

**MEETING TO BE  
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**INAUGURATION  
AND  
REORGANIZATION MEETING  
OF THE COUNCIL OF WEST WINDSOR TOWNSHIP  
WEST WINDSOR MUNICIPAL BUILDING  
271 CLARKSVILLE ROAD  
TO THE EXTENT KNOWN**

**January 15, 2026**

**Time: 7:00 p.m.**

**INAUGURATION**

- Call to Order
- Salute to the Flag
- Statement of Adequate Notice: Published to the Times and the Princeton Packet on December 26, 2025, posted on the Township website and at the Municipal Building
- Reading of the Municipal Election Results of November 4, 2025
- Oaths of Office:      Hemant Marathe  
                                 Linda Geevers  
                                 Joseph “Joe” Charles
- Comments by Re-Elected and Newly Elected Officials
- Comments by Other Council Members

*A short break will occur between the Inauguration and the Reorganization portion of the meeting*

**REORGANIZATION**

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice: Published in The Times and the Princeton Packet on December 26, 2025, posted on the Township website and at the Municipal Building.
4. Salute to the Flag

5. Nomination of Council Officers for 2026

- Council President  
Swearing in of Council President. Gavel is transferred to Council President
- Council Vice President  
Swearing in of Council Vice President

6. Nomination and Swearing in of Affordable Housing Committee Member  
Nomination and Swearing in of Planning Board Class III Member  
Nomination and Swearing in of Emergency Management Council Member

7. Appointment of Liaisons for Boards and Committees

- Board of Recreation Commissioners Liaison
- Environmental Commission Liaison
- Human Relations Council Liaison
- Parking Authority Liaison
- Shade Tree Commission Liaison
- School Board Liaison

8. Resolutions:

2026-R001	Regular Meetings for Calendar Year 2026
2026-R002	Legal Newspapers for Calendar Year 2026
2026-R003	Establishing Procedural Guidelines for the Council of West Windsor Township
2026-R004	Municipal Holidays for Calendar Year 2026
2026-R005	Cash Management Plan Authorization for West Windsor Township
2026-R006	Establishing the Rate of Interest Charged on Delinquent Taxes and 6% Year End Penalty
2026-R007	Authorizing the Cancellation of any Property Tax Refund or Delinquency less than \$10.00
2026-R008	Authorizing Temporary Municipal Budget Appropriations for 2026
2026-R009	Appointing Janis DiNatale as Affirmative Action Public Agency Compliance Officer through December 2026

2026-R010 Authorizing Lorraine Jones, Tax Assessor, the Authority (in conjunction with Special Tax Counsel/Township Attorney) to Set, Adjust, Defend and Prosecute Matters on Behalf of the Township Involving Tax Assessment, Property Tax Exemptions as Per Chapter 4; Section 31 E of the Code of the Township of West Windsor

2026-R011 Authorizing the Reappointment of Charles Appelget as a Member of the Agricultural Advisory Committee with a Term to Expire on January 14, 2029

2026-R012 Authorizing the Appointment of Alison Miller as a Member of the Affordable Housing Committee with a Term to Expire on January 14, 2029

2026-R013 Authorizing the Appointment of Paul Song to Fill the Unexpired Term as Member of the Affordable Housing Committee with a Term to Expire on January 14, 2028

2026-R014 Authorizing the Reappointment of Ephraim Buhks as a Member of the Human Relations Council with a Term to Expire on January 14, 2028

2026-R015 Authorizing the Reappointment of Jyotima Prasad as a Member of the Human Relations Council with a Term to Expire on January 14, 2028

2026-R016 Authorizing the Reappointment of Larry Katz as a Member of the Parking Authority with a Term to Expire on January 14, 2031

2026-R017 Authorizing the Reappointment of Farryl Lovett Mixson as a Member of the Shade Tree Commission with a Term to Expire on January 14, 2031

2026-R018 Authorizing the Reappointment of Eugene Fridkin as a Member of the Zoning Board of Adjustment with a Term to Expire on January 14, 2030

2026-R019 Authorizing the Reappointment of G. Chris Lemmond as an Alternate I on the Zoning Board of Adjustment with a Term to Expire on January 14, 2028

9. Public Comment

10. Adjournment

RESOLUTION

WHEREAS, by law the Township Council is required to set specific days and times for its regular meetings.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the meeting schedule for January 2026 through January 14, 2027 shall be as follows:

Regular Business Meetings will be held as noted below:

January 15, 26	July 13
February 9**, 23	August 3**, 24
March 9, 30	September 15*, 28
April 13, 27	October 13*, 26
May 11**, 26*	November 9**, 23
June 8, 22	December 7, 21

Board of Health Meetings\*\*:

February 9, May 11, August 3, November 9

(\*) Meeting is scheduled on a Tuesday due to holiday.

Work Sessions and Special Work Sessions will be scheduled as needed.

BE IT FURTHER RESOLVED that unless otherwise noticed all meetings will begin at 7:00 p.m., Business Sessions will immediately follow Board of Health Sessions, and all meetings shall be held in the West Windsor Township Municipal Building.

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

RESOLUTION

WHEREAS, Section 3d of the Open Public Meetings Act, Chapter 231, P.L. 1975 requires that certain notice of meetings be submitted to two (2) newspapers, one of which shall be the official newspaper.

WHEREAS, P.L. 2025, c. 72 requires that starting March 1, 2026, municipalities publish their public notices on the municipal website.

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

1. The Princeton Packet, and The Times, are designated as official newspapers through January 14, 2027.
2. These papers are hereby designated to receive all notices of meetings as required by law.
3. This Resolution shall take effect immediately and be in effect until January 14, 2027.
4. Public Notice will be available at www.westwindsortwp.gov starting March 1, 2026, in compliance with P.L. 2025, c. 72.

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.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

**RESOLUTION**

WHEREAS, the Township Council of the Township of West Windsor is desirous of establishing procedural guidelines to facilitate an appropriate and efficient handling of its business.

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

1. The attached guidelines entitled "Chapter A205, Council Procedural Guidelines" of the Code of the Township of West Windsor are hereby adopted as amended for the period January 15, 2026 until January 14, 2027.
2. A copy of this document shall be distributed to all department heads and posted in the Municipal Building.

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

**§ A205-1. Rule 1: Meetings. [Amended 1-2-2020 by Res. No. 2020-R003; 1-4-2021 by Res. No. 2021-R003; 1-3-2022 by Res. No. 2022-R003a; 1-9-2023 by Res. No. 2023-R003; 1-16-2024 by Res. No. 2024-003; 1-15-2025 by Res. No. 2025-R003]**

A. Regular business meetings.

(1) Regular business meetings will be held as noted below (generally on second and fourth Mondays unless a Monday is a holiday):

January [15, 27] <u>15, 26</u>	July [14] <u>13</u>
February [10**] <u>9**, 23</u>	August [11**, 25] <u>3**, 24</u>
March [3, 24] <u>9, 30</u>	September [8, 29] <u>15*, 28</u>
April [7, 21] <u>13, 27</u>	October [14*, 27] <u>13*, 26</u>
May [5**, 19] <u>11**, 26*</u>	November [10**, 24] <u>9**, 23</u>
June [16, 30] <u>8, 22</u>	December [8, 22] <u>7, 21</u>

\*Meeting will be scheduled on a Tuesday due to Monday holiday.

\*\*Start time adjusted. Business session will begin immediately after the adjournment of the Board of Health meeting

(2) Unless otherwise noticed, all regular business meetings begin at 7:00 p.m. and will be held in the Council Meeting Room A of the West Windsor Township Municipal Building.

B. Work sessions. Work sessions will be scheduled as needed.

C. Special sessions. Special sessions will be scheduled as needed.

D. Budget work sessions: Budget work sessions will be scheduled as needed.

E. Board of Health meetings: February [10] 9, May [5] 11, August [11] 3, November [10] 9. Unless otherwise noticed, all Board of Health meetings will begin at 7:00 p.m. before the start of the business session and will be held in the Council Meeting Room A of the West Windsor Township Municipal Building.

F. Closed sessions. For meetings where the public is excluded, provision will be made for public comment before or after the closed portion takes place. When a closed session is part of another meeting, a separate public comment session is not required.

**§ A205-2. Rule 2: Calling meetings to order.**

The Council President or Vice President shall preside at all meetings. In the absence of both the Council President and Vice President, the members of Council in attendance shall select one member to serve as presiding officer for that meeting. The meeting will be called to order at 7:00 p.m. No meeting shall be called to order unless there is a quorum.

**§ A205-3. Rule 3: Order of business. [Amended 1-2-2020 by Res. No. 2020-R003; 1-4-2021 by Res. No. 2021-R003]**

A. The order of business for regular business meetings shall be as follows:

- (1) Call to order.
- (2) Roll call.
- (3) Statement of adequate notice.
- (4) Salute to the flag.
- (5) Ceremonial matters or topic for priority consideration.
- (6) Public comment (thirty-minute comment period; three-minute limit per person).
- (7) Administration comments.
- (8) Council member comments.
- (9) Chair/Clerk comments.
- (10) Public hearings.
- (11) Consent agenda:
  - (a) Resolutions.
  - (b) Minutes.
  - (c) Bills and claims.
- (12) Items removed from consent agenda.
- (13) Recommendations from Administration and Council/Clerk.
- (14) Introduction of ordinances.
- (15) Additional public comment (fifteen-minute comment period; three-minute limit per person). **[Amended 1-9-2023 by Res. No. 2023-R003]**
- (16) Council reports/discussion/new business.
- (17) Administration updates.
- (18) Closed session (if needed).
- (19) Adjournment.

**§ A205-4. Rule 4: Agenda.**

A. The business meeting agenda shall be set by 12:00 noon on the Monday prior to the upcoming Monday business meeting. A Request For Council Action form must be submitted reflecting the nature of the action sought, and, if other than a business transaction, the nature

of the item and the anticipated length of time necessary for consideration must be outlined.

- B. Council actions may be initiated by members of the Council, the Mayor, the department heads and the Clerk's office. All actions other than those initiated by the Council members and/or the Clerk must be approved by the Mayor or the Business Administrator prior to consideration by the Council President for placement on the agenda.
- C. The Council President shall review with the Clerk all items received and will determine the ultimate composition of the agenda. A draft agenda will be distributed to the Council President at the end of the workday Friday (after the previous business meeting), and a final agenda will be distributed to Council upon the President's approval. **[Amended 1-3-2022 by Res. No. 2022-R003a; 1-9-2023 by Res. No. 2023-R003]**
- D. The final agenda and any supporting materials will be delivered to the Council no later than the Wednesday preceding the applicable business meeting. The final agenda shall be posted to the West Windsor website on the Thursday preceding the applicable business meeting.
- E. Any matter not submitted to the Clerk's office in a timely manner as set forth above may be considered and acted on by the Council members present, if they agree by majority vote to consider the matter.<sup>1</sup>
- F. Special Business Session agendas as needed will be set by the Council President to include form and format.

#### **§ A205-5. Rule 5: Work sessions.**

- A. Work sessions will be utilized for the discussion of policy or similar matters and will be scheduled and/or retained as the Council sees fit. There will be a public comment period, the timing and duration of which shall be at the discretion of the Council; comments are limited to three minutes per person. Action may be taken if it is noticed to be considered.
- B. Scheduled work sessions may also be used for those matters that, of necessity, must be considered in closed sessions, and therefore provide for closed session meetings on other than regularly scheduled business session evenings.
- C. Order of Business for Work Sessions will be as follows: **[Amended 1-2-2020 by Res. No. 2020-R003; 1-4-2021 by Res. No. 2021-R003]**
  - (1) Call to order.
  - (2) Roll call.
  - (3) Statement of adequate notice.
  - (4) Salute to the flag.\*
  - (5) Public comment (thirty-minute comment period; three-minute limit per person).
  - (6) For discussion:

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1. Editor's Note: Former Subsection E, regarding consideration of resolutions or ordinances, was repealed 1-3-2022 by Res. No. 2022-R003a. This resolution also redesignated former Subsections F and G as E and F, respectively.

- (a) Mayor/Administration.
- (b) Council Member/Clerk.
- (7) Additional public comment (fifteen-minute comment period; three-minute limit per person). [Amended 1-9-2023 by Res. No. 2023-R003]
- (8) Closed session (if needed).
- (9) Adjournment.

(\*If just a stand-alone work session)

**§ A205-6. Rule 6: Duties of presiding officer. [Amended 1-2-2020 by Res. No. 2020-R003]**

The presiding officer shall have general supervision of the meeting. Members and others given the privilege of the floor shall address the presiding officer. If a Council Member and/or Mayor is specifically mentioned during public comment, the Presiding Officer will allow that Council Member and/or Mayor to address the comment immediately thereafter.

**§ A205-7. Rule 7: Introduction and passage of ordinances and resolutions.****A. General provisions.**

- (1) Every legislative act of the Council shall be by resolution or ordinance.
- (2) All proposed ordinances and resolutions shall be presented to the Council in fully prepared form. No ordinance, except general appropriation ordinances, shall be passed containing more than one subject, which shall be expressed in its title.
- (3) Resolutions and ordinances shall be numbered sequentially at the time of placement on the business agenda. Two separate numbering systems shall be used for the two forms of action.
- (4) A majority of the whole number of members of the Council shall constitute a quorum. Recusals are not to be counted towards a quorum. Abstentions are counted toward a quorum. No ordinance shall be adopted by the Council without the affirmative vote of a majority of the full membership of the Council (N.J.S.A. 40:69A-180). In the case of the adoption of a bond ordinance, the affirmative vote of 2/3 of the full governing body (generally four "yes" votes) is required. No resolution shall be adopted without the affirmative vote of a majority of the quorum.
- (5) All votes shall be taken by roll call, and the yeas and nays shall be entered on the minutes. The presiding officer shall vote last on all questions.
- (6) Resolutions shall take effect after final passage by the Council. Ordinances shall take effect after final passage, publication and the conclusion (running) of any waiting periods as required by law.
- (7) The Township Clerk shall record all ordinances and resolutions adopted by the Council.
- (8) Resolutions and ordinances shall each be maintained in separate ledgers that are kept on

an annual basis and that are permanent records of the West Windsor Township.

B. Procedure for ordinances:

- (1) An ordinance may be presented at any regular meeting, and also at special meetings, when such special call is for general business or such ordinance is mentioned in the call for a special meeting.
- (2) The action of the Council on ordinances shall be noted in the minutes.
- (3) All ordinances shall be prepared, adopted and published in the manner required by law. Following the second reading and public hearing, an ordinance passed by the Council shall, within three days, be delivered by the Clerk to the Mayor for approval or veto, and the Mayor shall, within 10 days after receiving any ordinance, either approve the ordinance by signing it or return it to the Council by delivering it to the Clerk, together with a statement setting forth the Mayor's objections thereto or to any part thereof. Pursuant to N.J.S.A. 40:69A-41, no ordinance or any item or part thereof shall take effect without the Mayor's approval, unless the Mayor fails to return an ordinance to the Council within 10 days after it has been presented to the Mayor or unless the Council, upon reconsideration thereof on or after the third day following its return by the Mayor, shall, by a vote of 2/3 of the members, resolve to override the Mayor's veto.
- (4) Passage over veto. Whenever an ordinance has been reconsidered by the Council following a veto by the Mayor, the Clerk shall append to such ordinance a certification of the action of the Council upon such reconsideration in substantially the following form:

I HEREBY CERTIFY that the above ordinance adopted by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, was delivered to the Mayor on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and was returned to me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, together with the Mayor's statement of the reasons for which the Mayor was constrained to withhold approval of such ordinance, item or part thereof. On reconsideration thereof on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, (the Council duly resolved by the affirmative vote of 2/3 of its members to enact such ordinance, item or part thereof notwithstanding the Mayor's veto.) or (the Mayor's veto was sustained.)

Clerk

- (5) Ordinances not returned by Mayor. Whenever an ordinance shall take effect without the Mayor's signature by reason of the Mayor's failure to return it to the Council by filing it with the Clerk within 10 days after it has been presented to the Mayor, the Clerk shall append to such ordinance a certificate in substantially the following form:

I HEREBY CERTIFY that the above ordinance was adopted by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and was presented to the Mayor duly certified on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and upon the Mayor's failure to sign it or return and file it with the Clerk within 10 days thereafter, said ordinance took effect in like manner as if the Mayor had signed it.

Clerk

Dated:

(6) All ordinances shall be sent to the codifier for inclusion in the codification.

C. Effective date. No rule or regulation made by a department, officer, agency or authority of the Township, except such as relates to the organization or internal management of the government or a part thereof, shall take effect until it is filed either with the Township Clerk or in such other manner as may be provided by ordinance.

#### § A205-8. Rule 8: Disclosure of interest.

A member who has a personal or private interest in any question or measure proposed or pending before the Council which might constitute a conflict contrary to the Local Government Ethics Law, N.J.S.A. 40A:9-22.1, shall disclose such interest and either refrain from voting or shall request a ruling from the Attorney as to whether a member should vote thereon or take any part in the discussion of the same.

#### § A205-9. Rule 9: Appointments.

A. Appointments to citizens' groups, boards, committees and other. According to the Administrative Code, responsibility for the appointment of various boards, committees and commissions shall be as noted below: [Amended 1-2-2020 by Res. No. 2020-R003; 1-4-2021 by Res. No. 2021-R003; 1-9-2023 by Res. No. 2023-R003; 1-16-2024 by Res. No. 2024-R003; 1-15-2025 by Res. No. 2025-R003]

Board, Committee or Commission	Appointing Authority
Affordable Housing Committee	Mayor, with advice and consent of Township Council
Township Council Member	Township Council
Agricultural Advisory Committee	Mayor, with advice and consent of Township Council
Board of Recreation Commissioners	Mayor
Alternate 1 and 2	Mayor, with advice and consent of Township Council
Township Council Liaison	Township Council
<b><u>Board of Education Council Liaison</u></b>	<b><u>Township Council</u></b>
Emergency Management Council	Mayor
Township Council Member	Township Council
Environmental Commission	Mayor
Township Council Liaison	Township Council
Human Relations Council	Mayor, with advice and consent of Township Council
Township Council Liaison	Township Council
Parking Authority	Township Council
Township Council Liaison	Township Council
Planning Board	Mayor
Planning Board Class III Member	Township Council
Shade Tree Commission	Mayor, with advice and consent of Township Council
<b><u>Township Council Liaison</u></b>	<b><u>Township Council</u></b>
[Township Council Liaison]	[Township Council]
Stony Brook Regional Sewerage Authority	Mayor, with advice and consent of Township Council
Zoning Board of Adjustment	Township Council

**§ A205-10. Rule 10: Minutes of meetings.**

- A. Written minutes. Written minutes approved by Council shall be the official record of all meetings of the Council.
- B. Draft minutes. Minutes which have been prepared but which have not been approved by the Council shall be considered draft minutes, subject to correction by the Council. The draft minutes of each meeting shall be submitted to the Council for approval.
- C. Open session minutes. Once open session minutes have been approved by the Council, they shall be signed by the Clerk and presiding officer at such meeting (N.J.S.A. 40:69A-180), and certified duplicate copies of the same shall be available to the public at the rates fixed by law.
- D. Closed session minutes. Closed session minutes shall be made available at such time as the issues discussed therein are resolved and their disclosure would not subvert any particular exception for convening a closed session.

**§ A205-11. Rule 11: Broadcasting; recording; tapes. [Amended 1-4-2021 by Res. No. 2021-R003; 1-3-2022 by Res. No. 2022-R003a; 1-9-2023 by Res. No. 2023-R003; 1-16-2024 by Res. No. 2024-003; 1-15-2025 by Res. No. 2025-R003]**

- A. All open public meetings of the Township Council shall be broadcast for public view as noted on the Township Council Agenda page on the Township website and will continue to be live streamed on YouTube. The use of YouTube is not a legal requirement under the Open Public Meetings Act and will not constitute the need to stop the Township Council meeting if technical difficulties occur. Public comment shall be in-person at all open meetings of the Township Council.
- B. All open public meetings of the Township Council shall be recorded.
- C. Recordings of meetings. The recordings of open meetings of the Township Council are maintained for 10 years in the Clerk's Office.
- D. Public use of digital recordings, tapes or CDs of open meetings will be in accordance with the Open Public Records Act.<sup>2</sup>
- E. Reproduction of open meeting recordings. Reproduction of digital recordings, tapes or CDs of open sessions may be arranged, with the requesting party paying a fee for this service.

**§ A205-12. Rule 12: Robert's Rules of Order Newly Revised.**

Robert's Rules of Order shall be the prevailing authority in matters of parliamentary procedure, except to the extent of anything herein to the contrary.

**§ A205-13. Rule 13: Appointments to vacant positions of Mayor and Council.**

- A. If the vacancy occurs in the office of Mayor or Council after September 1 of the next-to-the-

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2. Editor's Note: See N.J.S.A. 47:1-1 et seq.

last year and up to the expiration of the term of the officer whose office has become vacant, the office may be filled for its unexpired term by a vote of the governing body as hereinafter provided.

- B. If the vacancy in the office of Mayor or Council occurs at any other time, the vacancy shall be filled for its unexpired term at the next general election, to be held not less than 60 days following the occurrence of the vacancy. The Township Council may fill the vacancy in the interim until such general election, by appointment as hereinafter provided.
- C. If the Mayor or a Council member is elected to another position that would preclude them from finishing their term as either Mayor or a Council Member in the November General Election and their term does not expire at the end of that year, the process shall be as follows: applications for the position shall be submitted no later than 30 days from the date of the election of that year and each candidate may be interviewed in the same process as for any other vacancy at the first Business Meeting held in January of the next year, or at another meeting within 30 days of the office becoming vacant.
- D. If the governing body elects to fill a vacancy in the office of Mayor or Council, the vacancy shall be filled by Council within 30 calendar days following its occurrence, without regard to political party. If the vacancy is not filled within 30 days, then the office shall remain vacant for the remainder of the term or until the election and qualification of a successor, as the case may be.
- E. While a member of the governing body is free to advocate the candidacy of an applicant to fill a vacancy, that member must disclose any affiliation with that applicant and must treat all other applicants in a fair, equal and ethical manner. Township Council members will consider all applications for a vacant position and will be free to talk to all applicants about their candidacy on an individual basis. No third-party investigation of an applicant shall be conducted without the knowledge of every member of Council and the applicant and with the approval of the majority of the Council, in which case the inquiry shall be conducted by the Township Clerk.
- F. Determination of eligibility and application process.
  - (1) Any citizen of the United States who is 18 years of age or older and who has been a resident of the Township for at least one year and has not been convicted of a crime of the third degree, or touching upon a public office or an indictable offense involving dishonesty, as provided by N.J.S.A. 2C:51-2, and who desires to be considered for appointment to the vacancy, shall be provided an informational package, copies of which can be obtained at the Township Clerk's office, and shall complete an application provided therein.
  - (2) All potential applicants must submit an application to the Clerk's Office within 10 days following the date on which the vacancy occurs.
  - (3) The application and any supporting documents that are furnished by an applicant will be considered a public record and available for public inspection.
- G. Selection of a replacement for a vacancy not caused by an election.

- (1) At a public meeting, which shall occur between 10 and 30 days after the vacancy, each candidate will be permitted to provide a public presentation for up to five minutes and respond to any questions by members of Council.
- (2) Public comment period. Public comments will be permitted at this public meeting only after the applicants have made their presentations and answered questions from Council. The public comment period conducted at this public meeting shall be limited to three minutes per person.
- (3) After public presentations are provided by the candidates, but within 30 calendar days following the occurrence of the vacancy, each remaining member of Council will be permitted to nominate one of the candidates. No second is necessary for any nomination. After the nominations are made, then the Council will be free to deliberate about the nominees. After deliberations in public are concluded, then each remaining member of Council may submit a ballot to the Clerk selecting one of the nominees to fill the vacant position.

H. Appointment process.

- (1) To fill a vacancy in the office of Mayor shall be by a majority vote of the entire membership of the Council.
- (2) An appointment to fill a vacancy on Council shall be by a majority vote of the remaining members of Council. In the case of a tie vote, the Mayor may vote to break the tie.

I. Tie votes. A tie vote will occur when there are two votes for each of two separate candidates. If there are fewer than four remaining members of Council, a tie vote will occur when there is one vote for each of two separate candidates. Following a tie vote, Council may further deliberate and revote. In the event a tie vote still exists, the Mayor may exercise the right to vote to fill a vacancy, without further voting. An abstention shall not count as a vote either for or against any particular candidate.

J. The candidate appointed by Council to fill a vacancy pursuant to this procedure shall be sworn in and be seated after the vote is taken but within 30 days following the occurrence of the vacancy.

**§ A205-14. Rule 14: Township e-mail.**

Council members should use only Township-issued e-mail addresses for Township business.

**§ A205-15. Rule 15: Training. [Amended 1-3-2022 by Res. No. 2022-R003a]**

Council members are required to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology, etc.) through a course approved for continuing education credit by the New Jersey Division of Local Government Services, or an in-house education provided by a professional, vendor, or staff member (provided they have significant expertise in their profession and routinely prepare public presentations). A copy of the certificate received for any class attended should be provided to the Township Clerk as proof of attendance. If a Council Member

is unable to attend a conference or training, they must notify the Clerk so a refund or credit can be requested.

## RESOLUTION

BE IT RESOLVED by the Township Council of the Township of West Windsor that the following days be designated as official holidays for Township employees from January 1, 2026 through December 31, 2026:

<u>2026 Holidays</u>	<u>Date of Office Closing</u>
New Year's Day	January 1, 2026*
Martin Luther King Day	January 19, 2026*
Presidents Day	February 16, 2026
Good Friday	April 3, 2026
Memorial Day	May 25, 2026
Independence Day	July 3, 2026
Labor Day	September 7, 2026
Columbus Day	October 12, 2026
Veterans Day	November 11, 2026
Thanksgiving Day	November 26, 2026
Day after Thanksgiving	November 27, 2026
Christmas Eve	December 24, 2026
Christmas Day	December 25, 2026

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

\*As approved by Resolution 2025-R254

**REQUEST FOR COUNCIL ACTION**

**INDICATE ACTION REQUESTED (check one):**

**Date of Request:** December 31, 2025

*Ordinance*

(Summary attached)

*Resolution*

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

*Item for Discussion* only

**Initiated By:** John V. Mauder

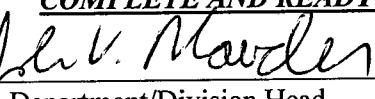
**Dept. of Administration; Div. of Finance**

**ACTION REQUESTED:** Resolution for Cash Management Plan authorization for West Windsor Township.

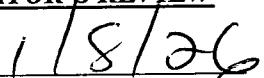
**EXECUTIVE SUMMARY:** N.J.S.A. 40A:5-14 requires the designation of a Cash Management Plan for each Municipality.

**DISK & file name (OR) S:\AGENDA INBOX (file name 2026-Cash Management Plan**

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

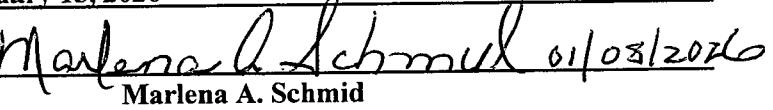


Department/Division Head

 1/18/26

Date

**APPROVED FOR AGENDA OF:** January 15, 2026

By:  01/08/2026

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  
FRIDAY ONE WEEK PRECEDING THE COUNCIL BUSINESS MEETING.**

**MEETING DATE:** 1/15/26 **Ordinance #** \_\_\_\_\_ **Resolution #** 2026-R005

**Council Action Taken:**

**Distributed:**

**TOWNSHIP OF WEST WINDSOR  
CASH MANAGEMENT PLAN**

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

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

**A: DESIGNATION OF OFFICIAL DEPOSITORYIES:**

The following financial institutions are designated official depositories:

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

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

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

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

B. DEPOSIT OF FUNDS:

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

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

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

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

C. DESIGNATION OF ALLOWABLE INVESTMENT INSTRUMENTS:

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

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

United States Government Agency and Instrumentality  
Obligations  
MBIA – Class Fund  
State of New Jersey Cash Management Fund  
School District Obligations

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

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

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

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

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

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

E. COMPENSATING BALANCE AGREEMENTS:

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

F. REPORTING PROCEDURES:

Pursuant to N.J.S.A. 40A:5-14(e), The Chief Financial Officer shall prepare a monthly report to the governing body summarizing all investments made or redeemed since the last meeting. The report shall set forth each organization holding local unit funds, the amount of securities purchased or sold, class or type of securities purchased, book

value, earned income, fees incurred, and market value of all investments as of the report date and other information that may be required by the governing body.

G. DIVERSIFICATION REQUIREMENTS:

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

H. MAXIMUM MATURITY POLICY:

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

I. INVESTMENT PROCEDURES:

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

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

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

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

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

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

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

J. RETURN ON INVESTMENT:

Where the return on a proposed investment does not exceed the cost of making said investment by a minimum amount the Chief Financial Officer/Treasurer will not make the investment. The Chief Financial Officer/Treasurer shall have the discretion to

award an investment to the bank wherein the funds reside, should that bank's quoted rate be less than other quoted rates received in the event that the differential in interest rates is less than 25 basis points, and providing that the term of the investment is less than fifteen (15) days.

K. CONTROLS:

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

L. BONDING:

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

M. COMPLIANCE:

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

- N. The Official charged with the custody of the monies of the Township of West Windsor shall deposit them as designated by the Cash Management Plan and shall thereafter be relieved of any liability or loss of such monies due to the insolvency or closing of any depository designated in the Cash Management Plan pursuant to N.J.S.A. 40A:5-2.
- O. Where a conflict exists between this Cash Management Plan and State statute, the applicable State statute shall apply.

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: 12/18/2025

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Establishing the rate of interest charged on delinquent taxes and 6% year end penalty.

Resolution authorizes the Tax Office to establish the rate of interest to be charged for the nonpayment of taxes, sewer rent and assessments. Resolution also provides for 6% penalty on year end delinquencies in excess of \$10,000.

**SOURCE OF FUNDING: N/A**

**CONTRACT AMOUNT: N/A**

**CONTRACT LENGTH: N/A**

**OTHER SUPPORTING INFORMATION ATTACHED:**

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

Vincent  
Department/Division Head

Date \_\_\_\_\_

12/18/25

APPROVED FOR AGENDA OF: 1/15/2026

By: Marlena Schmid, Business Administrator

MEETING DATE: 11/15/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R006

#### **Council Action Taken:**

## RESOLUTION

WHEREAS, N.J.S.A. 54:4-67 permits the governing body of West Windsor Township to establish by resolution the rate of interest to be charged for the nonpayment of taxes, sewer rent, assessments and other municipal charges on any installment which is not made within the tenth (10<sup>th</sup>) calendar day following the date upon which the same became due and payable; and

WHEREAS, Chapter 75, P.L. 1991, permits the governing body of West Windsor Township to establish a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year; and

WHEREAS, West Windsor Township wishes to continue the policies currently in effect with respect to delinquencies.

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

1. Pursuant to N.J.S.A. 54:4-67, West Windsor Township hereby reaffirms that the following interest shall be charged for the non-payment of taxes, sewer rent and assessments on any installment which is not made before or within the tenth (10<sup>th</sup>) calendar day following the date upon which same became payable: Eight (8%) percent annum on the first \$1,500.00 and 18% per annum on any amount in excess of \$1,500.00 to be calculated from the date the tax was payable until the date of actual payment. The term "delinquent" as used herein shall mean the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters or years.
2. In accordance with Chapter 75 of the Laws of 1991, any taxpayer with a delinquency in excess of Ten Thousand (\$10,000.00) Dollars who fails to pay that delinquency prior to the end of any calendar year, shall be assessed a penalty for that year of six (6%) percent of the amount of the delinquency, in addition to the interest provided for in Paragraph 1.
3. The provisions of Paragraph 1 and 2 herein shall remain in effect unless and until superseded by West Windsor Township resolution or ordinance.

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 of January 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** 12/20/2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Resolution authorizing the cancellation of any property tax refund or delinquency less than \$10.00.

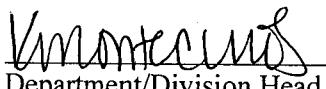
**SOURCE OF FUNDING:** N/A

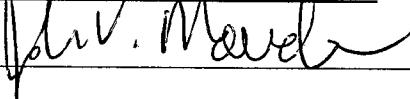
**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

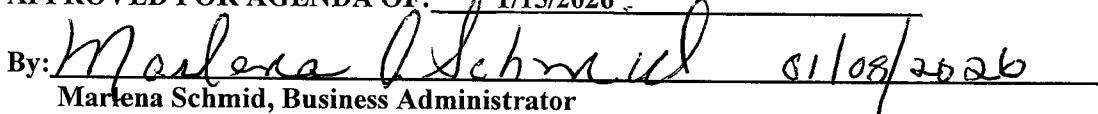
**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

  
Department/Division Head



12/18/25  
Date

**APPROVED FOR AGENDA OF:** 1/15/2026

By:   
Marlena Schmid, Business Administrator

MEETING DATE: 1/15/26 Ordinance # Resolution # 2026-R007

Council Action Taken:

RESOLUTION

WHEREAS, pursuant to N.J.S.A. 40A:5-17, the governing body of a municipality may adopt a resolution authorizing a municipal employee chosen by the governing body to process, without further action on the part of the governing body, the cancellation of any property tax refund or delinquency of less than \$10.00; and

WHEREAS, it is the recommendation that Kelly A. Montecinos, Tax Collector be designated to perform the above; and

WHEREAS, these refunds or delinquencies will pertain to Tax Collection, Sewer Rent, and Sewer Assessment.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor authorizes the Tax Collector to process, without further action on the part of the governing body, the cancellation of any property tax refund or delinquency of less than \$10.00.

Adopted: January 15, 2026

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

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

## **REQUEST FOR COUNCIL ACTION**

**Date of Request:** December 31, 2025

Initiated By: John V. Mauder, CFO      Division/Department: Finance/Administration

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

## Resolution authorizing temporary budget appropriations for 2026.

Section 40A:4-19 of the Local Budget Law states that the governing body may make appropriations to provide for the period between the beginning of the fiscal year and the adoption of the Municipal Budget. Its further states that if any contracts, commitments or payments are to be made prior to the adoption of the budget the governing body shall, by resolution adopted within the first 30 days of the beginning of the fiscal year, make such appropriations.

The appropriations represent 35% of last year's budget providing continuity in operations during the period prior to the adoption of the Municipal Budget. The Township has several mandatory obligations that need to be addressed including debt service payments, insurance premiums, payment for Bargaining Unit Contracts, in addition to Township consultants and vendors bills that have to be processed in this time frame.

**SOURCE OF FUNDING: N/A**

**CONTRACT AMOUNT: N/A**

**CONTRACT LENGTH: N/A**

**OTHER SUPPORTING INFORMATION ATTACHED:**

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

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

Department/Division Head

Date

APPROVED FOR AGENDA QF: ✓ January 15, 2026

By: Marlena A. Schmid 01/08/2026  
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 FRIDAY ONE WEEK PRECEDING THE COUNCIL MEETING.**

MEETING DATE: 1/15/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R005

**Council Action Taken:**

**RESOLUTION  
TEMPORARY BUDGET**

WHEREAS, N.J.S.A. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2026 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2026; and

WHEREAS, the total appropriations in the 2025 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$47,672,794; and

WHEREAS, 35% of the total appropriations in the 2025 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2025 budget is the sum of \$16,685,478.

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

**CURRENT FUND TEMPORARY APPROPRIATIONS - 2026**

	<u>S &amp; W</u>	<u>O.E.</u>	<u>TOTAL</u>
1 Clerk & Governing Body	78,316	29,094	107,409
2 Elections	595	11,043	11,638
3 Council	14,579	6,750	21,329
4 Administration	221,840	107,328	329,167
5 Mayor	19,887	6,900	26,787
6 Financial Administration	185,679	4,000	189,679
7 Audit & Accounting Services		17,500	17,500
8 Data Processing		40,000	40,000
9 Assessment of Taxes	83,096	21,894	104,989
10 Collection of Taxes	63,251	7,613	70,863
12 Supplemental Fire Services Program		8,964	8,964
13 Uniform Fire Code	75,105	10,195	85,300
14 Emergency Services	617,078	116,918	733,996
15 Princeton Jct. Vol. Fire Co.		26,250	26,250
16 West Windsor Vol. Fire Co. #1		26,250	26,250
18 Police	2,794,284	201,640	2,995,924
18 ILSA - Class III Officers		169,750	169,750
20 Animal Control		8,750	8,750
20 ILSA-East Windsor Twp.		12,250	12,250
21 Board of Health	273,376	19,933	293,308
22 Recreation	160,424	82,705	243,129
24 Senior Citizen Program	84,335	30,371	114,706
25 Affordable Housing	1,500	100,000	101,500
27 Housing Department	8,750	9,923	18,673
29 Community Development	9,328	350	9,678
30 Engineering Services & Costs	163,692	29,061	192,753
33 Land Use	90,270	50,344	140,614
34 Planning Board		100,000	100,000
36 Zoning Board		5,180	5,180

	<u>S &amp; W</u>	<u>O.E.</u>	<u>TOTAL</u>
37 Environment Commission		1,068	1,068
38 Construction Official	671,466	36,260	707,726
39 Shade Tree Commission		1,068	1,068
40 Public Works	552,516	80,422	632,938
41 Snow Removal	59,000	163,000	222,000
42 Sewer System	181,048	38,763	219,811
43 Stony Brook Reg. Sewer Auth.		910,000	910,000
44 Facilities and Open Space		213,000	213,000
46 Legal Services & Costs		87,500	87,500
47 Municipal Prosecutor		10,500	10,500
48 Public Defender		5,950	5,950
50 Municipal Court	93,849	17,473	111,322
51 Group Insurance		2,978,126	2,978,126
52 Other Insurance - Workers Comp		616,308	616,308
52 Other Insurance - Liability		599,602	599,602
53 Building & Grounds	109,800	63,271	173,071
54 Fire Hydrant Service		252,350	252,350
55 Postage		17,500	17,500
56 Utilities - Street Lighting		166,250	166,250
56 Utilities - Electric/Natural Gas		168,000	168,000
56 Utilities - Telephone and Telegraph		57,750	57,750
56 Utilities - Water		24,500	24,500
57 Gasoline		102,725	102,725
58 Refuse Collection		935,550	935,550
60 Extended Sick Leave	49,500		49,500
60 Sustaining Local Public Health Infrastructure		24,951	24,951
61 MCIA - Recycling		253,750	253,750
76 Social Security System		932,828	932,828
79 Defined Contribution Retirement System		3,500	3,500
Subtotal @ 26.25% of 2024 Appropriations	6,662,563	10,022,915	16,685,478
Capital Improvement Fund:			
80 Payment of Bond Principal		2,375,000	2,375,000
82 Interest on Bonds		241,825	241,825
83 Interest on Notes		1,422,837	1,422,837
Total Temporary Operating Budget	6,662,563	14,062,577	20,725,140

#### OPEN SPACE TRUST FUND - TEMPORARY APPROPRIATIONS - 2026

	<u>S &amp; W</u>	<u>O.E.</u>	<u>TOTAL</u>
Green Trust Loan Program		80,992	80,992
Total Temporary Open Space Trust Budget	0	80,992	80,992

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 7, 2026

**Initiated By:** Kerry E. Giblin

**Division/Department:** Administration

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Approval of a resolution authorizing the appointment of Janis DiNatale as Affirmative Action Public Agency compliance officer through December 31, 2026

**SOURCE OF FUNDING:** Not Applicable

**CONTRACT AMOUNT:** Not Applicable

**CONTRACT LENGTH:** 1 year

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

- Resolution-2025-R009 previous appointment

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

Kerry Giblin 1/7/2026  
Department/Division Head Date

**APPROVED FOR AGENDA OF:** January 15, 2026

By: Marlena Schmid 01/08/2026  
Marlena Schmid, Business Administrator

**MEETING DATE:** January 15, 2026 **Ordinance #** \_\_\_\_\_ **Resolution #** 2026-R009

**Council Action Taken:**

RESOLUTION

WHEREAS, it is necessary for the Township to appoint an Affirmative Action Public Agency Compliance Officer (PACO); and

WHEREAS, the Township Council must appoint the Affirmative Action Public Agency Compliance Officer by resolution.

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor, County of Mercer, State of New Jersey, that the reappointment of Janis DiNatale, Purchasing Assistant, as Affirmative Action Public Agency Compliance Officer for 2025 be and is hereby authorized.

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

RESOLUTION AUTHORIZING THE TAX ASSESSOR TO FILE APPEALS AND EXECUTE  
SETTLEMENTS OF TAX APPEALS ON BEHALF OF THE  
TOWNSHIP OF WEST WINDSOR

WHEREAS, certain functions of the municipality involving property tax assessments can be undertaken by Tax Assessors on behalf of a municipality if authorized to do so (See e.g. 54:4-63 and 54:3-21); and

WHEREAS, statutory provisions are made for the review and correction of errors prior to certification of an assessment list; and

WHEREAS, provision is also allowed for the discovery and correction for veterans, senior citizen, exemptions and/or other items related to property tax assessments allowed on the assessment lists; and

WHEREAS, changes in property ownership at times necessitate adjustments on the assessment lists; and

WHEREAS, appeals of tax assessments to the County Tax Board and the State Tax Court are filed by the municipality and taxpayers challenging tax assessments and are prosecuted and/or defended by the Township of West Windsor; and

WHEREAS, the responsibility for maintenance and correction of assessment lists rest with the tax assessor subject to laws and regulations; and

WHEREAS, the municipal code of the Township of West Windsor sets forth some of the duties and responsibilities of the Tax Assessor including representing the Township of West Windsor before the Mercer County Board of Taxation and the State Tax Court with full authority to prosecute and settle all such matters in conjunction with Special Tax Counsel and/or the Township Attorney's office.

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 duly appointed Tax Assessor, Lorraine Jones, or her successor, in fulfilling her responsibilities as set forth in local ordinances, be and is hereby authorized for the year 2026 to file with the appropriate venue, such appeals, counterclaims, corrections, stipulation of settlement, or other documents as the assessor deems fair, reasonable or necessary, to fulfill the duties and responsibilities of her office including, but not limited to, those duties and authorizations set forth in the recitals hereto, and to maintain accuracy and equality in the assessment list of the Township of West Windsor; and

BE IT FURTHER RESOLVED, that the actions of the Tax Assessor taken in the past whether in 2025 or a prior year, consistent with the powers and authorities granted herein are hereby ratified and approved as having been authorized pursuant to the Ordinances of the Township of West Windsor.

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.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Charles Appelget, as a Member on the Agricultural Advisory Committee, expired on January 14, 2026; and

WHEREAS, Charles Appelget has expressed an interest in continuing to serve on the Agricultural Advisory Committee; and

WHEREAS, it is recommended that Charles Appelget be reappointed to serve a three-year term to begin January 15, 2026 and expire on January 14, 2029; and

WHEREAS, Mayor Hemant Marathe recommends this reappointment and seeks the Council's consent to re-appoint Charles Appelget to the Agricultural Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following Agricultural Advisory Committee reappointment:

Charles Appelget      Member      Term to Expire 1/14/29

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.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, Allison Miller serves as Alternate I on the Affordable Housing Committee; and

WHEREAS, a vacancy exists on the Affordable Housing Committee for a Member; and

WHEREAS, Alison Miller has expressed her interest in serving as a Member on the Affordable Housing Committee; and

WHEREAS, it is recommended that Alison Miller be appointed to a three-year term to begin January 15, 2026 and expire on January 14, 2029; and

WHEREAS, Mayor Hemant Marathe recommends the appointment and seeks the Council's consent to appoint Alison Miller to the Affordable Housing Committee as a Member.

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

Allison Miller              Member              Term to expire 1/14/2029

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

RESOLUTION

WHEREAS, there is a vacancy for a Member on the Affordable Housing Committee to fill the unexpired term of Jyotika Bahree; and

WHEREAS, Paul Song has expressed an interest in serving on the Affordable Housing Committee; and

WHEREAS, it is recommended that Paul Song be appointed to fill the unexpired term of Jyotika Bahree which expires on January 14, 2028; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to appoint Paul Song 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:

Paul Song	Member	Term to Expire 1/14/2028
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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 January, 2026.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Ephraim Buhks as a member on the Human Relations Council expired on January 14, 2026; and

WHEREAS, Ephraim Buhks has expressed an interest in being reappointed on the Human Relations Council; and

WHEREAS, it is recommended that Ephraim Buhks be reappointed as a member of the Human Relations Council for a two (2) year term beginning January 15, 2026 through January 14, 2028; and

WHEREAS, Mayor Hemant Marathe recommends this reappointment and seeks the Council's consent to reappoint Ephraim Buhks 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:

Ephraim Buhks      Member      Term to Expire 01/14/2028

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

RESOLUTION

WHEREAS, the term of Jyotima Prasad as a member on the Human Relations Council expired on January 14, 2026; and

WHEREAS, Jyotima Prasad has expressed an interest in being reappointed on the Human Relations Council; and

WHEREAS, it is recommended that Jyotima Prasad be reappointed as a member of the Human Relations Council for a two (2) year term beginning January 15, 2026 through January 14, 2028; and

WHEREAS, Mayor Hemant Marathe recommends this reappointment and seeks the Council's consent to reappoint Jyotima Prasad 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:

Jyotima Prasad      Member      Term to Expire 01/14/2028

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

## RESOLUTION

WHEREAS, the term of Larry Katz, as a member on the West Windsor Township Parking Authority expired on January 14, 2026; and

WHEREAS, Larry Katz has expressed an interest in continuing to serve on the Parking Authority; and

WHEREAS, it is recommended that Larry Katz be reappointed to serve a five-year term to begin January 15, 2026 and expire on January 14, 2031; and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the following reappointment be made to the West Windsor Township Parking Authority:

Larry Katz

## Member

Term to expire on 1/14/2031

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.

Allison D. Sheehan  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Farryl Lovett Mixson, as a Member on the Shade Tree Commission, expired on January 14, 2026; and

WHEREAS, Farryl Lovett Mixson has expressed an interest in continuing to serve on the Shade Tree Commission; and

WHEREAS, it is recommended that Farryl Lovett Mixson be reappointed to serve a five-year term to begin January 15, 2026 and expire on January 14, 2031; and

WHEREAS, Mayor Hemant Marathe recommends this reappointment and seeks the Council's consent to reappoint Farryl Lovett Mixson to the Shade Tree Commission.

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

Farryl Lovett Mixson	Member	Term to Expire 1/14/2031
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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

RESOLUTION

WHEREAS, Eugene Fridkin was appointed as a Member on the Zoning Board of Adjustment (Resolution 2025-R272); and

WHEREAS, Eugene Fridkin has expressed an interest in continuing to serve as a Member on the Zoning Board of Adjustment; and

WHEREAS, it is recommended that Eugene Fridkin be reappointed to serve a four-year term to begin January 15, 2026 and expire on January 14, 2030.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves the following reappointment to the Zoning Board of Adjustment:

Eugene Fridkin	Member	Term to expire 1/14/2030
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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

2026-R019

## RESOLUTION

WHEREAS, G. Chris Lemmond was appointed as an Alternate I on the Zoning Board of Adjustment (Resolution 2025-R273); and

WHEREAS, G. Chris Lemmond has expressed an interest in continuing to serve as an Alternate I on the Zoning Board of Adjustment; and

WHEREAS, it is recommended that G. Chris Lemmond be reappointed to serve a two-year term to begin January 15, 2026 and expire on January 14, 2028.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves the following reappointment to the Zoning Board of Adjustment:

G. Chris Lemmond

### Alternate I

Term to expire 1/14/2028

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.

Allison D Sheehan  
Township Clerk  
West Windsor Township