

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

January 26, 2026

7:00 P.M.

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice - January 23, 2026 to The Times and the Princeton Packet, filed with the Municipal Clerk and posted at the Municipal Building and on the Township web-site.
4. Salute to the Flag
5. Ceremonial Matters and/or Topics for Priority Consideration
6. Public Comment: (30 minutes comment period; 3-minute limit per person)
7. Administration Comments
8. Council Member Comments
9. Chair/Clerk Comments
10. Public Hearings
11. Consent Agenda
  - A. Resolutions
  - B. Minutes

November 10, 2025 - Closed Session  
November 10, 2025 - Business Session  
December 8, 2025 - Business Session  
December 22, 2025 - Business Session

C. Bills & Claims

12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

2026-R024 Authorizing the Appointment of Rashmi Mangal as an Alternate I on the Affordable Housing Committee with a Term to Expire on January 14, 2027.

2026-R025 Authorizing the Refund of Property Tax Overpayment

2026-R026 Authorizing the Request by Joshua Greer for a 100% Disabled Veteran Exemption and Allowing the Tax Collector to Refund the Amount of \$1,069.57 and to Cancel All Subsequent Taxes per State Statute 54:4-3.30

2026-R027 Authorizing the Request by Michael Hirsch for a 100% Disabled Veteran Exemption and Allowing the Tax Collector to Refund the Amount of \$3,035.91 and to Cancel All Subsequent Taxes per State Statute 54:4-3.30

2026-R028 Authorizing the Mayor and Clerk to Execute the Reimbursement Agreement with Windsor Woods Luxury Apartments West Windsor Developers, LLC for Solid Waste Collection Costs for Calendar Year 2024.

2026-R029 Authorizing the Mayor and Clerk to Execute the Reimbursement Agreement with Windsor Woods Luxury Apartments West Windsor Developers, LLC for Solid Waste Collection Costs for Calendar Year 2023.

2026-R030 Authorizing the Full Release of a Performance Bond for Street Opening Permit No. 2025-37 to Maria Obleada

2026-R031 Authorizing the Increase of Contract Amount with Scheideler Excavating Company, Inc. for Snow Removal Services in the amount of \$120,000.00 for a Revised Contract Total of \$190,000.00

2026-R032 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Turek Consulting, LLC for Miscellaneous Engineering Services - \$500.00

2026-R033 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Van Cleef Engineering Associates for Miscellaneous Engineering Services - \$1,500.00

2026-R034 Authorizing the Mayor and Clerk to Execute a Contract with Earle Asphalt Company for the Woodmere Way Roadway Resurfacing Project - \$764,213.13

2026-R035 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Center State Engineering for Miscellaneous Engineering Services - \$500.00

2026-R036 Authorizing the Business Administrator to Purchase 1 (one) 2026 Ford F150 4x4 Pickup Truck with Options for the Police Division from Winner Ford Under Bergen County Co-Op #CK04-BC-BID - \$49,161.03

2026-R037 Authorizing the Business Administrator to Purchase Emergency Equipment for a New Pickup Truck for the Police Division from Emergency Accessories and Installation (EAI) Under New Jersey State Contract #17-FLEET-00761 - \$13,098.43

2026-R038 Authorizing the Mayor and Council to Participate in the Development of the Assunpink Creek Watershed Management Plan by the Watershed Institute and Princeton Hydro

2026-R039 Approving the Updates and Changes to the Township's 2025-2026 Employment Practices Risk Control Program in Accordance with Recommended Changes by the Township's Municipal Excess Liability Joint Insurance Fund MELJIF

2026-R040 Authorizing the Mayor and Clerk to execute a Settlement Agreement with Fair Share Housing Center Regarding Fourth Round Housing Element and Fair Share Plan

14. Introduction of Ordinances

2026-01 BOND ORDINANCE PROVIDING FOR THE REPLACEMENT OF THE FIRE SPRINKLER SYSTEM AT WEST WINDSOR FIRE STATION #43 IN AND BY THE TOWNSHIP OF WEST WINDSOR, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$231,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$220,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF

Public Hearing: February 9, 2026

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

16. Council Reports/Discussion/New Business

Discussion on 2026 Council Procedural Guidelines

Discussion on Council Priorities for the 2026 Municipal Budget

17. Administration Updates

18. Closed Session

19. Adjournment

RESOLUTION

WHEREAS, there is a vacancy for a Alternate I on the Affordable Housing Committee to fill the unexpired term of Alison Miller; and

WHEREAS, Rashmi Mangal has expressed an interest in serving on the Affordable Housing Committee; and

WHEREAS, it is recommended that Rashmi Mangal be appointed to fill the unexpired term of Alison Miller which expires on January 14, 2027; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to appoint Rashmi Mangal to the Affordable Housing Committee.

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

Rashmi Mangal	Alternate I	Term to Expire 1/14/2027
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Adopted: January 26, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day January, 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** 1/13/2026

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** The refund of property tax overpayment. Property owner made an overpayment on their taxes and are requesting a refund of these amounts.

**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**

Montecinos  
Department/Division Head

J.V. Wane

1/13/24

Date

**APPROVED FOR AGENDA OF:** 1/26/2026

By: Marlena A. Schmid 01/21/2026  
Marlena Schmid, Business Administrator

**MEETING DATE:** 1/26/26 **Ordinance #** \_\_\_\_\_ **Resolution #** 2026-R025

**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 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: Teckchandani, Harsha & Manghwani, T K 3303 Jordan Dr West Windsor, NJ 08550	\$6,239.40

ASSESSED OWNER: Teckchandani, Harsha & Manghwani, T K

PROPERTY LOCATION: 3303 Jordan Drive

BLOCK: 28 LOT: 15.204 C3303

Adopted: January 26, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of January, 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** 1/13/2026

**Initiated By:** Kelly A. Montecinos, CTC **Division/Department:** Finance, Office of the Tax Collector

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** State Statute 54:4-3.30 allows for the exemption of all property taxes on the residence of a 100% Disabled Veteran.

The resident named in this resolution served in the military and was declared 100% disabled as the result of an active service related injury.

**SOURCE OF FUNDING:** N/A

**CONTRACT AMOUNT:** N/A

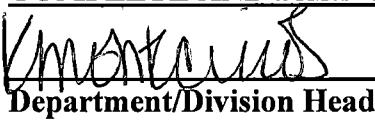
**CONTRACT LENGTH:** N/A

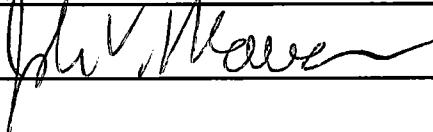
**OTHER SUPPORTING INFORMATION ATTACHED:**

This resolution requests a tax refund for a 100% Disabled Veteran.

Memo from Township Tax Assessor, Lorraine M. Jones

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

  
Montecinos  
Department/Division Head

  
Marlene Schmid

1/13/2026  
Date

**APPROVED FOR AGENDA OF:** January 26, 2026

**BY:** \_\_\_\_\_  
Marlena Schmid, Business Administrator

**MEETING DATE:** 1/26/26 **Ordinance #** \_\_\_\_\_ **Resolution #** 2026-R026

**Council Action Taken:**

RESOLUTION

WHEREAS, the Tax Assessor of the Township of West Windsor was notified by Joshua Greer & Lizabeth Greer the owner of the residence at 1314 Parker Boulevard, Princeton Junction, NJ is requesting a 100% Disabled Veteran exemption from property taxes; and

WHEREAS, Mr. Greer has submitted all the required paperwork and proof pursuant to State Statute 54:3-30; and

WHEREAS, the Township Tax Assessor recommends the above resident, having met all the requirements of the State Statute for 100% Disabled Veterans as of October 3, 2025 receive a property tax exemption for tax year 2025; and

WHEREAS, the Tax Collector requests the Township Council to cancel taxes from October 3, 2025 to December 31, 2025 in the amount of \$1,069.57; and

WHEREAS, the Tax Collector requests Township Council's approval to refund Mr. Greer in the amount of \$1,069.57 which is the amount paid from the date of disability rating, October 3, 2025 to December 31, 2025.

NOW, THEREFORE, BE IT RESOLVED, the Township Council of the Township of West Windsor hereby authorizes the Tax Collector to cancel and refund the following property taxes listed below for 1314 Parker Boulevard, Princeton Junction, NJ:

Property Taxes Cancelled

October 3, 2025 to December 31, 2025	\$1,069.57
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Property Taxes Refunded

October 3, 2025 to December 31, 2025	\$1,069.57
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Adopted: January 26, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th of January, 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: January 13, 2026

Initiated By: Kelly A. Montecinos, CTC Division/Department: Finance, Office of the Tax Collector

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** State Statute 54:4-3.30 allows for the exemption of all property taxes on the residence of a 100% Disabled Veteran.

The resident named in this resolution served in the military and was declared 100% disabled as the result of an active service related injury.

**SOURCE OF FUNDING:** N/A

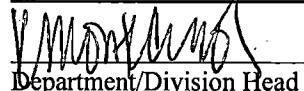
**CONTRACT AMOUNT:** N/A

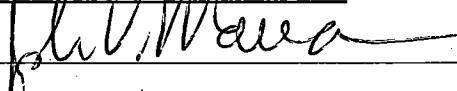
**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:** This resolution requests a tax refund for a 100% Disabled Veteran.

Memo from Township Tax Assessor, Lorraine M. Jones

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

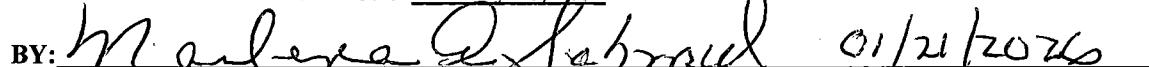
  
Department/Division Head



Date

1/13/26

**APPROVED FOR AGENDA OF:** January 26, 2026

BY:   
Marlena Schmid 01/21/2026  
Marlena Schmid, Business Administrator

MEETING DATE: 1/26/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R027

Council Action Taken:

RESOLUTION

WHEREAS, the Tax Assessor of the Township of West Windsor was notified by Michael Hirsch, the owner of the residence at 28 Grelynne Drive, West Windsor, NJ, is requesting a 100% Disabled Veteran exemption from property taxes; and

WHEREAS, Mr. Hirsch has submitted all the required paperwork and proof pursuant to State Statute 54:3-30; and

WHEREAS, the Township Tax Assessor recommends the above resident, having met all the requirements of the State Statute for 100% Disabled Veterans as of October 30, 2025 receive a property tax exemption for tax year 2025; and

WHEREAS, the Tax Collector requests the Township Council to cancel taxes from October 30, 2025 to December 31, 2025 in the amount of \$3,035.91; and

WHEREAS, the Tax Collector requests Township Council's approval to refund Mr. Hirsch in the amount of \$3,035.91 which is the amount paid from the date of disability rating, October 30, 2025 to December 31, 2025.

NOW, THEREFORE, BE IT RESOLVED, the Township Council of the Township of West Windsor hereby authorizes the Tax Collector to cancel and refund the following property taxes listed below for 28 Grelynne Drive, West Windsor, NJ:

<u>Property Taxes Cancelled</u>	
October 30, 2025 to December 31, 2025	\$3,035.91

<u>Property Taxes Refunded</u>	
October 30, 2025 to December 31, 2025	\$3,035.91

Adopted: January 26, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th of January, 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: January 26, 2026

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution providing for reimbursement of solid waste collection costs for the calendar year 2024 for Windsor Woods Luxury Apartments.

**SOURCE OF FUNDING:**

2024 Budget

**CONTRACT AMOUNT:**

\$56,800.00

**CONTRACT LENGTH:**

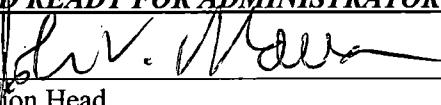
January 1, 2024 through December 31, 2024

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution, Agreements and copy of Certification of Funds

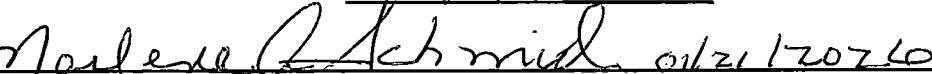
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**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

  
Department/Division Head

Date

**APPROVED FOR AGENDA OF: January 26, 2026**

By:   
Marlena A. Schmid, Business Administrator

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

MEETING DATE: 1/26/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R028

Council Action Taken:

## RESOLUTION

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

WHEREAS, Windsor Woods Luxury Apartments West Windsor Developers, LLC qualified as such a community; and

WHEREAS, the Township of West Windsor has agreed to reimburse Windsor Woods Luxury Apartments West Windsor Developers, LLC solid waste collection costs for the calendar year 2024;

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

Windsor Woods Luxury Apartments West Windsor Developers, LLC	
Refuse Collection – Multi Family Reimbursement. 101001	<u>\$ 56,800.00</u>
Total	\$ 56,800.00

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

Windsor Woods Luxury Apartments	
West Windsor Developers, LLC	<u>\$ 56,800.00</u>
Total	\$ 56,800.00

A copy of said Agreement is attached herein.

Adopted: January 26, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th of January, 2026

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

## **REQUEST FOR COUNCIL ACTION**

Date of Request: January 26, 2026

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

### **ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution providing for reimbursement of solid waste collection costs for the calendar year 2023 for Windsor Woods Luxury Apartments.

### **SOURCE OF FUNDING:**

2023 Budget

### **CONTRACT AMOUNT:**

\$45,400.00

### **CONTRACT LENGTH:**

January 1, 2023 through December 31, 2023

### **OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution, Agreements and copy of Certification of Funds

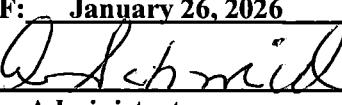
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### **COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

  
Department/Division Head

Date

APPROVED FOR AGENDA OF: January 26, 2026

By:  01/21/2026  
Marlena A. Schmid, Business Administrator

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

MEETING DATE: 1/26/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R029

Council Action Taken:

RESOLUTION

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

WHEREAS, The Windsor Woods Luxury Apartments West Windsor Developers, LLC qualified as such a community; and

WHEREAS, the Township of West Windsor has agreed to reimburse Windsor Woods Luxury Apartments West Windsor Developers, LLC solid waste collection costs for the calendar year 2023;

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

Windsor Woods Luxury Apartments West Windsor Developers, LLC	
Refuse Collection – Multi Family Reimbursement. 101001	<u>\$ 45,400.00</u>
Total	\$ 45,400.00

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

Windsor Woods Luxury Apartments	
West Windsor Developers, LLC	<u>\$ 45,400.00</u>
Total	\$ 45,400.00

A copy of said Agreement is attached herein.

Adopted: January 26, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th of January, 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: December 29, 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. 2025-37 for work that was done at 1 Greenfield Drive North. Maria Obleada posted a performance bond on November 25, 2025 for sewer lateral connection installation. The project has been completed and inspected by the Township Engineer, who recommends 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**

Department/Division Head

*Marlen Schmid* 1/12/2026

Date

APPROVED FOR AGENDA OF: January 26, 2026

By: *Marlena Schmid 01/21/2026*  
Marlena Schmid, Business Administrator

MEETING DATE: 1/26/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R030

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor presently holds a Performance Bond in the amount of \$500.00 from Maria Obleada for Street Opening Permit No. 2025-37 covering work to be performed at 1 Greenfield Drive North, 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. 2025-37 be released in accordance with the recommendation of the Township Engineer:

BE IT FURTHER RESOLVED that the Township Treasurer is hereby authorized to release the following performance bond presently held in Trust:

Performance <u>Guarantee</u>	Original <u>Amount</u>	Date <u>Issued</u>
Check #4919	\$500.00	11/25/2025

Adopted: January 26, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of January 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** January 12, 2026

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Approval of a Resolution authorizing an increase in the contract for Snow Removal Services with Scheideler Excavating Co., Inc., 149 Penn Lyle Rd, Princeton Junction contract. Township Council awarded by Resolution 2025-R228 on October 27, 2025. An additional \$120,000.00 is requested.

**SOURCE OF FUNDING:** Snow Recovery Trust 121407

**CONTRACT AMOUNT:** \$190,000.00 (with additional amount requested)

**CONTRACT LENGTH:** November 2025 – October 2026

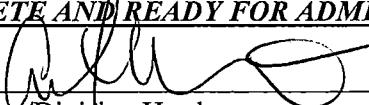
**OTHER SUPPORTING INFORMATION ATTACHED:**

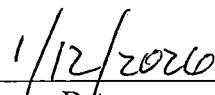
Resolution

Certification of Funds

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

  
Department/Division Head

  
Date

**APPROVED FOR AGENDA OF:**

By:   
Marlena Schmid, 01/21/2026  
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:** 1/26/26    **Ordinance #** \_\_\_\_\_ **Resolution #** 2026-R031

**Council Action Taken:**

RESOLUTION

WHEREAS, the Township Council of the Township of West Windsor authorized a contract with Scheideler Excavating Co., Inc. on October 27, 2025 for Snow Removal Services (Resolution 2025-R228); 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 line item appropriation account:

Snow Removal – Service/Maintenance Contracts	105-41-251	\$10,000.00
Trust/Other – Snow Removal Trust	121407	\$60,000.00
		<u>\$70,000.00</u>

WHEREAS, due to the recent onslaught of snow and ice storms the Township required additional man hours not anticipated in the original contract to assist the Department of Public Works in the clearing of Township roadways; and

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

Storm Recovery Trust 121407	\$120,000.00
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NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that John V. Mauder, the Chief Financial Officer, is hereby authorized to increase the contract amount to date by \$120,000.00 with Scheideler Excavating Co., Inc. to a revised contract total of \$190,000.00.

Adopted: January 26, 2026

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 26<sup>th</sup> day of January, 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

## REQUEST FOR COUNCIL ACTION

Date of Request: January 5, 2026

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 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.

This Agreement also allows for engineering conformance reviews and inspection services in the developments on behalf of the Township, with charges for those activities to be billed against the developers' plan review and inspection fee escrow accounts.

Turek Consulting, LLC

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

CONTRACT AMOUNT: \$500.00

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	Engineers Memorandum
Business Registration Certification	Affidavit of Compliance	Certificate of Information Report

### COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Francis Guzik  
Department/Division Head

1/26/26  
Date

APPROVED FOR AGENDA OF: January 26, 2026

By: Marlena Schmid 01/21/2026  
Marlena Schmid, Business Administrator

MEETING DATE: 1/26/26 Ordinance # \_\_\_\_\_ Resolution # 2026-C032

Council Action Taken:

## RESOLUTION

WHEREAS, the Township of West Windsor requires professional engineering services on a consultant basis for inspection and certification of construction performed by developers, conformance reviews, and miscellaneous engineering projects as assigned; and

WHEREAS, the Township wishes to enter into a services agreement with Turek Consulting, LLC for the aforesaid services; and

WHEREAS, the Chief Financial Officer has certified that funds are available for said contract in the following line item appropriation accounts:

<u>Engineering-Consultant Services</u>	<u>105-30-210</u>	<u>\$500.00</u>
Account Title	Account Number	Amount

WHEREAS, the maximum amount of the contract is subject to the final adoption of the 2026 Local Municipal Budget and funds are available through various developers' escrow accounts and account 105-30-210 "Engineering Costs & Services: Consultants;" and

WHEREAS, additional services may be required for various capital projects as assigned and may be certified to if funds are available as certified by the Township's Chief Financial Officer; and

WHEREAS, services to be performed may be retained by the Township without public advertising for bids pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1-5(1)(a) because the aforesaid services are professional in nature; and

WHEREAS, the Local Public Contracts Law requires a resolution authorizing the award of contract for the services without competitive bidding be publicly advertised.

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 Turek Consulting, LLC to cover the period January 26, 2026 through December 31, 2026.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering services, including development inspection services pursuant to its proposal dated December 18, 2025. The contract 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. Public Notice will be available at [www.westwindsortwp.gov](http://www.westwindsortwp.gov) in compliance with P.L. 2025, c. 72.
- (4) An executed copy of the Contract between the Township and Turek Consulting, LLC and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: January 26, 2026

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of January 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

## REQUEST FOR COUNCIL ACTION

**Date of Request:** January 5, 2026

**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 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.

This Agreement also allows for engineering conformance reviews and inspection services in the developments on behalf of the Township, with charges for those activities to be billed against the developers' plan review and inspection fee escrow accounts.

Van Cleef Engineering Associates

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

**CONTRACT AMOUNT:** \$1,500.00

**CONTRACT LENGTH:** until December 31, 2026

### **OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution	Affirmative Action Contract	Business Entity
Proposal – Exhibit A	Business Registration Certification	Political Contribution
Certification of Funds	Certificate of Information Report	Stockholder Disclosure
Professional Services Agreement	Combined Russia Belarus & Iran Form	
Affidavit of Compliance		

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

Department/Division Head

Date

*Marie B. Schmid* 1/12/26

**APPROVED FOR AGENDA OF:** January 26, 2026

**By:** \_\_\_\_\_  
**Marlena Schmid, Business Administrator**

**MEETING DATE:** 1/26/26 **Ordinance #** \_\_\_\_\_ **Resolution #** 2026-R033

**Council Action Taken:**

## RESOLUTION

WHEREAS, the Township of West Windsor requires professional engineering services on a consultant basis for inspection and certification of construction performed by developers, conformance reviews, and miscellaneous engineering projects as assigned; and

WHEREAS, the Township wishes to enter into a services agreement with Van Cleef Engineering Associates for the aforesaid services; and

WHEREAS, the Chief Financial Officer has certified that funds are available for said contract in the following line item appropriation accounts:

<u>Engineering-Consultant Services</u>	<u>105-30-210</u>	<u>\$1,500.00</u>
Account Title	Account Number	Amount

WHEREAS, the maximum amount of the contract is subject to the final adoption of the 2026 Local Municipal Budget and funds are available through various developers' escrow accounts and account 105-30-210 "Engineering Costs & Services: Consultants;" and

WHEREAS, additional services may be required for various capital projects as assigned and may be certified to if funds are available as certified by the Township's Chief Financial Officer; and

WHEREAS, services to be performed may be retained by the Township without public advertising for bids pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1-5(1)(a) because the aforesaid services are professional in nature; and

WHEREAS, the Local Public Contracts Law requires a resolution authorizing the award of contract for the services without competitive bidding be publicly advertised.

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 Van Cleef Engineering Associates to cover the period January 26, 2026 through December 31, 2026.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering services, including development inspection services pursuant to its proposal dated November 26, 2025. The contract 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. Public Notice will be available at [www.westwindsortwp.gov](http://www.westwindsortwp.gov) in compliance with P.L. 2025, c. 72.
- (4) An executed copy of the Contract between the Township and Van Cleef Engineering Associates and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: January 26, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of January 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

## **REQUEST FOR COUNCIL ACTION**

**Date of Request:** January 12, 2026

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

**ACTION REQUESTED/EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing the awarding of a contract for the Woodmere Way Roadway Resurfacing Project to Earle Asphalt Company of Wall, New Jersey. The work under this contract includes but is not limited to, milling, paving, striping, and removal and replacement of concrete sidewalk. A New Jersey Department of Transportation grant in the amount of \$526,581.00 has been awarded for this project. Seven (7) bids were received for this project and the Engineer is recommending that this contract be awarded to the lowest responsible and responsive bidder, Earle Asphalt Company of Wall, New Jersey.

**SOURCE OF FUNDING:**

DOT Grant-Woodmere Way Improvements	405-2024-18 015	\$ 526,581.00
<u>Roadway Improvements</u>	405-2022-08 014	\$ 237,632.13
Account Title	Account Number	Amount

CONTRACT AMOUNT: \$764,213.13

**CONTRACT LENGTH:** One Hundred Twenty (120) calendar days from Notice to Proceed

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution	Public Works Registration
Engineer's Memorandum	Affirmative Action Contract
Certification of Funds	Business Registration Certification
Agreement	Certificate of Employee Information Report
Affidavit of Compliance	Map

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

Kevin Brink 11/2/24

APPROVED FOR AGENDA OF: **January 26, 2026**

By: **Marlena Schmid, Business Administrator**

MEETING DATE: 1/26/26 Ordinance #    Resolution # 2026-R034

**Council Action Taken:**

## RESOLUTION

WHEREAS, the Township of West Windsor has determined the need to repair and reconstruct portions of Woodmere Way from New Edinburg Road to Penn Lyle Road; and

WHEREAS, said contract was put out to public bid and the following bids were received and opened on Tuesday, December 16, 2025; and

WHEREAS, the Township has received seven (7) bids from the following bidders:

No.	Company	Bid Price
1	Earle Asphalt	\$764,213.13
2	Black Rock	\$769,920.36
3	Meco, Inc.	\$777,503.50
4	CCM Contracting	\$850,838.52
5	Top Line	\$880,003.76
6	Gres Paving Co, Inc	\$882,773.13
7	S Brothers Inc	\$890,357.22

WHEREAS, the Township Engineering staff have reviewed the bids and have determined that Earle Asphalt, Inc. submitted the lowest responsible and responsive bid; and

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

DOT Grant-Woodmere Way Improvements	405-2024-18 015	\$ 526,581.00
<u>Roadway Improvements</u>	405-2022-08 014	\$ 237,632.13
Account Title	Account Number	Amount

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor Earle Asphalt Company, 1800 Route 34, Building 2, Suite 205, Wall, New Jersey 07719 is awarded the contract for the Woodmere Way Roadway Resurfacing project and the Mayor and Clerk are hereby authorized to execute said contract.

Adopted: January 26, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of January, 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request: January 2, 2026**

**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 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.

This Agreement also allows for engineering conformance reviews and inspection services in the developments on behalf of the Township, with charges for those activities to be billed against the developers' plan review and inspection fee escrow accounts.

Center State Engineering

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

**CONTRACT AMOUNT:** \$500.00

**CONTRACT LENGTH:** until December 31, 2026

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution	Affirmative Action Contract	Business Entity
Proposal – Exhibit A	Business Registration Certification	Political Contribution
Certification of Funds	Certificate of Information Report	Stockholder Disclosure
Professional Services Agreement	Combined Russia Belarus & Iran Form	
Affidavit of Compliance		

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

Department/Division Head

Date

*Francis Guzik 1/12/26*

**APPROVED FOR AGENDA OF:** January 26, 2026

By: *Marlena Schmid 01/21/2026*  
Marlena Schmid, Business Administrator

**MEETING DATE:** 1/26/26 **Ordinance #** \_\_\_\_\_ **Resolution #** 2026-R035

**Council Action Taken:**

## RESOLUTION

WHEREAS, the Township of West Windsor requires professional engineering services on a consultant basis for inspection and certification of construction performed by developers, conformance reviews, and miscellaneous engineering projects as assigned; and

WHEREAS, the Township wishes to enter into a services agreement with Center State Engineering for the aforesaid services; and

WHEREAS, the Chief Financial Officer has certified that funds are available for said contract in the following line item appropriation accounts:

<u>Engineering-Consultant Services</u>	<u>105-30-210</u>	<u>\$500.00</u>
Account Title	Account Number	Amount

WHEREAS, the maximum amount of the contract is subject to the final adoption of the 2026 Local Municipal Budget and funds are available through various developers' escrow accounts and account 105-30-210 "Engineering Costs & Services: Consultants;" and

WHEREAS, additional services may be required for various capital projects as assigned and may be certified to if funds are available as certified by the Township's Chief Financial Officer; and

WHEREAS, services to be performed may be retained by the Township without public advertising for bids pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1-5(1)(a) because the aforesaid services are professional in nature; and

WHEREAS, the Local Public Contracts Law requires a resolution authorizing the award of contract for the services without competitive bidding be publicly advertised.

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 Center State Engineering to cover the period January 26, 2026 through December 31, 2026.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering services, including development inspection services pursuant to its proposal dated December 31, 2025. The contract 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. Public Notice will be available at [www.westwindsortwp.gov](http://www.westwindsortwp.gov) in compliance with P.L. 2025, c. 72.
- (4) An executed copy of the Contract between the Township and Center State Engineering and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: January 26, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of January 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: 1/6/2026

Initiated By: Chief Robert Garofalo Division/Department: Police

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

The police department is requesting to purchase a 2026 Ford F150 pickup truck. This vehicle will be used for emergency responses and for the deployment of cones, barrels and barricades.

**SOURCE OF FUNDING:**

Trust (121211)

**CONTRACT AMOUNT:**

\$49,161.03

**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

1/6/26

Date

**APPROVED FOR AGENDA OF:**

By: Marlena Schmid 01/21/2026  
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: 1/26/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R036

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 needs to purchase one (1) model year 2026 Ford F-150 4x4 pickup truck with options for use by the Police Division; and

WHEREAS, Winner Ford, 250 Berlin Road, Cherry Hill, NJ 08034, is an authorized vendor under Bergen County Co-Op #Ck04-BC-BID and has provided Quote # BK10292025 dated January 14, 2026; and

WHEREAS, the total cost of the vehicle with options is \$49,161.03; and

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

Police – Trust	121211	\$49,161.03
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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 one (1) model year 2026 Ford F-150 4x4 pickup truck with options per Quote #BK10292025 dated January 12, 2026 from Winner Ford, 250 Berlin Road, Cherry Hill, NJ 08034 under Bergen County Co-Op #Ck04-BC-BID for a total amount not to exceed \$49,161.03.

Adopted: January 26, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of January, 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: 1/12/2026

Initiated By: Chief Robert Garofalo Division/Department: Police

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

The emergency equipment will be purchased and installed on the new Ford F150 pickup truck police vehicle. The cost of the equipment and installation is

**SOURCE OF FUNDING:**

Trust 121211 = \$1,686.62  
Acquisition of Vehicles #405-2021-14-024 = \$11,411.81

**CONTRACT AMOUNT:**

\$13,098.43

**CONTRACT LENGTH:**

5 years

**OTHER SUPPORTING INFORMATION ATTACHED:**

Quotes with New Jersey State Contract #17-FLEET-00761

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

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

Chief Robert Garofalo

1/12/2026

Department/Division Head

Date

**APPROVED FOR AGENDA OF:**

By: Marlena Schmid 01/21/2026  
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: 1/26/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R037

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 Police Division needs to purchase emergency equipment for one (1) 2026 Ford F150 vehicle; and

WHEREAS, Emergency Accessories and Installations (EAI), 770 Cuthbert Blvd., Cherry Hill, New Jersey, 08002 is an authorized vendor under New Jersey State Contract #17-FLEET-00761 and has provided a price proposal dated January 12, 2026 for a total amount of \$13,098.43; and

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

Police Trust	121211	\$1,686.62
Acquisition of Vehicles	405-2021-14-024	\$11,411.81

NOW, THEREFORE, BE IT RESOLVED, the Township Council of the Township of West Windsor authorizes Marlena A. Schmid, the Business Administrator, to purchase the above equipment from Emergency Accessories and Installations (EAI), 770 Cuthbert Blvd., Cherry Hill, New Jersey, 08002 under New Jersey State Contract #17-FLEET-00761 for a total not to exceed \$13,098.43.

Adopted: January 26, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of January 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

## REQUEST FOR COUNCIL ACTION

Date of Request: January 9, 2026

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

### ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution in support of the Township's participation in the preparation of the Watershed Management Plan for the Assunpink Creek Watershed. The Watershed Institute, a 501c3 non-profit organization, has been awarded a grant by the NJDEP to perform water quality monitoring and develop a watershed management plan for the Assunpink Watershed. They have contracted with the consulting firm, Princeton Hydro, to monitor the water quality in the Assunpink Watershed and use that data to develop a watershed management plan for the Assunpink. A watershed group has been formed, consisting of the municipalities that make up the Assunpink Creek watershed, so that the work can be accomplished for all at one time rather than each town undertaking their own study. The Watershed Management Plan, once completed, can be utilized by the Township, in fulfilling its requirements to develop a Watershed Improvement Plan for West Windsor, and the public surface waters therein.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

### OTHER SUPPORTING INFORMATION ATTACHED:

Resolution

Engineer's Memo

### COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Department/Division Head

*Francis Guzik* 1/9/26

Date

APPROVED FOR AGENDA OF: January 26, 2026

By: *Marlena Schmid* 01/21/2026  
Marlena Schmid, Business Administrator

MEETING DATE: 1/26/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R038

Council Action Taken:

## RESOLUTION

WHEREAS, public surface waters within the State of New Jersey are regularly assessed by the New Jersey Department of Environmental Protection (NJDEP) to determine if surface water quality standards are met and the designated uses of said waters are supported; and

WHEREAS, waters that do not meet the applicable standard(s) or support the applicable designated use(s) are assessed a Total Maximum Daily Limit (TMDL) for the pollutant(s) causing the impairment to said waters; and

WHEREAS, the Township of West Windsor, as well as all municipalities within the State of New Jersey, are required by the 2023 Municipal Separate Storm Sewer System (MS4) permit issued by the New Jersey Department of Environmental Protection (NJDEP) to develop a Watershed Improvement Plan (WIP); and

WHEREAS, the goals of the WIP are to reduce flooding, meet the pollution reduction goals in each TMDL and achieve the designated use(s) for the public waters within the municipality; and

WHEREAS, the NJDEP encourages municipalities to interact with their neighboring municipalities and develop their WIP on a regional basis since watershed limits extend beyond municipal and county jurisdiction limits; and

WHEREAS, the Township of West Windsor, through its professional staff/elected official, has been engaging with the participants of the Assunpink Watershed work group organized by The Watershed Institute, a 501c3 non-profit organization, as the Assunpink Creek is one of the primary waters in the municipality to which a significant portion of the Township drains; and

WHEREAS, the Watershed Institute has been awarded a grant by the NJDEP to develop a watershed management plan for the Assunpink Watershed and has contracted with the consulting firm, Princeton Hydro, to monitor the water quality in the Assunpink Watershed and use the data to develop the watershed management plan; and

WHEREAS, the proposed watershed management plan would develop a matrix of best management practices to address the measured water pollution impairments and flooding; and identify potential locations, projects and costs within the watershed to reduce water pollution and reduce flooding; and

WHEREAS, the proposed watershed management plan will provide the technical components for the Watershed Assessment Report thus reducing the work and cost to the municipality in preparing its Watershed Improvement Plan; and

WHEREAS, the watershed management plan for the Assunpink Watershed is being prepared at no cost to the municipality.

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

- The Mayor and Council, or their designee, are hereby authorized to participate in the development of the Assumpink Creek watershed management plan by The Watershed Institute and Princeton Hydro.
- The Mayor and Council, or their designee, are directed to provide to The Watershed Institute and Princeton Hydro any information or data that they reasonably request.
- The Mayor and Council, or their designee, will participate in the regional meetings scheduled by The Watershed Institute.
- The Mayor and Council, or their designee, will participate in the public information sessions required by the MS4 permit, and will help facilitate the advertisement of the sessions.
- The Mayor and Council, or their designee, will utilize the technical information from the watershed management plan to prepare the required municipal Watershed Improvement Plan.
- The designee for the purposes of the development of the watershed management plan and meetings is the Township Engineer.
- A copy of this Resolution will be kept on file in the Office of the Clerk.

Adopted: January 26, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of January 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: January 10, 2026

Initiated By: Kerry Giammetta Division/Department: Administration

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Approval of a resolution authorizing updates and changes to West Windsor 2025-2026 Employment Practices Risk Control Program. Every two years, the Personnel Policy Committee of the MELJIF issues model personnel documents and changes and updates to joint insurance fund members to amend their Employment Practices Risk Control Program. This practice ensures the Township personnel policies and procedures are appropriate, uniform and consistent for Township employees. In addition, the Township continues to be eligible to receive the standard EPL deductible of \$20,000 per claim plus a 20% co-pay capped at \$50,000. Members without updated loss control programs will have a deductible of \$100,000 per claim plus a 20% co-pay with no cap.

**SOURCE OF FUNDING:**

**CONTRACT AMOUNT:**

**CONTRACT LENGTH:**

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution

Memo to Council

Employee Personnel Policies and Procedures Handbook (copy on file with the Clerk's Office due to the size of the file)

Employment Practices Best Practices checklist, approved by Township Employment Attorney

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

Kerry Giblin

Department/Division Head

1/10/2026

Date

**APPROVED FOR AGENDA OF:**

By: Marlena Schmid 01/21/2026

Marlena Schmid, Business Administrator

MEETING DATE: 1/26/26 Ordinance # \_\_\_\_\_ Resolution # 2026-2039

Council Action Taken:

## RESOLUTION

Authorizing Changes to the Township of West Windsor's  
Employment Practices Risk Control Program

WHEREAS, the Township of West Windsor is a member of the Mid Jersey Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund (MELJIF); and

WHEREAS, fund members with an adopted MELJIF model employment practices risk control program are eligible for premium and deductible incentives; and

WHEREAS, fund members must update said program every two years to remain eligible for premium and deductible incentives; and

WHEREAS, the Department of Administration recommends the Township Council approve the updates to the West Windsor Township Employment Practices Risk Control Program in accordance with recommended updates issued by the Model Personnel Committee of the MEJIF; and

WHEREAS, the recommended updates and changes for the 2025-2026 Policy Years are incorporated in the Employee Personnel Policies and Procedures Manual; and

WHEREAS, the Department of Administration wishes to ensure that Township personnel management provides appropriate, consistent and uniform personnel policies and procedures for West Windsor municipal employees and Management staff including Department Heads and Division Managers; and

WHEREAS, a copy of the Employee Personnel Policies and Procedures Manual, with all updates and changes are on file in the office of the Township Clerk.

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

1. The updates and changes as recommended by the Department of Administration to the Township of West Windsor's Employee Personnel Policies and Procedures Manual are hereby approved.
2. A notice concerning the adoption of the updated Manual and copies of the handbook shall be distributed by Administration to Management Staff for dissemination to West Windsor Township personnel. These amendments take effect immediately.

Adopted: January 26, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26<sup>th</sup> day of January, 2026

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

RESOLUTION

SETTLEMENT AGREEMENT WITH FAIR SHARE HOUSING CENTER  
REGARDING FOURTH ROUND HOUSING ELEMENT AND FAIR SHARE PLAN

WHEREAS, the Township of West Windsor (the "Township") having filed a resolution of participation in the Affordable Housing Dispute Resolution Program (the "Program") and a declaratory judgment action pursuant to N.J.S.A. 52:27D-301 et. seq. (the "Fair Housing Act") on January 28, 2025; and

WHEREAS, the Court having entered an order on April 8, 2025 setting the Township's Fourth Round fair share obligations as a Present Need of 61 units and a Prospective Need of 480 units, which no party appealed, and ordering the Township to file a Housing Element and Fair Share Plan ("HEFSP") by June 30, 2025; and

WHEREAS, the Township having filed its HEFSP on June 26, 2025 ("HEFSP"); and

WHEREAS, Fair Share Housing Center ("FSHC") having filed a challenge pursuant to N.J.S.A. 52:27D-304.1(f)(2)(b) regarding the Township's HEFSP on August 12, 2025; and

WHEREAS, In addition to FSHC, four other objectors, consisting of Tri-State Petro Inc., WWM Properties, ALR West Windsor Property LLC, and AvalonBay Communities, Inc., having filed challenges to the Township's HEFSP (collectively, the "Other Challengers"); and

WHEREAS, the Township and FSHC having agreed to amicably resolve the issues set forth in the challenge through a settlement agreement (entitled "Mediation Agreement Before the Affordable Housing Dispute Resolution Program," referred to herein as the "Settlement Agreement"), which will be presented for review by the Program and referral to the Mount Laurel judge pursuant to N.J.S.A. 52:27D-304.1(f)(2)(b) and Administrative Directive #14-24, which, if approved, will result in a compliance certification for the Township for the Fourth Round; and

WHEREAS, the Township has prepared its HEFSP and Appendices in accordance with the Amended Fair Housing Act, with considerable input from the Township staff; and

WHEREAS, the Planning Board duly adopted the HEFSP at the meeting on June 25, 2025; and

WHEREAS, some changes were subsequently made to the HEFSP as a result of settlement discussions with FSHC and other participants in the Fourth Round process, consisting mainly of the addition of the "Tractor Supply/ALR" site, the addition of inclusionary/age-restricted development units by BXP, already in the Plan, and more units at the Obals/LaPlaca site, also already in the Plan, as further described in the revised HEFSP; and

WHEREAS with respect to the Other Challengers, ALR is now in the Program and will be withdrawing its challenge; Avalon Bay and the Township agreed to a modification of its Third Round W Squared development and AVB will also be withdrawing its challenge; and while settlement has not been reached with WWM or Tri-State Petro, who were both seeking to have their sites included in the Plan, it is not expected that they will prevent the Township from obtaining Compliance and immunity; and

WHEREAS, the Settlement Agreement is the result of extensive discussions with FSHC, with input from Township staff; and

WHEREAS, it is in the best interests of the Township for the Township Council to enter into the Settlement Agreement in order to obtain a court-ordered Certification of Compliance with the Fair Housing Act, and immunity from builder's remedy lawsuits.

NOW, THEREFORE, BE IT RESOLVED on this 26<sup>th</sup> day of January, 2026 that the Settlement Agreement between FSHC and the Township in the form attached hereto be approved and the Mayor and the Clerk be authorized and directed to execute the same.

ADOPTED: January 26, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26<sup>th</sup> day of January, 2026.

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Allison Sheehan  
Township Clerk  
West Windsor Township

## REQUEST FOR COUNCIL ACTION

Date of Request: January 13, 2026

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

### ACTION REQUESTED/ EXECUTIVE SUMMARY:

Bond Ordinance providing for replacement of the fire sprinkler system at West Windsor Fire Station of the Township of West Windsor, appropriating the aggregate amount of \$231,000.00, authorizing the issuance of \$220,000.00 in bonds and notes.

### SOURCE OF FUNDING:

Capital – Down Payment and Debt Authorized

### CONTRACT AMOUNT:

N/A

### CONTRACT LENGTH:

N/A

### OTHER SUPPORTING INFORMATION ATTACHED:

Ordinance Summary

S:\AGENDA INBOX (file name) 2026 General Improvement Bond Ordinance

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

John V. Mauder  
Department/Division Head

1/13/26  
Date

APPROVED FOR AGENDA OF: January 26, 2026

By: Marlena Schmid 01/21/2026  
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: 1/26/26 Ordinance #2026-01 Resolution # \_\_\_\_\_

Council Action Taken:



# WEST WINDSOR TOWNSHIP

## DEPARTMENT OF ADMINISTRATION DIVISION OF BUILDING AND GROUNDS

**TO:** Hemant Marathe, Mayor  
Marlena Schmid, Business Administrator

**COPY:** John Mauder, Chief Financial Officer  
Allison D. Sheehan, Township Clerk  
Kerry Giblin, Special Assistant to Administration

**FROM:** Brian Aronson, Facilities Maintenance Manager *BA*

**SUBJECT:** Bond Ordinance for Additional Capital Funding  
WW Volunteer Fire Station 43 Sprinkler Replacement Project

**DATE:** January 21, 2026

As you are aware, the Township opened Public Bids for the WW Volunteer Fire Station 43 Sprinkler Replacement Project on Tuesday, December 30, 2025. Bid proposals were received from three (3) prospective construction companies. This was a good result because the Township had received zero (0) public bids for the Township Fire-EMS Sprinkler project a few weeks prior.

The project bid prices were slightly higher than the original amount included for the project in the 2023 Approved Capital Budget. However, as the Mayor stated during the 2025 budget discussions, if the originally allocated funds for the project (\$175,000.00) were not sufficient to award a contract, the Township would allocate additional funds necessary to complete the project. As a result, Township Council has to introduce a bond ordinance at the January 26, 2026 Business Meeting to allocate an additional \$231,000.00 before it can award the Construction Contract. The 5% down payment funds (\$11,550.00) are currently available in the Capital Fund.

The apparent Low Bidder's proposal includes the Base Bid (Schedule 40 Black Pipe - \$299,500.00) along with Add Alternate #3 (Nitrogen Generator - \$26,600.00) for a total project cost of \$326,100.00. The current balance in Capital Account #405-2023-09-030 is \$155,789.96. The original amount in the 2023 budget request was \$175,000.00 and to date a total of \$25,180.00 has been encumbered for the Architect to complete design, prepare construction drawings and specifications, as well as provide Construction Administration and Observation services.

The Township has 60 days from the bid opening to award a Construction Contract. The apparent Low Bidder has agreed to hold their pricing until April 1, 2026, so that a Construction Contract can be executed in March.

After Township Council awards the Construction Contract, the Contractor will submit the required permit to the Code Enforcement Office. Once the permit is approved, a meeting will be scheduled with the Township, Volunteer Fire Company, the Architect, and the Contractor to discuss timing, access, and construction activities, etc.

If you have any questions or require any additional information, please let me know.

Ordinance 2026-01

BOND ORDINANCE PROVIDING FOR THE  
REPLACEMENT OF THE FIRE SPRINKLER SYSTEM AT  
WEST WINDSOR FIRE STATION #43 IN AND BY THE  
TOWNSHIP OF WEST WINDSOR, IN THE COUNTY OF  
MERCER, NEW JERSEY, APPROPRIATING \$231,000  
THEREFOR AND AUTHORIZING THE ISSUANCE OF  
\$220,000 BONDS OR NOTES OF THE TOWNSHIP TO  
FINANCE PART OF THE COST THEREOF.

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

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Township of West Windsor, in the County of Mercer, New Jersey (the "Township") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$231,000, including the sum of \$11,000 as the down payment required by the Local Bond Law. The down payment is now available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvement or purpose not covered by application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$220,000 pursuant to the Local Bond Law. In

anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is the replacement of the fire sprinkler system at West Windsor Fire Station #43, including all work and materials necessary therefor and incidental thereto.

(b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is as stated in Section 2 hereof.

(c) The estimated cost of the improvement or purpose is equal to the amount of the appropriation herein made therefor.

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

private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

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

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

(a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Township may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 10 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$220,000, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$30,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

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

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Township is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to

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

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

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

**INTRODUCTION:**

**PUBLIC HEARING:**

**ADOPTION:**

**MAYOR APPROVAL:**

**EFFECTIVE DATE:**