

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

June 16, 2025

7:00 P.M.

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice - January 17, 2025 to The Times and the Princeton Packet, filed with the Municipal Clerk and posted at the Municipal Building and on the Township web-site.
4. Salute to the Flag
5. Ceremonial Matters and/or Topics for Priority Consideration
Mayor Marathe State of the Township Address 2025
6. Public Comment: (30 minutes comment period; 3-minute limit per person)
7. Administration Comments
8. Council Member Comments
9. Chair/Clerk Comments
10. Public Hearings

2025-08 AN ORDINANCE AMENDING AND SUPPLEMENTING PART II
"GENERAL LEGISLATION" OF THE REVISED GENERAL
ORDINANCES OF THE TOWNSHIP OF WEST WINDSOR, NEW
JERSEY (1999) CHAPTER 4, "ADMINISTRATION OF
GOVERNMENT" SECTION 4-37 "POLICE DIVISION"

11. Consent Agenda

A. Resolutions

B. Minutes

C. Bills & Claims

12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

2025-R136 Authorizing the Appointment of Ketki Modi as a Member of the Human Relations Council with a Term to Expire on January 14, 2027

2025-R137 Approval of Liquor Licenses Renewals for 2025/2026

2025-R138 Approval of Request for a Permit from L.E.A.D. Festival for Public Fireworks Displays on June 27th, June 30th and July 4th, 2025 at Mercer County Park

2025-R139 Approving the Refund of Amusement Game Licenses

2025-R140 Authorizing the Refund of a Police Division Application Fee

2025-R141 Authorizing the Mayor and Clerk to Execute an Easement Modification Agreement for 1 Milton Court

2025-R142 Authorizing the Mayor and Clerk to Execute a Facility Use Rental Agreement with Windsor Whalers Swim Team to Use the Waterworks Facility

2025-R143 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Spiezle Architectural Group, Inc. for Professional Architectural Services for the Replacement of the Existing Fire Suppression Sprinkler System at the West Windsor Volunteer Fire Station 43 Facility - \$25,180.00

2025-R144 Authorizing the Business Administrator to Purchase the Annual Licensing Renewal of an Existing Email Software Subscription from SHI International Corp. Under the New Jersey Cooperative Purchasing Alliance Contract #Ck04, Subcontract 24-38 with the County of Bergen - \$221,344.79

2025-R145 Authorizing the Business Administrator to Execute Change Order No. 1-Final with T. Fiotakis Construction, LLC for the 2024 Sidewalk Repair Program for an Increase of \$16,290.75 for a Total Not to Exceed \$105,900.75

2025-R146 Authorizing the Insertion of a Special Item of Revenue Into the 2025 Municipal Budget from the State of New Jersey Clean Communities Program - \$81,351.43

2025-R147 Authorizing the Insertion of a Special Item of Revenue Into the 2025 Municipal Budget from the Mercer County CEHA Grant - \$25,000.00

14. Introduction of Ordinances

2025-09 AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 168, "TRAFFIC AND PARKING," ARTICLE V: "TRAFFIC AND PARKING REGULATIONS ON PRIVATE PROPERTY" OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF WEST WINDSOR (1999)

Public Hearing: June 30, 2025

15. Additional Public Comment (15 minutes comment period; three-minute limit per person)

16. Council Reports/Discussion/New Business

17. Administration Updates

14. Closed Session

15. Adjournment

REQUEST FOR COUNCIL ACTION

Date of Request: April 29, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

I respectfully request Council to amend the Police Division Structure Ordinance 4-37 (paragraph E) to reflect two officer positions be added.

SOURCE OF FUNDING:

Operating

CONTRACT AMOUNT:

N/A

CONTRACT LENGTH:

N/A

OTHER SUPPORTING INFORMATION ATTACHED:

S:\AGENDA INBOX (file name) _____

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Chief Robert Garofalo	April 29, 2025
Department/Division Head	Date

APPROVED FOR AGENDA OF: _____

By: Marlena Schmid 05/14/2025
Marlena Schmid, Business Administrator

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

MEETING DATE: 5/19/25 **Ordinance #** 2025-08 **Resolution #** _____

Council Action Taken:

ORDINANCE 2025-08

AN ORDINANCE AMENDING AND SUPPLEMENTING PART II "GENERAL LEGISLATION" OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF WEST WINDSOR, NEW JERSEY (1999) CHAPTER 4; "ADMINISTRATION OF GOVERNMENT" SECTION 4-37 "POLICE DIVISION" OF THE TOWNSHIP CODE OF THE TOWNSHIP OF WEST WINDSOR

WHEREAS, it is recommended by the New Jersey Attorney General that all municipalities in New Jersey have certain ordinances in effect regarding Police Division structure; and

WHEREAS, it is prudent that the Township's ordinance regarding the structure of the Police Division be current and appropriate.

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of West Windsor, County of Mercer, State of New Jersey, that the following amendment be made:

4-37 Police Division

- A. The Police Division of the Township is hereby established with such number of subordinate police officers and sworn police positions as designated by the Mayor and authorized by the Council. The Police Division shall be headed by a Chief of Police or ranking sworn officer, who shall be appointed by the Director of Public Safety and whose duties and responsibilities shall be those governed by law, Township Code, where applicable, and the rules and regulations of the West Windsor Police Division.
- B. Each regular police officer shall hold office and continue in said employment during good behavior and efficiency after having properly completed a one-year probationary period, pursuant to law, and no police officer shall be removed from office or employment for any causes other than incapacity, misconduct, neglect of duty, conduct unbecoming a police officer or disobedience of the rules and regulations established and hereafter established for the Division or absence from duty without just cause.
- C. Any permanent member of the Police Division may be suspended, removed/discharged, fined or reduced in rank from or in office for just cause upon due notice and written charges filed with the Director of Public Safety or designee and served upon the member so charged with notice of a hearing thereon. The Director of Public Safety or designee shall have the power to suspend without pay the member so charged, pending determination of such charges. The hearing shall be held not less than 10 nor more than 30 days from the date of service of the complaint. Said hearing shall take place pursuant to the rules and regulations of the Police Division.
- D. The Mayor of the Township shall serve as Public Safety Director and as the appropriate authority responsible for adopting and promulgating the rules and regulations of the Police Division.

- E. The Police Division shall consist of no more than one Chief of Police, four Lieutenants, 11 Sergeants, [36] **38** patrol officers, and 10 special law enforcement officers Class III (SLEOIII).
- F. To maintain effective staffing levels within the Police Department, the Chief of Police, with written consent from the Director of Public Safety, may fill the position of a retiring officer on terminal leave with a police recruit who will concurrently enter the Police Academy. The police recruit shall be assigned to the Police Academy and shall not be included in the total Police Division count listed in Subsection E because they do not possess a New Jersey Police Training Commission Certification and therefore cannot function in the capacity of a sworn police officer. All employees of the Department shall be subject to the rules and regulations of the Department, but only sworn officers shall be considered as police officers.

This Ordinance shall take effect twenty (20) days after action or inaction by the Mayor as provided by law as an override of a mayoral veto by Council, whichever is applicable. Publication shall be in accordance with law.

INTRODUCTION:

PUBLIC HEARING:

ADOPTION:

MAYOR APPROVAL:

EFFECTIVE DATE:

WEST WINDSOR POLICE DEPARTMENT MEMORANDUM

**SUBJECT:**

Amendment to Section E of Ordinance 4-37 — Police Division Staffing Levels

Date:

April 29, 2025

To:

Marlena Schmid, Business Administrator

From:

Chief Robert Garofalo PhD(c)

A handwritten signature in black ink, appearing to read "R. Garofalo".

Pursuant to the directive of Mayor Marathe, and in response to the public safety goals for the coming fiscal year, the following report is respectfully submitted regarding the proposed amendment to Chapter 4, Section 4-37, Subsection E of the Township Code.

As part of the Township's continued commitment to ensuring the safety and well-being of our residents, and in recognition of increasing demands on law enforcement services, the Mayor has authorized the addition of **two (2)** patrol officer positions to the Division of Police for the 2025 calendar year.

Proposed Amendment:

The current ordinance language of Section 4-37E reads as follows:

"E. The Police Division shall consist of no more than one Chief of Police, four Lieutenants, 11 Sergeants, **36 patrol officers**, and 10 special law enforcement officers Class III (SLEOIII)."

To reflect the Mayor's authorization and updated staffing plan, the following amendment is recommended:

E. The Police Division shall consist of no more than one Chief of Police, four Lieutenants, 11 Sergeants, 38 patrol officers, and 10 special law enforcement officers Class III (SLEOIII).

This change will officially raise the maximum authorized number of patrol officers from **36 to 38**, allowing the department to expand its patrol capabilities, enhance community policing efforts, and maintain a robust response capacity across the Township.

Conclusion:

In light of the Mayor's authorization and the compelling public safety rationale, I respectfully recommend that the Township Council approve the proposed amendment to Section 4-37E at the next scheduled meeting. This staffing adjustment positions the Police Division to better serve the residents of West Windsor while maintaining the high standards of professionalism and community partnership we have always upheld.

RESOLUTION

WHEREAS, a vacancy exists for a Member on the Human Relations Council; and

WHEREAS, Ketki Modi has expressed her interest in serving on the Human Relations Council;
and

WHEREAS, it is recommended that Ketki Modi be appointed to fill the vacant Member
position for a two-year term to expire on January 14, 2027; and

WHEREAS, Mayor Hemant Marathe recommends the appointment and seeks the Council's
consent to appoint Ketki Modi to the Human Relations Council.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West
Windsor hereby approves (consents to) the following appointment to the Human
Relations Council:

Ketki Modi	Member	Term to expire 1/14/2027
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Adopted: June 16, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at
their meeting held on the 16th day of June, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION

- WHEREAS, 2025-2026 applications for renewal of liquor licenses have been submitted electronically to the Division of Alcoholic Beverage Control; and
- WHEREAS, the appropriate fees have been received; and
- WHEREAS, the Police Division and the Code Enforcement Division have indicated they find no reason to object to the renewals; and
- WHEREAS, the Health Division has inspected the premises and finds them to be in satisfactory condition; and
- WHEREAS, no objection to any of these renewals has been filed with the Clerk's Office; and
- WHEREAS, the Alcoholic Beverage Retail Licensee Clearance Certificates for Renewal have been issued.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the renewal of the Alcoholic Beverage Licenses for the following are hereby approved:

PLENARY RETAIL CONSUMPTION LICENSEES

- | | |
|-----------------|--|
| 1113-33-013-005 | Brick House Acquisition NJ LLC (Brick House Tavern & Tap) |
| 1113-33-001-007 | Cranbury Management Inc. (The Bog Restaurant) |
| 1113-33-016-003 | GMRI Inc. (Seasons 52) |
| 1113-33-002-007 | Munson of West Windsor Wings LLC (Buffalo Wild Wings) |
| 1113-33-010-004 | OTB Acquisition of New Jersey LLC (On the Board Mexican Grill & Cantina) |
| 1113-33-012-003 | P.F. Changs China Bistro Inc. (P F Changs China Bistro) |
| 1113-33-003-011 | TGI Fridays Inc. (TGI Fridays) |
| 1113-33-009-007 | Tommys Princeton LLC (Tommy's Tavern & Tap) |
| 1113-33-018-002 | Eddie V's Holdings, LLC (Eddie V's Prime Seafood) |

HOTEL/MOTEL LICENSEES

- | | |
|-----------------|--|
| 1113-36-008-005 | AVR Princeton Hotel Tenant LLC (Hyatt Regency Princeton) |
| 1113-36-019-001 | BLG West Windsor, LLC (Pocket License) |
| 1113-36-015-005 | HP Princeton, LLC (Hyatt Place Princeton) |
| 1113-36-017-001 | CHDA Title LLC (Residence Inn by Marriott) |

PLENARY RETAIL DISTRIBUTION LICENSEES

- | | |
|-----------------|--|
| 1113-44-004-011 | Princeton Market Inc. (McCaffreys Wines & Spirits) |
| 1113-44-014-002 | Trader Joe's East Inc. (Trader Joe's #607) |
| 1113-44-011-006 | Wegmans Food Markets, Inc. |

Adopted: June 16, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of June, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 6/5/2025

Initiated By: Lynch

Division/Department: Fire & Emergency Services

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Fireworks display authorization for the LEAD Festival. Display scheduled for 6/27, 6/30, and 7/4 2025 with no proposed rain date.

SOURCE OF FUNDING:

N/A

CONTRACT AMOUNT:

N/A

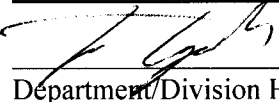
CONTRACT LENGTH:

N/A

OTHER SUPPORTING INFORMATION ATTACHED:

Draft resolution

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

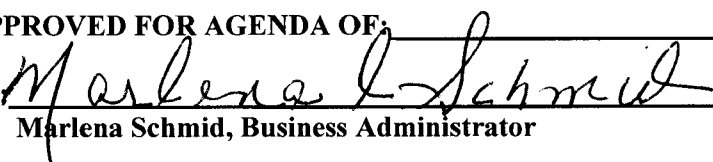


Department/Division Head

6/5/25

Date

APPROVED FOR AGENDA OF:

By:  06/11/2025

Marlena Schmid, Business Administrator

MEETING DATE: 6/16/25 **Ordinance #** _____ **Resolution #** 2025 - R138

Council Action Taken:

RESOLUTION

- WHEREAS, LEAD Freedom Fest State Fair desires to conduct public fireworks displays located at Mercer County Park on June 27, 2025, June 30, 2025 and July 4, 2025; and
- WHEREAS, said fireworks display shall be conducted by Schaefer Fireworks, a U.S. Department of Treasury, Bureau of Alcohol, Tobacco and Firearms licensed Importer of Fireworks, license number 8-PA-071-51-4E-02609; and
- WHEREAS, the New Jersey Uniform Fire Code N.J.A.C. 5:70-3, 5601.2.4.3 requires the governing body approve said fireworks displays by resolution prior to granting of a permit by the Township Fire Marshal; and
- WHEREAS, the Township Fire Marshal has designated the fireworks displays must commence by 9:30 p.m. and conclude no later than 10:00 pm; and
- WHEREAS, the minimum insurance coverage required by N.J.A.C. 5:70, 5601.2.4.2 is \$500,000 and Schaefer Fireworks carries \$5,000,000; and
- WHEREAS, the Fire Marshal has communicated with the Chief of Police, and the Fire Chief of West Windsor Fire Company #1 who will provide police and fire protection for said fireworks displays and have given their approval; and
- WHEREAS, West Windsor Division of Fire and Emergency Services will provide emergency medical services; and
- WHEREAS, the Fire Marshal has reviewed the application for permit, insurance requirements and other applicable regulations and has found all to be in order; and
- WHEREAS, the Fire Marshal recommends the approval of said resolution.
- NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of West Windsor that this resolution is adopted and that a permit may be granted by the West Windsor Township Fire Marshal, upon his approval, for fireworks displays.

Adopted: June 16, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of June, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, The Township Clerk, Allison D. Sheehan, has verified the following applicant has paid \$150.00 for Amusement Game application fees for the 2025 LEAD Festival;
and

WHEREAS, the Police Division has reviewed the applications and

WHEREAS, the Township Clerk is requesting this payment be refunded.

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

<u>Applicant</u>	<u>Refund</u>
Mr. Wilmer Perez 93787 SW 114 Miami, FL 33186	\$150.00

Adopted: June 16, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of June, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 05/15/2025

Initiated By: Lt. Kevin Loretucci Division/Department: Police Department

ACTION REQUESTED/ EXECUTIVE SUMMARY:

I am requesting police applicant Bryon Gibson be refunded the \$75.00 application fee he paid. He is unable to proceed further in the police hiring process due to a PFRS pension eligibility issue.

SOURCE OF FUNDING:

N/A

CONTRACT AMOUNT:

N/A

CONTRACT LENGTH:

N/A

OTHER SUPPORTING INFORMATION ATTACHED:

S:\AGENDA INBOX (file name) _____

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Department/Division Head _____

Date _____

APPROVED FOR AGENDA OF: _____

By: Marlena Schmid 06/11/2025
Marlena Schmid, Business Administrator

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

MEETING DATE 6/16/25 Ordinance # _____ Resolution # 2025-R140

Council Action Taken:

RESOLUTION

WHEREAS, said Police Lieutenant, Kevin Loretucci, has certified the following Applicant has paid \$75.00 for an application fee in the police officer hiring process; and

WHEREAS, said Applicant cannot proceed further due to a PFRS pension eligibility issue; and

WHEREAS, said Applicant is entitled to a refund of \$75.00, which is the application fee.

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

<u>Applicant</u>	<u>Refund</u>
Bryon Gibson 18 Yorkshire Circle Ewing, NJ 08628	\$75.00

Adopted: June 16, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of June, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: May 9, 2025

Initiated By: Francis Guzik

Department of Comm. Dev./Engineering

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing the execution of an Easement Modification Agreement with the owners of Block 27.14, Lot 20 to permit the construction of a fence in the drainage easement, located in the rear yard of their property (1 Milton Court).

Farid Razzak and Tanzima Razzak

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED

Resolution

Map

Easement Modification Agreement

Letter of Request

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Francis Guzik 5/29/25
Department/Division Head Date

APPROVED FOR AGENDA OF: June 16, 2025

By: Marlena Schmid 06/11/2025
Marlena Schmid, Business Administrator

MEETING DATE: 6/16/2025 **Ordinance #** _____ **Resolution #** 2025 - R141

Council Action Taken:

RESOLUTION

WHEREAS, Farid Razzak and Tanzima Razzak, owners of property located at 1 Milton Court, West Windsor Township, New Jersey, also known as Block 27.14 Lot 20, in West Windsor, New Jersey 08550 have made a request for a waiver to permit the construction of a fence in the drainage easement located in the rear yard of their property; and

WHEREAS, the Township Engineer has reviewed and approved this request subject to compliance with the terms of the Easement Modification Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the waiver requested by Farid Razzak and Tanzima Razzak be hereby granted subject to the acceptance of the recommendations of the Township Engineer and the execution of the annexed Easement Modification Agreement.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to execute said Agreement in a form substantially similar to that attached hereto, which shall be filed in the Mercer County Clerk's Office by the Township Attorney.

Adopted: June 16, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of June 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: May 29, 2025

Initiated By: Ronnie Quacquarelli Division/Department: Recreation and Parks

ACTION REQUESTED/EXECUTIVE SUMMARY:

Approval of a resolution authorizing the Mayor and Clerk to execute (1) Facility Use Rental Agreement for use of the West Windsor WaterWorks Family Aquatic Center by Windsor Whalers Swim Team.

SOURCE OF FUNDING:

<u>n/a</u> Account Title	<u>n/a</u> Account Number	<u>n/a</u> Amount
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CONTRACT AMOUNT: Various

CONTRACT LENGTH: Various

OTHER SUPPORTING INFORMATION ATTACHED:

One (1) Facility Use Agreement
Resolution

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

<u>Kenneth E. Jacob</u>	<u>6/4/2025</u>
Department/Division Head	Date

APPROVED FOR AGENDA OF: June 16, 2025

By: Marlena A. Schmid 06/11/2025
Marlena Schmid, Business Administrator

MEETING DATE: 6/16/25 **Ordinance #** _____ **Resolution #** 2025- R142

Council Action Taken:

RESOLUTION

WHEREAS, the Township has negotiated a Facility Use Rental Agreements (Agreement) for Swim Team use of the lap pool for practice at Water Works by Windsor Whalers Swim Team; and

WHEREAS, this group will use the facility for swim practices and open swim time slots during hours when the pool facility is closed to pool members and non-members.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor, the Mayor and Clerk are authorized to execute the Agreement contingent upon the Authorized Representative executing their Agreement including all attachments (Additional Rules and Waiver of Liability) and upon receipt of a check for the non-refundable rental payment.

Adopted: June 16, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of June, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: May 30, 2025

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 replacement of the existing Fire Suppression Sprinkler System at the West Windsor Volunteer Fire Station 43 facility. The Township Facilities Maintenance Manager is recommending a contract be awarded to the Spiezle Architectural Group, Inc. of Hamilton, NJ.

SOURCE OF FUNDING:

WW Firehouse Sprinkler Replacement – Sta. 43. 405-2023-09-030 \$25,180.00

CONTRACT AMOUNT: \$25,180.00

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

OTHER SUPPORTING INFORMATION ATTACHED:

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

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Brian Aronson 5-30-2025
Department/Division Head Date

APPROVED FOR AGENDA OF: JUNE 16, 2025

By: Marlena A. Schmid 06/11/2025
Marlena Schmid, Business Administrator

MEETING DATE: 6/16/25 **Ordinance #** _____ **Resolution #** 2025-R143

Council Action Taken:

RESOLUTION

- WHEREAS, the Township of West Windsor has a need to acquire professional architectural services; and
- WHEREAS, Spiezle Architectural Group, Inc. has submitted a proposal dated May 13, 2025 indicating they will provide professional architectural services in conjunction with the replacement of the existing Fire Suppression Sprinkler System at the West Windsor Volunteer Fire Station 43 facility located at 153 South Mill Road for \$25,180.00; and
- WHEREAS, said amount also includes fees associated with construction, administration and observation for use when this construction project begins; and
- WHEREAS, the Township wishes to enter into a Professional Services 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 account:

WW Firehouse Sprinkler Replacement – Sta. 43. 405-2023-09-030 \$25,180.00

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 the Spiezle Architectural Group, Inc., for an amount not to exceed \$25,180.00.
- (2) The Agreement so authorized shall require the Provider to provide professional architectural services pursuant to its proposal dated May 13, 2025. The contract may be awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published in the newspaper used by the Township for legal publications as required by law within ten (10) days of its passage.
- (4) An executed copy of the Agreement between the Township and 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: June 16, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of June 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 05/22/2025

Initiated By: Chief Robert Garofalo Division/Department: Police

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Resolution authorizing the Township of West Windsor to purchase the annual licensing renewal of existing email software subscription for the Police Division from SHI International Corporation under the New Jersey Cooperative Purchasing Alliance.

SOURCE OF FUNDING:

105-18-233

CONTRACT AMOUNT:

Increase of \$6,102.12

CONTRACT LENGTH:

6/11/2025 until 6/10/2026

OTHER SUPPORTING INFORMATION ATTACHED:

Special report with statement of need. Quote with state contract numbers

S:\AGENDA INBOX (file name)

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Chief Robert Garofalo

05/22/2025

Department/Division Head

Date

APPROVED FOR AGENDA OF:

By:

Marlena Schmid 06/11/2025
Marlena Schmid, Business Administrator

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MEETING DATE: 6/10/25 Ordinance # _____ Resolution # 2025-R144

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 Township needs to purchase the annual licensing renewal of an existing email software subscription for the Division of the Police.
- WHEREAS, SHI International Corp. is an authorized vendor of Computer Equipment & Peripherals (2024-2026) under the NJ Cooperative Purchasing Alliance Contract #CK04, Subcontract 24-38 with the County of Bergen in the amount of \$6,102.12; and
- WHEREAS, as of May 19, 2025, the Township's total aggregate spending with SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2024-2026) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontracts 24-38 with the County of Bergen was as follows:

Purchase Order No.	63166	\$9,073.16
Purchase Order No.	63470	\$10,720.46
Resolution No.	2025-R077	\$16,149.18
Resolution No.	2025-R086	\$112,933.61
Resolution No.	2025-R087	\$14,000.00
Resolution No.	2025-R112	\$34,994.26
<u>Resolution No.</u>	<u>2025-R130</u>	<u>\$17,372.00</u>
		\$215,242.67

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

Police – Office Furniture/Equipment Maintenance	105-18-233	\$6,102.12
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NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Business Administrator, Marlena A. Schmid, is hereby authorized to purchase the annual licensing renewal of an existing email software subscription from SHI International Corp., 300 Davidson Ave, Somerset, NJ 08873 under the New Jersey Cooperative Purchasing Alliance Contract #CK04, Subcontract 24-38 with the County of Bergen, for a total not to exceed \$221,344.79.

Adopted: June 16, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of June, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: May 29, 2025

Initiated By: Alisa Stanislaw Division/Department: Comm. Dev./Engineering

ACTION REQUESTED/ EXECUTIVE SUMMARY: Adoption of a resolution authorizing execution of Change Order No. 1 - Final for work completed as part of the 2024 Sidewalk Repair Program. The Township Landscape Architect has reviewed the summary provided by Center State Engineering, and supporting information provided by T. Fiotakis Construction, LLC, and recommends endorsement of Change Order 1 - Final for T. Fiotakis Construction, LLC.

SOURCE OF FUNDING:

Previous Contract

405 2023 09 013	Bicycle and Pedestrian Improvements	\$ 19,000.00
405 2024 18 012	Bicycle and Pedestrian Improvements	\$ 70,610.00
Account Number	Account Title	Amount

Change Order 1 Contract

405-2024-18-012	Bicycle and Pedestrian Improvements	\$16,290.75
Account Number	Account Title	Amount

CONTRACT AMOUNT:

Original Contract Amount: \$ 89,610.00
Change Order 1: +\$ 16,290.75 (+18.18%)
Revised Contract Amount: \$ 105,900.75

CONTRACT LENGTH: no change

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution	Engineer Memo
Change Order #1 - final	Resolution 2025-R044

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Frank Gof 5/29/25
Department/Division Head Date

APPROVED FOR AGENDA OF: June 16, 2025

By: Marlena A. Schmid 06/11/2025
Marlena A. Schmid, Business Administrator

MEETING DATE: 6/16/25 Ordinance # _____ Resolution # 2025-R145

Council Action Taken:

RESOLUTION

WHEREAS, the Township entered into a contract with T. Fiotakis Construction, LLC. on January 27, 2025 for the 2024 Sidewalk Repair Program for the contract amount of \$89,610.00 as set forth in the contract documents and recorded in Council Resolution 2025-R044; and

WHEREAS, Change Order No. 1 – Final dated May 16, 2025 has been submitted by the contractor and accounts for an increase (18.18%) of the total budget associated with necessary and verifiable extra work items, with some offset through work items not utilized; and

WHEREAS, Change Order No. 1 - Final itemizes the additional work needed in the amount of \$16,290.75 for an overall increase in the project cost of \$105,900.75; and

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

<u>Bicycle and Pedestrian Improvements</u>	<u>405 2024 18 012</u>	<u>\$ 16,290.75</u>
Account Title	Account Number	Amount

WHEREAS, the Township Engineer has inspected the project, reviewed the documentation, and recommends the change order.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that Change Order No. 1-Final dated May 16, 2025 is hereby approved, adjusting the construction scope and quantities of the original contract amount of \$89,610.00 to a revised contract amount of \$105,900.75.

BE IT FURTHER RESOLVED that the Township Business Administrator, Marlena A. Schmid, is hereby authorized to execute Contract Change Order No. 1-Final dated May 16, 2025.

Adopted: June 16, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of June, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: May 20, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Resolution providing for insertion of the State of New Jersey Clean Communities Program in the 2025 Budget. The Township has been approved for funding by the Clean Communities Program for 2025 in the amount of \$81,351.43

SOURCE OF FUNDING:

State of New Jersey

CONTRACT AMOUNT:

\$81,351.43

CONTRACT LENGTH:

N/A

OTHER SUPPORTING INFORMATION ATTACHED:

Copy Check Summary

S:\AGENDA INBOX (file name) ch159cleancommprogram2025

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

John V. Mauder
Department/Division Head

5/20/25
Date

APPROVED FOR AGENDA OF: June 16, 2025

By: Marlena A. Schmid 06/11/2025
Marlena A. Schmid, Business Administrator

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

MEETING DATE: 6/16/25 Ordinance # _____ Resolution # 2025-R146
X

Council Action Taken:

RESOLUTION

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

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

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

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

Clean Communities Program - 104604	\$81,351.43
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BE IT FURTHER RESOLVED that a like sum of \$81,351.43 and the same is hereby appropriated under the following caption:

Clean Communities Program – 10665523	\$81,351.43
--------------------------------------	-------------

Adopted: June 16, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of June 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: May 20, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Resolution providing for insertion of the Mercer County Environmental Health and Hazardous Materials Grant in the 2025 Budget. The Township has been approved for funding with a Shared Services agreement with Mercer County for 2025 in the amount of \$25,000.00

SOURCE OF FUNDING:

County of Mercer

CONTRACT AMOUNT:

\$25,000.00

CONTRACT LENGTH:

N/A

OTHER SUPPORTING INFORMATION ATTACHED:

Copy Check and Shared Services Page

S:\AGENDA INBOX (file name) ch159Mercer County-CEHA Grant2025

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

John V. Mauder
Department/Division Head

5/20/25
Date

APPROVED FOR AGENDA OF: June 16, 2025

By: Marlena A. Schmid 06/11/2025
Marlena A. Schmid, Business Administrator

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

MEETING DATE: 6/16/25 Ordinance # _____ Resolution # 2025-147
X

Council Action Taken:

RESOLUTION

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

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

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

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

Mercer County-CEHA Grant - 104673	\$25,000.00
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BE IT FURTHER RESOLVED that a like sum of \$25,000.00 and the same is hereby appropriated under the following caption:

Mercer County-CEHA Grant – 10660573	\$25,000.00
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Adopted: June 16, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of June 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: June 3, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY: An Ordinance to amend Chapter 168 of Township Code to add Title 39 enforcement action to Woodmont Commercial per a request by the Woodstone Commercial West Windsor, LLC, the Developer.

SOURCE OF FUNDING: N/A

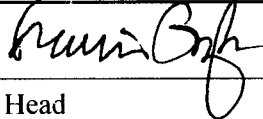
CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

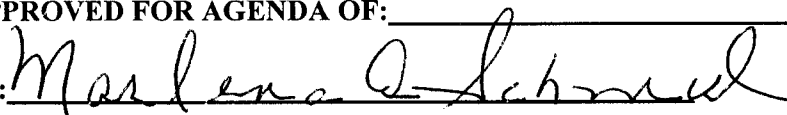
OTHER SUPPORTING INFORMATION ATTACHED

Ordinance	Request Letter
Engineer Memo	Exhibit

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

	6/4/2025
Department/Division Head	Date

APPROVED FOR AGENDA OF: _____

By:  06/11/2025
Marlena Schmid, Business Administrator

MEETING DATE: 6/16/25 **Ordinance #** 2025-09 **Resolution #** _____
Council Action Taken:

ORDINANCE NO. 2025-09

**AN ORDINANCE TO AMEND AND SUPPLEMENT
CHAPTER 168, "TRAFFIC AND PARKING," ARTICLE V: "TRAFFIC AND
PARKING REGULATIONS ON PRIVATE PROPERTY" OF THE
REVISED GENERAL ORDINANCES
OF THE TOWNSHIP OF WEST WINDSOR (1999)**

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

SECTION I.

CODE OF THE TOWNSHIP OF WEST WINDSOR, NEW JERSEY

PART II: GENERAL LEGISLATION

CHAPTER 168: TRAFFIC AND PARKING

ARTICLE V: TRAFFIC AND PARKING REGULATIONS ON PRIVATE PROPERTY

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

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

(1) Schedule A, is amended to read as follows:

Property	Regulation	Movement
Malvern School (commercial)	Parking in designated area between the painted lines	As shown on sketch on file with Township Police Division
	Stop signs	
	No Parking anytime in designated fire lanes	
	No Right Turn	
	No Left Turn	
	Do Not Enter	
	Emergency and Authorized vehicles only	

SECTION II.

PART II: GENERAL LEGISLATION
CHAPTER 168: TRAFFIC AND PARKING
ARTICLE VII: Schedules

Section 168-81: Schedule XXVI: Handicapped Parking on All Other Private property, is amended to read as follows:

Property	Number of Spaces	Location
Woodmont Commercial (Block 86, Lot 58.02)	5	As per sketch on file in Police Division

SECTION III.

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

SECTION IV.

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

INTRODUCTION:

PUBLIC HEARING:

ADOPTION:


MAYOR APPROVAL:

EFFECTIVE DATE:

TOWNSHIP OF WEST WINDSOR
Community Development Department
Division of Engineering

MEMORANDUM

TO: Allison D. Sheehan
Municipal Clerk

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

DATE: June 3, 2025

SUBJECT: Title 39 Enforcement Request
Woodstone Commercial West Windsor
PB24-01

Woodstone Commercial West Windsor, LLC have requested the provisions of Title 39 be made applicable to the project currently known as Woodmont Commercial / Malvern School. The project was reviewed and approved by the Planning Board under project PB24-01, at which time the project's signage, striping, parking and circulation elements were reviewed and approved by the Board's Professional Traffic Engineer and Timothy M. Lynch, Chief of Fire & Emergency Services of the West Windsor Township Fire and Emergency Services Division. I have the reviewed the proposed Exhibit to the Title 39 request (to be kept on file at the Township Police Division) and find it accurately depicts the requirements of the Planning Board approval as it applies to traffic operations on the private property. The Exhibit has also been reviewed with the Police Traffic Sergeant and approved.

I have prepared a draft Ordinance for these amendments to Township Code Chapter 168 "Traffic" for consideration by the Township Council.

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

FG

Enclosures

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

Woodstone 24-01 Title 39 memo 250603.doc



100 Passaic Avenue, Suite 240
Fairfield, NJ 07004
T: 973-316-9400
F: 973-316-5520
www.woodmontproperties.com

December 12, 2024

Mr. Francis Guzik
West Windsor Township
271 Clarksville Road
West Windsor, New Jersey 08550

Re: Title 39 Enforcement Request
Woodstone Commercial West Windsor, LLC
Block 86, Lot 58.02

Dear Mr. Guzik:

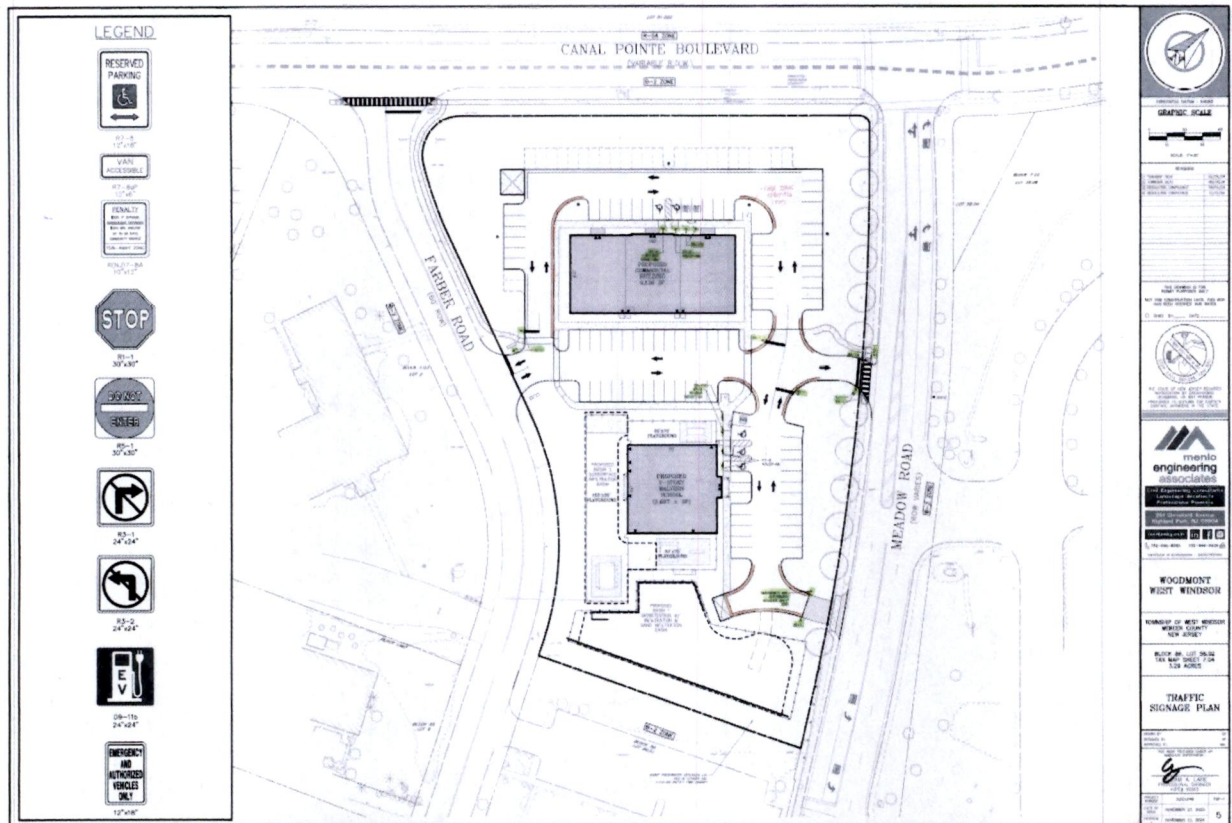
Please accept this letter along with the enclosed plan as our formal request for Title 39 enforcement at the above property. We request that all applicable traffic regulations be enforced including no parking in fire zones, ADA parking restrictions, and traffic safety and control signs such as "Stop", "Do Not Enter" and turn restrictions. We would also request enforcement of any vehicle observed operating in an unsafe manner on property particularly due to the use as a daycare center.

Please do not hesitate to contact me at (973) 487-1794 with any questions. Thank you for your continued assistance with this project.

Best regards,

Matthew Hainzl, P.E.
Woodmont Properties

cc: Ms. Emily Weiner
Mr. Stephen Santola



Location Map – Malvern Title 39 Request

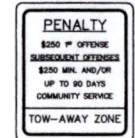
LEGEND



R7-8
12"x18"



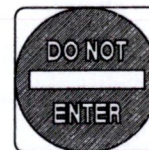
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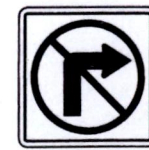
R(NJ)7-8A
10"x12"



R1-1
30"x30"



R5-1
30"x30"



R3-1
24"x24"



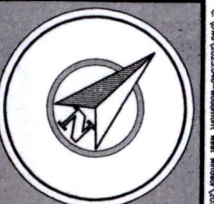
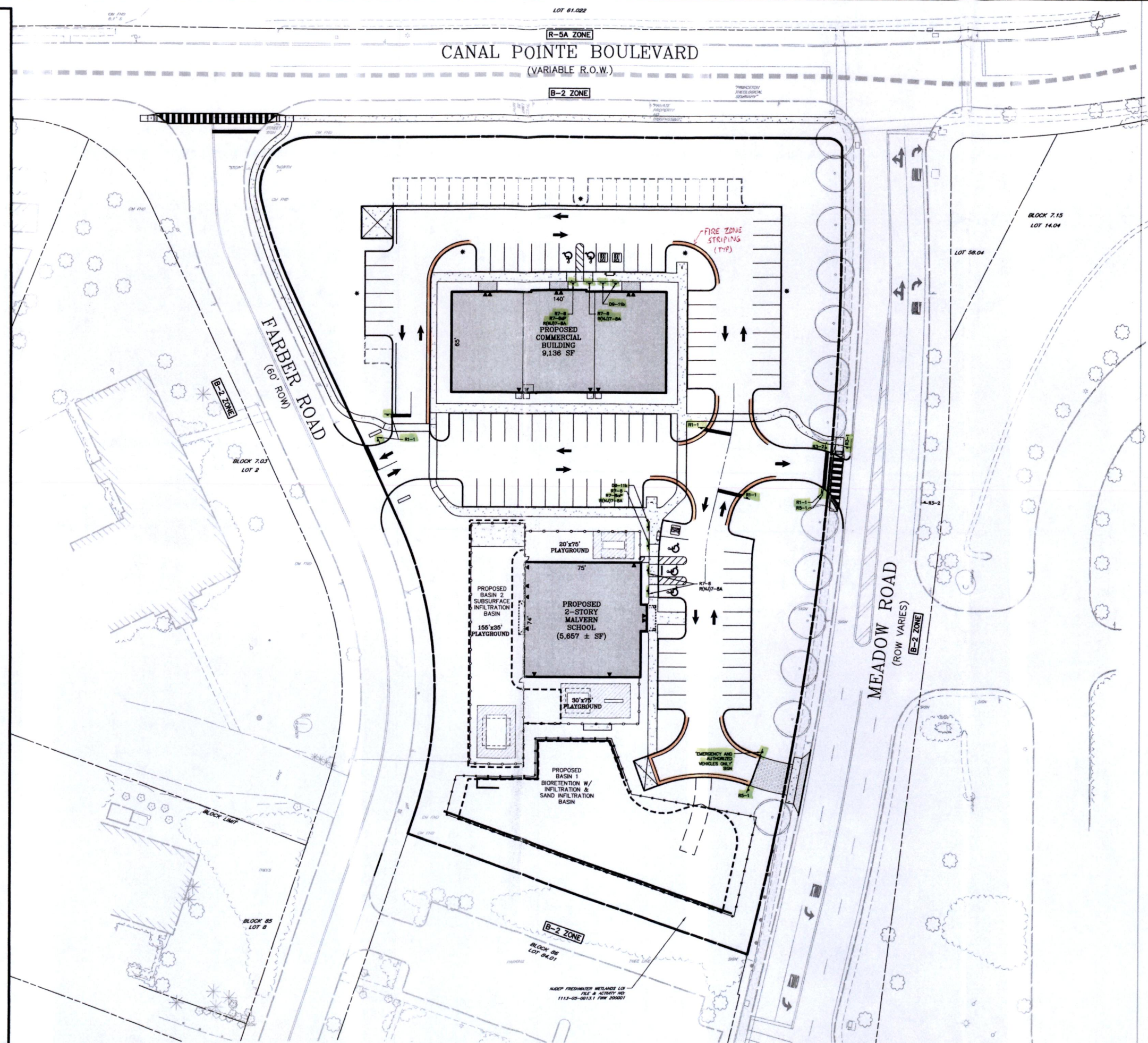
R3-2
24"x24"



D9-11b
24"x24"

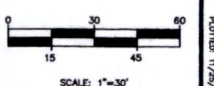


12"x18"



HORIZONTAL DATUM : NAD83

GRAPHIC SCALE



SCALE: 1"=30'

REVISIONS

1) TOWNSHIP REV	02/29/24
2) TOWNSHIP REV	06/14/24
3) RESOLUTION COMPLIANCE	08/16/24
4) RESOLUTION COMPLIANCE	11/12/24

THIS DRAWING IS FOR PERMIT PURPOSES ONLY. NOT FOR CONSTRUCTION UNTIL THIS BOX HAS BEEN CHECKED AND DATED.

CHKD BY: DATE:



THE STATE OF NEW JERSEY REQUIRES NOTIFICATION BY EXCAVATORS, DESIGNERS, OR ANY PERSON PREPARING TO DISTURB THE EARTH'S SURFACE ANYWHERE IN THE STATE.



Civil Engineering Consultants
Landscape Architects
Professional Planners

251 Cleveland Avenue
Highland Park, NJ 08904

menloeng.com

732-646-8585 732-646-8439

Certificate of Authorization: 240A27951900

WOODMONT
WEST WINDSOR

TOWNSHIP OF WEST WINDSOR
MERCER COUNTY
NEW JERSEY

BLOCK 86, LOT 58.02
TAX MAP SHEET 7.04
3.29 ACRES

TRAFFIC
SIGNAGE PLAN

DRAWN BY: DESIGNED BY: APPROVED BY:

THIS WORK PREPARED UNDER MY IMMEDIATE SUPERVISION.

BRAM A. LANE
PROFESSIONAL ENGINEER
NJPE# 40262

PROJECT NUMBER	2023.046	TSP-1
DATE OF ISSUE	NOVEMBER 27, 2023	
REVISION	NOVEMBER 12, 2024	5