

APPROVED AS AMMENDED: December 22, 2025  
WEST WINDSOR TOWNSHIP COUNCIL  
BUDGET MEETING #1  
March 5, 2025

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

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

STATEMENT OF ADEQUATE NOTICE: February 21, 2025 to The Times and the Princeton Packet, filed with the Municipal Clerk and posted at the Municipal Building and on the Township web-site.

ATTENDEES: President Mandel; Council: Gawas, Geevers, Weiss, Whitfield; Business Administrator: Schmid (absent); Special Assistant to Administration: Giblin; Chief Financial Officer: Mauder; Township Clerk: Sheehan

SALUTE TO THE FLAG

Ms. Sheehan led the Salute to the Flag.

Opening Remarks from Chief Financial Officer on Budget

Mr. Mauder introduced himself as the CFO and noted this is the first of three meetings on the 2025 Budget. He stated the Mayor is proposing a zero-property tax increase and the budget is going up 6.35% compared to the 2024 budget which is a little over 53.4 million dollars. Mr. Mauder noted he is recommending again this year Council pass the Cap Bank Ordinance for appropriations so the Township can bank funds for the next two years in case of any emergency situations. He reported the following information:

- the total salary and wage budget increased by \$872,190.00.
- the total of all other expenses increased by \$2.3 million dollars.
- The amount to be raised by taxation is decreasing by .89% because the assessed value decreased by the same amount due to commercial appeals.
- The budget was presented to Council on February 28<sup>th</sup> and there will be an emergency temporary budget resolution presented to Council at the March 24<sup>th</sup> Business Session so the Township can continue to operate until the budget is approved.
- The budget introduction is tentatively scheduled for the April 7<sup>th</sup> Business Session and the public hearing is tentatively scheduled for the May 19<sup>th</sup> Business Session.

Mr. Mauder reminded Council there are to be no discussions on salary wages during the budget meetings and there will be a closed session scheduled for March 13<sup>th</sup> for personnel. He noted what may be subject to change prior to the budget introduction would be if the Township was approved for any type of grants.

Mr. Mauder stated the Township can do self-review for the next two years and there will be a resolution for Council to pass with the Cap Bank Ordinance prior to budget introduction.

President Mandel asked how close does the 2025 Budget come to the Cap. Mr. Mauder stated if the ordinance is passed, the Township will have \$762,000 to carry over. If the Township does not approve the Cap Ordinance the amount will be \$379,000.

Department of Human Services

Division of Recreation and Parks

Mr. Jacobs introduced himself as the Manager of the Recreation and Parks Division. He provided an overview of the 2024 events run by the Division including: Community Day, assistance with Bike Fest, Movie Nights, the first Diwali celebration, the Tree Lighting Ceremony with a drone show. He noted Trunk or Treat was canceled in 2024 due to lack of volunteers, however for 2025 the Division will partner with the West Windsor Historical Society to run the event at the Schenk Farmstead. Mr. Jacobs stated the summer season is the Division's busiest season with summer camps and the West Windsor WaterWorks Pool. He noted the basketball program was expanded to include grades three and four and there is discussion to possibly add a High School division as well.

Mr. Mauder stated Mr. Jacobs has requested an increase in funds for Community Day from \$7,500 to \$10,000 due to cost increases. He noted the Division is requesting a 12.9% increase in WaterWorks' budget due to various cost increases and consultant fees. Mr. Mauder said there were no increase in fees and revenues were strong last year. Mr. Jacobs stated there was no increase in day passes and 50% of pool memberships are West Windsor residents.

Discussion ensued on advertising for Recreation events. Mr. Jacobs noted advertising is paid through the Trust Fund and the Division will be pursuing sponsorships for events.

Council requested the Division provide water at Community Day.

Mr. Jacobs provide an update on the four pickleball courts. He noted several lessons were offered this year and they filled up quickly. Mr. Jacobs also noted courts are closed during the winter because leaving the nets up can cause early cracking.

He stated the Board of Recreation Commissioners has established rules for the pickleball courts and the next project will be to reline the tennis courts at Duck Pond Park for Pickleball use.

Mr. Jacobs provided a summary of the Division's Capital Budget. He noted the General Park Improvement Fund is used for unexpected repairs. Council noted they would like to see more fully inclusive playgrounds and Mr. Jacobs noted playground mulch currently being used is ADA compliant and he is hoping to incorporate a fully inclusive playground and bathroom in the next phase of renovations at Duck Pond Park. He stated he would also be looking into grants available for inclusive playgrounds. Mr. Jacobs answered Council's questions regarding path maintenance in various parks.

Mr. Jacobs reviewed WaterWorks' budget. Mr. Mauder noted this account is used for anything over the useful life of five years to keep it functional. Discussion ensued on a future Splash Park project.

Mr. Jacobs reviewed the Annual Park Development Program. He noted this account was used for the courts at Community Park and the courts at Hendrickson Drive. Mr. Jacobs stated this account will be used for Duck Pond Park renovations and for bringing in utilities from the road if needed. He said his goal is to move some events previously held at Community Park to Duck Pond Park. Mr. Jacobs stated the Township hires a private company to clean park bathrooms.

#### Department of Public Works

Mr. Esposito introduced himself as the Director of Public Works. He stated the Department of Public Works is comprised of three Divisions: Division of Facilities and Open Space, Division of

Sewer Maintenance, and Division of Streets and Roads. Mr. Esposito reviewed the 2024 accomplishments of the Department of Public Works including: the completion of brush and leaf

collection prior to the New Year, street sweeping of over 1,000 miles of roads, and trimming of over 200 street trees. He noted there are currently various projects involving improvements to sanitary sewers, maintaining parks, and special events.

Mr. Esposito reviewed the Department of Public Works budget. He noted the budget is flat. Mr. Esposito provided a breakdown of appropriations and revenues in the budget and explained internal and external transfers that have been made. Councilmember Weiss inquired about food waste recycling and if a program would be viable.

Mr. Mauder recommended the Snow Removal budget remain flat. He noted the Storm Recovery Trust Fund was set up years ago and expenses over the years fluctuate. Mr. Mauder stated any money not spent at the end of the year either move forward or is canceled and the money always goes back to either the fund or the account that it came from.

President Mandel asked questions regarding pre-treating for storms.

Mr. Esposito explained storage capacity of salt and cost. He noted salt is not pre-paid for and the Township keeps the salt storage facility full. Mr. Mauder assured the Storm Trust Fund is in good shape.

Mr. Esposito reviewed the Sewer Maintenance budget. He noted this budget is flat. He stated the Department of Public Works tries to be proactive monitoring repairs and communicating with the Engineering Department.

President Mandel noted her support for any automatic systems available for use to monitor flow rates to help with flow issues.

Mr. Esposito reviewed the following Capital projects in the budget:

Page 104, Turf Tank Field Liner. Mr. Esposito explained how the Turf Tank Field Liner works and noted it is very efficient.

Page 105, Hydraulic Post Pounder. Mr. Esposito noted their current post pounder is from 1970 and provided information on this equipment.

Page 107, Brush Cutter Attachment for Bobcat. Mr. Esposito provided an explanation about this equipment and noted Public Works does not currently have this equipment.

Page 108, one new Loader. Mr. Esposito noted the new loader will replace their current Loader used for brush and leaf collection. Mr. Mauder stated the Township sends the replaced loader to auction and the funds go back into the General Fund.

Page 109, two Pick Up Trucks, to replace two 2008 Pick Up Trucks. Mr. Mauder noted these trucks may be kept as spares.

Page 111, One New Dump/Salt Plow Truck, to replace a 2011 truck. He noted a potential Brine Truck purchase in 2027 and 2029.

Page 112, One New Mason Dump Truck, to replace a 2008 truck.

President Mandel asked for an update on the new Street Sweeper.

Mr. Esposito noted the new Street Sweeper is working well and new State legislation in 2026 will require the Township to street sweep the town three times a year.

Councilmember Gawas asked for an update on the One-Man Leaf Truck.

Mr. Esposito stated the truck has been a success with no issues. He also provided Council the current status of leaf and brush collection.

Page 117, Enclosed Landscape Trailer, for the Parks Division to replace a 2013 trailer.

Page 118, Public Works Facility General Improvements. Mr. Mauder explained this money set aside for maintenance.

Page 119, Public Works Site Complex, is a place holder for part of a six-year plan for the future.

Page 121, Sanitary Sewer Improvement Program, is for emergency repairs.

Page 122, Storm Sewer Improvements, is a place holder for emergency repairs.

Councilmember Geevers inquired about maintenance of the eight Township Pump Stations and one privately-owned Pump Station.

Mr. Esposito stated the privately-owned pump station is Village Grande. He explained the Township is the licensed operator and if the Township does repairs Village Grande reimburses the Township.

President Mandel thanked Mr. Esposito and noted Council appreciates the hard work of the Department of Public Works. She stated after the Clerk's Office there will be a half-hour lunch break.

Clerk's Office

Clerk, Elections, Council

Ms. Sheehan introduced herself as the Township Clerk and Ms. Godin as the Deputy Township Clerk. She noted the staff transition of the Clerk's Office in 2024 with the retirement of the Township Clerk, Ms. Huber, and addition of Ms. O'Connell as the Secretary to the Clerk's Office.

Ms. Sheehan highlighted the following office accomplishments: coordination of the Primary and General Elections which included a Public Question on the ballot; processing of 1,027 OPRA requests and new OPRA statutory requirements; 41 taxi licenses, 95 limo licenses, 20 solicitors, 47 raffle and bingo licenses, 17 liquor licenses and 46 landlord registrations, destruction of documents in accordance with the State's record retention schedule. She stated the Clerk's Office worked with Administration and Council to prepare for Council meetings which included 32 Council agendas, four Board of Health meetings and three budget meetings.

Ms. Sheehan stated the Clerk's Office will continue to work alongside the Board of Elections and the County to prepare for and execute the 2025 Primary and General Elections to include Municipal Elections for Mayor and two Council seats. She reported Ms. O'Connell will be starting the first class for the Registered Municipal Clerk certification program. Ms. Sheehan noted the Clerk's Office will seek ways to improve efficiency and

recycle office supplies and reduce paper. She stated again the Clerk's Office processed 1,027 OPRA requests which is a slight increase from last year.

Councilmember Gawas inquired about opportunities at the Township for student volunteers.

Mr. Mauder noted the Clerk's Office is flat and the Election and Council Budget is also flat. He reviewed the Clerk's Office one capital request for Laserfiche scanners and storage.

President Mandel called for a motion to recess at 11:42 p.m. for a 30-minute lunch recess: Geevers

Second: Gawas

All: Ayes

Meeting resumed at 12:15 p.m.

Department of Community Development

Division of Code Enforcement

Mr. Harris introduced himself as the Director of the Code Enforcement Division. He reported 2024 was the busiest year for the Code Enforcement Division. Mr. Harris stated the 2025 Operating budget for the Code Enforcement Division includes a slight increase and line items will remain flat except for the new inclusion of monies to cover the cost of the permitting program, SDL. He provided a brief description of the SDL program.

Mr. Mauder provided a brief explanation of the budget for the SDL permitting program.

Discussion ensued with Council regarding the SDL permitting program and Mr. Harris provided an overview of how the department currently utilizes the program.

Mr. Mauder reviewed the one capital request for vehicle replacement.

Division of Land Use

Mr. Surtees introduced himself as the Township Land Use Manager and Zoning Officer. He reviewed the responsibilities of the

Planning Board, Zoning Board and the Land Use Division. He noted according to State law New Jersey municipalities shall adopt their Housing Element Fair Share Plan by the end of June this year and the Township Council will need to endorse the Plan. He reviewed the Open Space Program and noted there is currently over 8,000 acres preserved in the Township.

Mr. Surtees noted for 2025 there is an increase in the Land Use Board budget, a reduction in Planning Board budget and an increase in the Zoning Board of Adjustment budget.

Mr. Mauder explained there is a line item for Planning Board legal fees and a separate line item for Affordable Housing litigation and he stated sufficient funds have been budgeted for potential litigation in these line item accounts.

President Mandel expressed the concern of Council for adequate money budgeted for affordable housing lawsuits.

Mr. Surtees stated he has consulted the Planning Board and Zoning Board Attorneys to determine the funds set aside for litigation are sufficient for this year. He reviewed the timeline for the Planning Board adoption of the Housing Element Fair Share Plan (HEFSP) and Council's endorsement of the HEFSP.

Council President Mandel and Councilmember Geevers requested Council be kept informed this year of the process and timeline.

Open Space Acquisition Plan, pg. 123. Mr. Surtees noted these costs are associated with any potential open space properties the Township has not preserved that is part of the Township's Planning Incentive Grant and part of the Open Space Recreation Plan Element in the Master Plan. He confirmed these would be soft costs such as appraisals and attorney fees and if these funds are not used they will go back into the Open Space trust Fund.

Mr. Surtees provided a presentation on the status of Township development. He reviewed the Development Activities Map of the Township that is currently on the Township website and noted it is updated with development status as needed. Mr. Surtees provided a history of development projects, the current status of development projects and the status of future development projects.

Division of Engineering

Mr. Guzik introduced himself as the Director of Community Development and as the Township Engineer. He also introduced Mr. Taylor as the Assistant Township Engineer. He briefly described the responsibilities of the Engineering Division.

Page 6, Operating Budget. Mr. Guzik stated this budget includes dues and seminars and the budget is flat.

Engineering Services. Mr. Guzik explained there are increase requests that include such items as photocopy expenses, training and education, and technical computer supplies.

Shade Tree Commission. Mr. Guzik noted this is a new budget request and includes the Arbor Day Celebration, expenses for Community Day and required conference and training for members.

Environmental Commission. Mr. Guzik noted this is a flat budget.

Page 20, Community Development, Engineering. Mr. Guzik stated a funding request for digital tax map conversion.

Page 21, Annual Bike Lane, Bikeway Extension Program. Mr. Guzik reviewed projects currently with design consultants as well as unsuccessful grant applications.

Page 23, Sidewalk Extension Program. Mr. Guzik noted an unsuccessful grant application and reviewed preliminary items affecting sidewalk programs such as private property, landscape buffers and easements.

Page 25, Cranbury Road Improvements, Phase 3. Mr. Guzik provided background information and reviewed project and improvements involved. He answered Council's questions on the status of timelines for the project and noted currently only conceptual plans exist and a detailed assessment is now needed.

Page 26, Annual Crosswalk Improvement Project. Mr. Guzik reviewed projects and provided status of current crosswalk improvements.

Page 28, Sidewalk Repair program for Street Trees. Mr. Guzik confirmed this budget is adequate for the projects planned to be completed.

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Page 30, Shade Tree Inventory. Mr. Guzik reviewed the NJDEP requirements under the Community Forestry Management Plan and mapping requirements.

President Mandel inquired about the Tree Replacement Program.

Mr. Guzik noted Engineering is aware of the trees that need to be replaced and explained replacement also depends on the planting season.

Page 31, Emergency Road and Drainage Repair Program. Mr. Guzik explained this budget is for unexpected projects as needed.

Page 32, Annual Road Improvement Program. Mr. Guzik reviewed this budget for residential roadways.

At 2:27 p.m. Motion to extend the clock to 3:00 p.m.: Weiss  
Second: Gawas  
All: Aye

Page 34, Annual Road Improvement Program for Collector Roads. Mr. Guzik explained this is used in concert with the New Jersey Department of Transportation Municipal Aid Program and funding will be used for improvements to Village Road West out to Quakerbridge Road.

Page 36, Vaughn Drive Extension. Mr. Guzik noted a portion of the funding has been consultant work and provided an update on the Dinky crossing.

Page 37, Signage and Striping Improvements. Mr. Guzik noted additional signage and striping needed.

Page 39, Grover's Mill Dam Inspection and Repairs. Mr. Guzik explained 2025 is a year for a regular inspection with an outside consultant and funds will be used for repairs if needed.

Page 43, Wallace Road Bus Garage Remediation. Mr. Guzik reviewed background information and the need for funding to allow the Parking Authority to proceed.

Page 44, Former Compost Facility now the West Windsor Parking Authority South Parking Lot. Mr. Guzik clarified Council's questions regarding the detention basin.

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Page 45, Annual Flood Abatement Program. Mr. Guzik stated this budget remains flat and noted various projects in the design phase.

Page 46, Emerald Ash Bore Management Program for Street Trees. Mr. Guzik provided background and explained why funding has gone down.

Mr. Mauder confirmed the Township has received all the funds from the State grant.

Page 47, Annual Utility Maintenance and Improvement Program. Mr. Guzik provided background information and noted this budget is also used for utility light expansion. He reviewed current projects in this program.

Page 48, Sewer Collection System and Pump Station Improvements. Mr. Guzik explained various current improvement needs.

Page 50, Watershed Improvement Plan and Storm Sewer System Mapping. Mr. Guzik explained 2025 is the third year of the infrastructure mapping required by the State. He provided the requirements of the infrastructure mapping program, the Watershed Improvement Plan requirement, a summary and timeline of NJDEP MS4 Stormwater Permit and the effect on future budgets.

At 2:58 p.m. Motion to extend the clock to 3:30 p.m.: Geevers  
Second: Gawas  
All: Aye

Page 51, Street Tree Replacement Planting Program. Mr. Guzik noted residents can contact Engineering with any questions.

Landscape Improvements, Municipal Complex. Mr. Mauder reported landscaping can be addressed once litigation is resolved.

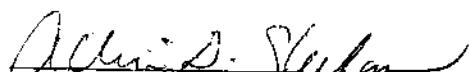
Public Comment

Ms. Anne Clifton, 18 Galston Drive, on behalf of the West Windsor Bicycle and Pedestrian Alliance, thanked Administration for requesting crosswalk improvements in the budget.

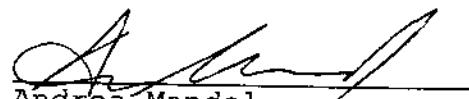
ADJOURNMENT

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

The meeting was adjourned at 3:06 p.m.



Allison D. Sheehan  
Township Clerk  
West Windsor Township



Andrea Mandel  
Council President  
West Windsor Township