

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

September 29, 2025

7:00 P.M.

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice - January 17, 2025 to The Times and the Princeton Packet, filed with the Municipal Clerk and posted at the Municipal Building and on the Township web-site.
4. Salute to the Flag
5. Ceremonial Matters and/or Topics for Priority Consideration
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

2025-15     AN ORDINANCE TO AMEND AND SUPPLEMENT THE REVISED  
GENERAL ORDINANCES OF THE TOWNSHIP OF WEST  
WINDSOR (1999) CHAPTER 168, "TRAFFIC AND  
PARKING," ARTICLE II, "TRAFFIC REGULATIONS", 168-  
166 SCHEDULE XI: SPEED LIMITS ON ALEXANDER ROAD

2025-16 AN ORDINANCE TO AMEND AND SUPPLEMENT THE REVISED  
GENERAL ORDINANCES OF THE TOWNSHIP OF WEST  
WINDSOR (1999) CHAPTER 168, "TRAFFIC AND  
PARKING," ARTICLE V, "TRAFFIC AND PARKING  
REGULATIONS ON PRIVATE PROPERTY", SECTION 168-37,  
"CONTROL OF MOVEMENT AND PARKING ON PUBLIC AND  
PRIVATE PROPERTY"

11. Consent Agenda

A. Resolutions

B. Minutes

May 5, 2025 - Business Session - As Amended  
June 16, 2025 - Business Session - As Amended  
July 14, 2025 - Business Session - As Amended

C. Bills & Claims

12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

2025-R196 Authorizing the Request for a Permit for the  
Mercer County Italian American Festival  
Association for a Public Fireworks Display on  
October 4, 2025 (with a Rain Date of October 5,  
2025)

2025-R197 Authorizing the Request for a Permit for the  
Leukemia & Lymphoma Society for a Public  
Fireworks Display on November 1, 2025 (No Rain  
Date)

2025-R198 Certification of Compliance with the Promulgation  
of the Local Finance Board of the State of New  
Jersey for the 2024 Annual Report of Audit

2025-R199 Authorizing the Insertion of a Special Item of  
Revenue Into the 2025 Municipal Budget from the  
State of New Jersey Alcohol Education,  
Rehabilitation & Enforcement Fund - \$1,134.83

2025-R200 Authorizing the Refund of the Municipal Portion  
of Property Taxes Billed for 2025 to PSE&G via a  
Credit in the 4th Quarter of 2025 - \$6,227.61

- 2025-R201 Authorizing a Service Agreement with Empower Retirement, LLC as a Deferred Compensation Plan Provider (21-SA-Empower-110121)
- 2025-R202 Authorizing the Mayor and Clerk to Execute a Reimbursement Agreement with Windsor Haven Condominium Association for Snow Removal Costs for 2024
- 2025-R203 Authorizing the Business Administrator to Purchase Firefighter Protective Equipment for the Township Firefighters from Municipal Emergency Services, an Authorized Vendor Under New Jersey State Contracts #17-FLEET-0810 and #17-FLEET-0811 - \$10,968.02
- 2025-R204 Authorizing the Business Administrator to Purchase a HP Workstation Computer and Dual Monitor Stand for the Engineering Division from SHI International Corp. Under New Jersey Cooperative Purchasing Alliance Contract #CK04, Subcontract 24-38 - \$2,866.79
- 2025-R205 Authorizing the Business Administrator to Purchase Network Hardware, Installation and Support Services for the Police Division from Starnet Solutions, Inc. - \$72,200.00
- 2025-R206 Authorizing the Mayor and Clerk to Execute a 96-Hour Service Retainer for the Police Division from Starnet Solutions, Inc. - \$14,400.00
- 2025-R207 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with ACT Engineers, Inc. for Professional Engineering Services for the Period September 29, 2025 Through December 31, 2025 - \$2,500.00
- 2025-R208 Denying the Reduction Request of Performance Guarantees Associated with Public Improvements Within the Public Rights-Of-Way For the Project Known as Regency at West Windsor (PB21-02C)

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

**TOWNSHIP OF WEST WINDSOR  
COUNTY OF MERCER, NEW JERSEY**

1st Reading September 8, 2025

2nd Reading & Public Hearing \_\_\_\_\_

Date Adopted \_\_\_\_\_

Date Effective \_\_\_\_\_

DOT APPROVAL RECEIVED \_\_\_\_\_

Planning Board Approval \_\_\_\_\_

Date to Mayor \_\_\_\_\_

Date Signed \_\_\_\_\_

Date Resubmitted to Council \_\_\_\_\_

Approved as to Form and Legality Allison D. Sheehan  
Township Attorney

ORDINANCE NO. 2025-15

AN ORDINANCE TO AMEND AND SUPPLEMENT THE REVISED GENERAL ORDINANCES OF  
THE TOWNSHIP OF WEST WINDSOR (1999) CHAPTER 168, "TRAFFIC AND PARKING," ARTICLE  
II, "TRAFFIC REGULATIONS", 168-166 SCHEDULE XI: SPEED LIMITS ON ALEXANDER ROAD

RECORD OF VOTE													
First Reading							Second Reading						
Council	Yes	No	NV	AB	Mov	Sec	Council	Yes	No	NV	AB	Mov	Sec
Gawas	✓						Gawas						
Geevers	✓					✓	Geevers						
Mandel	✓						Mandel						
Weiss	✓				✓		Weiss						
Whitfield	✓						Whitefield						
x-Indicates Vote AB-Absent NV-Not Voting Mov-Moved Sec-Seconded													

\_\_\_\_\_  
Hemant Marathe, Mayor

\_\_\_\_\_  
Date

Rejected \_\_\_\_\_

Reconsidered by Council \_\_\_\_\_

Override Vote: YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Allison D. Sheehan, Township Clerk

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** August 26, 2025

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of an Ordinance to amend two speed limit zones along Alexander Road, located between Princeton-Hightstown Road (CR # 571) and Wallace Road, in the interest of public safety and the expedition of traffic. The Township Engineer is recommending removing Zone 5 with a 30 MPH speed limit, and extending the limits of Zone 4 speed limit of 25 MPH from Wallace Road to Princeton-Hightstown Road.

**SOURCE OF FUNDING:** N/A

**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Ordinance	Engineering Recommendation Memo
Engineering Certification	Map

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

<u>Francis Guzik</u>	<u>8/26/25</u>
Department/Division Head	Date

**APPROVED FOR AGENDA OF:** September 8, 2025

**By:** Marlena Schmid 09/03/2025  
Marlena Schmid, Business Administrator

**MEETING DATE:** 9/8/25 **Ordinance #** 2025-15 **Resolution #** \_\_\_\_\_

**Council Action Taken:**

## **TOWNSHIP OF WEST WINDSOR**

*Community Development Department*

*Division of Engineering*

### **MEMORANDUM**

**TO:** Marlena Schmid, Business Administrator

**FROM:** Francis A. Guzik, PE, CME *FG*  
Director of Community Development /Township Engineer

**COPY:** Chief Garofalo, Police Department  
Tony Esposito, Superintendent, Public Works

**SUBJECT:** Speed Limit Recommendation  
Alexander Road – Wallace Road to CR571

**DATE:** August 26, 2025

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This office has been requested to evaluate speed limits along Alexander Road, between Princeton-Hightstown Road (CR #571) and Scott Avenue. The roadway is currently broken into two statutory speed zones of 30 MPH between CR 571 and a point 320 feet prior to Scott Avenue (zone 5), and 25 MPH between that point and Wallace Road (zone 4). This work was also done in consultation with the Township Police Department Traffic Safety Division.

This study results in a recommendation that the 30 MPH zone be eliminated, and that the 25 MPH zone, zone 4, extended from Wallace Road to CR 571. This recommended speed is not unsafe, is warranted and in accordance with the statutory regulations, and should be fully implemented.

As Township Engineer I have prepared the attached certification finding that it is appropriate to eliminate the 30 MPH zone and extend the 25 MPH zone from Wallace Road to Princeton-Hightstown Road, in the interest of public safety and the expedition of traffic. An Ordinance to amend the Township Traffic Code, Chapter 168, has been prepared for Township Council action.



# WEST WINDSOR TOWNSHIP

## DEPARTMENT OF COMMUNITY DEVELOPMENT DIVISION OF ENGINEERING

### CERTIFICATION STATEMENT FOR ESTABLISHING SPEED LIMITS ON ALEXANDER ROAD BETWEEN PRINCETON-HIGHTSTOWN ROAD (CR 571) & WALLACE ROAD

In accordance with NJSA 39:4-8, this office has completed an investigation of speed limits along Alexander Road, between its intersections with Princeton-Hightstown Road (CR 571) and Wallace Road in West Windsor Township. This work included a review of traffic patterns, land uses, and development in the corridor, and was done in consultation with the Township Police Department Traffic Safety Division.

As defined at N.J.S.A. Section 39:1-1:

"Business district" means that portion of a highway and the territory contiguous thereto, where within any 600 feet along such highway there are buildings in use for business or industrial purposes, including but not limited to hotels, banks, office buildings, railroad stations, and public buildings which occupy at least 300 feet of frontage on one side or 300 feet collectively on both sides of the roadway; and

"Residence district" means that portion of a highway and the territory contiguous thereto, not comprising a business district, where within any 600 feet along such highway there are buildings in use for business or residential purposes which occupy 300 feet or more of frontage on at least one side of the highway.

The study of existing land uses and development in the corridor finds that the statutory speed limit of 25 MPH from Wallace Road to a point 320 feet east of Scott Avenue remains warranted. It also finds that the mix of land uses along Alexander Road, between that same point east of Scott Avenue to Princeton -Hightstown Road, meet the definitions for both a residential district and a business district. Therefore, a reduction in speed limit from 30 MPH to the statutory 25 MPH is warranted. This is in accordance with N.J.S.A. 39:4-98b.(1) which establishes statutory speed limit of 25 MPH in any business or residential district. This study and conclusion were reviewed with the Township Police Department Traffic Safety Division, and were supported.

Therefore, in my professional opinion, the designation of a 25 MPH speed limit along Alexander Road, between the Wallace Road and Princeton-Hightstown Road, is in the best interest of public safety and the expedition of traffic. It is recommended the Township proceed to implement the recommended speed limit at this location in accordance with the current "Manual on Uniform Traffic Control Devices" requirements.

Prepared By,

Francis A. Guzik, PE, CME  
New Jersey Professional Engineer License #24GE04345900  
Director of Community Development / Township Engineer

Alex Scott Speed CERT FG 250826.docx

TOWNSHIP OF WEST WINDSOR  
MERCER COUNTY, NEW JERSEY

ORDINANCE NO. 2025-15

AN ORDINANCE TO AMEND AND SUPPLEMENT THE REVISED GENERAL ORDINANCES  
OF THE TOWNSHIP OF WEST WINDSOR (1999) CHAPTER 168, "TRAFFIC AND PARKING,"  
ARTICLE II, "TRAFFIC REGULATIONS", 168-166 SCHEDULE XI: SPEED LIMITS ON  
ALEXANDER ROAD

WHEREAS, the Township Engineer, upon request, has evaluated Alexander Road between Princeton-Hightstown Road (CR 571) and Wallace Road for speed limits; and

WHEREAS, pursuant to N.J.S.A. 39:4-8, the Township Engineer has provided a certification stating that a reduction of the established speed limit is appropriate along this roadway after an investigation has been undertaken by said Office, in conjunction with the West Windsor Township Police Department, Traffic Safety Division, and it appears to the Township Engineer that it is in the interest of public safety and expedition of traffic to amend the current speed limit on this section of Alexander Road; and

WHEREAS, the Township of West Windsor desires to implement an amended speed limit zone along Alexander Road, between Princeton-Hightstown Road and Wallace Road, which is entirely within the Township of West Windsor; and

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

SECTION I:

CODE OF THE TOWNSHIP OF WEST WINDSOR, NEW JERSEY

PART II: GENERAL LEGISLATION

CHAPTER 168: TRAFFIC AND PARKING

Article II, Traffic Regulations, shall be amended as follows:

§ 168-166 Schedule XI: Speed Limits.

Name of Street	Direction	Speed (mph)	Location
Alexander Road	Both	25	Zone 4 between Wallace Road and [320 feet east of Scott Avenue] <u>Princeton-Hightstown Road (County Route #571)</u>
[Alexander Road]	[Both]	[30]	[Zone 5 between 320 feet east of Scott Avenue and Princeton-Hightstown Road (County Road #571)]

SECTION II.

In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to the portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

### SECTION III.

This ordinance shall take effect as follows: 1) after action or inaction by the Mayor as provided by law or an override of a Mayoral Veto by the Council, whichever is applicable; 2) after publication in accordance with the law.

INTRODUCTION:

PLANNING BOARD:

PUBLIC HEARING:

ADOPTION:

MAYORAL APPROVAL:

EFFECTIVE DATE:

LOCATION PLAN



**REQUEST FOR COUNCIL ACTION**

**Date of Request:** August 25, 2025

**Initiated By:** Francis Guzik, PE, CME    **Division/Department:** Comm. Dev./Engineering

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** An Ordinance to amend Chapter 168 of Township Code to add Title 39 enforcement action to the Bear Brook development per a request by the developer of the Bear Brook Homes project (PB16-12).

**SOURCE OF FUNDING:** N/A

**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED**

Ordinance

Request Letter

Engineer Memo

Exhibit

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

Francis Guzik      8/25/2025  
Department/Division Head      Date

**APPROVED FOR AGENDA OF:** September 8, 2025

**By:** Marlena Schmid      09/03/2025  
Marlena Schmid, Business Administrator

**MEETING DATE:** 9/8/25    **Ordinance #** 2025-16    **Resolution #** \_\_\_\_\_  
**Council Action Taken:**

# **TOWNSHIP OF WEST WINDSOR**

*Community Development Department  
Division of Engineering*

## **MEMORANDUM**

**TO:** Allison D. Sheehan  
Municipal Clerk

**FROM:** Francis A. Guzik, PE, CME *FG*  
Director of Community Development / Township Engineer

**DATE:** August 25, 2025

**SUBJECT:** Title 39 Enforcement Request  
Corio Court – **Bear brook Homes**  
Block 9, Lot 55.13  
**PB16-12**

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Bear Brook Homes, LLC have requested the provisions of Title 39 be made applicable to the Corio Court project off Bear Brook Road in West Windsor. The project was reviewed and approved by the Planning Board under PB16-12, at which time the project's signage, striping, parking and circulation elements were reviewed and approved by the Board's Professional Traffic Engineer and Timothy M. Lynch, Chief of Fire & Emergency Services of the West Windsor Township Fire and Emergency Services Division.

I have reviewed the proposed Exhibit to the Title 39 request (to be kept on file at the Township Police Division) and find it accurately depicts the requirements of the Board approval as it applies to traffic operations on the private property. The Exhibit has also been reviewed and approved by the Police Traffic Sergeant.

A draft Ordinance for these amendments to Township Code Chapter 168 "Traffic" has been prepared by my office for consideration by the Township Council.

Should you have any questions or comments, please do not hesitate to contact me.

FG

Enclosures

Cc: Marlena Schmid, Business Administrator  
Walter Silcox, Police Traffic Sergeant

BearBrook Title 39 memo 250825.doc

**APPLICATION TO HAVE NJ MOTOR VEHICLE STATUTES MADE APPLICABLE TO  
PRIVATE PROPERTY**

From: Bear Brook Homes LLC  
704 Route 518  
Skillman, NJ 08558

To: Francis A. Guzik, PE, CME  
271 Clarksville Road  
Box 38  
West Windsor, NJ 08550

Chief Joseph Pica, Jr  
20 Municipal Drive  
West Windsor, NJ 08520

**LIST OF PROVISIONS REQUESTED TO BE ENFORCED:**

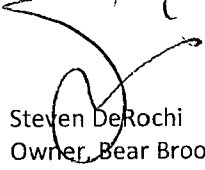
In accordance with the provisions of NJSA 39:5A-1 and §168-37(c) of the West Windsor Township Code (the Code), the following provisions shall be applicable as shown on the Title 39 Exhibit:

- The STOP sign at the intersection of Corio Court and Bear Brook Road.
- on street parking space locations shall comply with NJ Title 39 standards.
- No parking signs as posted.

By authority of NJSA 39:5A-1, application is hereby made by Bear Brook Homes LLC, on behalf of the Corio Court Homeowners Association, requesting that the provisions of Subtitle 1 of Title 39 of the revised statutes shall be made applicable to the semipublic roadways, driveways, parking areas and other areas used for vehicular traffic on the enclosed map for the site plan known as:

**CORIO COURT, TRACT BLOCK 9, LOTS 55.01 Through 55.10, INCLUSIVELY**

Bear Brook Homes LLC

  
Steven DeRochi  
Owner, Bear Brook Homes LLC

Date: October 14, 2020

TOWNSHIP OF WEST WINDSOR  
MERCER COUNTY, NEW JERSEY

ORDINANCE NO. 2025-16

AN ORDINANCE TO AMEND AND SUPPLEMENT THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF WEST WINDSOR (1999) CHAPTER 168, "TRAFFIC AND PARKING," ARTICLE V, "TRAFFIC AND PARKING REGULATIONS ON PRIVATE PROPERTY", SECTION 168-37, "CONTROL OF MOVEMENT AND PARKING ON PUBLIC AND PRIVATE PROPERTY"

BE IT ORDAINED, by the Township Council of the Township of West Windsor, County of Mercer, State of New Jersey, that the Code of the Township of West Windsor, be amended and supplemented as follows:

SECTION I.

CODE OF THE TOWNSHIP OF WEST WINDSOR, NEW JERSEY

PART II: GENERAL LEGISLATION

CHAPTER 168: TRAFFIC AND PARKING

ARTICLE V: TRAFFIC AND PARKING REGULATIONS ON PRIVATE PROPERTY

Section 168-37: Control of movement and parking on public and private property,

C. Regulation for the movement and the parking of traffic on all other private property in accordance with the provisions of N.J.S.A. 39:5A-1, the regulations of Subtitle 1 of Title 39 are hereby made applicable to the properties listed.

(1) Schedule A, is hereby amended to add the following:

Property	Regulation	Movement
<u>Corio Court/Bear Brook Homes</u>	<u>Stop signs</u>	<u>As shown on sketch on file with Township Police Division</u>
	<u>Parking in designated areas between the painted lines only</u>	
	<u>No Parking anytime in designated areas, alleys and fire lanes</u>	

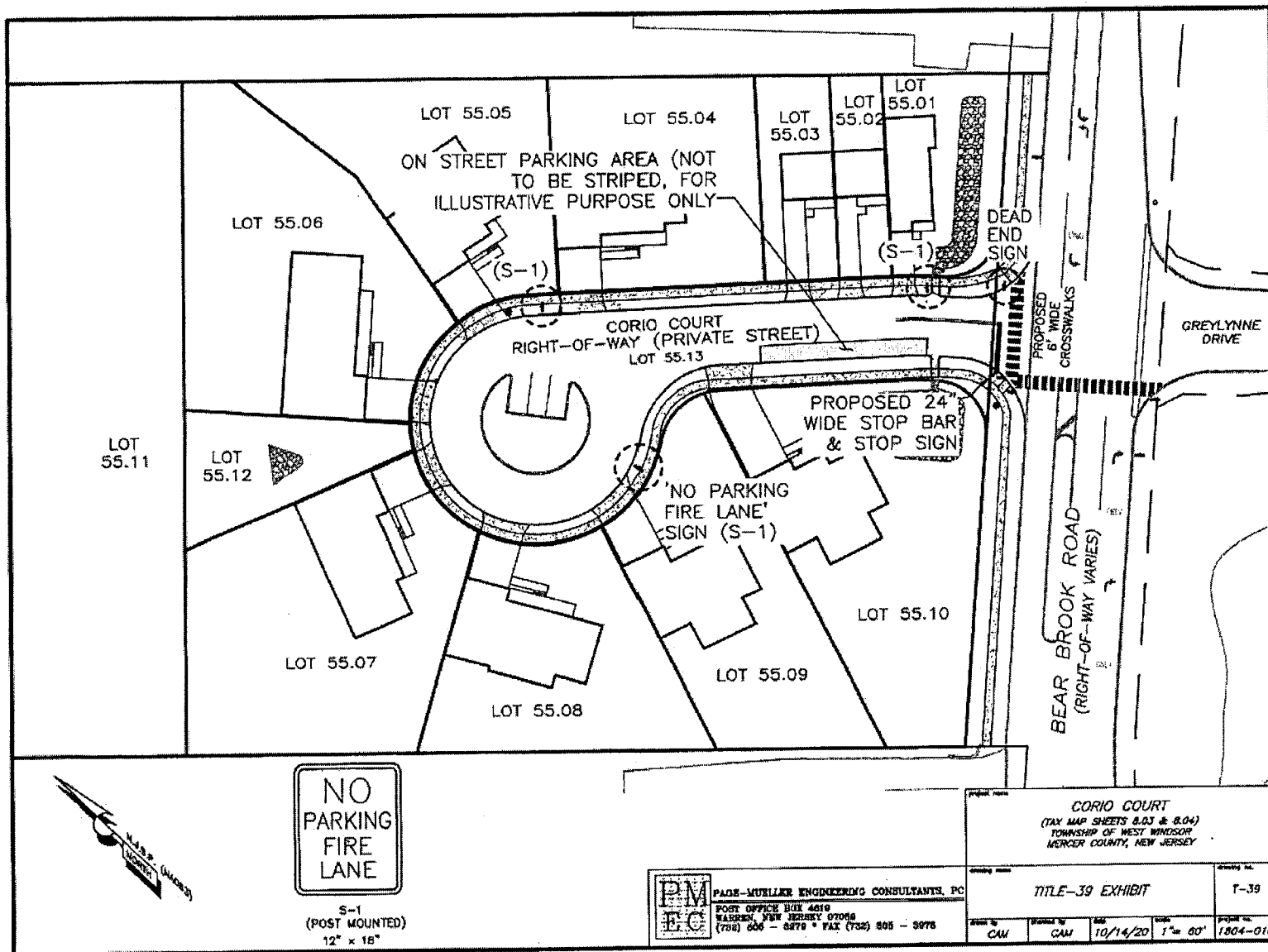
SECTION II.

In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to the portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

SECTION III.

This ordinance shall take effect upon final passage and publication in accordance with the law.

INTRODUCTION:  
PLANNING BOARD:  
PUBLIC HEARING:  
ADOPTION:  
MAYORAL APPROVAL:  
EFFECTIVE DATE:



Location Map – Bear Brook Homes Title 39 Request

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** 9/16/2025

**Initiated By:** Lynch

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Fireworks display authorization for the Mercer County Italian American Festival at Mercer County Park. Display scheduled for 10/4/2025 with a rain date of 10/5/2025.

**SOURCE OF FUNDING:**

N/A

**CONTRACT AMOUNT:**

N/A

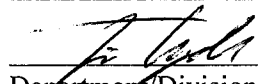
**CONTRACT LENGTH:**

N/A

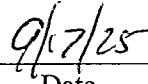
**OTHER SUPPORTING INFORMATION ATTACHED:**

Draft resolution

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

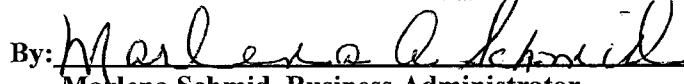


Department/Division Head

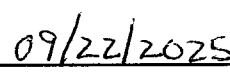


Date

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



By:



Marlena Schmid, Business Administrator

**MEETING DATE:** 9/29/25 **Ordinance #** \_\_\_\_\_ **Resolution #** 2025-R196

**Council Action Taken:**

RESOLUTION

- WHEREAS, Mercer County Italian American Festival Assoc. desires to conduct a public firework display located at Mercer County Park on October 4<sup>th</sup>, 2025, with a rain date of October 5<sup>th</sup>, 2025;
- WHEREAS, said fireworks display shall be conducted by D & M Fireworks, LLC, a U.S. Department of Treasury, Bureau of Alcohol, Tobacco and Firearms licensed Importer of Fireworks, license number 8-PA-011-51-7E-02057; and
- WHEREAS, the New Jersey Uniform Fire Code N.J.A.C. 5:70-3, 5601.2.4.3 requires the governing body approve said fireworks display by resolution prior to granting of a permit by the Township Fire Marshal; and
- WHEREAS, the Township Fire Marshal has designated the fireworks display must commence by 9:30 p.m. and conclude no later than 10:00 p.m.; and
- WHEREAS, the minimum insurance coverage required by N.J.A.C. 5:70, 5601.2.4.2 is \$500,000 and D & M Fireworks, LLC carries \$5,000,000 insurance coverage; and
- WHEREAS, the Fire Marshal has communicated with the Chief of Police, and the Fire Chief of West Windsor Fire Company, who will provide police and fire protection for said fireworks display and have given their approval; and
- WHEREAS, West Windsor Fire and Emergency Services will provide emergency medical services; and;
- WHEREAS, the Fire Marshal has reviewed the application for permit, insurance requirements and other applicable regulations and has found all to be in order; and
- WHEREAS, the Fire Marshal recommends the approval of said resolution.

NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of West Windsor that this resolution is adopted and that a permit may be granted by the West Windsor Township Fire Marshal, upon his approval, for fireworks displays.

Adopted: September 29, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 29<sup>th</sup> day of September, 2025

---

Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** 9/16/2025

**Initiated By:** Lynch

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Fireworks display authorization for the Leukemia & Lymphoma Society Light the Night Celebration.  
Display scheduled for 11/1/2025 with no rain date scheduled.

**SOURCE OF FUNDING:**

N/A

**CONTRACT AMOUNT:**

N/A

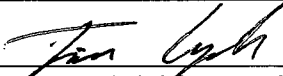
**CONTRACT LENGTH:**

N/A

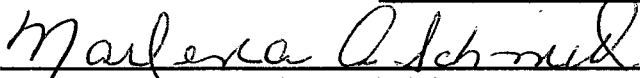
**OTHER SUPPORTING INFORMATION ATTACHED:**

Draft resolution

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

 9/17/2025  
Department/Division Head Date

**APPROVED FOR AGENDA OF:**

By:  09/22/2025  
Marlana Schmid, Business Administrator

**MEETING DATE:** 9/24/25 **Ordinance #** \_\_\_\_\_ **Resolution #** 2025-R197

**Council Action Taken:**

RESOLUTION

- WHEREAS, Blood Cancer United, Inc. dba The Leukemia & Lymphoma Society desires to conduct a public firework display located at Mercer County Park on November 1<sup>st</sup>, 2025, with no rain date; and
- WHEREAS, said fireworks display shall be conducted by International Fireworks Mfg. Co., a U.S. Department of the Treasury, Bureau of Alcohol, Tobacco and Firearms licensed Importer of Fireworks, license number 8-PA-011-20-7F-01293; and
- WHEREAS, the New Jersey Uniform Fire Code N.J.A.C. 5:70-3, 5601.2.4.3 requires the governing body approve said fireworks display by resolution prior to granting of a permit by the Township Fire Marshal; and
- WHEREAS, the Township Fire Marshal has designated the fireworks display must commence by 9:30 p.m. and conclude no later than 10:00 p.m.; and
- WHEREAS, the minimum insurance coverage required by N.J.A.C. 5:70, 5601.2.4.2 is \$500,000 and International Fireworks Mfg. Co. carries \$5,000,000 insurance coverage; and
- WHEREAS, the Fire Marshal has communicated with the Chief of Police, and the Fire Chief of West Windsor Fire Company, who will provide police and fire protection for said fireworks display and have given their approval; and
- WHEREAS, West Windsor Fire and Emergency Services will provide emergency medical services; and
- WHEREAS, the Fire Marshal has reviewed the application for permit, insurance requirements, and other applicable regulations and has found all to be in order; and
- WHEREAS, the Fire Marshal recommends the approval of said resolution.
- NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of West Windsor, that this resolution is adopted and that a permit may be granted by the West Windsor Township Fire Marshal, upon his approval, for fireworks displays.

Adopted: September 29, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 29<sup>th</sup> day of September, 2025

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

TOWNSHIP OF WEST WINDSOR  
COUNTY OF MERCER

WHEREAS, N.J.S.A. 40A:5-4 requires the Governing Body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2024 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the Governing Body; and

WHEREAS, the Local Finance Board of the State of New Jersey prescribes reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the Governing Body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the Governing Body have reviewed, at a minimum, the sections of the annual audit entitled:

General Comments

Recommendations

and

WHEREAS, the members of the Governing Body have personally reviewed, at a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments

Recommendations

as evidenced by the group affidavit form of the Governing Body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board; and

WHEREAS, all members of the Governing Body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local Governing Body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: "A local officer or member of a local Governing Body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

NOW, THEREFORE BE IT RESOLVED, that the Governing Body of the Township of West Windsor, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Adopted: September 29, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 29th day of September, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

STATE OF NEW JERSEY  
COUNTY OF MERCER

We, members of the governing body of the Township of West Windsor, in the County of Mercer, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the Township Council of the Township of West Windsor in the county of Mercer;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year *(insert year)*;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

(L.S.) _____	(L.S.) Sonia Gawas, Council Member
(L.S.) _____	(L.S.) Linda Geevers, Council Vice President
(L.S.) _____	(L.S.) Andrea Mandel, Council President
(L.S.) _____	(L.S.) Daniel Weiss, Council Member
(L.S.) _____	(L.S.) Martin Whitfield, Council Member

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

Sworn to and subscribed before me this

\_\_\_\_\_ Day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public of New Jersey

\_\_\_\_\_  
The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

**REQUEST FOR COUNCIL ACTION**

Date of Request: September 18, 2025

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution providing for insertion of the Alcohol Education Rehabilitation & Enforcement Fund in the 2025 Budget. The Township has been approved for funding by the State of New Jersey in the amount of \$1,134.83 for Alcohol Education Rehabilitation & Enforcement Funding.

**SOURCE OF FUNDING:**

State of New Jersey

**CONTRACT AMOUNT:**

N/A

**CONTRACT LENGTH:**

N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Copy of Award from the State of New Jersey

S:\AGENDA INBOX (file name) ch159alcoholrehab2025

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

John V. Mauder 9/18/25  
Department/Division Head Date

**APPROVED FOR AGENDA OF: September 29, 2025**

By Marlena A. Schmid 09/22/2025  
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: 9/29/25 Ordinance # \_\_\_\_\_ Resolution # 2025-1499

Council Action Taken:

RESOLUTION

RESOLUTION PROVIDING FOR THE INSERTION OF A SPECIAL ITEM OF  
REVENUE IN THE BUDGET OF THE TOWNSHIP OF WEST WINDSOR  
PURSUANT TO N.J.S.A. 40A:4-87 (CHAPTER 159, P.L. 1948)

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any such item of revenue in the budget of the county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget, and

WHEREAS, the Director may also approve the insertion of any item of appropriation for equal amount.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor, in the County of Mercer, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2025 which item is now available as a revenue from monies held pursuant to the provisions of statute.

Alcohol Education, Rehabilitation &  
Enforcement Fund - 104605                      \$1,134.83

BE IT FURTHER RESOLVED that a like sum of \$1,134.83 and the same is hereby appropriated under the following captions:

Alcohol Education, Rehabilitation &  
Enforcement Fund – 10664520                      \$1,134.83

Adopted:            September 29, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 29th day of September 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** September 17, 2025

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** The municipal portion of property taxes billed for 2025 are being refunded to PSE&G via a credit in the 4<sup>th</sup> quarter of 2025.

**This is the 21st year of a 50-year License Agreement with PSE&G.**

**SOURCE OF FUNDING:**N/A

**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** 50 Year License Agreement

**OTHER SUPPORTING INFORMATION ATTACHED:** 50-year License Agreement with PSE&G

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

K. A. Montecinos  
Department/Division Head

J. V. Mawds  
Date

9/18/25

**APPROVED FOR AGENDA OF:** 10/28/2024

By Marlena Schmid 09/22/2025  
Marlena Schmid, Business Administrator

**MEETING DATE:** 9/29/25 **Ordinance #** \_\_\_\_\_ **Resolution #** 2025-R200

**Council Action Taken:**

## RESOLUTION

- WHEREAS, the Tax Collector has certified the information contained in the License Agreement attached states as follows; and
- WHEREAS, on November 8, 2004, the Township of West Windsor entered into a License Agreement with the Public Service Electric and Gas Company ("PSE&G"), Resolution 2004-R283; and amended on May 22, 2006 by Resolution 2006-R115; and
- WHEREAS, the Agreement provides for a property easement for the attached list of properties owned by the PSE&G; and
- WHEREAS, in exchange for use of the land as a Bicycle, Hiking and Jogging Path, the Township Council has agreed to a 50-year License Agreement which includes the following provision; and
- WHEREAS, the Township of West Windsor, as noted in Section W of the License Agreement agrees to waive "the municipal portion all real estate taxes levied by the Township of West Windsor against the Licensed Premises".

NOW, THEREFORE, BE IT RESOLVED, the Township Council of the Township of West Windsor agrees to cancel the following municipal taxes totaling \$ 6,227.61 for the year 2025:

Block 16.11	Lot 19	\$ 796.55
Block 17.08	Lot 8	\$ 665.14
Block 17.14	Lot 24	\$ 283.85
Block 17.18	Lot 8	\$ 344.19
Block 19	Lot 5	\$ 2,091.96
Block 49	Lot 86	\$ 1,112.58
Block 61	Lot 78	<u>\$ 933.34</u>

Total	<u>\$ 6,227.61</u>
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Adopted: September 29, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 29th day of September, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

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

Date of Request: September 3, 2025

☐

Ordinance

☐

(Summary attached)

☒

Resolution

☐

(Backup documents complete)

(Contracts require Affirmative  
Action Certificate)

☐

Item for Discussion only

Initiated By: John V. Mauder Dept. of Administration; Div. of Finance

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution to approve new Deferred Compensation Plan provider as required by the Division of Local Government Services with in the State Department of Community Affairs.

**SOURCE OF FUNDING:** N/A

**CONTRACT AMOUNT:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Memo from John V. Mauder, Chief Financial Officer

Email from Bruce Linger, Consultant

Proposals from Empower and Lincoln National Life Insurance

☐

**DISK & file name (OR) S:\AGENDA INBOX (file name: West Windsor- 2025-457 Update**

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

John V. Mauder

9/3/25

Department/Division Head

Date

APPROVED FOR AGENDA OF: September 29, 2025

By:

Marlena A. Schmid 09/22/2025

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: 9/29/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R 201

Council Action Taken:

Distributed:

RESOLUTION AUTHORIZING A SERVICE AGREEMENT BETWEEN TOWNSHIP OF WEST WINDSOR AND EMPOWER TO PROVIDE A DEFERRED COMPENSATION PLAN

- WHEREAS, the Township of West Windsor offers a deferred compensation plan for its employees in an attempt to attract and retain qualified employees by providing them with an opportunity to enhance their financial security at retirement through savings of compensation on a deferred basis as provided by Section 457 of the Internal Revenue Code of 1986, as amended ("Code"); and
- WHEREAS, there is no direct financial cost to the Township of West Windsor to adopt and implement an employee Deferred Compensation Plan and Service Agreement; and
- WHEREAS, a request for proposal for a Deferred Compensation Plan was prepared and made available to vendors; the Township of West Windsor asked for written requests for proposals from Empower, Lincoln National Life insurance Company (Alliance investment option); and
- WHEREAS, the following contractors submitted written proposals: Empower and Lincoln National Life Insurance Company (Alliance investment option); and
- WHEREAS, after reviewing their proposals it was determined that Empower has the ability to (1) maintain complete records of accounts; (2) manage accounts with absolute fidelity; (3) provide advice concerning various categories of investments; and (4) provide continuing consultation to plan participants; and (5) reduce the costs to plan participants by utilizing a mutual fund platform; and
- WHEREAS, there has been no collusion, or evidence or appearance of collusion, between any local official and a representative of the contractor in the selection of a contractor for the administration of a Service Agreement pursuant to N.J.A.C. 5:37-5.7.
- NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor, State of New Jersey, does hereby adopt and approve the Plan prepared by Empower and assigned Plan Document identifier 21-PD-Empower-110121 as a Deferred Compensation Plan Provider by the Director of the Division of Local Government Services.
- BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized to enter into a Service Agreement (bearing the identifier: 21-SA-Empower-110121 assigned by the New Jersey Division of Local Government) with Empower Retirement, LLC upon the proposal received to serve as a Deferred Compensation Plan Provider for the Township of West Windsor employees.

BE IT FURTHER RESOLVED, that it is hereby acknowledged that the Deferred Compensation Plan is substantially similar to one on which a favorable Private Letter Ruling has been previously obtained from the federal Internal Revenue Service expect for provisions added by reason of the Small Business Job Protection Act of 1996 (United States Publica Law No. 104-188) and the Economic Growth and Tax Relief Reconciliation Act of 2001 (United States Public Law No. 107-16) and all such provisions are stated in the plan in terms substantially similar to the text of those provisions in the Internal Revenue Code Section 457. The use of the Ruling is for guidance only and acknowledges that for the Internal Revenue Service purposes, the Ruling of another employer is not to be considered precedent.

BE IT FURTHER RESOLVED, that pursuant to N.J.A.C. 5:37-5.4, the Chief Municipal Financial Officer is hereby designated as the Local Plan Administrator for the administration of the Plan.

BE IT FURTHER RESOLVED, that a certified copy of this resolution and all necessary required documents shall be submitted to the Director of the Division of Local Government Services within the State Department of Community Affairs for approval.

BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized, upon notification and approval by the Director of the Division of Local Government Services within the State Department of Community Affairs, to execute any and all necessary required documents.

ADOPTED: September 29, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 29<sup>th</sup> day of September, 2025

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: September 29, 2025

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution providing for reimbursement of snow removal costs for Windsor Haven Condominium Associations for 2024. The Township is required to either provide certain services or reimburse Associations for snow removal costs.

**SOURCE OF FUNDING:**

Snow Trust

**CONTRACT AMOUNT:**

\$608.93

**CONTRACT LENGTH:**

January 1, 2024 through December 31, 2024

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution, Agreements and copy of Certification of Funds

S:\AGENDA INBOX (file name) 2025 Resolution Kelly 2024-Windsor Haven Condo

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

John V. Mauder  
Department/Division Head

\_\_\_\_\_  
Date

APPROVED FOR AGENDA OF: September 29, 2025

By: Marlena A. Schmid 09/22/2025  
Marlena A. Schmid, Business Administrator

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

MEETING DATE: 9/29/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R-202

Council Action Taken:

## RESOLUTION

- WHEREAS, N.J.S.A. 40:67-23.2 et seq. establishes a policy and schedule of the reimbursement of costs for snow removal costs incurred by qualified private communities; and
- WHEREAS, Windsor Haven Condominium Association qualifies as such communities; and
- WHEREAS, the Township of West Windsor has agreed to reimburse the Windsor Haven Condominium Association for snow removal costs for 2024; and
- WHEREAS, funds are available as evidenced by the Chief Financial Officer's certification of funds:

Windsor Haven Condominium Association	
Snow Trust -2024      121407	\$ <u>608.93</u>
Total	\$ <u>608.93</u>

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor, County of Mercer, and State of New Jersey that the Mayor and Township Clerk are hereby authorized to execute the agreement with Windsor Haven Condominium Associations to reimburse them for certain snow removal costs pursuant of N.J.S.A. 40:67-23.2 et seq in the following amount for calendar year 2024.

Windsor Haven Condominium Association	
Snow Trust -2024      121407	\$ <u>608.93</u>
Total	\$ <u>608.93</u>

A copy of said Agreement is attached herein.

Adopted: September 29, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 29th day of September, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** 9/17/2025

**Initiated By:** Lynch

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Authorization to purchase firefighting personal protective equipment through NJ State Contract 17-Fleet-00810 through Municipal Emergency Services.

17-FLEET and 17-FLEET-0811

**SOURCE OF FUNDING:** 405-2024-18-025 – Personal Protective Equipment

**CONTRACT AMOUNT:** \$10,968.02

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Certification of Funds  
Request for council action  
Memo  
Quotes

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

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

9/17/25  
\_\_\_\_\_  
Date

**APPROVED FOR AGENDA OF:**

By:  09/22/2025  
\_\_\_\_\_  
Marlana Schmid, Business Administrator

**MEETING DATE:** 9/29/25 **Ordinance #** \_\_\_\_\_ **Resolution #** 2025-R203

**Council Action Taken:**

## RESOLUTION

WHEREAS, the Township of West Windsor wishes to purchase personal Firefighter personal protective equipment for the Township's firefighters through the State of New Jersey's Cooperative Purchasing Program (N.J.S.A. 40A:11-12), and

WHEREAS, Municipal Emergency Services, 66 Firemen's Way, Poughkeepsie, NY 12603, has been awarded New Jersey State Contracts #17-FLEET-00810 (Helmets) and #17-FLEET-0811 (Turnout Coats) for a total cost of \$10,968.02; and

WHEREAS, as of September 9, 2025 the Township's total aggregate spending with Municipal Emergency Services was as follows:

Purchase Order No.	62667	\$39,176.08
Purchase Order No.	63870	\$ 3,959.21
<u>Purchase Order No.</u>	<u>64001</u>	<u>\$ 959.40</u>
		\$44,094.69

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

Personal Protective Equipment	405-2024-18-024	\$10,968.02
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NOW, THEREFORE, BE IT RESOLVED by Township Council of the Township of West Windsor that the Business Administrator, Marlena A. Schmid, is hereby authorized to purchase the above under New Jersey State Contracts #17-FLEET-00810 (Helmets) and #17-FLEET-0811 (Turnout Coats) from Municipal Emergency Services for a total not to exceed \$55,062.71

Adopted: September 29, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 29<sup>th</sup> day of September, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** September 12, 2025

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution authorizing the Township of West Windsor to procure hardware, software, licensing and support necessary for the acquisition of an HP Workstation Computer and Dual Monitor Stand for the Engineering Division 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.

**SOURCE OF FUNDING:**

Network, Computers, Printers Replacements 405-2024-18001 \$2,866.79

**CONTRACT AMOUNT:** Increase of \$2,866.79

**CONTRACT LENGTH:**

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution  
Facilities Maintenance Manager Memorandum  
SHI Quote  
Certification of Funds  
County of Bergen Contract BC-BID- 24-26 Related Documents

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

Brian E. Aronson 9-12-2025  
Department/Division Head Date

**APPROVED FOR AGENDA OF:** September 29, 2025

By: Marlena A. Schmid 09/22/2025  
Marlena Schmid, Business Administrator

**MEETING DATE:** 9/29/25 **Ordinance #** \_\_\_\_\_ **Resolution #** 2025-R204

**Council Action Taken:**

## RESOLUTION

- WHEREAS, the Township of West Windsor, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and
- WHEREAS, the Township of West Windsor has the need on a timely basis to purchase technological goods or services; and
- WHEREAS, the Engineering Division is in need of a HP Workstation Computer and Dual Monitor Stand 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 \$2,866.79; and
- WHEREAS, as of September 29, 2025 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.	63166	\$ 9,073.16
Purchase Order No.	63470	\$ 10,720.46
Resolution No.	2025-R077	\$ 16,149.18
Resolution No.	2025-R086	\$ 112,933.61
Resolution No.	2025-R087	\$ 14,000.00
Resolution No.	2025-R112	\$ 34,994.26
Resolution No.	2025-R130	\$ 17,372.00
Resolution No.	2025-R144	\$ 6,102.12
Resolution No.	2025-R150	\$ 11,511.19
<u>Resolution No.</u>	<u>2025-R178</u>	<u>\$ 16,604.58</u>
		\$ 249,460.56

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

Network, Computers, Printers Replacements	405-2024-18001	\$2,866.79
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- NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Business Administrator, Marlena A. Schmid 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 \$252,327.35.

Adopted: September 29, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 29<sup>th</sup> day of September, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: 08/25/2025

Initiated By: Chief Robert Garofalo Division/Department: Police

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Approval of a Resolution authorizing the Township of West Windsor to procure network hardware support services and installation and configuration support services for the Police Division.

**SOURCE OF FUNDING:**

Capital Budget  
405-2022-08-025

**CONTRACT AMOUNT:**

\$72,200.00

**CONTRACT LENGTH:**

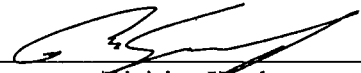
5 Years

**OTHER SUPPORTING INFORMATION ATTACHED:**

Special report with statement of need. Three price quotes.

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

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

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

**APPROVED FOR AGENDA OF:**

By: Marlena A Schmid 09/22/2025  
Marlena Schmid, Business Administrator

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

MEETING DATE: 9/24/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R205

Council Action Taken:

## RESOLUTION

- WHEREAS, the Township of West Windsor has the need on a timely basis to purchase technological goods or services; and
- WHEREAS, the Township of West Windsor Police Division needs of replace network hardware to maintain redundancy essential for continuity of emergency operations; and
- WHEREAS, the Township of West Windsor solicited three (3) vendors to supply, install, and provide support for the hardware; and
- WHEREAS, StarNet Solutions, Inc. has submitted a quote, Q081425WPD, dated August 14, 2025, indicating they will provide network hardware for \$68,400.00; installation and configuration services for \$3,500.00; and shipping for \$300.00 for a total not to exceed \$72,200.00; and
- WHEREAS, as of September 29, 2025 the Township's total aggregate spending with Starnet Solutions, Inc. is as follows:

Purchase Order No.	63619	\$ 1,120.00
Purchase Order No.	63662	\$ 905.00
Purchase Order No.	63913	\$ 450.00
Purchase Order No.	63552	\$ 4,000.00
Purchase Order No.	63553	\$ 7,644.00
Purchase Order No.	63621	\$ 125.00
Purchase Order No.	63524	\$ 7,063.00
Purchase Order No.	63770	\$ 1,800.00
Purchase Order No.	63771	\$ 84.00
Purchase Order No.	64017	\$ 8,901.00
Purchase Order No.	63860	\$17,090.00
Purchase Order No.	64299	\$10,000.00
Purchase Order No.	63861	\$29,640.00
Purchase Order No.	64432	\$ 495.00
Purchase Order No.	64323	\$ 400.00
Purchase Order No.	64602	\$ 252.00
		<u>\$89,969.00</u>

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

Police-ACQ Office/Computer Equip    405-2022-08-025    \$72,200.00

Page 2  
2025-R205

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Business Administrator, Marlena A. Schmid, is hereby authorized to purchase the above from StarNet Solutions, Inc, quote Q081425WPD, dated August 14, 2025, for a total not to exceed \$162,169.00.

Adopted: September 29, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 29<sup>th</sup> day of September, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: September 2, 2025

Initiated By: Kevin Loretucci Division/Department: Police

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution approving a 96-hour service with StarNet Solutions, Inc. of Farmingdale, New Jersey for on-site, phone or remote support for maintenance, trouble shooting and general support of the Police Network.

**SOURCE OF FUNDING:**

Police-Acquisition of Office Furniture/Equipment Maintenance    105-18-208    \$14,400.00

**CONTRACT AMOUNT:**    \$14,400.00

**CONTRACT LENGTH:**    1 Year

**OTHER SUPPORTING INFORMATION ATTACHED:**

Service Retainer Quote	Certification of Funds.
Stockholder Disclosure	Equal Opportunity Form
Business Entity Disclosure	Contribution Disclosure

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

Robert Garofalo

09/02/2025

Department/Division Head

Date

**APPROVED FOR AGENDA OF:**

By: Marlena Schmid    09/22/2025  
Marlena Schmid, Business Administrator

MEETING DATE: 9/29/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R266

Council Action Taken:

RESOLUTION

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

WHEREAS, Starnet Solutions, Inc. has submitted a 96-hour Service Retainer, quote (#Q082025W), dated August 20, 2025, for on-site, phone or remote support for maintenance, trouble shooting and general support of the Police Network for an amount not to exceed \$14,400.00; and

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

Police-Acquisition of Office Furniture/Equipment Maintenance 105-18-208 \$14,400.00

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor the Mayor and Clerk are authorized to execute on behalf of the Township a 96-hour service retainer, quote (#Q082025W), dated August 20, 2025, for on-site, phone or remote support for maintenance, trouble shooting and general support of the Police Network with Starnet Solutions Inc. of Farmingdale, NJ for a total not to exceed \$14,400.00.

Adopted: September 29, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 29<sup>th</sup> day of September, 2025

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

## REQUEST FOR COUNCIL ACTION

Date of Request: August 27, 2025

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

### ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing execution of a professional services agreement for Miscellaneous Engineering Services. The above Agreement provides for ad hoc assistance to the Township Engineer for studies or tasks supplemental to the in-house Engineering services.

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

ACT Engineers, Inc.

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

CONTRACT AMOUNT: \$2,500.00

CONTRACT LENGTH: until December 31, 2025

### OTHER SUPPORTING INFORMATION ATTACHED:

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

### COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Francis Guzik 9/5/25  
Department/Division Head Date

APPROVED FOR AGENDA OF: September 29, 2025

By: Marlena Schmid 09/22/2025  
Marlena Schmid, Business Administrator

MEETING DATE: 9/24/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R207

Council Action Taken:

## RESOLUTION

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

WHEREAS, the Township wishes to enter into a Professional Services Agreement with ACT Engineers, Inc. pursuant to its proposal dated August 27, 2025 for the aforesaid services; and

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

<u>Engineering-Consultant Services</u>	<u>105-30-210</u>	<u>\$2,500.00</u>
Account Title	Account Number	Amount

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

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 ACT Engineers, Inc. to cover the period September 29, 2025 through December 31, 2025.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering services, including development inspection services pursuant to its proposal dated August 27, 2025. The Agreement is awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-1-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published in the newspaper used by the Township for legal publications as required by law within ten (10) days of its passage.
- (4) An executed copy of the Agreement between the Township and ACT Engineers, Inc. and a copy of this Resolution shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: September 29, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 29th day of September 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

## REQUEST FOR COUNCIL ACTION

Date of Request: September 12, 2025

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

### ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution denying the reduction of the performance guarantees associated with public improvements within the public rights-of-way for the project known as Regency at West Windsor (PB21-02C); (Bond # K41627499, cash). The Developer is requesting a 2<sup>nd</sup> reduction of the performance guarantees. Inspections have been performed and a punchlist of issues has been generated by the consulting engineer. Based on the value of work remaining, the Township Engineer does not recommend the performance guarantees be reduced until all work has been satisfactorily completed.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

### OTHER SUPPORTING INFORMATION ATTACHED:

Resolution	Engineer's Memorandum
Request for Release	Map

### COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Department/Division Head

*Francis Guzik*

9/12/25

Date

APPROVED FOR AGENDA OF: September 29, 2025

By:

*Marlena Schmid* 09/29/2025  
Marlena Schmid, Business Administrator

MEETING DATE: 9/29/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R208

Council Action Taken:

## RESOLUTION

WHEREAS, Toll Brothers, Inc. has made a request for a reduction of the performance guarantees associated with public improvements within the public rights-of-way for the project known as Regency at West Windsor (PB21-02C); and

WHEREAS, the performance guarantees are currently at 44.81% of their original amounts; and

WHEREAS, the West Windsor Township consulting engineer for the project, Turek Consulting, has performed inspections and prepared a report indicating significant work remains to be completed; and

WHEREAS, the Township Engineer recommends that the performance guarantees for public improvements associated with the project known as Regency at West Windsor (PB21-02C), be retained at their present amounts, as follows:

Performance Guarantee	Original Amount	Date Issued	Current Amount	Recommended Action
Bond K41627499	\$ 618,365.00	9/20/23	\$ 256,575.00	Denial
Cash – Performance	\$ 68,707.00	9/22/23	\$ 51,315.00	Denial

WHEREAS, no action is also recommended on the monumentation guarantee or the safety and stabilization guarantee, so as to each remain at 100% of their original amounts.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor, the following performance guarantees posted by Toll Brothers, Inc., LLC for public improvements within the public rights-of-way for the project known as Regency at West Windsor (PB21-02C), is to remain at its current amount, as follows:

Performance Guarantee	Original Amount	Date Issued	Current Amount	Recommended Action
Bond K41627499	\$ 618,365.00	9/20/23	\$ 256,575.00	Denial
Cash – Performance	\$ 68,707.00	9/22/23	\$ 51,315.00	Denial

BE IT FURTHER RESOLVED, the monumentation guarantee or the safety and stabilization guarantee are to each remain at 100% of their original amounts; and

BE IT FURTHER RESOLVED, the making of such estimates of the bond reduction based thereon shall not be taken or construed as an approval of any work so estimated, even if any individual line item(s) shows 100% completion. Final acceptance does not occur until the release of all applicable bonds and guarantees.

ADOPTED: September 29, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 29th day of September 2025.

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Allison D. Sheehan,  
Township Clerk  
West Windsor Township