

APPROVED AS AMENDED: January 15, 2026

WEST WINDSOR TOWNSHIP COUNCIL
BUDGET MEETING #2
March 11, 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.

Department of Health and Human Services

Division of Health

Ms. Swanson introduced herself as the Health Officer. She stated the Division of Health provides essential services that are State mandated and they also provide services for two additional communities, Robbinsville Township and Hightstown through shared services agreements. She noted she had distributed the annual report both on the website and to Council and she briefly went over the 2024 accomplishments. Ms. Swanson stated the Division of Health continued to receive Federal and State funding for services. She also noted the Division of Health continued to work with partners such as Penn Medicine Princeton and greater Mercer Public Health Partnership doing Community Health improvement planning.

Ms. Swanson reported for 2025 the Division of Health is currently working on a local risk communication plan with the County and State. She stated they are focusing on leadership training for the Health Division inspection team and public health nurse. Ms. Swanson stated they are also currently having their Block and Lot files transferred to Laserfiche.

Ms. Swanson reported the Division of Health budget is flat. She provided a brief review of grant funding and projection of funding from grants for 2025 and 2026.

Ms. Swanson stated staff has transitioned from pandemic demands into health education and outreach and they continue to utilize the website and e-bulletin blasts.

Councilmember Gawas suggested the Division of Health utilize the school district's Friday newsletter as another option for community outreach.

A brief discussion ensued with Council and Ms. Swanson on vaccinations and travel.

Councilmember Weiss inquired about community engagement plans for the Division of Health.

Ms. Swanson noted the Division of Health has a diverse outreach team currently working on a risk communication plan. She stated the outreach team meets weekly and the Division of Health continues to participate in annual Community Events as well as events initiated by various community groups.

Discussion ensued with Council and Ms. Swanson on public health emergencies. Ms. Swanson noted Nixle is the most effective means of communication in an emergency. She noted the Division of Health has done programs on mental health as well.

Mr. Mauder briefly reviewed the operating expenses for the Division of Health and noted the salary and wages remain the same and the request for operating expenses has decreased. He noted this decrease is due to the hiring of a consultant.

Mr. Mauder reviewed the Capital budget for the Division of Health which includes the future purchase of an electric vehicle.

Division of Senior and Social Services

Ms. Ball introduced herself as the Manager of the Senior Center. She provided information on the Senior Center and reviewed accomplishments in 2024 including:

- Provided more classes virtually and in person
- Working on hybrid technology
- Provided AARP Programs
- Continued offering surveys for feedback
- Quarterly Newsletters and monthly e-bulletin blasts
- Email, website and mail communications

Mr. Mauder provided an update on the Senior Center bus service

President Mandel inquired on increasing outreach in the community about Senior Center services.

Ms. Ball noted this could be discussed with the Senior Center Advisory Council and she explained the function of this Council.

Councilmember Weiss inquired on evening use of the Senior Center large activity room for outside groups.

Ms. Giblin noted this would require additional resources and staffing.

Ms. Ball stated the Division of Senior and Social Services budget is flat.

Mr. Mauder noted there is a \$20,000 Senior Center Trust Fund that can only be spent at the Senior Center.

Mr. Mauder reviewed the Division of Senior and Social Services Capital requests including general improvements for building maintenance

Department of Public Safety

Mayor Marathe joined the meeting.

Division of Fire and Emergency Services

Chief Lynch introduced himself as the Chief of the Division Fire & Emergency Services and the Fire Marshall for West Windsor Township. He reviewed the responsibilities of the Division

Chief Lynch provided the accomplishments of 2024:

- Implemented a new schedule and operating time frame per the Firefighters Union negotiated contract.
- New hires included three (3) part-time fire inspectors and EMTs only.
- Conducted over 75 fit tests for Township volunteers.
- Participated in new recruitment and hiring process by partnering with multiple other fire departments.
- Oversaw the Take Your Child to Work Day program.
- Installed key control devices for all the knox boxes on firetrucks.

- Purchase of new radio equipment.
- New shared services agreement for hazardous materials response program.

Chief Lynch briefly reviewed the conditions of the Hazardous Material Shared Services Agreement with the County and answered Council's questions.

Councilmember Geevers expressed concern for ambulance availability for West Windsor residents.

Chief Lynch explained the County Mutual Aid System and answered Council's questions.

Chief Lynch noted the operating budget for Firecode remains flat. He reviewed the EMS budget and noted an increase in costs for conferences, seminars as well as physical and medical costs.

Chief Lynch reviewed the following Capital budget items under Public Safety:

- Replacement of AEDs
- Communications Equipment and Radios
- Firehose, Nozzle and Equipment Replacement
- Personal Protective Equipment (PPE) for Firefighters: Council requested an increase in Capital for PPE and requested Chief Lynch provide more information on need for increase in funding.
- Decon-45 Unit
- Mobile Data Terminals and Automatic Vehicle Locators
- Replacement of Engine 45
- General Improvements for Princeton Junction Firehouse
- Fire & EMS Parking Lot Resurfacing

Police Division

Chief Garofalo introduced himself as the Chief of Police and Lt. Loretucci introduced himself. Chief Garofalo reviewed the Police Division's accomplishments for 2024:

- Responded to over 35,000 calls for service.
- Handled over 1,400 motor vehicle accidents..
- Conducted nearly 6,000 car stops, radar enforcements and selective enforcements.
- Successful 24/7 on call Drone Unit
- K9 Program success
- Bomb Protection Unit
- Task Force and tactical team utilization

- Class III Officer Program
- Community and Mental Health Initiatives
- Community Caretaking and working towards expanding the program in 2025 to include telemed.
- Social Outreach on social media and working on a YouTube podcast for local issues.
- Pedestrian Safety and Violations Education
- Technology use and expansion for speeding enforcement.
- Website expansion

Chief Garofalo reviewed the Police Division's Operating Expenses including:

- Dues for licensing fees
- Equipment Maintenance and Office Furniture which is also in the IT Budget
- Physical and Medical Exam fees
- Printing costs
- Training and Educational
- Uniform Cleaning
- Vehicle Repairs
- Office Supplies
- Technical and Specialized Supplies
- Uniform costs
- Vehicles
- Animal Control Services

Lt. Loretucci reviewed the following Capital budget items for the Police Division:

- Technology
- Software
- Security System Upgrade Project
- DWI and DB Interview Rooms Axon System
- Multi-Task and Surveillance Solution
- Virtual Equipment

- ATV EOC Vehicle Police Package Responder
- Replacement of Firearms and Related Equipment
- Replacement of Portable Radios
- Replacement of Emergency Equipment for Patrol Vehicles
- MDT (Mobile Data Terminal) Replacement
- UAS (Un-manned Aircraft System) Program

- General Improvements

Mayor Marathe left the meeting at 12:39 p.m.

President Mandel called for a motion to recess at 12:55 p.m. for a 30-minute lunch recess: Geevers

Second: Gawas

All: Ayes

Meeting resumed at 1:30 p.m.

Department of Administration

Ms. Giblin introduced herself as Special Assistant to Administration. She reviewed the 2024 accomplishments of Administration including:

- Collaborated and supported Department Heads and Division Managers.
- Supervised the functions of Buildings and Grounds, Human Resources, Purchasing and served as the Director of the Department of Human Services, Divisions of Health, Recreation and Parks and Senior and Social Services.
- Added additional staff in Human Resources to assist in various Human Resource duties.
- Oversaw education and learning opportunities for Departments and approved tuition reimbursement requests.
- Executed the 2024 Operating and Capital Budgets with Finance Division.
- S&P Global Ratings Report affirmed long-term rating for AAA.
- Coordinated weekly with the Clerk's Office on agenda packets.
- Worked with Buildings & Grounds and IT to maintain and improve the Township's Municipal Network Infrastructure and certifications.
- Coordinated and managed the approval process for special event requests including working with Mercer County Park.
- In coordination with the Finance Division, consulted and helped implement a new payroll system.
- The Business Administrator served as the Secretary and Treasurer to the Mid-Jersey JIF.
- Collaborated with IT on the future development of the Township website.
- Assisted the West Windsor Parking Authority with proposed facility and grounds improvements at the Wallace Road Bus Garage Site and their Stormwater Management Plan.

- Filed appropriate paperwork for Township's compliance with its Third Round Affordable Housing Obligation and began the process of determining the Fourth Round Affordable Housing Obligation.

Ms. Giblin reviewed the 2025 goals of Administration including:

- Continue implementing goals and objectives for Departments
- Continue education for Administration staff including the Certified Public Manager Program and Masters Program in Public Administration.
- Continue to expand the new Payroll System with additional modules.
- Assist IT with implementation of the Township website.
- Execute the 2025 Operating and Capital Budgets.
- Continue to work with the Clerk's Office on agenda packets.
- Continue to work with Departments on continuity of operations plans.
- Update the process for approving special events requests.
- Continue to oversee and assist with Township Affordable Housing Obligation.
- Monitor proposed County road improvements.
- Securing the executed Access Agreement with West Windsor Fire Station Volunteer Fire Company to replace the sprinkler system.
- Continue to support the Historical Society of West Windsor
- Continue to Maintain communications and support efforts of the West Windsor Bicycle and Pedestrian Alliance and Friends of West Windsor Open Space.
- Continued to maintain the Municipal Network infrastructure for the requirements of the MEL Cyber JIF.

President Mandel suggested the new website have clear procedures and pricing with an automated option for renting space at the Township's parks.

Ms. Giblin provided an update on the development of the new Township website.

Mayor Marathe asked Council to provide ideas for the new website. He asked Ms. Giblin to forward Council the list of Township websites the company has worked on.

President Mandel asked Council to provide their ideas and Council can have a discussion at their next Council meeting.

Mr. Mauder reviewed Administration operating expenses noting a slight increase from last year. He stated there are no Capital requests for Administration.

Ms. Giblin left the meeting at 2:00 p.m.

Tax Assessment

Ms. Jones introduced herself as the Tax Assessor. She reviewed the 2024 accomplishments including:

- Managed the Township's ratio.
- Managed tax appeals.
- Managed the increase of development.
- Trained a new Clerical Assistant.

Ms. Jones stated her 2025 goals are a continuation of the same accomplishments. She noted she anticipates a mandated revaluation of the Township in approximately three years. Ms. Jones noted there will be very large added assessments in 2025 and 2026.

Mr. Mauder notes the budget for Tax Assessment is flat and there are no Capital requests.

Tax Collector

Ms. Montecinos introduced herself as the Tax Collector. She reported in 2024 the collection was 99.5%.

Ms. Montecinos noted 2024 accomplishments and 2025 goals including:

- The first phase of the tax software was completed and residents now have the option to store their banking information online to make their tax payments.
- In the 2024 tax sale there were no properties that were struck to the municipality.
- Focused on education for Senior Citizens on procedures for property tax reimbursement.

Mr. Mauder noted the Tax Collector's budget will remain flat.

President Mandel called for a motion to extend the clock to 3:30 p.m.: Geever
Second: Gawas
All: Ayes

Building and Grounds

Mr. Aronson introduced himself as the Facilities Maintenance Manager for the Township. He noted he oversees the buildings and grounds as well as supervises the network and IT staff. He introduces Mr. Joshi, Network and System Engineer for the Township Municipal network. He reviewed his responsibilities and 2024 accomplishments including:

- Completion of the installation of the emergency generator for the Health Department.
- Completion of the electronic digital message center at the corner of Clarksville Rd. and North Post Rd.
- Completion of the metal roof installation at the Red Barn at the historic Schenk Farmstead.
- Completion of the Schenk Farmstead Conditions Assessment in conjunction with the historic preservation architect.
- Installed two EV chargers in the Municipal Complex for Township vehicles.
- Completed Sprinkler System analysis for the Princeton Junction Volunteer Fire Station.
- Near end completion of the roof replacement project at the West Windsor Arts Center and the Fire & EMS facility and Police Division facilities.
- Received \$630,000 grant from the New Jersey Board of Public Utilities under the Direct Energy Replacement Program for the HVAC Replacement Program for the Police and Court facilities.
- Completed replacement of the ADA mobility lift at the West Windsor Arts Center.
- Initiated the new website design.
- Completed replacement of computer upgrades associated with Windows 10 operating support ending in October.

Mr. Mauder clarified the Township is paying on a Microsoft subscription service.

Mr. Aronson noted his 2025 goals are to complete the computer upgrades as well as replace the off-site disaster recovery equipment.

Mr. Aronson noted under his operating budget there is an increase in service and maintenance contracts.

Mr. Aronson reviewed Capital budget items including:

- Network, Computer, Printer, Scanner, Software replacement and Upgrades

- Pickup Truck: It was noted by Council to possibly hold this item to another year; revisit in Budget Session #3
- General Improvements
- Fire Sprinkler System and Kitchen Chemical Suppression System for Station Fire 45
- Princeton Junction Volunteer Fire Station 44 Sprinkler System Replacement
- Security System Upgrade Projects for Various Municipal Buildings
- West Windsor Arts Center General Improvements
- Sprinkler System Replacement for Senior Center
- Schenk Historical Farmstead General Improvements

Public Comment

Mr. John Church, 11 Princeton Place, thanked Council and expressed his concerns on deer issues.

CLOSED SESSION

Motion to go into closed session: Gawas
Second: Weiss

Ms. Sheehan read the closed session resolution into the record:

Whereas, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

Whereas, the Township Council of West Windsor Township has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public; and

Whereas, the regular meeting of this Township Council will reconvene; and

Whereas, the below stated subject matter shall be made available at such time as the issues discussed therein are resolved and its disclosure would not subvert any particular exception for convening a closed session.

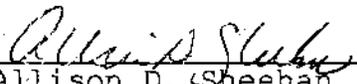
Now, therefore, be it resolved that the Township Council of the Township of West Windsor will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12: For the discussion of Personnel.

Meeting reconvened at: 3:25 p.m.

ADJOURNMENT

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

The meeting was adjourned at 3:26 p.m.


Allison D. Sheehan
Township Clerk
West Windsor Township


Andrea Mandel
Council President
West Windsor Township