

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 15, 2026

\*Will Start After the Inauguration and Reorganization Meeting

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice - December 26, 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  
Muslim American Heritage Month Proclamation
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

October 27, 2025 - Business Session - As Amended  
March 11, 2025 - Budget Session #2 - As Amended  
March 11, 2025 Closed Session - As Amended  
March 13, 2025 - Budget Session #3 - As Amended

### C. Bills & Claims

12. Items Removed from Consent Agenda
13. Recommendations from Administration and Council/Clerk
  - 2026-R020 Authorizing the Mayor and Clerk to Execute a Limited Access Agreement Ellsworth Advisory Services, LLC, Block 5, Lot 20.01
  - 2026-R021 Authorizing the Mayor and Clerk to Execute a Memorandum of Understanding with the Mercer Area District of the Washington Crossing Council, Troop 40 Boy Scouts for the Period January 1, 2026 Through December 31, 2027
  - 2026-R022 Authorizing the Business Administrator to Purchase One (1) New Conventional Chassis from Campbell Freightliner LLC under Sourcewell Cooperative Purchasing Contract #032824-DAI - \$125,810.00
  - 2026-R023 Authorizing the Township Land Use Manager and Chief Financial Officer to Execute the Supplemental Funding Request Form - Acquisition Projects with NJDEP-Green Acres for a \$1,637,000.00 Open Space Grant
14. Introduction of Ordinances
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 - Litigation
19. Adjournment

## REQUEST FOR COUNCIL ACTION

Date of Request: January 15, 2026

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

### ACTION REQUESTED/ EXECUTIVE SUMMARY:

Approval of a resolution authorizing the Mayor and Clerk to execute a Limited Access Agreement with the owner of Block 5, Lot 20.01 (Ellsworth Advisory Services, LLC) to permit reciprocal access to groundwater monitoring wells and well test results on each property as part of groundwater remediation investigation activities being conducted at the former Wallace Road Garage (Block 59, Lots 1 & 2). The Agreement has been prepared by the Township Attorney's office, and the Township Engineer is recommending the Agreement be entered into by the Township.

### SOURCE OF FUNDING:

N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

### OTHER SUPPORTING INFORMATION ATTACHED:

Resolution	Limited Access Agreement
Engineers Memorandum	Project Location Map
Township Engineers Memorandum	Dated 12/23/2024 (Background & Justification for Limited Access Agreement/Remediation Investigation Activities-Groundwater – Former Wallace Bus Garage

### COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

<u>Francis Guzik</u>	<u>12/15/25</u>
Department/Division Head	Date

APPROVED FOR AGENDA OF: January 15, 2026

By: Marlena Q Schmid 12/15/2025  
Marlena Schmid, Business Administrator

MEETING DATE: 1/15/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R020

Council Action Taken:

RESOLUTION

- WHEREAS, the Township of West Windsor is required to conduct remedial investigation activities at the former Wallace Road Bus Garage (Block 59, Lots 1 and 2) for groundwater contamination; and
- WHEREAS, similar investigation activities are being conducted on property across Route 64 from the Garage property at JEM Cleaners (Block 5, Lot 20.01); and
- WHEREAS, the Township recognizes the benefit of sharing access to groundwater monitoring wells and sampling test results in real time with the owner of Block 5, Lot 20.01 and their licensed professionals, and vice versa with the wells and sampling occurring on aforesaid Lot 20.01; and
- WHEREAS, the Township wishes to enter into a Limited Access Agreement (“Access Agreement”) with the owner of Block 5, Lot 20.01 (Ellsworth Advisory Services, LLC) in order to permit the aforesaid sharing of access and information between the respective owners and their licensed professionals.

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, an Access Agreement with the owner of Block 5, Lot 20.01 (Ellsworth Advisory Services, LLC).
- (2) The term of this Access Agreement shall commence as of the date this Access Agreement is executed by the Township and Ellsworth Advisory Services, LLC and shall terminate upon completion of the Work or December 31, 2026, whichever is earlier, unless sooner terminated pursuant to the terms of this Access Agreement.
- (2) An executed copy of the Access Agreement between the Township and Ellsworth Advisory Services, 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 15, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 15th day of January, 2026.

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Allison D Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: January 15, 2026

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing Township Clerk and Mayor to execute Memorandum of Understanding (MOU) for a two (2) year period between the Mercer Area District of the Washington Crossing Council, Troop 40 (Boy Scouts) and West Windsor Township to use one (1) garage bay at the Schenck Farm.

**SOURCE OF FUNDING:** N/A

**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** January 1, 2026 through December 31, 2027

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution  
3 Copies of the Memorandum of Understanding (MOU)  
Facility Maintenance Managers Memorandum

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

Brian Aronson 12-15-25  
Department/Division Head Date

**APPROVED FOR AGENDA OF:**

By: Matlena A. Schmid 01/08/2026  
Matlena Schmid, Business Administrator

MEETING DATE: 1/15/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R021

Council Action Taken:

RESOLUTION

RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING ("MOU")  
WITH THE MERCER AREA DISTRICT OF THE  
WASHINGTON CROSSING COUNCIL, TROOP 40

WHEREAS, the Mercer Area District of the Washington Crossing Council, Troop 40, ("Troop 40") with a primary mailing address of Dutch Neck Presbyterian Church, 154 South Mill Road, West Windsor, NJ 08550, seeks permission to utilize one (1) bay, of a three (3) car garage located at the Schenck Farmstead, 50 Southfield Road, West Windsor, New Jersey, that the Township owns, for storage purposes; and

WHEREAS, Troop 40 has leased this space from the Township for the past eleven (11) years and wants to rent the one (1) bay for an additional two (2) year period; and

WHEREAS, the Troop seeks to continue to aid the good and useful work conducted by Troop 40 in West Windsor.

NOW, THEREFORE, BE IT RESOLVED the Township Council of the Township of West Windsor hereby authorizes the Mayor and Clerk to execute the Memorandum of Understanding with the Mercer Area District of the Washington Crossing Council, Troop 40 beginning January 1, 2026 and terminating December 31, 2027.

Adopted: January 15, 2026

I certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 15th day of January, 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: November 3, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY: Resolution authorizing purchase of one new Conventional Chassis from Campbell Freightliner LLC, 1015 Cranbury South River, South Brunswick, N.J. 08831.

SOURCE OF FUNDING: 405 -2025-10-032

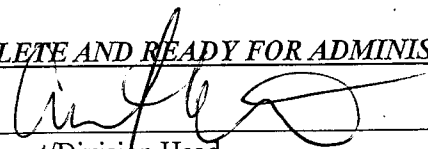
CONTRACT AMOUNT: \$125,810.00

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

12/1/2025  
Date

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

By: 

Marlena Schmid, Business Administrator

01/08/2026

MEETING DATE: 1/15/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R022

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor needs to purchase one (1) new 2027 Freightliner Conventional Chassis 10805D Plus and extended warranty for the Department of Public Works; and

WHEREAS, the Township of West Windsor participates in Sourcewell, a national cooperative purchasing program that assists local governments in reducing procurement costs pursuant to N.J.S.A. 52:34-6.2(b)(3); and

WHEREAS, Campbell Freightliner LLC, 1015 Cranbury South River, South Brunswick, NJ 08831 is an authorized vendor through Sourcewell National Cooperative Purchasing Contract #032824-DAI and provided a Proposal and Quotation dated December 9, 2025; and

WHEREAS, the Township advertised "Intent to Purchase Under a National Cooperative Purchasing Agreement" in the official newspaper and posted the advertisement on the Township website for a ten (10) day comment period and no comments were received; and

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

Public Works - Acquisition of Vehicle      405-2025-10-032      \$125,810.00

NOW, THEREFORE, BE IT RESOLVED, the Township Council of the Township of West Windsor authorizes Marlana A. Schmid, Business Administrator, to purchase one (1) new 2027 Freightliner Conventional Chassis 10805D Plus and extended warranty from Campbell Freightliner LLC, 1015 Cranbury South River, South Brunswick, NJ 08831 under the Sourcewell National Cooperative Purchasing Contract #032824-DAI for a total not to exceed \$125,810.00.

Adopted: January 15, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 15<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: December 10, 2025

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

### ACTION REQUESTED/ EXECUTIVE SUMMARY:

Request Township Council authorization for the Township Land Use Manager and Chief Financial Officer to execute the Supplemental Funding Request Form – Acquisition Projects with NJDEP-Green Acres for a \$1,637,000.00 Open Space Grant.

SOURCE OF FUNDING: NA

CONTRACT AMOUNT: NA

CONTRACT LENGTH: NA

### OTHER SUPPORTING INFORMATION ATTACHED:


Enabling Resolution  
Memorandum from Samuel J. Surtees dated 12/23/25 with three (3) attachments  
2026 Planning Incentive & Site-Specific Incentive Eligibility Certification  
Supplemental Funding Request Form- Acquisition Projects

### COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

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

\_\_\_\_\_  
Date

APPROVED FOR AGENDA OF: January 15, 2026

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

MEETING DATE: 1/15/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R023

Council Action Taken:

## RESOLUTION

STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
GREEN ACRES PROGRAMENABLING RESOLUTION  
FOR SUPPLEMENTAL FUNDING REQUEST

- WHEREAS, the New Jersey Department of Environmental Protection, Green Acres Program ("State"), provides loans and/or grants to municipal and county governments and grants to nonprofit organizations for assistance in the acquisition and development of lands for outdoor recreation and conservation purposes; and
- WHEREAS, the Township of West Windsor has previously obtained a Green Acres grant of \$10,225,000.00 from the State to fund the following project(s):
- #1113-97-144 West Windsor Planning Incentive; and
- WHEREAS, the Township of West Windsor desires to further the public interest by obtaining an additional Green Acres grant of \$ 1,637,000.00 to fund the project(s); and
- WHEREAS, the State shall determine if the supplemental funding request is complete and in conformance with the scope and intent of the Green Acres Program, and notify the applicant of the amount of the funding award; and
- WHEREAS, the applicant is willing to use the State's funds in accordance with its rules, regulations and applicable statutes, and is willing to enter into an Amendment of the Agreement with the State for the above-named project.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor in the County of Mercer and State of New Jersey that:

1. Samuel J. Surtees, Land Use Manager and John V. Mauder, Chief Financial Officer are hereby authorized to:
  - (a) request such a grant,
  - (b) provide additional information and furnish such documents as may be required, and
  - (c) act as the authorized correspondent of the above-named applicant; and
2. The applicant agrees to provide the local government/nonprofit share if a match is required.
3. The applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project.
4. This resolution shall take effect immediately.

Adopted: January 15, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 15th day of January, 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township