a detailed memo to Mayor and Council.

Resolution R2020-043 Authorizing Purchase of Uniforms from Professional Servicewear for the Department of Public Works

**RESOLUTION R2020-043
EAST WINDSOR TOWNSHIP
MERCER COUNTY**

WHEREAS, there is a need to purchase uniforms for the Public Works Department;
and

WHEREAS, quotes were solicited from seven vendors and two price quotes were received to provide uniforms for the Department of Public Works; and

WHEREAS, the lowest cost proposal was submitted by Professional Servicewear, Inc.; and

WHEREAS, since the purchase is under \$17,500, public bids are not required as set forth in N.J.S.A. 40A:11-4 requiring public advertising and bidding for contracts for a sum exceeding the aggregate amount as calculated periodically by the Governor, pursuant to N.J.S.A. 40A:11-3 which amount is \$17,500; and

WHEREAS, the Township Council has reviewed the Director of Public Work's recommendation on this purchase; and

WHEREAS, the Chief Financial Officer has determined that sufficient funds are available in Current and Garbage Fund Accounts in the following 2020 line item appropriation accounts:

0-01-26-290-401-204 Roads \$3,870.00; 0-01-26-315-403-204 Mechanics \$1,935.00; 0-01-26-300-405-204 Administration \$350.00; 0-01-26-310-409-204 Police B & G \$1,290.00; 0-01-28-375-412-204 Parks \$2,435.00; and 0-30-26-305-150-204 Sanitation \$6,450.00, for a total not to exceed \$16,330.00, pending adoption of the 2020 Budget, as evidenced by the Chief Financial Officer's Certification No. B2020-012.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of East Windsor, in the County of Mercer, State of New Jersey, as follows:

1. The Manager and Chief Financial Officer are hereby authorized and directed to approve and forward a purchase requisition to Professional Servicewear, Inc., 3800 Quakerbridge Road, Hamilton, NJ 08619, for the purchase of uniforms for the Public Works Department, in an amount not to exceed \$16,330.00, all in accordance with the attached quote.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on February 25, 2020.

It was **MOVED** by Yeager, **SECONDED** by Rosenberg to approve Resolution R2020-043.

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Yeager, Zoller, Mironov

Nays – None

There being seven (7) ayes, and no (0) nays, Resolution R2020-043 was approved.

Mayor Mironov commented that she had questions regarding the uniform purchase request, but the items questioned were clarified, therefore there was no need to hold up the Resolution. Mayor Mironov stated that although the previous year's Resolution was provided as backup, the details and comparison of what was done in previous years needs to be reflected in the Resolution. She further stated that during the approval of bills she would like to know if the uniforms on page 5, 6 and 7 of the bills list are from the old contract.

Resolution R2020-XXX Authorizing Purchase of Replacement Playground Equipment for Tot Lot at Wiltshire Park from MCR for Department of Public Works

Mayor Mironov stated that the above Resolution was not numbered, as per her request, and was a carryover of what used to be Resolution R2019-191 asking to spend \$5,000 on playground equipment for Wiltshire Park. Mayor Mironov stated that the Director of Public Works is requesting the Resolution now be withdrawn since they have completed the worked internally.

She further requested additional information on how the slide was repaired, what was the missing piece of equipment that is now deemed unnecessary to replace and does it present a

safety issue since it is no longer there. She further requested before and after photographs of the repair. Council Members unanimously agreed with Mayor Mironov.

APPLICATIONS:

REPORTS BY COUNCIL AND STAFF

Council Member Zoller reported the Environmental Commission met on February 13 and discussed a residents request for a location that a butterfly sanctuary could be built in order to grow milkweed which would attract monarch butterflies. Mayor Mironov indicated that at this current time Mayor and Council is not able to support the request but in the future it should be written up by the Environmental Commission Chairperson and formally submitted to Mayor and Council for consideration. He stated they further discussed proposed dates for the Arbor Day seedling distribution that will be held at the PAL fields, electric vehicle charging stations and how the Township may want to promote that green initiative. Mayor Mironov stated that she would redirect the electric vehicle charging stations to staff for further research on more information on grant funding and locations. Council Member Yeager reported the Recreation Committee met on Wednesday, February 12 and discussed after school programs and the planning of 2020 summer camp. He further reported that the East Windsor Municipal Alliance for the Prevention of Substance Abuse also met on February 12 and discussed their current grant year and the variety of programs they sponsor, as well as, the new grant that they are finalizing for submission.

CORRESPONDENCE:

APPOINTMENTS:

Mayor Mironov appointed Sara Lee Johnson as an Auxiliary Member of the Recreation Commission.

APPROVAL OF BILLS:

Mayor Mironov stated a 2020 Current Bill list, 2019 Current Bill list, a Capital Bill List all dated February 20, 2020 and other miscellaneous bill lists and trust accounts were provided.

Council Member Yeager requested further clarification on page 5 of the current 2019 bills list and requested they are looked into further to ensure they are not duplicate entries. Council Member Zoller requested further information on the repairs that are listed on the bottom of page 4 and the top of page 5 of the Current 2019 bills list in reference to a firetruck repairs. He further asked if an insurance claim was or could be filed for the repair.

Mayor Mironov requested further clarification on the uniform items on pages 5, 6 and 7 of the Current 2019 bills list.

Council Member Zoller requested further information on page 4 of the Current 2020 bill list and if the Nexis Technologies was charged to the appropriate account. The Township Manager explained that the expense was correctly charged to Police Administration and the Garbage District Heading was in error and would be rectified in all future reports.

It was MOVED by Yeager, SECONDED by Zoller to approve the Bill Lists subject to all the clarifications.

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Yeager, Zoller, Mironov

Nays – None

There being seven (7) ayes, and no (0) nays, the various presented Bill Lists were approved subject to all the clarifications.

MATTERS BY COUNCIL:

Mayor Mironov stated the lightbulb grant project that was provided by the Director of Public Works was previously discussed and that clarification on the project was provided in a memo by the Township Manager. She stated that the Manager's memo indicated the lights that were installed in the Senior Center were working well with no objections from the Senior Center Coordinator. She stated the memo further clarified that the light fixture ballasts will be properly and safely removed by experienced Township employees that are comfortable performing these necessary operations. She further stated that the Manager's memo stated the Construction Official confirmed that an electrician is not required for that task and those experienced employees have done the same work in the past.

Mayor Mironov reported the following correspondence was received and provided to Mayor and Council: a tax report from the Tax Collector; a letter, dated February 10, from ACT Engineering regarding Magnolia Ridge; a memo, dated February 12, from the Township Manager regarding the bill list questions from the February 11 Council meeting, and information regarding the Flu Vaccine.

DISCUSSION ITEMS AND COUNCIL ACTION WHERE APPROPRIATE:

1. 2020 Summer Concerts and Events

Mayor Mironov stated a memo, dated February 4, was provided from the Recreation Director looking for guidance on summer concerts. Council Member Rosenberg suggested choosing "Gathering Time", "The Crosby, Still, Nash & Young Tribute Band", and "The Jersey Four---Frankie Vallie Tribute Band". Mayor stated that "Gathering

Time” had performed in previous summers and they were very popular. Council Member Zoller requested more details on the “The Crosby, Still, Nash & Young Tribute Band”. Council Member Yeager commented that “Gathering Time” and “The Crosby, Still, Nash & Young Tribute Band” may be too similar in genre due to the 60’s folk rock music. Mr. Rosenberg suggested replacing “The Crosby, Still, Nash & Young Tribute Band” with “A.M. Gold” stating they have a wide variety of hit songs over multiple decades. Mayor and Council requested additional information and available dates.

2. Open Space Acquisition Proposed Projects: Status and Required Actions

A. Bennett Property: 641 Etra Road, Block 32, Lot 13.01 (11.328 acres)

Resolution R2020-044 Approval of Professional Services Agreement for Site Investigation Testing Activities for 641 Etra Road (Block 32, Lot 13.01)

RESOLUTION R2020-044
EAST WINDSOR TOWNSHIP
MERCER COUNTY

WHEREAS, East Windsor Township is considering acquisition of the following properties: 641 Etra Road (Block 32, Lot 13.01), 140 Cedarville Road (Block 30, Lot 19.03), 949 Windsor Perrineville Road (Block 31, Lot 21) and 820 Windsor Perrineville Road (Block 35, Lot 4 and 4.01), to preserve as open space; and

WHEREAS, on August 6, 2019, by Resolution R2019-144 the East Windsor Township Council authorized a contract with Brownfield Redevelopment Solutions, Inc., in the amount of \$1,800.00 to prepare a preliminary assessment report for the property located at 641 Etra Road (Block 32, Lot 13.01); and

WHEREAS, in their September 27, 2019 Preliminary Assessment Report (PAR) with Appendices, Brownfield Redevelopment Solutions identified “one potentially contaminated area of concern (AOC) that requires further investigation,”; and

WHEREAS, November 6, 2019, by Resolution R2019-180, the East Windsor Township Council authorized a contract with Air, Land & Sea/Environmental Management Services (AL&S) in the amount of \$8,024.00 to investigate and assess the subsurface conditions of the AOC; and

WHEREAS, in their January 13, 2020 Report on the Limited Investigation of AOC#1, AL&S recommends further investigation on the Impact to Groundwater at 641 Etra Road (Block 32, Lot 13.01); and

WHEREAS, the Township solicited four quotes for the Impact of Groundwater Site Investigation Testing Activities; and

WHEREAS, the overall lowest most responsive proposal was received from T&M Associates; and

WHEREAS, a contract for this professional service may be awarded without public advertising for bids as the contract is for “Professional Services”, pursuant to N.J.S.A. 40A:11-5(1) (a) (i); and

WHEREAS, this contract is awarded in accordance with the Fair and Open Process as defined in N.J.S.A. 19:44A-20.5, et seq.; and

WHEREAS, the Township Council has reviewed the Assistant Township Manager’s recommendation; and

WHEREAS, the maximum amount of the contract is \$9,625.00 and funds are available in the Account No. T-13-56-857-802, entitled “Reserve for Open Space”, as evidenced by the Chief Financial Officer’s Certification No. T2020-002.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of East Windsor, in the County of Mercer, State of New Jersey, as follows:

1. The Mayor and Municipal Clerk are hereby authorized and directed to enter into the attached Agreement with T&M Associates, 40 Monmouth Park Hwy, Suite 2, West Long Branch, NJ 07764, to perform site investigation testing activities for the property located at 641 Etra Road (Block 32, Lot 13.01) in an amount not to exceed \$9,625.00.
2. This Contract is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by person(s) authorized by law to practice a recognized profession that is regulated by law, but in accordance with the Fair and Open Process as defined in N.J.S.A. 19:44A-20.5, et seq.
3. The Municipal Clerk shall cause to be printed once, in the Trenton Times, a brief notice stating the nature, duration, service and amount of this contract, and that the resolution and contract are on file and available for public inspection in the office of the Municipal Clerk.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on February 25, 2020.

Mayor Mironov stated that a recommendation memo was provided to Mayor and Council, from the Assistant Manager, to move forward with the site investigation service for this property.

It was **MOVED** by Yeager, **SECONDED** by Rosenberg to approve Resolution R2020-044.

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Yeager, Zoller, Mironov

Nays – None

There being seven (7) ayes, and no (0) nays, Resolution R2020-044 was approved.

B. Riggensbach Property: 949 Windsor-Perrineville Road, Block 31, Lot 21 (15.70 acres)

Resolution R2020-045 Approval of Professional Services Agreement for
Site Investigation Testing Activities for 949
Windsor-Perrineville Road (Block 31, Lot 21)

RESOLUTION R2020-045
EAST WINDSOR TOWNSHIP
MERCER COUNTY

WHEREAS, East Windsor Township is considering acquisition of the following properties: 641 Etra Road (Block 32, Lot 13.01), 140 Cedarville Road (Block 30, Lot 19.03), 949 Windsor Perrineville Road (Block 31, Lot 21) and 820 Windsor Perrineville Road (Block 35, Lot 4 and 4.01), to preserve as open space; and

WHEREAS, on November 6, 2019, by Resolution R2019-181 the East Windsor Township Council authorized a contract with Brownfield Redevelopment Solutions, Inc., in the amount of \$1,800.00 to prepare a preliminary assessment report for the property located at 949 Windsor Perrineville Road (Block 31, Lot 21); and

WHEREAS, in their December 20, 2019 Preliminary Assessment Report (PAR) with Appendices, Brownfield Redevelopment Solutions identified “four areas of concern (AOC) with two that require further investigation”; and

WHEREAS, the Township solicited four quotes for Site Investigation Testing Activities, including investigating and assessing the two AOC; and

WHEREAS, the most responsive proposal was received from T&M Associates; and

WHEREAS, a contract for this professional service may be awarded without public advertising for bids as the contract is for “Professional Services”, pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

WHEREAS, this contract is awarded in accordance with the Fair and Open Process as defined in N.J.S.A. 19:44A-20.5, et seq.; and

WHEREAS, the Township Council has reviewed the Assistant Township Manager’s recommendation; and

WHEREAS, the maximum amount of the contract is \$25,775.00 and funds are available in the Account No. T-13-56-857-802, entitled Reserve for Open Space, as evidenced by the Chief Financial Officer’s Certification No. T2020-003.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of East Windsor, in the County of Mercer, State of New Jersey, as follows:

2. The Mayor and Municipal Clerk are hereby authorized and directed to enter into the attached Agreement for the property located at 949 Windsor Perrineville Road (Block 31, Lot 21) with T&M Associates, 40 Monmouth Park Hwy, Suite 2, West Long Branch, NJ 07764, to perform the following site Investigation Testing Activities:
 - A. Health and Safety Plan addressing the safety on-site during the Site Investigation in the amount of \$450.00, a historic Fill Investigation in the amount of \$5,100.00, and a Site Investigation Report and Technical Support in the amount of \$4,500.00, for a total amount not to exceed \$10,050.00
 - B. In the event the Historic Fill Investigation Scope of Services does not achieve compliance with New Jersey Department of Environmental Protection Site Investigation requirements, with written authorization from the Township, a contingency is authorized for T & M Associates to conduct Wetland Delineation and additional NJDEP permit applications in an amount not to exceed \$15,725.00.
3. The total amount to perform site investigation testing activities, including the contingency fees, for the property located at 949 Windsor Perrineville Road (Block 31, Lot 21), is not to exceed \$25,775.00.
4. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by person(s) authorized by law to practice a recognized profession that is regulated by law, but in accordance with the Fair and Open Process as defined in N.J.S.A. 19:44A-20.5, et seq.
5. The Municipal Clerk shall cause to be printed once, in the Trenton Times, a brief notice stating the nature, duration, service and amount of this contract, and that the resolution and contract are on file and available for public inspection in the office of the Municipal Clerk.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on February 25, 2020.

Mayor Mironov stated that a memo was received, from the Assistant Manager, regarding further testing and she requested further clarification regarding the proposal in reference to a \$15,000 contingency. She noted that the Resolution may need to be rewritten based on that clarification if it does require approval. She also noted that Notice to Proceed letter was requested to be provided for review last week and she is still awaiting that information. Mayor Mironov agreed to vote on the

Resolution with the condition that the clarification is provided and the letters are received.

It was MOVED by Mr. Shapiro, SECONDED by Mr. Zoller to approve Resolution R2020-045 with the conditions indicated.

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Yeager, Zoller, Mironov

Nays – None

There being seven (7) ayes, and no (0) nays, Resolution R2020-045 was approved with conditions.

C. Estenes Property: 104 Disbrow Hill Road, Block 32, Lot 5 (3.64 acres)

Mayor Mironov stated that she is awaiting a status and additional pricing information from the Assistant Manager on this property.

D. Ward Property: 820 Windsor-Perrineville Road, Block 35, Lots 4 and 4.01 (31.22 acres)

Mayor Mironov stated that items D & E will be discussed at a future meeting.

E. Other Recommended Properties

3. 2020 National Night Out (Tuesday, August 4, 2020)

Mayor Mironov stated that Memo from the Chief of Police was received indicating the National Night Out event will be held on August 4, 2020. Mayor and Council agree to move forward with National Night Out event planning.

4. Township Roadway Projects for 2020

Mayor Mironov stated that she has been informed that the Township finally is ready to go out to bid on the Morrison/Dutch Neck Road Project and that the engineering plans for the Exeter Road project should be received by the Township within the next few months. She further stated the Director of Public Works provided a memo, dated February 11, which included several suggestions for additional road projects for Mayor and Council to consider. Mayor Mironov stated that the New Jersey Department of Transportation application for Cranbury Manor roads could be resubmitted for the next round of funding. She stated that Old Cranbury Road could be considered for a Mercer County Co-op project. She also stated that Abbington Drive, which is a \$50,000 project, can be considered for an add-on with another project. She stated should would not consider Wyckoff Mills Road right now due to timing regarding several development projects and the alternative truck route. She further stated that the Brooktree Road area has additional needs as Shagbark Lane and Charred Oak

Lane and that Council Member Daniels has also previously indicated at prior Council meetings that area is in need. Mayor and Council agreed on adding Shagbark Lane and Charred Oak Lane to the list of suggested projects and to further investigate Abbington Drive to possibly add the street on to another project and Old Cranbury Road as a Mercer County Co-op project.

5. 2020 Municipal Budget Review

Mayor Mironov stated that the Garbage District Budget review will be held until the next Council meeting awaiting additional information. Mayor and Council went through the General Government portion of the Municipal Budget. Mayor Mironov stated an adjustment needed to be made to the Town Council budget on page 10, account number 265, requesting the \$4,000 from previous year be added back in. She further stated that the Transportation Commission budget remains the same and is a contingency fund. Council Member Zoller questioned the lack of actuals on the Municipal Clerk's Budget Account. The Municipal Clerk stated the invoice run a year behind from coded systems and they have not been received yet from Coded Systems. Mayor Mironov stated that the Elections Budget, page 20, reflected an increase due to the mandated vote by mail ballots. She further indicated that these expenses will continue to escalate as the charges are passed down from county clerk to the various municipalities. Mayor Mironov questioned why on Finance budget, page 24, account number 266, has increased from \$1,600 to \$1,700 when actuals for past year indicate \$700 spent. The Finance Director responded that she reallocated expenses to be more realistic to reflect anticipated webinars for educational credits due to employees in her department requiring them for their certifications. Mayor Mironov questioned if the audit amount reflects the 2020 proposal amounts. The Township Manager stated he will get back to Mayor and Council with that information. Mayor Mironov questioned page 48, account 267 of the Planning Board budget asking why there was an increase for training and tuition. She further requested that line item be reduced by \$1,000. Mayor Mironov had questions for the Finance Director regarding how the Sick leave payment account 203 is calculated. Finance Director responded that it reflects four retirements from the Police Department, the Registrar and two proposed retirements that could happen by the end of the year. Mayor Mironov questioned if the Public Defender budget, page 217, reflects the total salary. The Finance Director stated the remainder of the salary comes from revenue collected from court and goes into the Trust Fund. Mayor Mironov requested a current balance on the Capital budget reflecting a final summary so it can be adequately determined. Mayor Mironov noted that the actual amounts reflected in Debt Service indicate a slight increase in principal and a decrease in bond interest. Mayor Mironov stated the Reserve on Collected Tax, page 250, is based on a statutory calculation and that the amount remains the same but will be checked again before the budget is finalized. She also noted that the remaining budget pages are summary for informational purposes.

MATTERS BY PUBLIC:

ADJOURNMENT:

There being no further business Mayor Mironov declared the meeting adjourned at 9:46 p.m.

Next Meeting: March 10, 2020

Kelly Lettera
Municipal Clerk

Janice S. Mironov
Mayor