

**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**

**April 13, 2026**

7:00 P.M.

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice – January 23, 2026 to The Times and the Princeton Packet, filed with the Municipal Clerk and posted at the Municipal Building and on the Township web-site.
4. Salute to the Flag
5. Ceremonial Matters and/or Topics for Priority Consideration
6. Public Comment: (30 minutes comment period; 3-minute limit per person)
7. Administration Comments
8. Council Member Comments
9. Chair/Clerk Comments
10. Public Hearings
11. Consent Agenda
  - A. Resolutions
  - B. Minutes  
  
February 24, 2026 - Business Session  
March 9, 2026 - Business Session
  - C. Bills & Claims
12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

- 2026-R081 Approving the Refund of Limousine License Fees to A-1 Limousine Inc. in the Amount of \$100.00
- 2026-R082 Authorizing Reimbursement to the West Windsor Parking Authority for Project Costs Associated with Environmental Investigation and Remediation of a new Parking Lot and Pocket Park (Block 59, Lots 1 and 2) for an Amount Not to Exceed \$100,000.00
- 2026-R083 Authorizing the Business Administrator to Purchase New Automatic External Defibrillators (AEDs) for Public Use at Various Locations in the Township Through Sourcewell Cooperative Purchasing Program, Contract #041824-STY - \$23,216.99
- 2026-R084 Authorizing the Mayor and Clerk to Execute a Tender Agreement with Western Surety Company for Completion of the Dey Forest Park at Carlton Place Project
- 2026-R085 Authorizing the Mayor and Clerk to Execute an Easement Modification Agreement for 10 Wallingford Drive
- 2026-R086 Granting Reservation of Sewer Capacity to VCC Princeton Junction (ZB18-05SP)
- 2026-R087 Authorizing the Mayor and Clerk to Execute Amendment #2 to the Agreement for Professional Services with Roberts Engineering Group, LLC to Provide Supplemental Work for the Project Known as Penn Lyle and New Village Road Pedestrian Safety Improvements in the Amount of \$11,500.00 for a Total Not to Exceed \$34,500.00
- 2026-R088 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Remington & Vernick Engineers for Engineering Construction Administration and Inspection Services for the Woodmere Way Roadway Resurfacing Project - \$29,950.00
- 2026-R089 Authorizing the Local Examination of the 2026 Budget
- 2026-R090 Certifying Compliance with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964" in Accordance with N.J.S.A. 40A:4-5, as Amended by P.L. 2017c.183

14. Introduction of Ordinances

2026-12 AN ORDINANCE AMENDING AND SUPPLEMENTING THE CODE OF THE TOWNSHIP OF WEST WINDSOR, CHAPTER 168 "TRAFFIC AND PARKING," ARTICLE VI, "PARKING AUTHORITY PROPERTY," SECTION 168-39. GENERAL REGULATIONS, SECTION 168- 40. DEFINITIONS, SECTION 168-41. PERMIT PARKING, SECTION 168-43. TIME LIMIT PARKING, SECTION 168-44. HANDICAPPED PARKING, SECTION 168-51. ENFORCEMENT, AND SECTION 168-55 PERMIT PARKING

Public Hearing: April 27, 2026

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)

Public Hearing: May 11, 2026

2026 BUDGET INTRODUCTION

Public Hearing: May 11, 2026

15. Additional Public Comment (15 minutes comment period; three-minute limit per person)
16. Council Reports/Discussion/New Business
17. Administration Updates
18. Closed Session
19. Adjournment

RESOLUTION

WHEREAS, Allison D Sheehan, Township Clerk, has certified that A-1 Limousine Inc. has paid \$100.00 for application fees for 10 limousine licenses; and

WHEREAS, said applicant has requested a refund on the basis that the vehicles are no longer in active status; and

WHEREAS, said applicant is entitled to a refund of \$100.00.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the following refund be made:

<u>Applicant</u>	<u>Refund</u>
A-1 Limousine Inc. 2 Emmons Dr. Princeton, NJ 08540	\$100.00

BE IT FURTHER RESOLVED, the Township Treasurer, John V. Mauder is hereby authorized to release a refund of \$100.00 to A-1 Limousine.

Adopted: April 13, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 13<sup>th</sup> day of April, 2026.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: March 26, 2026

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing the Chief Financial Officer to issue payment to West Windsor Parking Authority (WWPA) for the reimbursement of fees associated with the remediation of the former Wallace Road Garage property. The Cost Sharing Agreement entered into by Resolution 2025-R221 requires the Township to reimburse the WWPA for costs associated with environmental investigation and remediation. The use of the capital account for reimbursement payments requires authorization by resolution of Township Council.

**SOURCE OF FUNDING:**

Traffic Safety Improv. Hazard Mitigation	405 2023 09 019	\$60,000.00
<u>Traffic Safety Improv. Hazard Mitigation</u>	<u>405 2024 18 016</u>	<u>\$40,000.00</u>
Account Title	Account Number	Amount

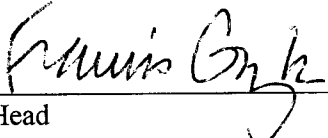
**CONTRACT AMOUNT:** \$100,000.00

**CONTRACT LENGTH:** Until project completion

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution	Engineers Memorandum
Map	Certification of Funds


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


3/26/26

---

Department/Division Head Date

APPROVED FOR AGENDA OF: April 13, 2026

By:  04/10 7/2026

Marlena Schmid, Business Administrator

MEETING DATE: 4/13/26 Ordinance # \_\_\_\_\_ Resolution # 2026-2052

Council Action Taken:

RESOLUTION

WHEREAS, the Township has entered into an Agreement (Resolution 2024-R22) and a Cost Sharing Agreement (Resolution 2025-R221) with the West Windsor Parking Authority for the Parking Authority’s use of real property, Block 59, Lots 1 and 2 on the Township' s Official Tax Map (the “Project Area”) for a new Parking Lot and a Pocket Park; and

WHEREAS, the Cost Sharing Agreement with the Parking Authority requires the Township to reimburse the Parking Authority for all Project Costs associated with environmental investigation and remediation of the Project Area; and

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

Traffic Safety Improv. Hazard Mitigation	405 2023 09 019	\$60,000.00
<u>Traffic Safety Improv. Hazard Mitigation</u>	<u>405 2024 18 016</u>	<u>\$40,000.00</u>
Account Title	Account Number	Amount

NOW, THEREFORE, BE IT RESOLVED, the Township Council of the Township of West Windsor authorizes John J. Mauder, Chief Financial Officer to reimburse the West Windsor Parking Authority for costs incurred for environmental investigation and remediation of the Project Area in accordance with the terms of the Cost Sharing Agreement.

Adopted: April 13, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at its meeting held on the 13th day of April 2026.

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

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** 03/31/2026

**Initiated By:** Tim Lynch

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

A resolution authorizing West Windsor Township to purchase new Automatic External Defibrillators (AED's) from Stryker Sales Corp. through the County of Bergen Purchasing Cooperative.

**SOURCE OF FUNDING**

Fire & Emergency Services – Acq. Of Equipment 405-2025-10-022 - \$23,216.99

**CONTRACT AMOUNT:** n/a

**CONTRACT LENGTH:**

**OTHER SUPPORTING INFORMATION ATTACHED:**

- Resolution
- Pricing Information
- Memo
- Certification of Funds
- Legal Advertisement
- Cost Analysis Memo

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


3/31/2026  
 \_\_\_\_\_  
 Department/Division Head Date

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

By:  04/07/2026  
 \_\_\_\_\_  
 Marlena Schmid, Business Administrator

**MEETING DATE:** 4/7/26 **Ordinance #** \_\_\_\_\_ **Resolution #** 2026-R083

**Council Action Taken:**

RESOLUTION

- WHEREAS, the Township of West Windsor needs to purchase new Automatic External Defibrillators for public use at various locations in the Township (AEDs); and
- WHEREAS, the Township of West Windsor 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, Stryker Sales Corp., 21343 Network Place, Chicago, IL 60673-1213, is an authorized vendor through Sourcewell National Cooperative Purchasing Contract #041823-STY for AEDs and has provided Quote #11122955 dated December 4, 2025 in the amount of \$23,216.99; and
- WHEREAS, the Township of West Windsor posted its notice of the “Intent to Purchase Under a National Cooperative Purchasing Agreement” on the Township website in compliance with P.L. 2025, c. 72 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 – Acq. of Equipment 405-2025-10-022 \$23,216.99

NOW, THEREFORE BE IT RESOLVED, the Township Council of the Township of West Windsor authorizes Marlana A. Schmid, Business Administrator to purchase AEDs from Stryker Sales Corp., 21343 Network Place, Chicago, IL 60673-1213 through Sourcewell National Cooperative Purchasing Contract #041823- STY for a total not to exceed \$23,216.99.

Adopted: April 13, 2026

I hereby certify the above Resolution was adopted the West Windsor Township Council at their meeting held on the 13<sup>th</sup> day of April 2026.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: March 30, 2026

Initiated By: Michael W. Herbet, Esq. Division/Department: Legal

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Approval of Tender Agreement between West Windsor Township and Western Surety Company for completion of the Dey Forest Park at Carlton Place Project.

**SOURCE OF FUNDING:** Payment from Western Surety Company (\$8,686.70) and Remaining Contract Balance (\$74, 545.30).

**CONTRACT AMOUNT:** \$82,232.00

**CONTRACT LENGTH:** 90 Days

**OTHER SUPPORTING INFORMATION ATTACHED:** Proposed Tender Agreement is attached.

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

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

4/7/26  
\_\_\_\_\_  
Date

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

By:  04/07/2026  
\_\_\_\_\_  
Marlana Schmid, Business Administrator

MEETING DATE: \_\_\_\_\_ Ordinance # \_\_\_\_\_ Resolution # 2026-2084

Council Action Taken:

4925-4529-4748, v. 1

RESOLUTION APPROVING THE TENDER AGREEMENT BETWEEN WEST WINDSOR  
TOWNSHIP AND WESTERN SURETY COMPANY

- WHEREAS, West Windsor Township (the “Township”) entered into an agreement with MNC Concrete, LLC (“MNC”), to perform the Pedestrian Access in Dey Forest Park at Carlton Place Project (the “Project”); and
- WHEREAS, in connection with the Project, Western Surety Company (“Western”) provided the Township with a performance and payment bond as required by the bid solicitation for the Project; and WHEREAS, MNC abandoned the Project after only completing a portion of the work; and
- WHEREAS, the Township filed a claim with Western under the performance bond, and eventually filing a court action against Western, which is currently pending in the Superior Court of New Jersey, Law Division, Burlington County, Docket No. BUR-L-2248-24; and
- WHEREAS, the remaining funds available for completion of the Project under the original contract balance are \$74,545.30; and
- WHEREAS, Western has proposed a Tender Agreement (the “Agreement”) in order to satisfy its obligations under the performance bond (the Agreement is attached as Exhibit A); and
- WHEREAS, Western has provided the Township with a qualified completion contractor, Louis N. Rothberg & Son, Inc. (“Rothberg”), who can complete the Project work in compliance with the original terms of the contract with MNC for \$83,232.00; and
- WHEREAS, Western will pay the Township \$8,686.70, which represents the difference between the remaining contract balance and Rothberg’s proposal; and
- WHEREAS, Rothberg will provide a performance, payment and two-year maintenance bond naming the Township; and
- WHEREAS, Western has agreed to correct any and all latent defects at no additional cost to the Township; and
- WHEREAS, Western will provide as-built specifications prepared by a licensed land surveyor upon completion of the work.
- NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor, County of Mercer, and the State of New Jersey, the Mayor is authorized to execute any and all documents necessary for the fulfillment of this Resolution.

Adopted: April 13, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 13th day of April, 2026.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: March 27, 2026

Initiated By: Francis Guzik

Department of Comm. Dev./Engineering

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing execution of an Easement Modification Agreement with the owners of Block 6.02, Lot 20 to permit the construction of a fence in the drainage easement, located on the side of their property (10 Wallingford Drive).

Stojanovic Dragoljub and Stojanovich Slavica

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

**OTHER SUPPORTING INFORMATION ATTACHED**

Resolution

Map

Easement Modification Agreement

Letter of Request

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

Francis Guzik 3/30/26  
Department/Division Head Date

APPROVED FOR AGENDA OF: April 13, 2026

By: Marlena Schmid 04/07/2026  
Marlena Schmid, Business Administrator

MEETING DATE: 4/7/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R085

Council Action Taken:

RESOLUTION

WHEREAS, Stojanovic Dragoljub and Stojanovich Slavica, owners of property located at 10 Wallingford Drive, West Windsor Township, New Jersey, also known as Block 6.02 Lot 20, in West Windsor, New Jersey has made a request for a waiver to permit the construction of a fence in the drainage easement located in the side yard of their property; and

WHEREAS, the Township Engineer has reviewed and approved this request subject to compliance with the terms of the Easement Modification Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the waiver requested by Stojanovic Dragoljub and Stojanovich Slavica be hereby granted subject to the acceptance of the recommendations of the Township Engineer and the execution of the annexed Easement Modification Agreement.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to execute said Agreement which shall be filed in the Mercer County Clerk's Office by the Township Attorney.

Adopted: April 13, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 13th day of April 2026.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: March 30, 2026

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a Resolution granting reservation of sewer capacity for the mixed-use project known as VCC Princeton Junction (ZB18-05SP) located at Block 12.04, Lot 18. The project was approved to generate 4,430 gallons per day (gpd) and the applicant's proposed conversion of the office/retail space on the first floor to a proposed restaurant would generate an additional 2,310 gpd total wastewater flow upon construction and occupation for a total site flow of 6,740 gpd. Engineering has reviewed the documentation submitted by the applicant and verified capacity in the downstream system.

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**

Kevin Gyle 3/30/26  
Department/Division Head Date

APPROVED FOR AGENDA OF: April 13, 2026

By: Marlena Schmid 04/07/2026  
Marlena Schmid, Business Administrator

MEETING DATE: 4/7/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R086

Council Action Taken:

RESOLUTION

WHEREAS, Colliers Engineering & Design has submitted a request for an additional reservation of sewer capacity in the public sewer system for the mixed-use project known as VCC Princeton Junction (ZB18-05SP) located at Block 12.04, Lot 18; and

WHEREAS, the development project is estimated to generate an additional 2,310 gallons per day (gpd) over the prior approved use, for a total site wastewater flow of 6,740 gpd; and

WHEREAS, the proposed extension of the collection system on to the property as part of the project does not require a Treatment Works Approval Permit from the New Jersey Department of Environmental Protection; and

WHEREAS, the Township Engineer has certified there is sufficient capacity in the existing downstream sanitary sewer system to accommodate the increase in average daily flow of 2,310 gpd of wastewater that is estimated to be generated by the proposed improvements.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that a reservation of sewer capacity in the total amount of 6,740 gallons per day is hereby granted for the mixed-use project known as VCC Princeton Junction (ZB18-05SP) located at Block 12.04, Lot 18; and

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

Adopted: April 13, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 13<sup>th</sup> day of April, 2026.

---

Allison D. Sheehan  
Township Clerk  
Township of West Windsor

**REQUEST FOR COUNCIL ACTION**

Date of Request: March 24, 2026

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Adoption of a resolution authorizing execution of Contract Amendment No. 2 for supplemental work for the project known as the Penn Lyle & New Village Road Pedestrian Safety Improvements Project to provide for additional survey and design at additional pedestrian crossings of Penn Lyle Road-Trolley Line Trail and Alexander Road at Harris Road. The Township Engineer has reviewed and endorsed the attached contract amendment order for Roberts Engineering Group, LLC. The project will provide additional rectangular rapid flashing beacons and improvements to sidewalk ramps.

**SOURCE OF FUNDING:**

*Original Contract Amount*

<i>Bicycle and Pedestrian Improvements</i>	<i>405-2021-14 010</i>	<i>\$19,500.00</i>
<i>Bicycle and Pedestrian Improvements</i>	<i>405-2021-14 010</i>	<i>\$ 3,500.00</i>

**ADDITIONAL SOURCE OF FUNDING:**

Bicycle and Pedestrian Improvements	405-2022-08 011	\$11,500.00
-------------------------------------	-----------------	-------------

**CONTRACT AMOUNT:**

<i>Original Contract Amount:</i>	<i>\$19,500.00</i>
<i>Contract Amendment #1:</i>	<i>\$ 3,500.00</i>
<i>Contract Amendment #2:</i>	<i>\$11,500.00</i>
Total Contract Amount:	\$34,500.00

**CONTRACT LENGTH:** NA

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution	Engineer Memo	Amendment to Agreement for Professional Services
Certification of Funds		Resolution 2024-R148
Letter of Proposal (Exhibit A)		Resolution 2024-R171
Map		

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

*Francis Guzik 3/24/26*

---

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

APPROVED FOR AGENDA OF: April 13, 2026

By: *Marlena A. Schmid 04/07/2026*

---

Marlena Schmid, Business Administrator

MEETING DATE: 4/7/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R087

Council Action Taken:

## RESOLUTION

- WHEREAS, the Township of West Windsor required professional engineering services on a consultant basis in conjunction with the project known as Penn Lyle & New Village Road Pedestrian Safety Improvements; and
- WHEREAS, Roberts Engineering Group, LLC was awarded a Professional Services Agreement on July 15, 2024 (Resolution 2024-R148) for a total amount of \$19,500.00; and
- WHEREAS, Roberts Engineering Group, LLC was awarded Amendment #1 to the Professional Services Agreement on August 26, 2024 (Resolution 2024-R171) for a revised total amount of \$23,000.00; and
- WHEREAS, there is a need for additional work to provide similar improvements to additional pedestrian crossings at Penn Lyle Road-Trolley Line Trail and Alexander Road at Harris Road; and
- WHEREAS, Roberts Engineering Group, LLC has submitted a proposal dated March 16, 2026 indicating they will provide professional engineering services for the aforesaid pedestrian safety improvement projects for \$11,500.00, for a total revised amount of \$34,500.00; and
- WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds are available in the following account:

Bicycle and Pedestrian Improvements	405-2022-08 011	\$11,500.00
-------------------------------------	-----------------	-------------

- WHEREAS, said Amendment #2 to the Agreement for Professional Services has been reviewed by the Township Engineer and he recommends it be executed; and

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, Amendment #2 to the Agreement for Professional Services with Roberts Engineering Group, LLC for an amount not to exceed \$11,500.00
- 2) The Agreement may be awarded without competitive bidding as authorized pursuant to N.J.S.A. 40A:11-5(1)(a) by the Local Public Contracts Law because the aforesaid services are professional in nature
- 3) All other terms and conditions of the Agreement with Roberts Engineering Group, LLC dated July 15, 2024 remain in full force and effect.
- 4) The Agreement, so authorized, shall require the Provider to provide professional engineering services pursuant to its proposal dated March 16, 2026.

- 5) An executed copy of the revised Agreement between the Township and Roberts Engineering Group, LLC and a copy of this Resolution shall be on file and available for public inspection in the office of the Township Clerk

Adopted: April 13, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 13th day of April, 2026.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: March 19, 2026

Initiated By: John Taylor 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 construction administration and inspection services for the *Woodmere Way Roadway Resurfacing Project*. West Windsor Township has contracted with Earle Asphalt, Inc. of Wall, New Jersey for milling, paving, striping, and removal and replacement of concrete sidewalk for a total project budget of \$764,213.13. West Windsor has received a grant from the New Jersey Department of Transportation for \$526,581.00 for this project. The Township Engineer is recommending a contract be awarded to Remington & Vernick Engineers for construction administration and observation services for the work that will be completed by Earle Asphalt, Inc.

**SOURCE OF FUNDING:**

<u>Roadway Improvements</u>	<u>405-2022-08 014</u>	<u>\$29,950.00</u>
Account Title	Account Number	Amount

**CONTRACT AMOUNT:** \$29,950.00

**CONTRACT LENGTH:** Duration of construction project

**OTHER SUPPORTING INFORMATION ATTACHED:**

Engineer Memo Proposal – Exhibit A  
Project Location Map

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

Frank Cony 3/31/2026  
Department/Division Head Date

APPROVED FOR AGENDA OF: April 13, 2026

By: Marlena Schmid 04/07/2026  
Marlena Schmid, Business Administrator

MEETING DATE: 4/7/26 Ordinance # \_\_\_\_\_ Resolution # 2026-RO88

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor has a need to acquire professional Engineering, construction administration and inspection services; and

WHEREAS, Remington & Vernick Engineers submitted a proposal dated March 12, 2026 indicating they will provide professional Engineering construction administration and inspection services for the Woodmere Way Roadway Resurfacing Project for \$29,950.00; 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	\$29,950.00
----------------------	-----------------	-------------

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 a performance period concurrent with the construction project from the date of project initiation for professional engineering construction administration and inspection services, for an amount not to exceed \$29,950.00.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering construction administration and inspection services pursuant to its proposal dated March 12, 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 posted 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: April 13, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 13th day of April, 2026.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: March 30, 2026

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution authorizing local examination of the 2026 Budget. The Local Finance Board adopted rules that permit Municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division for Local Government Services, of conducting the annual budget examination required by the Local Budget Law. These rules enacted provisions of N.J.S.A. 40A:4-78(b). The Local Examination process grants the Chief Financial Officer and the governing body the responsibility and authority, traditionally held by the Director, to review and approve a municipal budget.

**SOURCE OF FUNDING:**

N/A

**CONTRACT AMOUNT:**

N/A

**CONTRACT LENGTH:**

N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

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

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

John V. Mauder 3/30/26  
Department/Division Head Date

APPROVED FOR AGENDA OF: April 13, 2025

By: Marlena A. Schmid 04/07/2026  
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: 4/7/26 Ordinance # \_\_\_\_\_ Resolution # 2026-R089

Council Action Taken:

## RESOLUTION

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5 the Township of West Windsor has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer and Township Auditor have determined that the Township meets the necessary conditions to participate in the program for the 2026 budget year, so now therefore;

BE IT RESOLVED, by the Township Council of the Township of West Windsor that in accordance with N.J.A.C. 5:30-7.6a & b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
  - a. Payment of interest and debt redemption charges
  - b. Deferred charges and statutory expenditures
  - c. Cash deficit of preceeding year
  - d. Reserve for uncollected taxes
  - e. Other reserves and non-disbursement items
  - f. Any inclusions of amounts required for school purposes
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq. is fully met (Complies with the "CAP" law.)
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
  - a. All estimates of revenue are reasonable, accurate, and correctly stated,
  - b. Items of appropriation are properly set forth

- c. In itemization, form, arrangement, and content the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced, publicly advertised, and in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED, a copy of this resolution is forwarded to the Director of the Division of Local Government Services.

Adopted: April 13, 2026

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 13th day of April 2026.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: March 30, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Resolution certifying compliance with certain Federal civil rights requirements pursuant to P.L. 2017, c. 183.

The governing body must certify that the municipality's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964".

The Municipal Clerk shall maintain and make available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

In order to submit the budget to the Division of Local Government Services, the Chief Financial Officer must certify that the governing body's executed certification is on file and available for inspection.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

LFN 2017-27

S:\AGENDA INBOX: Governing Body Certification Resolution

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

John V. Mauder 3/30/25

Department/Division Head

Date

APPROVED FOR AGENDA OF: April 13, 2026

By: Marlena A. Schmid 04/07/2026

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: 4/7/26 Ordinance # \_\_\_\_\_ Resolution # 2026-2090

Council Action Taken:

GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE  
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S  
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment  
Decisions Under Title VII of the Civil Rights Act of 1964"

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, that the Township Council of the Township of West Windsor hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183 by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

Adopted: April 13, 2026

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 13th day of April 2026.

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

## REQUEST FOR COUNCIL ACTION

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

**Initiated By:** Marlena A. Schmid      **Division/Department:** Administration

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** An Ordinance Amending and Supplementing the Code Of The Township of West Windsor, Chapter 168. "Traffic And Parking," Article VI, "Parking Authority Property," Section 168-39. General Regulations, Section 168- 40. Definitions, Section 168-41. Permit Parking, Section 168-43. Time Limit Parking, Section 168-44. Handicapped Parking, Section 168-51. Enforcement, and Section 168-55. Permit Parking.

The West Windsor Parking Authority ("Parking Authority") is recommending several changes to Chapter 168, including the above referenced sections to update the Code to allow for more efficient and effective parking enforcement in Permit Parking Areas established by the Parking Authority within the Township of West Windsor. They are as follows:

1. The Parking Authority uses License Plate Recognition scanning technology ("LPRST") to ensure commuters' motor vehicles are parked in the parking lot or parking area they have paid parking permits for or paid the fee parking fee designated by parking lot or parking areas. Parking Authority parking enforcement officers LPRST devices require display of a "visible license plate" on the motor vehicle in order for parking enforcement officers to quickly determine whether there are potential parking offenses. The addition of this requirement and a new fine allows for more efficient and effective parking enforcement. A new mechanism to sanction commuters with license plates that are not visible to or obstruct the LPRST is a \$35.00 fine.
2. The Parking Authority finds it necessary to establish a mechanism to collect the correct parking fee in effect at parking lots designated for daily parking from commuters who pay the parking fee but have inadvertently or intentionally parked the vehicle in the incorrect parking lot, otherwise known as zone errors. This is to account for the price between permitted zones is different and administered through different agencies (Parking Authority and NJ Transit). Violators will be fined \$35.00.
3. The Parking Authority finds it necessary to expand the definition of "mobile payment" options to provide flexibility for use of similar payment systems available for parking management operations.

Chapter 168-51. Enforcement. Same is amended to include penalties for parking summons because the \$75.00 fine was inadvertently omitted from a previous amendment to the ordinance. The \$75.00 has been in effect; it is shown in the Township of West Windsor Municipal Court Local Supplemental Violations Bureau Schedule - Part 1 – Traffic Section – Designated Offenses. It is on file with the Municipal Court Administrator.

**SOURCE OF FUNDING:** N/A

**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:**

**OTHER SUPPORTING INFORMATION ATTACHED:**

Ordinance and West Windsor Parking Authority Memorandum date 11/24/2025

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

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

\_\_\_\_\_  
Date

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

By: Marlena A. Schmid 04/07/2026  
Marlena Schmid, Business Administrator

**MEETING DATE:** 4/13/26 **Ordinance #** 2026-12 **Resolution #** \_\_\_\_\_

**Council Action Taken:**



Offices @ 64 Windsor Plaza  
Suite 24

P.O. Box 58  
Princeton Junction, NJ 08550

---

November 24, 2025

The West Windsor Parking Authority is proposing revisions of Parking Ordinances to the town council to allow for more effective parking enforcement at Princeton Junction Train Station. The ordinances will allow the Parking Authority to enforce a violation for failing to ensure a license plate is visible to the enforcement License Plate Recognition (LPR), zone errors (paying for parking in the wrong parking lot), and to expand the mobile payment definitions to allow for an expansion of mobile payment options beyond the current Parkmobile app.

Our enforcement officers are currently facing three challenges daily.

1. In addition to the 'visible license plate' requirement being listed on the front page of our website, we have numerous signs posted in ALL lots that a driver must ensure that their license plate is visible to the drive aisle. Many high end vehicles (such as Tesla's and some sports cars) often only have a rear license plate. Some states, like Pennsylvania, also only have a rear license plate. When these commuters park, to allow themselves a convenient fast exit, they often pull through a double-parking space, which means their vehicle is NOT displaying a license plate to our cameras. As we use LPR technology, our officers must stop for each vehicle not showing a plate. They must exit their patrol vehicle, walk around the car and then manually enter the license plate information into our system to determine if the commuter is parked legally. We are only periodically giving warnings to those who do not show their license plate. Currently, the prosecutor will dismiss any ticket for this infraction as we do not have an ordinance on it.
2. During COVID, many employers allowed some type of remote working. Many commuters gave up their quarterly permits and chose to park daily. We opened all our lots for daily parking. As some lots are owned by WWPA and others by NJT, we need different lot numbers for the various lots. The lot numbers are posted both on the website and throughout each lot. In the past, all daily parking was \$7 a day. When a commuter used the wrong lot number, we gave a warning and then we manually had to adjust the revenue to either WWPA or NJT. Now, daily pricing varies in each lot ranging from \$7 a day to some lots costing \$15 per day (on T/W/T) based on demand. If a person selects a \$7 zone BUT parks in a \$15 zone, we can only transfer the \$7 between NJT/WWPA. We have no mechanism to collect the \$8 balance owed on the parking space. The Prosecutor will not allow us to issue a ticket since there is no ordinance on this.
3. Currently, per our existing ordinances, we only use ParkMobile as an online paying option for a daily spot. Commuters can also still use our pay stations which are only in NJT lots. Both options carry varying convenience fee charges. We continue to explore other online payment options for daily spots which might lead to lower convenience fees. We must adjust the current ordinance to allow for this option.

Currently all violations carry a fee of \$75. For the TWO newly proposed violations (failure to show license plate and selecting the incorrect zone, we would suggest a lower fee. Possibly \$35 or \$40). The court will keep \$11.50 of every ticket. For the wrong zone selection, WWPA might lose \$8 of revenue on each daily parker on T/W/T when pricing is at a premium in Wallace.

<http://www.westwindsorpa.com> <mailto:info@westwindsorpa.com>

Office: 609.799.3130  
Fax: 609.799.3634

AN ORDINANCE AMENDING AND SUPPLEMENTING THE CODE OF THE TOWNSHIP OF WEST WINDSOR, CHAPTER 168 "TRAFFIC AND PARKING," ARTICLE VI, "PARKING AUTHORITY PROPERTY," SECTION 168-39. GENERAL REGULATIONS, SECTION 168- 40. DEFINITIONS, SECTION 168-41. PERMIT PARKING, SECTION 168-43. TIME LIMIT PARKING, SECTION 168-44. HANDICAPPED PARKING, SECTION 168-51. ENFORCEMENT, and SECTION 168-55. PERMIT PARKING

WHEREAS, the West Windsor Parking Authority ("Parking Authority") has recommended changes to portions of Chapter 168 of the Township Code of West Windsor, Traffic and Parking, that will allow for more effective parking enforcement in Permit Parking Areas established by the Parking Authority within the Township of West Windsor ("Township," "West Windsor"); and

WHEREAS, the Parking Authority has determined the use of License Plate Recognition scanning technology for the collection of parking fees from commuters requires a "visible license plate" displayed on the vehicle in order for parking enforcement officers to determine potential violators and therefore the necessity to create a new mechanism by which to sanction those with license plates that are not visible to or obstruct the License Plate Recognition scanning technology; and

WHEREAS, the Parking Authority has to establish a mechanism for the collection of the correct parking fee in effect at parking lots designated for daily parking from commuters who pay the parking fee but have inadvertently or intentionally parked the vehicle in the incorrect parking lot, otherwise known as zone errors; and

WHEREAS, the Parking Authority has determined an expansion of the definition of "mobile payment" options is warranted to provide flexibility the Parking Authority needs for use of similar payment systems available for parking management operations.

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

Section 1. Chapter 168 of the Code of the Township of West Windsor, “Traffic and Parking,” Article VI, “Parking Authority Property,” is amended by adding or amending the following language. Language in brackets and [] is being deleted and in bold and underlined is being added.

**§ 168-38. Parking allowed in accordance with regulations.**

Lawful parking on premises owned, leased or operated by the Parking Authority of the Township of West Windsor shall be allowed in accordance with the regulations prescribed herein.

**§ 168-39. General regulations.**

- A. Parking shall be permitted only in those areas designated for parking by appropriate lines identifying the spaces and/or within a designated space or stall. Parking shall be prohibited in all other areas.
- B. Parking shall require either an unexpired permit, duly issued by the Parking Authority or payment of a parking fee as prescribed by the West Windsor Parking Authority through local ordinance. **[Amended 8-26-2024 by Ord. No. 2024-23]**

**§ 168-40. Definitions. [Amended 6-26-2017 by Ord. No. 2017-24]**

As used in this article, the following terms shall have the meanings indicated:

LICENSE PLATE RECOGNITION (“LPR”) — Scanning technology device used by authorized parking enforcement officers to scan license plates on vehicles that are parked on premises owned and/or managed by the West Windsor Parking Authority. A database of information is created based on the information provided by parking customers when registering vehicles, and LPR allows enforcement officers to quickly identify unauthorized and/or unregistered vehicles on these premises. Signs shall be posted advising those who use the parking lots of the use of this scanning technology and that their use is conditioned upon acceptance of such technology and compliance with same.

PERMIT PARKING — The West Windsor Parking Authority will rely upon a customer's registration of his or her vehicle, including license plate number and other identifiers. Parking enforcement officers shall use LPR scanning technology to determine whether vehicles parked in "Permit Parking only" areas are authorized and registered to do so. **[Amended 8-26-2024 by Ord. No. 2024-23]**

**DRIVE AISLE**

**Vehicular pathways within a parking lot that allows for circulation of traffic to and from parking spaces or stalls.**

**§ 168-41. Permit Parking. [Amended 4-19-1999 by Ord. No. 99-07; 10-29-2012 by Ord. No. 2012-18]**

- A. Permit Parking area(s) established. There shall be various permit parking areas established by the West Windsor Parking Authority. These permit parking areas shall consist of the areas, streets or parts of streets and municipal parking lots described in the plan on file in the West

Windsor Township Clerk's Office, with the West Windsor Parking Authority and with the West Windsor Police and New Jersey Department of Transportation, which shall include all permit parking areas owned and/or managed by the West Windsor Parking Authority which are hereby made a part of this chapter and incorporated herein by reference; provided, however, where an emergency or temporary condition is declared by the Township, all rules and regulations set forth hereinafter shall be subject to such changes as shall be provided.

- B.** Operation and use; permit parking areas. No person shall park a vehicle in any space or stall in the areas established by this article unless: **[Amended 6-26-2017 by Ord. No. 2017-24]**
- (1) A parking permit has been issued by the West Windsor Parking Authority for the designated vehicle whose designation shall be by motor vehicle registration and is kept on file with the West Windsor Parking Authority; or
  - (2) The vehicle has been properly registered with the West Windsor Parking Authority such that the vehicle's license plate is visible and can be scanned to positively identify it as "permitted" or authorized to park in certain areas using the LPR scanning technology. **[Amended 8-26-2024 by Ord. No. 2024-23]**
- C.** Persons who are authorized to park in designated off-street parking facilities owned and/or managed by the West Windsor Parking Authority shall park **their vehicle in such a way that the vehicle's license plate is visible to the drive aisle** to allow for effective scanning and identification by the LPR scanning technology. Parking permits are not transferable to other vehicles unless authorized, in writing, by the West Windsor Parking Authority. The vehicle must be parked in such a manner that the license plate remains clearly visible from the access/drive isle for enforcement purposes. The vehicle's license plate must also be clearly visible and unobstructed at all times while parked in such a designated permit zone. N.J.S.A. 39:3-33 provides that license plates must be "plainly visible at all times." **[Amended 6-26-2017 by Ord. No. 2017-24]**
- D.** A person accepting parking privileges for a motor vehicle on property owned and/or managed by the West Windsor Parking Authority shall be subject to all rules, regulations, amendments and decisions issued or promulgated by the West Windsor Parking Authority and/or the Township of West Windsor, not to mention State traffic and parking rules. Parking on premises owned and/or managed by the West Windsor Parking Authority by an unauthorized or unregistered motor vehicle in violation of the rules and regulations or amendments hereunder shall be in violation of this article and shall be subject to fines and/or penalties promulgated by the West Windsor Parking Authority and/or the Township of West Windsor and the State of New Jersey.
- E.** A person parking a vehicle that does not have a current valid and unexpired parking permit issued by the West Windsor Parking Authority must purchase a daily parking permit. This person can park in parking lots that have signage designating the lot as allowing daily parking. The person, upon parking their vehicle, must pay for the full parking session at either a Paystation located in the parking lot areas or using the Parkmobile app (available for download on most Apple or Android devices app store) **or similar identified payment application**. There must be an active and valid daily parking session for the entirety of the time the person's vehicle is parked on property owned and/or managed by the West Windsor Parking Authority. **[Added 8-26-2024 by Ord. No. 2024-23]**
- F.** A person parking with a valid parking permit must obey posted signage for their parking area.

**INTENTIONALLY LEFT BLANK DUE TO TRACK CHANGES**

**§ 168-42. (Reserved)**

**§ 168-43. Time limit parking. [Amended 6-26-2017 by Ord. No. 2017-24]**

At all times the time limit on parking is 20 minutes maximum at Wallace Circle and Station Circle parking spaces. Violation of this time limit shall be grounds for the issuance of a \$75.00 parking summons under this Ordinance.

**§ 168-44. Handicapped parking.**

Handicapped parking spaces are those shown on the plan (Exhibit A) on file as noted above in § 168-41A. Penalties for violation of illegally parking in a handicapped space shall be enforced by state statute N.J.S.A. 39:4-197(3)(c) and any other relevant State Statutes regarding same.

**§ 168-45. Employee parking.**

Employee parking areas are established and located as shown on the plan (Exhibit A) on file as noted above in § 168-41A.

**§ 168-46. Taxi stand.**

Taxi stand areas are established and located as shown on the plan (Exhibit A) on file as noted above in § 168-41A.

**§ 168-47. Bus stop.**

Bus stops are established and located as shown on the plan (Exhibit A) on file as noted above in § 168-41A.

**§ 168-48. Stop intersections.**

Stop intersections are established and located as shown on the plan (Exhibit) A on file as noted above in § 168-41A.

**§ 168-49. One-way directions.**

One-way directions are established and located as shown on the plan (Exhibit A) on file as noted above in § 168-41A.

**§ 168-50. Speed limits. [Added 12-27-1988 by Ord. No. 88-48]**

A. The speed limits for both directions of traffic along the following roadways are hereby established:

Name of Street	Direction	Speed (mph)	Location
Vaughn Drive	Both	30	Entire length

B. All other roadways and parking areas: 15 miles per hour, entire length.

**§ 168-51. Enforcement.**

This article shall be enforced by the Township Police Division and such other persons as may be appointed by the Mayor to issue summonses for violations of this article. Unless otherwise stated herein, the penalties for a parking summons as set forth within this Ordinance shall be \$75.00.

**§ 168-52. Form of summonses.**

The summonses issued under this article shall be in the form of the uniform traffic ticket or such other summonses as may be designated by the Director of the Division of Motor Vehicles of the State of New Jersey as the uniform traffic ticket.

**§ 168-53. Removal of vehicles.**

In addition to the issuance of summonses as provided herein for the violation of this article, the Township Police Division and such persons as are designated special policemen to enforce the terms of this article shall have the right to have automobiles parking in violation of this article towed from the off-street parking facilities operated by the Parking Authority of the Township, with the costs of towing and storage thereafter to be the sole responsibility of the owner of the vehicle.

**§ 168-54. Parking enforcement officers.**

The Mayor may appoint such persons designated by the Parking Authority of West Windsor for such purpose as special police officers in the Township, whose powers and authority shall be confined exclusively to the off-street parking premises owned and operated by the Parking Authority of the Township, with full power and authority to issue summonses for violations of this article. Such appointments shall conform to the requirements, terms and conditions of N.J.S.A. 40:11A-22 et seq.

**§ 168-55. Permitted parking.**

Parking shall be permitted only in those areas designated for parking by appropriate lines identifying the spaces and within a designated space or stall. Parking shall be prohibited in all other areas. To the extent an individual parks their vehicle in the incorrect zone or wrong lot according to their permit, they may be fined \$35.00 for each such session, as the price between permitted zones is different and administered through different agencies. Likewise, to the extent that a vehicle's license plate is not visible and unobstructed from access/the drive isle and cannot be scanned to positively identify it as "permitted" or authorized to park in certain areas using the LPR scanning technology the owner of the vehicle may be issued a fine of \$35.00 for each such instance.

Section 2. Repealer, Severability, and Effective Date.

- A. Repealer. Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.
- B. Severability. In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason, then the Township Council hereby declares its intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.
- C. Effective Date. This Ordinance shall take effect upon proper passage in accordance with the law.

INTRODUCTION:  
PUBLIC HEARING:  
ADOPTION:  
MAYOR APPROVAL:  
EFFECTIVE DATE:

**§ 168-4. Violations and penalties. [Amended 12-8-1980 by Ord. No. 81-01; 4-19-1999 by Ord. No. 99-07]**

Penalties for violation of this chapter shall be as provided in Chapter 1, General Provisions, Article II, Penalty, § 1-3.

4898-9601-8070, v. 1

**REQUEST FOR COUNCIL ACTION**

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

Date of Request: **March 30, 2026**

**Ordinance**

(X Summary attached)

**Resolution**

(Backup documents complete)

(Contracts require Affirmative  
Action Certificate)

**Item for Discussion only**

Initiated By: **John V. Mauder, CFO** Division of: **Finance**

**ACTION REQUESTED:** Prior to budget introduction, it is requested that Township Council introduce the attached ordinance authorizing a cost of living adjustment (COLA) of 3.5 percent and the re-establishment of cap banking.

**EXECUTIVE SUMMARY:** 2004 amendments to the cap law eliminated automatic cap banking. For 2026, municipalities are permitted to increase **appropriations** within cap by no more than 2.0 percent, unless action is taken by the governing body to increase the COLA for 2026 to 3.5 percent. The ordinance also permits the banking of any 2026 unappropriated balances for use in future budgets.

**This ordinance must be approved by a majority of the full membership of the governing body.**

**OTHER SUPPORTING INFORMATION ATTACHED**

Local Finance Notice 2025-14, dated 10/07/25, Memo, Current Fund-Appropriations sheet 19, CAP Calculation sheet 3b and CAP and Banking Ordinance Calculations Comparison

**DISK & file name (OR) S:\AGENDA INBOX (file name Cap Ordinance 2026**

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

John V. Mauder  
Department/Division Head

3/30/26  
Date

APPROVED FOR AGENDA OF: April 13, 2026

Marlena A. Schmid 04/07/2026  
By: Marlena A. Schmid, Business Administrator

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

MEETING DATE: 4/13/26 Ordinance # 2026-13 Resolution # \_\_\_\_\_

Council Action Taken:

Distributed:

**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.**

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:

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:	291,950.00	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	1,407,071.16
Type I School Debt			
Total Public & Private Programs	7,356.09	Maximum Appropriations within "CAPS" Sheet 19 @ 2.0%	42,390,626.28
Judgements			
Total Deferred Charges		Additional Increase to COLA rate. 3.5%	
Cash Deficit		Amount of Increase allowable. 1.5%	602,699.34
Reserve for Uncollected Taxes	2,149,159.83		
Total Exceptions	13,577,912.92		
Amount on Which CAP is Applied	40,179,956.00	Maximum Appropriations within "CAPS" Sheet 19 @ 3.5%	42,993,325.62
2.0% CAP	803,599.12		
Allowable Operating Appropriations before		Total General Appropriations for Municipal Purposes	42,399,438.79
Additional Exceptions per (N.J.S.A. 40A:4-45.3)	40,983,555.12	(Sheet 19, H-1)	
		Over or (Under) Appropriations Cap	(593,886.83)

NOTE:

Sheet 3b

MANDATORY MINIMUM BUDGET MESSAGE MUST INCLUDE A SUMMARY OF:

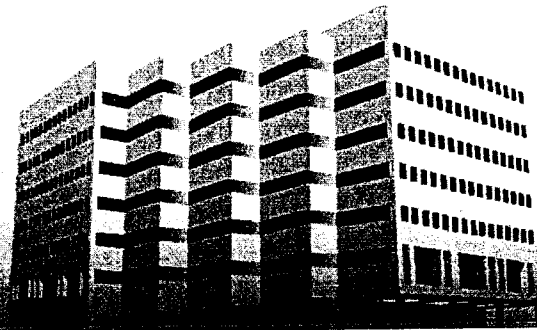
1. HOW THE "CAP" WAS CALCULATED. (Explain in words what the "CAPS" mean and show the figures.)
2. A SUMMARY BY FUNCTION OF THE APPROPRIATIONS THAT ARE SPREAD AMONG MORE THAN ONE OFFICIAL LINE ITEM (e.g. if Police S & W appears in the regular section and also under "Operation Excluded from "CAPS" section, 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
(2) STATUTORY EXPENDITURES:	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>
(F) Judgments	37-480				-		XXXXXXXXXX
(G) Cash Deficit of Preceding Year	46-855				-		-
(H-1) Total General Appropriations for Municipal Purposes within "CAPS"	34-299	42,399,438.79	39,888,006.00	-	39,888,006.00	37,796,160.25	2,091,845.75

**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>