

**MEETING TO BE  
LIVE STREAMED AT  
[www.youtube.com/channel/UC8i0yw7Ihozymgo4N68jJdg/live](http://www.youtube.com/channel/UC8i0yw7Ihozymgo4N68jJdg/live)**

**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**

**May 11, 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
  - Proclamation for Jewish American Heritage Month
  - Asian American, Native Hawaiian and Pacific Islander (AANHPI) 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

2026-13 CALENDAR YEAR 2026 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

2025 BUDGET PRESENTATION, HEARING AND ADOPTION
11. Consent Agenda

A. Resolutions

B. Minutes

C. Bills & Claims

12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

- 2026-R100 Authorizing the Business Administrator to Purchase HP Toner from SHI International Corporation under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 24-38 with the County of Bergen - \$20,000.00
- 2026-R101 Authorizing the Business Administrator to Purchase Laptops, Monitors and Miscellaneous items from SHI International Corporation under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 24-38 with the County of Bergen - \$19,452.81
- 2026-R102 Authorizing the Award of Contract for the Sprinkler System Upgrades at Princeton Junction Volunteer Fire Station #44 Project to K& D Contractors, LLC and Authorizing the Mayor and Clerk to Execute Said Contract - \$537,800.00.
- 2026-R103 Authorizing the Business Administrator to Purchase Mobile Data Terminals, Automatic Vehicle Locators and Wireless Communications Equipment and Installation Services for the Township Fire and Emergency Vehicle Fleet from NEWCOM Wireless Services, LLC under Sourcewell Cooperative Purchasing Contract #030425-NEWCM, Quote #00015027-\$74,947.25
- 2026-R104 Granting Reservation of Sewer Capacity to Future Lot 2.01 as Part of the ER/UDC West Windsor LLC Project (PB22-02) Located at Block 47, Lots 2 Through 6
- 2026-R105 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Van Cleef Engineering Associates for Professional Engineering Services for the Traffic Engineering Study and Complete Streets Demonstration for Pedestrian Improvements for the North Post Road-Courtney Drive-Municipal Drive Project - \$27,500.00
- 2026-R106 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Remington & Vernick Engineers for Professional Engineering Services for the Traffic Engineering Study and Complete Streets Demonstration for Pedestrian Improvements for the Canal Pointe Blvd-Emmons Drive-Wheeler Way Intersection Project - \$26,000.00

2026-R107 Authorizing the Award of Contract for Public Lands Maintenance Cul-de-Sac Islands Maintenance to Custom Landscaping and Lawn Care, Inc. and Authorizing the Mayor and Clerk to Execute Said Contract - \$108,000.00

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
19. Adjournment



Ordinance 2026-13

TOWNSHIP OF WEST WINDSOR

COUNTY OF MERCER

CALENDAR YEAR 2026

ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS  
AND TO ESTABLISH A CAP BANK

(N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S.A. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.0 percent unless authorized by ordinance to increase it to 3.5 percent over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5 percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

WHEREAS, the Township Council of the Township of West Windsor in the County of Mercer finds it advisable to increase its CY 2026 budget by up to 3.5 percent over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the Township Council hereby determines that a 1.5 percent increase in the budget for said year, amounting to \$602,699.34 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

WHEREAS the Township Council hereby determines that any amount authorized herein above that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Township Council of the Township of West Windsor, in the County of Mercer, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2026 budget year, the final appropriations of the Township of West Windsor shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.50 percent, amounting to \$1,406,298.46 and that the CY 2026 municipal budget for the Township of West Windsor be approved and adopted in accordance with this ordinance.

BE IT FURTHER ORDAINED, that any amount authorized herein above that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction.

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, is filed with said Director within 5 days after such adoption.

This Ordinance shall be in force after action or inaction by the Mayor as provided by law or an override of mayoral veto by the Council, whichever is applicable. Publication will be according to law.

Introduction:           April 13, 2026  
Public Hearing:         May 11, 2026  
Adoption:  
Mayor's Approval:  
Effective Date:

**TOWNSHIP OF WEST WINDSOR**  
*Finance Division*

**MEMORANDUM**

**TO:** Marlena A. Schmid, Business Administrator

**FROM:** John V. Mauder, Chief Financial Officer

**SUBJECT:** COLA Ordinance 2026

**DATE:** March 30, 2026

---

COLA Ordinance 2026- pertains to the Budget Appropriations CAP and serves as a financial planning tool for subsequent years' operating budgets. The Ordinance must be adopted prior to the adoption of the 2026 Municipal Budget.

The Director of the Division of Local Government Services has established that the 2026 budget shall be limited to a 2.0% CAP increase on the amount of the budget subject to CAP. Local Government Cap Law provides an increase to 1.5 percent by ordinance.

Adoption of this ordinance permits a \$1,406,298.46 increase in final appropriations and \$593,886.83 as a CAP Bank for the 2027 and/or 2028 budgets.

The proposed budget includes \$40,179,956.00 subject to CAP.

See budget sheet 3b for the cap calculation.

The "1977" budget cap law (which caps APPROPRIATION increases and is separate from the tax levy cap), requires the DLGS Director to establish the Cost of Living Adjustment (COLA). The COLA established for Calendar Year 2026 municipal budgets is 2.0%; therefore, municipalities can only increase their previous year's

final appropriations by 2.0%, subject to certain exceptions, without utilizing the provisions in the COLA ordinance and prior year cap banking.

The COLA ordinance is a financial planning tool for subsequent years operating budgets that allows the Administration and Council to deal with budgetary pressures in accordance with statute.

Adoption of a COLA ordinance permits necessary increases to appropriations up to the statutorily permitted 3.5% and bank (for up to two years) any unused appropriation authority.

The vote to approve the COLA ordinance requires a separate action from the introduction and adoption of the annual budget. The vote on the municipal budget determines the amount of appropriations authorized to be spent in the fiscal calendar year.

**If the Ordinance is not passed, Council cannot introduce the 2026 Budget.**

CAP and Banking Ordinance Calculations Comparison										
	2016	2018	2019	2020	2021	2022	2023	2024	2025	2026
Amount on Which "CAP is Applied	26,820,406.75	28,313,232.00	29,124,862.75	29,763,927.81	30,473,807.00	31,953,546.00	32,896,831.00	36,310,391.23	38,264,761.00	39,888,006.00
CAP BASE ADJ:				263,000.00						291,950.00
Amount on Which "CAP is Applied				30,026,927.81	30,473,807.00	31,953,546.00	32,896,831.00	36,310,391.23	38,264,761.00	40,179,956.00
Add:										
2011 "CAP" Bank										
2012 "CAP" Bank										
2013 "CAP" Bank										
2014 "CAP" Bank	0.00									
2015 "CAP" Bank	0.00	0.00								
2016 "CAP" Bank		511,671.49								
2017 "CAP" Bank		822,207.45	822,207.45							
2018 "CAP" Bank			283,132.32	283,132.32						
2019 "CAP" Bank				449,480.80	449,480.80					
2020 "CAP" Bank					516,306.76					
2021 "CAP" Bank						493,582.16	493,582.16			
2022 "CAP" Bank							319,535.46			
2023 "CAP" Bank								9,240.35		
2024 "CAP" Bank									98,427.06	98,427.06
2025 "CAP" Bank										755,655.61
2013 "CAP" - 2.0%										
2014 "CAP" - 0.5%										
2015 "CAP" - 1.5%										
2016 "CAP" - 0.0%	0.00									
2017 "CAP" - 0.5%										
2018 "CAP" - 2.5%		707,830.80								
2019 "CAP" - 2.5%			728,121.57							
2020 "CAP" - 2.5%				750,673.20						
2021 "CAP" - 1.0%					304,738.07					
2022 "CAP" - 2.5%						798,838.65				
2023 "CAP" - 2.5%							822,420.78			
2024 "CAP" - 2.5%								907,759.78		
2025 "CAP" - 2.5%									956,619.03	
2026 "CAP" - 2.0%										803,599.12
COLA RATE ORDINANCE (up to 3.5%)	938,714.24	283,132.32	291,248.63	300,269.28	761,845.18	319,535.46	328,968.31	363,103.91	382,647.61	602,699.34
Assessor's Certified Additions for New Construction	79,169.87	14,136.40	69,175.66	184,448.48	36,931.02	48,465.68	252,611.87	649,645.79	1,039,633.98	552,988.49
Allowable Operating Appropriations within "CAP"	27,838,290.86	30,652,210.46	31,318,748.38	31,994,931.89	32,543,108.83	33,613,967.95	35,113,949.58	38,240,141.06	40,742,088.68	42,993,325.62
Total Operating Appropriations within "CAP"	27,406,914.75	29,124,862.75	29,763,927.81	30,742,512.00	31,953,545.92	32,896,831.00	35,104,709.23	38,100,495.00	39,888,006.00	42,399,438.79
Annual Increase in Appropriations within "CAP"	586,508.00	811,631.00	639,065.06	978,584.19	1,211,033.92	943,285.08	2,207,878.23	2,995,785.77	1,787,511.00	2,511,432.79
<b>Total Operating Appropriations within "CAP" Less Total Allowable Operating Appropriations within "CAP" - Over or (Under) Appropriations Cap</b>									<b>-854,082.68</b>	<b>-593,886.83</b>

EXPLANATORY STATEMENT - (Continued)

**BUDGET MESSAGE**

<u>CAP CALCULATION</u>		<u>CAP CALCULATION</u>	
Total General Appropriations for 2025	53,465,918.92	Allowable Operating Appropriations before	
Cap Base Adjustment:	<u>291,950.00</u>	Additional Exceptions per (N.J.S.A. 40A:4-45.3)	40,983,555.12
Subtotal	53,757,868.92		
Exceptions Less:		Additions:	
Total Other Operations	4,043,450.00	New Construction (Assessor Certification)	552,988.49
Total Uniform Construction Code		2024 Cap Bank Available	98,427.06
Total Interlocal Service Agreement	1,584,822.00	2025 Cap Bank Available	755,655.61
Total Additional Appropriations			
Total Capital Improvements	550,000.00		
Total Debt Service	5,243,125.00		
Transferred to Board of Education		Total Additions	<u>1,407,071.16</u>
Type I School Debt			
Total Public & Private Programs	7,356.09	Maximum Appropriations within "CAPS" Sheet 19 @ 2.0%	<u>42,390,626.28</u>
Judgements			
Total Deferred Charges		Additional Increase to COLA rate. 3.5%	
Cash Deficit		Amount of Increase allowable. 1.5%	<u>602,699.34</u>
Reserve for Uncollected Taxes	<u>2,149,159.83</u>		
Total Exceptions	13,577,912.92		
Amount on Which CAP is Applied	40,179,956.00	Maximum Appropriations within "CAPS" Sheet 19 @ 3.5%	<u>42,993,325.62</u>
2.0% CAP	<u>803,599.12</u>		
Allowable Operating Appropriations before		Total General Appropriations for Municipal Purposes	<u>42,399,438.79</u>
Additional Exceptions per (N.J.S.A. 40A:4-45.3)	40,983,555.12	(Sheet 19, H-1)	
		Over or (Under) Appropriations Cap	<u>(593,886.83)</u>

Sheet 3b

NOTE:

**MANDATORY MINIMUM BUDGET MESSAGE MUST INCLUDE A SUMMARY OF:**

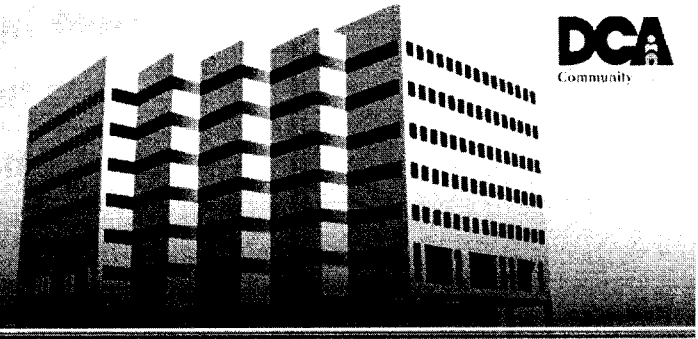
1. HOW THE "CAP" WAS CALCULATED. (Explain in words what the "CAPS" mean and show the figures.)
2. A SUMMARY BY FUNCTION OF THE APPROPRIATIONS THAT ARE SPREAD AMONG MORE THAN ONE OFFICIAL LINE ITEM (e.g. if Police S & W appears in the regular section and also under "Operation Excluded from "CAPS" section, combine the figures for purposes of citizen understanding.)

**CURRENT FUND - APPROPRIATIONS**

8. GENERAL APPROPRIATIONS	FCOA	Appropriated				Expended 2025	
		for 2026	for 2025	for 2025 By Emergency Appropriation	Total for 2025 As Modified By All Transfers	Paid or Charged	Reserved
(E) Deferred Charges and Statutory Expenditures - Municipal within "CAPS" - (continued)	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
<b>(2) STATUTORY EXPENDITURES:</b>	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Contribution to:							
Public Employees' Retirement System	36-471	1,236,890.90	1,148,690.00		1,148,690.00	1,148,690.00	-
Social Security System (O.A.S.I.)	36-472	1,550,000.00	1,466,558.00		1,466,558.00	1,452,773.34	13,784.66
Consolidated Police & Fireman's Pension Fund	36-474				-		-
Police and Firemen's Retirement System of NJ	36-475	2,739,124.89	2,665,222.00		2,665,222.00	2,665,222.00	-
Unemployment Compensation Insurance (N.J.S.A. 43:21-3 et seq.)	23-225	1,000.00	1,000.00		1,000.00		1,000.00
					-		-
					-		-
					-		-
Defined Contribution Retirement Program (DCRP)	36-477	10,000.00	10,000.00		10,000.00	5,538.48	4,461.52
					-		-
<b>Total Deferred Charges and Statutory Expenditures - Municipal within "CAPS"</b>	<b>34-209</b>	<b>5,537,015.79</b>	<b>5,291,470.00</b>	<b>-</b>	<b>5,291,470.00</b>	<b>5,272,223.82</b>	<b>19,246.18</b>
<b>(F) Judgments</b>	37-480				-		XXXXXXXXXX
<b>(G) Cash Deficit of Preceding Year</b>	46-855				-		-
<b>(H-1) Total General Appropriations for Municipal Purposes within "CAPS"</b>	<b>34-299</b>	<b>42,399,438.79</b>	<b>39,888,006.00</b>	<b>-</b>	<b>39,888,006.00</b>	<b>37,796,160.25</b>	<b>2,091,845.75</b>

**DIVISION OF  
LOCAL GOVERNMENT  
SERVICES**

**Local Finance Notice**



**LFN 2025-14**

**October 07, 2025**

Philip D. Murphy  
*Governor*

Tahesha L. Way  
*Lt. Governor*

Jacquelyn A. Suárez  
*Commissioner*

Michael F. Rogers  
*Director*

**Contact**

**Website**

[www.nj.gov/dca/dlgs](http://www.nj.gov/dca/dlgs)

**E-mail**

[dlgs@dca.nj.gov](mailto:dlgs@dca.nj.gov)

**Phone**

609.292.6613

**Mail and Delivery**

101 South Broad St.

PO Box 803

Trenton, New Jersey

08625-0803

**Distribution**

Administrators/Managers

Municipal & County CFOs

Municipal Clerks

Clerks – Boards of County  
Commissioners

**Calendar Year 2026  
Municipal & County Budget Cap Information**

This Local Finance Notice addresses issues related to CY 2026 Municipal and County Budgets and the 1977 and 2010 cap laws. It includes information on the 1977 cap law Cost of Living Adjustment (COLA, formerly called Index Rate) and the use of the COLA ordinance (resolution) and Group Health Insurance increase thresholds.

**Cost of Living Cap Adjustment**

An annual COLA is authorized under the original 1977 budget cap law, currently reflected as N.J.S.A. 40A:4-45.1a. Current law affecting municipal and county budgets requires compliance with both the 1977 cap law and the 2010 levy cap law.

Under the 1977 cap law, the Director of the Division of Local Government Services must promulgate the COLA, which is based on the Implicit Price Deflator for State and Local Governments calculated by the U.S. Department of Commerce, Bureau of Economic Analysis.

The COLA for CY 2026 budgets is **two percent (2%)**. Pursuant to N.J.S.A. 40A:4-45.2, "municipalities and counties shall be prohibited from increasing their final appropriations by more than 2.5%..." unless action is taken by the governing body to increase their final appropriations, subject to the cap to the statutorily permitted three and a half percent (3.5%). In the case of counties, the increase applies to the property tax levy, not final appropriations.

The automatic increase to the 1977 cap law base is 2%, which is the statutory maximum, except that the governing body may pass a COLA ordinance increasing the cap base by 3.5%.

A municipality may, by ordinance, or a county, by resolution, increase the COLA percentage up to 3.5% [N.J.S.A. 40A:4-45.14(b)] or bank (for up to two years) the difference between its final appropriation, subject to the cap, and 3.5%. Cap banking is not automatic. A single ordinance or resolution can be used to accomplish both activities: increasing appropriations and banking any unappropriated balance. Cap bank balances from 2024 and 2025 are available for use in 2026. Once complete, the cap calculations for 2026 will be posted in FAST under the 2026 Introduced Budget in your portal, as well as the 2025 levy cap master file.

### **Using the Allowable Percentage Increase**

If a governing body wants to increase its allowable percentage increase in its budget, up to 3.5%, the following steps must be taken:

1. After January 1st, and prior to the introduction and approval of the budget, an ordinance (resolution for counties) must be introduced that details the following:
  - a. The new rate (increased percentage) to be adopted; and,
  - b. The additional amount of appropriations to be added by the increase.
2. The ordinance (resolution) must be approved by a majority of the full membership of the governing body, published, and a public hearing held at least 10 days after the publication date. A certified copy of the introduced action must be filed with the Director of the Division of Local Government Services within five (5) days of its introduction.
3. The governing body may take a final vote on the action any time after the public hearing and prior to adoption of the budget. Depending on the form of government, the chief executive may veto the action in accordance with local procedures.
4. The ordinance (resolution) takes effect immediately upon passage, and a certified copy of the adopted action must be filed with the Director within five (5) days.
5. Cap increase referendums are not permitted if this option is chosen.

### **Group Health Insurance Exclusion**

The 1977 cap law includes a cap exception for Group Health Insurance (N.J.S.A. 40A:4-45.3e). This exception is limited to the amount appropriated that is over 4% of the previous year's expenditures, but that does not exceed the State Health Benefits percentage increase. The State Health Benefits percentage increase for CY 2026 calculations is 36.2%, so the 1977 cap exception for Group Health Insurance for CY 2026 is 32.2%. The amount that is excluded from the 1977 cap will be appropriated on sheet 20.

The 2010 levy cap Group Health Insurance exclusion is for increases over 2%. Thus, for the 2010 levy cap calculation, the Group Health Insurance exclusion is based on the same 36.2% increase; therefore, the increase will be 34.2% for the CY 2026 levy cap calculation.

Both amounts are calculated in the levy cap workbook. Please use the amount from the correct workbook line for the **appropriation** cap exclusion - featured on the Health Care tab. The amount

is listed on line 34, Item 5, under Section C. The levy cap exclusion is automatically added to the workbook summary page.

**One year appropriation cap exclusions approved by the Local Finance Board in 2025:** The one-year cap exclusions for the following appropriations: Garbage and Trash Removal and Disposal, Liability Insurance, and Worker’s Compensation Insurance will be added to the appropriation cap base for 2026. Municipalities that appropriated correct amounts outside the cap for the aforementioned purposes on sheet 20 of the budget will be allowed to add the 2025 appropriation to the 2026 cap base.

If you have any questions regarding this information, please [e-mail](#) or call the Bureau of Financial Regulation and Assistance at (609) 930-1994.

---

Approved: Michael F. Rogers, Director

Document	Internet Address
Municipal Budget COLA Increase Ordinance	<a href="https://www.nj.gov/dca/dlgs/resources/fiscal_docs/2026/CY_2026_COLA_Ordinance.docx">https://www.nj.gov/dca/dlgs/resources/fiscal_docs/2026/CY_2026_COLA_Ordinance.docx</a>



RESOLUTION

WHEREAS, the Township of West Windsor, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Township of West Windsor has the need on a timely basis to purchase technological goods or services utilizing State contracts; and

WHEREAS, the Township needs to purchase HP Toner throughout the year from SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2024-2026) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 24-38 with the County of Bergen in the amount of \$20,000.00; and

WHEREAS, as of May 11, 2026 the Township's total aggregate spending with SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2024-2026) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 24-38 with the County of Bergen was as follows:

Purchase Order No.	65146	\$ 9,204.85
Purchase Order No.	65448	\$ 290.09
Resolution No.	2026-R049	\$ 108,018.04
Purchase Order No.	65868	\$ 6,608.52
<u>Resolution No.</u>	<u>2026-R073</u>	<u>\$ 124,121.50</u>
		\$ 248,243.00

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

Administration -Technical/Computer Supplies	105-04-353	\$20,000.00
---	------------	-------------

NOW, THEREFORE, BE IT RESOLVED, the Township Council of the Township of West Windsor authorizes Marlena A. Schmid, Business Administrator is hereby authorized to purchase the above from SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2024-2026) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 24-38 with the County of Bergen for a total not to exceed of \$268,243.00.

Adopted: May 11, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11th day of May, 2026.

---

Allison D. Sheehan  
 Township Clerk  
 West Windsor Township



RESOLUTION

WHEREAS, the Township of West Windsor, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Township of West Windsor has the need on a timely basis to purchase technological goods or services utilizing State contracts; and

WHEREAS, the Township needs to purchase laptops, monitors and miscellaneous items from SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2024-2026) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 24-38 with the County of Bergen in the amount of \$19,452.81; and

WHEREAS, as of May 11, 2026 the Township's total aggregate spending with SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2024-2026) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 24-38 with the County of Bergen was as follows:

Purchase Order No.	65146	\$ 9,204.85
Purchase Order No.	65448	\$ 290.09
Resolution No.	2026-R049	\$ 108,018.04
Purchase Order No.	65868	\$ 6,608.52
Resolution No.	2026-R073	\$ 124,121.50
Resolution No.	2026-R100	\$ 20,000.00
		\$ 268,243.00

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

Network, Computer, Printer & Scanner Replacement/Upgrades	405-2024-18-001	\$19,452.81
--	-----------------	-------------

NOW, THEREFORE, BE IT RESOLVED, the Township Council of the Township of West Windsor authorizes Marlena A. Schmid, Business Administrator to purchase the above from SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2024-2026) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 24-38 with the County of Bergen for a total not to exceed of \$287,695.81.

Adopted: May 11, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11<sup>th</sup> day of May, 2026.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** April 20, 2026

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing the awarding of a Contract for the Fire Protection Upgrades at Princeton Junction Volunteer Fire Station #44 Project to K & D Contractors, LLC, of Kenilworth, New Jersey. One (1) bid was received for this project and the Facilities Maintenance Manager in conjunction with the Architect of Record is recommending that this contract be awarded to the lowest responsible and responsive bidder, K & D Contractors, LLC, of Kenilworth, New Jersey.

**SOURCE OF FUNDING:**

<u>Fire-EMS Services Station 44 Sprinkler System</u>	<u>405-2025-10-003</u>	<u>\$352,500.00</u>
Account Title	Account Number	Amount
<u>PJ Fire Station Infrastructure Improvements</u>	<u>405-2022-08-008</u>	<u>\$50,400.00</u>
Account Title	Account Number	Amount
<u>PJ Fire Station Infrastructure Improvements</u>	<u>405-2023-0-008</u>	<u>\$50,000.00</u>
Account Title	Account Number	Amount
<u>PJ Fire Station Infrastructure Improvements</u>	<u>405-2024-18-009</u>	<u>\$50,400.00</u>
Account Title	Account Number	Amount
<u>PJ Fire Building / General Improvements</u>	<u>405-2024-18-026</u>	<u>\$34,500.00</u>
Account Title	Account Number	Amount

**CONTRACT AMOUNT:** \$ 537,800

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

**OTHER SUPPORTING INFORMATION ATTACHED:**

- |  |  |
|--|--|
| Resolution                               | Public Works Registration                  |
| Facility Maintenance Managers Memorandum | Affirmative Action Contract                |
| Certification of Funds                   | Business Registration Certification        |
| Contract                                 | Certificate of Employee Information Report |
| Affidavit of Compliance                  | Owner Certification on Prevailing Wages    |

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

Brian Aronson 4-20-2026  
 Department/Division Head Date

**APPROVED FOR AGENDA OF:** MAY 11, 2026

By: Marlena Schmid 05/05/2026  
 Marlena Schmid, Business Administrator

**MEETING DATE:** 5/11/26 **Ordinance #** \_\_\_\_\_ **Resolution #** 2026-R102

**Council Action Taken:**

RESOLUTION

WHEREAS, the Township of West Windsor has determined there is a need to make certain repairs to the Fire Protection System at Princeton Junction Volunteer Fire Station # 44 located at 245 Clarksville Road; and

WHEREAS, public bids were opened at 2:00 pm, on Thursday, March 26, 2026; and

WHEREAS, the Township received once (1) bid from the following bidder; and

<u>Company</u>	<u>Base Bid</u>	<u>Alt. Bid A1</u>	<u>Alt. Bid A2</u>	<u>Alt. Bid A3</u>	<u>Alt. Bid 4</u>
K&D Contractors, LLC	\$498,600.00	\$9,800.00	\$22,400.00	\$34,000.00	\$16,800.00

WHEREAS, the Township staff in conjunction with the Architect of Record have reviewed the bids and have determined that the lowest responsible and responsive bid was submitted by K & D Contractors, LLC, 351 Monroe Avenue, Kenilworth, 07033; and

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

<u>Fire-EMS Services Station 44 Sprinkler System</u>	<u>405-2025-10-003</u>	<u>\$352,500.00</u>
Account Title	Account Number	Amount
<u>PJ Fire Station Infrastructure Improvements</u>	<u>405-2022-08-008</u>	<u>\$50,400.00</u>
Account Title	Account Number	Amount
<u>PJ Fire Station Infrastructure Improvements</u>	<u>405-2023-09-008</u>	<u>\$50,000.00</u>
Account Title	Account Number	Amount
<u>PJ Fire Station Infrastructure Improvements</u>	<u>405-2024-18-009</u>	<u>\$50,400.00</u>
Account Title	Account Number	Amount
<u>PJ Fire Building / General Improvements</u>	<u>405-2024-18-026</u>	<u>\$34,500.00</u>
Account Title	Account Number	Amount

NOW, THEREFORE, BE IT RESOLVED, the Township Council of the Township of West Windsor awards the contract for the Fire Protection Upgrades at Princeton Junction Volunteer Fire Station # 44 Project to K & D Contractors, LLC, 351 Monroe Avenue, Kenilworth, NJ 07033 in the total amount of \$537,800.00 which includes the Base Bid, Alternate Bid No. 2 and Alternate Bid No. 4 and authorizes Mayor and Clerk to execute said contract.

Adopted: May 11, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11th day of May, 2026.

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

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** 4/2/2026

**Initiated By:** Timothy M. Lynch

**Division/Department:** Fire & Emergency Services

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Approval of a resolution authorizing the Township to purchase automatic vehicle locators and associated equipment for all emergency response agencies. This is phase 1 of a multi-year project to install vehicle locators in the entire fleet. These locators will allow the dispatch centers to track vehicle locations and dispatch the appropriate apparatus to emergencies based on vehicle location.

**SOURCE OF FUNDING:**

405-2025-10-023

**CONTRACT AMOUNT:**

\$74,947.25

**CONTRACT LENGTH:**

N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

- Resolution
- Certification of Funds
- Memo
- Cost Savings Analysis
- Legal Advertisement
- Quote

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

Tim Lynch  
Department/Division Head

4/2/2026  
Date

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

By: Marlena Schmid 05/05/2026  
Marlena Schmid, Business Administrator

**MEETING DATE:** 5/11/26 **Ordinance #** \_\_\_\_\_ **Resolution #** 2026-R103

**Council Action Taken:**

RESOLUTION

WHEREAS, the Township of West Windsor Division of Fire and Emergency Services needs to purchase Mobile Data Terminals (MDTs), Automatic Vehicle Locators (AVLs), associated wireless communications equipment and installation services for the Township’s fire and emergency services vehicle fleet as part of the Mercer County Computer-Aided Dispatch (CAD) connectivity project; and

WHEREAS, this equipment will allow more comprehensive communications between the West Windsor Township’s fire and emergency services vehicle fleet and the Mercer County Emergency Services Communications Center by directly interfacing with the County’s CAD system; and

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

WHEREAS, NEWCOM Wireless Services, LLC, 575 Washington Street, Pembroke, MA 02359 is an Authorized Vendor under Sourcewell Cooperative Purchasing Contract #030425-NEWCM and provided a Quote #00015027 dated April 14, 2026 in the amount of \$74,947.25 for the items noted above; and

WHEREAS, the Township posted a notice of its “Intent to Purchase Under a National Cooperative Purchasing Agreement” on the Township web-site for a ten (10) day comment period and no comments were received; and

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

Fire & Emergency Services, Acquisition of Equipment – Non -Vehicular	405-2025-10-023	\$74,947.25
---	-----------------	-------------

NOW, THEREFORE, BE IT RESOLVED the Township Council of the Township of West Windsor authorizes Marlana A. Schmid, Business Administrator to purchase Mobile Data Terminals (MDTs), Automatic Vehicle Locators (AVLs), associated wireless communications equipment and installation services from NEWCOM Wireless Services, LLC. 575 Washington Street, Pembroke, MA 02359 under Sourcewell Cooperative Purchasing Contract #030425-NEWCM for a total price not to exceed \$74,947.25.

Adopted: May 11, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11th day of May, 2026.

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

REQUEST FOR COUNCIL ACTION

Date of Request: April 22, 2026

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a Resolution granting reservation of sewer capacity for the proposed gas station with convenience store to be constructed on future Lot 2.01 as part of the ER/UDC West Windsor, LLC project (PB22-02) located at Block 47, Lots 2 through 6. The improvements are estimated to generate an increase of 3,886 gallons per day (gpd) of wastewater flow from the site upon construction and occupation of the project.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

- Resolution
- Engineer's Memorandum
- Request Letter
- Map

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Francis Guzik 4/23/26  
Department/Division Head Date

APPROVED FOR AGENDA OF: May 11, 2026

By: Marlena Schmid 05/05/2026  
Marlena Schmid, Business Administrator

MEETING DATE: 5/11/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R104

Council Action Taken:

RESOLUTION

WHEREAS, Bohler Engineering has submitted a request for a reservation of sewer capacity in the public sewer system for proposed gas station with convenience store to be constructed on future Lot 2.01 as part of the ER/UDC West Windsor, LLC project (PB22-02) located at Block 47, Lots 2 through 6; and

WHEREAS, the request for reservation is for the proposed gas station with convenience store, which is estimated to generate 3,886 gallons per day (gpd) of wastewater flow upon construction and occupation of the project on future Lot 2.01; and

WHEREAS, the proposed flow requires reservation of capacity from Township Council and approval from Stony Brook Regional Sewerage Authority (SBRSA); and

WHEREAS, the Township Engineer has certified that there is sufficient capacity being provided in the existing downstream sanitary sewer system to accommodate the proposed increase in average daily flow of 3,886 gpd of wastewater that is estimated to be generated by the proposed improvements, upon their completion.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that a reservation of sewer capacity in the amount of 3,886 gallons per day, is hereby granted for the gas station with convenience store to be constructed on future Lot 2.01 as part of the ER/UDC West Windsor, LLC project; and

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

BE IT FURTHER RESOLVED that the Township Engineer be and hereby is authorized to execute the endorsement of the application to SBRSA, as may be required to implement this Resolution, upon submission of final design/construction plans and specifications acceptable to the Township Engineer.

Adopted: May 11, 2026

I hereby certify this is a true copy of a Resolution adopted by the West Windsor Township Council at their meeting held on the 11th day of May 2026.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: April 22, 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 with Van Cleef Engineering Associates to provide professional engineering services for the traffic engineering study and Complete Streets Demonstration for pedestrian improvements for the *North Post Road-Courtney Drive-Municipal Drive* project. West Windsor Township solicited and received two (2) proposals from engineering firms for this work. Van Cleef Engineering Associates provided the most responsible and qualified fee proposal. The Township Engineer is recommending a contract be awarded to Van Cleef Engineering Associates.

**SOURCE OF FUNDING:**

<u>Roadway Improvements</u>	<u>405-2022-08 014</u>	<u>\$27,500.00</u>
Account Title	Account Number	Amount

**CONTRACT AMOUNT:** \$27,500.00

**CONTRACT LENGTH:** 120 days from initiation of work

**OTHER SUPPORTING INFORMATION ATTACHED:**

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

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

Francis Guzik      4/27/26  
 Department/Division Head      Date

APPROVED FOR AGENDA OF: May 11, 2026

By: Marlena A. Schmid      05/05/2026  
 Marlena Schmid, Business Administrator

MEETING DATE: 5/11/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R105

Council Action Taken:

## RESOLUTION

WHEREAS, the Township of West Windsor has a need to acquire professional engineering services; and

WHEREAS, Van Cleef Engineering Associates has submitted a proposal dated April 8, 2026 indicating they will provide professional engineering services for the traffic engineering study and Complete Streets Demonstration for pedestrian improvements for the North Post Road-Courtney Drive-Municipal Drive project for \$27,500.00; and

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

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

Roadway Improvements	405-2022-08 014	\$27,500.00
----------------------	-----------------	-------------

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

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township, a Professional Services Agreement with Van Cleef Engineering Associates, with a 120-day performance period from the date of work initiation for an amount not to exceed \$27,500.00.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering services pursuant to its proposal dated April 8, 2026. The contract may be awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published on the official Township website within ten (10) days of its passage in compliance with P.L. 2025, c. 72.
- (4) An executed copy of the Agreement 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: May 11, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11th day of May 2026.

---

Allison D. Sheehan,  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: April 22, 2026

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing a professional services agreement with Remington & Vernick Engineers to provide professional engineering services for the traffic engineering study and Complete Streets Demonstration for pedestrian improvements for the *Canal Pointe Blvd-Emmons Drive-Wheeler Way Intersection* project. West Windsor Township solicited and received two (2) proposals from engineering firms for this work. Remington & Vernick Engineers provided the most responsible and qualified fee proposal. The Township Engineer is recommending a contract be awarded to Remington & Vernick Engineers.

**SOURCE OF FUNDING:**

<u>Roadway Improvements</u>	<u>405-2022-08 014</u>	<u>\$26,000.00</u>
Account Title	Account Number	Amount

**CONTRACT AMOUNT:** \$26,000.00

**CONTRACT LENGTH:** Duration of construction project

**OTHER SUPPORTING INFORMATION ATTACHED:**

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

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

Francis Guzik 4/27/26  
Department/Division Head \_\_\_\_\_ Date \_\_\_\_\_

APPROVED FOR AGENDA OF: May 11, 2026

By: Marlena Q. Schmid 05/05/2026  
Marlena Schmid, Business Administrator

MEETING DATE: 5/11/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R106

Council Action Taken:

## RESOLUTION

WHEREAS, the Township of West Windsor has a need to acquire professional engineering services; and

WHEREAS, Remington & Vernick Engineers submitted a proposal dated April 8, 2026 indicating they will provide professional engineering services for the traffic engineering study and Complete Streets Demonstration for pedestrian improvements for the Canal Pointe Blvd-Emmons Drive-Wheeler Way Intersection project for \$26,000.00; and

WHEREAS, the Township wishes to enter into a Professional Services Agreement with Remington & Vernick Engineers for the aforesaid services; and

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

Roadway Improvements	405-2022-08 014	\$26,000.00
----------------------	-----------------	-------------

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

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township, a Professional Services Agreement with Remington & Vernick Engineers, with performance period concurrent with the date of work initiation for an amount not to exceed \$26,000.00.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering services pursuant to its proposal dated April 8, 2026. The Agreement may be awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published on the official Township website within ten (10) days of its passage in compliance with P.L. 2025, c. 72.
- (4) An executed copy of the Agreement between the Township and Remington & Vernick Engineers and a copy of this Resolution shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: May 11, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11th day of May, 2026.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: April 29, 2026

Initiated By: Alisa Stanislaw Division/Department: Comm. Dev./Engineering

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing a contract for Public Lands Maintenance Cul-de-Sac Islands Maintenance with Custom Landscaping and Lawn Care, Inc. for 2026. Work under this contract includes the furnishing of all labor, material, and equipment for specified maintenance of public street Cul de Sac / median islands in West Windsor Township. It is recommended that this contract be awarded to Custom Landscaping and Lawn Care, Inc.

**SOURCE OF FUNDING:**

Facilities & Open Space Contracts      105 44 251      \$108,000.00

**CONTRACT AMOUNT:** \$108,000.00

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

**OTHER SUPPORTING INFORMATION ATTACHED:**

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| Resolution                          | Affidavit of Compliance           |
| Certificate of Funds                | Affirmative Action Contract       |
| Agreement                           | Business Registration Certificate |
| New Jersey Public Works Certificate | Certificate of Information Report |

---

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

*Franz Hill*      5/1/2026  
Department/Division Head      Date

APPROVED FOR AGENDA OF: May 11, 2026

By: *Marlena Schmid* 05/05/2026  
Marlena Schmid, Business Administrator

MEETING DATE: 5/11/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R 107

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor has determined the need for landscape maintenance for public cul-de-sac islands; and

WHEREAS, said contracts were put out to public bid seeking bids for this annual project, including bids for two additional one-year renewal options, and said bids were opened on April 17, 2026; and

WHEREAS, the Township received bids from the following bidders:

<u>Contractor</u>	<u>Base Bid-2026</u>
Riverview Landscapes	\$87,240.00 (bid non-responsive)
Custom Landscaping and Lawn Care	\$108,000.00
Sunset Creations	\$269,200.00

WHEREAS, the lowest price bid must be rejected due to the submitted documents being non-responsive, as determined by Township Attorney review; and

WHEREAS, the Township staff has reviewed all bids and determined that the lowest responsible bid for 2026, was submitted by Custom Landscaping and Lawn Care; and

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

Facilities & Open Space Contracts	105 44 251	\$108,000.00
-----------------------------------	------------	--------------

NOW, THEREFORE, BE IT RESOLVED, the Township Council of the Township of West Windsor the contract for the Public Lands Maintenance Cul-de-Sac Islands Maintenance awards to Custom Landscaping and Lawn Care, 1900 Englishtown Road, Monroe, New Jersey 08831, in the total amount of \$108,000.00 and authorizes the Mayor and Clerk are authorized to execute said contract.

Adopted: May 11, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11<sup>th</sup> day of May 2026.

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