

MEETING TO BE
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AGENDA FOR A BUSINESS SESSION MEETING
OF THE TOWNSHIP COUNCIL OF WEST WINDSOR TOWNSHIP
WEST WINDSOR MUNICIPAL BUILDING
271 CLARKSVILLE ROAD
TO THE EXTENT KNOWN

March 26, 2024

7:00 p.m.

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice - January 19, 2024 to The Times and the Princeton Packet and posted on the Township web-site.
4. Salute to the Flag
5. Ceremonial Matters and/or Topics for Priority Consideration
2023 Shade Tree Commission Report
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
2024-05 AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER
82 "FEES"
11. Consent Agenda
 - A. Resolutions
 - B. Minutes
 - C. Bills & Claims

12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

- 2024-R084 Authorizing the Refund of Property Tax Overpayment
- 2024-R085 Reauthorizing the Mayor and Clerk to Execute the Reimbursement Agreement with The Mews @ Princeton Junction Apartments for Solid Waste Collection Costs for 2022
- 2024-R086 Authorizing the West Windsor Police Department to Continue Participation in the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) 1033 Program for 2024
- 2024-R087 Authorizing the Mayor and Clerk to Execute a Memorandum of Understanding for the Transfer of a 2005 ALU Trailer to the County of Mercer, Prosecutor's Office
- 2024-R088 Authorizing the Chief Financial Officer to Increase the Professional Services Contract for the Law Offices of Muller & Baillie, P.C. for Affordable Housing Legal Fees - \$100,000.00
- 2024-R089 Authorizing the Chief Financial Officer to Increase the Professional Services Contract for Burgis Associates, Inc. for Affordable Housing Planning Services - \$10,000.00
- 2024-R090 Authorizing the Chief Financial Officer to Increase the Contract with Scheideler Excavating Co., Inc. for Snow Removal Services by \$60,000.00 for a Total Not to Exceed \$130,000.00
- 2024-R091 Authorizing the Business Administrator to Purchase a Replacement Power Backup UPS for Public Works and Miscellaneous Items from SHI International Corporation, a State Contract Vendor - \$651.29
- 2024-R092 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Martin Appraisal Associates, Inc. for Professional Appraisal Services for the Acquisition of Right-of-Way Easements from Block 15.03, Lot 46 and Lot 46.01 (Hunter Property) - \$4,500.00

2024-R093 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Center State Engineering for Professional Construction, Administration and Observation Services for the Project Known as 2022 Annual Road Program - \$43,750.00

2024-R094 Authorizing the Mayor and Clerk to Execute Amendment #1 to the Professional Services Agreement with Arora and Associates, P.C. in the Amount of \$29,300.00 for the Project Known as West Windsor Township's Capital Improvement Program for a Total Not to \$200,300.00

2024-R095 Authorizing the Mayor and Clerk to Execute Change Order No. 1 with Scozzari Builders, Inc. for an Increase of \$3,720.75 for the Project Known as Metal Roof Installation at the Schenck Farmstead Project for a Total Not to Exceed \$51,963.75

2024-R096 Authorizing Second Quarter 2024 Emergency Temporary Appropriations (Requires 2/3 vote of the full membership)

14. Introduction of Ordinance

2024-06 AN ORDINANCE AMENDING AND SUPPLEMENTING THE CODE OF THE TOWNSHIP OF WEST WINDSOR (1999) CHAPTER 4 "ADMINISTRATION OF GOVERNMENT", TO ADD SECTION "82-18 POLICE", SECTION "I" CONCERTS, FESTIVALS/OUTDOOR EVENTS, CARNIVALS

Public Hearing: April 8, 2024

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

REQUEST FOR COUNCIL ACTION

Date of Request: February 1, 2024

Initiated By: Jill Swanson Division/Department: Health

ACTION REQUESTED/ EXECUTIVE SUMMARY: Requesting amendments to recently adopted fee structure under Chapter 82, Fees, Section 82-26, Lead-safe rentals adding 82-26F. This new provision will allow the Township to enter into a professional services agreement with a certified lead evaluation contractor who will be able to collect fees directly from the property owner for inspection services and filing fees. This arrangement will streamline the process for both the property owner and the Township. There are no additional revisions proposed at this time. Since this program is new state-wide and continues to evolve, I also recommend the Township retain the established fee structure for direct payment.

We are currently in process of preparing an agreement with a contractor. There will be no cost to the Township associated with the agreement. The contractor will forward the certificates and the filing fee to the Township. The Township in turn submits \$20/inspection to NJDCA.

SOURCE OF FUNDING: NA

CONTRACT AMOUNT:

CONTRACT LENGTH:

OTHER SUPPORTING INFORMATION ATTACHED:

Proposed Ordinance Amendment
Memorandum February 1, 2024

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Jill Swanson Jill Swanson
Department/Division Head

Date: 2/1/24

APPROVED FOR AGENDA OF:

By: Marlena A. Schmid 02/20/2024
Marlena Schmid, Business Administrator

MEETING DATE: 2/26/24 Ordinance # 2024-05 Resolution # _____
Council Action Taken:

2024-05

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 82 "FEES".

WHEREAS, pursuant to P.L. 2021, c. 182 (N.J.S.A. 52:27D-437.16 et seq.), municipalities are required to implement a lead-safe inspection program for certain single-family, two-family and multiple rental dwellings constructed prior to 1978;

WHEREAS, Township Council established standards for inspection conducted within the Township through adoption of Chapter 100, Article II Lead Safe Residential Rental Requirements and Chapter 82-26 Lead-safe Rentals, and

WHEREAS, the Township desires to streamline the administrative processes associated with implementation of the program for property owners and the Township;

NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of West Windsor, in the County of Mercer and State of New Jersey, Chapter 82, "Fees" by adding thereto section 82-26F "Lead-paint Rental Requirements" as follows:

82-26 F.

In the event, the Township enters into a Professional Services Agreement with a third-party lead evaluation contractor to offer the Township-facilitated inspection option, and such agreement specifies a fixed fee structure, all fees shall be paid by the property owner directly to the contracted professional, or as specified in the professional services agreement. Filing fees required by 82-26A, collected by the contracted professional shall be remitted to the Township as specified by the terms of the executed agreement.

INTRODUCTION: February 26, 2024

PUBLIC HEARING:

ADOPTION:

MAYORAL APPROVAL:

EFFECTIVE DATE:

TOWNSHIP OF WEST WINDSOR
Division of Health

MEMORANDUM

TO: Marlena Schmid, Business Administrator

FROM: Jill M. Swanson, Health Officer JMS

SUBJECT: Proposed Ordinance Amendment to add new section 82-26F to Chapter 82-26, "Lead-safe rentals."

DATE: February 1, 2024

I am recommending an amendment to the recently adopted fee structure established by code section 82-26 which addresses fees for the lead-safe rental program. The proposed amendment 82-23F will expand the Township's options when selecting professionals to perform rental inspections. Please refer to my attached memorandum of October 31, 2023 for an overview of the law and the Township's local ordinance.

The proposed section, 82-26F, will allow the Township to contract with a qualified professional to not only perform the inspection, but also collect the associated fees directly from property owners. A copy of the certificate and the filing fee will be forwarded to the Township by the contractor under terms stipulated in a professional services agreement. This model streamlines the process for both the property owner and the Township. This option also allows the property to switch to a more extensive and more costly lead-free inspection if site conditions reveal concerns at the time of the inspection without delays of submitting additional fees to the Township.

As stipulated in the state law, property owners will retain the option of hiring a qualified inspector of their own choosing for the inspection and filing the certification with the Township.

We are currently in the process of working with a firm on a professional services agreement and hope to move forward swiftly. Please don't hesitate to reach out if there are questions or concerns.

- c. Hemant Marathe, Mayor
Michael W. Herbert, Esq.
Gay Huber, Township Clerk

TOWNSHIP OF WEST WINDSOR
Division of Health

MEMORANDUM

TO: Marlena Schmid, Business Administrator

FROM: Jill M. Swanson, Health Officer

SUBJECT: Proposed Ordinance Amendments

1. Amending Chapter 100, "Housing Standards" to add Article II, Lead-safe Rental Inspection Requirements
2. Amending Chapter 82, "Fees" to add Section 82-26

DATE: October 31, 2023

Effective July 22, 2022, a new state law "New Jersey's Lead-safe Certification" was enacted aimed at preventing lead-based paint exposure in certain residential rental dwellings by requiring inspections for single family, two-family and multiple family dwellings. The law mandates municipal programs of inspection in accordance with state regulations subsequently adopted May 1, 2023 under the Department of Community Affairs, entitled "regulations for lead-based paint inspections in rental dwellings." The proposed local ordinances provide for the Township's inspection processes and establishes fees to support the work associated with the program.

Under the new state law, West Windsor Township must ensure that all rental dwellings built prior to 1978 are inspected for lead paint hazards and certified to be lead-safe or lead-free, unless otherwise exempted under the law. The initial inspections must be completed by July 22, 2024, or at the time of tenant turnover, whichever is earlier. After the initial inspection is certified, units must be inspected every three years, or at tenant turnover, whichever is sooner. The type of inspection mandated is based on the jurisdiction's historic reports of elevated childhood blood lead levels (EBLLs). West Windsor's EBLLs fall under 3%, therefore a visual inspection is required as opposed to a more intensive dust wipe inspection. If hazards are identified, owners have an option of remediation or abatement, both of which must be conducted by trained professionals hired by the owner and performed in compliance with established standards.

The Township is required to comply with the law and provide for the inspection program within the required timeline regardless of adoption of Chapter 100, Article II. The local ordinance provides for administrative procedures for the program. Highlighted below is a summary of the sections of the proposed ordinances which extend beyond the requirements stipulated in the state regulations.

1. Section 110-14, A and B align with the state regulations and provide the Business Administrator latitude to adjust the program within departmental responsibilities as the Township matures and evolves in future years.
The initial responsibility for ensuring Township compliance with the new state law has been undertaken by the Health Officer. An administrative assistant for the lead-safe housing program has been hired with 7 hours per week dedicated in the position. This scenario will likely require adjustment as the program develops. It is intended that this role will remain separate and distinct from the registered environmental health positions within the Health Department.
2. Section 100-15 B#4. Although the state regulations require owners to keep the records, they do not specify the duration. We are recommending 6 years based on a 3 year cyclable inspection requirement.
3. Section 100-15 D-1(a) through D-3 falls outside the state regulations and set procedural standards for administration and scheduling. D-1(a) The proposal calls for owners opting for a township facilitated inspection for the initial inspection to notify the Township by April 1, 2024, although the inspection may not be required to be completed until July 22, 2024. This will allow the Township to adequately plan staggered inspections, meet our required mandates and avoid a rush as the initial inspection deadline approaches. (b) This proposal requires 20-days prior notice to schedule Township-facilitated inspections. This provision will help the Township with implementation of an inspection program dependent upon a third party. D-2 and D-3 are procedural and self-explanatory.
4. Section 100-15 E aligns with the state regulation, except 2 (a) is added to require the Township provide the owner with written notice if a Township-facilitate inspection is mandated.
5. Sections 100-15 F and G, 100-16 ,100-17 and 100-18 align with the state regulations.
6. Chapter 82-26 establishes fees. The state regulations stipulate that fees to support the program shall be charged. We include a filing fee as well as an inspection fee for those opting for the Township-facilitated inspections. Additionally, the Township must assess \$20 per inspection, unless this fee has already been charged by the NJ DCA. These additional assessed funds are to be forwarded to the State of N.J. Lead Hazard Control Assistance Fund. We have surveyed fees established by municipalities and those charged by private contractors. Wide variability exists and those provided in the draft are our recommendations.

The additional points are provided to further explain our local approach to this program.

7. As mentioned, the Township does not conduct certificate of occupancy inspections at the time of tenant turnover for rental units; therefore, we do not have an accurate and current database of the affected properties. The appropriate Township officials have been consulted and no such comprehensive listing is available. The Assessor has provided a listing of approximately 2500 residential properties constructed prior to 1978. It is unknown how many are rentals. We have some segmented lists but none are considered complete. The State of New Jersey has estimated the numbers within our jurisdiction to

be low. A mailing will be issued to the appropriate property owners and local realtors upon adoption of the local ordinance to outline the requirements of this new law.

8. Since the effective date of the law, the Health Department has had minimal inquiries from the public. We recognize that outreach efforts are a priority over the next few months to ensure awareness in the community.
9. Property owners can opt to hire a private, qualified lead evaluation contractor to perform the inspection and issue the appropriate certificate. The certificate can then be filed with the Township according to stipulations above. We will encourage this approach. However, the state law prohibits the Township from requiring the owner to hire a private contractor. The township must offer the option of an inspection conducted by Township's "permanent local agency" or in the absence of one, a lead evaluation contractor hired by the Township.
10. The regulations fall under the jurisdiction of the NJ Department of Community Affairs and they define "permanent local agency" as "a local, municipal agency maintained for the purpose of conducting inspections and enforcing law, ordinances, and regulations concerning buildings and structures within its jurisdiction. This may include local building agencies, health agencies, and housing agencies." There is wide variability across the state on approaches with enforcement at the municipal level falling under varied departments.
11. As the Board of Health, it is important to understand that these regulations are an upstream effort to provide safe housing and prevent childhood lead poisoning. However, this law is not part of the mandated services required of local public health agencies. Therefore, the Health Department is not responsible for enforcement within our two additional contractual communities. This responsibility falls to the construction code officials in these towns in their capacity as housing officials. However, if a childhood EBLL is reported in any of the three communities, Health Department action is mandated under separate regulations and some of these cases trigger will more intensive inspections and interventions. A valid lead-safe certification or a lead-free certification will not negate site visits and enforcement by licensed Health Department personnel in these scenarios.

c. Hemant Marathe, Mayor
Michael W. Herbert, Esq.
Gay Huber, Township Clerk

REQUEST FOR COUNCIL ACTION

Date of Request: 3/13/24

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

ACTION REQUESTED/ EXECUTIVE SUMMARY: A refund of property tax overpayment. Property owner made an overpayment on their taxes and are requesting a refund of this amount.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED: A taxpayer overpaid their taxes and a refund is due. The Tax Collector mailed voucher to them and has received said voucher signed by the Resident entitled to a refund.

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

K. Montecinos Ph.V. Maud 3/14/24
Department/Division Head Date

APPROVED FOR AGENDA OF: 3-26-24

By: Marlena Schmid 03/19/2024
Marlena Schmid, Business Administrator

MEETING DATE: 3/26/24 **Ordinance #** _____ **Resolution #** 2024-3084

Council Action Taken:

RESOLUTION

WHEREAS, the Tax Collector, Kelly A. Montecinos, has certified the following taxpayer overpaid their taxes; and

WHEREAS, the Tax Collector is requesting that the overpaid taxes be refunded.

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

<u>Taxpayer</u>		<u>Refund</u>
PAYEE:	Bonnie You 18 Orleans Street West Windsor, NJ 08550	\$2,914.24

ASSESSED OWNER: Bonnie You
PROPERTY LOCATION: 18 Orleans Street
BLOCK: 28 LOT: 106.43

Total \$2,914.24

Adopted: March 26, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of March 2024.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: March 15, 2024

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Resolution providing for reimbursement of solid waste collection costs for the calendar year 2022 for The Mews @ Princeton Junction Apartments.

SOURCE OF FUNDING:

2022 Budget

CONTRACT AMOUNT:

\$149,460.00

CONTRACT LENGTH:

January 1, 2022 through December 31, 2022

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution, Agreements and copy of Certification of Funds

S:\AGENDA INBOX (file name) 2024 Resolution-Apt-Kelly2022A

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

John V. Mauder 3/18/24
Department/Division Head Date

APPROVED FOR AGENDA OF: March 26, 2024

By: Marlena A. Schmid 03/19/2024
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: 3/26/24 Ordinance # _____ Resolution # 2024-R08.5

Council Action Taken:

RESOLUTION

WHEREAS, N.J.S.A. 40:66-1 et seq. establishes a policy and schedule of the reimbursement of costs for solid waste collection services incurred by qualified multifamily dwellings as defined by the law; and

WHEREAS, The Mews @ Princeton Junction Apartments qualifies as such a community; and

WHEREAS, the Township of West Windsor agrees to reimburse The Mews @ Princeton Junction solid waste collection costs for the calendar year 2022; and

WHEREAS, funds are available as evidenced by the Chief Financial Officer’s Certification of Funds:

The Mews @ Princeton Junction Apartments	
Refuse Collection – Multi Family Reimbursement. 101001	<u>\$ 149,460.00</u>
Total	<u>\$ 149,460.00</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 Clerk are hereby authorized to execute an agreement with The Mews @ Princeton Junction to reimburse them for certain solid waste collection costs pursuant of N.J.S.A. 40:66-1 et. seq. in the following amount for the calendar year 2022:

The Mews @ Princeton Junction Apartments	<u>\$ 149,460.00</u>
Total	<u>\$ 149,460.00</u>

A copy of said Agreement is attached herein.

Adopted: March 26, 2024

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of March 2024.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 03/13/2024

Initiated By: Chief Robert Garofalo Division/Department: Police

ACTION REQUESTED/ EXECUTIVE SUMMARY:

This resolution will allow the West Windsor Twp Police Department to continue its participation in the Defense Logistics Agency Law Enforcement Support Office 1033 Program. The 1033 Program require reauthorization each year. The previous 2024 resolution was rejected by the NJSP LESO Unit for language.

SOURCE OF FUNDING:

CONTRACT AMOUNT:

CONTRACT LENGTH:

The resolution allows participation in the 2024 calendar year.

OTHER SUPPORTING INFORMATION ATTACHED:

S:\AGENDA INBOX (file name) _____

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Chief Robert Garofalo	03/13/2024
Department/Division Head	Date

APPROVED FOR AGENDA OF: March 26, 2024

By: Marlena R. Schmid 03/19/2024
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: 3/26/24 Ordinance # _____ Resolution # 2024-2086

Council Action Taken:

AUTHORIZING THE TOWNSHIP OF WEST WINDSOR THROUGH THE TOWNSHIP OF WEST WINDSOR POLICE DEPARTMENT TO PARTICIPATE IN THE DEFENSE LOGISTICS AGENCY, LAW ENFORCEMENT SUPPORT OFFICE, 1033 PROGRAM TO ENABLE THE POLICE DEPARTMENT TO REQUEST AND ACQUIRE EXCESS DEPARTMENT PF DEFENSE EQUIPMENT

RESOLUTION

WHEREAS, the United States Congress authorized the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) 1033 Program to make use of excess Department of Defense personal property by making that personal property available to municipal, county and State law enforcement agencies; and

WHEREAS, DLA rules mandate that all equipment acquired through the 1033 Program remain under the control of the requesting law enforcement agency; and

WHEREAS, participation in the 1033 Program allows municipal and county law enforcement agencies to obtain property they might not otherwise be able to afford in order to enhance community preparedness, response and resiliency; and

WHEREAS, although the property is provided through the 1033 Program at no cost to municipal and county law enforcement agencies, these entities are responsible for the costs associated with delivery, maintenance, fueling, and upkeep of the property, and for specialized training on the operation of any acquired property; and

WHEREAS, N.J.S.A. 40A:5-30,2 requires that the governing body of the municipality or county approve, by a majority of the full membership, both enrollment in, and the acquisition of any property through the 1033 Program.

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of West Windsor, County of Mercer, New Jersey that the West Windsor Township Police Department is hereby authorized to enroll in the 1033 Program for a one-year period from January 1, 2024 and terminating December 31, 2024; and

BE IT FURTHER RESOLVED, that the Township of West Windsor Police Department is hereby authorized to acquire items of non-controlled property designated "DEMIL A" which may include office supplies, office furniture, computers, electronic equipment, generators, field packs, military and non-military vehicles, clothing, traffic and transit signal systems, exercise equipment, farming and moving equipment, storage devices and containers, tools, medical and first aid equipment and supplies, personal protection equipment and supplies, construction materials, lighting supplies, beds and sleeping mats, wet and cold weather equipment and supplies, respirators, binoculars, and any other supplies or equipment of a non-military nature identified by the LEA, if it shall become available in the next twelve months based on the needs of the West Windsor Township Police Department, without restriction; and

BE IT FURTHER RESOLVED that the West Windsor Township Police Department is hereby authorized to acquire the following "DEMIL B through Q" property, listed in the unredacted portion of the DEMIL inventory sheet, if it shall become available in the period of time for which this resolution authorizes; and

BE IT FURTHER RESOLVED that the West Windsor Township Police Department shall develop and implement a full training plan and policy for the maintenance and use of the acquired property; and

BE IT FURTHER RESOLVED that the West Windsor Township Police Department shall provide a quarterly accounting of all property obtained through the 1033 Program which shall be available to the public upon request; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately and shall be valid to authorize requests to acquire "DEMIL A" property and DEMIL B through Q" property that may be made available through the 1033 Program during the period of time for which this resolution authorizes; with Program participation and all property request authorizations effective January 1, 2024 and terminating December 31, 2024.

Adopted: March 26, 2024

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of March 2024.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 03/13/2024

Initiated By: Chief Robert Garofalo Division/Department: Police

ACTION REQUESTED/ EXECUTIVE SUMMARY:

This resolution will allow the West Windsor Township to transfer ownership of a 2005 ALU Trailer Vin#1N9CE16245E167758, to County of Mercer, Mercer County Prosecutor's Office for continued use as part of the Mercer County Rapid Response Partnership.

SOURCE OF FUNDING:

no cost

CONTRACT AMOUNT:

n/a

CONTRACT LENGTH:

The resolution allows participation in the 2024 calendar year.

OTHER SUPPORTING INFORMATION ATTACHED:

S:\AGENDA INBOX (file name) _____

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Chief Robert Garofalo	03/13/2024
Department/Division Head	Date

APPROVED FOR AGENDA OF: March 26, 2024

By: Marlena Schmid
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: 3/26/24 Ordinance # _____ Resolution # 2024-RC 87

Council Action Taken:

RESOLUTION PERMITTING THE TOWNSHIP OF WEST WINDSOR TO TRANSFER PROPERTY ACCEPTED FROM THE PLAINSBORO FIRE COMPANY TO THE COUNTY OF MERCER, MERCER COUNTY PROSECUTOR'S OFFICE AND APPROVAL OF MOU BETWEEN TOWNSHIP OF WEST WINDSOR AND THE COUNTY OF MERCER

- WHEREAS, in June of 2022 the Township of West Windsor accepted a donation from the Plainsboro Volunteer Fire Company of a 2005 ALU trailer, VIN#1N9CE16245E167758 at no cost, for use as part of the Mercer County Rapid Response Partnership (2022-R147); and
- WHEREAS, the County of Mercer, Mercer County Prosecutor's Office is willing to take over ownership of the trailer in support of the Mercer County Rapid Response Partnership; and
- WHEREAS, the County of Mercer, Mercer County Prosecutor's Office acknowledges the trailer is transferred at no cost and is used, not warrantied and is transferred in "AS IS" condition; and
- WHEREAS, the County of Mercer, Mercer County Prosecutor's Office agrees to assume responsibility, defend, hold harmless and indemnify the Township of West Windsor from any and all liability for any personal injuries, property damage and /or damage to other vehicles caused by or related to the transfer of ownership of this trailer to County of Mercer, Mercer County Prosecutor's Office for use, relocation, possession and control of said trailer.

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of West Windsor agrees to transfer the ownership of the trailer at no cost and in "AS IS" condition to County of Mercer, Mercer County Prosecutor's Office; and

BE IT FURTHER RESOLVED, that the Township Council of the Township of West Windsor does hereby authorize the Mayor and Clerk to execute a Memorandum of Understanding and all documents necessary to effectuate the transfer of ownership from the Township of West Windsor to the County of Mercer, Mercer County Prosecutor's Office.

Adopted: March 26, 2024

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of March 2024.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: March 12, 2024

Initiated By: Hemant Marathe, Ph.D. Division/Department: Administration

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Authorizing the contract of \$100,000 for Law Offices of Muller & Baillie, P.C. Affordable Housing Legal Services for the period through December 31, 2024.

SOURCE OF FUNDING: Current Budget

CONTRACT AMOUNT: \$100,000.00

CONTRACT LENGTH: Through 12/31/2024

OTHER SUPPORTING INFORMATION ATTACHED:

Email

S:\AGENDA INBOX: Muller – AH – Resolution-24

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Hemant Marathe 3/13/24
Department/Division Head Date

APPROVED FOR AGENDA OF: March 26, 2024

By: Marlena A. Schmid 03/19/2024
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: 3/26/24 Ordinance # _____ Resolution # 2024-R088

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor Planning Board entered into a Professional Services Agreement with the Law Offices of Muller & Baillie, P.C. on January 17, 2024 for Planning Board/Land Use Legal Services; and

WHEREAS, the Law Offices of Muller & Baillie, P.C. have the expertise to perform Affordable Housing Legal Services and has done so in the past for the Township; and

WHEREAS, the scope of work authorized in the original contract remains in force and effect; and

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

Affordable Housing – Legal Fees	106-25-223	\$100,000.00
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NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the Chief Financial Officer is hereby authorized to increase the contract amount to date by \$100,000.00 with the Law Offices of Muller & Baillie, P.C. for Affordable Housing Legal Services for the period through December 31, 2024.

Adopted: March 26, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of March 2024.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: March 12, 2024

Initiated By: Hemant Marathe, Ph.D. Division/Department: Administration

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Authorizing the contract of \$10,000 for Burgis Associates, Inc. Affordable Housing Planning Services for the period through December 31, 2024.

SOURCE OF FUNDING: Current Budget

CONTRACT AMOUNT: \$10,000.00

CONTRACT LENGTH: Through 12/31/2024

OTHER SUPPORTING INFORMATION ATTACHED:

S:\AGENDA INBOX: Burgis – AH – Resolution-24

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Hemant Marathe 3/12/24
Department/Division Head Date

APPROVED FOR AGENDA OF: March 26, 2024

By: Marlena A. Schmid 03/19/2024
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: 3/26/24 Ordinance # _____ Resolution # 2024-2089

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor Planning Board entered into a professional services agreement with Burgis Associates, Inc. on January 17, 2024 for Planning Board/Land Use Planning Services; and

WHEREAS, Burgis Associates, Inc. has the expertise to perform Affordable Housing Planning Services and has done so in the past for the Township; and

WHEREAS, the scope of work authorized in the original contract remains in force and effect; and

WHEREAS, the Chief Financial Officer has certified funds are available for said contract in the following account:

Affordable Housing – Consultant Fees	106-25-210	\$10,000.00
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NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the Chief Financial Officer is hereby authorized to increase the contract amount to date by \$10,000.00 with Burgis Associates, Inc. for Affordable Housing Planning Services for the period through December 31, 2024.

Adopted: March 26, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of March 2024.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: March 1, 2024

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

ACTION REQUESTED/ EXECUTIVE SUMMARY: Approval of a Resolution authorizing an increase in the contract for Snow Removal Services with Scheideler Excavating Co., Inc., 149 Penn Lyle Rd, Princeton Junction. Township Council awarded by Resolution 2023-R193 on October 10, 2023. An additional \$60,000.00 is requested.

SOURCE OF FUNDING: Snow Recovery Trust 121407

CONTRACT AMOUNT: \$130,000.00 (with additional amount requested)

CONTRACT LENGTH: November 2023 – October 2024

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution

Certification of Funds

S:\AGENDA INBOX (file name) _____

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Department/Division Head

3-8-2024
Date

APPROVED FOR AGENDA OF: March 26, 2024

By: Marlena Schmid 03/19/2024
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: 3/26/24 Ordinance # _____ Resolution # 2024-R090

Council Action Taken:

RESOLUTION

WHEREAS, the Township Council of the Township of West Windsor authorized a contract with Scheideler Excavating Co., Inc. on October 10, 2023 for Snow Removal Services (Resolution 2023-R193); and

WHEREAS, a certification of funds for the original contract was received from the Chief Financial Officer and funds for said contract were available in the following line item appropriation account:

Snow Removal – Service/Maintenance Contracts 105-41-251 \$70,000.00

WHEREAS, due to the recent onslaught of snow and ice storms the Township required additional man hours not anticipated in the original contract to assist the Department of Public Works in the clearing of Township roadways; and

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

Storm Recovery Trust 121407 \$60,000.00

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the Chief Financial Officer is hereby authorized to increase the contract amount to date by \$60,000.00 with Scheideler Excavating Co., Inc. to a revised contract total of \$130,000.00.

Adopted: March 26, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of March 2024.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: February 29, 2024

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Resolution authorizing the Township of West Windsor to enter into a contract with SHI International Corporation to procure a Power Backup UPS for Public Works and some miscellaneous items as an Authorized Vendor/Distributor of Computer Equipment & Peripherals (2022-2024) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 22-24 with the County of Bergen.

SOURCE OF FUNDING:

Network, Computers, Printers, Scanners 405-2023-09001 \$651.29

CONTRACT AMOUNT: Increase of \$651.29

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

- Resolution
- Certification of Funds
- SHI International Price Quote
- County of Bergen Contract BC-BID- 22-24 Related Documents

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Brian Aronson 2-29-2024
 Department/Division Head Date

APPROVED FOR AGENDA OF: MARCH 26, 2024

By: Marlena Schmid 03/19/2024
 Marlena Schmid, Business Administrator

MEETING DATE: 3/26/24 Ordinance # _____ Resolution # 2024-R091

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 needs to purchase a replacement Power Backup UPS for Public Works and some miscellaneous items from SHI International Corp. as an Authorized Vendor/Distributor of Computer Equipment & Peripherals (2022-2024) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 22-24 with the County of Bergen in the amount of \$651.29; and

WHEREAS, as of March 26, 2024 the Township's total aggregate spending with SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2022-2024) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 22-24 with the County of Bergen was as follows:

Purchase Order No.	61297	\$ 49.40
Purchase Order No.	61308	\$ 9,887.90
Purchase Order No.	61336	\$ 1,098.60
Resolution No.	2024-R063	\$ 9,025.20
Resolution No.	2024-R064	\$ 107,370.99
<u>Resolution No.</u>	<u>2024-R065</u>	<u>\$ 12,000.00</u>
		\$ 139,432.09

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

Network, Computers, Printers, Scanners	405-2023-09001	\$651.29
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NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that Marlana A. Schmid, Business Administrator, is hereby authorized to purchase the above from SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2022-2024) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 22-24 with the County of Bergen for a total not to exceed of \$140,083.38

Adopted: March 26, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of March, 2024.

Gay M. Huber
 Township Clerk
 West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: March 4, 2024

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing execution of a professional services agreement with Martin Appraisal Associates, Inc. to provide professional appraisal services for the acquisition of right-of-way easements from Block 15.03, Lot 46 and Lot 46.01 (Hunter Property) as referenced on the West Windsor Township Tax Map. The Township Engineer is recommending a contract be awarded to Martin Appraisal Associates, Inc..

SOURCE OF FUNDING:

Bicycle and Pedestrian Improvements	405 2012 08 003	\$4,164.06
<u>Alexander, Meadow, North Post, Vaughn Drive</u>	<u>405 2011 08 001</u>	<u>\$ 335.94</u>
Account Title	Account Number	Amount

CONTRACT AMOUNT: \$4,500.00

CONTRACT LENGTH: completion of appraisals for valuation of needed easements

OTHER SUPPORTING INFORMATION ATTACHED:

- | | | |
|-------------------------------------|-----------------------------|-----------------------------------|
| Resolution | Affirmative Action Contract | Proposal – Exhibit A |
| Political Contribution Disclosure | Certification of Funds | Business Entity Disclosure |
| Professional Services Agreement | Stockholder Disclosure | Engineers Memorandum |
| Business Registration Certification | Affidavit of Compliance | Certificate of Information Report |
| Map | | |

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Francis Guzik 3/19/23
Department/Division Head Date

APPROVED FOR AGENDA OF: March 26, 2024

By: Marlena A. Schmid 03/20/2024
Marlena Schmid, Business Administrator

MEETING DATE: 3/26/24 Ordinance # _____ Resolution # 2024-R092

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor has a need to acquire professional appraisal services and Martin Appraisal Associates, Inc. has submitted a proposal dated February 29, 2024 indicating they will provide professional appraisal services for the acquisition of right-of-way easements from Block 15.03, Lot 46 and Lot 46.01 (Hunter Property) for \$4,500.00; and

WHEREAS, the Township wishes to enter into a Professional Services Agreement with Martin Appraisal Associates, Inc. for the aforesaid services; and

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

Bicycle and Pedestrian Improvements	405 2012 08 003	\$4,164.06
<u>Alexander, Meadow, North Post, Vaughn Drive</u>	<u>405 2011 08 001</u>	<u>\$ 335.94</u>
Account Title	Account Number	Amount

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 Martin Appraisal Associates, Inc., to provide professional appraisal services for the acquisition of right-of-way easements from Block 15.03, Lot 46 and Lot 46.01, for an amount not to exceed \$4,500.00.
- (2) The Agreement so authorized shall require the Provider to provide professional appraisal services pursuant to its proposal dated February 29, 2024. The contract may be awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published 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 Martin Appraisal Associates, Inc. and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: March 26, 2024

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of March 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the Township of West Windsor has a need to acquire professional engineering services and Center State Engineering has submitted a proposal dated February 23, 2024 indicating they will provide professional construction administration and observation services for the 2022 Annual Road Program project for \$43,750.00; and

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

Roadway Improvements	405 2020 14 013	\$43,750.00
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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, a Professional Services Agreement with ACT Engineers, with a performance period concurrent with the construction project from the date of project initiation for construction administration and observation services for an amount not to exceed \$43,750.00.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering services pursuant to its proposal dated February 23, 2024. The contract may be awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published 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 Center State Engineering and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: March 26, 2024

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of March 2024.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: March 4, 2024

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing execution of Contract Amendment No. 1 for Arora and Associates, P.C. to provide professional engineering services related to an update of West Windsor Township's Capital Improvement Program. The traffic modeling used is developed from the larger region modeling developed and maintained by the DVRPC. Obtaining the West Windsor area subregion of the DVRPC's model requires a fee for DVRPC staff time and efforts and Arora's coordination of obtaining the proper information in appropriate format. The Township Engineer is recommending a contract amendment be awarded to Arora and Associates, P.C.

SOURCE OF FUNDING:

Original Contract Amount
Township Capital Improvement Program 405-2023-08 001 \$171,000.00

ADDITION SOURCE OF FUNDING:

Township Capital Improvement Program 405-2023-08 001 \$29,300.00

CONTRACT AMOUNT: \$171,000.00

Original Contract Amount: \$ 171,000.00
Contract Amendment #1: \$ 29,300.00
Final Contract Amount: \$200,300.00

CONTRACT LENGTH: no change

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution Resolution 2023-R211 Budget Amendment Request (Exhibit A)
Amendment #1 to Agreement Certificate of Funds Engineers Memorandum

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Francis Guzik 3/12/24
Department/Division Head Date

APPROVED FOR AGENDA OF: March 26, 2024

By: Maflena A. Schmid 03/19/2024
Maflena Schmid, Business Administrator

MEETING DATE: 3/26/24 Ordinance # _____ Resolution # 2024-R094

Council Action Taken:

RESOLUTION

- WHEREAS, the Township of West Windsor required professional engineering services related to an update of West Windsor Township's Capital Improvement Program; and
- WHEREAS, Arora and Associates, P.C. was awarded a professional services contract on November 13, 2023 for the total contract amount of \$171,000.00; and
- WHEREAS, there is presently a need for additional services as detailed in the March 4, 2024 letter from Arora and Associates in the amount of \$29,300.00 for a total revised contract amount of \$200,300.00; and
- WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds for said contract are available in the following account:
- Township Capital Improvement Program 405-2023-08 001 \$29,300.00
- WHEREAS, said Amendment #1 to the Agreement for Professional Services has been reviewed by the Township Engineer and is recommended to be executed.

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 #1 to the Agreement for Professional Services with Arora and Associates, P.C. of Lawrenceville, NJ, pursuant to its proposal dated March 4, 2024.
- (2) The contract is awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the aforesaid services are professional in nature.
- (3) All other terms and conditions of the Agreement with Arora and Associates, dated November 13, 2023 remain in full force and effect.
- (4) An executed copy of the Amendment between the Township and Arora and Associates, P.C. and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: March 26, 2024

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of March 2024.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: **March 4, 2024**

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing execution of Change Order No. 1 with Scozzari Builders, Inc. for supplemental work as needed for the **Metal Roof Installation at the Schenck Farmstead Project**. Change Order No. 1 represents an increase (7.71%) in the contract amount for the project. The Facilities Maintenance Manager and Architect of Record have reviewed and endorse the attached change order with Scozzari Builders, Inc. of Trenton, New Jersey.

SOURCE OF FUNDING:

Original Contract:

<u>Schenck Farmstead Carriage House Barn</u>	<u>405-2009-14-013</u>	<u>\$48,243.00</u>
Account Title	Account Number	Amount

Change Order No. 1:

<u>Schenck Farmstead Carriage House Barn</u>	<u>405-2009-14-013</u>	<u>\$3,720.75</u>
Account Title	Account Number	Amount

CONTRACT AMOUNT:

<u>Original Contract Amount:</u>	<u>\$ 48,243.00</u>
<u>Change Order 1 (increase):</u>	<u>\$ 3,720.75</u>
<u>Revised Contract Amount:</u>	<u>\$ 51,963.75</u>

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution	Change Order No. 1
Facility Maintenance Managers Memorandum	Certification of Funds
Resolution 2023-R200	

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Brian Aronson 3-4-2024
Department/Division Head Date

APPROVED FOR AGENDA OF: **March 26, 2024**

By: Marlena Schmid 03/19/2024
Marlena Schmid, Business Administrator

MEETING DATE: 3/26/24 Ordinance # _____ Resolution # 2024-R095

Council Action Taken:

RESOLUTION

WHEREAS, West Windsor Township awarded a construction contract in the amount of \$48,243.00 on October 24, 2023 (Resolution 2023-R200) to Scozzari Builders, Inc. (Contractor) of Trenton, New Jersey for the Metal Roof Installation at the Schenck Farmstead Project; and

WHEREAS, Certification of Funds for the original contract was received from the Chief Financial Officer and funds for said contract were available in the following account:

<i>Schenck Farmstead Carriage House Barn</i>	<i>405-2009-14-013</i>	<i>\$48,243.00</i>
<i>Account Title</i>	<i>Account Number</i>	<i>Amount</i>

WHEREAS, the Contractor was required to perform supplemental work as needed; and

WHEREAS, Change Order No.1 which accounts for an increase of \$3,720.75 (7.71%) in the total contract amount for supplemental work has been submitted by the Contractor; and

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

<i>Schenck Farmstead Carriage House Barn</i>	<i>405-2009-14-013</i>	<i>\$3,720.75</i>
<i>Account Title</i>	<i>Account Number</i>	<i>Amount</i>

WHEREAS, the Facilities Maintenance Manager along with the Architect of Record have reviewed and endorse the change order.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor Change Order No. 1 for supplemental work as needed is hereby approved, adjusting the original contract amount of \$48,243.00 to a revised contract amount of \$51,963.75

BE IT FURTHER RESOLVED that Marlena A. Schmid, Business Administrator is hereby authorized to execute Change Order No. 1 for quantity adjustment and supplemental work as needed.

Adopted: March 26, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of March 2024.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: March 8, 2024

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Resolution authorizing 2024 emergency temporary appropriations.

The attached resolution provides supplemental funds to operate into the second quarter. Additional funding is required in order to meet various obligations including payroll, insurance, statutory requirements and other operational and contractual obligations. The amounts in the resolution represent the difference between 50% of the 2024 Mayor's recommended budget and the Temporary budget approved by Township Council at their January 16, 2024 meeting. This emergency temporary appropriations resolution includes the annual employer pension liability due April 1.

According to statute, this resolution requires a 2/3 vote of the full membership of Council (4 votes) and the amount of such emergency temporary appropriations shall be included in the adopted municipal budget.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

S:\AGENDA INBOX: 2024 Temporary Emergency

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

John V. Mauder

3/16/24

Department/Division Head

Date

APPROVED FOR AGENDA OF: March 26, 2024

By: Marlena A. Schmid 03/19/2024
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: 3/26/24 Ordinance # _____ Resolution # 2024-2096

Council Action Taken:

EMERGENCY TEMPORARY RESOLUTION

WHEREAS, an emergent condition has arisen with respect to the ability of the Township of West Windsor to continue paying its employees and vendors; and

WHEREAS, the Township Council has not yet adopted the 2024 budget; and

WHEREAS, no adequate provision has been made in the 2024 temporary budget for the aforesaid purpose, and N.J.S.A. 40A:4-20 provides for the creation of an emergency temporary appropriation for the purpose above mentioned; and

WHEREAS, the total emergency temporary resolutions adopted in the year 2024 pursuant to the provisions of Chapter 96, P.L.1951 (N.J.S.A. 40A:4-20) including this resolution total \$14,339,537.00;

NOW, THEREFORE, BE IT RESOLVED (not less than two-thirds of all members thereof affirmatively concurring) that in accordance with N.J.S.A. 40A:4-20:

- I. An emergency temporary appropriation be and the same is hereby made for:

CURRENT FUND EMERGENCY TEMPORARY APPROPRIATIONS - 2024

	<u>S & W</u>	<u>O.E.</u>	<u>TOTAL</u>
1 Clerk & Governing Body	63,412.00	18,781.25	82,193.25
2 Elections	425.00	7,887.50	8,312.50
3 Council	10,797.50	1,687.50	12,485.00
4 Administration	161,721.50	89,237.50	250,959.00
5 Mayor	14,267.25	0.00	14,267.25
6 Financial Administration	136,888.00	0.00	136,888.00
7 Audit & Accounting Services		12,573.75	12,573.75
8 Data Processing		0.00	0.00
9 Assessment of Taxes	61,463.00	0.00	61,463.00
10 Collection of Taxes	46,279.00	5,437.50	51,716.50
12 Supplemental Fire Safety Program		0.00	0.00
13 Uniform Fire Code	53,959.00	11,325.50	65,284.50
14 Emergency Services	421,265.00	97,835.00	519,100.00
15 Princeton Jct. Vol. Fire Co.		18,750.00	18,750.00
16 West Windsor Vol. Fire Co. #1		18,750.00	18,750.00
18 Police	2,146,785.75	140,228.75	2,287,014.50
18 Police - ILSA - WWPRSD	75,000.00	46,250.00	121,250.00
20 Animal Control		2,475.00	2,475.00
20 ILSA-East Windsor Township		7,500.00	7,500.00
21 Board of Health	209,432.50	14,237.50	223,670.00
22 Recreation	124,400.50	59,650.00	184,050.50
23 Housing	12,500.00	54,550.00	67,050.00
24 Senior Citizen Program	55,173.25	21,693.25	76,866.50
25 Affordable Housing	250.00	50,000.00	50,250.00
29 Community Development	6,662.75	250.00	6,912.75

30	General Engineering	127,438.25	16,332.50	143,770.75
33	Land Use	66,675.75	32,005.00	98,680.75
34	Planning Board		62,950.00	62,950.00
35	S.P.R.A.B.		0.00	0.00
36	Zoning Board		2,675.00	2,675.00
37	Environment Commission		762.50	762.50
38	Construction Official	477,552.75	16,325.00	493,877.75
40	Public Works	400,846.75	57,444.25	458,291.00
41	Snow Removal	0.00	0.00	0.00
42	Sewer System	125,234.25	27,687.50	152,921.75
43	Stony Brook Reg. Sewer Auth.		875,000.00	875,000.00
44	Facilities and Open Space		38,000.00	38,000.00
46	Legal Services & Costs		62,500.00	62,500.00
47	Municipal Prosecutor		7,500.00	7,500.00
48	Public Defender		4,250.00	4,250.00
50	Municipal Court	65,840.25	15,505.75	81,346.00
50	ILSA - Hopewell Township		0.00	0.00
51	Group Insurance		2,200,000.00	2,200,000.00
52	Other Insurance - Workers Comp		0.00	0.00
52	Other Insurance - Liability		9,482.00	9,482.00
53	Building & Grounds	75,382.25	43,943.75	119,326.00
54	Fire Hydrant Service		180,250.00	180,250.00
55	Postage		15,000.00	15,000.00
56	Utilities - Street Lighting		109,000.00	109,000.00
56	Utilities - Electric/Natural Gas		117,750.00	117,750.00
56	Utilities - Telephone and Telegraph		37,500.00	37,500.00
56	Utilities - Water		17,750.00	17,750.00
57	Gasoline		74,562.50	74,562.50
58	Refuse Collection - In Cap		800,000.00	800,000.00
58	Refuse Collection - Out of Cap		0.00	0.00
60	Extended Sick Leave	0.00	0.00	0.00
76	Social Security System		195,500.00	195,500.00
77	Public Employees Retirement System		1,149,387.00	1,149,387.00
78	Police & Firemen's Retirement System		2,549,222.00	2,549,222.00
79	Defined Contribution Retirement System		2,500.00	2,500.00
	Total Temporary Operating Budget	4,939,652.25	9,399,884.75	14,339,537.00

2. That said emergency temporary appropriations have been provided for in the 2024 budget under the aforementioned line items.
3. That one certified copy of this resolution be filed with the Director of the Division of Local Government Services.

Adopted: March 26, 2024

I, Gay M. Huber, Township Clerk of West Windsor Township, County of Mercer, do hereby certify the foregoing to be a true and correct copy of a resolution adopted by the West Windsor Township Council at their meeting held on the 26th day of March 2024 and said resolution was adopted by not less than a two-thirds vote of the members of the West Windsor Township Council.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 3/13/24

Initiated By: Chief Robert Garofalo Division/Department: Police

ACTION REQUESTED/ EXECUTIVE SUMMARY: Change to Chapter 82 Fees to add a new section 82-18 Police for coverage during concerts, festivals/outdoor events, and carnivals where alcohol is served or sold. This will cover all organizations that conduct or sponsor public events in the Township of West Windsor.

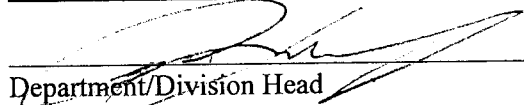
SOURCE OF FUNDING:

CONTRACT AMOUNT:

CONTRACT LENGTH:


OTHER SUPPORTING INFORMATION ATTACHED:

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW



Department/Division Head Date

APPROVED FOR AGENDA OF: March 26, 2024

By:  03/20/2024
Maflena Schmid, Business Administrator

MEETING DATE: 3/26/24 Ordinance # 2024-06 Resolution # _____

Council Action Taken:

2024-06

AN ORDINANCE AMENDING AND SUPPLEMENTING THE CODE OF THE TOWNSHIP OF WEST WINDSOR (1999) CHAPTER 4 “ADMINISTRATION OF GOVERNMENT”, TO ADD SECTION 1 “82-18 POLICE, I. CONCERTS, FESTIVALS/OUTDOOR EVENTS, CARNIVALS”

WHEREAS, there is a need to amend the Code of the Township of West Windsor Township to include a Special Events fees; and

WHEREAS, the Chief of Police has requested this to ensure the safety of all at events held in the Township.

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 1

82-18 Police.

I. Concerts, Festivals/Outdoor Events, Carnivals

1. **All organizations that conduct or sponsor public events within the Township of West Windsor shall utilize West Windsor Police Officers on site and equipment provided by the Township’s Police Department. The requirement for Police on site is at the discretion of the Township’s Chief of Police.**
2. **In the following instances, West Windsor Township has specified minimum staffing levels of required Police presence, which may be modified at the discretion of the Township’s Chief of Police.**
 - a. **Concerts: Minimum one Officer (Security) per 500 attendees anticipated or one per 350 if alcohol is served or sold.**
 - b. **Festivals/Outdoor Events: Minimum one Officer (Security) per 500 attendees anticipated or one per 350 if alcohol is served or sold.**
 - c. **Carnivals: Minimum one Officer (Security) per 500 attendees anticipated or one per 350 if alcohol is served or sold.**

Section 2.

All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

Section 3.

If any section, subsection, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the remaining portions of this ordinance.

Section 4.

This ordinance shall take effect twenty(20) days after action or inaction by the Mayor as approved by law or an override of a mayoral veto by Council, whichever is applicable, and upon publication in accordance with law.

INTRODUCTION:

PUBLIC HEARING:

ADOPTION:

MAYOR APPROVAL:

EFFECTIVE DATE:

**WEST WINDSOR POLICE DEPARTMENT
MEMORANDUM**



SUBJECT:
Police Special Events Code Change

Date:
January 2, 2024

To: Gay Huber, Township Clerk

From: Chief Robert Garofalo PhD(c)

A handwritten signature in black ink, appearing to read "R. Garofalo", is written over the printed name of the sender.

I am requesting the attached changes to the Special Events in order to provide the correct safety and security for all attendees. I met with the event coordinators for the Las Vegas Metro Police Department at the State Chiefs of Police training. Together, we outlined a plan along with documents to bring the safety and planning for special events to a more realistic standard based on the current events and trends.

What you have presented to you is the best practices modified for the crowd sizes in West Windsor.