

**EAST WINDSOR TOWNSHIP COUNCIL**

March 21, 2022  
Budget Meeting Minutes  
4:00 pm  
Via ZOOM

**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 Monday, March 21, 2022.

**VERIFICATION:**

The Municipal Clerk certified that the Special Meeting was noticed on March 18, 2022. 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 Alan Rosenberg, David Russell, Peter Yeager and John Zoller. Also present were Township Manager James Brady and Municipal Clerk Allison Quigley.

**PUBLIC FORUM:**

No members of the public spoke.

Mayor Mironov stated the purpose of this informal workshop meeting is to review the 2022 budget and meet with various representatives and department heads to review recommendations. Mayor Mironov stated departmental budgets may be amended at any time prior to the adoption of the Municipal Budget and these meetings allow the opportunity to ask and answer questions, gather further information and offer suggestions.

**Public Safety - Police Department**

Police Chief James Geary was present to discuss the department budget. Mayor Mironov asked if Council Members had any questions regarding the narrative. Mr. Zoller requested information on police activity for the past two years, specifically highlighting the decline of non-hazardous motor vehicle summonses and supplemental reports. Chief Geary stated non-hazardous motor vehicle summonses are minor violations including inadequate headlights, tinted windows, etc. and supplemental reports showed a decline due to a reduction in domestic violence incidents. Mayor Mironov stated the numbers for Police Department activities and violations are significantly down in nearly every category. Chief Geary stated the global pandemic was landscape changing for police departments around the nation and resulted in a loss of staff time due to illness, recovery and quarantine. Chief Geary stated in order to minimize risk of exposure, contact between officers and the public was mandated to only essential operations. Chief Geary further stated that newly enacted State laws and Attorney General mandates including the legalization of cannabis, bail and police pursuit reforms have hampered the Police Department's

efforts in proactive law enforcement. Additionally, Chief Geary specified State mandated training for police officers resulted in hundreds of hours of lost staff time. Mayor Mironov stated she understood the Chief's comments and State-derived challenges but is eager to see more robust enforcement activities. Specific subjects discussed included the motor pool operating budget, uniform services division, criminal prevention (DARE), general administration, support services, training, animal control and communications. Mayor Mironov requested Chief Geary reformat the uniform services budget to reflect the format of other Township departments and ensure the list of employees, current positions and salaries, prior-year salary and overtime are up-to-date.

#### **General Government - Code Enforcement**

Construction Official Jason Gorski was present to discuss the department budget. Specific subjects discussed included software upgrades, publications and fire prevention.

#### **Health and Wellness - Health Department**

Health Officer Glenda Roberts was present to discuss the department budget. Specific subjects discussed included overtime, communicable diseases and licensed health professional contracts. Mayor Mironov questioned if licensed professional contracts could be offset by a received grant.

#### **Recreation and Culture**

Recreation Director Joyce Ferejohn was present to discuss the department budget. Specific subjects discussed included event sponsorships and the municipal website events calendar. Mayor Mironov requested the current balance and anticipated revenue for the Recreation Trust Fund as well as the projected budget amount required to support the department's recommendations.

Senior Center Director Kelly Roman was present to discuss the senior center budget. Specific subjects discussed included the Commission on Aging, the interlocal service agreement with Hightstown, increased capacity at the senior center, the community bus and software. Mayor Mironov requested information on past and projected usage as well as programmatic revenues and expenses.

#### **General Government**

Township Manager James Brady was present to discuss the Manager's Office budget. Specific subjects discussed were postage, the newsletter, the bus grant, the transportation improvement fund, contractual services and board and commission training.

Municipal Clerk Allison Quigley was present to discuss the Municipal Clerk budget. Mayor Mironov stated election costs traditionally covered by Mercer County have recently been passed on to municipalities causing an increase in the elections budget. Mayor Mironov stated there are discussions being had amongst area Mayors on how to best handle the increased fees.

Finance Director Scott Frueh was present to discuss the Financial Administration budget. Specific subjects discussed were training and tuition, salaries, bus grant offsets, audit services, data maintenance and services and the transportation fund.

Mayor and Council discussed the Municipal Tax Collector and Tax Assessor budgets. Specific subjects discussed were salary and wages and legal services for tax appeals.

Mayor and Council reviewed the Engineering, Economic Development, Planning Board and Zoning Board of Adjustment budgets.

Mayor and Council discussed the Other Insurance budget. Specific subjects included the Joint Insurance Fund assessment, auto liability and claims contingency. Mayor Mironov requested complete details of the other insurance account with explanations.

#### **East Windsor Volunteer Fire Company No. 1**

President Tony Katawick was present to discuss the East Windsor Volunteer Fire Company No. 1's budget however Chief Laughlin was unavailable due to a call. Mayor Mironov stated the discussion will be held until Chief Laughlin was available.

#### **General Government**

Mayor and Council discussed the Workmen's Compensation Insurance budget. Mayor Mironov requested information on the proposed budget increase.

Mayor and Council discussed the Group Insurance for Employees budget. Specific subjects discussed included the prescription plan. Mayor Mironov requested a complete breakdown of the group insurance for employees and prescription insurance accounts.

#### **Public Safety**

Mayor and Council discussed the East Windsor Township Rescue Squad #1 and East Windsor Township Rescue Squad #2 budgets. Mayor Mironov requested follow up information on 2022 budgetary needs.

Mayor and Council reviewed the Municipal Prosecutor budget.

#### **Health and Wellness**

Mayor and Council discussed the Administration of Public Assistance budget. Mayor Mironov stated this service has been phased out.

Mayor and Council discussed the Contributions to Social Services agencies budget. Mayor Mironov asked Council Members if they would like to invite RISE and Better Beginnings to a future budget hearing and noted funding levels were likely to stay the same in 2022. Past contributions to the organizations were discussed. Mayor Mironov requested the Municipal Clerk confirm a payment was made to RISE in 2021. Additionally, Mayor Mironov requested supporting documentation from RISE including programmatic statistics and funding needs.

### **Recreation and Culture**

Mayor and Council reviewed the Sick Leave budget.

### **Utilities**

Mayor and Council discussed the Electric Service and Street Lighting budgets. Mayor Mironov noted the recommendation for the electric service and street lighting budgets increased compared to previous years and requested additional information.

Mayor and Council discussed the Telephone Services Budget. Mayor Mironov questioned the 2021 telephone service actual expense and requested information on mitigation efforts. Township Manager stated the Township applied for a Local Efficiency Achievement Program grant to replace the phone system in the police department with a Voice Over Internet Protocol system as well as a police recorder system. Mr. Brady stated he anticipated a significant savings on telephone service bills once the new system is installed. Additionally, Mr. Brady stated he would like to replace the Municipal telephone system to increase savings. Mayor Mironov raised the idea of a crossover system. Mr. Yeager questioned if the Voice Over Internet Protocol system allowed for increased flexibility for working remotely. Mr. Brady stated Voice Over Internet Protocol systems allowed for increased flexibility.

Mayor and Council discussed the Natural Gas Service budget. Mr. Zoller questioned if the recommended budget was based on current natural gas prices. Township Manager James Brady stated that the recommendation accounted for current and future natural gas prices.

Mayor and Council discussed the Gasoline budget. Mayor Mironov requested the basis for the budget recommendation.

### **Statutory Charges**

Mayor and Council reviewed the Social Security and State of New Jersey Unemployment budgets.

Mayor and Council discussed the Public Employee Retirement System and Police and Firemen's Retirement System budgets. Mayor Mironov requested bills associated with the two accounts and an explanation on the 2021 retro line item. Mayor Mironov questioned if a 2022 retro line item could be expected next year.

Mayor and Council discussed the Length of Service Reward Program budget. Mr. Zoller requested the 2021 actuals.

Mayor and Council reviewed the Defined Contribution Retirement Program budget.

Mayor and Council discussed the Public Defender budget. Mayor Mironov requested the current balance of the Police Department Application Fund.

Mayor and Council discussed the Detention Basin budget. Mayor Mironov requested the current balance of the account.

### **Expenditures Outside Capital Limitations**

Mayor and Council discussed the Animal Control Shared Services budget. Mr. Zoller questioned the 2021 actual in relation to the 2022 recommendation. Mr. Brady stated he will look into the matter.

Mayor and Council discussed the Dispatch Shared Service budget. Mayor Mironov stated it was Chief Geary's understanding that the IXP contract amount and the shared service amounts were accurate and reflected the current agreements.

Mayor and Council reviewed the Matching Funds for Grants and New Jersey Department of Environmental Protection Stormwater Management budgets.

### **Capital Improvement**

Mayor and Council discussed the Capital Improvement Fund budget. Mayor Mironov requested a current balance of the account.

### **Debt Service**

Mayor and Council discussed the Bond Principal and Bond Interest budgets. Mayor Mironov stated that while the bond principal has increased, the bond interest decreased resulting in an overall reduction in the budget.

Mayor and Council reviewed the New Jersey Environmental Infrastructure Trust Loan Principal and Loan Interest budgets.

Mayor and Council reviewed the Bond Anticipation Note Interest and Principal budgets.

Mayor and Council reviewed the Green Acres Loan budget. Mayor Mironov stated the Township is close to paying off the debt.

### **Grants**

Mayor and Council reviewed the Clean Communities Grant, Mercer County Drug Alliance, Bus Transportation Grant – Operating and Body Armor budgets. Mayor Mironov stated most of the grants fall under Chapter 159 and are not included in the budget.

Mayor and Council discussed the Recycling Tonnage Grant. Mayor Mironov requested the current balance of the account and questioned if a Chapter 159 was done in 2021. Finance Director Scott Frueh indicated the funds were used in the budget.

Mayor and Council reviewed the Mercer County Local Share – Bus, Hightstown Local Share – Bus and New Jersey Transit Bus Grant Local Match budget. Mayor Mironov questioned if the local match is an actual budget allocation. Finance Director Scott Frueh indicated it was.

Mayor and Council reviewed the Miscellaneous Grants budget.

**Reserve for Uncollected Taxes**

Mayor and Council discussed the Reserve for Uncollected Taxes budget. Mayor Mironov questioned if the budget was updated. Finance Director Scott Frueh indicated it was not. Mayor Mironov stated the budget recommendation needs to be updated as soon as possible.

**Grand Totals**

Mayor and Council reviewed the Appropriations Inside Capital Allowance and Appropriations Outside Capital Allowance grand totals. Mayor Mironov requested the summary that is traditionally distributed to Mayor and Council.

Mayor Mironov stated Public Works, Court, Voluntary Fire Company No. 1 and Voluntary Fire Company No. 2 budgets will be reviewed at the next scheduled meeting.

Mayor Mironov adjourned the meeting at 6:42 pm.

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Allison Quigley  
Municipal Clerk

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Janice S. Mironov  
Mayor