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AGENDA FOR A BUSINESS SESSION MEETING  
OF THE TOWNSHIP COUNCIL OF WEST WINDSOR TOWNSHIP  
WEST WINDSOR MUNICIPAL BUILDING  
271 CLARKSVILLE ROAD  
TO THE EXTENT KNOWN

August 11, 2025

Will Start After the Close of the Board of Health Meeting

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice - January 17, 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.
4. Salute to the Flag
5. Ceremonial Matters and/or Topics for Priority Consideration
6. Public Comment: (30 minutes comment period; 3-minute limit per person)
7. Administration Comments
8. Council Member Comments
9. Chair/Clerk Comments
10. Public Hearings

2025-10 BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS IN AND BY THE TOWNSHIP OF WEST WINDSOR, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$11,579,982 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$10,561,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF.

2025-11 CAPITAL IMPROVEMENT ORDINANCE PROVIDING FOR  
VARIOUS CAPITAL IMPROVEMENTS AND OTHER RELATED  
EXPENSES IN OR FOR THE TOWNSHIP OF WEST WINDSOR,  
COUNTY OF MERCER, STATE OF NEW JERSEY  
APPROPRIATING THE AMOUNT OF \$455,000.00

11. Consent Agenda

A. Resolutions

B. Minutes

April 7, 2025- Business Session - As Amended  
April 21, 2025 - Business Session - As Amended

C. Bills & Claims

12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

2025-R162 Authorizing the Appointment of Jill Raday as a  
Member of the Shade Tree Commission with a Term  
to Expire on January 14, 2027

2025-R163 Insertion of the State of New Jersey  
Strengthening Local Public Health Capacity Grant  
2026 in the 2025 Budget

2025-R164 Establishing the 2025 Sewer Rate

2025-R165 Approving the Extension of the Grace Period for  
the 2025 2<sup>nd</sup> half Sewer Rent Bills

2025-R166 Approving the Extension of the Grace Period for  
the 2025 3<sup>rd</sup> Quarter Taxes

2025-R167 Authorizing the Mayor and Clerk to Execute the  
Reimbursement Agreement with Village Grande at  
Bear Creek Homeowners Association for Trash and  
Recycling Collection and Disposal and Snow  
Removal Costs for 2024

2025-R168 Authorizing the Mayor and Clerk to Execute the  
Reimbursement Agreement with AvalonWatch  
Communities, Inc. for Solid Waste Collection  
Costs for Calendar Year 2023

- 2025-R169 Authorizing the Mayor and Clerk to Execute the Reimbursement Agreement with Colonnade Point Condominium Association for Trash and Recycling Collection and Disposal and Snow Removal Costs for 2023
- 2025-R170 Authorizing the Mayor and Clerk to Execute the Reimbursement Agreement with Colonnade Point Condominium Association for Trash and Recycling Collection and Disposal and Snow Removal Costs for 2024
- 2025-R171 Authorizing the Mayor and Clerk to Execute the Reimbursement Agreement with The Mews @ Princeton Junction for Solid Waste Collection Costs for 2023
- 2025-R172 Authorizing the Mayor and Clerk to Execute the Reimbursement Agreement with The Mews @ Princeton Junction Toll Brothers Apartment Living for Solid Waste Collection Costs for January 1st through April 30th 2024
- 2025-R173 Authorizing the Mayor and Clerk to Execute the Reimbursement Agreement with The Mews @ Princeton Junction Living Residential for Solid Waste Collection Costs for May 1st through December 31st 2024
- 2025-R174 Authorizing the Mayor and Clerk to Execute the Reimbursement Agreement with Windsor Ponds Homeowners Association for Trash and Recycling Collection and Disposal and Snow Removal Costs for 2024
- 2025-R175 Authorizing the Sale of a New Plenary Retail Consumption License for the Sale of Alcoholic Beverages as Per the Procedures Set Forth in N.J.S.A 33:1-19.3 et seq.
- 2025-R176 Authorizing the Extension of Plenary Retail Consumption License issued to OTB Acquisition of New Jersey, LLC to OTB Hospitality, LLC
- 2025-R177 Authorizing the Release of Inspection Escrow Balance for the Project Known as Marks' Trackside Sewer (SS97-02)

2025-R178 Authorizing the Business Administrator to Purchase Network, Computer and Printer Replacements, and Furniture and Equipment for the Emergency Operations Center from SHI International Corp., Under the New Jersey Cooperative Purchasing Alliance. Contract #CK04, Subcontract 24-38 with the County of Bergen - \$16,528.44

2025-R179 Authorizing the Mayor and Clerk to execute an Affordable Housing Agreement with Homefront

14. Introduction of Ordinances

2025-12 AN ORDINANCE TO AMEND AND SUPPLEMENT THE CODE OF THE TOWNSHIP OF WEST WINDSOR (1999), AMENDING PART II, CHAPTER 82 (FEES), BY MODIFYING PROVISIONS WITH REPSECT TO MISCELLANEOUS LICENSES, FEES AND PERMITS

Public Hearing: August 25, 2025

2025-13 AN ORDINANCE TO AMEND AND SUPPLEMENT THE CODE OF THE TOWNSHIP OF WEST WINDSOR (1999), AMENDING PART II, CHAPTER 82 (FEES), BY MODIFYING PROVISIONS WITH REPSECT TO ESCROW DEPOSITS, APPLICATION FEES AND INSPECTION FEES

Public Hearing: August 25, 2025

15. Additional Public Comment (15 minutes comment period; three-minute limit per person)

16. Council Reports/Discussion/New Business

17. Administration Updates

18. Closed Session

19. Adjournment

**REQUEST FOR COUNCIL ACTION**

Date of Request: June 30, 2025

Initiated By: John V. Mauder Division/Department: Administration

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Bond Ordinance providing for various capital improvements of the Township of West Windsor, appropriating the aggregate amount of \$11,579,982.00, authorizing the issuance of \$10,561,000.00 in bonds and notes.

**SOURCE OF FUNDING:**

Capital – Down Payment and Debt Authorized

**CONTRACT AMOUNT:**

N/A

**CONTRACT LENGTH:**

N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Ordinance Summary

S:\AGENDA INBOX (file name) 2025 General Improvement Bond Ordinance

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

John V. Mauder  
Department/Division Head Date

APPROVED FOR AGENDA OF: July 14, 2025

By: Marlena A. Schmid 07/07/2025  
Marlena Schmid, Business Administrator

**\*\* PLEASE NOTE \*\* DEADLINE FOR SUBMISSION TO THE CLERK'S OFFICE FOR REVIEW AND APPROVAL BY THE BUSINESS ADMINISTRATOR IS 10:00 A.M. ON THE FRIDAY ONE WEEK PRECEDING THE COUNCIL MEETING.**

MEETING DATE: 7/14/25 Ordinance # 2025-10 Resolution # 1

Council Action Taken:

June 27, 2025

John V. Mauder  
Chief Financial Officer  
Township of West Windsor  
271 Clarksville Road  
West Windsor, NJ 08550

**Re: \$11,579,982/\$10,561,000 Bond Ordinance**

Dear John:

In accordance with your request, I have prepared and enclose herewith a form of bond ordinance providing for various capital improvements. The bond ordinance should be adopted in accordance with the usual procedure set forth below for your convenience.

The electronic Supplemental Debt Statement should be prepared on the date of introduction of the bond ordinance and sent to the Clerk on that same date. The Supplemental Debt Statement should also be filed electronically with the Division of Local Government Services prior to final adoption of the bond ordinance. Please retain a copy of the electronic receipt sent to you by the Division of Local Government Services, as we will need a copy for our records. In order to comply with the capital budget regulations, the bond ordinance contains a provision amending the capital budget to the extent of any inconsistency with the bond ordinance and it should be sent to Trenton and filed along with the resolution of the governing body in the form required by the Local Finance Board showing the details of the amended capital budget. It will not be necessary to publish the resolution.

The bond ordinance may be introduced and read by title only and adopted by a majority of the members of the governing body present, assuming a quorum. After introduction, the Notice of Pending Bond Ordinance and Summary must be published in the local newspaper, a form of which I have enclosed for your use. Also, the bond ordinance should be posted on the bulletin board customarily used for notices, together with the Notice of Pending Bond Ordinance and Summary, and copies of the bond ordinance should be made available to anyone who requests them of the Clerk after introduction.

The bond ordinance can be considered for final adoption not less than ten days after introduction and not less than seven days after the publication of the Notice of Pending Bond Ordinance and Summary. If the bond ordinance has been posted and copies made available as indicated above, the bond ordinance can be read at the second hearing by title only. If the bond ordinance posting procedure has not been followed, the bond ordinance must be read in full at the second hearing. After the bond ordinance is read for the second time, the governing body should hold a public hearing and should give all members of the public a chance to be heard on the bond ordinance. After the public hearing, the bond ordinance can be finally adopted by the affirmative vote of not less than

two-thirds of the full membership of the governing body. After final adoption, the Bond Ordinance Statement and Summary must be published, a copy of which I have enclosed for your use. Note that if the approval of an officer is required to make the bond ordinance effective, the bond ordinance must be approved by that officer, or passed over veto, before it is published after final adoption.

After the bond ordinance is finally adopted, it will be necessary for us to establish a record of proceedings documenting the proper adoption of the bond ordinance. In order to do this, we will need one completely executed set of the documents enumerated on the attached checklist. By copy of this letter, I am sending the Clerk a copy of the checklist along with a copy of the bond ordinance. With the exception of the Affidavits of Publication, I am also sending the Clerk the necessary certificates to be completed, executed and returned to us along with the necessary attachments to provide us with this documentation. It should be noted that the Clerk's Certificate must be executed no sooner than 21 days following the final publication in order to attest that there has been no protest within the statutory twenty-day protest period.

If you or the Clerk have any questions about the form of the bond ordinance, the adoption procedure or the form of the certificates, please call me.

Thank you for this opportunity to have been of assistance.

Very truly yours,

*Matt*

Matthew D. Jessup, Esq.

Enclosures

cc: Allison D. Sheehan, Clerk, w/encl.  
Michael W. Herbert, Esq., w/encl.  
Robert Swisher, CPA, w/encl.

Ordinance 2025-10

BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS IN AND BY THE TOWNSHIP OF WEST WINDSOR, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$11,579,982 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$10,561,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF.

BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WEST WINDSOR, IN THE COUNTY OF MERCER, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The several improvements described in Section 3 of this bond ordinance are hereby respectively authorized to be undertaken by the Township of West Windsor, in the County of Mercer, New Jersey (the "Township") as general improvements. For the several improvements or purposes described in Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriation made for each improvement or purpose, such sums amounting in the aggregate to \$11,579,982, including a \$490,932 grant expected to be received from the State of New Jersey Department of Transportation for the Village Road West (Western End) II improvements described in Section 3(D)(4) hereof (the "State Grant") and further including the aggregate sum of \$528,050 as the several down payments for the improvements or purposes required by the Local Bond Law. The down payments have been made available by virtue



of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the several improvements or purposes not covered by application of the several down payments and in anticipation of receipt of the State Grant, negotiable bonds are hereby authorized to be issued in the principal amount of \$10,561,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. The several improvements hereby authorized and the several purposes for which the bonds are to be issued, the estimated cost of each improvement and the appropriation therefor, the estimated maximum amount of bonds or notes to be issued for each improvement and the period of usefulness of each improvement are as follows:

<u>Purpose</u>	<u>Appropriation and Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds or Notes</u>	<u>Period of Usefulness</u>
<b>A) ADMINISTRATION</b>			
1) <u>Acquisition of Equipment</u> Network, computer, printer and scanner replacement and/or upgrades and copier machine replacement, including all related costs and expenditures incidental thereto.	\$252,000	\$240,000	5 years
2) <u>Acquisition of Vehicles</u> Replacement of pick-up truck, including all related costs and expenditures incidental thereto.	\$42,000	\$40,000	5 years

<u>Purpose</u>	<u>Appropriation and Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds or Notes</u>	<u>Period of Usefulness</u>
<u>3) Municipal Facilities and Related Improvements</u> Improvements to the Municipal Administration Building, including all work and materials necessary therefor and incidental thereto.	\$25,200	\$24,000	15 years
<u>4) Municipal Facilities and Related Improvements</u> Improvements to the Fire and Emergency Services Station 45 – Fire Sprinkler and Kitchen Chemical Suppression System and the Fire and Emergency Services Station 44 Sprinkler System, including all work and materials necessary therefor and incidental thereto.	\$577,500	\$550,000	10 years
<u>5) Municipal Facilities and Related Improvements</u> Security system upgrades for various municipal buildings, including all work and materials necessary therefor and incidental thereto.	\$10,500	\$10,000	10 years
<u>6) Municipal Facilities and Related Improvements</u> Improvements to the Arts Council Building, including all work and materials necessary therefor and incidental thereto.	\$57,750	\$55,000	10 years
<u>7) Municipal Facilities and Related Improvements</u> Sprinkler system replacement at the Senior Center Building, including all work and materials necessary therefor and incidental thereto.	\$278,250	\$265,000	15 years
<u>8) Municipal Facilities and Related Improvements</u> Improvements to Schenck Historical Farmstead, including all work and materials necessary therefor and incidental thereto.	\$57,750	\$55,000	15 years

<u>Purpose</u>	<u>Appropriation and Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds or Notes</u>	<u>Period of Usefulness</u>
<b>9) <u>Municipal Facilities and Related Improvements</u></b> Princeton Junction Fire Station infrastructure improvements, including all work and materials necessary therefor and incidental thereto.	\$50,400	\$48,000	10 years
<b>B) MUNICIPAL CLERK</b>  <u>Acquisition of Equipment</u> Acquisition of program scanners, including all related costs and expenditures incidental thereto.	\$15,750	\$15,000	5 years
<b>C) COMMUNITY DEVELOPMENT – CODE ENFORCEMENT</b>  <u>Acquisition of Equipment – Vehicular</u> Acquisition of a four-wheel drive vehicle, including all related costs and expenditures incidental thereto.	\$48,300	\$46,000	5 years
<b>D) COMMUNITY DEVELOPMENT – ENGINEERING</b>  <u>Acquisition of Equipment</u> 1) Undertaking of digital tax map conversion, including all work and materials necessary therefor and incidental thereto.	\$204,750	\$195,000	10 years
2) <u>Bicycle and Pedestrian Improvements</u> The Bike Lane Extension Program, the Sidewalk Extension Program, the Cranbury Road Sidewalk Improvements Phase III, the Crosswalk Improvement Program, sidewalk repairs - street trees and street tree inventory, all as shown on a list on file in the office of the Clerk, which list is hereby incorporated by reference, including all work and materials necessary therefor and incidental thereto.	\$945,000	\$900,000	10 years

<u>Purpose</u>	<u>Appropriation and Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds or Notes</u>	<u>Period of Usefulness</u>
<u>3) Drainage Improvements</u> Emergency road and drainage repairs, all as shown on a list on file in the office of the Clerk, which list is hereby incorporated by reference, including all work and materials necessary therefor and incidental thereto.	\$50,400	\$48,000	20 years
<u>4) Roadway Improvements</u> The Annual Residential Road Improvement Program, the Annual Road Improvement Program – Collector Roads, Vaughn Drive extension and *Village Road West (Western End) II, all as shown on a list on file in the office of the Clerk, which list is hereby incorporated by reference, including all work and materials necessary therefor and incidental thereto.	\$2,769,432 (*includes the State Grant)	\$2,170,000	10 years
<u>5) Traffic Safety Improvements - Hazard Mitigation &amp; Other Improvements</u> Signage and striping improvements, Grover's Mill Dam inspection and repairs, the Wallace Road Bus Garage Remediation Program, compost facility remediation, the Annual Flood Abatement Program, the Emerald Ash Borer Management Program - street trees and the Annual Utility Maintenance and Improvement Program, including all work and materials necessary therefor and incidental thereto.	\$483,000	\$460,000	10 years
<u>6) Municipal Facilities and Related Improvements-Sewer</u> Sewer extension and pump station improvements, the Watershed Improvement Plan and storm sewer system mapping, including all work and materials necessary therefor and incidental thereto.	\$2,782,500	\$2,650,000	20 years

<u>Purpose</u>	<u>Appropriation and Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds or Notes</u>	<u>Period of Usefulness</u>
<b>E) COMMUNITY DEVELOPMENT – LAND USE</b>			
<u>Municipal Properties Improvements</u> The Street Tree Planting Program, including all work and materials necessary therefor and incidental thereto.	\$25,200	\$24,000	10 years
<b>F) HEALTH, HUMAN SERVICES AND RECREATION</b>			
1) <u>Acquisition of Equipment - Vehicles</u> Acquisition of a four-wheel drive vehicle, including all related costs and expenditures incidental thereto.	\$60,900	\$58,000	5 years
2) <u>Municipal Park Improvements</u> Park improvements, all as shown on a list on file in the office of the Clerk, which list is hereby incorporated by reference, including all work and materials necessary therefor and incidental thereto.	\$25,200	\$24,000	15 years
3) <u>Municipal Facilities and Related Improvements</u> Improvements to the Senior Center, including all work and materials necessary therefor and incidental thereto.	\$25,200	\$24,000	10 years
<b>G) PUBLIC SAFETY – FIRE &amp; EMERGENCY SERVICES</b>			
1) <u>Acquisition of Equipment</u> Replacement of automatic external defibrillators and communication equipment and radio updates, including all related costs and expenditures incidental thereto.	\$86,100	\$82,000	10 years

<u>Purpose</u>	<u>Appropriation and Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds or Notes</u>	<u>Period of Usefulness</u>
<b>2) <u>Acquisition of Equipment – Non Vehicular</u></b> Acquisition of fire hoses, nozzles and equipment, personal protective equipment for firefighters, a mobile data terminal and automatic vehicle locators, including all related costs and expenditures incidental thereto.	\$252,000	\$240,000	10 years
<b>3) <u>Municipal Facilities and Related Improvements</u></b> Building and general improvements to the Princeton Junction Firehouse, including all work and materials necessary therefor and incidental thereto.	\$25,200	\$24,000	15 years
<b>4) <u>Municipal Facilities and Related Improvements</u></b> Building and general improvements to the Fire and Emergency Services Facility, including all work and materials necessary therefor and incidental thereto.	\$25,200	\$24,000	15 years
<b>5) <u>Municipal Facilities and Related Improvements</u></b> Building and general improvements to the Fire and Emergency Services Facility, including parking lot resurfacing and dumpster improvements, and further including all work and materials necessary therefor and incidental thereto.	\$403,200	\$384,000	15 years
<b>H) PUBLIC SAFETY – POLICE</b>  <b>1) <u>Acquisition of Equipment – Office/Computer</u></b> Technology and computer replacement, software replacement, the Security Systems Upgrade Project, DWI and DB interview rooms Axon System, multi-task and surveillance solution upgrades and virtual environment, including all related costs and expenditures incidental thereto.	\$351,750	\$335,000	5 years

<u>Purpose</u>	<u>Appropriation and Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds or Notes</u>	<u>Period of Usefulness</u>
2) <u>Acquisition of Equipment – Vehicular</u> Acquisition of a four-wheel drive vehicle and an all-terrain vehicle police package responder, including all related costs and expenditures incidental thereto.	\$165,900	\$158,000	5 years
3) <u>Acquisition of Equipment – Non Vehicular</u> Acquisition of firearms, portable radios, emergency equipment for patrol vehicles, mobile data terminals and an unmanned aircraft system program, including all related costs and expenditures incidental thereto.	\$152,250	\$145,000	10 years
4) <u>Municipal Facilities and Related Improvements</u> Improvements to the Municipal Police/Court Building, including all work and materials necessary therefor and incidental thereto.	\$30,450	\$29,000	15 years
<b>I) PUBLIC WORKS</b>			
1) <u>Acquisition of Equipment – Non Vehicular</u> Acquisition of turf tank field liner, a hydraulic post pounder and a brush cutter attachment, including all related costs and expenditures incidental thereto.	\$79,800	\$76,000	5 years
2) <u>Acquisition of Equipment – Vehicular</u> Acquisition of loaders, trucks, dump trucks, a mason dump truck and enclosed landscape trailers, including all related costs and expenditures incidental thereto.	\$824,250	\$785,000	5 years
3) <u>Municipal Facilities and Related Improvements</u> Building and general improvements to the Municipal Public Works Complex, including all work and materials necessary therefor and incidental thereto.	\$25,200	\$24,000	15 years

<u>Purpose</u>	<u>Appropriation and Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds or Notes</u>	<u>Period of Usefulness</u>
<b>4) <u>Municipal Facilities and Related Improvements – Sewer</u></b> Sanitary sewer system improvements and storm sewer improvements for Public Works, including all work and materials necessary therefor and incidental thereto.	\$270,900	\$258,000	40 years
<b>J) RECREATION – SWIM POOL</b>  <u>Swim Pool Complex</u> Improvements to the swim pool complex – water works, including all related costs and expenditures incidental thereto.	\$100,800	\$96,000	15 years
<b>TOTALS:</b>	<b>\$11,579,982</b>	<b>\$10,561,000</b>	

The excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefor, as above stated, is the amount of the down payment or the State Grant, as applicable, for each purpose.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date, unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation



notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law or other applicable law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Township hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Township is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvements or purposes described in Section 3 of this bond ordinance are not current expenses. They are all improvements or purposes that the Township may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The average period of usefulness, computed on the basis of the respective amounts of obligations authorized for each purpose and the reasonable life thereof within the limitations of the Local Bond Law, is 12.90 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$10,561,000, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$1,000,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purposes or improvements.

Section 7. The Township hereby declares the intent of the Township to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes or improvements described in Section 3 of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of the Treasury Regulations.

Section 8. Any grant moneys received for the purposes or improvements described in Section 3 hereof shall be applied either to direct payment of the cost of the improvements or, if other than the State Grant referred to in Section 1 hereof, to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations

authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Township is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Township and to execute such disclosure document on behalf of the Township. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Township pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Township and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Township fails to comply with its undertaking, the Township shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy *ad valorem* taxes upon all the taxable property within the Township for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

INTRODUCTION:

PUBLIC HEARING:

ADOPTION:

MAYOR APPROVAL:

EFFECTIVE DATE:

**REQUEST FOR COUNCIL ACTION**

Date of Request: June 30, 2025

Initiated By: John V. Mauder Division/Department: Administration

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Introduction of Capital Improvement Ordinance Providing for Various Capital Improvements and Other Related Expenses Appropriating \$475,000.00.

**SOURCE OF FUNDING:**

These Projects are Fully Funded by Monies currently Held in the Open Space Tax Trust Fund Account.

**CONTRACT AMOUNT:**

N/A

**CONTRACT LENGTH:**

N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Ordinance Summary

S:\AGENDA INBOX (file name) 2025 Capital Ordinance – General Capital

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

John V. Mauder  
Department/Division Head Date

APPROVED FOR AGENDA OF: July 14, 2025

By: Marlena A. Schmid 07/07/2025  
Marlena A. Schmid, Business Administrator

**\*\* PLEASE NOTE \*\* DEADLINE FOR SUBMISSION TO THE CLERK'S OFFICE FOR REVIEW AND APPROVAL BY THE BUSINESS ADMINISTRATOR IS 10:00 A.M. ON THE FRIDAY ONE WEEK PRECEDING THE COUNCIL MEETING.**

MEETING DATE: \_\_\_\_\_ Ordinance # 2025-11 Resolution # \_\_\_\_\_

Council Action Taken:

2025-11  
TOWNSHIP OF WEST WINDSOR

CAPITAL IMPROVEMENT ORDINANCE PROVIDING FOR VARIOUS CAPITAL  
IMPROVEMENTS AND OTHER RELATED EXPENSES IN OR FOR THE TOWNSHIP OF WEST  
WINDSOR, COUNTY OF MERCER, STATE OF NEW JERSEY APPROPRIATING THE AMOUNT OF  
\$475,000.00

BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WEST WINDSOR,  
COUNTY OF MERCER, STATE OF NEW JERSEY, AS FOLLOWS:

SECTION 1. The improvements described in Section 2 of this Capital Improvement Ordinance are hereby authorized to be undertaken by the Township of West Windsor, New Jersey as General Improvements. For the improvements described in Section 2 there is hereby appropriated the sum of \$475,000.00.

SECTION 2. The description of the improvements required are as follows:

GENERAL IMPROVEMENT APPROPRIATIONS

1) Open Space Land Acquisition – Consultant Fees	\$ 10,000.00
2) Parks Open Space - Maintenance Program	\$ 140,000.00
3) Parks Open Space – Development Program	\$ 200,000.00
4) Preserve Open Space - Maintenance Program	\$ 100,000.00
5) Preserve Open Space - Development Program	\$ 25,000.00
<b>TOTAL</b>	
	<b>\$ 475,000.00</b>

SECTION 3. The improvements described in Section 2 of this Capital Improvement Ordinance are financed from funds already received by the Township of West Windsor which are presently being held in the following accounts:

1) Reserve for Open Space Tax Trust Fund	\$ 10,000.00
2) Reserve for Open Space Tax Trust Fund	\$ 140,000.00
3) Reserve for Open Space Tax Trust Fund	\$ 200,000.00
4) Reserve for Open Space Tax Trust Fund	\$ 100,000.00
5) Reserve for Open Space Tax Trust Fund	\$ 25,000.00
<b>TOTAL</b>	
	<b>\$ 475,000.00</b>

SECTION 4. This Ordinance shall take effect twenty (20) days after action or Inaction by the Mayor as provided by law or an override of a mayoral veto by the Council, whichever is applicable. Publication shall be in accordance to law.

INTRODUCTION: July 14, 2025  
PUBLIC HEARING: August 11, 2025  
ADOPTION:  
MAYOR APPROVAL:  
EFFECTIVE DATE:

RESOLUTION

WHEREAS, a vacancy exists on the Shade Tree Commission for a Member; and

WHEREAS, Jill Raday has expressed an interest in serving on the Shade Tree Commission;  
and

WHEREAS, it is recommended that Jill Raday be appointed to serve the vacant, unexpired  
term which expires on January 14, 2027; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's  
consent to appoint Jill Raday to the Shade Tree Commission.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West  
Windsor hereby approves (consents to) the following Shade Tree Commission  
appointment:

Jill Raday	Member	Term to Expire 1/14/2027
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Adopted: August 11, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at  
their meeting held on the 11th day of August, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: July 15, 2025

Initiated By: John V. Mauder Division/Department: Finance

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution providing for insertion of the State of New Jersey Strengthening Local Public Health Capacity 2026 in the 2025 Budget. The Township has been approved for funding by the State of New Jersey Department of Health from 07/01/ 2025 -06/30/2026 in the amount of \$64,788.00

**SOURCE OF FUNDING:**

State of New Jersey

**CONTRACT AMOUNT:**

\$64,788.00

**CONTRACT LENGTH:**

N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Notice of Grant Award

S:\AGENDA INBOX (file name) ch159Strengthening-2026

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

John V. Mauder

Department/Division Head

7/15/25  
Date

APPROVED FOR AGENDA OF: August 11, 2025

By: Marlena A. Schmid

Marlena A. Schmid, Business Administrator

08/04/2025

**\*\* PLEASE NOTE \*\* DEADLINE FOR SUBMISSION TO THE CLERK'S OFFICE FOR REVIEW AND APPROVAL BY THE BUSINESS ADMINISTRATOR IS 10:00 A.M. ON THE FRIDAY ONE WEEK PRECEDING THE COUNCIL MEETING.**

MEETING DATE: 8/11/25 Ordinance # \_\_\_\_\_ Resolution # 2025 - 163  
X

Council Action Taken:



## RESOLUTION

RESOLUTION PROVIDING FOR THE INSERTION OF A SPECIAL ITEM OF  
REVENUE IN THE BUDGET OF THE TOWNSHIP OF WEST WINDSOR  
PURSUANT TO N.J.S.A. 40A:4-87 (CHAPTER 159, P.L. 1948)

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any such item of revenue in the budget of the county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of any item of appropriation for equal amount.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor, in the County of Mercer, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2025 which item is now available as a revenue from monies held pursuant to the provisions of statute.

Strengthening Local Public Health Cap. 2026(OP)	104674	\$22,254
Strengthening Local Public Health Cap. 2026(PHIG)	104675	<u>\$42,534</u>
Total		\$64,788

BE IT FURTHER RESOLVED that a like sum of \$64,788.00 and the same is hereby appropriated under the following captions:

Strengthening Local Public Health Cap.2026(OP)	10660574	\$22,254
Strengthening Local Public Health Cap.2026(PHIG)	10660575	<u>\$42,534</u>
Total		\$64,788

Adopted: August 11, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11th day of August 2025.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

## REQUEST FOR COUNCIL ACTION

Date of Request: July 30, 2025

Initiated By: John V. Mauder Division/Department: Administration

### ACTION REQUESTED/ EXECUTIVE SUMMARY:

It is recommended that action be taken on August 11, 2025 to approve the resolution establishing the sewer rate for 2025.

This is a time sensitive matter which requires sufficient time to provide the required statutory notice period for sewer payments due on September 1, 2025. (Grace period will be extended to September 15, 2025)

2025 Sewer billing based on Township Ordinance charges sewer users for the operations and maintenance (O&M) of the sewer system. The rate is formulated to ensure that sufficient revenue is generated by the sewer users to cover all O & M costs of the system.

### SOURCE OF FUNDING:

Revenue from Sewer Service Charges

### CONTRACT AMOUNT:

N/A

### CONTRACT LENGTH:

N/A

### OTHER SUPPORTING INFORMATION ATTACHED:

Memo from John V. Mauder, Chief Financial Officer

West Windsor Township Sewer Rate Comparison Spreadsheet

2025 Sewer Rate Survey

S:\AGENDA INBOX (file name) 2025SewerRate

### COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

John V. Mauder  
Department/Division Head

7/30/25  
Date

APPROVED FOR AGENDA OF: August 11, 2025

By: Marlena A. Schmid 08/04/2025  
Marlena A. Schmid, Business Administrator

**\*\* PLEASE NOTE \*\* DEADLINE FOR SUBMISSION TO THE CLERK'S OFFICE FOR REVIEW AND APPROVAL BY THE BUSINESS ADMINISTRATOR IS 10:00 A.M. ON THE FRIDAY ONE WEEK PRECEDING THE COUNCIL MEETING.**

MEETING DATE: 8/11/25 Ordinance # \_\_\_\_\_ Resolution # 2025 - R164

Council Action Taken:

RESOLUTION  
WEST WINDSOR TOWNSHIP SEWER RATE 2025

WHEREAS, the West Windsor Township sewer billing staff has reviewed the various elements of which the sewer rate is comprised as listed below:

<u>Sewer System</u>	
S & W (2025 Budget)	\$517,280.00
O & E (2025 Budget)	110,750.00
Utility Expenses	107,567.00
Data Processing Expense	6,000.00
Postage Fees	8,685.00
<u>Collection of Sewer Rent</u>	
S & W (2025 Budget) Tax Collector 25%	27,679.00
O.E. Sewer Billing Charges	7,900.00
Chief Financial Officer/Treasurer	
S & W (2025 Budget) 15%	15,094.00
Fringe Benefits (25% of S & W)	140,013.00
SBRSA O & M	3,010,095.00
Reserve for Uncollected Sewer Rents	<u>55,315.00</u>
Sewer Rents to be Raised	4,006,378.00
2025 Billing Flow Cu. Ft.	
Rate = $\frac{\$4,006,378}{85,965,000} \times 100 = \$4.66/100 \text{ Cu. Ft.}$	

WHEREAS, the Administration of the Township of West Windsor finds that these figures adequately reflect the fair costs to the users of the sewer system.

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that based upon the above known and projected costs that the sewer rate for 2025 shall be set at \$4.66 per hundred cubic feet of billing flow.

Adopted: August 11, 2025

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 11th day of August 2025.

\_\_\_\_\_  
Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** July 22, 2025

**Initiated By:** Kelly A. Montecinos, CTC **Division/Department:** Finance/Sewer rent Collection

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Extension of the grace period for the 2025 2<sup>nd</sup> half sewer rent bills.

**SOURCE OF FUNDING:**

**CONTRACT AMOUNT:**

**CONTRACT LENGTH:**

**OTHER SUPPORTING INFORMATION ATTACHED:**

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

K. Montecinos Jul 22, 2025  
Department/Division Head Date

**APPROVED FOR AGENDA OF:** 8/11/2025

**By:** Marlena A. Schmid 08/04/2025  
Marlena Schmid, Business Administrator

**MEETING DATE:** 8/11/25 **Ordinance #**                      **Resolution #** 2025-R165

**Council Action Taken:**

RESOLUTION

WHEREAS, pursuant to N.J.S.A. 54:4-64 the Tax Collector shall complete the work of preparing and mailing sewer rent bills at least twenty-five (25) days before the second half installment of sewer rent falls due; and

WHEREAS, said mailing of 2025 sewer rent bills did not meet the requirements stated above; and

WHEREAS, the Tax Collector is requesting the time period pursuant to N.J.S.A. 54:4-67 for interest to be collected (within ten days after the date upon which same becomes payable) be extended; and

WHEREAS, the Tax Collector is requesting the second half installment interest shall be charged after September 15, 2025 (instead of September 10, 2025); and

NOW THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the date to charge interest on the payment of second half quarter sewer rent be extended from September 10<sup>TH</sup> to September 15, 2025.

BE IT FURTHER RESOLVED that pursuant to N.J.S.A. 54:4-67 interest calculated on payments received after September 15, 2025 will revert back to the original due date of September 1, 2025.

Adopted: August 11, 2025

I certify the above Resolution was adopted by the West Windsor Township Council at their meeting on the 11th day of August 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** July 22, 2025

**Initiated By:** Kelly A. Montecinos, CTC **Division/Department:** Finance/Tax Collection

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Extension of the grace period for the 2025 third quarter taxes.

**SOURCE OF FUNDING:**

**CONTRACT AMOUNT:**

**CONTRACT LENGTH:**

**OTHER SUPPORTING INFORMATION ATTACHED:**

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

V. Montecinos John V. Morley  
Department/Division Head Date

**APPROVED FOR AGENDA OF:** 8/11/2025

By: Marlena A. Schmid 08/04/2025  
Marlena Schmid, Business Administrator

**MEETING DATE:** 8/11/25 **Ordinance #**                      **Resolution #** 2025-R166

**Council Action Taken:**

RESOLUTION

WHEREAS, pursuant to N.J.S.A. 54:4-64 the Tax Collector shall complete the work of preparing and mailing tax bills at least twenty-five (25) days before the third installment of taxes falls due; and

WHEREAS, said mailing of 2025 tax bills did not meet the requirements stated above; and

WHEREAS, the Tax Collector is requesting the time period, pursuant to N.J.S.A. 54:4-67 for interest to be collected (within ten days after the date upon which same becomes payable) be extended; and

WHEREAS, the Tax Collector is requesting that third quarter interest shall be charged after August 22, 2025 (instead of August 10, 2025); and

NOW THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the date to charge interest on the payment of third quarter taxes be extended from August 10<sup>TH</sup> to August 22, 2025.

BE IT FURTHER RESOLVED pursuant to N.J.S.A. 54:4-67 interest calculated on payments received after August 22, 2025 will revert back to the original due date of August 1, 2025.

Adopted: August 11, 2025

I certify the above Resolution was adopted by the West Windsor Township Council at their meeting on the 11th day of August 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: August 11, 2025

Initiated By: John V. Mauder Division/Department: Finance

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution providing for reimbursement of trash and recycling collection and disposal and snow removal costs for Village Grande Homeowner Associations for 2024. The Township is required to either provide certain services or reimburse Associations for trash and recycling collection and disposal and snow removal costs.

**SOURCE OF FUNDING:**

2024 Budget and Snow Trust

**CONTRACT AMOUNT:**

\$3,646.05

**CONTRACT LENGTH:**

January 1, 2024 through December 31, 2024

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution, Agreements and copy of Certification of Funds

S:\AGENDA INBOX (file name) 2025 Resolution Kelly 2024-Village Grande Homeowners Assoc.

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

John V. Mauder 7/30/25  
Department/Division Head Date

APPROVED FOR AGENDA OF: August 11, 2025

By: Marlena A. Schmid 08/04/2025  
Marlena A. Schmid, Business Administrator

**\*\* PLEASE NOTE \*\* DEADLINE FOR SUBMISSION TO THE CLERK'S OFFICE FOR REVIEW AND APPROVAL BY THE BUSINESS ADMINISTRATOR IS 10:00 A.M. ON THE WEDNESDAY ONE WEEK PRECEDING THE COUNCIL MEETING.**

MEETING DATE: 8/11/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R167

Council Action Taken:



## RESOLUTION

WHEREAS, N.J.S.A. 40:67-23.2 et seq. establishes a policy and schedule of the reimbursement of costs for refuse and recycling collection and disposal and snow removal costs incurred by qualified private communities; and

WHEREAS, The Village Grande at Bear Creek Homeowners Association qualifies as such a community; and

WHEREAS, the Township of West Windsor has agreed to reimburse the Village Grande at Bear Creek Homeowners Association for snow removal costs for 2024; and

WHEREAS, funds are available as evidenced by the Chief Financial Officer's certification of funds;

Village Grande at Bear Creek Homeowners Assoc.

Snow Trust -2024 121407 \$ 3,646.05

Total \$ 3,646.05

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor, County of Mercer, and State of New Jersey that the Mayor and Township Clerk are hereby authorized to execute agreement with Village Grande at Bear Creek Homeowners Associations to reimburse them for certain snow removal costs for 2024 pursuant of N.J.S.A. 40:67-23.2 et seq. in the following amount for calendar year 2024.

Village Grande t Bear Creek Homeowners Assoc.

Snow Trust -2024 121407 \$ 3,646.05

Total \$ 3,646.05

A copy of said Agreement is attached herein.

Adopted: August 11, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11th day of August 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: August 11, 2025

Initiated By: John V. Mauder Division/Department: Finance

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution providing for reimbursement of solid waste collection costs for the calendar year 2023 for Avalon Watch Apartments.

**SOURCE OF FUNDING:**

2023 Budget

**CONTRACT AMOUNT:**

\$96,384.09

**CONTRACT LENGTH:**

January 1, 2023 through December 31, 2023

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution, Agreements and copy of Certification of Funds

S:\AGENDA INBOX (file name) 2025 Resolution-Apt-Kelly 2023 Avalon Watch

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

John V. Mauder  
Department/Division Head

7/30/25  
Date

APPROVED FOR AGENDA OF: August 11, 2025

By: Marlena A. Schmid 08/04/2025  
Marlena A. Schmid, Business Administrator

**\*\* PLEASE NOTE \*\* DEADLINE FOR SUBMISSION TO THE CLERK'S OFFICE FOR REVIEW AND APPROVAL BY THE BUSINESS ADMINISTRATOR IS 10:00 A.M. ON THE WEDNESDAY ONE WEEK PRECEDING THE COUNCIL MEETING.**

MEETING DATE: 8/11/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R168

Council Action Taken:

## RESOLUTION

WHEREAS, N.J.S.A. 40:66 - 1 et seq. establishes a policy and schedule of the reimbursement of costs for solid waste collection services incurred by qualified multifamily dwellings; and

WHEREAS, The AvalonWatch Communities, Inc. qualified as such a community; and

WHEREAS, the Township of West Windsor has agreed to reimburse AvalonWatch Communities, Inc. solid waste collection costs for the calendar year 2023; and

WHEREAS, funds are available as evidenced by the Chief Financial Officer's certification of funds:

AvalonWatch Communities Inc.	
Refuse Collection – Multi Family Reimbursement. 101001	<u>\$ 96,384.09</u>
Total	<u>\$ 96,384.09</u>

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor, County of Mercer, and State of New Jersey that the Mayor and Township Clerk are hereby authorized to execute an agreement with AvalonWatch Communities, Inc. to reimburse them for certain solid waste collection costs pursuant of N.J.S.A. 40:66-1 et seq. in the following amounts for calendar year 2023.

Avalon Watch Apartments	<u>\$ 96,384.09</u>
Total	<u>\$ 96,384.09</u>

A copy of said Agreement is attached herein.

Adopted: August 11, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11th of August, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: August 11, 2025

Initiated By: John V. Mauder Division/Department: Finance

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution providing for reimbursement of trash and recycling collection and disposal and snow removal costs for Colonnade Pointe Condominium Association for 2023. The Township is required to either provide certain services or reimburse Associations for trash and recycling collection and disposal and snow removal.

**SOURCE OF FUNDING:**

2023 Budget and Snow Trust

**CONTRACT AMOUNT:**

\$40,779.80

**CONTRACT LENGTH:**

January 1, 2023 through December 31, 2023

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution, Agreements and copy of Certification of Funds

S:\AGENDA INBOX (file name) 2025 Resolution-Kelly 2023-Colonnade Pointe

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

John V. Mauder 8/5/25  
Department/Division Head Date

APPROVED FOR AGENDA OF: August 11, 2025

By: Marlena A. Schmid 08/06/2025  
Marlena A. Schmid, Business Administrator

**\*\* PLEASE NOTE \*\* DEADLINE FOR SUBMISSION TO THE CLERK'S OFFICE FOR REVIEW AND APPROVAL BY THE BUSINESS ADMINISTRATOR IS 10:00 A.M. ON THE WEDNESDAY ONE WEEK PRECEDING THE COUNCIL MEETING.**

MEETING DATE: 8/11/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R169

Council Action Taken:

## RESOLUTION

WHEREAS, N.J.S.A. 40:67-23.2 et seq. establishes a policy and schedule of the reimbursement of costs for refuse and recycling collection and disposal and snow removal costs incurred by qualified private communities; and

WHEREAS, Colonnade Pointe Condominium Association qualifies as such a community; and

WHEREAS, the Township of West Windsor has agreed to reimburse the Colonnade Pointe Condominium Association for refuse and recycling costs and snow removal costs for 2023; and

WHEREAS, funds are available as evidenced by the Chief Financial Officer's certification of funds:

Colonnade Pointe Condominium Association		
Refuse Collection – 2023	101001	\$ 40,779.80
Snow Trust -2023	121407	\$ 0.00
Total		<u>\$ 40,779.80</u>

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor, County of Mercer, and State of New Jersey that the Mayor and Township Clerk are hereby authorized to execute agreement with Colonnade Pointe Condominium Association to reimburse them for certain snow removal and refuse and recycling costs pursuant of N.J.S.A. 40:67-23.2 et seq. in the following amount for calendar year 2023.

Colonnade Pointe Condominium Association		
Refuse Collection – 2023	101001	\$ 40,779.80
Snow Trust -2023	121407	\$ 0.00
Total		<u>\$ 40,779.80</u>

A copy of said Agreement is attached herein.

Adopted: August 11, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11th day of August 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: August 11, 2025

Initiated By: John V. Mauder Division/Department: Finance

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution providing for reimbursement of trash and recycling collection and disposal and snow removal costs for Colonnade Point Condominium Association for 2024. The Township is required to either provide certain services or reimburse Associations for trash and recycling collection and disposal and snow removal.

**SOURCE OF FUNDING:**

2024 Budget and Snow Trust

**CONTRACT AMOUNT:**

\$43,586.13

**CONTRACT LENGTH:**

January 1, 2024 through December 31, 2024

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution, Agreements and copy of Certification of Funds

S:\AGENDA INBOX (file name) 2025 Resolution-Kelly 2024-Colonnade Pointe

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

John V. Mauder  
Department/Division Head

8/11/25  
Date

APPROVED FOR AGENDA OF: August 11, 2025

By: Marlena A. Schmid 08/10/2025  
Marlena A. Schmid, Business Administrator

**\*\* PLEASE NOTE \*\* DEADLINE FOR SUBMISSION TO THE CLERK'S OFFICE FOR REVIEW AND APPROVAL BY THE BUSINESS ADMINISTRATOR IS 10:00 A.M. ON THE WEDNESDAY ONE WEEK PRECEDING THE COUNCIL MEETING.**

MEETING DATE: 8/11/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R170

Council Action Taken:

## RESOLUTION

WHEREAS, N.J.S.A. 40:67-23.2 et seq. establishes a policy and schedule of the reimbursement of costs for refuse and recycling collection and disposal and snow removal costs incurred by qualified private communities; and

WHEREAS, Colonnade Pointe Condominium Association qualifies as such a community; and

WHEREAS, the Township of West Windsor has agreed to reimburse the Colonnade Pointe Condominium Association for refuse and recycling costs and snow removal costs for 2024; and

WHEREAS, funds are available as evidenced by the Chief Financial Officer's certification of funds:

Colonnade Pointe Condominium Association		
Refuse Collection – 2024	105-58-224A	\$ 42,774.23
Snow Trust -2024	121407	\$ 811.90
Total		<u>\$ 43,586.13</u>

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor, County of Mercer, and State of New Jersey that the Mayor and Township Clerk are hereby authorized to execute an agreement with Colonnade Pointe Condominium Association to reimburse them for certain snow removal and refuse and recycling costs pursuant of N.J.S.A. 40:67-23.2 et seq. in the following amount for calendar year 2024:

Colonnade Pointe Condominium Association		
Refuse Collection – 2024	105-58-224A	\$ 42,774.23
Snow Trust -2024	121407	\$ 811.90
Total		<u>\$ 43,586.13</u>

A copy of said Agreement is attached herein.

Adopted: August 11, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11th day of August 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: August 11, 2025

Initiated By: John V. Mauder Division/Department: Finance

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution providing for reimbursement of solid waste collection costs for the calendar year 2023 for The Mews @ Princeton Junction.

**SOURCE OF FUNDING:**

2023 Budget

**CONTRACT AMOUNT:**

\$144,372.00

**CONTRACT LENGTH:**

January 1, 2023 through December 31, 2023

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution, Agreements and copy of Certification of Funds

S:\AGENDA INBOX (file name) 2025 Resolution-Apt-Kelly 2023 The Mews Toll

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

John V. Mauder 8/14/25  
Department/Division Head Date

APPROVED FOR AGENDA OF: August 11, 2025

By: Marlena A. Schmid 08/14/2025  
Marlena A. Schmid, Business Administrator

**\*\* PLEASE NOTE \*\* DEADLINE FOR SUBMISSION TO THE CLERK'S OFFICE FOR REVIEW AND APPROVAL BY THE BUSINESS ADMINISTRATOR IS 10:00 A.M. ON THE WEDNESDAY ONE WEEK PRECEDING THE COUNCIL MEETING.**

MEETING DATE: 8/11/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R/71

Council Action Taken:



## RESOLUTION

WHEREAS, N.J.S.A. 40:66 - 1 et seq. establishes a policy and schedule of the reimbursement of costs for solid waste collection services incurred by qualified multifamily dwellings; and

WHEREAS, The Mews @ Princeton Junction qualified as such a community; and

WHEREAS, the Township of West Windsor has agreed to reimburse The Mews @ Princeton Junction solid waste collection costs for calendar year 2023; and

WHEREAS, funds are available as evidenced by the Chief Financial Officer's certification of funds:

The Mews @ Princeton Junction	
Refuse Collection – Multi Family Reimbursement. 101001	<u>\$ 144,372.00</u>
Total	\$ 144,372.00

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor, County of Mercer, and State of New Jersey that the Mayor and Township Clerk are hereby authorized to execute an agreement with The Mews at Princeton Junction to reimburse them for certain solid waste collection costs pursuant of N.J.S.A. 40:66 - 1 et seq. in the following amount for calendar year 2023.

The Mews @Princeton Junction	<u>\$ 144,372.00</u>
Total	\$ 144,372.00

A copy of said Agreement is attached herein.

Adopted: August 11, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11th of August 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: August 11, 2025

Initiated By: John V. Mauder Division/Department: Finance

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution providing for reimbursement of solid waste collection costs for the calendar year 2024 for The Mews @ Princeton Junction Toll Brothers Apartment Living.

**SOURCE OF FUNDING:**

2024 Budget

**CONTRACT AMOUNT:**

\$48,768.48

**CONTRACT LENGTH:**

January 1, 2024 through April 30, 2024

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution, Agreements and copy of Certification of Funds

S:\AGENDA INBOX (file name): 2025 Resolution-Apt-Kelly 2024 The Mews-Toll

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

John V. Mauder 8/5/25  
Department/Division Head Date

APPROVED FOR AGENDA OF: August 11, 2025

By: Marlene A. Schmid 08/06/2025  
Marlene A. Schmid, Business Administrator

**\*\* PLEASE NOTE \*\* DEADLINE FOR SUBMISSION TO THE CLERK'S OFFICE FOR REVIEW AND APPROVAL BY THE BUSINESS ADMINISTRATOR IS 10:00 A.M. ON THE WEDNESDAY ONE WEEK PRECEDING THE COUNCIL MEETING.**

MEETING DATE: 8/11/25 Ordinance # \_\_\_\_\_ Resolution # 2025 - R172

Council Action Taken:

RESOLUTION

WHEREAS, N.J.S.A. 40:66 - 1 et seq. establishes a policy and schedule of the reimbursement of costs for solid waste collection services incurred by qualified multifamily dwellings; and

WHEREAS, The Mews @ Princeton Junction Toll Brothers Apartment Living qualified as such a community; and

WHEREAS, the Township of West Windsor has agreed to reimburse The Mews @ Princeton Junction Toll Brothers Apartment Living solid waste collection costs for the calendar year 2024; and

WHEREAS, funds are available as evidenced by the Chief Financial Officer's certification of funds:

The Mews @ Princeton Junction Toll Brothers Apartment Living	
Refuse Collection – Multi Family Reimbursement. 105-58-224A	<u>\$ 48,768.48</u>
Total	<u>\$ 48,768.48</u>

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor, County of Mercer, and State of New Jersey that the Mayor and Township Clerk are hereby authorized to execute an agreement with The Mews at Princeton Junction to reimburse them for certain solid waste collection costs pursuant of N.J.S.A. 40:66 - 1 et seq. in the following amount for calendar year 2024:

The Mews @Princeton junction Apartments	<u>\$ 48,768.48</u>
Total	<u>\$ 48,768.48</u>

A copy of said Agreement is attached herein.

Adopted: August 11, 2025

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11th of August, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: August 11, 2025

Initiated By: John V. Mauder Division/Department: Finance

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution providing for reimbursement of solid waste collection costs for the calendar year 2024 for The Mews @ Princeton Junction Living Residential.

**SOURCE OF FUNDING:**

2024 Budget

**CONTRACT AMOUNT:**

\$131,855.52

**CONTRACT LENGTH:**

May 1, 2024 through December 31, 2024

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution, Agreements and copy of Certification of Funds

S:\AGENDA INBOX (file name): 2025 Resolution-Apt-Kelly 2024 The Mews-Living Residential

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

John V. Mauder 8/14/25  
Department/Division Head Date

APPROVED FOR AGENDA OF: August 11, 2025

By: Marlena A. Schmid 08/04/2025  
Marlena A. Schmid, Business Administrator

**\*\* PLEASE NOTE \*\* DEADLINE FOR SUBMISSION TO THE CLERK'S OFFICE FOR REVIEW AND APPROVAL BY THE BUSINESS ADMINISTRATOR IS 10:00 A.M. ON THE WEDNESDAY ONE WEEK PRECEDING THE COUNCIL MEETING.**

MEETING DATE: 8/11/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R173

Council Action Taken:

## RESOLUTION

WHEREAS, N.J.S.A. 40:66 - 1 et seq. establishes a policy and schedule of the reimbursement of costs for solid waste collection services incurred by qualified multifamily dwellings; and

WHEREAS, The Mews @ Princeton Junction Living Residential qualified as such a community; and

WHEREAS, the Township of West Windsor has agreed to reimburse The Mews @ Princeton Junction Living Residential solid waste collection costs for calendar year 2024; and

WHEREAS, funds are available as evidenced by the Chief Financial Officer's certification of funds:

The Mews @ Princeton Junction Living Residential	
Refuse Collection – Multi Family Reimbursement. 105-58-224A	<u>\$131,855.52</u>
Total	\$131,855.52

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor, County of Mercer, and State of New Jersey that the Mayor and Township Clerk are hereby authorized to execute an agreement with The Mews at Princeton Junction Living Residential to reimburse them for certain solid waste collection costs pursuant of N.J.S.A. 40:66 - 1 et seq. in the following amount for calendar year 2024:

The Mews @Princeton Junction Living Residential	<u>\$ 131,855.52</u>
Total	\$ 131,855.52

A copy of said Agreement is attached herein.

Adopted: August 11, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11th of August 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: August 11, 2025

Initiated By: John V. Mauder Division/Department: Finance

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution providing for reimbursement of trash and recycling collection and disposal and snow removal costs for Windsor Ponds Homeowner Associations for 2024. The Township is required to either provide certain services or reimburse Associations for trash and recycling collection and disposal and snow removal costs.

**SOURCE OF FUNDING:**

2024 Budget and Snow Trust

**CONTRACT AMOUNT:**

\$1,480.97

**CONTRACT LENGTH:**

January 1, 2024 through December 31, 2024

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution, Agreements and copy of Certification of Funds

S:\AGENDA INBOX (file name) 2025 Resolution Kelly 2024-Windsor Ponds Homeowners Assoc.

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

John V. Mauder  
Department/Division Head

7/29/25  
Date

APPROVED FOR AGENDA OF: August 11, 2025

By: Marlena A. Schmid 08/10/2025  
Marlena A. Schmid, Business Administrator

**\*\* PLEASE NOTE \*\* DEADLINE FOR SUBMISSION TO THE CLERK'S OFFICE FOR REVIEW AND APPROVAL BY THE BUSINESS ADMINISTRATOR IS 10:00 A.M. ON THE WEDNESDAY ONE WEEK PRECEDING THE COUNCIL MEETING.**

MEETING DATE: 8/11/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R174

Council Action Taken:

## RESOLUTION

WHEREAS, N.J.S.A. 40:67-23.2 et seq. establishes a policy and schedule of the reimbursement of costs for refuse and recycling collection and disposal and snow removal costs incurred by qualified private communities; and

WHEREAS, Windsor Ponds Homeowners Association qualifies as such a community; and

WHEREAS, The Township of West Windsor has agreed to reimburse the Windsor Ponds Homeowners Association, for snow removal costs for 2024; and

WHEREAS, funds are available as evidenced by the Chief Financial Officer's certification of funds:

Windsor Ponds Homeowners Assoc.	
Snow Trust -2024	121407
	\$ 1,480.97
Total	\$ 1,480.97

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor, County of Mercer, and State of New Jersey that the Mayor and Township Clerk are hereby authorized to execute an agreement with Windsor Ponds Homeowners Associations to reimburse them for certain snow removal costs pursuant of N.J.S.A. 40:67-23.2 et seq. in the following amount for calendar year 2024.

Windsor Ponds Homeowners Assoc.	
Snow Trust -2024	121407
	\$ 1,480.97
Total	\$ 1,480.97

A copy of said Agreement is attached herein.

Adopted: August 11, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11th day of August, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

## RESOLUTION

WHEREAS, there exists in the Township of West Windsor the authority to issue a new Plenary Retail Consumption License for the sale of alcoholic beverages; and

WHEREAS, the Township Council has determined to sell, at a public sale, one new Plenary Retail Consumption License; and

WHEREAS, pursuant to N.J.S.A. 33:1-19.3, it is the desire of the Township of West Windsor to accept bids for said new license as required by law.

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

1. the Township of West Windsor hereby determined it will sell at public sale one new Plenary Retail Consumption License for the sale of alcoholic beverages, in accordance with the procedures set forth in N.J.S.A. 33:1-19.3 et seq.
2. the Township Clerk shall publish a notice of the proposed issuance of an alcoholic beverage license, indicating that applications therefore will be accepted by the Township at the time, date and place specified in the notice, after which no further applications will be accepted.
3. said notice shall be published in a newspaper circulating generally in the municipality at least two times, at least one week apart, the second of which shall be at least 30 days prior to the date of sale.
4. the minimum bid price for the new alcoholic beverage consumption license shall be \$1,200,000.
5. bids must be made upon the Proposal Form available in the Office of the Township Clerk. The name and address of the bidder shall appear on the outside of the sealed envelope. All bidders must be qualified to have an interest in a retail alcoholic license under the standards set forth in the Alcoholic Beverage Control Act, the Rules and Regulations promulgated thereunder, and any applicable municipal ABC Ordinances.
6. the bid must contain a deposit in the form of a certified check for 20% of the bid price. The highest bidder shall pay the balance of the bid to the Township Clerk in the form of cash or certified check within 72 hours of the adoption of a resolution accepting the highest qualified bid. In the event of a default or breach of promise by the successful bidder, all deposited monies shall be forfeited to the Township.



7. the Township reserves the right to reject any and all bids if the highest bid is not accepted.
8. the municipality shall only award the license to the person who is the highest qualified bidder with the understanding that the license will actually be situated subsequently through the place-to-place transfer application process and must be in use within two years of award of the license.
9. the successful applicant must comply with all ordinances of West Windsor Township in locating the license.
10. The sale may be postponed or canceled at any time prior to the opening of the bids.

Adopted: August 11, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 11<sup>th</sup> day of August, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

## PUBLIC NOTICE

### NOTICE TO ACCEPT BIDS FOR PLENARY RETAIL CONSUMPTION LICENSE

**The Township Council of West Windsor has adopted Resolution 2025-R175 authorizing the issuance of a new plenary retail consumption license. The consumption license will be sold at a public sale to the highest qualified bidder. The minimum acceptable bid is \$1,200,000 and the Township reserves the right to reject all bids where the highest bid is not accepted.**

Bids shall be accepted only from those bidders who qualify to have an interest in a retail alcoholic license under the standards set forth in the Alcoholic Beverage Control Act, the Rules and Regulations promulgated thereunder, and any applicable municipal ABC ordinance. Interested bidders may obtain copies of the forms necessary to qualify to be a bidder from the West Windsor Township Clerk. All prospective bidders must complete the forms and all paperwork associated and be determined to be a qualified bidder to have their bids considered. All bids shall be sealed and proof of qualification must be included separately with the bid.

**Application, bid, and associated materials shall be accepted until 3:00 p.m. on Tuesday, September 22, 2025 at the West Windsor Township Municipal Building, 271 Clarksville Road, West Windsor Township, Mercer County, New Jersey. Bids of applicants who do not preliminarily qualify will be returned unopened. On Tuesday, September 30, 2025 at 10:00 a.m., the Township Clerk shall publicly announce those applicants who preliminarily meet the qualifications for bidding as fixed by law, Rules and Regulations and Resolution. On October 8, 2025 at 10:00 a.m. the sealed bids of the preliminarily qualified bidders shall be opened.**

All bids must contain a deposit in the form of a certified check for 20% of the bid price. By resolution of the Township Council, the highest, preliminarily qualified bidder will be accepted; and within 72 hours of the adoption of said resolution, the balance of the bid amount shall be paid to the Township by cash or certified check (which monies shall be kept in an interest-bearing account with interest payable to the Township), until such time as the place-to-place licensing process is complete. (Completion of said process includes payment of the State application fee, the annual municipal retail license fee; satisfactory outcome of further municipal background checks to investigate the source of funds used to purchase the license, the receipt of favorable State and/or Federal criminal background checks; as well as compliance with the publication, hearing and resolutions requirements under N.J.A.C. 13:2-2.1 et seq.

A new license must be issued within six months after the closing date established for acceptance of applications and must be in use within two years of the award of the license. If the applicant defaults or otherwise breaches its promise to purchase, then all monies held by the Township shall be paid to and become the property of the Township.

The successful applicant must comply with all ordinances of West Windsor Township in locating the license.

Allison D. Sheehan, Township Clerk, RMC  
Township of West Windsor  
271 Clarksville Road, P.O. Box 38, Princeton Junction, New Jersey 08550

## RESOLUTION

WHEREAS, an application has been filed with the Alcoholic Beverage Control Commission for an Extension of Plenary Retail Consumption License Number 1113-33-010-004 issued to OTB Acquisition of New Jersey, LLC to OTB Hospitality, LLC as designated purchaser, pursuant to an Order issued by the United States Bankruptcy Court; and

WHEREAS, on March 4, 2025, OTB Holding, LLC and its affiliated entities, including OTB Acquisition of New Jersey, LLC (collectively, "OTB"), filed a voluntary petition for bankruptcy in accordance with applicable United States bankruptcy laws seeking relief under Chapter 11 of the United States Bankruptcy Code; and

WHEREAS, The Bankruptcy Court, by Order dated May 16, 2025, approved an Asset Purchase Agreement by and between OTB and OTB Hospitality, LLC and recognized OTB Hospitality, LLC as the designated purchaser of the assets of OTB Acquisition of New Jersey, LLC, including Plenary Retail Consumption License Number 1113-33-010-004; and

WHEREAS, the submitted application is complete in all respects, including proof of OTB Hospitality, LLC's appointment as designated purchaser; and

WHEREAS, pursuant to N.J.A.C. 13:2-6.2, the Director, Division of Alcoholic Beverage Control has issued a special permit to allow the licensed business to continue operations temporarily until the license is formally extended.

NOW, THEREFORE, BE IT RESOLVED the Township Council of the Township of West Windsor does hereby approve, effective August 11, 2025, the Extension of Plenary Retail Consumption License 1113-33-010-004 to OTB Hospitality LLC to conduct business under the privileges, terms, and conditions of the License, as designated purchaser, until such time as the License may be transferred to OTB Hospitality, LLC and does hereby direct the Municipal Clerk to endorse the License Certificate as follows: "This license is hereby extended, subject to all its terms and conditions to OTB Hospitality, LLC, as designated purchaser, effective August 11, 2025."

Adopted: August 11, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 11th day of August, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

## REQUEST FOR COUNCIL ACTION

Date of Request: July 7, 2025

Initiated By: Francis Guzik Division/Department: Comm. Dev./Engineering

### ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution granting a release of the inspection escrow balance associated with the project at Block 10, Lot 33 known as Marks' Tracksider Sewer (SS97-02); (Cash). The Township Engineer recommends that the inspection fees escrow account be released at this time.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

### OTHER SUPPORTING INFORMATION ATTACHED:

Resolution                                      Engineer's Memorandum  
Map

### COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Francis Guzik                                      7/7/2025  
Department/Division Head                                      Date

APPROVED FOR AGENDA OF: August 11, 2025

By: Martena Q. Schmid 08/04/2025  
Martena Schmid, Business Administrator

MEETING DATE: 8/11/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R177

Council Action Taken:

## RESOLUTION

WHEREAS, Mark Cuomo of MKNDC Associates, LLC has made a request for a release of the remaining inspection escrow balance posted for the project known as Mark's Trackside Sewer (SS97-02); and

WHEREAS, the project improvements were satisfactorily completed, with the performance guarantees released by Resolution 2004-R149; and

WHEREAS, the Township Engineer recommends that the balance remaining in the inspection fee escrow account for the project be refunded as follows:

<u>Deposit Date</u>	<u>Developer</u>	<u>Project ID</u>	<u>Project Name</u>	<u>Escrow Balance</u>
4/01/2005	MKNDC Assoc	SS97-02	Mark's Trackside Sewer	\$228.00

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Chief Financial Officer is hereby authorized and directed to refund to the Developer, Mark Cuomo of MKNDC Associates, LLC, the balance of the escrow deposit, and any applicable interest to which the Developer is entitled.

Adopted: August 11, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11<sup>th</sup> day of August 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: July 24, 2025

Initiated By: Brian E. Aronson Division/Department: Buildings & Grounds/Admin.

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution authorizing the Township of West Windsor to enter into a contract with SHI International Corporation as an Authorized Vendor of Computer Equipment & Peripherals (2024-2026) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 24-38 with the County of Bergen.

**SOURCE OF FUNDING:**

Network, Computers, Printers Replacements	405-2024-18001	\$10,486.44
Furniture and Equipment for Emergency Operations Center	405-2023-09032	\$6,042.00

**CONTRACT AMOUNT:** Increase of \$16,528.44

**CONTRACT LENGTH:**

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution  
Facilities Maintenance Manager Memorandum  
SHI Quotes  
Certification of Funds  
County of Bergen Contract BC-BID- 24-26 Related Documents

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

Brian Aronson 7-24-2025  
Department/Division Head Date

APPROVED FOR AGENDA OF: August 11, 2025

By: Marlena Schmid 08/04/2025  
Marlena Schmid, Business Administrator

MEETING DATE: 8/11/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R178

Council Action Taken:

## RESOLUTION

- WHEREAS, the Township of West Windsor, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and
- WHEREAS, the Township of West Windsor has the need on a timely basis to purchase technological goods or services utilizing State contracts; and
- WHEREAS, the Township needs to purchase replacement printers for the Tax Collection Office and Senior Center, replacement iPads for the Fire-EMS Office, replacement monitors, and various electronic items for the Emergency Operations Center from SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2024-2026) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 24-38 with the County of Bergen in the amount of \$16,528.44; and
- WHEREAS, as of August 11, 2025 the Township's total aggregate spending with SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2024-2026) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 24-38 with the County of Bergen was as follows:

Purchase Order No.	63166	\$ 9,073.16
Purchase Order No.	63470	\$ 10,720.46
Resolution No.	2025-R077	\$ 16,149.18
Resolution No.	2025-R086	\$ 112,933.61
Resolution No.	2025-R087	\$ 14,000.00
Resolution No.	2025-R112	\$ 34,994.26
Resolution No.	2025-R130	\$ 17,372.00
Resolution No.	2025-R144	\$ 6,102.12
<u>Resolution No.</u>	<u>2025-R150</u>	<u>\$ 11,511.19</u>
		\$ 232,855.98

- WHEREAS, the Chief Financial Officer has certified the availability of funds in the following accounts:

Network, Computers, Printers Replacements	405-2024-18001	\$10,486.44
Furniture and Equipment for Emergency Operations Center	405-2023-09032	\$6,042.00

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Business Administrator, Marlana A. Schmid is hereby authorized to purchase the above from SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2024-2026) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 24-38 with the County of Bergen for a total not to exceed of \$249,384.42.

Adopted: August 11, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 11<sup>th</sup> day of August, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** 07/28/2025

**Initiated By:** Marlena Schmid/ Kerry Giblin/John Mauder **Division/Department:** Admin/Finance

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Approval of a resolution authorizing the Mayor and Clerk to enter into an agreement with the Princeton Baptist Church of Penns Neck and with HomeFront to address the continued availability of the Units to low-income families that are qualified by HomeFront. HomeFront has been leasing the units through the program and is another not-for-profit affordable housing service provider. This agreement replaces the agreement with HavenHouse which has disbanded/dissolved without notification to the Township. The Township is eligible for five affordable housing credits towards its Third-Round obligation.

**SOURCE OF FUNDING:**

**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** 3. This Agreement shall be effective upon the execution of all Parties for a period of at least 10 years, and covering the duration of the Fourth Round cycle of affordable housing. The Parties may at any time agree to extend this term of Agreement, which extension shall be in writing, signed by all parties hereto.

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution

Agreement

Memo

Has been reviewed and prepared by Martina Baillie, Esq.

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

Kerry Giblin  
Department/Division Head

07/29/2025  
Date

**APPROVED FOR AGENDA OF:** \_\_\_\_\_

By: Marlena Schmid 08/04/2025  
Marlena Schmid, Business Administrator

**MEETING DATE:** 8/11/25 **Ordinance #** \_\_\_\_\_ **Resolution #** 2025-R 179

**Council Action Taken:**



RESOLUTION

- WHEREAS, the Township of West Windsor previously approved an agreement with the Princeton Baptist Church of Penn's Neck ("the Church") for the grant of affordable housing trust fund monies to the Church to renovate two dwelling units ("Units") in the Church's parsonage building to be used as group homes creditable for affordable housing purposes as part of the Township's Third Round Housing Element and Fair Share Plan (February 10, 2020, 2020-R062); and
- WHEREAS, the project was funded and the renovations were done and a third party not-for profit provider of affordable housing services, Haven House, was engaged to administer the program, which was to provide housing and services to young expectant mothers and young mothers experiencing, or at risk of, homelessness; and
- WHEREAS, the Church executed a deed restriction dated September 6, 2022, which sets forth, among other things, the minimum duration of the affordability controls, which is 30 years; and
- WHEREAS, Haven House has since disbanded and the use of the group homes changed somewhat from the original intent of the program, but they have continued to be used for housing for very low-income tenants with special needs; and
- WHEREAS, HomeFront, another not-for-profit affordable housing service provider, now leases the Units to two very-low income families and has been administering the program by providing the Units to qualifying low-income tenant families; and
- WHEREAS, the Township wishes to enter into an agreement with the Church and with HomeFront to address the continued availability of the Units to low-income families that are qualified by HomeFront, ensuring that the Township is thereby eligible for five affordable housing credits towards its Third-Round obligation; and
- WHEREAS, the parties have negotiated an agreement that sets forth the terms and understandings of the arrangement whereby the Church and HomeFront commit to using best efforts to ensure that the Units will continue to be leased to HomeFront for purposes of providing housing to eligible low-income tenant families where at least one member of the household has a qualifying disability, with HomeFront to use best efforts to secure continued funding for the program, and ensuring that the Township will thereby continue to be eligible for five affordable housing credits.

NOW, THEREFORE, BE IT RESOLVED on this 11th day of August 2025 by the  
Township Council of the Township of West Windsor that the Mayor and Clerk  
are authorized and directed to execute Agreement attached hereto.

Adopted: August 11, 2025

I hereby certify this is a true copy of a Resolution adopted by the West Windsor Township  
Council at their meeting held on the 11th day of August, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: 7/18/2025

Initiated By: Samuel J. Surtees Division/Department: Comm. Dev./Land Use

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Introduction and subsequent adoption of an ordinance amending Part II, Chapter 82 (Fees), by modifying provisions with respect to miscellaneous licenses, fees and permits, specifically Section 82-15.

**SOURCE OF FUNDING:** NA

**CONTRACT AMOUNT:** NA

**CONTRACT LENGTH:** NA

**OTHER SUPPORTING INFORMATION ATTACHED:**

Ordinance Summary  
Memorandum from Samuel J. Surtees dated 7/18/2025  
Ordinance

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

  
Department/Division Head

7-16-25

  
Date

APPROVED FOR AGENDA OF: 8/11/2025 (INTRODUCTION)  
8/25/2025 (PUBLIC HEARING)

By: 

Marlena Schmid, Business Administrator

08/04/2025

MEETING DATE: 8/11/25 Ordinance # 2025-12 Resolution # 2025-112

Council Action Taken:

# **TOWNSHIP OF WEST WINDSOR**

*Community Development Department*

*Division of Land Use*

## **MEMORANDUM**

TO: Marlena Schmid  
Business Administrator

FROM: Samuel J. Surtees  
Manager, Division of Land Use

SUBJECT: Draft Ordinance to amend Chapter 82-3 (Escrow-Deposits; Application fees, Inspection fees) and Chapter 82-15 (Miscellaneous licenses, fees and permits)

DATE: July 18, 2025

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Attached, please find draft ordinances referenced above which would amend the fees that would be collected for development/variance applications; permit fees; escrow-deposits & miscellaneous fees. It has been over twenty (20) years since the plan review escrow fee ordinance has been updated.

In determining the proposed escrow fee increases, I looked at the past ten (10) years that we collected plan review escrow for various types of development applications (preliminary/final subdivisions, variances, site plans, conditional use applications, sign waivers) and tracked what the initial plan review escrow amount was deposited with the township. I compared this initial deposit to what the final escrow amount was when the project was completed.

Increases in the consultant and house staff hourly rates over the last twenty (20) years has increased the overall review costs for development and variance applications. The requirements for submitting a "complete" application to either the Planning Board or the Zoning Board of Adjustment has become more detailed in what is submitted.

The proposed revisions to the application/escrow fees would achieve two purposes; first, they would provide an applicant with a realistic cost up front on what the review fees would be for their project, which in turn, gives them a better idea of soft costs when preparing their business plans. Secondly, it would reduce staff time and legal costs associated with sending out replenishment letters to applicants when their plan review escrow accounts are depleted. In many cases, the township has needed to use our attorney to seek legal action from developers/applicants who refuse to replenish their escrow accounts. This adds costs to the municipal budget which cannot be charged against an applicant's escrow account.

I would request that both these ordinances 82-3 (escrow deposits, application fees, inspection fees) and 82-15 (miscellaneous licenses, fees & permits) be placed on the next township council agenda for introduction and subsequent public hearing.

If you have any questions or require additional information, please advise.

Thank you.

**Attachments (2)**

c: Ordinance 82-3 File  
Ordinance 92-15 File  
H. Marathe  
K. Giblin  
J. Mauder  
F. Guzik

o:sjsmemosto\schmid\escrowapplicationinspectoinmiscellaneousfeesdraftord(2025).doc

ORDINANCE 2025-12

AN ORDINANCE TO AMEND AND SUPPLEMENT  
THE CODE OF THE TOWNSHIP OF WEST WINDSOR (1999), AMENDING PART II, CHAPTER  
82 (FEES), BY MODIFYING PROVISIONS WITH RESPECT TO MISCELLANEOUS LICENSES,  
FEES AND PERMITS

BE IT ORDAINED, by Township Council of the Township of West Windsor, County of Mercer,  
State of New Jersey, as follows:

Part II Chapter 82 of the Code of the Township of West Windsor (1999), Section 82-15, Miscellaneous licenses, fees and permits, is hereby amended as follows. Added text is underlined, and text being eliminated is in [brackets].

§ 82-15. Miscellaneous licenses, fees and permits.

- A. Schedule of fees. The following fees are established for the various services extended and material distributed by departments of the Township: [Amended 2-8-1999 by Ord. No. 99-03; 5-6-2002 by Ord. No. 2002-10]
- (1) Alarm systems:<sup>1</sup> annual registration fee of \$25 if registered between January 1 and January 31; additional late fee of \$10 per month if registered thereafter. [Amended 1-22-2007 by Ord. No. 2006-22]
  - (2) Assessment search: not to exceed \$10 (pursuant to N.J.S.A. 54:5-13). Continuation search (charged per each year subsequent to original search): \$2.
  - (3) Bingo license, for each date a game is to be considered: same as fees set by state.<sup>2</sup>
  - (4) Codified ordinances: \$350.
  - (5) Land Use ordinances, bound volume: \$100. [Amended 12-19-2005 by Ord. No. 2005-16]
    - (a) Land Use supplements, yearly fee: [\$15] \$25.
  - (6) Duplicate tax sale certificate: not to exceed \$100 (pursuant to N.J.S.A. 54:5-52).
  - (7) Easement modification agreement: \$100.
  - (8) Fence permit: \$35. [Amended 12-19-2005 by Ord. No. 2005-16]
  - (9) Filed decision by Planning Board, Zoning Board of Adjustment or Township Council: \$25.
  - (10) Flood hazard area certification: \$50.
  - (11) Home occupation permit: [\$50] \$75. [Amended 12-19-2005 by Ord. No. 2005-16]
  - (12) Maps:
    - (a) Election Map: [\$10] \$15. [Added 11-29-2004 by Ord. No. 2004-34<sup>3</sup>]
    - (b) Greenbelt Map: [\$12] \$15. [Amended 12-19-2005 by Ord. No. 2005-16]

<sup>1</sup> Editor's Note: See Ch. 34, Alarm Systems.

<sup>2</sup> Editor's Note: See Ch. 44, Bingo and Games of Chance

<sup>3</sup> Editor's Note: This ordinance also provided for the redesignation of former Subsections A(12)(a) through (h) as Subsections A(12)(b) through (i), respectively.

- (c) Master Plan: [\$75] \$125. [Amended 12-19-2005 by Ord. No. 2005-16]
  - (d) Sanitary Sewer Map: [\$12] \$15. [Amended 12-19-2005 by Ord. No. 2005-16]
  - (e) Site Location/Open Space Map (color): \$25] \$30. [Amended 12-19-2005 by Ord. No. 2005-16]
  - (f) Street Map: [\$7] \$10. [Amended 12-19-2005 by Ord. No. 2005-16]
  - (g) Water Distribution Map: [\$12] \$15. [Amended 12-19-2005 by Ord. No. 2005-16]
  - (h) Zoning Maps: [\$12] \$15. [Amended 12-19-2005 by Ord. No. 2005-16]
  - (i) Tax Maps.
    - [1] Tax Maps (full set) (twenty-four inch by thirty-six inch format): [\$375] \$385. [Amended 12-19-2005 by Ord. No. 2005-16]
    - [2] Tax Maps (full set) (twelve-inch by eighteen-inch format): [\$175] \$190. [Amended 12-19-2005 by Ord. No. 2005-16]
    - [3] Photocopy, for sizes up to 11 inches by 17 inches:
      - [a] First to tenth page: \$0.75 each.
      - [b] Eleventh to twentieth page: \$0.50 each.
      - [c] Over 20 pages: \$0.25 each.
    - [4] Photocopy, for sizes over 11 inches by 17 inches: \$0.75 per square foot.
- (13) Marriage and civil ceremonies. In addition to any fees that may be established for the issuance of a marriage or civil union license, the following fee schedule is established for weddings performed by the Township Mayor as follows: [Added 5-5-2008 by Ord. No. 2008-06<sup>4</sup>]
- (a) There shall be a \$3 fee for issuance of a marriage or civil union license. The fee shall be deposited into the Township's General Fund.
  - (b) There shall be a \$25 fee collected from all applicants for a marriage or civil union license. This fee shall be remitted to the New Jersey Department of Human Services.
  - (c) There shall be a \$100 fee charged to any persons who have the Township Mayor solemnize the marriage or civil union. The fee shall be deposited into the Township's General Fund.
- (14) Notarial service fee: \$2 per signature. (Exempt from this fee shall be vendors contracting to perform services or supply goods to the Township.) [Added 3-22-2004 by Ord. No. 2004-8<sup>5</sup>]
- (15) <sup>6</sup>Private commuter parking lot permit: [\$350] \$400, renewable beginning of each

<sup>4</sup> Editor's Note: Pursuant to this ordinance, former Subsections A(13) and (14) were redesignated as Subsections A(14) and (15) respectively.

<sup>5</sup> Editor's Note: This ordinance also provided for the redesignation of former Subsections A(13) through (33) as Subsections A(14) through (34) respectively.

<sup>6</sup> Editor's Note: Former Subsection A(15), Patio permit, was repealed 12-9-2005 by Ord. No. 2005-16.

- year. [Amended 12-19-2005 by Ord. No. 2005-16]
- (16) Photocopies: [Amended 5-20-2002 by Ord. No. 2002-14]
- (a) For standard black and white copies of sizes up to 11 inches by 17 inches:
    - [1] First to tenth page: \$0.75 each.
    - [2] Eleventh to twentieth page: \$0.50 each.
    - [3] All pages over 20: \$0.25 each.
  - (b) For sizes over 11 inches by 17 inches: \$0.75 per square foot.
  - (c) Colored ink copies for eight-and-one-half-inch by eleven-inch page:
    - [1] First to tenth page: \$2.
    - [2] Eleventh to twentieth page: \$1.75.
    - [3] All pages over 20: \$1.50.
  - (d) For all off-site photocopies:
    - [1] Handling fee of \$5 will be charged in addition to the photocopy fee.
- (17) Planning Board agendas (yearly): [~~\$30~~] \$35.
- (18) Raffle license: same as set by state.
- (19) Service charge for checks returned due to insufficient funds: \$20. [Amended 11-29-2004 by Ord. No. 2004-34]
- (20) Sewer ban exemption endorsement (single-family residence): \$20.
- (21) (Reserved)<sup>7</sup>
- (22) (Reserved)<sup>8</sup>
- (23) Subdivision certificate: [~~\$250~~] \$300. [Amended 12-19-2005 by Ord. No. 2005-16]
- (24) Tape and CD duplication fee, per tape/CD: \$7. [Amended 12-19-2005 by Ord. No. 2005-16]
- (25) Tax and sewer rent payments: [Added 12-17-2007 by Ord. No. 2007-23<sup>9</sup>; amended 12-6-2010 by Ord. No. 2010-29]
- (a) Processing fee for ACH payments: \$2 per transaction.
  - (b) Processing fee for credit card payments: 2.9% of transaction amount (effective January 1, 2011).
- (26) Tax bill, duplicate: \$1.
- (27) Tax sale certificate, duplicate: not to exceed \$100 (pursuant to N.J.S.A. 54:5-52).

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<sup>7</sup> Editor's Note: Former Subsection A(21) SPRAB agendas, was repealed 7-30-2018 by Ord No. 2018-20.

<sup>8</sup> Editor's Note: Former Subsection A(22) Stream water quality report, was repealed 12-19-2005 by Ord No. 2005-16.

<sup>9</sup> Editor's Note: This ordinance also provided for the redesignation of former Subsection A(34) as Subsection A(27); former Subsection A(25) as Subsection A(26); and former Subsection A(26) through (33) as Subsection A(28) through (35), respectively.



- (28) Tax search: not to exceed \$10 (pursuant to N.J.S.A. 54:5-13).
- (29) Township Council agenda: \$50 annually. [Amended 12-19-2005 by Ord. No. 2005-16]
- (30) Township Council minutes, yearly subscription fee: \$200.
- (31) Township Council special meeting notice: \$25 annually. [Amended 12-19-2005 by Ord. No. 2005-16]
- (32) Vendors' permit (peddlers, hawkers, solicitors): \$50.
  - (a) SBI check for vendors: \$18. [Amended 12-19-2005 by Ord. No. 2005-16]
- (33) Zoning certificate: [\$100] \$150. [Amended 12-19-2005 by Ord. No. 2005-16]
- (34) Zoning Board of Adjustment agendas (yearly): [\$15] \$20.
- (35) Zoning permit: [\$35] \$40. [Amended 11-29-2004 by Ord. No. 2004-34; 12-19-2005 by Ord. No. 2005-16]
- (36) Grease control plan review fees. [Added 12-29-2008 by Ord. No. 2008-51]
  - (a) New establishments and existing establishments with proposed renovations shall pay a plan review fee based on the square footage of the establishment. Existing establishments submitting an initial grease control plan to the Township shall not be required to submit a fee. [Amended 3-4-2013 by Ord. No. 2013-06]

Size (square feet)	Fee
Up to 400	\$175
401 to 800	\$250
Over 800	\$300

- (b) New multi-use properties shall submit a plan review fee based on the number of proposed retail food establishments discharging into the Township Sanitary Sewer from the property: \$50 per establishment. Existing multi-use properties submitting an initial grease control plan shall not be required to submit a fee.
  - (c) Alteration to an approved grease control plan: \$100.
- (37) Rental of Schenck Farmstead restrooms and use of property to erect an event tent. Residents of West Windsor Township or Township-based organizations only: [Added 3-31-2014 by Ord. No. 2014-02; amended 9-12-2016 by Ord. No. 2016-20]
  - (a) Social events: \$100.
  - (b) Weddings: \$100.
  - (c) Nonprofit events: \$100.
  - (d) Corporate events: \$100.
  - (e) Security fee (refundable): \$150.
- B. Exceptions. No fees shall be charged for any requested information, reports, searches, etc., under this chapter if formally requested by any federal, state, county or municipal agency or

department or if requested by any department, employee or appointee of the Township.

- C. Interest on unpaid taxes. Interest on unpaid taxes or unpaid assessment for local improvements shall be charged at a rate of 8% per annum on the first \$1,500 of the delinquency and 18% of any amount in excess of \$1,500. Interest on unpaid taxes or unpaid local improvements shall be completed from the date taxes or local assessments become delinquent, except that no interest shall be charged on any installment payment if payment of said installment is made within 10 days after the date upon which the same becomes payable.

INTRODUCTION:

PLANNING BOARD:

PUBLIC HEARING:

ADOPTION:

MAYORAL APPROVAL:

EFFECTIVE DATE:

**REQUEST FOR COUNCIL ACTION**

Date of Request: 7/18/2025

Initiated By: Samuel J. Surtees Division/Department: Comm. Dev./Land Use

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Introduction and subsequent adoption of an ordinance amending Part II Chapter 82 (Fees) provisions with respect to Escrow-Deposits, Application Fees and Inspection Fees specifically Section 82-3.

**SOURCE OF FUNDING:** NA

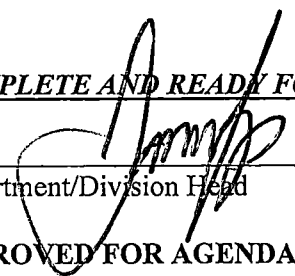
**CONTRACT AMOUNT:** NA

**CONTRACT LENGTH:** NA

**OTHER SUPPORTING INFORMATION ATTACHED:**

Ordinance Summary  
Memorandum from Samuel J. Surtees dated 7/18/2025  
Ordinance

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

  
Department/Division Head

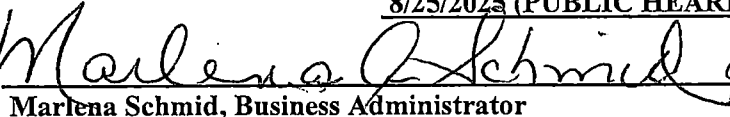
7-16-25

Date

Sam Grif 7/21/25

APPROVED FOR AGENDA OF: 8/11/2025 (INTRODUCTION)  
8/25/2025 (PUBLIC HEARING)

By:

 08/04/2025  
Marlana Schmid, Business Administrator

MEETING DATE: 8/11/25 Ordinance # 2025-13 Resolution # 2025-13

Council Action Taken:


# **TOWNSHIP OF WEST WINDSOR**

## ***Community Development Department***

### ***Division of Land Use***

#### **MEMORANDUM**

TO: Marlena Schmid  
Business Administrator

FROM: Samuel J. Surtees   
Manager, Division of Land Use

SUBJECT: Draft Ordinance to amend Chapter 82-3 (Escrow-Deposits; Application fees, Inspection fees) and Chapter 82-15 (Miscellaneous licenses, fees and permits)

DATE: July 18, 2025

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Attached, please find draft ordinances referenced above which would amend the fees that would be collected for development/variance applications; permit fees; escrow-deposits & miscellaneous fees. It has been over twenty (20) years since the plan review escrow fee ordinance has been updated.

In determining the proposed escrow fee increases, I looked at the past ten (10) years that we collected plan review escrow for various types of development applications (preliminary/final subdivisions, variances, site plans, conditional use applications, sign waivers) and tracked what the initial plan review escrow amount was deposited with the township. I compared this initial deposit to what the final escrow amount was when the project was completed.

Increases in the consultant and house staff hourly rates over the last twenty (20) years has increased the overall review costs for development and variance applications. The requirements for submitting a "complete" application to either the Planning Board or the Zoning Board of Adjustment has become more detailed in what is submitted.

The proposed revisions to the application/escrow fees would achieve two purposes; first, they would provide an applicant with a realistic cost up front on what the review fees would be for their project, which in turn, gives them a better idea of soft costs when preparing their business plans. Secondly, it would reduce staff time and legal costs associated with sending out replenishment letters to applicants when their plan review escrow accounts are depleted. In many cases, the township has needed to use our attorney to seek legal action from developers/applicants who refuse to replenish their escrow accounts. This adds costs to the municipal budget which cannot be charged against an applicant's escrow account.

I would request that both these ordinances 82-3 (escrow deposits, application fees, inspection fees) and 82-15 (miscellaneous licenses, fees & permits) be placed on the next township council agenda for introduction and subsequent public hearing.

If you have any questions or require additional information, please advise.

Thank you.

**Attachments (2)**

c: Ordinance 82-3 File  
Ordinance 92-15 File  
H. Marathe  
K. Giblin  
J. Mauder  
F. Guzik

o:sjsmemosto\schmid\escrowapplicationinspectoinmiscellaneousfeesdraftord(2025).doc

ORDINANCE 2025-13

AN ORDINANCE TO AMEND AND SUPPLEMENT  
THE CODE OF THE TOWNSHIP OF WEST WINDSOR (1999), AMENDING PART II,  
CHAPTER 82 (FEES), BY MODIFYING PROVISIONS WITH RESPECT TO ESCROW  
DEPOSITS, APPLICATION FEES AND INSPECTION FEES

BE IT ORDAINED, by Township Council of the Township of West Windsor, County of Mercer, State of New Jersey, as follows:

Part II Chapter 82 of the Code of the Township of West Windsor (1999), Section 82-3, Escrow deposits; application fees; inspection fees, is hereby amended as follows. Added text is underlined, and text being eliminated is in [brackets].

§ 82-3. Escrow deposits; application fees; inspection fees.

- A. Obligation to pay application fees and professional fees incurred during the course of review. Applicants submitting the applications set forth herein shall pay such application fees as are due and all reasonable costs for professional services, including but not limited to engineering, legal, planning, landscape architecture, traffic engineering, including review of traffic reduction plans, and other costs incurred by the Township in connection with the review and approval by the Planning Board or Zoning Board of Adjustment of the applications set forth herein, including costs incurred during any informal review of a concept plan by such Board and review to assure that the conditions of approval have been satisfied. Such professional services may be by Township staff or by consultants retained by the Township on a general basis or retained specifically for an application by the board of jurisdiction or the Township. In conjunction with payment of such professional fees, the applicant shall make an escrow deposit in the amount and manner set forth herein, shall execute an agreement in a form provided by the Township obligating itself to pay such fees and shall furnish a fee bond or other performance guaranty in favor of the Township guaranteeing the payment thereof. The application fee is a flat fee to cover direct administrative expenses and is nonrefundable. [Amended 12-19-2005 by Ord. No. 2005-16]
- B. Amount of fees and escrow deposits due. Each applicant shall, prior to [his or her] their applications being deemed complete, submit to the Township [Treasurer] Land Use Manager in cash, check, [or by] certified check or money order the following sums as application fees and escrow deposits. The applicant shall provide separate checks for application fees and escrow deposits. Where one application for development includes more than one approval request, the sum of the individual required fees shall be paid

- (1) Subdivision fees.<sup>1</sup>  
 [Amended 5-6-2002 by Ord. No. 2002-10; 12-19-2005 by Ord. No. 2005-16]

Type of Plat	Application Fee	Escrow to be Deposited
Sketch plat	\$500	\$750 per lot for the first 5 lots and \$300 per lot for the remaining lots
Minor subdivision	<del>[\$500]</del> <u>\$750</u>	<del>[\$2,500 per lot]</del> <u>\$5,000</u>
Major subdivision plat		
Preliminary plat	\$750	\$1,200 per lot for the first 10 lots, \$800 per lot for the next 10 lots and \$600 per lot for the remaining lots
Final plat	\$500	\$1,000 per lot for the first 10 lots and \$600 per lot for the remaining lots
Combined preliminary plat and final plat	\$1,000	\$2,500 per lot for the first 10 lots and \$1,000 per lot for the remaining lots
Subdivision certificate of approval	<del>[\$125]</del> <u>\$300</u>	None required

- (2) Site plan fees.  
 [Amended 5-6-2002 by Ord. No. 2002-10; 12-19-2005 by Ord. No. 2005-16]

Type of Plan	Application Fee	Escrow to be Deposited
Site plan not involving any building area	\$500	\$25 per square foot of site area being disturbed
Residential concept plan	<del>[\$750]</del> <u>\$1,000</u>	<del>[\$750 per unit for the first 200 units and \$225 per unit for the remaining units]</del> <u>\$7,500</u>
Nonresidential concept plan	<del>[\$750]</del> <u>\$1,000</u>	<del>[\$0.10 per square foot for the first 200,000 square feet and \$0.05 for the remaining square feet]</del> <u>\$7,500</u>
Residential major site plan		
Preliminary approval	<del>[\$750]</del> <u>\$1,000</u>	\$250 per unit for the first 200 units and \$100 per unit for the remaining units
Final approval	<del>[\$500]</del> <u>\$750</u>	\$125 per unit for the first 200 units and \$50 per unit for the remaining units
If combined preliminary and final approval sought	<del>[\$1,000]</del> <u>\$1,500</u>	\$400 per unit for the first 200 units and \$200 per unit for the remaining units
Nonresidential minor site plan	\$750 <u>\$1,000</u>	[\$35 per square foot of floor area] <u>\$7,500</u>

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<sup>1</sup> Editor's Note: See Ch. 200, Land Use, Part 2, Subdivision.

# Nonresidential major site plans

Preliminary approval	<del>[\$750]</del> <u>\$1,000</u>	<del>[\$0.35]</del> <u>\$0.50</u> per square foot of floor area for the first 200,000 square feet and <del>[\$0.15]</del> <u>\$0.30</u> per square foot for the remaining square feet
Final approval	<del>[\$500]</del> <u>\$750</u>	<del>[\$0.10]</del> <u>\$0.35</u> per square foot of floor area for the first 200,000 square feet and <del>[\$0.05]</del> <u>\$0.25</u> per square foot for the remaining square feet
If combined preliminary and final approval	<del>[\$1,000]</del> <u>\$1,500</u>	<del>[\$0.40]</del> <u>\$0.60</u> per square foot of floor area for the first 200,000 square feet and <del>[\$0.25]</del> <u>\$0.40</u> per square foot for the remaining square feet

- (3) Other submissions.  
[Amended 5-6-2002 by Ord. No 2002-10; 12-19-2005 by Ord. No. 2005-16]

Type of Plan	Application Fee	Escrow to be Deposited
General development plans	<del>[\$2,000]</del> <u>\$2,500</u>	<del>[\$25,000]</del> <u>\$40,000</u>
Conditional use approval with drive-through facilities	<del>[\$750]</del> <u>\$1,000</u>	<del>[\$7,500]</del> <u>\$15,000</u>
Conditional use approvals	\$500	\$3,000
Appeals under N.J.S.A. 40:55D-70a	\$150	<del>[\$750]</del> <u>\$1,500</u>
Interpretation or special questions under N.J.S.A. 40:55D-70b	\$200	<del>[\$200]</del> <u>\$500</u>
Hardship variances under N.J.S.A. 40:55D-70c	\$100	<del>[\$250]</del> <u>\$350</u> for each variance
Use variances ( <u>d-1; d-2; d-3; d-5; d-6</u> )	<del>[\$1,000]</del> <u>\$1,500</u>	<del>[\$3,500]</del> <u>\$5,000</u> for each variance
<u>Use variances (d-4)</u>	<u>\$100</u>	<u>\$2,500</u>
Waivers from sign requirements	\$300 [for all waivers]	<del>[\$1,500 per waiver]</del> <u>\$2,500</u>
Permits under N.J.S.A. 40:55D-34 and 40:55D-36	\$150	\$500
[Modifications] <u>Amendments</u> of previously approved plans [without changes to MIC and FAR]	<del>[\$1,000]</del> <u>\$1,500</u>	<del>[\$1,500]</del> <u>\$7,500</u>



[All other modifications of previously approved plans]	[\$100]	[Same as if the application were an original application]
List of persons within 200 feet	[\$10 or \$0.25] \$25, or \$1 per name, whichever is greater	None required
Request for zoning text/map amendments	\$2,500	\$10,000
Maintenance guaranty application	10% of the maintenance guaranty or \$500, whichever is greater	None required

- (4) If the final total square footage is unknown, fees and escrows shall be based upon maximum floor area permitted under Part 4, Zoning, of Chapter 200.
- (5) Development review fees for either subdivision or site plan applications may be proportioned to stages of submittals as approved by the Planning Board.
- (6) Unexpended escrow deposits for sketch plats and concept plans shall be credited against escrow deposits due upon filing of an application for development.

C. Determination of insufficient escrow deposit during completeness review.

- (1) Within 45 days after the filing of an application for development and before a determination of completeness is made, the Township shall determine whether the escrow amounts set forth above are sufficient for the Township to perform required application reviews, including review and preparation of documents and review to assure that the conditions of approval have been satisfied. In conducting such review, the following criteria shall be considered:
  - (a) The presence or absence of public water or sewer servicing the site.
  - (b) Environmental considerations, including but not limited to geological, hydrological and ecological factors.
  - (c) Traffic impact of the proposed development.
  - (d) Impact of the proposed development on the existing aquifer or water quality.
  - (e) Impact on improvement which might require off-tract or off-site contributions agreements.
- (2) If additional sums are deemed necessary, the Treasurer shall notify the applicant of the required additional amount the Township has determined to be necessary.

Each applicant shall, prior to the application being deemed complete, submit to the Township Treasurer in cash, check, [or by] certified check or money order the amount of escrow deposit due pursuant to Subsection B and the amount of additional escrow deposit agreed by the applicant and the Township to be due in accordance with this subsection and shall complete all forms as required by the Director of Community Development. The application shall be deemed incomplete if the applicant and Township do not agree on the additional escrow amount due pursuant to this subsection.

D. Determination of insufficient escrow deposit after the application has been deemed complete.

- (1) If an escrow account contains insufficient funds to enable the Township or board of jurisdiction to complete required application reviews, including follow-up as to documents and conditions, the Township Treasurer shall provide the applicant with a notice of insufficient escrow balance. In order for work to continue on the development or the application, the applicant shall within a reasonable time period post a deposit to the account in an amount to be agreed upon by the Township or board of jurisdiction and the applicant. Such amount shall be sufficient to pay all unpaid bills, as well as an amount sufficient to complete all applicant reviews, including follow-up as to documents and conditions.
- (2) In the interim, any required health and safety inspections shall be made and charged back against the replenishment of funds. Other than these inspections, no further work shall be done on the application or development. In addition, no hearing before any Township board or committee may be convened and no construction permit or certificate of occupancy may be issued if such amounts are due and payable. The time to act under the Municipal Land Use Law<sup>2</sup> shall be tolled during the time when there has been no municipal action on the application because the applicant has not posted the additional escrow deposit provided for in this subsection. In addition, all escrow charges which are due and owing shall become a lien on the premises with respect to which said charges are required and shall remain so until paid. Said overdue charges shall accrue the same interest from time to time as taxes upon real estate in the Township. The Township shall have the same remedies for the collection thereof with interest, costs and penalties as it has by law for the collection of taxes upon real estate and may collect reasonable attorney's fees incurred in collecting such unpaid fees.
- (3) The board of jurisdiction may deny the application if the applicant has failed to pay any amounts due under Subsections B through D hereof. Whether or not specifically stated in the resolution of memorialization, payment in a timely

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<sup>2</sup> Editor's Note: See N.J.S.A. 40:55D-1 et seq.

manner of all escrow fees which become due shall be a condition of the approval of any application.

- E. Periodic accounting of escrow funds and expenditures. The Township Treasurer shall prepare and send to the applicant a statement which shall include an accounting of funds listing all deposits, interest earnings, if applicable, disbursements and the cumulative balance of the escrow account. This information shall be provided on a quarterly basis, if monthly charges are \$1,000 or less, or on a monthly basis, if monthly charges exceed \$1,000.
- F. Close-out procedures. The applicant shall send written notice by certified mail to the Township Treasurer, to the board of jurisdiction and to municipal professionals who worked on the application review that the board of jurisdiction has granted final approval; that, in the case of subdivisions or site plans, the subdivision or site plan has been signed by the board of jurisdiction and the approval has otherwise been perfected; and that, in the case of all other applications for which escrow deposits are necessary, the approval has been perfected and no further work by municipal professionals is necessary. After receipt of said notice, each professional shall render a final bill to the Treasurer within 30 days. The Treasurer shall render a written final accounting to the applicant on the uses to which the deposit was put within 45 days of receipt of the final bill from the professionals. Any balances remaining in the escrow account, including interest, if applicable, shall be refunded to the applicant along with the final accounting. The refunding process shall be in accordance with the guidelines and procedures established by the division of local government services in effect at that time.
- G. Fee for inspection of constructed improvements.  
[Amended 10-29-2018 by Ord. No. 2018-26.]
  - (1) Each developer shall reimburse the Township for all reasonable costs for the municipal inspection of the construction site and off-site improvements and shall execute an agreement in a form provided by the Township obligating itself to do so. An escrow fund will be established with the Township before construction begins, and such funds shall be used to pay the fee and costs of professional services employed by the Township to inspect the construction.
  - (2) An initial fee, except for extraordinary circumstances, of the greater of \$500 or 5% of the cost of improvements, both public and private, shall be deposited prior to the issuance of any construction permit. The estimated cost of improvements shall be determined by the Township Engineer pursuant to N.J.S.A. 40:55D-53.4 based on a preliminary itemized cost estimate prepared by the developer.
    - (a) For those developments for which the reasonably anticipated fees are less than \$10,000, fees may, at the option of the developer, be paid in two installments. The initial amount deposited by a developer shall be 50% of the reasonably anticipated fees. When the balance on deposit drops to 10% of the reasonably anticipated fees because the amount deposited by the

developer has been reduced by the amount paid to the Township Engineer for inspections, the developer shall deposit the remaining 50% of the anticipated inspection fees.

- (b) For those developments for which the reasonably anticipated fees are \$10,000 or greater, fees may, at the option of the developer, be paid in four installments. The initial amount deposited by a developer shall be 25% of the reasonably anticipated fees. When the balance on deposit drops to 10% of the reasonably anticipated fees because the amount deposited by the developer has been reduced by the amount paid to the Township Engineer for inspections, the Township Treasurer shall provide the developer with a notice of insufficient deposit balance and the developer shall make additional deposits of 25% of the reasonably anticipated inspection fees.
  - (3) The Township Engineer shall not perform any inspection if sufficient funds are not on deposit, except that any required health and safety inspections shall be made and charged back against the replenishment of funds.
  - (4) If any inspection deposit contains insufficient funds to enable the Township to perform required improvement inspections, the Township shall require the developer to deposit additional funds in escrow, provided that the Township delivers to the developer a written inspection escrow deposit request, signed by the Township Engineer, which: informs the developer of the need for additional inspections, details the items or undertakings that require inspection, estimates the time required for those inspections, and estimates the cost of performing those inspections.
  - (5) The Township Treasurer shall provide the developer with an accounting of the deposit setting forth the information and in the intervals set forth in Subsection E. Upon the improvements being approved and all guarantees required under Chapter 200, Land Use, Article XVII, Improvement Guaranties, having been released, the deposit shall be closed out in the same manner as is set forth for escrow accounts in Subsection F
- H. Deposit of escrow funds. The Township Treasurer shall deposit all escrow funds in accordance with N.J.S.A. 40:55D-53.1.
- I. Exemptions.  
[Added 10-9-2001 by Ord. No. 2001-19]
- (1) The following organizations or individuals may, to the extent specified herein, be exempt from the payment of subdivision fees assessed pursuant to § 82-3B(1) and site plan fees assessed pursuant to § 82-3B(2):
    - (a) Any non-profit recreational association holding a tax-exempt status under the Federal Internal Revenue Code of 1954 [26 U.S.C. § 501(c) or (d)],

when the property that is subject of the subdivision or site plan application is intended to serve the needs of all West Windsor citizens and the services provided by the organization would otherwise involve the expenditure of taxpayer funds.

- (b) Any landowner who seeks a subdivision for the purpose of donating a subdivided parcel of land to West Windsor Township, to another governmental entity or to a non-profit land- preservation organization, when the donated land will be deed restricted to prevent development and when neither additional residential nor commercial development will be built on any resultant parcel or enabled in any way by the subdivision.
  - (c) A disabled person, or a parent, child or sibling of a disabled person, in connection with any application for development which promotes accessibility to his or her own existing living unit. For the purposes of this subsection, the term "disabled person" shall have the same meaning as provided in § 82-[4V(3)]4CC(3).
- (2) Any of the qualifying organizations or individuals may be exempt from paying the application fee and the escrow deposit set forth in § 82-3B(1) and (2). These organizations shall be required to pay any professional fee or other cost for application review incurred by the Township which exceeds the application fee and escrow deposit set forth in the chapter.

INTRODUCTION:

PLANNING BOARD:

PUBLIC HEARING:

ADOPTION:

MAYORAL APPROVAL:

EFFECTIVE DATE: