

EAST WINDSOR TOWNSHIP COUNCIL

March 2, 2021

Budget Meeting Minutes

MINUTES

CALL TO ORDER:

The Special Budget meeting of the East Windsor Township Council was called to order by Mayor Janice S. Mironov at 4:00 pm on Tuesday, March 2, 2021 via Zoom, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq., and Executive Order No. 103 issued by Governor Murphy on March 9, 2020 declaring a “State of Emergency and Public Health Emergency in the State of New Jersey,” in order to protect the health, safety, and welfare of our citizens while ensuring the continued function of the government.

VERIFICATION:

The Municipal Clerk certified that the Special Meeting was noticed as a Budget Review meeting on February 26, 2021. 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 Meetings Act” were satisfied.

ROLL CALL:

Present were: Mayor Janice S. Mironov, Council Members Denise Daniels, Marc Lippman, Alan Rosenberg, Perry Shapiro (joined at 5:20 p.m.), Peter Yeager (joined at 4:10 p.m.) and John Zoller. Also present were Township Manager James Brady, Assistant Township Manager and Municipal Clerk Kelly Lettera.

PUBLIC FORUM:

No members of the public spoke.

Mayor Mironov stated the purpose of the Budget Review meetings are to have exchanges to publicly and informally review the work book pages and the various departments and other agency accounts, ask questions, obtain information and make changes as appropriate to the various budgets submitted. Another budget review meeting has been scheduled via Zoom for March 4, 2021 at 4:00 pm to continue this process. Mayor Mironov noted that the Finance Office and the Township Manager are still reviewing a few items and recommendations that may be needed at a later time.

Department of Public Works

Department of Public Works Director William Askenstedt was present to discuss the department budget. Mayor Mironov asked Council if anyone had any questions regarding the narrative portion. Council Member Zoller questioned if all the salary budgets were flat. Mayor Mironov stated all the budgets are not flat and they are set up as they are for negotiation purposes. Mayor Mironov questioned the tires portion in the narrative. The Director of Public Works stated, as of recently, tires are no longer being accepted by Mercer County Recycling facility. He further stated that the Township is holding the tires until the County recycling facility opens back up. He stated at this time there is no place to dispose of the tires unless the Township wants to pay for dealers to recycle them which becomes very costly. He further stated that if in the future the

County decides to no longer accept tires, and the Township continues to accept tires from residents, the only source to get rid of them would be through a commercial vendor or by the Township to the County. Mayor Mironov asked if residents can go directly to the County to dispose of the tires. The Director of Public Works stated that residents are not allowed to go to the County directly to dispose of tires. Mayor Mironov requested that the Director of Public Works look into all the items that the Township takes in for recycling and determine what should and should not be taken in by the Township based off the cost and what the County is willing to accept. Mayor and Council continued to review the departments road repairs and maintenance, snow removal, administration of Public Works, Ward Street building and grounds, Municipal Complex building and grounds, Police building and grounds, Senior Center buildings and grounds, Mechanics Police Vehicles, Administration and Public Works Vehicles, Condominium Association Services Act, parks and playgrounds, detention basin, New Jersey Department of Environmental Protection Stormwater Management Grant, Recycling Tonnage Grant, engineer, utilities, and the Garbage District. Mayor Mironov requested actuals for all Public Works accounts. Mayor Mironov stated due to the health emergency some of the normal business items and spending were either not done or in less capacity in 2020. She further stated the numbers that are actuals for 2020 may not reflect what is done on a normal budget year and Council review the budget carefully taking the emergency into consideration. Mayor Mironov stated the budget is pretty stable and healthy considering the circumstances of the last year. She stated that other Townships have decided to handle their budgets in different ways but she decided to adopt the budget with the normal spending plans, freezing some accounts and adding additional money to certain areas that are in need. Mayor Mironov questioned the recycling contract and the expiration. The Director of Public Works stated the expiration date of the recycling contract is May 31, 2021. Mayor Mironov requested information on the bid and how the other towns are handling their recycling contracts for the upcoming years. She further questioned how the recycling number was determined and stated she is concerned on the lack of time the Township has to receive the bids based on the expiration date. Mayor Mironov questioned the phone usage. She stated that the cost of phone service and usage was previously raised and she would like that looked into by staff.

Senior Center

Senior Center Program Coordinator Kelly Roman was present to discuss the senior center budget. Discussed matters were improvements to senior center, virtual senior center programs and activities and the senior center shared services contract with the Borough of Hightstown. Mayor Mironov stated that 2020 actuals should be lower due to the health emergency and questioned why they are so high. She also requested that staff look into the shared service agreement for the senior center with Hightstown Borough. Mayor Mironov also requested to temporarily add more virtual programs due to the Senior Center being closed.

Recreation Department

Recreation Director Joyce Ferejohn was present to discuss the department budget. Discussed matters were 2021 possibilities for virtual programs and services for Elementary and Middle School age children as well as possible park based summer camp services that could be offered.

Mayor Mironov requested a run of the Recreation Trust account. She further requested a report of what Recreation is able to do as far as activities and programs and a report of what will be occurring in areas of Recreation for the 2021 year.

Health Department

The Township Manager was present to discuss the department budget. Matters discussed included salaries and wages, public health awareness, and programs performed by the department. Mayor Mironov requested that Hamilton be removed from the Interlocal shared services category for health officer.

East Windsor Volunteer Fire Company No. 1

Fire Chief Josh Matorin and President Johann Schneider were present to review the budget. Mayor Mironov stated, per her opening remarks, the Township has taken a lot of revenue hits in various departments of the budget such as court fees, hotels fees, construction fees with a gap of over three quarter of million dollars in revenue and tried to adjust spending. She further stated she felt the value was there in the fire company budget to keep it flat with no reductions made. She further thanked Fire Chief Josh Matorin for the excellent work that is provided by the volunteers. Chief Matorin thanked Mayor Mironov for recognizing the efforts of the volunteers and the pride they take in the community. He stated that they responded to 487 calls for service and considering the hazardous circumstances this year and last year. He stated that last year he had one main objective which was for the fire company to safely operate on a day to day basis. Chief Matorin also spoke about the annual business expenses, insurance, repairs and supplies and total annual expenses.

Mayor and Council further discussed general government and miscellaneous item budgets such as the Manager's Office, Human Resources, Township Council, Transportation Commission, Environmental Commission, Municipal Clerk's Office, Elections, Financial Administration, Annual Audit and other Accounting Services, Data Processing, Tax Collector, Tax Assessor, Legal Services, Economic Development, Planning Board, Zoning Board of Adjustment, Workman's Compensation Insurance, Group Health Insurance for Employees, Health Insurance Waivers, Grants and Funds, Shared Services Agreements, Contingent, Sick Leave Payments, Statutory Charges, Public defender, expenditures Inside Cap Analysis, Clean Communities Grant, Capital Improvement and Debt Services and Reserve for Uncollected Taxes. Mayor Mironov questioned Elections and why the Clerk's Office requested a double increase for 2021. The Municipal Clerk stated that amount was an estimate based off previous years and that the Board of Elections is having a meeting on March 9 and further information will be provided after the meeting. Mayor Mironov requested that the Clerk reach out to the County Clerk's office and question why the Townships are being charged for the vote by mail ballots when the Governor declared the form of voting based off the health emergency. Mayor Mironov requested the actuals on all departments and all board and committees submit their budget documents. She further stated there will be a freeze in certain areas of the budget where no revenue is being received. Council Member Zoller question the rescue squads and if they will be heard during the

East Windsor Township Council
Budget Review Meeting
March 2, 2021
Page 2

budget process. Mayor Mironov stated the squads will be in at a later time and the Township is still awaiting their numbers.

Mayor Mironov adjourned the meeting at 6:36 p.m.

Kelly Lettera
Municipal Clerk

Janice S. Mironov
Mayor