

MEETING TO BE
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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

September 8, 2025

7:00 P.M.

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
Police Department Awards for Life-Saving and Achievements
Proclamation for National Senior Center Month
Proclamation for National Drive Electric Month
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
11. Consent Agenda
 - A. Resolutions
 - B. Minutes

C. Bills & Claims

12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

2025-R182 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Edgewood Partners Center dba EPIC Insurance Brokers and Consultants of Jersey City, New Jersey as Health Insurance Benefits Consultant - \$40,000

2025-R183 Revising the Cash Management Plan Authorization for West Windsor Township by Adding FourLeaf Federal Credit Union

2025-R184 Authorizing the Refund of Property Tax Overpayment

2025-R185 Authorizing the Mayor and Clerk to Execute the Reimbursement Agreement with Westwinds Homeowners Association for Trash and Recycling Collection and Disposal and Snow Removal Costs for 2024

2025-R186 Authorizing the Business Administrator to Purchase One (1) Model Year 2025 Chevrolet Colorado Pickup Truck with Factory Options from Mark Anthony Chevrolet, Inc. dba Pellegrino Chevrolet Under Educational Services Commission of New Jersey, (ESCNJ), Cooperative Pricing System #65MCESCCPS, Bid Number ESCNJ#23/24-11 - \$41,210.00

2025-R187 Authorizing the Full Release of a Performance Bond for Street Opening Permit No. 2025-21 to Hans Lindblad

2025-R188 Authorizing the Mayor and Clerk to Execute an Easement Modification Agreement for 18 Sherbrooke Drive

2025-R189 Granting Reservation of Sewer Capacity to Eden Autism Services Foundation, Inc., PB03-04, Block 37.01, Lot 2

2025-R190 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Remington & Vernick Engineers for Professional Engineering, Land Surveying and Bid-Related Services for the Annual Road Improvement Program -\$121,845.00

2025-R191 Consenting to the Mercer County Water Quality Management Amendment Entitled "Miry Run Ponds County Park" (Block 29, Lots 5.01 and 6 in West Windsor Township and Block 1631, Lots 42 and 43 in Hamilton Township), Program Interest No. 435452, Activity No. AMD230001

2025-R192 Authorizing the Mayor and Clerk to Execute Amendment No. 1 to the Professional Services Agreement with AQUALIS (formerly dba Stormwater Compliance Solutions, LLC) to Provide Professional Stormwater Consulting Services - \$2,500.00

2025-R193 Authorizing the Mayor and Clerk to Execute Amendment No. 1 to the Professional Services Agreement with Roberts Engineering Group to Provide Coring and Analysis Services for the New Edinburg Road Resurfacing Project - \$4,220.00

2025-R194 Authorizing the Mayor and Clerk to Execute a One (1) Year Extension of Contract with Aquatic Service, Inc. for Closing, Opening and Seasonal Maintenance of the West Windsor Aquatic Complex for the Period Fall 2025 Through Labor Day 2026 - \$59,750.84

2025-R195 Authorizing the Mayor and Clerk to Execute a Right of Entry Agreement with the West Windsor Parking Authority

14. Introduction of Ordinances

2025-15 AN ORDINANCE TO AMEND AND SUPPLEMENT THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF WEST WINDSOR (1999) CHAPTER 168, "TRAFFIC AND PARKING," ARTICLE II, "TRAFFIC REGULATIONS", 168-166 SCHEDULE XI: SPEED LIMITS ON ALEXANDER ROAD

Public Hearing: September 29, 2025

2025-16 AN ORDINANCE TO AMEND AND SUPPLEMENT THE REVISED
GENERAL ORDINANCES OF THE TOWNSHIP OF WEST
WINDSOR (1999) CHAPTER 168, "TRAFFIC AND
PARKING," ARTICLE V, "TRAFFIC AND PARKING
REGULATIONS ON PRIVATE PROPERTY", SECTION 168-37,
"CONTROL OF MOVEMENT AND PARKING ON PUBLIC AND
PRIVATE PROPERTY"

Public Hearing: September 29, 2025

15. Additional Public Comment (15 minutes comment period;
 three-minute limit per person)
16. Council Reports/Discussion/New Business

 Composting Discussion
17. Administration Updates
18. Closed Session
19. Adjournment

REQUEST FOR COUNCIL ACTION

Date of Request: August 25, 2025

Initiated By: Hemant Marathe, Ph.D., Mayor Division/Department: Administration

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Authorizing the reappointment of EPIC as Health Insurance Benefits Consultant.

SOURCE OF FUNDING:

Current Budget

CONTRACT AMOUNT:

\$40,000

CONTRACT LENGTH:

September 15, 2025 through September 14, 2026

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution, contract, and memo

S:\AGENDA INBOX (file name) 2025-HealthCons-Res

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Hemant Marathe
Department/Division Head

8/27/25
Date

APPROVED FOR AGENDA OF: September 8, 2025

By: Kerry Crain 09/03/2025
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: 9/8/25 Ordinance # _____ Resolution # 2025-12182

Council Action Taken:

RESOLUTION

- WHEREAS, the Township of West Windsor has a need for specialized Health Insurance Benefits Consultant Services; and
- WHEREAS, the Township Business Administrator, Chief Financial Officer and Mayor recommend approval of a Professional Services Agreement with Edgewood Partners Insurance Center dba EPIC Insurance Brokers and Consultants of Jersey City, New Jersey for the period from September 15, 2025 through September 14, 2026; and
- WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds for said Agreement are available in the following line item appropriation account:

Group Insurance – Miscellaneous Services 105-51-299 \$40,000.00

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor:

1. The Mayor and Township Clerk are hereby authorized and directed to execute an Agreement with Edgewood Partners Insurance Center dba EPIC Insurance Brokers and Consultants of Jersey City, New Jersey, as the Township Health Insurance Benefits Consultant through September 14, 2026.
2. The Agreement so authorized shall require the Provider to perform Health Insurance Benefits Consultant Services. The Agreement shall be awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1) (a) (i) because the services are “Professional in Nature”.
3. A notice of this action shall be published in the newspaper used by the Township for Legal Publications as required by law within ten (10) days of its passage.
4. An executed copy of the Agreement between the Township and Edgewood Partners Insurance Center dba EPIC Insurance Brokers and Consultants of Jersey City, New Jersey and copy of this Resolution shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: September 8, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 8th the day of September, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

INDICATE ACTION REQUESTED (check one):

Date of Request: August 27, 2025

☐ Ordinance

☐ (Summary attached)

☒ Resolution

☐ (Backup documents complete)
(Contracts require Affirmative
Action Certificate)

☐ Item for Discussion only

Initiated By: John V. Mauder Dept. of Administration; Div. of Finance

ACTION REQUESTED: Resolution to revise the Cash Management Plan authorization for West Windsor Township by adding FourLeaf Federal Credit Union.

EXECUTIVE SUMMARY: N.J.S.A. 40A:5-14 requires the designation of a Cash Management Plan for each Municipality.

☐ DISK & file name (OR) S:\AGENDA INBOX (file name 2025-Cash Management Plan-Rev

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

John V. Mauder
Department/Division Head

8/27/25
Date

APPROVED FOR AGENDA OF: September 8, 2025

By: Kenny Giblin 09-03-2025

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 BUSINESS MEETING.**

MEETING DATE: 9/8/25 Ordinance # _____ Resolution # 2025-R183

Council Action Taken:

Distributed:

TOWNSHIP OF WEST WINDSOR
CASH MANAGEMENT PLAN

WHEREAS, P.L. 1983, Chapter 8, Local Fiscal Affairs Law; N.J.S.A. 40A: 5-14, has been amended to require that each municipality designate a Cash Management Plan for the deposit of each local unit's monies;

NOW, THEREFORE, BE IT RESOLVED, that the amended Cash Management Plan of the Township of West Windsor be and hereby is adopted:

A: DESIGNATION OF OFFICIAL DEPOSITORIES:

The following financial institutions are designated official depositories:

1st Constitution Bank
Bank of America
Bank of New York Mellon NJ
Bank of Princeton
Bergen Commercial Bank
Central Jersey Bank
Columbia Bank
Cut Water Assets Management
Fidelity Investments Institutional Services Co., Inc.
First Choice Bank
FourLeaf Credit Unit
Fulton Bank
Grand Bank
Hudson City Savings Bank
Investors Savings Bank
JP Morgan Chase Bank
Kearny Federal Savings
Lakeland Bank
Merrill Lynch Bank & Trust Company
MBIA Municipal Investors Service Corporation
Morgan Stanley Smith Barney Trust FSB
M & T Bank
NJ/ARM New Jersey Asset & Rebate Management
North Fork Bank
Ocean First Bank
Peapack-Gladstone Bank
PFM Assets Management, LLC
PNC Bank
Popular Bank
Roma Bank
Santander Bank
State of New Jersey Cash Management Account
Sun National Bank

TD Bank, National Association
The Bank of Princeton
TriState Capital Bank
Valley National Bank
Wells Fargo Bank

Designated official depositories are required to submit to the Chief Financial Officer of the Township of West Windsor a copy of the State of New Jersey, Department of Banking, Government Unit Deposit Protection Act Notification of eligibility, which must be filed semiannually in the Department of Banking as of June 30th and December 31st of each year. Said Notices must be available for annual audit.

Designated official depositories are required to submit to the Chief Financial Officer a copy of institution's "Annual Report" on an annual basis.

B. DEPOSIT OF FUNDS:

All funds shall be deposited within forty-eight (48) hours of receipt in accordance to maximize interest earnings.

Operating funds shall be deposited into interest bearing accounts to maximize interest earnings.

Capital and Debt service funds shall be deposited into interest bearing accounts.

Trust funds shall be deposited into interest bearing accounts in accordance with State statutes regulating the deposit of developer's escrow deposits.

C. DESIGNATION OF ALLOWABLE INVESTMENT INSTRUMENTS:

The Township may permit deposits and investments in such depositories as permitted in Section 4 of P.L. 1970, chapter 236 (C.17:9-44) and other instruments pursuant to Section 8 of P.L. 1977, c. 396 (C.40A:5-15.1) approved by the Director of the Division of Local Government Services as specified below:

United States Treasury Bills (T-Bills)
Township of West Windsor or Other Municipal Bonds or Notes
Commercial Bank Deposit and Certificates of Deposit (CD's)
Repurchase Agreements
Investments in Savings and Loan Association
United States Government Agency and Instrumentality
Obligations

MBIA – Class Fund
State of New Jersey Cash Management Fund
School District Obligations

D. DEFINITION OF ACCEPTABLE COLLATERAL AND PROTECTION OF TOWNSHIP ASSETS:

All designated depositories must conform to all applicable State statutes concerning depositories of Public Funds.

All depositories shall obtain the highest amount possible F.D.I.C. and/or F.S.L.I.C. coverage of all Township assets (Demand and Certificate of Deposit).

Collateral will be required for all deposits and investments of the Township, except for those in the State Cash Management Fund, collateral must have a market value of not less than 100 percent of all deposits and investments.

For pledges by depositories on Township Funds, the following securities will be considered acceptable for pledges:

- a. Any security backed by the U.S. Government
- b. Any direct obligation of any taxing authority within the Township of West Windsor
- c. Real Estate Mortgage Loans for Real Estate property located within the Township of West Windsor market area. Pledges of Real Estate Mortgage Loans shall be maintained at a market value of 115 percent of deposits.
- d. All pledges of Collateral must be indicated on an advice copy of the investment instrument which shall be forwarded to the Chief Financial Officer/Treasurer.

E. COMPENSATING BALANCE AGREEMENTS:

Where compensating balances are used to offset bank expenses, an agreement between the bank and the Township shall be executed, specifying the charge for each service.

F. REPORTING PROCEDURES:

Pursuant to NJSA 40A:5-14(e), The Chief Financial Officer shall prepare a monthly report to the governing body summarizing all investments made or redeemed since the last meeting. The report shall set forth each organization holding local unit funds, the amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fees incurred, and market value of all investments as of the report date and other information that may be required by the governing body.

G. DIVERSIFICATION REQUIREMENTS:

The Chief Financial Officer/Treasurer shall closely examine investments to guard against the effects of a financial institution going into default. This may be accomplished through the practice of spreading the investments around in various designated official depositories.

H. MAXIMUM MATURITY POLICY:

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of regulation promulgated by either the Federal or State Governments.

I. INVESTMENT PROCEDURES:

Bids for Certificates of Deposit will be solicited from at least three (3) designated depositories only if the amount is \$100,000 or greater.

Telephone bids will be solicited from designated depositories by the Chief Financial Officer/Treasurer or designated staff member.

The depository shall specify the principal amount of investment bid, interest rate and number of days used to calculate the interest to be paid upon maturity.

Interest paid shall be from the date the bid was awarded to the date of maturity.

All bidders may request the results of the bid after the bid is formally awarded.

A check or wire transfer of funds will be made available to the winning bidder on the same business day the bid is awarded.

Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturities and rates. A bid form of the Township may be used.

J. RETURN ON INVESTMENT:

Where the return on a proposed investment does not exceed the cost of making said investment by a minimum amount the Chief Financial Officer/Treasurer will not make the investment. The Chief Financial Officer/Treasurer shall have the discretion to award an investment to the bank wherein the funds reside, should that bank's quoted rate be less than other quoted rates received in the event that the differential in interest rates is less than 25 basis points, and providing that the term of the investment is less than fifteen (15) days.

K. CONTROLS:

When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designated for telephone orders, wire transfers and securities safekeeping. Only specifically designated personnel shall be allowed to conduct this part of the transactions, and all activity should be subject to immediate written confirmation by the designated depository. The Chief Financial Officer/Treasurer shall review each day's activity.

L. BONDING:

Staff members of the Township of West Windsor shall be covered by a Public Employee's Faithful Performance Bond with the Mid Jersey Municipal Joint Insurance Fund.

M. COMPLIANCE:

The Cash Management Plan of the Township of West Windsor shall be subject to the annual audit conducted pursuant to N.J.S. 40A:5-4.

N. The Official charged with the custody of the monies of the Township of West Windsor shall deposit them as designated by the Cash Management Plan and shall thereafter be relieved of any liability or loss of such monies due to the insolvency or closing of any depository designated in the Cash Management Plan pursuant to N.J.S. 40A:5-2.

O. Where a conflict exists between this Cash Management Plan and State statute, the applicable State statute shall apply.

Adopted: September 8, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 8th day of September 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 9/8/2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY: A refund of property tax overpayment. Property owner made an overpayment on their taxes and are requesting a refund of this amount.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED: A taxpayer overpaid their taxes and a refund is due. The Tax Collector mailed voucher to them and has received said voucher signed by the Resident entitled to a refund.

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

K Montecinos
Department/Division Head

Date

8/21/25

APPROVED FOR AGENDA OF: 9-8-25

By: Kenny Gublin 09-03-2025
Marlena Schmid, Business Administrator

MEETING DATE: 9/8/25 **Ordinance #** _____ **Resolution #** 2025-R184

Council Action Taken:

RESOLUTION

WHEREAS, the Tax Collector, Kelly A. Montecinos, has certified the following taxpayer overpaid their taxes; and

WHEREAS, the Tax Collector is requesting that the overpaid taxes be refunded.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the following refund be made:

<u>Taxpayer</u>	<u>Refund</u>
PAYEE: Shreekant & Reshma Dhopte 18 Donlonton Circle Chesterfield, NJ 08515	\$1,907.65

ASSESSED OWNER: Shreekant & Reshma Dhopte
PROPERTY LOCATION: 106 Lassen Court # 8
BLOCK: 7 LOT: 306.24 C2008

Total	\$1,907.65
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Adopted: September 8, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 8th day of September, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: September 8, 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 Westwinds 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 Snow Trust

CONTRACT AMOUNT:

\$451.06

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- Westwinds

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

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

APPROVED FOR AGENDA OF: September 8, 2025

By: Marlena A. Schnjid 09-03-2025
Marlena A. Schnjid, 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: 9/8/25 Ordinance # _____ Resolution # 2025 - R185

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, Westwinds Homeowners Association qualifies as such a community; and

WHEREAS, the Township of West Windsor has agreed to reimburse the Westwinds Homeowners Associations for snow removal costs for 2024; and

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

Westwinds Homeowners Assoc.		
Snow Trust -2024	121407	\$ <u>451.06</u>
Total		\$ <u>451.06</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 this agreement with the Westwinds Homeowners Association 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.

Westwinds Homeowners Assoc.		
Snow Trust -2024	121407	\$ <u>451.06</u>
Total		\$ <u>451.06</u>

A copy of said Agreement is attached herein.

Adopted: September 8, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 8th day of September 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: August 26, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a Resolution authorizing the Township of West Windsor to enter into a contract with Mark Anthony Chevrolet, Inc. dba Pellegrino Chevrolet to purchase a new 2025 Chevrolet Colorado Pickup Truck through the Educational Services Commission of New Jersey Contract No. ESCNJ 23/24-11. The use of the Educational Services Commission of New Jersey Contract is pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and is authorized by the State of New Jersey Purchase Bureau.

The Township Facilities Maintenance Manager is recommending a contract be awarded to Mark Anthony Chevrolet, Inc. dba Pellegrino Chevrolet of Westville, NJ.

SOURCE OF FUNDING:

Pickup Truck Replacement	405-2025-10-001	\$41,210.00
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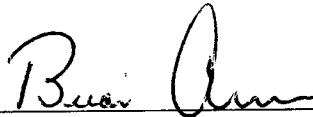
CONTRACT AMOUNT: \$41,210.00

CONTRACT LENGTH: N/A

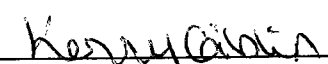
OTHER SUPPORTING INFORMATION ATTACHED:

Resolution	Certification of Funds
Facilities Maintenance Manager Memorandum	Pellegrino Chevrolet Pricing Sheet
Educational Services Commission of New Jersey Contract Documents	

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

	<u>8-26-2025</u>
Department/Division Head	Date

APPROVED FOR AGENDA OF: SEPTEMBER 8, 2025

By:  09-03-2025
Marlena Schmid, Business Administrator

MEETING DATE: 9/8/25 Ordinance # _____ Resolution # 2025-R156

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor wishes to purchase one (1) 2025 Chevrolet Colorado Pickup Truck for utilization by the Division of Buildings and Grounds; and

WHEREAS, Mark Anthony Chevrolet, Inc. dba Pellegrino Chevrolet, 1000 Gateway Boulevard, Westville, NJ 08093 is the Authorized Vendor for said vehicle under Educational Services Commission of New Jersey Cooperative Pricing System #65MCESCCPS, Bid Number ESCNJ #23/24-11 and has provided a proposal dated July 29, 2025 for:

2025 Chevrolet Colorado Pickup Truck	\$38,610.00
OPT Front Amber LED/3 RD Brake Light LED Bar	\$2,350.00
DEL Temporary Tags / Delivery	<u>\$250.00</u>
	\$41,210.00

WHEREAS, the total cost of said vehicle including factory options is \$41,210.00 and the Chief Financial Officer has certified funding is available in the following account:

Pickup Truck Replacement	405-2025-10-001	\$41,210.00
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NOW, THEREFORE, BE IT RESOLVED, by Township Council of the Township of West Windsor, that the Business Administrator, Marlena A. Schmid, is hereby authorized to purchase one (1) 2025 Chevrolet Colorado Pickup Truck with factory options for a total price of \$41,210.00 from Mark Anthony Chevrolet, Inc. dba Pellegrino Chevrolet, 1000 Gateway Boulevard, Westville, NJ 08093 under Educational Services Commission of New Jersey Cooperative Pricing System #65MCESCCPS Bid Number ESCNJ #23/24-11.

Adopted: September 8, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 8th day of September 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: August 14, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution granting the release of a Performance Bond posted with the Township in conjunction with Street Opening Permit No. 2025-21 for work that was done at 337 Clarksville Road. Hans Lindblad posted a performance bond on June 13, 2025 for driveway apron installation and curb reconstruction. The project was completed and has been inspected by the Township Engineer, who is recommending the bond release.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution
Engineer's Report
Supporting Documentation

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Hans Guzik 8/19/25
Department/Division Head Date

APPROVED FOR AGENDA OF: September 8, 2025

By: Kenny Giblin 09/03/2025
Marlena Schmid, Business Administrator

MEETING DATE: 9/8/25 Ordinance # _____ Resolution # 2025 - R187

Council Action Taken:

RESOLUTION

WHEREAS, Barun Kumar Pandey and Minakshi Tiwari, owners of property located at 18 Sherbrooke Drive, West Windsor Township, New Jersey, also known as Block 12.07 Lot 6, in West Windsor, New Jersey 08550 has made a request for a waiver to permit the construction of a fence in the drainage easement located in the side yard of their property; and

WHEREAS, the Township Engineer has reviewed and approved this request subject to compliance with the terms of the Easement Modification Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the waiver requested by Barun Kumar Pandey and Minakshi Tiwari be hereby granted subject to the acceptance of the recommendations of the Township Engineer and the execution of the annexed Easement Modification Agreement:

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to execute said agreement in a form substantially similar to that attached hereto, which shall be filed in the Mercer County Clerk's Office by the Township Attorney.

Adopted: September 8, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 8th day of September 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: August 15, 2025

Initiated By: Francis Guzik

Department of Comm. Dev./Engineering

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing execution of an Easement Modification Agreement with the owners of Block 12.07, Lot 6 to permit the construction of a fence in the drainage easement, located in the side of their property (18 Sherbrooke Drive).

Barun Kumar Pandey and Minakshi Tiwari

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED

Resolution

Map

Easement Modification Agreement

Letter of Request

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Department/Division Head

Francis Guzik

Date

APPROVED FOR AGENDA OF: September 8, 2025

By: Karen Giblin 09/03/2025
Marlena Schmid, Business Administrator

MEETING DATE: 9/8/25 Ordinance # _____ Resolution # 2025 - R 187

Council Action Taken:

RESOLUTION

WHEREAS, Barun Kumar Pandey and Minakshi Tiwari, owners of property located at 18 Sherbrooke Drive, West Windsor Township, New Jersey, also known as Block 12.07 Lot 6, in West Windsor, New Jersey 08550 has made a request for a waiver to permit the construction of a fence in the drainage easement located in the side yard of their property; and

WHEREAS, the Township Engineer has reviewed and approved this request subject to compliance with the terms of the Easement Modification Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the waiver requested by Barun Kumar Pandey and Minakshi Tiwari be hereby granted subject to the acceptance of the recommendations of the Township Engineer and the execution of the annexed Easement Modification Agreement:

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to execute said agreement in a form substantially similar to that attached hereto, which shall be filed in the Mercer County Clerk's Office by the Township Attorney.

Adopted: September 8, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 8th day of September 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: August 26, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a Resolution granting reservation of sewer capacity and also authorizing the execution of the required Treatment Works Approval Permit (TWA) application to the New Jersey Department of Environmental Protection for the existing facilities and future expansion approved by the Planning board under application PB03-04, located at Block 37.01; Lot 2. The project is estimated to generate an increase in average wastewater flow of 3,000 gallons per day. The project includes an extension of the sewer collection system into the property from Old Trenton Road, which requires the TWA.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution
Engineer's Memorandum
Request Letter
Map

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Francis Guzik 8/26/25
Department/Division Head Date

APPROVED FOR AGENDA OF: September 8, 2025

By: Kerry Giblin 09/03/2025
Marlena Schmid, Business Administrator

MEETING DATE: 9/8/25 Ordinance # _____ Resolution # 2025-2189

Council Action Taken:

RESOLUTION

WHEREAS, Eden Autism Services Foundation, Inc., through its professional consultant, has submitted a request for a reservation of sewer capacity in the public sewer system for their existing campus and future expansion approved under project PB03-04 located at Block 37.01, Lot 2; and

WHEREAS, an extension of the sewer collection system to the site is also proposed, which requires a Treatment Works Approval Permit from the New Jersey Department of Environmental Protection; and

WHEREAS, the Township Engineer has certified that there is sufficient planned capacity in the downstream sanitary sewer system to accommodate the increase in average daily flow of 3,000 gallons per day (gpd) of wastewater that is estimated to be generated by the proposed improvement.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that a reservation of sewer capacity in the amount of 3,000 gpd is hereby granted to Eden Autism Services Foundation, Inc. (PB03-04) located at Block 37.01, Lot 2:

BE IT FURTHER RESOLVED that this allocation of Township sewer capacity shall be in effect for a period of one (1) year:

BE IT FURTHER RESOLVED that Eden Autism Services Foundation, Inc. will be obligated to participate in the Southfield Road Pump Station & South Post Road Pump Station extensions and upgrades sewer reimbursement program as per §82-19.E of the Code of the Township of West Windsor:

BE IT FURTHER RESOLVED that the Township Engineer be and hereby is authorized to execute the endorsement of the New Jersey Department of Environmental Protection Treatment Works Approval Permit application, as required to implement this Resolution, upon submission of final design/construction plans and specifications acceptable to the Township Engineer.

Adopted: September 8, 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 8th day of September 2025.

Allison D. Sheehan
Township Clerk
Township of West Windsor

REQUEST FOR COUNCIL ACTION

Date of Request: August 19, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing execution of a professional services agreement with Remington & Vernick Engineers to provide professional engineering and land surveying services for the preparation of survey and bid documents for the Annual Road Improvement Program including improvements at Guilford Court, Borosko Place, Shelton Court, Lee Court, Carlton Place, Sunnysdale Way, Sutton Lane, Beardsly Court, Station Drive, Jean Court, Bayberry Drive, Tindall Trail, Bruntsfield Drive, Wycombe Way, Meadow Run Road, Wilson Way, South Harris Road, Huntington Drive, most of Sherbrooke Drive, part of Line Road, part of Washington Road, and the ingress half of Deerfield Drive. West Windsor Township solicited and received three (3) proposals from engineering firms for this work. Remington & Vernick Engineers provided the most responsible and qualified fee proposal. The Township Engineer is recommending a contract be awarded to Remington & Vernick Engineers.

SOURCE OF FUNDING:

Roadway Improvements	405-2020-14 013	\$ 3,356.51
Roadway Improvements	405-2021-14 012	\$ 7,395.87
Roadway Improvements	405-2022-08 014	\$111,092.62
Account Title	Account Number	Amount

CONTRACT AMOUNT: \$121,845.00

CONTRACT LENGTH: 120 days from initiation of work

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution	Affirmative Action Contract	Proposal – Exhibit A
Political Contribution Disclosure	Certification of Funds	Business Entity Disclosure
Professional Services Agreement	Stockholder Disclosure	Engineers Memorandum
Business Registration Certification	Affidavit of Compliance	Certificate of Information Report
Project Location Map		

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Francis Guzik 8/22/2025
Department/Division Head Date

APPROVED FOR AGENDA OF: September 8, 2025

By: Marlena Schmid 09/03/2025
Marlena Schmid, Business Administrator

MEETING DATE: 9/8/25 Ordinance # _____ Resolution # 2025-2190

Council Action Taken:

RESOLUTION

- WHEREAS, the Township of West Windsor has a need to acquire professional engineering, land surveying and bid-related services for the Annual Road Improvement Program; and
- WHEREAS, Remington & Vernick Engineers, has submitted a proposal dated July 31, 2025 indicating they will provide said services; and
- WHEREAS, Remington & Vernick Engineers has indicated a 120 calendar-day performance period from the date of project initiation; and
- WHEREAS, the Township wishes to enter into a Professional Services Agreement with Remington & Vernick Engineers, for the aforesaid services; and
- WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds are available in the following accounts:

Roadway Improvements	405-2020-14 013	\$ 3,356.51
Roadway Improvements	405-2021-14 012	\$ 7,395.87
Roadway Improvements	405-2022-08 014	\$111,092.62

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor as follows:

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township a Professional Services Agreement with Remington & Vernick Engineers, with a 120 calendar-day performance period from the date of project initiation, for an amount not to exceed \$121,845.00.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering, land surveying and bid-related services pursuant to its proposal dated July 31, 2025. The Agreement may be awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published in the newspaper used by the Township for legal publications as required by law within ten (10) days of its passage.
- (4) An executed copy of the Agreement between the Township and Remington & Vernick Engineers and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: September 8, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 8th day of September 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: August 27, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a Resolution consenting to an amendment to the Mercer County Water Quality Management (WQM) Plan, entitled "Miry Run Ponds County Park" and publicly noticed on August 4, 2025 in the NJ Register, for the purpose of its incorporation into the applicable WQM Plan. Sewer service for the property will be provided through the Hamilton Township Water Pollution Control Facility (Old Trenton Road; Block 29, Lots 5.01 and 6).

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 8/27/25
Department/Division Head Date

APPROVED FOR AGENDA OF: September 8, 2025

By: Marlena Schmid 09/03/2025
Marlena Schmid, Business Administrator

MEETING DATE: 9/8/25 **Ordinance #** **Resolution #** 2025-R191

Council Action Taken:

RESOLUTION

A RESOLUTION CONSENTING TO THE PROPOSED
MERCER COUNTY WATER QUALITY MANAGEMENT PLAN AMENDMENT
FOR MIRY RUN PONDS COUNTY PARK

WHEREAS, the Township of West Windsor desires to provide for the orderly development of wastewater facilities within the County of Mercer; and

WHEREAS, the New Jersey Department of Environmental Protection (NJDEP) requires that proposed wastewater treatment and conveyance facilities and wastewater treatment service areas, as well as related subjects, conform with an approved Water Quality Management (WQM) Plan; and

WHEREAS, the NJDEP has established the WQM Plan amendment procedure through the WQM Plan rules at N.J.A.C. 7:15-3.5 as the method of incorporating unplanned facilities into a WQM Plan; and

WHEREAS, a proposed WQM Plan amendment publicly noticed in the New Jersey Register on August 4, 2025 for an Amendment to the Mercer County Water Quality Management Plan entitled, "Miry Run Ponds County Park" (Block 29, Lots 5.01 and 6 in West Windsor Township & Block 1631, Lots 42 and 43 in Hamilton Township, Program Interest No. 435452, Activity No. AMD230001), has been prepared by Van Note-Harvey Associates.

NOW, THEREFORE, BE IT RESOLVED on this 8th day of September, 2025, by the Township Council of the Township of West Windsor that:

1. The Township of West Windsor hereby consents to the Mercer County Water Quality Management Plan amendment, entitled, "Miry Run Ponds County Park", and publicly noticed on August 4, 2025, prepared by Van Note-Harvey Associates for the purpose of its incorporation into the applicable WQM Plan.
2. This consent shall be submitted to the NJDEP pursuant to N.J.A.C. 7:15-3.5(g)6.

Adopted: September 8, 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 8th day of September 2025.

Allison D. Sheehan
Township Clerk
Township of West Windsor

REQUEST FOR COUNCIL ACTION

Date of Request: August 21, 2025

Initiated By: Francis Guzik

Division/Department: Comm. Dev./Engineering

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing execution of Contract Amendment No. 1 for AQUALIS (formerly dba Stormwater Compliance Solutions LLC) to provide professional stormwater consulting services to assist the Township in maintaining compliance with the NJPDES municipal stormwater permit. The agreement is being amended to assist with updates to the Municipal Stormwater Management Plan (MSWMP) element of the Township Master Plan. The Township Engineer is recommending a contract amendment to AQUALIS.

SOURCE OF FUNDING:

Original Contract Amount

Traffic Safety Hazard Mitigation 405 2013 09 007 \$16,150.00

ADDITIONAL SOURCE OF FUNDING:

Traffic Safety Hazard Mitigation 405 2013 09 007 \$ 2,500.00

CONTRACT AMOUNT:

Original Contract Amount: \$ 16,150.00

Contract Amendment #1: + \$ 2,500.00

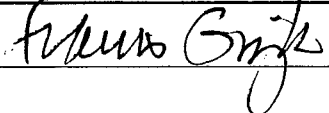
Revised Contract Amount: \$ 18,650.00

CONTRACT LENGTH: one year

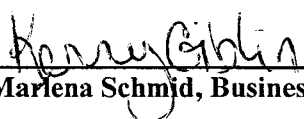
OTHER SUPPORTING INFORMATION ATTACHED:

Resolution	Engineers Memorandum	Amendment to Agreement for Professional Services
Certification of Funds	Resolution 2020-R242	Letter of Proposal (Exhibit A)

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

	<u>8/22/25</u>
Department/Division Head	Date

APPROVED FOR AGENDA OF: September 8, 2025

By:  09/03/2025
Marlena Schmid, Business Administrator

MEETING DATE: 9/8/25 Ordinance # _____ Resolution # 2025-R192

Council Action Taken:

RESOLUTION

WHEREAS, AQUALIS (formerly dba Stormwater Compliance Solutions LLC), was awarded a Professional Services Agreement (Resolution 2025-R242) for professional stormwater consulting services on November 30, 2020 for \$16,150.00; and

WHEREAS, additional work is required to update the Municipal Stormwater Management Plan (MSWMP) Element of the Township Master Plan to assist the Township in maintaining compliance with the NJPDES municipal stormwater permit; and

WHEREAS, the amount for additional services AQUALIS will provide is \$2,500.00 and is outlined in its letter dated August 20, 2025 for a revised total amount not to exceed \$18,650.00; and

WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds are available in the following account:

Traffic Safety Hazard Mitigation	405 2013 09 007	\$ 2,500.00
----------------------------------	-----------------	-------------

WHEREAS, Amendment #1 to the Agreement for Professional Services has been reviewed and approved by the Township Engineer.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor as follows:

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township, Amendment #1 to the Professional Services Agreement with AQUALIS (formerly dba Stormwater Compliance Solutions LLC) of Chester, NJ.
- (2) This Agreement is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law.
- (3) All other terms and conditions of the Agreement with AQUALIS, dated November 30, 2020 remain in full force and effect.
- (4) An Executed copy of the revised Agreement between the Township and AQUALIS and a copy of this Resolution shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: September 8, 2025

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 8th day of September, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: August 22, 2025

Initiated By: John Taylor Division/Department: Engineering/Comm. Dev.

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing an increase of a professional services agreement with Roberts Engineering Group to provide professional engineering construction administration and inspection services for the New Edinburg Road Resurfacing Project. West Windsor Township needs to collect pavement cores and test the asphalt for the final pavement constructed on New Edinburg Road in order to verify quality as a requirement of the New Jersey Department of Transportation grant awarded for construction of the project. Roberts Engineering Group will hire a laboratory and coordinate that coring and testing work. The Township Engineer is recommending a contract increase be awarded to Roberts Engineering Group.

SOURCE OF FUNDING:

<u>Roadway Improvements</u>	<u>405-2022-08 014</u>	<u>\$4,110.00</u>
Account Title	Account Number	Amount

ORIGINAL CONTRACT AMOUNT: \$32,600.00

PROPOSED ADJUSTMENT: + \$ 4,110.00

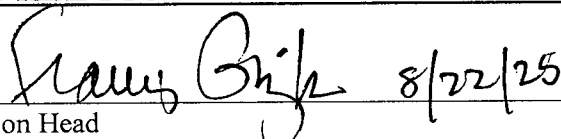
ADJUSTED CONTRACT AMOUNT: \$36,710.00

CONTRACT LENGTH: Duration of construction project

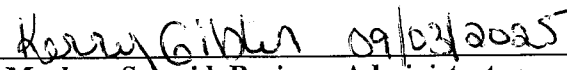
OTHER SUPPORTING INFORMATION ATTACHED:

Resolution 2025-125	Proposal – Exhibit A
Project Location Map	

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

<u></u>	<u>8/22/25</u>
Department/Division Head	Date

APPROVED FOR AGENDA OF: September 8, 2025

By: 
Marlena Schmid, Business Administrator

MEETING DATE: 9/8/25 **Ordinance #** _____ **Resolution #** 2025-R123

Council Action Taken:

RESOLUTION

- WHEREAS, Roberts Engineering Group entered into a Professional Services Agreement on May 19, 2025 (Resolution 2025-R125) to provide professional engineering, construction administration, and inspection services for the New Edinburg Road Resurfacing Project for \$32,600.00; and
- WHEREAS, the New Jersey Department of Transportation State Aid Grant requires West Windsor Township to provide results of laboratory analysis of pavement cores collected and sampled from the new pavement installed as part of the grant funded project; and
- WHEREAS, Roberts Engineering Group has submitted a proposal dated August 22, 2025 to coordinate and obtain core samples of bituminous concrete and laboratory analysis services and the cost for said additional services is \$4,110.00 for a revised total amount not to exceed \$367,10.00; and
- WHEREAS, Amendment #1 to the Agreement for Professional Services has been reviewed by the Township Engineer and is recommended to be executed; and
- WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds are available in the following account:
- | | | |
|----------------------|-----------------|------------|
| Roadway Improvements | 405-2022-08 014 | \$4,110.00 |
|----------------------|-----------------|------------|

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor as follows:

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township Amendment #1 to the Professional Services Agreement with Roberts Engineering Group to coordinate and obtain core samples of bituminous concrete and laboratory analysis services and the cost for said additional services is \$4,110.00 for a revised total amount not to exceed \$367,10.00.
- (2) The Agreement may be awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published in the newspaper used by the Township for legal publications as required by law within ten (10) days of its passage.
- (4) An executed copy of the Agreement between the Township and Roberts Engineering Group and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: September 8, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 8th day of September, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: September 8th, 2025

Initiated By: Ronnie Quacquarini Division/Department: Recreation and Parks

ACTION REQUESTED/ EXECUTIVE SUMMARY: Resolution authorizing the award of a one (1) year contract extension for Closing, Opening, Painting and Seasonal Maintenance of the West Windsor Aquatic Complex to Aquatic Service, Inc. for the period Fall 2025 through Labor Day 2026. On August 27, 2024 one (1) bid was received in connection with the closing, opening, painting and seasonal maintenance of the West Windsor Aquatic Complex from Fall 2024 through Labor Day 2025. The services under the contract have been acceptable. The Township wishes to extend the contract for said work to Aquatic Service, Inc. for an additional one (1) year period with a 2.0% increase in accordance to the original bid submittal and the current index rate.

SOURCE OF FUNDING:

2025 Recreation - Consultant Services \$12,162.70
2026 Recreation - Consultant Services \$47,588.14
Account No. 105-22-210

CONTRACT AMOUNT: Not to exceed \$59,750.84

CONTRACT LENGTH: Fall 2025 through Labor Day 2026

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution
Contract
Recommendation Memo from Ken Jacobs
Letter from Aquatic Services
Certification of Funds

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

1/Quach
Department/Division Head

8/27/2025
Date

APPROVED FOR AGENDA OF: 09-08-2025

By: Keray Gihlin 9/3/2025
Marlena Schmid, Business Administrator

MEETING DATE: 9/8/25 **Ordinance #** _____ **Resolution #** 2025-R184
Council Action Taken:

RESOLUTION

- WHEREAS, on August 27, 2024 the Township of West Windsor received one (1) bid for services in connection with the closing, opening, painting and seasonal maintenance of the West Windsor WaterWorks from Fall 2024 through Labor Day 2025; and
- WHEREAS, Aquatic Service Inc., of 550 Hartle Street, Suite F, Sayreville, New Jersey 08872 was awarded the contract for these services; and
- WHEREAS, the bid specifications permit the Township to extend the contract for two (2) one (1) year extensions; and
- WHEREAS, the services performed by Aquatic Service Inc. under the contract have been acceptable; and
- WHEREAS, the Township wishes to extend the contract for said work to Aquatic Service Inc. for a second one (1) year period with a 2.00% rate increase in accordance with the original bid submittal and the current index rate; and
- WHEREAS, the Township's Chief Financial Officer has certified funds are available in the 2025 Municipal Budget in the following accounts and is subject to the adoption of the 2026 Municipal Budget:

105-22-210	2025 Recreation – Consultant Services	\$12,162.70
105-22-210	2026 Recreation – Consultant Services	<u>\$47,588.14</u>
		\$59,750.84

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor the Contract for Closing, Opening, Painting and Seasonal Maintenance of the West Windsor WaterWorks is extended with Aquatic Service Inc. for the period Fall 2025 through Labor Day 2026, and that the Mayor and Clerk are authorized to sign the contract.

Adopted: September 8, 2025

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 8th day of September 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: September 3, 2025

Initiated By: Marlena A. Schmid **Division/Department:** Administration

ACTION REQUESTED/ EXECUTIVE SUMMARY: Approval of a resolution authorizing the Mayor and Clerk to execute a Right of Entry Agreement "Agreement" between the West Windsor Township ("Township") and West Windsor Parking Authority ("Parking Authority").

The Township and the Parking Authority executed an Agreement dated July 25, 2024. It allows the Parking Authority to use and develop real property owned by the Township which is known as Block 59, Lots 1 and 2 on the Township's Official Tax Maps. The site, located at the intersection of Princeton-Hightstown Road and Wallace Road, ("Project Area") is underutilized and is highly visible, and is of a size and configuration not to be readily adaptable for many uses. The vacant structure on the site previously served as the municipal Public Works facility and the WW-P School District bus service garage. And, the Township is coordinating environmental activities to investigate and remediate contamination from prior uses and potentially surrounding property uses.

The Agreement is necessary to provide access/entry to and use of the Project Area by the Parking Authority and (Amtrak and PSE&G as required), the Design Engineer and hired independent Contractors or Subcontractors to complete the Work consistent with approved plans, specifications and contracts. Said work includes:

- 1.) demolition of former school bus maintenance garage, removal of storage tanks and remediation of contaminated soil.
- 2.) construction of a new parking lot to serve the Princeton Junction/West Windsor Train Station and a "pocket park" intended to provide partial screening of the Amtrak electrical substation.

Certificates of Insurance (COI) evidencing lines of coverage and minimum policy limits and endorsements to COIs that name the Township and Parking Authority as additional insureds are included in the Agreement.

An extensive review of the Agreement by Township and Parking Authority staff and legal counsel, and input from the Mid-Jersey Joint Insurance Fund Administrator was completed. The fully executed Agreement will allow the Parking Authority to begin the Work at the Project Area.

The Mayor and Township Administration recommend the Township Council approve the Agreement. T

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: The Agreement shall automatically terminate upon the Parties' execution of a formal lease agreement for the Project Area,

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution

Right of Entry Agreement

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Kerry Giblin - on behalf of Township 09/03/2025
Department/Division Head Marlena Schmid Date

APPROVED FOR AGENDA OF: 09/08/2025

By: Kerry Giblin 09/03/2025
Marlena Schmid, Business Administrator

MEETING DATE: 9/8/25 Ordinance # _____ Resolution # 2025-R195

Council Action Taken:

RESOLUTION

WHEREAS, on August 26, 2024 the Township Council of the Township of West Windsor adopted Ordinance 2024-22 authorized the Township to lease Block 59, Lots 1 and 2 (Project Area) on the Township's Official Tax Maps to the Parking Authority on the terms particularly described in the Agreement attached as Exhibit A in Ordinance 2024-22; and

WHEREAS, said property, at the intersection of Princeton-Hightstown Road and Wallace Road (Project Area), is within the Princeton Junction Redevelopment Area, and is underutilized, highly visible and is of a size and configuration to not be readily adaptable for many uses; and

WHEREAS, the parties agree redevelopment of the Project Area is a necessary and also a unique opportunity to address the blight and pre-existing environmental conditions; and

WHEREAS, the Township has approved the Parking Authority's plans and designs, demolition of former school bus maintenance, garage removal of abandoned storage tanks and remediation of contaminated soils and construction of a new parking lot to serve commuters; Princeton Junction/West Windsor Train Station and a "pocket park" intended to provide partial screening of the Amtrak electrical substation (the Work); and

WHEREAS, it is necessary for the Township and Parking Authority to fully execute the Right of Entry Agreement that establishes the terms and the manner in which the Parking Authority provides access/entry to and use of the Project Area by the Parking Authority and (Amtrak and PSE&G as required), the Design Engineer and hired independent Contractors or Subcontractors to complete the Work consistent with approved plans, specifications and contracts.

NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of West Windsor that

1. The Right of Entry Agreement attached hereto be entered into by and between the Township and the Parking Authority and the Mayor and Clerk are authorized to execute said Agreement.
2. The granted permission to access the Project Area is conditioned upon the Parking Authority executing and providing Certificates of Insurance (COI) evidencing lines of coverage and minimum policy limits and endorsements to COIs that name the Township and Parking Authority as additional insureds are included in the Agreement.

3. The Right of Entry Agreement shall automatically terminate upon the Township and Parking Authority fully executing a lease agreement for the Project Area.
4. The Mayor and the Township Clerk be and are hereby authorized to execute other such documents as are necessary to effectuate the intent of this Resolution.
5. A copy of this Resolution and the fully executed Right of Entry Agreement shall be kept on file in the Office of the Township Clerk.

Adopted: September 8, 2025

I hereby certify the Resolution was adopted by the West Windsor Township Council at their meeting held on the 8th day of September 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: August 26, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of an Ordinance to amend two speed limit zones along Alexander Road, located between Princeton-Hightstown Road (CR # 571) and Wallace Road, in the interest of public safety and the expedition of traffic. The Township Engineer is recommending removing Zone 5 with a 30 MPH speed limit, and extending the limits of Zone 4 speed limit of 25 MPH from Wallace Road to Princeton-Hightstown Road.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

Ordinance	Engineering Recommendation Memo
Engineering Certification	Map

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

<u>Francis Guzik</u>	<u>8/26/25</u>
Department/Division Head	Date

APPROVED FOR AGENDA OF: September 8, 2025

By: Marlena Schmid 09/03/2025
Marlena Schmid, Business Administrator

MEETING DATE: 9/8/25 Ordinance # 2025-15 Resolution # _____


Council Action Taken:

TOWNSHIP OF WEST WINDSOR

Community Development Department Division of Engineering

MEMORANDUM

TO: Marlena Schmid, Business Administrator

FROM: Francis A. Guzik, PE, CME 
Director of Community Development /Township Engineer

COPY: Chief Garofalo, Police Department
Tony Esposito, Superintendent, Public Works

SUBJECT: Speed Limit Recommendation
Alexander Road – Wallace Road to CR571

DATE: August 26, 2025

This office has been requested to evaluate speed limits along Alexander Road, between Princeton-Hightstown Road (CR #571) and Scott Avenue. The roadway is currently broken into two statutory speed zones of 30 MPH between CR 571 and a point 320 feet prior to Scott Avenue (zone 5), and 25 MPH between that point and Wallace Road (zone 4). This work was also done in consultation with the Township Police Department Traffic Safety Division.

This study results in a recommendation that the 30 MPH zone be eliminated, and that the 25 MPH zone, zone 4, extended from Wallace Road to CR 571. This recommended speed is not unsafe, is warranted and in accordance with the statutory regulations, and should be fully implemented.

As Township Engineer I have prepared the attached certification finding that it is appropriate to eliminate the 30 MPH zone and extend the 25 MPH zone from Wallace Road to Princeton-Hightstown Road, in the interest of public safety and the expedition of traffic. An Ordinance to amend the Township Traffic Code, Chapter 168, has been prepared for Township Council action.



WEST WINDSOR TOWNSHIP

DEPARTMENT OF COMMUNITY DEVELOPMENT DIVISION OF ENGINEERING

CERTIFICATION STATEMENT FOR ESTABLISHING SPEED LIMITS ON ALEXANDER ROAD BETWEEN PRINCETON-HIGHTSTOWN ROAD (CR 571) & WALLACE ROAD

In accordance with NJSA 39:4-8, this office has completed an investigation of speed limits along Alexander Road, between its intersections with Princeton-Hightstown Road (CR 571) and Wallace Road in West Windsor Township. This work included a review of traffic patterns, land uses, and development in the corridor, and was done in consultation with the Township Police Department Traffic Safety Division.

As defined at N.J.S.A. Section 39:1-1:

"Business district" means that portion of a highway and the territory contiguous thereto, where within any 600 feet along such highway there are buildings in use for business or industrial purposes, including but not limited to hotels, banks, office buildings, railroad stations, and public buildings which occupy at least 300 feet of frontage on one side or 300 feet collectively on both sides of the roadway; and

"Residence district" means that portion of a highway and the territory contiguous thereto, not comprising a business district, where within any 600 feet along such highway there are buildings in use for business or residential purposes which occupy 300 feet or more of frontage on at least one side of the highway.

The study of existing land uses and development in the corridor finds that the statutory speed limit of 25 MPH from Wallace Road to a point 320 feet east of Scott Avenue remains warranted. It also finds that the mix of land uses along Alexander Road, between that same point east of Scott Avenue to Princeton -Hightstown Road, meet the definitions for both a residential district and a business district. Therefore, a reduction in speed limit from 30 MPH to the statutory 25 MPH is warranted. This is in accordance with N.J.S.A. 39:4-98b.(1) which establishes statutory speed limit of 25 MPH in any business or residential district. This study and conclusion were reviewed with the Township Police Department Traffic Safety Division, and were supported.

Therefore, in my professional opinion, the designation of a 25 MPH speed limit along Alexander Road, between the Wallace Road and Princeton-Hightstown Road, is in the best interest of public safety and the expedition of traffic. It is recommended the Township proceed to implement the recommended speed limit at this location in accordance with the current "Manual on Uniform Traffic Control Devices" requirements.

Prepared By,

Francis A. Guzik, PE, CME
New Jersey Professional Engineer License #24GE04345900
Director of Community Development / Township Engineer

Alex Scott Speed CERT FG 250826.docx

TOWNSHIP OF WEST WINDSOR
MERCER COUNTY, NEW JERSEY

ORDINANCE NO. 2025-15

AN ORDINANCE TO AMEND AND SUPPLEMENT THE REVISED GENERAL ORDINANCES
OF THE TOWNSHIP OF WEST WINDSOR (1999) CHAPTER 168, "TRAFFIC AND PARKING,"
ARTICLE II, "TRAFFIC REGULATIONS", 168-166 SCHEDULE XI: SPEED LIMITS ON
ALEXANDER ROAD

WHEREAS, the Township Engineer, upon request, has evaluated Alexander Road between Princeton-Hightstown Road (CR 571) and Wallace Road for speed limits; and

WHEREAS, pursuant to N.J.S.A. 39:4-8, the Township Engineer has provided a certification stating that a reduction of the established speed limit is appropriate along this roadway after an investigation has been undertaken by said Office, in conjunction with the West Windsor Township Police Department, Traffic Safety Division, and it appears to the Township Engineer that it is in the interest of public safety and expedition of traffic to amend the current speed limit on this section of Alexander Road; and

WHEREAS, the Township of West Windsor desires to implement an amended speed limit zone along Alexander Road, between Princeton-Hightstown Road and Wallace Road, which is entirely within the Township of West Windsor; and

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

SECTION I:

CODE OF THE TOWNSHIP OF WEST WINDSOR, NEW JERSEY

PART II: GENERAL LEGISLATION

CHAPTER 168: TRAFFIC AND PARKING

Article II, Traffic Regulations, shall be amended as follows:

§ 168-166 Schedule XI: Speed Limits.

Name of Street	Direction	Speed (mph)	Location
Alexander Road	Both	25	Zone 4 between Wallace Road and [320 feet east of Scott Avenue] <u>Princeton-Hightstown Road (County Route #571)</u>
[Alexander Road]	[Both]	[30]	[Zone 5 between 320 feet east of Scott Avenue and Princeton-Hightstown Road (County Road #571)]

SECTION II.

In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to the portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

SECTION III.

This ordinance shall take effect as follows: 1) after action or inaction by the Mayor as provided by law or an override of a Mayoral Veto by the Council, whichever is applicable; 2) after publication in accordance with the law.

INTRODUCTION:

PLANNING BOARD:

PUBLIC HEARING:

ADOPTION:

MAYORAL APPROVAL:

EFFECTIVE DATE:

LOCATION PLAN



REQUEST FOR COUNCIL ACTION

Date of Request: August 25, 2025

Initiated By: Francis Guzik, PE, CME **Division/Department:** Comm. Dev./Engineering

ACTION REQUESTED/ EXECUTIVE SUMMARY: An Ordinance to amend Chapter 168 of Township Code to add Title 39 enforcement action to the Bear Brook development per a request by the developer of the Bear Brook Homes project (PB16-12).

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED

Ordinance	Request Letter
Engineer Memo	Exhibit

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

<u>Francis Guzik</u>	<u>8/25/2025</u>
Department/Division Head	Date

APPROVED FOR AGENDA OF: September 8, 2025


By: Marlena Schmid 09/03/2025
Marlena Schmid, Business Administrator

MEETING DATE: 9/8/25 **Ordinance #** 2025-16 **Resolution #** _____
Council Action Taken:

TOWNSHIP OF WEST WINDSOR
Community Development Department
Division of Engineering

MEMORANDUM

TO: Allison D. Sheehan
Municipal Clerk

FROM: Francis A. Guzik, PE, CME 
Director of Community Development / Township Engineer

DATE: August 25, 2025

SUBJECT: Title 39 Enforcement Request
Corio Court – **Bear brook Homes**
Block 9, Lot 55.13
PB16-12

Bear Brook Homes, LLC have requested the provisions of Title 39 be made applicable to the Corio Court project off Bear Brook Road in West Windsor. The project was reviewed and approved by the Planning Board under PB16-12, at which time the project's signage, striping, parking and circulation elements were reviewed and approved by the Board's Professional Traffic Engineer and Timothy M. Lynch, Chief of Fire & Emergency Services of the West Windsor Township Fire and Emergency Services Division.

I have the reviewed the proposed Exhibit to the Title 39 request (to be kept on file at the Township Police Division) and find it accurately depicts the requirements of the Board approval as it applies to traffic operations on the private property. The Exhibit has also been reviewed and approved by the Police Traffic Sergeant.

A draft Ordinance for these amendments to Township Code Chapter 168 "Traffic" has been prepared by my office for consideration by the Township Council.

Should you have any questions or comments, please do not hesitate to contact me.

FG

Enclosures

Cc: Marlena Schmid, Business Administrator
Walter Silcox, Police Traffic Sergeant

BearBrook Title 39 memo 250825.doc

**APPLICATION TO HAVE NJ MOTOR VEHICLE STATUTES MADE APPLICABLE TO
PRIVATE PROPERTY**

From: Bear Brook Homes LLC
704 Route 518
Skillman, NJ 08558

To: Francis A. Guzik, PE, CME
271 Clarksville Road
Box 38
West Windsor, NJ 08550

Chief Joseph Pica, Jr
20 Municipal Drive
West Windsor, NJ 08520

LIST OF PROVISIONS REQUESTED TO BE ENFORCED:

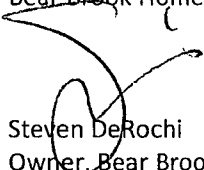
In accordance with the provisions of NJSA 39:5A-1 and §168-37(c) of the West Windsor Township Code (the Code), the following provisions shall be applicable as shown on the Title 39 Exhibit:

- The STOP sign at the intersection of Corio Court and Bear Brook Road.
- on street parking space locations shall comply with NJ Title 39 standards.
- No parking signs as posted.

By authority of NJSA 39:5A-1, application is hereby made by Bear Brook Homes LLC, on behalf of the Corio Court Homeowners Association, requesting that the provisions of Subtitle 1 of Title 39 of the revised statutes shall be made applicable to the semipublic roadways, driveways, parking areas and other areas used for vehicular traffic on the enclosed map for the site plan known as:

CORIO COURT, TRACT BLOCK 9, LOTS 55.01 Through 55.10, INCLUSIVELY

Bear Brook Homes LLC


Steven DeRochi
Owner, Bear Brook Homes LLC

Date: October 14, 2020

TOWNSHIP OF WEST WINDSOR
MERCER COUNTY, NEW JERSEY

ORDINANCE NO. 2025-16

AN ORDINANCE TO AMEND AND SUPPLEMENT THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF WEST WINDSOR (1999) CHAPTER 168, "TRAFFIC AND PARKING," ARTICLE V, "TRAFFIC AND PARKING REGULATIONS ON PRIVATE PROPERTY", SECTION 168-37, "CONTROL OF MOVEMENT AND PARKING ON PUBLIC AND PRIVATE PROPERTY"

BE IT ORDAINED, by the Township Council of the Township of West Windsor, County of Mercer, State of New Jersey, that the Code of the Township of West Windsor, be amended and supplemented as follows:

SECTION I.

CODE OF THE TOWNSHIP OF WEST WINDSOR, NEW JERSEY

PART II: GENERAL LEGISLATION

CHAPTER 168: TRAFFIC AND PARKING

ARTICLE V: TRAFFIC AND PARKING REGULATIONS ON PRIVATE PROPERTY

Section 168-37: Control of movement and parking on public and private property.

C. Regulation for the movement and the parking of traffic on all other private property in accordance with the provisions of N.J.S.A. 39:5A-1, the regulations of Subtitle 1 of Title 39 are hereby made applicable to the properties listed.

(1) Schedule A, is hereby amended to add the following:

Property	Regulation	Movement
<u>Corio Court/Bear Brook Homes</u>	<u>Stop signs</u>	<u>As shown on sketch on file with Township Police Division</u>
	<u>Parking in designated areas between the painted lines only</u>	
	<u>No Parking anytime in designated areas, alleys and fire lanes</u>	

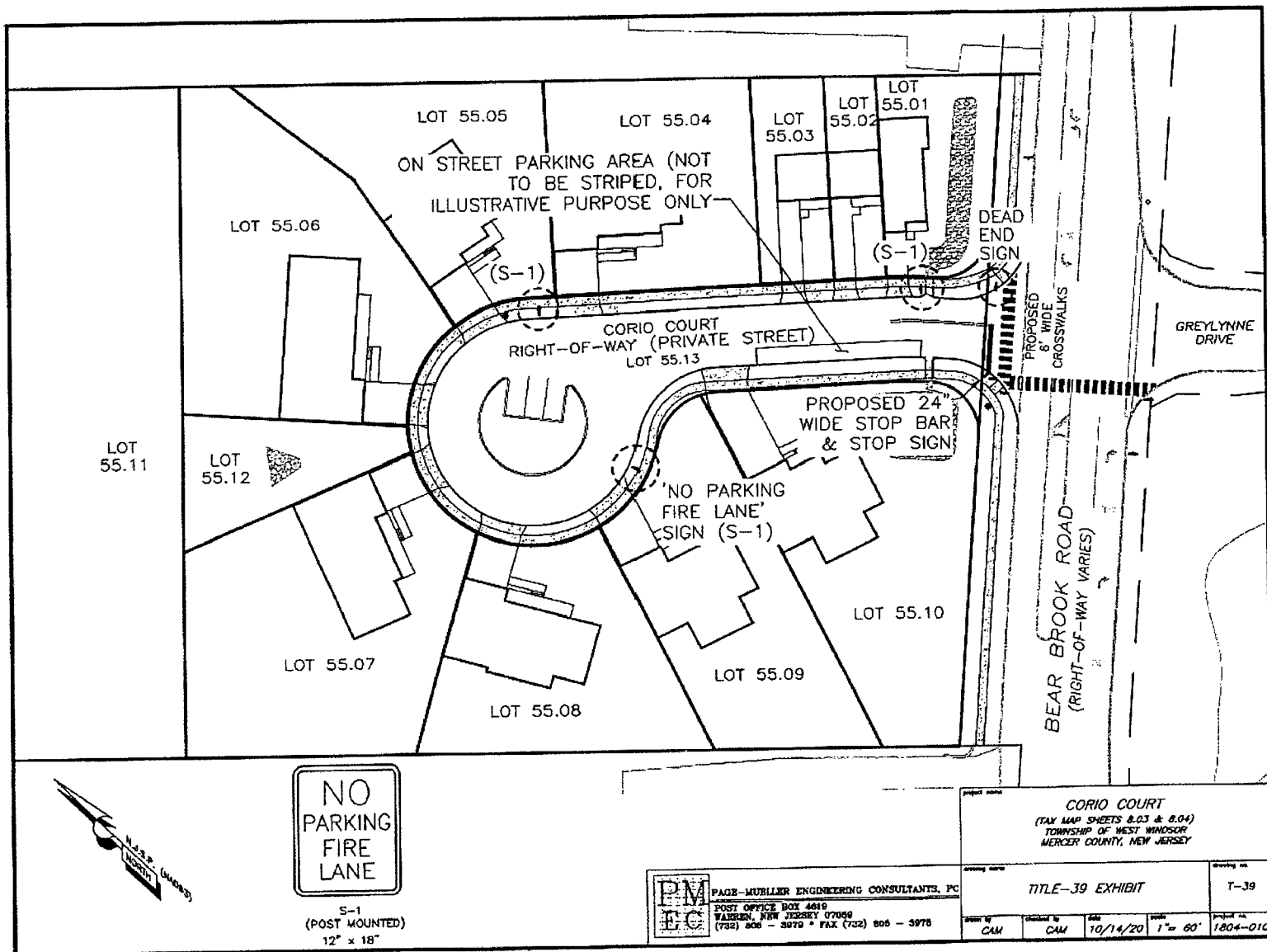
SECTION II.

In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to the portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

SECTION III.

This ordinance shall take effect upon final passage and publication in accordance with the law.

INTRODUCTION:
PLANNING BOARD:
PUBLIC HEARING:
ADOPTION:
MAYORAL APPROVAL:
EFFECTIVE DATE:



Location Map - Bear Brook Homes Title 39 Request