

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

October 14, 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  
Proclamation for October Breast Cancer Awareness Month  
Proclamation Recognizing October as Hindu-American Heritage 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

May 19, 2025 - Business Session

May 19, 2025 - Closed Session

C. Bills & Claims

12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

2025-R209 Authorizing the Appointment of Sugirtha Arunagiri as a Student Member of the Human Relations Council with a Term to Expire on January 14, 2026

2025-R210 Authorizing the Business Administrator to Purchase Scanning Services for Township Documents from Dell Marketing, LP Under New Jersey State Contract T3121 #20-TELE-01510- \$27,157.40

2025-R211 Authorizing the Chief Financial Officer to Increase the Contract with Parker McCay, P.A. by \$70,000.00 for a Total Not to Exceed \$145,000.00

2025-R212 Authorizing the Award of a Contract for the Maintenance and Service of the Heating, Ventilation and Air Conditioning (HVAC) Systems for Various Township Buildings to Mack Mechanical, LLC for the Period January 1, 2026 Through December 31, 2026 - \$48,249.60

2025-R213 Authorizing the Full Release of a Performance Bond for Street Opening Permit No. 2023-27 to Hess Broadband, Inc.

2025-R214 Authorizing the Chief Financial Officer to Increase the Professional Services Agreement with Aurora and Associates for Miscellaneous Engineering Services in the Amount of \$300.00 for a Total Not to Exceed \$2,300.00

2025-R215 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Daniel Dobromilsky & Associates on a Consultant Basis for Professional Landscape, Architectural, Planning, and Certified Tree Expert Services for Tasks Related to the Community Forestry Management Plan and Street Tree Inventory - \$20,000.00

- 2025-R216 Authorizing the Chief Financial Officer to Increase the Professional Services Agreement with Geotrek Environmental and Surveying, LLC for Miscellaneous Engineering Services in the Amount of \$20,000.00 for a Total Not to Exceed \$23,000.00
- 2025-R217 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with GeoTrek Environmental and Surveying, LLC for Professional Land Surveying Services for Mapping of the Municipal Stormwater and Sanitary Sewer Collection System Structures - \$71,480.00
- 2025-R218 Authorizing the Business Administrator to Purchase One (1) New Case Loader with Tink Claw from GT Mid Atlantic Under the Educational Services Commission of New Jersey (ESCNJ) Contract #22/23-12 for the Department of Public Works - \$250,021.00
- 2025-R219 Authorizing the Business Administrator to Purchase DJI Matrice 30T Drone and Related Accessories for the Police Division from Terrestrial Imaging, LLC Under Bergen County Cooperative Purchasing BC Bid# 25-42 - \$17,617.89
- 2025-R220 Authorizing the Business Administrator to Purchase New Chairs for the Police Division Dispatch Center from SHI International Corp. Under New Jersey Cooperative Purchasing Alliance Contract #CK04, Subcontract 24-38 - \$2,748.96
- 2025-R221 Authorizing the Mayor and Clerk to Execute a Cost Sharing Agreement with the Parking Authority of West Windsor Township
- 2025-R222 Confirming MarketFair Holdings II, LLC has been Determined to be the Pre-Qualified Bidder for a New Plenary Consumption License to be Issued by the Township of West Windsor with a bid of \$1,500,777.00
- 2025-R223 Authorizing the Mayor and Clerk to Execute a Memorandum of Understanding, Use and Hold Harmless Agreement with West Windsor Volunteer Fire Company #1

14. Introduction of Ordinances

2025-17 AN ORDINANCE TO AMEND AND SUPPLEMENT  
CHAPTER 168, "TRAFFIC AND PARKING," OF THE  
REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF  
WEST WINDSOR (1999), ARTICLE V: TRAFFIC AND  
PARKING REGULATIONS ON PRIVATE PROPERTY, ARTICLE  
VII: SCHEDULES, AND ARTICLE VII: SCHEDULES FOR  
PRINCETON GREENS

Public Hearing: October 27, 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

RESOLUTION

WHEREAS, a vacancy exists on the Human Relations Council for a Student Member; and

WHEREAS, Sugirtha Arunagiri has expressed an interest in serving on the Human Relations Council; and

WHEREAS, it is recommended that Sugirtha Arunagiri be appointed to serve the unexpired term as a Student Member of the Human Relations Council through January 14, 2026; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to appoint Sugirtha Arunagiri as a Student Member to the Human Relations Council.

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

Sugirtha Arunagiri      Student Member      Term to Expire      1/14/2026

Adopted: October 14, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 14th day of October, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

## 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, Dell Marketing, LP is an authorized vendor under New Jersey State Contract Software T3121 #20-TELE-01510; and

WHEREAS, the Township wants to continue with its scanning program this year scanning various department/division documents into the laserfiche system; and

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

Clerk-Consulting Fees	105-01-210	\$27,157.40
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NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of West Windsor authorizes Marlena A. Schmid, the Business Administrator, to purchase scanning services from Dell Marketing, LP under New Jersey State Contract T3121 #20-TELE-01510 in the amount of \$27,157.40.

Adopted: October 14, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 14th day of October, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: September 25, 2025

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Authorizing the contract increase of \$70,000.00 for law Office of Parker McCay, P.A. as Township Attorney Services (legal Fees) for the period January 1, 2025 through December 31, 2025.

**SOURCE OF FUNDING:**

Current Fund

**CONTRACT AMOUNT:**

Increase of \$60,000.00 for Legal

Increase of \$10,000.00 for Litigation

**CONTRACT LENGTH:**

01/01/2025-12/31/2025

**OTHER SUPPORTING INFORMATION ATTACHED:**

E-mail & Resolution

S:\AGENDA INBOX : Parker McCay, P.A.-Res-increase-2025

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

Hemant Marathe

9/25/25

Department/Division Head

Date

APPROVED FOR AGENDA OF: October 14, 2025

By: Marlena A Schmid 10/09/2025

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: 10/14/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R 211

Council Action Taken:

## RESOLUTION

WHEREAS, the Township of West Windsor Council entered into a Professional Services Agreement with the Law Office of Parker McCay, P.A. on January 15, 2025 for legal services as Township Attorney; and

WHEREAS, a certification of funds for the original contract was received from the Chief Financial Officer and funds were available in the following account:

Legal – Legal Fees	105-46-223	\$35,000.00
Legal – Legal Fees – Tsp. Council	105-46-224	\$20,000.00
Legal – Litigation	105-46-228	<u>\$20,000.00</u>
	Total	\$75,000.00

WHEREAS, the scope of work authorized in the original Agreement remains in force and effect; and

WHEREAS, the Chief Financial Officer has certified funds to increase the amount of the Agreement are available for said contract in the following accounts:

Legal – Legal Fees	105-46-223	\$60,000.00
Legal – Litigation	105-46-228	<u>\$10,000.00</u>
	Total	\$70,000.00

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor authorizes John V. Mauder, the Chief Financial Officer, to increase the contract amount to date by \$70,000.00 with Law Office of Parker McCay, P.A. to a revised contract amount of \$145,000.00.

Adopted: October 14, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 14th day of October 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township



## REQUEST FOR COUNCIL ACTION

Date of Request: September 19, 2025

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

### ACTION REQUESTED/EXECUTIVE SUMMARY:

Adoption of a resolution authorizing the awarding of a Contract for "Maintain and Service the Heating, Ventilation and Air Conditioning (HVAC) Systems for Various Township Buildings" to Mack Mechanical, LLC for the period January 1, 2026 through December 31, 2026.

### SOURCE OF FUNDING:

2026 Building and Grounds Operating Budget

- HVAC Repair and Maintenance 105-53-218

CONTRACT AMOUNT: \$ 48,249.60

CONTRACT LENGTH: January 1, 2026 through December 31, 2026

### OTHER SUPPORTING INFORMATION ATTACHED:


Resolution

Contract

Facilities Manager Recommendation Memo

Certification of Funds

### COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW




9-30-2025

Department/Division Head

Date

APPROVED FOR AGENDA OF: October 14, 2025

By:  10/07/2025  
Marlena Schmid, Business Administrator

MEETING DATE: 10/14/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R212

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor has by public bid solicited proposals for maintenance and service of the heating, ventilation and air conditioning (HVAC) systems for various Township Buildings; and

WHEREAS, two (2) bid was received at the bid opening held on Thursday, September 11, 2025; and

WHEREAS, the Township has determined that the lowest responsible bidder is Mack Mechanical, LLC of 10 Congress Circle, Medford, NJ 08055, with a bid of \$48,249.60; and

WHEREAS, the Township Chief Financial Officer has certified funds are available subject to the adoption of the 2026 Municipal Budget:

2026 Building and Grounds Operating Budget

- HVAC Repair and Maintenance 105-53-218

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the contract for the "Maintain and Service the Heating, Ventilation and Air Conditioning (HVAC) Systems for Various Township Buildings" be awarded to Mack Mechanical, LLC for the period of January 1, 2026 through December 31, 2026 and the Mayor and Clerk are authorized to execute a contract for said services.

Adopted: October 14, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 14th day of October 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: September 30, 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. 2023-27 for work that was done at 20 Roszel Road. Hess Broadband, Inc. posted a performance bond on July 21, 2023 for conduit and fiber optic cable installation. The project was completed and has been inspected by the Township Engineer, who is recommending the bond release.

**SOURCE OF FUNDING:** N/A

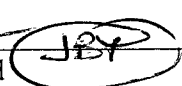
**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution  
Engineer's Report  
Supporting Documentation

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

Francis Guzik 10/1/2025  
Department/Division Head  Date

APPROVED FOR AGENDA OF: October 14, 2025

By: Marlena R. Schmid 10/07/2025  
Marlena Schmid, Business Administrator

MEETING DATE: 10/14/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R213

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor presently holds a Performance Bond in the amount of \$500.00 from Hess Broadband for Street Opening Permit No. 2023-27 covering work to be performed at 20 Roszel Road, in West Windsor Township; and

WHEREAS, the project has been completed and inspected, and the Township Engineer recommends full release of the performance guarantee.

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of West Windsor that the Performance Bond presently in effect on Street Opening Permit No. 2023-27 be released in accordance with the recommendation of the Township Engineer:

BE IT FURTHER RESOLVED that John V. Mauder, the Chief Financial Officer, is hereby authorized to release the following performance bond presently held in Trust:

Performance	Original	Date
<u>Guarantee</u>	<u>Amount</u>	<u>Issued</u>
Bond #US00130050SU23A	\$500.00	07/21/2023

Adopted: October 14, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 14 day of October 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

## REQUEST FOR COUNCIL ACTION

Date of Request: September 25, 2025

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

### ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing an increase in the contract amount of the professional services agreement for Miscellaneous Engineering Services. The above Agreement provides for ad hoc assistance to the Township Engineer for studies or tasks supplemental to the in-house Engineering services.

Arora and Associates

SOURCE OF FUNDING: Engineering – Consultant Fees 105-30-210

### CONTRACT AMOUNT:

Contract Amount to date: \$ 2,000.00

Change Order: + \$ 300.00

Final Contract Amount: \$ 2,300.00

CONTRACT LENGTH: until December 31, 2025

### OTHER SUPPORTING INFORMATION ATTACHED:

Resolution	Resolution 2025-R029
Certification of Funds	Engineer's Memorandum

### COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

<u>Francis Guzik</u>	<u>9/25/25</u>
Department/Division Head	Date

APPROVED FOR AGENDA OF: October 14, 2025

By: Marlena Schmid 10/07/2025  
Marlena Schmid, Business Administrator

MEETING DATE: 10/14/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R214

Council Action Taken:

## RESOLUTION

WHEREAS, the Township of West Windsor entered into a Professional Services Agreement with Arora and Associates for professional services on a consultant basis for Professional Engineering Services performed for miscellaneous engineering projects as assigned; and

WHEREAS, a Certification of Funds for the original contract was received from the Chief Financial Officer and funds for said contract were available in the following account:

<u>Engineering-Consultant Services</u>	<u>105-30-210</u>	<u>\$ 2,000.00</u>
Account Title	Account Number	Amount to date

WHEREAS, the scope of work authorized in the original contract remains in force and effect; and

WHEREAS, there is a need for a contract increase for said services in accordance with the original contract; and

WHEREAS, the Chief Financial Officer has certified funds are available in the following account:

<u>Engineering-Consultant Services</u>	<u>105-30-210</u>	<u>\$ 300.00</u>
Account Title	Account Number	Amount

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor authorizes John V. Mauder, the Chief Financial Officer, to increase the contract amount with Arora and Associates to a revised total contract amount of \$2,300.00.

Adopted: October 14, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 14th day of October 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

## REQUEST FOR COUNCIL ACTION

Date of Request: September 26, 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 for Landscape Architectural, Planning, and Tree Expert services for tasks related to the Community Forestry Management Plan and Street Tree Inventory. The Agreement provides for a preparation of the Township's Community Forestry Management Plan and the start of the Street Tree Inventory. Based on his prior municipal experience including street trees and tree inventory, sustainability, and parks and open space, the Township Engineer is recommending a contract be awarded to Daniel Dobromilsky & Associates.

### SOURCE OF FUNDING:

<u>Bicycle and Pedestrian Improvements-Street Tree Inventory</u>	<u>405-2025-10 012</u>	<u>\$20,000.00</u>
Account Title	Account Number	Amount

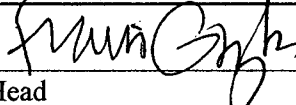
CONTRACT AMOUNT: \$20,000.00

CONTRACT LENGTH: until December 31, 2026

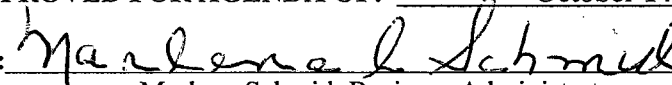
### OTHER SUPPORTING INFORMATION ATTACHED:

Resolution	Affirmative Action Contract	Proposal – Exhibit A
Political Contribution Disclosure	Certification of Funds	Business Entity Disclosure
Professional Services Agreement	Stockholder Disclosure	Engineer's Memorandum
Business Registration Certification	Affidavit of Compliance	Certificate of Information Report

### COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

<u></u>	<u>10/08/25</u>
Department/Division Head	Date

APPROVED FOR AGENDA OF: October 14, 2025

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

MEETING DATE: 10/14/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R215

Council Action Taken:

## RESOLUTION

- WHEREAS, the Township of West Windsor requires professional Landscape Architectural, Planning, and Tree Expert services for tasks related to the Community Forestry Management Plan and Street Tree Inventory on a consultant basis to West Windsor Township, as assigned; and
- WHEREAS, the Township wishes to enter into a Professional Services Agreement with Daniel Dobromilsky & Associates for the aforesaid services; and
- WHEREAS, the Chief Financial Officer has certified that funds are available for said Agreement in the following account:

<u>Bicycle and Pedestrian Improvements-Street Tree Inventory</u>	<u>405-2025-10 012</u>	<u>\$20,000.00</u>
Account Title	Account Number	Amount

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 services agreement with Daniel Dobromilsky & Associates to cover the period of October 14, 2025 through December 31, 2026.
- (2) The Agreement so authorized shall require the Provider to provide professional services pursuant to its proposal dated September 25, 2025. The Agreement is awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-1-5(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 Daniel Dobromilsky & Associates and a copy of this Resolution shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: October 14, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 14th day of October 2025.

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Allison D. Sheehan,  
Township Clerk  
West Windsor Township



**REQUEST FOR COUNCIL ACTION**

**Date of Request:** September 25, 2025

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing an increase in the contract amount of the professional services agreement for Miscellaneous Engineering Services. The above Agreement provides for ad hoc assistance to the Township Engineer for studies or tasks supplemental to the in-house Engineering services.

Geotrek Environmental and Surveying, LLC

**SOURCE OF FUNDING:** Engineering – Consultant Fees 105-30-210

**CONTRACT AMOUNT:**

<u>Contract Amount to date:</u>	<u>\$ 3,000.00</u>
<u>Change Order:</u>	<u>+ \$20,000.00</u>
<u>Final Contract Amount:</u>	<u>\$23,000.00</u>

**CONTRACT LENGTH:** until December 31, 2025

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution	Resolution 2025-R030
Certification of Funds	Engineer's Memorandum

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

<u>Francis Guzik</u>	<u>9/25/25</u>
Department/Division Head	Date

**APPROVED FOR AGENDA OF:** October 14, 2025

**By:** Marlena G. Schmid 10/07/2025  
Marlena Schmid, Business Administrator

**MEETING DATE:** 10/14/25 **Ordinance #** \_\_\_\_\_ **Resolution #** 2025-R216

**Council Action Taken:**

## RESOLUTION

WHEREAS, the Township of West Windsor entered into a Professional Services Agreement with Geotrek Environmental and Surveying, LLC for professional services on a consultant basis for Professional Engineering Services performed for miscellaneous engineering projects as assigned; and

WHEREAS, a Certification of Funds for the original contract was received from the Chief Financial Officer and funds were available in the following account:

<u>Engineering-Consultant Services</u>	<u>105-30-210</u>	<u>\$ 3,000.00</u>
Account Title	Account Number	Amount to date

WHEREAS, the scope of work authorized in the original contract remains in force and effect; and

WHEREAS, there is a need for a contract increase for said services in accordance with the original contract; and

WHEREAS, the Chief Financial Officer has certified funds are available in the following account:

<u>Engineering-Consultant Services</u>	<u>105-30-210</u>	<u>\$20,000.00</u>
Account Title	Account Number	Amount

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor authorizes John V. Mauder, the Chief Financial Officer, to increase the contract amount with Geotrek Environmental and Surveying, LLC to a revised total contract amount of \$23,000.00.

Adopted: October 14, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 14th day of October 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

## REQUEST FOR COUNCIL ACTION

Date of Request: September 25, 2025

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

### ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adopt a resolution authorizing execution of a professional services agreement with GeoTrek Environmental and Surveying, LLC to provide professional Land Surveying services for the mapping of the municipal stormwater and sanitary sewer collection system structures in a sub-meter accuracy format. As a condition of the Township's on-going State Stormwater Discharge Permit, renewed in January 2023, the Township is required to prepare a Watershed Improvement Plan (permit condition IV.H.1). Part of this Plan requires the Township to inventory all storm drain inlets owned/operated by the Township by January 2026. The Township Engineer is recommending a contract be awarded to GeoTrek Environmental and Surveying, LLC to continue this field mapping process.

### SOURCE OF FUNDING:

Traffic Safety Improvements Hazard Mitigation	405-2022-08 016	\$7,080.00
Traffic Safety Improvements Hazard Mitigation	405-2023-09 019	\$37,088.00
<u>Sewer Extension Pump Station Improvements</u>	<u>405-2023-09 021</u>	<u>\$27,312.00</u>
Account Title	Account Number	Amount

CONTRACT AMOUNT: \$71,480.00

CONTRACT LENGTH: 6 months from project initiation

### 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

### COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Francis Guzik 9/30/25  
Department/Division Head Date

APPROVED FOR AGENDA OF: October 14, 2025

By: Marlena A. Schmid 10/07/2025  
Marlena Schmid, Business Administrator

MEETING DATE: 10/14/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R217

Council Action Taken:  
Distributed:

## RESOLUTION

WHEREAS, the Township of West Windsor has a need to acquire professional engineering services and GeoTrek Environmental and Surveying, LLC has submitted a proposal dated September 18, 2025 indicating they will provide professional Land Surveying services for the next phase of the Infrastructure Mapping project for storm drainage and sanitary sewer system maps for \$71,480.00; and

WHEREAS, GeoTrek Environmental and Surveying, LLC has provided a scope of services and schedule to complete the third portion of the creation of the storm drainage and sanitary sewer system maps; and

WHEREAS, the Township wishes to enter into a Professional Services Agreement with GeoTrek Environmental and Surveying, LLC for an amount not to exceed \$71,480.00; and

WHEREAS, the total amount of the contract is Seventy-One Thousand Four Hundred Eighty Dollars (\$71,480.00); and

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

Traffic Safety Improvements Hazard Mitigation	405-2022-08 016	\$7,080.00
Traffic Safety Improvements Hazard Mitigation	405-2023-09 019	\$37,088.00
<u>Sewer Extension Pump Station Improvements</u>	<u>405-2023-09 021</u>	<u>\$27,312.00</u>
Account Title	Account Number	Amount

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 GeoTrek Environmental and Surveying, LLC, with a performance period to complete the next phase of the Infrastructure Mapping (Storm Drainage and Sanitary Sewer System Maps) project, for an amount not to exceed \$71,480.00.
- (2) The Agreement so authorized shall require the Provider to provide professional surveying services pursuant to its proposal dated September 18, 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 GeoTrek Environmental and Surveying, LLC and a copy of this Resolution shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: October 14, 2025

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 14th day of October 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** September 29<sup>th</sup>, 2025

**Initiated By:** Anthony Esposito **Division/Department:** Department of Public Works

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Resolution authorizing purchase of new Case Loader with Tink Claw purchased from GT Mid Atlantic, 212 Monmouth Rd, Freehold, NJ 07728.

**SOURCE OF FUNDING:** 405-2025-10-032

**CONTRACT AMOUNT:** \$250,021.00

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution 2025-R bid sheets and certification of funds

**S:\AGENDA INBOX (file name)**

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

\_\_\_\_\_  
Department/Division Head

10/1/2025  
Date

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

By: Marlena Schmid 10/07/2025  
Marlena Schmid, Business Administrator

**MEETING DATE:** 10/14/25 **Ordinance #** \_\_\_\_\_ **Resolution #** 2025-1218

**Council Action Taken:**

RESOLUTION

WHEREAS, the Township of West Windsor needs to purchase one (1) New Case Loader with Tink Claw for the Department of Public Works; and

WHEREAS, the loader is available from GT Mid Atlantic, 212 Monmouth Rd., Freehold, NJ under Educational Services Commission of New Jersey Cooperative Pricing System ESCNJ #65 MCESCCPS Bid #22/23-12; and

WHEREAS, a Tink 720 Claw needs to be purchased for use with this loader and this item is not offered under ESCNJ Bid #22/23-12; and

WHEREAS, the Township obtained three (3) quotes for a Tink 720 Claw and GT Mid Atlantic submitted the lowest quote of the three (3) received totaling \$20,447.00; and

WHEREAS, funding for the acquisition of said vehicle for the Department of Public Works is available through the approved 2025 Capital Budget; and

WHEREAS, the Chief Financial Officer has certified funds are available in the following account:

Public Works - Acquisition of Vehicle	Account Code 405-2025-10-032	\$250,021.00
---------------------------------------	------------------------------	--------------

NOW, THEREFORE, BE IT RESOLVED, the Township Council of the Township of West Windsor authorizes Marlena A. Schmid, the Business Administrator, to purchase one (1) Case Loader with Tink Claw for a total not to exceed \$250,021.00 from GT Mid Atlantic, 212 Monmouth Rd, Freehold, NJ 07728 under Educational Services Commission of New Jersey Cooperative Pricing System ESCNJ #65 MCESCCPS Bid #22/23-12

Adopted: October 14, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 14th day of October, 2025.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: 09/24/2025

Initiated By: Chief Robert Garofalo Division/Department: Police

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

The police department is requesting to purchase a DJI Matrice 30T drone and accessories (spare batteries, speaker, spotlight, etc.). The original drone equipment obtained by the police department in 2018/2019 is becoming outdated and in need of replacement.

**SOURCE OF FUNDING:**

Capital Budget  
405-2019-18-024

**CONTRACT AMOUNT:**

\$17,617.89

**CONTRACT LENGTH:**

5 Years

**OTHER SUPPORTING INFORMATION ATTACHED:**

Special report with statement of need.

S:\AGENDA INBOX (file name) \_\_\_\_\_

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

\_\_\_\_\_  
Department/Division Head Date

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

By: Marlena Schmid 10/07/2025  
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: 10/14/25 Ordinance # \_\_\_\_\_ Resolution # 2025-2219

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 sUAS equipment and accessories from Terrestrial Imaging, LLC, 375 Herbetsville Road, Brick, NJ 08724 under Bergen County Cooperative Purchasing #11BCCP BC Bid # 25-42, in the amount of \$17,617.89; and

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

Police - Acquisition of Equipment 405-2019-18-024 \$17,617.89

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of West Windsor authorizes Marlena A. Schmid, the Business Administrator, to purchase the above for the Police Division from Terrestrial Imaging, LLC, 375 Herbetsville Road, Brick, NJ 08724 under Bergen County BC Bid # 25-42, for a total not to exceed \$17,617.89.

Adopted: October 14, 2025, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 14th day of October, 2025.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township



**REQUEST FOR COUNCIL ACTION**

Date of Request: 09/24/2025

Initiated By: Chief Robert Garofalo Division/Department: Police

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

The chairs in the police department dispatch center are utilized 24 hours a day, 7 days a week, for 365 days a year. The current chairs in the dispatch center are in need of replacement.

**SOURCE OF FUNDING:**

Capital Budget  
405-2021-14-023 (\$2,597.03)  
405-2022-08-025 (\$151.93)

**CONTRACT AMOUNT:**

\$2,748.96

**CONTRACT LENGTH:**

5 Years

**OTHER SUPPORTING INFORMATION ATTACHED:**

Special report with statement of need.

S:\AGENDA INBOX (file name) \_\_\_\_\_

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

  
\_\_\_\_\_  
Department/Division Head

\_\_\_\_\_  
Date

**APPROVED FOR AGENDA OF:**

By: Marlena A. Schmid 10/07/2025  
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: 10/14/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R220

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 needs to purchase replacement chairs for the Police Department Dispatch Center utilizing State contracts; and
- WHEREAS, 29 new chairs are available 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 \$2,748.96; and
- WHEREAS, as of September 24, 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 24-28 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
Resolution No.	2025-R150	\$11,511.19
Resolution No.	2025-R178	\$16,528.44
Resolution No.	2025-R204	\$2,866.79
		\$252,251.21

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

Police Acq of Office and Computer Equipment	405-2021-14-023	\$2,597.03
Police Acq of Office and Computer Equipment	405-2022-08-025	\$151.93

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of West Windsor that Marlena A. Schmid, the Business Administrator, 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 \$255,000.17.

Adopted: October 14, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 14th day of October, 2025.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

## **REQUEST FOR COUNCIL ACTION**

**Date of Request:** October 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 the Cost Sharing Agreement (the "Agreement") between the West Windsor Township (the "Township") and West Windsor Parking Authority (the "Parking Authority"). The Agreement establishes the financial obligations of the Township and the Parking Authority for a Project funded and financed by the Parking Authority on Township owned real property at the intersection of Princeton-Hightstown Road and Wallace Road, ("Project Area") also known as Block 59, Lots 1 and 2 on the Township's Official Tax Map.

The Project by design:

- 1.) is a public improvement that will revitalize an underutilized and highly visible location within Township that is of a size and configuration not to be readily adaptable for many uses in the Redevelopment Area.
- 2.) will deal with environmental conditions on the Project Area. The Township continues to coordinate and fund environmental activities to investigate and remediate contamination on the Project area.
- 3.) includes demolition of former school bus maintenance garage, removal of storage tanks and remediation of contaminated soil.
- 4.) includes 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.

The Agreement includes following terms and conditions:

- 1.) The scope of work necessary to complete the Project.
- 2.) The Parking Authority is fully funding the costs of the Project and the Township will be obligated to reimburse Parking Authority contingent upon the State of New Jersey disbursing Grant Funds for certain Project Costs to the Township.
- 3.) The Township's obligation to reimburse the Parking Authority for the Project shall not exceed the amount of State Grant Funds disbursed to the Township.
- 4.) The Township will be required to reimburse the Parking Authority for all Project Costs associated with environmental investigation and remediation on the Project Area regardless of whether State Grant Funds are disbursed. Note: Several multi-purpose bond ordinances earmark funds for environmental conditions requiring investigation and remediation.
- 5.) The Township shall give written notice to the Parking Authority when Grant Funds are received and available to be disbursed for Project Costs.
- 6.) The Parking Authority shall provide an accounting of actual Project Costs supported by several forms of documentation.

- 7.) Township officials shall review and confirm the Project Costs submitted for payment and determine the reimbursement amount due the Parking Authority from Grant Funds.
- 8.) The Township, as property owner, shall remain financially responsible for ongoing and future environmental investigation and remediation activities on the Project Area.
- 9.) The Parking Authority shall operate and maintain the Parking Lot, including the Pocket Park and pay the costs thereof.
- 10.) The Agreement shall remain in effect until the Parties mutually decide to formally terminate it.

**SOURCE OF FUNDING:** N/A

**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution  
Cost Sharing Agreement

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

Marlena A. Schmid 10/07/2025  
Department/Division Head Date

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

By: Marlena A. Schmid 10/07/2025  
Marlena Schmid, Business Administrator

**MEETING DATE:** 10/14/25 **Ordinance #** \_\_\_\_\_ **Resolution #** 2025-R221

**Council Action Taken:**

## RESOLUTION

- WHEREAS, on August 26, 2024 the Township of West Windsor (the “Township”) and the West Windsor Parking Authority (the “Parking Authority”) executed an Agreement dated as of July 25, 2024 (Resolution R2024 – 22) for the Parking Authority’s use of real property, Block 59, Lots 1 and 2 on the Township’s Official Tax Map (the “Project Area”) for a new Parking Lot and a Pocket Park (the “Project”); and
- WHEREAS, the Project by design is a public improvement that revitalizes Township-owned property, located at the intersection of the Princeton-Hightstown Road and Wallace Road, that is underutilized, highly visible and is of a size and configuration to not be readily adaptable for many uses; and
- WHEREAS, the Project will eliminate blight and deal with pre-existing environmental conditions on the Project Area. The Township is coordinating and funding environmental activities to investigate and remediate contamination on the Project Area; and
- WHEREAS, the Cost Sharing Agreement establishes the financial obligations of the Township and the Parking Authority for the Project funded and financed by the Parking Authority whereby the Parking Authority is fully funding the costs of the Project; and
- WHEREAS, the Parking Authority shall be entitled to reimbursement of Project Costs contingent upon the State of New Jersey disbursing Grant Funds for specific Project Costs to the Township and the total amount of reimbursement shall not exceed the grand total of Grant Funds the Township receives; and
- WHEREAS, the Township shall be required to reimburse the Parking Authority for all Project Costs associated with environmental investigation and remediation on the Project Area regardless of whether the Township receives Grant Funds; and
- WHEREAS, the Township, as property owner, shall be financially responsible for ongoing and future environmental investigation and remediation activities on the Project Area; and
- WHEREAS, the Parties shall be bound by terms and conditions for Payment of Project Costs; and

WHEREAS, the Parking Authority shall operate and maintain the Parking Lot, including the Pocket Park, and pay the costs thereof.

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

1. The Cost Sharing 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 Cost Sharing Agreement shall remain in effect until the Township and Parking Authority mutually decide to formally terminate it.
3. 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.
4. A copy of this Resolution and fully executed copy of the Cost Sharing Agreement shall be kept on file in the Office of the Township Clerk.

The Township and Parking Authority agree to negotiate a Lease Agreement for use, operation and maintenance of the Parking Lot and Pocket Park prior to the completion of the construction of the Project.

Adopted: October 14, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 14<sup>th</sup> day of October 2025.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, West Windsor Township advertised the sale of a new Plenary Retail Consumption License on August 15, 2025 in The Times and the Princeton Packet, and on August 22, 2025 in The Times and the Princeton Packet and placed the notice on the Township website; and

WHEREAS, on September 22, 2025 one bid was received; and

WHEREAS, on September 25, 2025 the bidder was acknowledged as being a preliminarily qualified bidder; and

WHEREAS, on October 8, 2025 at 10:00 a.m. in Room A of the Municipal Building the bid was opened containing the following:

MarketFair Holdings II LLC bid of \$1,500,777.00 and included a certified check for 20% of the bid as required; and

WHEREAS, the Township Council of the Township of West Windsor has determined MarketFair Holdings II, LLC to be the pre-qualified bidder with a bid of \$1,500,777.00

NOW, THEREFORE BE IT RESOLVED, in accordance with the "Public Notice" and the requirements of same, MarketFair Holdings II, LLC has 72 hours from the adoption of this resolution to pay the balance of the bid amount to the Township and all other provisions of the Notice and bid remain in effect.

Adopted: October 14, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 14th day of October, 2025.

---

Allison D Sheehan  
Township Clerk  
West Windsor Township

## REQUEST FOR COUNCIL ACTION

Date of Request: October 8, 2025

Initiated By: Kerry Giblin Division/Department: Administration

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Approval of a resolution authorizing the Mayor and Clerk to execute the Memorandum of Understanding; Use and Hold Harmless Agreement (the "MOU") between The West Windsor Township (the "Township") and West Windsor Volunteer Fire Company #1, (the "WWVFC") for the replacement of the WWVFC building's existing sprinkler system (the "Project").

This agreement has been reviewed and approved by the Administration, the Township Attorney, WWVFC, The Mayor and WWVFC's attorney.

**SOURCE OF FUNDING:** 2023 Capital Improvement Budget  
WW Firehouse- Sprinkler Replacement- Sta.43. account number 405-2023-09-0030

**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** Length of the project

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution

Memorandum of Understanding; Use and Hold Harmless Agreement

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

Kerry Giblin 10/8/25  
Department/Division Head Date

APPROVED FOR AGENDA OF: 10/14/2025

By: Kerry Giblin  
Marlena Schmid, Business Administrator

MEETING DATE: 10/14/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R223

Council Action Taken:



RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING; USE  
AND HOLD HARMLESS AGREEMENT BETWEEN WEST WINDSOR TOWNSHIP AND  
WEST WINDSOR VOLUNTEER FIRE COMPANY #1  
FOR THE SPRINKLER REPLACEMENT PROJECT

WHEREAS, The West Windsor Township (the "Township"), a municipal corporation of the State of New Jersey with principal offices located at 271 Clarksville Road, Princeton Junction, New Jersey 08550; and

WHEREAS, West Windsor Volunteer Fire Company #1, (the "WWVFC") located at 153 South Mill Road, West Windsor, NJ 08550 is the owner of the building and property identified as Block 21.07, Lot 36.01 on the Tax Map of the Township of West Windsor, commonly known as 153 South Mill Road, West Windsor Township 08550 (the "Building"); and

WHEREAS, the Township is the owner and insurer of multiple pieces of fire response apparatus, vehicles, and miscellaneous fire response equipment, which are presently stored in the Building and used by the members of the WWVFC and by Township (each a "Party," and collectively the "Parties") personnel for fire suppression response; and

WHEREAS, the Buildings' existing Fire Suppression Sprinkler system is in need of replacement; and

WHEREAS, WWVFC requested and the Township has agreed that the Township will utilize capital appropriations for the replacement of the Building's existing sprinkler system (the "Project") located in the WWVFC building; and

WHEREAS, the Township agrees to undertake and oversee the Project; and

WHEREAS, the Parties are interested in entering into this MOU to set forth their respective responsibilities; and

WHEREAS, the Township has deemed it in the best interest of the citizens of the Township to proceed with this commitment and the execution of this Agreement; and

WHEREAS, The Parties acknowledge that the terms of this Agreement are limited solely to the scope of the Project and shall expire upon its mutually agreed completion;

NOW, THEREFORE, BE IT RESOVLED, by the Township Council of the Township of West Windsor that the Mayor and Clerk are hereby authorized to execute, on behalf of the Township, the Memorandum of Understanding, Use and Hold Harmless Agreement with West Windsor Volunteer Fire Company. #1.

Page 2  
2025-R223

Adopted: October 14, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 14<sup>th</sup> day of October, 2025.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

## REQUEST FOR COUNCIL ACTION

Date of Request: September 30, 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 Princeton Greens development, and impose No Parking restrictions on the public roads in the development per a request by the Princeton Greens HOA Board of Trustees

**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

Francis Guzik 9/30/25  
Department/Division Head Date

APPROVED FOR AGENDA OF: Marlena Schmid 10/07/2025

By: Marlena Schmid 10/07/2025  
Marlena Schmid, Business Administrator

MEETING DATE: 10/14/25 Ordinance # 2025-17 Resolution # \_\_\_\_\_  
Council Action Taken:

**TOWNSHIP OF WEST WINDSOR  
MERCER COUNTY, NEW JERSEY**

**ORDINANCE NO. 2025 - \_\_\_\_\_**

**AN ORDINANCE TO AMEND AND SUPPLEMENT  
CHAPTER 168, "TRAFFIC AND PARKING," OF THE  
REVISED GENERAL ORDINANCES  
OF THE TOWNSHIP OF WEST WINDSOR**

**BE IT ORDAINED**, by the West Windsor Township Council, County of Mercer, State of New Jersey, that the Code of West Windsor Township, 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 amended to read as follows:

<b>Property</b>	<b>Regulation</b>	<b>Movement</b>
<u>Princeton Greens</u>	<u>25 mph</u>	<u>As shown on sketch on file with</u> <u>Township Police Division</u>
	<u>Stop signs</u>	
	<u>Parking in designated areas</u> <u>between the painted lines only</u>	
	<u>No Parking anytime in</u> <u>designated areas, alleys and fire</u> <u>lanes</u>	

**SECTION II.**

PART II: GENERAL LEGISLATION

CHAPTER 168: TRAFFIC AND PARKING

ARTICLE VII: Schedules

Section 168-59: Schedule IV: Stop Intersections, is to be amended to read as follows, with text underlined being added:

<b>Intersection</b>	<b>Stop Sign On</b>
<u>Bayberry Drive and Canal Pointe Boulevard</u>	<u>Bayberry Drive</u>

Bayberry Drive and Bellaire Drive (east intersection)

Bellaire Drive

Bayberry Drive and Bellaire Drive (west intersection)

Bayberry Drive

Bellaire Drive and Huckleberry Drive

Huckleberry Drive

### **SECTION III.**

PART II: GENERAL LEGISLATION

CHAPTER 168: TRAFFIC AND PARKING

ARTICLE VII: Schedules

Section 168-69: Schedule XIV: No Parking Anytime, is to be amended as follows:

<b>Name of Street</b>	<b>Sides</b>	<b>Location</b>
<u>Bayberry Drive</u>	<u>North</u>	<u>Entire length</u>
<u>Bellaire Drive</u>	<u>North</u>	<u>From Bayberry Drive to Bayberry Drive</u>

### **SECTION IV.**

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 V.**

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

Date Introduced: \_\_\_\_\_

Dated Advertised: \_\_\_\_\_

Date Adopted: \_\_\_\_\_

Dated Advertised: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Hemant Marathe, Mayor  
West Windsor Township


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

# **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:** September 30, 2025

**SUBJECT:** Title 39 Enforcement Request  
Princeton Greens HOA

---

Princeton Greens HOA representatives have been working with Police, Fire and Emergency Services regarding problems of access and circulation within the Princeton Greens development. Two roads, Bayberry Drive and Bellaire Drive, are public streets. The remaining courts and privately owned and maintained by the HOA.

The HOA and the Township professionals have developed a plan to control parking on the public roadways, designate fire lanes within the neighborhood, as well as to restrict parking on the private courts to designated stalls only. There is also a need to formally establish the stop sign controls on the public streets for Police enforcement.

I have prepared a draft Ordinance for these amendments to Township Code Chapter 168 "Traffic" for consideration by the Township Council. Included is an email from the HOA management representative confirming the plan that has been developed has been approved by the current HOA Board.

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

FG

Enclosures

Cc: Marlena Schmid, Business Administrator  
Robert Garofalo, Police Chief  
Tim Lynch, Chief of Fire & Emergency Services  
Walter Silcox, Police Traffic Sergeant

PGreen Title 39 memo 250930.doc

## Francis A. Guzik

---

**From:** Al Pellegrino <apellegrino@rcpmanagement.com>  
**Sent:** Thursday, September 18, 2025 3:33 PM  
**To:** Francis A. Guzik  
**Subject:** RE: 'EXTERNAL'Princeton Greens

**CAUTION:** This email originated from outside the Township. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Francis,

There were no objections to the no parking zones. The plan was approved in its entirety.

*Kind regards,*



**Albert Pellegrino, ARM, CMCA, AMS**

*Director*

**RCP Management Company, AAMC, AMO**

☎ 609.683.7980, ext. 421 ✉ [apellegrino@rcpmanagement.com](mailto:apellegrino@rcpmanagement.com)

🌐 [www.rcpmanagement.com](http://www.rcpmanagement.com)

📍 2 Commerce Drive, Suite 101, Cranbury, NJ 08512

🔄 CARE | TEAMWORK | ACCOUNTABILITY | INTEGRITY

**From:** Francis A. Guzik <fguzik@westwindsortwp.com>  
**Sent:** Thursday, September 18, 2025 2:31 PM  
**To:** Al Pellegrino <apellegrino@rcpmanagement.com>  
**Subject:** RE: 'EXTERNAL'Princeton Greens

Thank you Al. Was there consent, or no objections to, the No Parking zones proposed on the municipal roads, as indicated on the plan?

Francis A. Guzik, PE, CME  
Director Community Dev/Twp Engineer  
West Windsor Township  
Office: 609-799-9396

**From:** Al Pellegrino <[apellegrino@rcpmanagement.com](mailto:apellegrino@rcpmanagement.com)>  
**Sent:** Thursday, September 18, 2025 1:45 PM  
**To:** Francis A. Guzik <[fguzik@westwindsortwp.com](mailto:fguzik@westwindsortwp.com)>  
**Subject:** 'EXTERNAL'Princeton Greens

**CAUTION:** This email originated from outside the Township. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Francis,

The Princeton Greens Board voted to approve Title 39 for the Princeton Greens private roads.

Please let me know if you need anything else from me.

*Kind regards,*



**Albert Pellegrino, ARM, CMCA, AMS**

*Director*

**RCP Management Company, AAMC, AMO**

☎ 609.683.7980, ext. 421 ✉ [apellegrino@rcpmanagement.com](mailto:apellegrino@rcpmanagement.com)

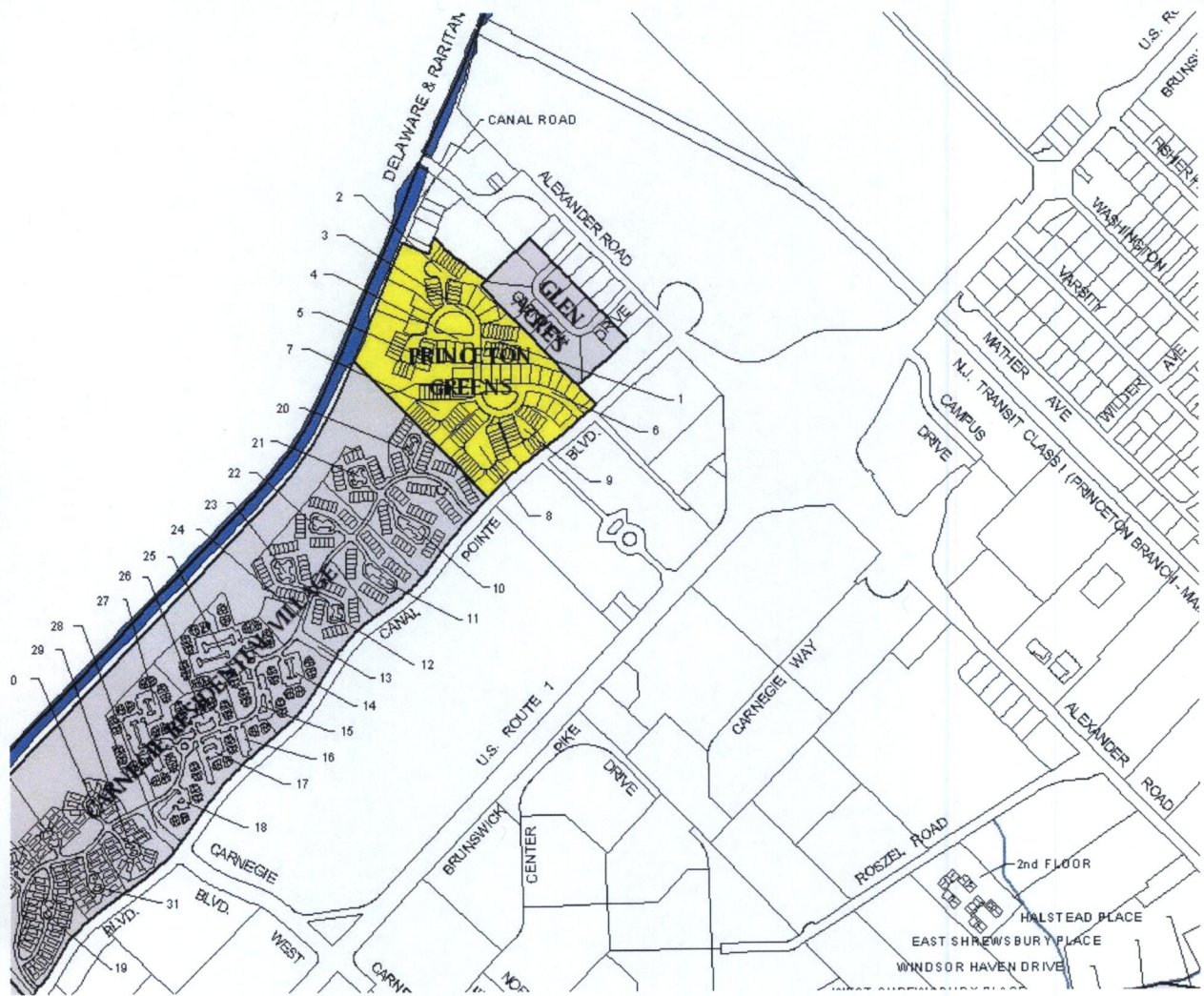
🌐 [www.rcpmanagement.com](http://www.rcpmanagement.com)

📍 2 Commerce Drive, Suite 101, Cranbury, NJ 08512

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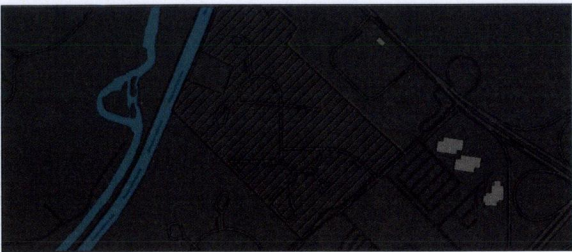
Please be advised that the Township of West Windsor is subject to the New Jersey Open Public Records Act. As such, any email sent or received by the Township may be subject to a records request.





Location Map – Princeton Greens Title 39 Request





KEY MAP  
NTS

- REFERENCE:
1. FINAL SITE PLAN AND SUBDIVISION UTILITY PLAN SECTION 7 LOT 9 WEST WINDSOR TOWNSHIP, MERCER COUNTY, NEW JERSEY AS PREPARED BY KELLER & KIRKPATRICK, P.A. CONSULTING ENGINEERS-SURVEY-PLANNERS DATED 11-25-81
- GENERAL NOTES:
1. THIS PLAN IS NOT VALID UNLESS EMBOSSED WITH THE SEAL OF THE UNDERSIGNED PROFESSIONAL(S).
  2. IT IS IMPERATIVE THAT UTILITY COMPANIES ARE NOTIFIED PRIOR TO ANY EXCAVATION AND/OR CONSTRUCTION. CALL 1-800-272-1000 TO ORDER UTILITY MARKOUTS.
  3. PRINCETON GREENS IS KNOWN AS LOT 9 IN BLOCK 7, WEST WINDSOR TWP., MERCER COUNTY, NJ. THE OWNER IS PRINCETON GREENS.
  4. DO NOT SCALE DRAWINGS AS THEY ARE SCHEMATIC ONLY, EXCEPT WHERE DIMENSIONS ARE SHOWN. THIS IS A SITE DEVELOPMENT PLAN AND NOT A SURVEY.
  5. EXISTING UTILITY INFORMATION SHOWN HEREON HAS BEEN COLLECTED FROM VARIOUS SOURCES AND IS NOT GUARANTEED AS TO EITHER ACCURACY OR COMPLETENESS. THE CONTRACTOR SHALL VERIFY ALL INFORMATION TO HIS SATISFACTION PRIOR TO CONSTRUCTION. CONFLICTS SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE BEGINNER FOR RESOLUTION.
  6. ALL MATERIALS, WORKMANSHIP AND CONSTRUCTION FOR SITE IMPROVEMENTS SHALL BE IN ACCORDANCE WITH:  
A. NJ DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, 2001, AS AMENDED OR SUPPLEMENTED.  
B. CURRENT AND PREVAILING MUNICIPAL, COUNTY AND/OR STATE AGENCY SPECIFICATIONS, STANDARDS, CONDITIONS AND REQUIREMENTS.  
C. CURRENT MANUFACTURERS SPECIFICATIONS, STANDARDS AND REQUIREMENTS.
  9. CONTRACTOR SHALL BE COMPLETELY RESPONSIBLE FOR PROJECT SAFETY RELATED TO THE WORKMANSHIP AND CONSTRUCTION OF THE SITE IMPROVEMENTS INCLUDING PROVISION OF ALL APPROPRIATE SAFETY DEVICES AND WORKER TRAINING.
  10. ALL WORK SHALL BE COORDINATED WITH THE WEST WINDSOR ENGINEERING DEPARTMENT @ (609-799-9396) AND THE PRINCETON JUNCTION VOLUNTEER FIRE COMPANY CHIEF (609-820-1318)



NO PARKING ANY TIME  
(left arrow) Sign R7-1L



NO PARKING ANY TIME  
(Double Arrow) Sign R7-1D



NO PARKING ANY TIME  
(right arrow) Sign R7-1R



Standard STOP Sign (R1-1)

- TRAFFIC REGULATIONS TO BE ENFORCED ON PRIVATE PROPERTY:
- PARKING ONLY IN DESIGNATED AREAS BETWEEN PAINTED LINES
  - STOP INTERSECTIONS
  - NO PARKING FIRE LANE

- NOTES:
1. THE APPLICANT AGREES TO PERMIT THE ENFORCEMENT OF TITLE 39 VEHICLE AND TRAFFIC REGULATIONS WITHIN THE PROJECT SITE.

LEGEND:

- NO PARKING FIRE LANE
- SS - STOP SIGN
- SL - SPEED LIMIT 25
- PARKING LANE
- FH - FIRE HYDRANT
- NP - NO PARKING ALONG CURB VIOLATORS WILL BE TOWED AT OWNERS EXPENSE
- NPHC - NO PARKING ANY TIME

PRINCETON GREENS TITLE 39 PLAN  
SCALE: 1"=60'



WEST WINDSOR TOWNSHIP

Department of Community Development  
Engineering Division  
West Windsor Township Municipal Building  
271 Clarksville Road  
P.O. Box 38  
Princeton Junction, N.J. 08550  
Phone (609) 799 - 9396  
Fax (609) 275 - 4850

BY: FRANCIS A. GUZIK, P.E.  
NEW JERSEY PROFESSIONAL ENGINEER NO. 24GE04345900

DATE

SKETCH PLAN PRINCETON GREENS TITLE 39

PREPARED FOR

PRINCETON GREENS

SITUATED IN

WEST WINDSOR TOWNSHIP MERCER COUNTY NEW JERSEY

REVISIONS	AUTH	DATE	DATE:	08/23/2024
			SCALE:	NTS
			DESIGNED BY:	A.R.K.
			DRAWN BY:	A.R.K.
			CHECKED BY:	F.G.
			JOB NO.:	XX-XXX
			FILE NO.:	XXXX