

**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**

**December 11, 2023**

7:00 P.M.

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice - January 13, 2023 to The Times and the Princeton Packet and posted on the Township web-site. All Council meetings are open to the public with access via Zoom for those who wish to attend virtually. Please see Township web-site for further details.
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

2023-25 AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 100 "HOUSING STANDARDS" OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF WEST WINDSOR, NEW JERSEY TO INCLUDE ARTICLE II, LEAD SAFE RESIDENTIAL RENTAL INSPECTION REQUIREMENTS AND CHAPTER 82 FEES

11. Consent Agenda

A. Resolutions

2023-R237 Establishing January 1, 2024 and January 15, 2024 as Official Township Holidays

B. Minutes

C. Bills & Claims

12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

2023-R238 Authorizing the Biannual Employee Policies and Procedures Handbook Updates as Required by the MIDJIF and Municipal Excess Liability Joint Insurance Fund

2023-R239 Authorizing the Chief Financial Officer to Enter into an Agreement with OceanFirst Bank for General Banking Services Effective 1/1/2024 through 12/31/2026

2023-R240 Authorizing the Chief Financial Officer to Enter Into an Agreement with Popular Bank for General Banking Services Effective 1/1/2024

2023-R241 Authorizing the Chief Financial Officer to Increase the Professional Services Agreement with Van Cleef Engineering Associates by \$2,500.00 for a Total Not to Exceed of \$5,500.00

2023-R242 Authorizing the Mayor and Clerk to Execute a Contract with Longford Landscapes & Excavation, Inc. for Emergency Driveway Repairs to the Access Roadway to Duck Pond Pumping Station - \$9,100.00

2023-R243 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Roberts Engineering Group, LLC for Engineering Services for Roadway Improvement Bid Documents for the Project New Edinburg Road from Woodmere Way to Village Road Intersection - \$49,000.00

2023-R244 Authorizing the Business Administrator to Purchase Technology Services from StarNet Solutions, Inc., for the Police Department - \$23,863.00

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

**REQUEST FOR COUNCIL ACTION**

Date of Request: October 25, 2023

Initiated By: Jill Swanson

Division/Department: Health

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Introduction of ordinance amending Chapter 100, "Housing Standards" to establish provisions to allow the Township to comply with new state regulations which require that municipalities ensure periodic lead paint inspections of certain rental dwellings; and Chapter 82, "Fees" to establish fees for the inspection program.

**SOURCE OF FUNDING:** na

**CONTRACT AMOUNT:**

**CONTRACT LENGTH:**

**OTHER SUPPORTING INFORMATION ATTACHED:**

Proposed Ordinance, Memorandum

S:\AGENDA INBOX Lead-safe Housing

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

Jill Swanson 10/25/23  
Department/Division Head Date

**APPROVED FOR AGENDA OF:**

By: Marlene Schmid 11/20/2023  
Marlene 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: 11/27/2023 Ordinance # 2023-25 Resolution # \_\_\_\_\_

Council Action Taken:

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 100, "HOUSING STANDARDS" OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF WEST WINDSOR, NEW JERSEY TO INCLUDE ARTICLE II, LEAD SAFE RESIDENTIAL RENTAL INSPECTION REQUIREMENTS" AND 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; and

WHEREAS, Township Council recognizes the well-known negative health consequences posed by deteriorated lead-based paint often found in dwellings constructed prior to 1978; and

WHEREAS, the Township desires to implement an inspection program to ensure hazards are identified and abated in accordance with state regulations; and

WHEREAS, the Township has determined that it is in the best interest of the residents of West Windsor to supplement the Housing Standards to require inspection of certain residential rental units for lead-based paint, in order to protect vulnerable individuals from negative health consequences and to ensure compliance with New Jersey regulations for lead-based paint inspections in rental dwellings.

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 100, Housing Standards is amended by adding thereto a new article entitled "Lead Safe Residential Rental Requirements" and Chapter 82, "Fees" by adding thereto section 82-26 "Lead-paint Rental Requirements" as follows:

**Article I Housing Standards.**

**Article II Lead Safe Residential Rental Requirements**

100-14 Enforcement.

A. The Construction Code Official, Fire Official, Health Officer, Zoning Officer or other designated and duly authorized employees designated by the Business Administrator of the West Windsor Township shall administer, implement and enforce the provisions of this article.

B. In the absence of a permanent local agency responsible for rental housing inspections and the issuance of certificates of occupancy for said units, the term "municipal lead inspector" shall mean a lead evaluation contractor retained by the Township.

100-15            Inspections; remediation; certification.

**A. Initial lead paint hazard inspection required.**

The owner of every single-family, two-family, and multiple rental dwelling constructed prior to 1978 shall obtain an initial lead paint hazard inspection of said unit and file a lead-safe or lead-free certificate with the Township prior to July 22, 2024, or upon tenant turnover, whichever is sooner, in accordance with N.J.S.A. 52:27D-437.16 and N.J.A.C. 5:28A-1.1 et seq.

**B. Periodic lead paint hazard inspection and certification required.**

Following the initial lead paint hazard inspection and filing of a lead-safe certification per 100-15A, property owners shall:

1. Obtain a lead paint hazard inspection and file a valid lead-free or lead-safe certification of every non-exempt, single-family, two-family, and multiple rental dwelling constructed prior to 1978, every three years, or upon tenant turnover, whichever is earlier, except, inspection upon tenant turnover shall not be required if the owner has a valid lead-safe certification at the time of tenant turnover.
2. Provide evidence of a valid lead-safe or lead-free certification obtained pursuant to this section, to new tenants of the property at the time of tenant turnover unless not required to have had an inspection.
3. Maintain records of lead-safe and/or lead-free certifications for prior six (6) years, which shall include name(s) of the unit tenant(s), if inspection was conducted during a period of tenancy.

**C. Standards.** Inspections for lead-based paint hazards in rental dwelling units shall be governed by the standards set forth in N.J.S.A. 52:27D-437.16 et seq., and N.J.S.A. 55:13A-1 et seq., as may be amended from time to time.

**D. Township-facilitated inspection.** A municipal lead inspector designated by the Township shall be authorized and empowered to conduct periodic lead-based paint inspections for all applicable rental dwelling units in accordance with N.J.S.A. 52:27D-437.16 and N.J.A.C. 5:28A-1.1 et seq.

**1. Notice of Inspection.**

- a.** Requests for township-facilitated initial inspections must be submitted in writing by the property owner prior to April 1, 2024 or a minimum of 20 business days prior to the scheduled date of tenant turnover. It is the responsibility of the property owner to schedule inspections.
- b.** Requests for township-facilitated periodic inspections must be submitted in writing by the property owner a minimum of 20 business days prior to the scheduled date of tenant turnover or expiration of the valid lead-safe

certification. It is the responsibility of the property owner to schedule inspections.

2. Required inspection fees per Chapter 82-26 and applications shall be received by Township a minimum of 2 business days prior to a scheduled inspection. Inspections or re-inspections shall not be conducted prior to receipt of fees by the Township.
3. Every inspection for which the landlord, tenant, owner or agent has failed to provide access for inspection shall be deemed a failed inspection and the inspection fees shall be forfeited. If an owner desires to cancel an inspection, a written notice of cancellation must be provided to the Township a minimum of 48 business hours in advance of the scheduled inspection. Business hours are Monday – Friday, 9 AM through 5 PM, excluding Holidays.

Owner Option to designate a private lead evaluation contractor.

1. A dwelling owner or landlord may hire a private lead evaluation contractor certified to provide lead paint inspections services in accordance with N.J.S.A. 52:27D-437.16 et seq., to conduct lead paint inspections and provide lead-safe or lead-free certificates in lieu of obtaining a Township-facilitated inspection.
  2. Notwithstanding this option, the Township retains the authority to conduct inspections or investigations of landlords or owners that directly hire private lead evaluation contractors to ensure periodic lead-based paint inspections are being performed in accordance with this chapter. The Township also retains the authority to prohibit an owner from directly hiring a private lead evaluation contractor to conduct a periodic lead-based paint inspection where: (i) the owner previously opted to hire a lead evaluation contractor to perform the periodic lead-based paint inspection and failed to have the inspection completed; or (ii) the Township determines there is a conflict of interest between the owner and their lead-evaluation contractor of choice.
    - a. If the Township restricts the owner from directly hiring a private lead evaluation contractor, the Township shall provide written notice to the owner that a Township-facilitated inspection is required and fees outlined in Chapter 82-26 shall be applicable.
- E. If lead-based paint hazards are identified, the owner of the dwelling shall remediate the hazards through abatement or lead-based paint hazard control mechanisms in accordance with N.J.S.A. 52:27D-437.16(d) and N.J.A.C. 5:28A-2.5.
1. If interim controls are used to remediate the hazards, the owner shall obtain a reinspection within 60 days.
  2. If abatement is used to remediate the hazards, and a lead abatement clearance certificate has been issued in accordance with N.J.A.C. 5:17, then the lead-free certificate issued at the final clearance inspection shall exempt the

dwelling from future periodic lead-based paint inspections.

- F. If no lead-based paint hazards are identified, the lead inspector shall certify the dwelling as lead safe on a form prescribed by the Department of Community Affairs, which shall be valid for two years and shall be filed with the Township.

100-16 Exemptions. Dwelling units in single-family, two-family, or multiple rental dwellings shall be exempt from this Article if they meet the stipulations in N.J.S.A. 52:27D-437.16(c).

100-17 Fees. Fees for the provisions of this Article are established in Chapter 82.

100-18 Violations and penalties.

- A. If a property owner fails to conduct a required inspection or initiate remediation as required by N.J.S.A. 52:27D-437.1 et seq. the owner shall be provided a written Notice of Violation and given thirty (30) days to cure the violation.
- B. If a property owner fails to cure the violation after thirty (30) days, the property owner shall be subject to a penalty not to exceed \$1,000 per week until the required inspection has been conducted or remediation efforts have been initiated.

#### CHAPTER 82 FEES

82-26 Lead-safe rentals.

- A. Filing fee for certifications issued following inspections required by Chapter 100, Article II.
  - 1. Lead-safe or lead-free certification \$50 per dwelling unit  
This fee shall include a \$20 per unit assessment in accordance with N.J.S.A. 52:27D-437.16(h).
  - 2. Lead-safe or lead-free certifications dated prior to the effective date of Chapter 100, Article II shall be assessed a fee of \$20 per unit in accordance with N.J.S.A. 52:27D-437.16(h).
- B. Lead-based paint hazard inspection fees.
  - 1. Initial and periodic inspection fee.  
\$200 base fee for a one bedroom dwelling plus additional \$50 for each additional bedroom in the unit; or the amount paid by the Township to a third-party lead evaluation contractor plus a 12% administrative fee; whichever is greater.
  - 2. Re-inspection fees.



\$150 base fee for a one bedroom dwelling plus additional \$50 for each additional bedroom in the unit; or the amount paid by the Township to a third-party lead evaluation contractor plus a 12% administrative fee; whichever is greater.

3. Inspection fees shall not apply if the owner directly hires a private lead evaluation contractor who meets the qualifications of the New Jersey Department of Community Affairs prior to scheduling an inspection with the Township, and the Township has not issued a notice requiring a Township-facilitated inspection.

C. Dust wipes \$35 per sample

D. Fee for checks returned for insufficient funds \$75 per check

E. Fees required by this section are non-refundable and non-transferable. Requests to cancel a scheduled inspection must be submitted a minimum 48 business hours in advance of the inspection, or fees shall be forfeited.

Brackets mean removal[]; **Bold** and underline mean added

INTRODUCTION:

PUBLIC HEARING:

ADOPTION:

MAYOR'S APPROVAL:

EFFECTIVE DATE

RESOLUTION

WHEREAS, the Township Council's Reorganization meeting is scheduled for January 16, 2024 at which time the Township Council will designate the official holidays for Township employees for 2024; and

WHEREAS, the official holiday for New Year's Day falls on January 1, 2024 and Martin Luther King Day falls on January 15<sup>th</sup>, 2024.

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of West Windsor that the following days are designated as official holidays for Township employees:

<u>2024 Holidays</u>	<u>Date of Office Closing</u>
New Year's Day	January 1, 2024
Martin Luther King Day	January 15, 2024

Adopted: December 11, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 13<sup>th</sup> day of December 2023.

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Gay M. Huber  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: 11/29/23 \_\_\_\_\_

Initiated By: Kerry Giammetta \_\_\_\_\_ Division/Department: Administration \_\_\_\_\_

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Approval of a resolution supporting the required updates of the biannual Employee Policies and Procedures Handbook as submitted and required as part of the Employment Practices Risk Control program by the NJMELJIF.

**SOURCE OF FUNDING:** none

**CONTRACT AMOUNT:** none

**CONTRACT LENGTH:**

**OTHER SUPPORTING INFORMATION ATTACHED:**

MeJif Changes  
Handbook

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

Kerry Giammetta 12/5/2023  
Department/Division Head Date

**APPROVED FOR AGENDA OF:**

By: Marlena Schmid 12/05/2023  
Marlena Schmid, Business Administrator

MEETING DATE: 12/11 Ordinance # \_\_\_\_\_ Resolution # 2023-R238

Council Action Taken:

RESOLUTION

- WHEREAS, the Township of West Windsor is a member of the Mid Jersey Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund (MELJIF); and
- WHEREAS, fund members with an adopted MELJIF model employment practices risk control program are eligible for premium and deductible incentives; and
- WHEREAS, fund members must update said program every two years to remain eligible for premium and deductible incentives; and
- WHEREAS, the Department of Administration recommends the Township Council approve the updates to the West Windsor Township Employment Practices Risk Control Program in accordance with recommended updates issued by the Model Personnel Committee of the MEJIF; and
- WHEREAS, the recommended updates and changes for the 2023-2024 Policy Years are incorporated in the Employee Personnel Policies and Procedures Handbook; and
- WHEREAS, the Department of Administration wishes to ensure that Township personnel management provides appropriate, consistent and uniform personnel policies and procedures for West Windsor municipal employees and Management staff including Department Heads and Division Managers; and
- WHEREAS, a copy of the Employee Personnel Policies and Procedures Handbook, with all updates and changes are on file in the office of the Township Clerk.

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

The updates and changes as recommended by the Department of Administration to the Township of West Windsor’s Employee Personnel Policies and Procedures Handbook are hereby approved.

A notice concerning the adoption of the updated handbook and copies of the handbook shall be distributed by Administration to Management Staff for dissemination to West Windsor Township personnel. These amendments take effect immediately.

Adopted: December 11, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 11th day of December 2023.

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Gay M. Huber  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: November 29, 2023

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution authorizing the award of banking services to OceanFirst Bank.

**SOURCE OF FUNDING:**

N/A

**CONTRACT AMOUNT:**

N/A

**CONTRACT LENGTH:**

N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution and Memo

S:\AGENDA INBOX (file name): 2023-RFP-OceanFirst Bank

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

John V. Mauder

11/29/23

Department/Division Head

Date

APPROVED FOR AGENDA OF: December 11, 2023

By: Marlena A. Schmid 12/05/2023

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: 12/11 Ordinance # \_\_\_\_\_ Resolution # 2023-2239

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor solicited Requests For Proposals for general banking services; and

WHEREAS, the Chief Financial Officer reviewed and evaluated all proposals received and recommends the appointment of OceanFirst Bank as an official local depository to maintain accounts of the Municipality based on their proposal dated September 19, 2023; and

WHEREAS, said depository, OceanFirst Bank, may receive to the credit of West Windsor Township checks, drafts, notes, acceptances, or other evidences of indebtedness (whether belonging to this Township or otherwise) which may be in, or hereafter come into, its possession.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that OceanFirst Bank, be and hereby is authorized to make payment from funds on deposit in the Current Fund Receipts Account, Current Fund Disbursement Account, Capital Account, Animal Trust Account, Trust Account, Sewer Assessment Trust Account, Senior Citizen Center Trust Account, Maintenance of Open Space Account, Open Space Tax Trust Account, Unemployment Trust Account, Public Assistance Trust Fund I Account, Public Assistance Trust Fund II, Affordable Housing Trust Account, Municipal Law Enforcement Trust Account, Recreation Trust Account and with it upon and according to the checks, drafts, notes or acceptances of this Township signed by:

Hemant Marathe, Mayor

AND

John V. Mauder, Chief Financial Officer or

Yu-Ling Huang, Assistant Chief Financial Officer

(including checks drawn to his or their own order).

BE IT FURTHER RESOLVED by the Township Council of the Township of West Windsor that OceanFirst Bank, be and hereby is authorized to make payment from funds on deposit in the Payroll Account with it upon and according to the checks, drafts, notes or acceptances of this Township signed by:

John V. Mauder, Chief Financial Officer or

Yu-Ling Huang, Assistant Chief Financial Officer

(including checks drawn to his or their own order).

BE IT FURTHER RESOLVED by the Township Council of the Township of West Windsor that OceanFirst Bank, be and hereby is authorized to make payment from funds on deposit in the Lien Redemption Account with it upon and according to the checks, drafts, notes or acceptances of this Township signed by:

Kelly Montecinos, Tax Collector or

Hilary Leitner, Tax Clerk III

AND

John V. Mauder, Chief Financial Officer or

Yu-Ling Huang, Assistant Chief Financial Officer

BE IT FURTHER RESOLVED by the Township Council of the Township of West Windsor that OceanFirst Bank, be and hereby is authorized to make payment from funds on deposit in the Municipal Court Account and Municipal Court Bail Account with it upon and according to the checks, drafts, notes or acceptances of this Township signed by:

Alyssa Manfredi, CMCA, Court Administrator or

Brian M. Leoutsacos, Deputy Court Administrator

BE IT FURTHER RESOLVED by the Township Council of the Township of West Windsor that OceanFirst Bank, be and hereby is authorized to make payment from funds on deposit in the Recreation Petty Cash Fund Account with it upon and according to the checks, drafts, notes or acceptances of this Township signed by:

Kenneth E. Jacobs, Manager of Parks and Recreation or

Noreen E. Tenaglia, Assistant Manager of Recreation

(including checks drawn to his or their own order).

BE IT FURTHER RESOLVED by the Township Council of the Township of West Windsor that OceanFirst Bank, be and hereby is authorized to make payment from funds on deposit in the Senior Citizen Center Petty Cash Fund Account with it upon and according to the checks, drafts, notes or acceptances of this Township signed by:

Adalin Ball, Manager of Senior and Social Services or

Justine Farletta, Administrative Assistant

(including checks drawn to his or their own order).

BE IT FURTHER RESOLVED by the Township Council of the Township of West Windsor that OceanFirst Bank, be and hereby is authorized to make payment from funds on deposit in the Police Petty Cash Fund Account with it upon and according to the checks, drafts, notes or acceptances of this Township signed by:

Robert Garofalo, Chief of Police

(including checks drawn to his or their own order).

BE IT FURTHER RESOLVED by the Township Council of the Township of West Windsor that the Chief Financial Officer is authorized to enter into an agreement with OceanFirst Bank for general banking services for three years, effective January 1, 2024 through December 31, 2026, with a rolling one-year annual agreement thereafter.

Adopted:

I hereby certify that the above resolution was adopted by the West Windsor Township Council at its meeting held on the 11th day of December 2023.

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Gay M. Huber  
Township Clerk  
West Windsor Township



REQUEST FOR COUNCIL ACTION

Date of Request: November 29, 2023

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Resolution authorizing the award of general banking services to Popular Bank.

SOURCE OF FUNDING:

N/A

CONTRACT AMOUNT:

N/A

CONTRACT LENGTH:

N/A

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution and Memo

S:\AGENDA INBOX (file name): 2023-Popular Bank

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

John V. Mauder 12/5/23  
Department/Division Head Date

APPROVED FOR AGENDA OF: December 11, 2023

By: Maklena Schmid 12/05/2023  
Maklena Schmid, Business Administrator

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MEETING DATE: \_\_\_\_\_ Ordinance # \_\_\_\_\_ Resolution # \_\_\_\_\_

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor is in need of general banking services; and

WHEREAS, the Chief Financial Officer reviewed and evaluated a proposal from Popular Bank and recommends Popular Bank be appointed as a local depository to maintain a Current Fund Account of the Municipality based on their proposal dated November 6, 2023 ; and

WHEREAS, said depository, Popular Bank, may receive to the credit of West Windsor Township checks, drafts, notes, acceptances, or other evidences of indebtedness (whether belonging to this Township or otherwise) which may be in, or hereafter come into, its possession.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that Popular Bank, be and hereby is authorized to make payment from the funds on deposit in the Current Fund Account Receipts and with it upon and according to the checks, drafts, notes or acceptances of this Township signed by:

Hemant Marathe, Mayor

AND

John V. Mauder, Chief Financial Officer or

Yu-Ling Huang, Assistant Chief Financial Officer

(including checks drawn to his or their own order).

BE IT FURTHER RESOLVED by the Township Council of the Township of West Windsor that the Chief Financial Officer is authorized to enter into an agreement with Popular Bank for general banking services for one-year, effective January 1, 2024 through December 31, 2024, with a rolling one-year annual agreement thereafter.

Adopted: December 11, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at Their meeting held on the 11th day of December 2023.

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Gay M. Huber  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** November 29, 2023

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing an increase in the contract amount of the 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.

Van Cleef Engineering Associates

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

**CONTRACT AMOUNT:**

Contract Amount to date: \$ 3,000.00  
Change Order: + \$2,500.00  
Final Contract Amount: \$ 5,500.00

**CONTRACT LENGTH:** until December 31, 2023

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution Resolution 2023-R022  
Certification of Funds Engineer's Memorandum

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

Francis Guzik 11/29/23  
Department/Division Head Date

**APPROVED FOR AGENDA OF:** December 11, 2023

By: Marlena Schmid 12/05/2023  
Marlena Schmid, Business Administrator

**MEETING DATE:** 12/11/23 **Ordinance #** \_\_\_\_\_ **Resolution #** 2023-R241

**Council Action Taken:**

## RESOLUTION

WHEREAS, the Township of West Windsor entered into a services agreement with Van Cleef Engineering Associates for professional services on a consultant basis for Professional Engineering Services performed for miscellaneous engineering projects as assigned; 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:

<u>Engineering-Consultant Services</u>	<u>105-30-210</u>	<u>\$ 3,000.00</u>
Account Title	Account Number	Amount to date

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

WHEREAS, there is a need for a contract increase for services in accordance with the original contract; and

WHEREAS, the Chief Financial Officer has certified that funds are available for said contract in the following line item appropriation accounts:

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

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 with Van Cleef Engineering Associates to a revised total contract amount of \$5,500.00.

Adopted: December 11, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 11th day of December 2023.

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Gay M. Huber  
Township Clerk  
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: November 13, 2023

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

**ACTION REQUESTED/EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing the awarding of a Contract for the Duck Pond Pump Station Emergency Driveway Repairs to Longford Landscapes & Excavation, Inc. of Hamilton (Mercer County), New Jersey. The work under this contract includes but is not limited to excavation, pipe replacement, backfilling and paving for the replacement of the drainage pipe under the driveway entrance. The work is needed on an emergency basis to allow continued access to the pump station and 3 residential properties with sole access to North Post Road via this driveway. The Engineer is recommending award of this project as noted.

**SOURCE OF FUNDING:**

<u>Sanitary/Storm Improvements</u>	<u>405-2021-14030</u>	<u>\$ 9,100.00</u>
Account Title	Account Number	Amount


**CONTRACT AMOUNT:** \$9,100.00

**CONTRACT LENGTH:** Thirty (30) calendar days from Notice to Proceed

**OTHER SUPPORTING INFORMATION ATTACHED:**

- |                         |  |
|-------------------------|--|
| Resolution              | Public Works Registration                  |
| Engineer's Memorandum   | Affirmative Action Contract                |
| Certification of Funds  | Business Registration Certification        |
| Agreement               | Certificate of Employee Information Report |
| Affidavit of Compliance | Map  |

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

 for F. Guzik 12/5/2023  
 Department/Division Head Date

**APPROVED FOR AGENDA OF:** December 18, 2023

By:  12/05/2023  
 Marlena Schmid, Business Administrator

MEETING DATE: 12/11 Ordinance # \_\_\_\_\_ Resolution # 2023-R042

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor has determined emergency repairs to the driveway from North Post Road to the Duck Pond Pump Station were necessary to allow continued access to the pump station and three residential properties with sole access to North Post Road via this driveway; and

WHEREAS, quotes were solicited for this work and the quote from Longford Landscapes & Excavation, Inc., dated November 9, 2023 was received for \$9,100.00 and the quote was reasonable give the current costs of asphalt and labor from public works projects involving this type of work; and

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

Sanitary/Storm Improvements	405-2021-14 030	\$9,100.00
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NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the Mayor and Clerk are authorized to execute the contract with Longford Landscapes & Excavation, Inc., 947 Kuser Road, Hamilton, New Jersey for Duck Pond Pumping Station Emergency Driveway Repairs.

Adopted: December 11, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 11<sup>th</sup> day of December 2023.

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Gay M. Huber  
Township Clerk  
West Windsor Township



## RESOLUTION

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

WHEREAS, Roberts Engineering Group, LLC, has submitted a proposal dated November 7, 2023 indicating they will provide professional engineering and land surveying services for the preparation of bid documents for roadway improvements to New Edinburg Road from Woodmere Way to the Village Road intersection for \$49,000.00; and

WHEREAS, Roberts Engineering Group, LLC, has indicated a 120-day performance period for the contract; 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	\$49,000.00
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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, on behalf of the Township a Professional Services Agreement with Roberts Engineering Group, LLC, with a 120-day performance period from the date of project initiation, for an amount not to exceed \$49,000.00.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering and land surveying services pursuant to its proposal dated November 7, 2023. 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 Roberts Engineering Group, LLC, 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: December 11, 2023

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11th day of December 2023.

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Gay M. Huber,  
Township Clerk  
West Windsor Township



**REQUEST FOR COUNCIL ACTION**

**Date of Request:** 11/15/2023

**Initiated By:** Chief Robert Garofalo **Division/Department:** Police

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

These purchases will allow us to meet the requirements of our cyber-security implemented by the JIF

**SOURCE OF FUNDING:**

121240 Electronic Fund Fees

**CONTRACT AMOUNT:**

\$23,863.00

**CONTRACT LENGTH:**

1 year

**OTHER SUPPORTING INFORMATION ATTACHED:**

Special report with statement of need. Quote attached

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

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

Chief Robert Garofalo 11/15/2023  
Department/Division Head \_\_\_\_\_ Date

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

By: Martena A. Schmid 12/05/2023  
Martena 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:** 12/11 **Ordinance #** \_\_\_\_\_ **Resolution #** 2023-2444

**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, Starnet Solutions, Inc provides products, information and technology support service; and
- WHEREAS, the Township needs to purchase technology support to ensure the Police Department meets the cyber security requirements of the Township's insurance carrier; and
- WHEREAS, the Chief Financial Officer has certified the availability of funds in the following account:

Electronic Fund Fees	#121420	\$23,863.00
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NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of West Windsor hereby authorizes the Business Administrator Marlana Schmid to purchase the above services from Starnet Solutions, Inc. in a not to exceed amount of \$23,863.00.

Adopted: December 11, 2023

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 11th day of December 2023.

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Gay M. Huber  
Township Clerk  
West Windsor Township