

**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 16, 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
6. Public Comment: (30 minutes comment period; 3-minute limit per person)
7. Administration Comments
8. Council Member Comments
9. Chair/Clerk Comments
10. Public Hearings
11. Consent Agenda
  - A. Resolutions
  - B. Minutes
    - September 23, 2024 - Business Session - As Amended
    - October 15, 2024 - Business Session - As Amended
  - C. Bills & Claims
12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk
- 2024-R243 Cancelling 2022 4<sup>th</sup> Quarter Taxes on Block 5 Lot 78 Purchased by Amtrak National Railroad Passenger Corporation on September 7, 2022
- 2024-R244 Cancelling 2023 Taxes on Block 28 Lot 15.03 Conveyed to West Windsor Township on September 29, 2022 from Brookfield Holdings (Windsor) LLC Subdivision Intended for Open Space
- 2024-R245 Authorizing the Business Administrator to Purchase Body Worn Cameras for the Police Department from Axon Enterprises, Inc. Under New Jersey State Contract T0106/17FLEET-00738 - \$338,737.67
- 2024-R246 Authorizing the Business Administrator to Purchase Six (6) 2025 Ford Police Interceptor Utility Vehicles and Selected Options for the Police Department from Charles S. Winner, Inc. dba Winner Ford Under New Jersey State Contract #20-FLEET-00189 - \$260,250.40
- 2024-R247 Authorizing the Business Administrator to Purchase Emergency Equipment for Police Department Vehicles from Emergency Accessories and Installations (EAI) Under New Jersey State Contract #17-FLEET-00761, #17-FLEET-00719, and #17-FLEET-00768 for \$56,294.02, and Equipment Not Under State Contract for \$44,312.92, for a Total Not to Exceed \$100,606.94
- 2024-R248 Approval to Submit a Six (6) Month Extension Request Through the PMRS System for the Grant Project - LA 2023 SST Alexander Road Pedestrian Safety Improvements
- 2024-R249 Approval to Submit a Six (6) Month Extension Request Through the PMRS System for the Grant Project - LA 2023 MA West Windsor Township New Edinburg Road Resurfacing Project
- 2024-R250 Approval to Submit a Six (6) Month Extension Request Through the PMRS System for the Grant Project - Conover Road Connection to South Post Road BIKE Grant Project

- 2024-R251 Granting the Reduction of Performance Guarantees Associated with Public Improvements Within the Public Right-Of-Way for the Project Known as Regency at West Windsor (PB21-02C)
- 2024-R252 Granting the Reduction of Performance Guarantees Associated with Private On-Site Improvements for the Project Known as Regency at West Windsor (PB21-02S)
- 2024-R253 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with GeoTrek Environmental and Surveying, LLC for Professional Land Surveying Services for the Next Phase of Digital Tax Map Creation - \$250,000.00
- 2024-R254 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with GeoTrek Environmental and Surveying, LLC for Professional Land Surveying Services to Complete the Second Portion of the Creation of the Storm Drainage and Sanitary Sewer System Maps - \$62,830.00
- 2024-R255 Authorizing the Business Administrator to Execute Change Order No. 3 with Montana Construction Corp., Inc. for the Emergency Generator for the Project Known as Duck Pond Interceptor Phase 2 for an Increase of \$32,770.00, for a Total Not to Exceed \$4,452,063.00
- 2024-R256 Authorizing the Mayor and Clerk to Execute a Developers Agreement Between West Windsor Township and Woodstone Commercial West Windsor, LLC (PB24-01), Block 86, Lot 58.02 Pursuant to the Planning Board Condition of Approval Dated July 17, 2024
- 2024-R257 Authorizing the Mayor and Clerk to Execute a Shared Services Agreement with East Windsor Township for Animal Control Services for the Period January 1, 2025 through December 31, 2026
- 2024-R258 Authorizing the Mayor and Clerk to Execute a Shared Services Agreement with Mercer County for Environmental Health and Hazardous Materials Response as Required by the State of New Jersey County Environmental Health Act (CEHA) for the Period January 1, 2025 Through December 31, 2026

2024-R259 Authorizing the Award of a Five (5) Year Contract  
for the Provision of Solid Waste Collection  
Services for the Township of West Windsor to  
Waste Management of New Jersey, Inc. for the  
Period February 1, 2025 Through January 31, 2030

14. Introduction of Ordinances
15. Additional Public Comment (15 minutes comment period;  
three-minute limit per person)
16. Council Reports/Discussion/New Business  
  
Discussion on Council Priorities for the 2025 Municipal  
Budget
17. Administration Updates
18. Closed Session
19. Adjournment

**REQUEST FOR COUNCIL ACTION**

**Date of Request: 12/3/2024**

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Cancelling taxes for 2022 4<sup>th</sup> quarter on Block 5, Lot 78 purchased on September 7, 2022 by AMTRAK National Railroad Passenger Corporation, a tax exempt corporation.

**SOURCE OF FUNDING:** N/A

**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

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

*K.A. Montecinos*  
Department/Division Head

*J. V. Maud* 12/3/24  
Date

**APPROVED FOR AGENDA OF: 12-16-24**

By: *Kerry Sieblin*  
Marlena Schmid, Business Administrator

**MEETING DATE:** 12/16/24 **Ordinance #** \_\_\_\_\_ **Resolution #** 2024-2243

**Council Action Taken:**

RESOLUTION

WHEREAS, Block 5 Lot 78 was purchased by AMTRAK National Railroad Passenger Corporation on September 7, 2022; and

WHEREAS, AMTRAK National Railroad Passenger Corporation is tax exempt and the Township Tax Collector recommends 2022 4<sup>th</sup> quarter taxes in the amount of \$21.78 be cancelled.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Tax Collector be authorized to cancel 2022 4<sup>th</sup> quarter taxes on the following property:

PROPERTY ADDRESS	AMOUNT
Block 5 Lot 78	\$21.78

Adopted: December 16, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of December, 2024.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request: 12/3/2024**

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Cancelling taxes for 2023 on Block 28 Lot 15.03 property conveyed to the Township on 9/29/2022 from Brookfield Holdings (Windsor), LLC subdivision which intended for open space.

**SOURCE OF FUNDING:** N/A

**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

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

Kelly Montecinos [Signature] 12/3/24  
Department/Division Head Date

**APPROVED FOR AGENDA OF:** 12-16-24

By: Kerry Libbin  
Marlena Schmid, Business Administrator

**MEETING DATE:** 12/10/24 **Ordinance #** \_\_\_\_\_ **Resolution #** 2024-R 244

**Council Action Taken:**

RESOLUTION

WHEREAS, Block 28 Lot 15.03 was conveyed to the Township of West Windsor; and

WHEREAS, the Township of West Windsor is tax exempt and the Township Tax Collector has recommended 2023 taxes in the amount of \$ 23.50 be cancelled.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Tax Collector be authorized to 2023 taxes on the following property:

PROPERTY ADDRESS	AMOUNT
Block 28 Lot 15.03	\$23.50

Adopted: December 16, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of December, 2024.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township



**REQUEST FOR COUNCIL ACTION**

Date of Request: 12/02/2024

Initiated By: Chief Robert Garofalo Division/Department: Police

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

The State of New Jersey, as per Attorney General Law Enforcement Directive Number 2021-5, requires all uniformed patrol officers and those with regular interaction with the public be equipped with body cameras. Our current Body Worn Camera contract with Axon Enterprise, Inc. is expired and needs to be renewed.

**SOURCE OF FUNDING:** a request to execute a 5 year contract under quote Q62423445628.73MD  
Police Acquisition Office / Computer Equipment (Capital Account): 405-2023-09-033

Grant Account: 106-60-572

**CONTRACT AMOUNT:**

\$338,737.67

**CONTRACT LENGTH:**

5 Years

**OTHER SUPPORTING INFORMATION ATTACHED:**

Special Report with statement of need. Quote with State contract number.

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

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

Chief Robert Garofalo 12/02/24  
\_\_\_\_\_  
Department/Division Head Date

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

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: 12/16/24 Ordinance # \_\_\_\_\_ Resolution # 2024-2245

Council Action Taken:

## RESOLUTION

- WHEREAS, the Township of West Windsor, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and
- WHEREAS, the Township of West Windsor has the need on a timely basis to purchase technological goods or services utilizing State contracts; and
- WHEREAS, the State of New Jersey, as per Attorney General Law Enforcement Directive Number 2021-5, requires all uniformed patrol officers and those with regular interaction with the public be equipped with body cameras; and
- WHEREAS, Axon Enterprise, Inc., 17800 N 85<sup>th</sup> St. Scottsdale, Arizona 85255 is an authorized vendor under NJ State Contract T0106/17FLEET-00738; and
- WHEREAS, Axon Enterprise, Inc., has submitted a quote, #Q624234-45628.733MD, to the Township for a five (5) year contract in the total amount of \$338,737.67 to be paid for in two (2) separate payments in; (1) December of 2024 in the amount of \$169,368.11; and (2) December of 2025 in the amount of \$169,369.56 for upgraded body worn cameras and services for the operation and use of same by the Police Department; and
- WHEREAS, the State of New Jersey, Department of Law and Public Safety has previously awarded the Township a grant to subsidize the purchase of Body Worn Cameras and services in the amount of \$195,648.00, under award number 21-BWC-467, of which \$110,952.00 will be reimbursed for the 2024 payment, and \$84,696.00 will be reimbursed for the 2025 payment; and
- WHEREAS, the Township of West Windsor, on the 12<sup>th</sup> of October 2021, by way of Resolution 2021-R174, authorized and accepted the 2021 Body-Worn Camera Grant; and
- WHEREAS, the Chief Financial Officer has certified the availability of funds in the following account for this contract in 2024:

Police Acq. Office / Computer Equipment	405-2023-09-033	\$143,089.67
Grant Account (for reimbursement)	106-60-572	\$195,648.00

NOW, THEREFORE, BE IT RESOLVED, that the Township Council authorizes the Business Administrator Marlena A. Schmid to execute the renewal of a five (5) year contract, quote #Q624234-45628.733MD, from Axon Enterprises, Inc. dated December 2, 2024 in the total amount of \$338,737.67 under NJ State Contract T0106/17FLEET-00738.

Adopted: December 16, 2024

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of December 2024.

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Allison Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: 12/02/2024

Initiated By: Chief Robert Garofalo Division/Department: Police

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

The new vehicles will replace six vehicles from the aging fleet. Four of the vehicles will be for the unmarked fleet with a base price of \$42,493.00 with selected options totaling \$43,340.60. Two will be for the patrol fleet with a base price of \$42,493.00 with selected options totaling \$43,444.00

**SOURCE OF FUNDING:**

Police Vehicles Capital #405-2022-08-026 \$26,726.30 / Police Vehicles Capital #405-2023-09-034 \$6,071.60 / Police Vehicles Capital #405-2024-18-029 \$136,500  
Police Vehicles Operating #105-18-424 \$90,952.50

**CONTRACT AMOUNT:**

\$260,250.40

**CONTRACT LENGTH:**

5 years

**OTHER SUPPORTING INFORMATION ATTACHED:**

Quotes with state contact numbers #20-FLEET-01189

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

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

Chief Robert Garofalo 12/02/2024  
Department/Division Head \_\_\_\_\_ Date \_\_\_\_\_

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

By: Keray Giblin  
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: 12/10/24 Ordinance # \_\_\_\_\_ Resolution # 2024-R-246

Council Action Taken:

RESOLUTION

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

WHEREAS, the Township of West Windsor Police Division needs to purchase six (6) 2025 Ford Police Utility Interceptor vehicles and selected options; and

WHEREAS, Charles S. Winner, Inc., dba Winner Ford, 250 Berlin Road, Cherry Hill, New Jersey is an authorized vendor under New Jersey State Contract #20-FLEET-01189; and

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

Police Vehicles Capital	405-2022-08-026	\$26,726.30
Police Vehicles Capital	405-2023-09-034	\$6,071.60
Police Vehicles Capital	405-2024-18-029	\$136,500.00
Police Vehicle Operating	105-18-424	\$90,952.50

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Business Administrator Marlena A. Schmid is hereby authorized to purchase six (6) 2025 Ford Police Interceptor Utility Vehicles and selected options per the November 18, 2024 pricing sheets from Charles S. Winner, Inc., dba Winner Ford under New Jersey State approved Contract #20-FLEET-00189 in the amount of \$260,250.40.

Adopted: December 16, 2024

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of December 2024.

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

**REQUEST FOR COUNCIL ACTION**

Date of Request: 12/02/2024

Initiated By: Chief Robert Garofalo Division/Department: Police

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

The emergency equipment will be purchased and installed on the new police vehicles. The cost of the equipment and installation on the detective vehicles is \$11,668.50, \$14,299.11, \$14,299.11, and \$14,299.11 totaling \$54,565.83 and on the patrol vehicles is \$21,389.57 and \$24,651.54, totaling \$46,041.11.

**SOURCE OF FUNDING:**

Acquisition of Equipment - Non-Vehicular	#405-2024-18-030	\$15,783.88
Police Vehicles Operating	#105-18-424	\$84,823.06

**CONTRACT AMOUNT:**

\$100,606.94

**CONTRACT LENGTH:**

5 years

**OTHER SUPPORTING INFORMATION ATTACHED:**

Quotes with New Jersey State Contract #17-FLEET-00761, #17-FLEET-00719, #17-FLEET-00768

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

Chief Robert Garofalo	12/02/2024
Department/Division Head	Date

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

By: Kenny Biber  
 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: 12/16/24 Ordinance # \_\_\_\_\_ Resolution # 2024-12247

Council Action Taken:

## RESOLUTION

- WHEREAS, the Township of West Windsor, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and
- WHEREAS, the Township of West Windsor Police Division needs to purchase emergency equipment and installation services for six (6) 2025 Ford Police Utility Interceptor vehicles; and
- WHEREAS, Emergency Accessories and Installations (EAI), 770 Cuthbert Blvd, Cherry Hill, New Jersey is an authorized vendor under New Jersey State Contract #17-FLEET-00761, #17-FLEET-00719, #17-FLEET-00768; and
- WHEREAS, the Township needs to purchase emergency equipment for police vehicles under New Jersey State Contract #17-FLEET-00761, #17-FLEET-00719, #17-FLEET-00768 in the amount of \$81,581.82; and
- WHEREAS, the Township needs to purchase emergency equipment for police vehicles not under New Jersey State contract in the amount of \$19,025.12; and
- WHEREAS, the Chief Financial Officer has certified the availability of funds in the following accounts:

Acquisition of Equipment – Non-Vehicular	405-2024-18-030	\$15,783.88
Police Vehicle Operating	105-18-424	\$84,823.06

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Business Administrator Marlena A. Schmid is hereby authorized to purchase the above equipment from Emergency Accessories and Installations (EAI) under New Jersey State Contract #17-FLEET-00761, #17-FLEET-00719, #17-FLEET-00768 in the amount of \$81,581.82 and the above equipment not on New Jersey State contract totaling \$19,025.12 for a total not to exceed \$100,606.94.

Adopted: December 16, 2024

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of December 2024.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: December 3, 2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a Resolution giving approval to submit a six (6) month extension request via the New Jersey Department of Transportation online system known as PMRS for the *LA 2023 SST Alexander Rd Pedestrian Safety Improvements* grant project approved for funding by the NJDOT in December 2022. The project requires coordination of right-of-way for public safety and construction purposes which has delayed the design and award of the work. It is anticipated that the project design will be complete and a construction contract awarded by June of 2025.

**SOURCE OF FUNDING:** N/A

**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution                      Map

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

Frank Gray                      12/4/24  
Department/Division Head                      Date

APPROVED FOR AGENDA OF: December 16, 2024

By: Kerry Diblein  
Marlena Schmid, Business Administrator

MEETING DATE: 12/16/24 Ordinance # \_\_\_\_\_ Resolution # 2024-2248

Council Action Taken:

RESOLUTION

WHEREAS, West Windsor Township was awarded a Discretionary Grant from the New Jersey Department of Transportation (NJDOT) for Fiscal Year 2022 for a project known as LA 2023 SST Alexander Rd Pedestrian Safety Improvements; and

WHEREAS, right-of-way coordination has been determined to be necessary to achieve the project goals, which has delayed design and award of the project; and

WHEREAS, under the NJDOT guidelines an extension of time request must be filed if a construction contract is not awarded by December 2024; and

WHEREAS, West Windsor Township anticipates awarding a construction contract by June of 2025; and

WHEREAS, the Township Engineer recommends that a six (6) month time extension be requested from the NJDOT.

NOW, THEREFORE, BE IT RESOLVED the Township Council of the Township of West Windsor hereby authorizes the Township Clerk to sign the New Jersey Department of Transportation six (6) month extension request on behalf of West Windsor Township for the project known as *LA 2023 SST Alexander Rd Pedestrian Safety Improvements* via the New Jersey Department of Transportation electronic system.

Adopted: December 16, 2024

I hereby certify this is a true copy of a Resolution adopted by the West Windsor Township Council at their meeting held on the 16th day of December, 2024.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township





RESOLUTION

- WHEREAS, West Windsor Township was awarded a Discretionary Grant from the New Jersey Department of Transportation (NJDOT) for Fiscal Year 2022 for a project known as LA-2023 MA West Windsor Township New Edinburg Road Resurfacing; and
- WHEREAS, right-of-way coordination has been determined to be necessary to achieve the project goals, which has delayed design and award of the project; and
- WHEREAS, under the NJDOT guidelines an extension of time request must be filed if a construction contract is not awarded by November 2024; and
- WHEREAS, West Windsor Township anticipates awarding a construction contract by May of 2025; and
- WHEREAS, the Township Engineer recommends that a six (6) month time extension be requested from the NJDOT.

NOW, THEREFORE, BE IT RESOLVED the Township Council of the Township of West Windsor hereby authorizes the Township Clerk to sign the New Jersey Department of Transportation six (6) month extension request on behalf of West Windsor Township for the project known as *LA-2023 MA West Windsor Township New Edinburg Road Resurfacing* via the New Jersey Department of Transportation electronic system.

Adopted: December 16, 2024

I hereby certify this is a true copy of a Resolution adopted by the West Windsor Township Council at their meeting held on the 16th day of December, 2024.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township



RESOLUTION

- WHEREAS, West Windsor Township was awarded a Discretionary Grant from the New Jersey Department of Transportation (NJDOT) for Fiscal Year 2022 for a project known as LA-2023 BIKE West Windsor Township Conover Road Connection to South Post Road 11; and
- WHEREAS, right-of-way coordination has been determined to be necessary to achieve the project goals, which has delayed design and award of the project; and
- WHEREAS, under the NJDOT guidelines an extension of time request must be filed if a construction contract is not awarded by December 2024; and
- WHEREAS, West Windsor Township anticipates awarding a construction contract by June of 2025; and
- WHEREAS, the Township Engineer recommends that a six (6) month time extension be requested from the NJDOT.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor hereby authorizes the Township Clerk to sign the New Jersey Department of Transportation six (6) month extension request on behalf of West Windsor Township for the project known as *LA-2023 BIKE West Windsor Township Conover Road Connection to South Post Road 11* via the New Jersey Department of Transportation electronic system.

Adopted: December 16, 2024

I hereby certify this is a true copy of a Resolution adopted by the West Windsor Township Council at their meeting held on the 16th day of December, 2024.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township



RESOLUTION

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

WHEREAS, the performance guarantees are currently at 100% of their original amounts; and

WHEREAS, the West Windsor Township consulting engineer for the project, Turek Consulting, has performed inspections and recommends that the performance guarantees for private improvements be reduced to 44.81% of the original values in connection with the project known as Regency at West Windsor (PB21-02C), as follows:

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

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

WHEREAS, Township Engineer has reviewed the report from the Consulting Engineer and recommends that this reduction be approved by the Township Council.

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

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

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

ADOPTED: December 16, 2024

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at its meeting held on the 16th day of December 2024.

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



RESOLUTION

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

WHEREAS, the performance guarantees are currently at 100% of their original amounts; and

WHEREAS, the West Windsor Township consulting engineer for the project, Turek Consulting, has performed inspections and recommends that the performance guarantees for private improvements be reduced to 35.76% of the original values in connection with the project known as Regency at West Windsor (PB21-02S), as follows:

<u>Performance Guarantee</u>	<u>Original Amount</u>	<u>Date Issued</u>	<u>Current Amount</u>	<u>Recommended Reduced Amount</u>
Bond K41627505	\$ 607,824.00	9/20/23	\$ 607,824.00	\$ 217,337.00
Cash – Performance	\$ 67,536.00	9/22/23	\$ 67,536.00	\$ 24,149.00

WHEREAS, no action is recommended on the safety and stabilization guarantee so as to remain at 100% of its original amount; and

WHEREAS, Township Engineer has reviewed the report from the Consulting Engineer and recommends that this reduction be approved by the Township Council.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor, the following performance guarantees posted by Toll Brothers, Inc. for private improvements within the project known as Regency at West Windsor (PB21-02S), be reduced, as follows:

<u>Performance Guarantee</u>	<u>Original Amount</u>	<u>Date Issued</u>	<u>Current Amount</u>	<u>Recommended Reduced Amount</u>
Bond K41627505	\$ 607,824.00	9/20/23	\$ 607,824.00	\$ 217,337.00
Cash – Performance	\$ 67,536.00	9/22/23	\$ 67,536.00	\$ 24,149.00

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

ADOPTED: December 16, 2024

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of December 2024.

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Allison D. Sheehan  
 Township Clerk  
 West Windsor Township



**REQUEST FOR COUNCIL ACTION**

Date of Request: December 3, 2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing execution of a professional services agreement with GeoTrek Environmental and Surveying, LLC to provide professional Land Surveying services for the next phase of conversion of West Windsor Township hard copy tax maps to a digitally accurate format. Michael J. McGuire, NJPLS of GeoTrek is designated as the West Windsor Township Surveyor, and has been responsible for annual updating of the tax maps since 2004. The Township Engineer is recommending a contract be awarded to GeoTrek Environmental and Surveying, LLC.

**SOURCE OF FUNDING:**

<u>Digital Tax Maps Conversion</u>	<u>405-2024-18-011</u>	<u>\$250,000.00</u>
Account Title	Account Number	Amount


**CONTRACT AMOUNT:** \$250,000.00

**CONTRACT LENGTH:** next phase of digital tax map creation

**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

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



12/4/24

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Department/Division Head Date

APPROVED FOR AGENDA OF: December 16, 2024

By:   
Marlena Schmid, Business Administrator

MEETING DATE: 12/16/24 Ordinance # \_\_\_\_\_ Resolution # 2024-025-3

Council Action Taken:

## RESOLUTION

WHEREAS, the Township of West Windsor has a need to acquire Professional Land Surveying Services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, GeoTrek Environmental and Surveying, LLC has submitted a proposal dated November 7, 2024 indicating they will provide Professional Land Surveying Services for the next phase of digital tax map creation for \$250,000.00; and

WHEREAS, GeoTrek Environmental and Surveying, LLC has provided a scope of services and schedule to complete the second portion of the creation of the digital tax maps; and

WHEREAS, the Township wishes to enter into an agreement with GeoTrek Environmental and Surveying, LLC for the aforesaid services; and

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

<u>Digital Tax Maps Conversion</u>	<u>405-2024-18-011</u>	<u>\$250,000.00</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 GeoTrek Environmental and Surveying, LLC, with a performance period to complete the next portion of the digital tax map project, for an amount not to exceed \$250,000.00.
- (2) The Agreement so authorized shall require the Provider to provide Professional Surveying Services pursuant to its proposal dated November 7, 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 Contract between the Township and GeoTrek Environmental and Surveying, LLC and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: December 16, 2024

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of December 2024.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township



RESOLUTION

WHEREAS, the Township of West Windsor needs to acquire Professional Land Surveying Services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, GeoTrek Environmental and Surveying, LLC has submitted a proposal dated September 4, 2024 indicating they will provide Professional Land Surveying Services for the next phase of the Infrastructure Mapping project for \$62,830.00; and

WHEREAS, GeoTrek Environmental and Surveying, LLC has provided a scope of services and schedule to complete the second portion of the creation of the storm drainage and sanitary sewer system maps; and

WHEREAS, the Township wishes to enter into an agreement with GeoTrek Environmental and Surveying, LLC for the aforesaid services; and

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

<u>Traffic Safety Improvements Hazard Mitigation</u>	<u>405-2022-08 016</u>	<u>\$42,920.00</u>
Account Title	Account Number	Amount
<u>Sewer Extension Pump Station Improvements</u>	<u>405-2023-09 021</u>	<u>\$19,910.00</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 GeoTrek Environmental and Surveying, LLC, with a performance period to complete the next phase of the Infrastructure Mapping project, for an amount not to exceed \$62,830.00.
- (2) The Agreement so authorized shall require the Provider to provide Professional Surveying Services pursuant to its proposal dated September 4, 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 Contract between the Township and GeoTrek Environmental and Surveying, LLC and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: December 16, 2024

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of December 2024.

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Allison D. Sheehan  
 Township Clerk  
 West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: December 3, 2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Adoption of a resolution authorizing execution of Change Order No. 3 to continue to have Montana Construction provide a backup power generator for the existing Duck Pond Pump Station until the pump station is decommissioned. It is anticipated that this equipment will be needed at the facility through March 24 of 2025, whereas the second change order anticipated the need only through September of 2024. The Township Engineer has reviewed and endorsed the attached change order for Montana Construction, Inc.

**SOURCE OF FUNDING:**

Previous Contract

405 1995 14 000	Sewer Cleaning Funds	\$ 9,768.28
405 2008 26 004	Duck Pond Run Decommission	\$336,619.01
405 2010 18 006	Traffic Safety Improv. Hazard Mitigation	\$487,981.10
405 2011 14 006	Traffic Safety Improv. Hazard Mitigation	\$ 25,000.00
405 2014 13 009	Traffic Safety Improv. Hazard Mitigation	\$ 23,700.00
405 2015 06 011	Muni Facilities & Related	\$500,000.00
405 2016 09 008	Muni Facilities & Related – Sewer	\$500,000.00
405 2017 21 011	Muni Facilities & Related – Sewer	\$500,000.00
405 2018 15 014	Traffic Safety Improv. Hazard Mitigation	\$ 21,500.00
405 2018 15 015	Muni Facilities & Related – Sewer	\$500,000.00
405 2019 18 013	Traffic Safety Improv. Hazard Mitigation	\$ 5,904.00
405 2019 18 014	Muni Facilities & Related – Sewer	\$500,000.00
405 2020 14 016	Muni Facilities & Related - Sewer	\$250,000.00
405 2021 14 015	Muni Facilities & Related - Sewer	\$250,000.00
405 2022 08 017	Sewer Extension & Pump Station Improvements	\$508,820.61
Account Number	Account Title	Amount

Change Order 3 Contract

Sewer Extension & Pump Station Improvements	405-2023-09 021	\$32,770.00
Account Title	Account Number	Amount

**CONTRACT AMOUNT:**

Original Contract Amount:	\$ 4,344,111.00
Change Order 1:	+\$ 43,198.00 (approved 2/12/2024)
Change Order 2:	+\$ 31,984.00 (approved 5/28/2024)
Change Order 3:	+\$ 32,770.00
Revised Contract Amount:	\$4,452,063.00

**CONTRACT LENGTH:** One Hundred Eighty (180) Days from Notice to Proceed (no change)

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution Engineer Memo  
Change Order #3 Resolutions 2023-R119 & 2024-066 & 2024-R124

Certification of Funds 2024-122

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

John Taylor 12/3/24  
Department/Division Head Date

**APPROVED FOR AGENDA OF: December 16, 2024**

By: Kenny Hiblin  
Marlena Schmid, Business Administrator

MEETING DATE: 12/16/24 Ordinance # \_\_\_\_\_ Resolution # 2024-225  
Council Action Taken:

RESOLUTION

WHEREAS, West Windsor Township awarded a contract for the Duck Pond Interceptor Phase 2 project to Montana Construction Corp., Inc. of Lodi, NJ on June 12, 2023 for the amount of \$4,344,111.00 (Resolution 2023-R119) as set forth in the contract documents; and

WHEREAS, Change Order No. 1, which accounted for an increase of \$43,198.00 (1%) in the total contract cost was approved by the Township Council of West Windsor on June 12, 2024 (Resolution 2024-064); and

WHEREAS, Change Order No. 2, which accounted for an increase of \$31,984.00 (less than 1%) in the total contract cost was approved by the Township Council of West Windsor on May 28, 2024 (Resolution 2024-R124); and

WHEREAS, the project has experienced unforeseen delays, requiring the provision of the emergency generator for the existing pump station through September of 2024; and

WHEREAS, Certifications of Funds for Change Order No. 3, which accounts for an increase of \$32,770.00 (less than 1%) in the total contract cost were received from the Chief Financial Officer and funds for said contract are available in the following account:

Sewer Extension & Pump Station Improvements 405-2023-09 021 \$ 32,770.00

WHEREAS, the Township Engineer has reviewed the documents provided and recommends the change order.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that Change Order No. 3 is hereby approved, adjusting the construction scope and quantities of the original contract amount of \$4,344,111.00 to a revised contract amount of \$4,452,063.00

BE IT FURTHER RESOLVED that the Township Business Administrator Marlena A. Schmid is hereby authorized to execute Contract Change Order No. 3 with the Contractor.

Adopted: December 16, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of December, 2024.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: December 2, 2024

Initiated By: Samuel J. Surtees Division/Department: Comm. Dev./Land Use

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Request Township Council authorization for the Mayor and Township Clerk to execute a Developer's Agreement between West Windsor Township and Woodstone Commercial West Windsor, LLC (PB24-01; Block 86, Lot 58.02) pursuant to Township Planning Board condition of approval dated July 17, 2024.

**SOURCE OF FUNDING:** NA

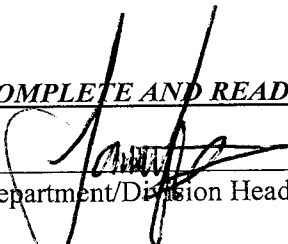

**CONTRACT AMOUNT:** NA

**CONTRACT LENGTH:** NA

**OTHER SUPPORTING INFORMATION ATTACHED:**

- Location Map
- Resolution
- Developer's Agreement (4 originals)
- Resolution of Memorialization (PB24-01)
- Email from Martina Baillie (12-2-2024)

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



12-2-24  
 Department/Division Head Date

APPROVED FOR AGENDA OF: December 16, 2024

By: Keray Giblin  
Marlena Schmid, Business Administrator

MEETING DATE: 12/16/24 Ordinance # \_\_\_\_\_ Resolution # 2024-R256

Council Action Taken:

RESOLUTION

WHEREAS, on July 17, 2024, the West Windsor Township Planning Board approved the application (PB24-01) Woodstone Commercial West Windsor LLC for preliminary/final major site plan phases 1 & 2 for a 2 story 5,657 square foot child care facility and a 9,136 square foot office; and

WHEREAS, a condition of approval is the execution by the Developer of a Developer's Agreement with the Township, as prepared by the Planning Board's counsel; and

WHEREAS, the Developer's Agreement appended hereto has been prepared and executed; and

WHEREAS, such Developer's Agreement accurately reflects the conditions stated in the Resolution of Memorialization; and

WHEREAS, it would be in the best interest of the Township to execute such Developer's Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the Mayor and Township Clerk are hereby authorized and directed to execute the Developer's Agreement in the form attached hereto.

Adopted: December 16, 2024

I hereby certify this is a true copy of a Resolution adopted by the West Windsor Township Council at their meeting held on the 16th day of December, 2024.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township



**REQUEST FOR COUNCIL ACTION**

**Date of Request:** December 3, 2024

**Initiated By:** Kerry E. Giblin

**Division/Department:** Administration

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Approval of a resolution authorizing the Mayor and Township Clerk to execute a Shared Services Agreement (SSA) with East Windsor Township for their Animal Control Officer to provide animal control services to the Township of West Windsor. The term of the SSA is from January 1, 2025 through December 31, 2026

**SOURCE OF FUNDING:** Animal Control Trust

**CONTRACT AMOUNT:**

- 2025: \$6,600.00 annually plus hourly costs; not to exceed \$20,000.00 per year
  - \$550.00 Monthly x 12 Months= \$6,600.00 annually
  - Plus hourly fees and/or costs not to exceed a total of \$20,000.00 per year
  
- 2026: \$6,900.00 plus hourly costs; not to exceed \$20,000.00 per year
  - \$575.00 Monthly x 12 Months= \$6,900.00 annually
  - Plus hourly fees and/or costs not to exceed a total of \$20,000.00 per year

**CONTRACT LENGTH:** 2 Years

**OTHER SUPPORTING INFORMATION ATTACHED:**

- Resolution-2024-R
- Shared Services Agreement between East Windsor Township and West Windsor Township for Animal Control Services
- Certification of Fund- Request attached
- Letter of intent to renew by Chief of Police

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

Kerry E Giblin 12/6/2024  
Department/Division Head Date

**APPROVED FOR AGENDA OF:** December 16, 2024 2024-R 257

**By:** \_\_\_\_\_  
Marlena Schmid, Business Administrator

## RESOLUTION

WHEREAS, East Windsor Township employs an Animal Control Officer; and

WHEREAS, East Windsor Township agrees to continue to provide the services of the Animal Control Officer to West Windsor Township for a fee; pursuant to terms and conditions set forth in the Shared Services Agreement; and

WHEREAS, the term of the Shared Services Agreement is from January 1, 2025 through December 31, 2026; and

WHEREAS, the Chief Financial Officer has certified the availability of funds in the following accounts subject to the adoption of the 2025 and 2026 Municipal Budgets:

Animal Control (ILSA) 2025	106-20-210	\$20,000.00
Animal Control (ISLA) 2026	106-20-210	\$20,000.00

WHEREAS, the “Uniformed Shared Services and Consolidation Act,” N.J.S.A. 40A:65-1 et seq., permits local units of this State to enter into a contract with any other local unit for the joint provision within their combined jurisdictions of any service which any party to the Agreement is empowered to render within its own jurisdictions; and

WHEREAS, the Shared Services Agreement is mutually beneficial to both municipalities; and

WHEREAS, East Windsor Township and West Windsor Township must authorize and approve the Shared Services Agreement by Resolution duly adopted pursuant to N.J.S.A. 40A:65-4 of the “Uniformed Shared Services and Consolidation Act.”

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the Mayor and Township Clerk are hereby authorized to execute the Shared Services Agreement.

Adopted: December 16, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16<sup>th</sup> day of December, 2024.

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Allison D. Sheehan  
Deputy Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** 10/15/2024

**Initiated By:** Tim Lynch

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

A resolution authorizing West Windsor Township to enter into a shared service agreement with Mercer County for the provision of Hazardous Materials Response within Mercer County

**SOURCE OF FUNDING:** n/a

**CONTRACT AMOUNT:** See attached memo

**CONTRACT LENGTH:** 2 years

**OTHER SUPPORTING INFORMATION ATTACHED:**

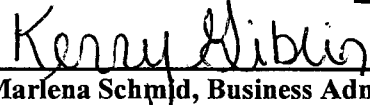
Memo  
Draft resolution

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

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

 \_\_\_\_\_  
Date

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

By:  \_\_\_\_\_  
Marlena Schmid, Business Administrator

**MEETING DATE:** 12/16/24 **Ordinance #** \_\_\_\_\_ **Resolution #** 2024-R258

**Council Action Taken:**

## RESOLUTION

- WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., permits local units of this State to enter into a contract with any other local unit for the joint provision within their combined jurisdictions of any service which any party to the Agreement is empowered to render within its own jurisdiction; and
- WHEREAS, N.J.S.A. 40A:65-5(a) requires that the Shared Services Agreement be approved by resolution of the governing body of each participating municipality and or county; and
- WHEREAS, the County of Mercer, a body politic of the State of New Jersey, with principal offices located at the McDade Administration Building, 640 S. Broad Street, Trenton, NJ 08650 (“County”); and West Windsor Township, a municipal corporation of the State of New Jersey, with principal offices located at 271 Clarksville Road, West Windsor, NJ 08550 (“Township”) are both public bodies corporate and politic of the State of New Jersey and are authorized under New Jersey law to enter a Shared Services Agreement pursuant to the Act; and
- WHEREAS, under N.J.S.A. 26:3A2-21 et seq., Mercer County is mandated to implement a County Environmental Health Act (CEHA) program through its Department of Public Health & Safety: Public Health, addressing air, water, noise, solid waste, Community & Worker’s Right to Know, Pesticides, Anti-Idling law and hazardous materials, solid and hazardous waste, emergency response; and
- WHEREAS, the Mercer County Public Health & Safety: Public Health Officer pursuant to N.J.S.A. 26:3-A2-1 et seq. and N.J.S.A. 26:3A2-21 et seq., is designated as the Chief Administrative, Enforcement, and Fiscal Officer for Mercer County’s CEHA program, necessitating a skilled workforce to execute environmental health programs as per relevant laws, regulations, and the Mercer County Public Health & Safety: Public Health, Certified CEHA Work Program; and
- WHEREAS, the Mercer County Department of Public Health & Safety is designated as the responsible party for administrative oversight of all Mercer County Hazardous Material (“HAZMAT”) Teams; and
- WHEREAS, West Windsor Township possesses trained personnel capable of executing a hazardous material emergency response program in accordance with the Mercer County Public Health Office’s Certified CEHA Work Program and the terms of the shared services agreement; and
- WHEREAS, the parties are committed to a collaborative effort in providing HAZMAT Emergency Response; and

WHEREAS, Mercer County and The Township of West Windsor wish to enter into a shared services agreement for hazardous materials emergency response as required by the State of New Jersey County Environmental Health Act (CEHA), and

WHEREAS, the term of the shared services agreement is from January 1, 2025 through December 31, 2026, and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the Mayor and Township Clerk are hereby authorized to execute the Shared Services Agreement with Mercer County for Environmental Health and Hazardous Materials Response.

Adopted: December 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16<sup>th</sup> day of December, 2024.

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Allison D. Sheehan  
Deputy Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: December 1, 2024

Initiated By: Marlena Schmid Division/Department: Administration

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** A resolution authorizing the award of a five (5) year contract (Alternate Bid #1 Option #5) for the provision of Solid Waste Collection Services for the Township of West Windsor to Waste Management of New Jersey, Inc., 107 Silvia Street, Ewing, New Jersey 08628 for the period February 1, 2025 through January 31, 2030.

**SOURCE OF FUNDING:**

Current Fund Budget  
Administration  
Refuse Collection 105-58-219

**CONTRACT AMOUNT: \$5,266,292.01**

2025 Budget (2/1/25-1/31/26)	\$953,066.08
2026 Budget (2/1/26-1/31/27)	\$1,000,719.39
2027 Budget (2/1/27-1/31/28)	\$1,050,755.57
2028 Budget (2/1/28-1/31/29)	\$1,103,293.24
2029 Budget (2/1/29-1/31/30)	\$1,158,457.73

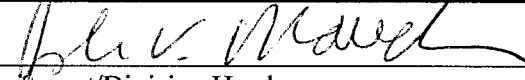
**CONTRACT LENGTH:**

February 1, 2025 through January 31, 2030

OTHER SUPPORTING INFORMATION ATTACHED:

- Resolution
- Contract
- Analysis
- Certification of Funds

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

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

APPROVED FOR AGENDA OF: December 16, 2024

By:   
 Marlena Schmid, Business Administrator

MEETING DATE: 12/16/24 Ordinance # \_\_\_\_\_ Resolution # 2024-2259  
 Council Action Taken:

## RESOLUTION

WHEREAS, the Township of West Windsor solicited bid proposals for solid waste collection services with the various options relative to the scope and frequency of collection service; and

WHEREAS, the aforesaid bid specifications contained base bid proposal options for one (1) year, two (2) year, three (3) year, four (4) year and five (5) year contract terms as well as alternative bid proposal options for one (1) year, two (2) year, three (3) year, four (4) year and five (5) year contract terms; and

WHEREAS, on October 29, 2024 bid proposals were received from Interstate Waste Services of New Jersey, Inc. and Waste Management of New Jersey, Inc.; and

WHEREAS, the Township Administration has analyzed the bid submittals for solid waste collection services received and determined that the submittal from Waste Management of New Jersey, Inc. is the lowest responsive and responsible bid and has met the terms and conditions set forth in the technical specifications; and

WHEREAS, it is the recommendation of the Township Administration that the Township award a five (5) year contract (Alternate Bid #1 Option #5) to Waste Management of New Jersey, Inc.; and

WHEREAS, the Chief Financial Officer of the Township has certified that funds for solid waste collection services are available in the following account subject to the adoption of the 2025, 2026, 2027, 2028, 2029 and 2030 municipal budgets:

Refuse Collection	105-58-219	\$5,266,292.01
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NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor, County of Mercer, State of New Jersey that a contract be awarded to Waste Management of New Jersey, Inc., 107 Silvia Street, Ewing, New Jersey 08628 for solid waste collection services for a five (5) year period commencing February 1, 2025 through January 31, 2030.

BE IT FURTHER RESOLVED, that the Mayor and Township Clerk are hereby authorized and directed to execute said contract on behalf of the Township.

Adopted: December 16, 2024

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16<sup>th</sup> day of December 2024.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township