

**MEETING TO BE  
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**BUSINESS MEETING  
OF THE COUNCIL OF WEST WINDSOR TOWNSHIP  
WEST WINDSOR MUNICIPAL BUILDING  
271 CLARKSVILLE ROAD  
TO THE EXTENT KNOWN**

**January 15, 2025**

**\*Will begin after the Reorganization Meeting**

**BUSINESS SESSION**

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice: Published in The Times and the Princeton Packet on December 27, 2024, posted at the Municipal Building and on the Township website.
4. Salute to the Flag
5. Ceremonial Matters and/or Topics for Priority Consideration  
Muslim American Heritage Month Proclamation
6. Public Comment (30 minute comment period; 3 minute limit per person)
7. Administration Comments
8. Council Member Comments
9. Clerk/Chair Comments
10. Public Hearings
11. Consent Agenda:
  - A. Resolutions
  - B. Minutes
  - C. Bills & Claims
12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

- 2025-R022 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Parker McCay P.A. for Township Attorney Services - \$75,000.00
- 2025-R023 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Spiegle Architectural Group, Inc. for Professional Architectural Services for the Installation of a Fire Suppression Sprinkler System and Fire Alarm for the Fire-EMS Facility - \$33,720.00
- 2025-R024 Approving the Refund of the Balance of Remaining Escrow for Development Plan Review for Various Planning and Zoning Board Applicants
- 2025-R025 Authorizing the Township Land Use Manager and Chief Financial Officer to Execute the Supplemental Funding Request Form, Acquisition Projects with NJDEP-Green Acres for a \$1,205,856.50 Open Space Grant
- 2025-R026 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with ACT Engineers for Engineering Services for Remediation of the Former West Windsor Township Landfill/Compost Facility - \$215,200.00
- 2025-R027 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with ACT Engineers for Engineering Services for Remediation of the Wallace Road Bus Garage - \$241,700.00
- 2025-R028 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with ACT Engineers for Remediation of Soil at the Wallace Road Bus Garage – \$66,000.00
- 2025-R029 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Arora and Associates for Professional Engineering and Development Inspection Services – \$2,000.00
- 2025-R030 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with GeoTrek Environmental and Surveying, LLC for Professional Land Surveyor Services - \$3,000.00
- 2025-R031 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Roberts Engineering Group, LLC for Professional Engineering and Development Inspection Services - \$2,000.00
- 2025-R032 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Turek Consulting, LLC for Professional Engineering and Development Inspection Services - \$500.00

- 2025-R033 Authorizing the Business Administrator to Execute a Limited Access Agreement with Ellsworth Advisory Services, LLC in Association with Groundwater Remediation at the Former Wallace Road Bus Garage
- 2025-R034 Authorizing the Business Administrator to Purchase One New 2025 Ford F450 Utility Crane Truck for the Department of Public Work from Ciocca Ford of Flemington, New Jersey Under New Jersey State Contract - \$123,713.20
- 2025-R035 Authorizing the Person to Person Transfer of the Hyatt Place Plenary Retail Consumption Hotel/Motel Exemption Liquor License #1113-36-015-004 to HP Princeton, LLC

- 14. Introduction of Ordinances
- 15. Additional Public Comment (15 minute comment period; 3 minute limit per person)
- 16. Council Reports/Discussion/New Business
- 17. Administrative Updates
- 18. Closed Session
- 19. Adjournment

**REQUEST FOR COUNCIL ACTION**

Date of Request: December 31, 2024

Initiated By: Kerry E. Giblin

Division/Department: Administration

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Approval of a resolution authorizing the Township Clerk and Mayor to execute a contract with Parker McCay as the Township Attorney from January 1, 2025 through December 31, 2025 for a total not to exceed \$75,000.00

**SOURCE OF FUNDING:**

Legal – Legal Fees	105-46-223	\$35,000
Legal – Legal Fees – Twp. Council	105-46-224	\$20,000
Legal – Litigation	105-46-228	\$20,000
	Total	\$75,000

**CONTRACT AMOUNT:**

Legal – Legal Fees	105-46-223	\$35,000
Legal – Legal Fees – Twp. Council	105-46-224	\$20,000
Legal – Litigation	105-46-228	<u>\$20,000</u>
	Total	\$75,000

**CONTRACT LENGTH:** 1 year

**OTHER SUPPORTING INFORMATION ATTACHED:**

- Request for Certification of funds
- 2024 resolution 2024-R031 (2024 resolution)
- Agreement between the Township of West Windsor and Parker McCay

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

Kerry Giblin \_\_\_\_\_ 12/31/2024  
Department/Division Head Date

APPROVED FOR AGENDA OF: January 15, 2025

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

MEETING DATE: January 15, 2025 Ordinance # \_\_\_\_\_ Resolution # 2025-R022

Council Action Taken:

RESOLUTION

WHEREAS, there exists a need for the Township to obtain counsel to provide legal services to the Township for the year 2025 and appointment of a Municipal Attorney as authorized by State law; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-5(1)(a) permits an award of contract for “Professional Services “without competitive bids, and the services contemplated to be rendered by the Attorneys qualify as “Professional Services” under this law; and

WHEREAS, the Township wishes to enter into a Professional Services Agreement with Parker McCay P.A., a firm of licensed New Jersey Attorneys, for the performance of the aforesaid services; and

WHEREAS the Chief Financial Officer has certified funds are available in the following accounts:

Legal – Legal Fees	105-46-223	\$35,000
Legal – Legal Fees – Twp. Council	105-46-224	\$20,000
Legal – Litigation	105-46-228	<u>\$20,000</u>
	Total	\$75,000

NOW, THEREFORE, BE IT RESOVLED, by the Township Council of the Township of West Windsor that:

- 1, The Mayor and Clerk are hereby authorized to execute, on behalf of the Township, a Professional Services Agreement, with Parker McCay P.A. for the performance of legal services and the appointment of a Municipal Attorney, for an amount not to exceed \$75,000 for the period of January 1, 2025 through December 31, 2025.
2. A notice of this action shall be printed in the legal newspaper used by the Township for legal publications as required by law within ten (10) days of its passage.

Adopted: January 15, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 15th day of January, 2025.

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Allison D. Sheehan  
 Township Clerk  
 West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** December 23, 2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing execution of a professional services agreement with the Spiezle Architectural Group, Inc. to provide professional architectural services associated with the installation of a Fire Suppression Sprinkler System and associated Fire Alarm at the West Windsor Township Fire-EMS facility. The Township Facilities Maintenance Manager is recommending a contract be awarded to the Spiezle Architectural Group, Inc. of Hamilton, NJ.

**SOURCE OF FUNDING:**

Fire & Emergency Services Bldg. - General Improvements	405-2023-09-031	\$15,329.64
Fire & Emergency Services Bldg. - General Improvements	405-2024-18-027	\$18,390.36

**CONTRACT AMOUNT:** \$33,720.00

**CONTRACT LENGTH:** from the date of project initiation to project completion

**OTHER SUPPORTING INFORMATION ATTACHED:**

- |  |                                     |
|--|-------------------------------------|
| Resolution                                 | Political Contribution Disclosure   |
| Proposal – Exhibit A                       | Business Entity Disclosure          |
| Certification of Funds                     | Stockholder Disclosure              |
| Professional Services Agreement            | Business Registration Certification |
| Facilities Maintenance Managers Memorandum | Certificate of Information Report   |
| Affirmative Action Contract                |                                     |

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

Brian Aronson      12-30-24  
 Department/Division Head      Date

**APPROVED FOR AGENDA OF:** JANUARY 15, 2025

By: Keray Giblin  
 Marlena Schmid, Business Administrator

**MEETING DATE:** 1/15/25 **Ordinance #** \_\_\_\_\_ **Resolution #** 2025-R023

**Council Action Taken:**

## RESOLUTION

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

WHEREAS, Spiezle Architectural Group, Inc. has submitted a proposal dated December 5, 2024 indicating they will provide professional architectural services in conjunction with the installation of a Fire Suppression Sprinkler System and associated Fire Alarm at the West Windsor Township Fire-EMS facility for \$33,720.00; and

WHEREAS, the Township wishes to enter into an agreement with Spiezle Architectural Group, Inc. 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:

Fire & Emergency Services Bldg. - General Improvements 405-2023-09-031 \$15,329.64

Fire & Emergency Services Bldg. - General Improvements 405-2024-18-027 \$18,390.36

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 the Spiezle Architectural Group, Inc., for an amount not to exceed \$33,720.00.
- (2) The Agreement so authorized shall require the Provider to provide professional architectural design services pursuant to its proposal dated December 5, 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 the Spiezle Architectural Group, Inc. and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: January 15, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 15th day of January 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: January 15, 2025

Initiated By: Sam Surtees Division/Department: Community Development

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution authorizing refund for development plan review project per memo from Sam Surtees, Manager of Division of Land Use.

**SOURCE OF FUNDING:** Trust Fund

**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Plan review escrow account statements.

S:\AGENDA INBOX (file name) escrowrelease01152025

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

[Signature] 12-30-14 [Signature]  
Department/Division Head Date

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

By: [Signature]  
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 WEDNESDAY ONE WEEK PRECEDING THE COUNCIL MEETING.**

MEETING DATE: 1/15/25 Ordinance # \_\_\_\_\_ Resolution # 2025-1024

Council Action Taken:



RESOLUTION

WHEREAS, the following applicant(s) filed application(s) with West Windsor Township Planning/Zoning Board; and

WHEREAS, in conjunction with such application(s), the following applicant(s) deposited with the Township of West Windsor escrow deposits pursuant to Section 82-3D(1) of the Revised General Ordinances of the Township of West Windsor; and

WHEREAS, professional services undertaken on behalf of the Township in conjunction with said application(s) have been withdrawn and the costs thereof have been listed below; and

WHEREAS, this remains a partial balance in the applicant's escrow account, which applicant is entitled to be refunded.

Date of Deposit	Project No.	Project Name	Total Escrow	Total Disbursement.	Balance of Escrow
16-Aug-2024	ZB 24-03	Ting Yan & Ye Li	\$ 3,500.00	\$ (1,142.50)	\$ 2,357.50
19-Aug-2019	PB 19-18	Nassau Park-Target Store	\$ 5,310.58	\$ (5,104.05)	\$ 206.53
24-Apr-2024	PB 24-05 SW	NJ Hospital Assoc.	\$ 4,500.00	\$ (3,691.25)	\$ 808.75
13-Dec-2022	ZB 22-05	Paul Meer & Stacey Fox	\$ 8,413.75	\$ (8,113.99)	\$ 299.76
25-Jul-2023	ZB 23-06	Lori Trani	\$ 3,750.00	\$ (1,457.50)	\$ 2,292.50
8-Sep-2023	ZB 23-07	Ayse Akincigil	\$ 3,750.00	\$ (3,049.45)	\$ 700.55
28-Jun-2024	ZB 24-02	Elan Rome TRT	\$ 3,750.00	\$ (2,085.00)	\$ 1,665.00
10-May-2022	PB 22-04	Kaydan LLC.	\$ 10,895.86	\$ (8,563.36)	\$ 2,332.50
12-Nov-2021	PB 21-13	Henry & Jane Landau	\$ 14,890.83	\$ (14,093.62)	\$ 797.21
			<u>\$ 58,761.02</u>	<u>\$ (47,300.72)</u>	<u>\$ 11,460.30</u>

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the Treasurer is hereby authorized and directed to refund to the applicant(s) the portion of the escrow deposits which the applicant(s) is entitled to be refunded as set forth above.

Adopted: January 15, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 15th day of January, 2025.

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

REQUEST FOR COUNCIL ACTION

Date of Request: December 27, 2024

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Request Township Council authorization for the Township Land Use Manager and Chief Financial Officer to execute the Supplemental Funding Request Form – Acquisition Projects with NJDEP-Green Acres for a \$1,205,856.50 Open Space Grant.

SOURCE OF FUNDING: NA

CONTRACT AMOUNT: NA

CONTRACT LENGTH: NA

OTHER SUPPORTING INFORMATION ATTACHED:

Enabling Resolution  
Memorandum from Samuel J. Surtees dated 12/27/24 with four (4) attachments  
2025 Planning Incentive & Site Specific Incentive Eligibility Certification  
Supplemental Funding Request Form- Acquisition Projects

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

[Signature] 12/27/24 [Signature]  
Department/Division Head Date

APPROVED FOR AGENDA OF: January 15, 2025

By: [Signature]  
Marlena Schmid, Business Administrator

MEETING DATE: 1/15/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R025

Council Action Taken:

RESOLUTION

STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
GREEN ACRES PROGRAM

ENABLING RESOLUTION  
FOR SUPPLEMENTAL FUNDING REQUEST

WHEREAS, the New Jersey Department of Environmental Protection, Green Acres Program (“State”), provides loans and/or grants to municipal and county governments and grants to nonprofit organizations for assistance in the acquisition and development of lands for outdoor recreation and conservation purposes; and

WHEREAS, the Township of West Windsor has previously obtained a Green Acres grant of \$9,225,000.00 from the State to fund the following project(s):

#1113-97-144 West Windsor Planning Incentive; and

WHEREAS, the Township of West Windsor desires to further the public interest by obtaining an additional Green Acres grant of \$ 1,205,856.50 to fund the project(s); and

WHEREAS, the State shall determine if the supplemental funding request is complete and in conformance with the scope and intent of the Green Acres Program, and notify the applicant of the amount of the funding award; and

WHEREAS, the applicant is willing to use the State’s funds in accordance with its rules, regulations and applicable statutes, and is willing to enter into an Amendment of the Agreement with the State for the above-named project.

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 that:

1. Samuel J. Surtees, Land Use Manager and John V. Mauder, Chief Financial Officer are hereby authorized to:
  - (a) request such a grant; and
  - (b) provide additional information and furnish such documents as may be required; and
  - (c) act as the authorized correspondent of the above-named applicant; and
2. The applicant agrees to provide the local government/nonprofit share if a match is required.
3. The applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project.
4. This resolution shall take effect immediately.

Adopted: January 15, 2025

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 15th day of January, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** December 19, 2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing execution of a professional services agreement for additional services for the Remedial Investigation phase of this project. After concluding the initial Site Investigation activities at the former West Windsor Township Landfill/Compost Facility, the results identified additional activities are required to assist with the delineation of impacted groundwater. The Township Engineer recommends that this contract for continued engineering services be awarded to ACT Engineers.

**SOURCE OF FUNDING:**

Traffic Safety Improvement Hazard Mitigation	405-2021-14 014	\$ 100,315.00
Traffic Safety Improvement Hazard Mitigation	405-2022-08 016	\$ 60,000.00
<u>Traffic Safety Improvement Hazard Mitigation</u>	<u>405-2023-09 019</u>	<u>\$ 54,885.00</u>
Account Title	Account Number	Amount

**CONTRACT AMOUNT:** \$215,200.00

**CONTRACT LENGTH:** N/A

**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 |
| Project Location Map                |                             |                                   |

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

Francis Guzik 12/23/24  
 Department/Division Head Date

**APPROVED FOR AGENDA OF:** January 15, 2025

**By:** Kerry Giblin  
Marlena Schmid, Business Administrator

**MEETING DATE:** 1/15/25 **Ordinance #** \_\_\_\_\_ **Resolution #** 2025-0026

**Council Action Taken:**

RESOLUTION

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

WHEREAS, ACT Engineers have submitted a proposal dated December 4, 2024 indicating they will provide professional engineering services for additional site activities warranted to assist with the delineation of impacted groundwater for the former West Windsor Township Landfill/Compost Facility – Remedial Investigation Action Work Plan; and

WHEREAS, the total fee for professional services for this phase of the remediation project is \$215,200.00; and

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

Traffic Safety Improvement Hazard Mitigation	405-2021-14 014	\$ 100,315.00
Traffic Safety Improvement Hazard Mitigation	405-2022-08 016	\$ 60,000.00
Traffic Safety Improvement Hazard Mitigation	405-2023-09 019	\$ 54,885.00

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

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township a Professional Services Agreement with ACT Engineers to cover the period January 15, 2025 through completion of the project, for an amount not to exceed \$215,200.00.
- (2) The Agreement so authorized shall require the Provider to provide engineering services related to the remediation of the former West Windsor Township Landfill/Compost Facility, pursuant to its proposal dated December 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 ACT Engineers and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: January 15, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 15th day of January 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** December 19, 2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing execution of a professional services agreement for additional services for the Remedial Investigation phase of this project. After concluding the initial Site Investigation activities at the West Windsor Township Bus Garage, the results identified additional activities are required for remedial investigation with the delineation of impacted groundwater. The Township Engineer recommends that this contract for continued engineering services be awarded to ACT Engineers.

**SOURCE OF FUNDING:**

Traffic Safety Improvement Hazard Mitigation	405-2017-21 010	\$ 20,587.00
Traffic Safety Improvement Hazard Mitigation	405-2018-15 014	\$ 34,225.00
Traffic Safety Improvement Hazard Mitigation	405-2019-18 013	\$ 42,016.84
Traffic Safety Improvement Hazard Mitigation	405-2020-14 015	\$ 68,390.76
Traffic Safety Improvement Hazard Mitigation	405-2021-14 014	\$ 50,000.00
<u>Traffic Safety Improvement Hazard Mitigation</u>	<u>405-2022-08 016</u>	<u>\$ 26,480.40</u>
Account Title	Account Number	Amount

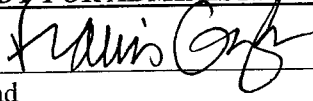
**CONTRACT AMOUNT:**      \$241,700.00

**CONTRACT LENGTH:**      six (6) months from initiation of services

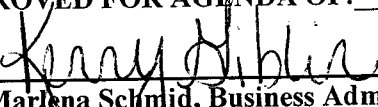
**OTHER SUPPORTING INFORMATION ATTACHED:**

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

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

      12/19/24  
 Department/Division Head      Date

**APPROVED FOR AGENDA OF:** January 15, 2025

By:   
 Marlena Schmid, Business Administrator

**MEETING DATE:** 1/15/25      **Ordinance #** \_\_\_\_\_      **Resolution #** 2024-12037

**Council Action Taken:**

RESOLUTION

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

WHEREAS, ACT Engineers was awarded the contract for professional engineering services for the West Windsor Township Wallace Road Bus Garage Remediation on April 18, 2016; and

WHEREAS, there is a need for additional site activities warranted to assist with the delineation of impacted groundwater, all as outlined in their December 19, 2024 proposal; and

WHEREAS, the total fee for professional services for this phase of the remediation project is \$241,700.00; and

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

Traffic Safety Improvement Hazard Mitigation	405-2017-21 010	\$ 20,587.00
Traffic Safety Improvement Hazard Mitigation	405-2018-15 014	\$ 34,225.00
Traffic Safety Improvement Hazard Mitigation	405-2019-18 013	\$ 42,016.84
Traffic Safety Improvement Hazard Mitigation	405-2020-14 015	\$ 68,390.76
Traffic Safety Improvement Hazard Mitigation	405-2021-14 014	\$ 50,000.00
Traffic Safety Improvement Hazard Mitigation	405-2022-08 016	\$ 26,480.40

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

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township a Professional Services Agreement with ACT Engineers to cover the period January 15, 2025 through completion of the project, for an amount not to exceed \$241,700.00.
- (2) The Agreement so authorized shall require the Provider to provide engineering services related to the remediation of the West Windsor Township Wallace Road Bus Garage, pursuant to its proposal dated December 19, 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 ACT Engineers and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: January 15, 2025

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 15th day of January 2025.

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Allison D. Sheehan  
 Township Clerk  
 West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: December 26, 2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing execution of a professional services agreement for services for the Remedial Action phase for soil at this property. After concluding the initial Site Investigation activities at the West Windsor Township Bus Garage, the results identified remedial action activities required for soil contamination. The consultant scope of work includes preparation of a remedial action work plan (RAW), bid documents for the work, conformational soil sampling and the remedial action report (RAR) upon successful completion of the work for the Township. The Township Engineer recommends that this contract for continued engineering services be awarded to ACT Engineers.

**SOURCE OF FUNDING:**

Traffic Safety Improvement Hazard Mitigation	405-2022-08 016	\$ 50,869.48
<u>Traffic Safety Improvement Hazard Mitigation</u>	<u>405-2023-09 019</u>	<u>\$ 15,130.52</u>
Account Title	Account Number	Amount

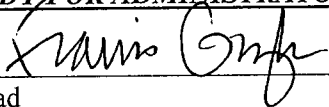
**CONTRACT AMOUNT:** \$66,000.00

**CONTRACT LENGTH:** until completion

**OTHER SUPPORTING INFORMATION ATTACHED:**

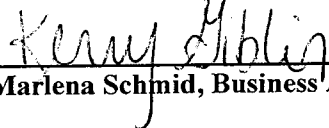
- |                                     |                             |                                   |
|-------------------------------------|-----------------------------|-----------------------------------|
| Resolution                          | Affirmative Action Contract | Proposal – Exhibit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

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


12/27/2024

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

APPROVED FOR AGENDA OF: January 15, 2025

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

MEETING DATE: 1/15/25 Ordinance # \_\_\_\_\_ Resolution # 2025-12028

Council Action Taken:



## RESOLUTION

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

WHEREAS, ACT Engineers was awarded the contract for professional engineering services for the West Windsor Township Wallace Road Bus Garage Remediation on April 18, 2016; and

WHEREAS, there is a need for additional site activities warranted to assist with the remediation of impacted soil, all as outlined in their December 19, 2024 proposal; and

WHEREAS, the total fee for professional services for this phase of the soil remediation project is \$66,000.00; 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 accounts:

Traffic Safety Improvement Hazard Mitigation	405-2022-08 016	\$ 50,869.48
Traffic Safety Improvement Hazard Mitigation	405-2023-09 019	\$ 15,130.52

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

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township a Professional Services Agreement with ACT Engineers to cover the period January 15, 2025 through completion of the project, for an amount not to exceed \$66,000.00.
- (2) The Agreement so authorized shall require the Provider to provide engineering services related to the remediation of soil at the West Windsor Township Wallace Road Bus Garage, pursuant to its proposal dated December 19, 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 ACT Engineers and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: January 15, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 15th day of January 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** December 9, 2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

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

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

Arora and Associates

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

**CONTRACT AMOUNT:** \$2,000.00

**CONTRACT LENGTH:** until December 31, 2025

**OTHER SUPPORTING INFORMATION ATTACHED:**

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

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

Francis Guzik 12/23/24  
Department/Division Head Date

**APPROVED FOR AGENDA OF:** January 15, 2025

**By:** Kerry Giblin  
Marlena Schmid, Business Administrator

**MEETING DATE:** 1/15/25 **Ordinance #** \_\_\_\_\_ **Resolution #** 2025-R029

**Council Action Taken:**

RESOLUTION

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

WHEREAS, the Township wishes to enter into a services agreement with Arora and Associates for the aforesaid services; 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>\$2,000.00</u>
Account Title	Account Number	Amount

WHEREAS, the maximum amount of the contract is subject to the final adoption of the 2025 Local Municipal Budget and funds are available through various developers’ escrow accounts and account 105-30-210 “Engineering Costs & Services: Consultants;” and

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

WHEREAS, services to be performed may be retained by the Township without public advertising for bids pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1-5(1)(a) because the aforesaid services are professional in nature; and

WHEREAS, the Local Public Contracts Law requires a resolution authorizing the award of contract for the services without competitive bidding be publicly advertised.

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 Arora and Associates to cover the period January 15, 2025 through December 31, 2025.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering services, including development inspection services pursuant to its proposal dated November 19, 2024. The contract is awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-1-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published in the newspaper used by the Township for legal publications as required by law within ten (10) days of its passage.
- (4) An executed copy of the Contract between the Township and Arora and Associates and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: January 15, 2025

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 15th day of January 2025.

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Allison D. Sheehan  
 Township Clerk  
 West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: December 16, 2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

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

GeoTrek Environmental and Surveying LLC

**SOURCE OF FUNDING:**

	105-30-210	\$3,000.00
Account Title	Account Number	Amount

**CONTRACT AMOUNT:**      \$3,000.00

**CONTRACT LENGTH:**      until December 31, 2025

**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**

*Francis Guzik*      12/23/24

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Department/Division Head      Date

APPROVED FOR AGENDA OF: January 15, 2025

By: *Marlena Schmid*

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Marlena Schmid, Business Administrator

MEETING DATE: 1/15/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R630

Council Action Taken:  
Distributed:

## RESOLUTION

WHEREAS, the Township of West Windsor requires professional engineering services on a consultant basis for Professional Land Surveyor Services performed for miscellaneous engineering projects as assigned; and

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

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

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

WHEREAS, the maximum amount of the contract is subject to the final adoption of the 2025 Local Municipal Budget and funds are available through account 105-30-210 "Engineering Costs & Services: Consultants;" and

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

WHEREAS, services to be performed may be retained by the Township without public advertising for bids pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a) because the aforesaid services are professional in nature; and

WHEREAS, the Local Public Contracts Law requires a resolution authorizing the award of contract for the services without competitive bidding be publicly advertised.

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 to cover the period January 15, 2025 through December 31, 2025.
- (2) The Agreement so authorized shall require the Provider to provide Professional Land Surveyor Services pursuant to its proposal dated December 9, 2024. The contract is awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) 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: January 15, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 15th day of January 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** December 13, 2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

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

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

Roberts Engineering Group, LLC

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

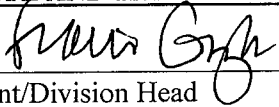
**CONTRACT AMOUNT:** \$2,000.00

**CONTRACT LENGTH:** until December 31, 2025

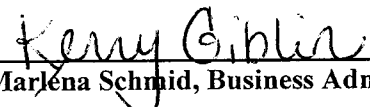
**OTHER SUPPORTING INFORMATION ATTACHED:**

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

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


12/23/24  
 \_\_\_\_\_  
 Department/Division Head Date

**APPROVED FOR AGENDA OF:** January 15, 2025

**By:**   
Marléna Schmid, Business Administrator

**MEETING DATE:** 1/15/25 **Ordinance #** \_\_\_\_\_ **Resolution #** 2025-RO31

**Council Action Taken:**

## RESOLUTION

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

WHEREAS, the Township wishes to enter into a services agreement with Roberts Engineering Group, LLC for the aforesaid services; and

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

<u>Engineering-Consultant Services</u>	<u>105-30-210</u>	<u>\$2,000.00</u>
Account Title	Account Number	Amount

WHEREAS, the maximum amount of the contract is subject to the final adoption of the 2025 Local Municipal Budget and funds are available through various developers' escrow accounts and account 105-30-210 "Engineering Costs & Services: Consultants;" and

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

WHEREAS, services to be performed may be retained by the Township without public advertising for bids pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1-5(1)(a) because the aforesaid services are professional in nature; and

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

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township a Professional Services Agreement with Roberts Engineering Group, LLC to cover the period January 15, 2025 through December 31, 2025.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering services, including development inspection services pursuant to its proposal dated December 12, 2024. The contract is awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-1-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published in the newspaper used by the Township for legal publications as required by law within ten (10) days of its passage.
- (4) An executed copy of the Contract between the Township and Roberts Engineering Group, LLC and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: January 15, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 15th day of January 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: December 10, 2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

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

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

Turek Consulting, LLC

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

**CONTRACT AMOUNT:** \$500.00

**CONTRACT LENGTH:** until December 31, 2025

**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**

Francis Guzik 12/23/24  
 Department/Division Head Date

APPROVED FOR AGENDA OF: January 15, 2025

By: Kenny Giblin  
 Marlena Schmid, Business Administrator

MEETING DATE: 1/15/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R032

Council Action Taken:



## RESOLUTION

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

WHEREAS, the Township wishes to enter into a services agreement with Turek Consulting, LLC for the aforesaid services; and

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

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

WHEREAS, the maximum amount of the contract is subject to the final adoption of the 2025 Local Municipal Budget and funds are available through various developers' escrow accounts and account 105-30-210 "Engineering Costs & Services: Consultants;" and

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

WHEREAS, services to be performed may be retained by the Township without public advertising for bids pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1-5(1)(a) because the aforesaid services are professional in nature; and

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

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township a Professional Services Agreement with Turek Consulting, LLC to cover the period January 15, 2025 through December 31, 2025.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering services, including development inspection services pursuant to its proposal dated December 16, 2024. The contract is awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-1-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published in the newspaper used by the Township for legal publications as required by law within ten (10) days of its passage.
- (4) An executed copy of the Contract between the Township and Turek Consulting, LLC and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: January 15, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 15th day of January 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: December 23, 2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing execution of a Limited Access Agreement with the owner of Block 5, Lot 20.01 (Ellsworth Advisory Services, LLC) to permit reciprocal access to groundwater monitoring wells and well test results on each property as part of groundwater remediation investigation activities being conducted at the former Wallace Road Garage (Block 59, Lots 1 & 2). The Agreement has been prepared by the Township Attorney's office, and the Township Engineer is recommending the Agreement be entered into by the Township.

**SOURCE OF FUNDING:**

N/A

**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution	Limited Access Agreement
Engineers Memorandum	Project Location Map

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

Francis Guzik 12/23/24  
Department/Division Head Date

**APPROVED FOR AGENDA OF: January 15, 2025**

By: Marlena Schmid  
Marlena Schmid, Business Administrator

MEETING DATE: 1/15/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R033

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor is required to conduct remedial investigation activities at the former Wallace Road Bus Garage (Block 59, Lots 1 and 2) for groundwater contamination; and

WHEREAS, similar investigation activities are being conducted on property across Route 64 from the Garage property at JEM Cleaners (Block 5, Lot 20.01); and

WHEREAS, the Township recognizes the benefit of sharing access to groundwater monitoring wells and sampling test results in real time with the owner of Block 5, Lot 20.01 and their licensed professionals, and vice versa with the wells and sampling occurring on aforesaid Lot 20.01; and

WHEREAS, the Township wishes to enter into a Limited Access Agreement with the owner of Block 5, Lot 20.01 (Ellsworth Advisory Services, LLC) in order to permit the aforesaid sharing of access and information between the respective owners and their licensed professionals.

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

- (1) The Business Administrator is hereby authorized to execute, on behalf of the Township a Limited Access Agreement with the owner of Block 5, Lot 20.01 (Ellsworth Advisory Services, LLC); and
- (2) An executed copy of the Limited Access Agreement between the Township and Ellsworth Advisory Services, LLC and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: January 15, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 15th day of January 2025.

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Allison D Sheehan,  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

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

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Resolution authorizing purchase of new 2025 Ford F450 Utility Crane Truck purchased from 215 US Highway 202, Flemington NJ 08822.

**SOURCE OF FUNDING:** 405202418033

**CONTRACT AMOUNT:** \$123,713.20

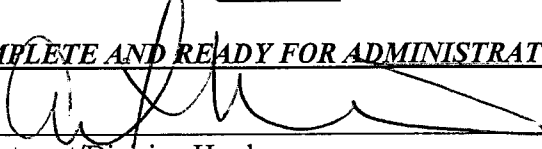
**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution 2024-R , bid sheets, and certification of funds

S:\AGENDA INBOX (file name)

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

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

12-4-2024  
\_\_\_\_\_  
Date

APPROVED FOR AGENDA OF: 1/15/2025

By: Kerry 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: 1/15/25 Ordinance # \_\_\_\_\_ Resolution # 2025-R034

Council Action Taken:

RESOLUTION

- WHEREAS, the Township of West Windsor wishes to purchase One (1) New 2025 Ford F450 Utility Crane Truck for the Department of Public Works; and
- WHEREAS, Ciocca Ford of Flemington, 215 US Highway 202 Flemington, NJ 08822 has been awarded New Jersey State Contract T2102/24 FLEET 88820; and
- WHEREAS, items under State Contract include: 2025 Ford F450 Regular Cab/Chasis 4x4DRW with factory options including the utility body; and
- WHEREAS, items not under State Contract include: additional truck equipment (except for utility body), and safety lighting and accessories; and
- WHEREAS, Anthony Esposito, Director of Public Works, recommends the Township purchase One (1) New 2025 F450 Utility Crane Truck; and
- WHEREAS, funding for the acquisition of said vehicle with options for the Department of Public Works is available through the approved 2024 Capital Budget; and
- WHEREAS, the Chief Financial Officer has certified that funds are available for said vehicle in the following account:

Public Works - Acquisition of Vehicle	405 2024 18033	\$123,713.20
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NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Business Administrator is authorized to purchase One (1) New 2025 Ford F450 Utility Crane Truck under the New Jersey State Contract T2102/24 FLEET 88820 for a total of \$123,713.20 from Ciocca Ford of Flemington, 215 US Highway 202 Flemington, NJ 08822.

Adopted: January 15, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 15<sup>th</sup> day of January 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the Township of West Windsor has received a Retail Liquor License Application from PNNJ Associates, LLC for a Person to Person Transfer of Liquor License #1113-36-015-004; and

WHEREAS, the applicant wants to transfer the Hyatt Place Plenary Retail Consumption License from PNNJ Associates, LLC to HP Princeton, LLC; and

WHEREAS, the West Windsor Police Division has reviewed and approved the Person to Person Transfer of the Plenary Retail Consumption Hotel/Motel Exception; and

WHEREAS, in accordance with N.J.A.C. 13L2-7.4, the applicant has provided to the Township Clerk's Office the proof of publication notice of the application in The Times of Trenton on May 31, 2024 and June 7, 2024; and

WHEREAS, no objections to the application have been received; and

WHEREAS, the Alcoholic Beverage Retail Licensee Clearance Certificate to transfer has been received by the Township; and

WHEREAS, pursuant to N.J.A.C. 13:2-7.7, the Township Council makes the following findings and certifies that:

1. The submitted application form is complete in all aspects.
2. The applicant is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder as well as pertinent local ordinances and conditions consistent with Title 33.
3. The Police Division has reviewed the application and finds no reason not to permit the transfer.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of West Windsor that the Person to Person transfer of the Hyatt Place Plenary Retail Consumption Hotel/Motel Exemption Liquor License #1113-36-015-004 to HP Princeton, LLC, 3565 U.S. Highway #1, Princeton, New Jersey is hereby approved.

Adopted: January 15, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 15th day of January, 2025.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township