

MEETING TO BE
LIVE STREAMED AT
<https://www.youtube.com/channel/UC8i0yw7lhozymbgo4N68jJdg/live>

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

February 10, 2025

Will Start After the Close of the Board of Health Meeting

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
Proclamation Celebrating Black History Month
6. Public Comment: (30 minutes comment period; 3-minute limit per person)
7. Administration Comments
8. Council Member Comments
9. Chair/Clerk Comments
10. Public Hearings
11. Consent Agenda
 - A. Resolutions
 - B. Minutes

C. Bills & Claims

12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

2025-R050 Resolution Stating Opposition to Senate Bill S-1408

2025-R051 Resolution in Support of an Early Voting Location in West Windsor Township for the 2025 Primary and General Elections

2025-R052 Authorizing the Appointment of Amber Henrie as a Member of the Human Relations Council with a Term to Expire on January 14, 2027

2025-R053 Authorizing the Mayor and Clerk to Execute a Grant Application for a Local Recreation Improvement Grant with the New Jersey Department of Community Affairs

2025-R054 Authorizing the Business Administrator to Purchase Two(2) Savin IM 7000 Copiers under New Jersey State Contract 24-FOOD-52426 from Ricoh Americas Corporation c/o Atlantic Tomorrow's Office - \$25,958.10

2025-R055 Authorizing the Increase of the 2nd One (1) Year Extension of Contract with Scheideler Excavating Co., Inc. for Snow Removal Services for \$120,000.00 for a Total Not to Exceed \$190,000.00

2025-R056 Authorizing the Business Administrator to Purchase Equipment and Installation Services for New Security Camera System Upgrades for the Municipal Court from Johnston G.P. Inc., dba JCT Solutions under New Jersey Cooperative Purchasing Alliance Contract CK04, County of Bergen Subcontract 24-38 - \$14,390.00

2025-R057 Approving an Additional Extension of Reservation of Sewer Capacity for the Project Known as Senior Living at Bear Creek (PB19-13)

- 2025-R058 Authorizing the Business Administrator to Execute Change Order #1F with Top Line Construction Corp. for the Project Known as the Bear Creek Resurfacing Project for a Decrease of \$16,292.65 for a Revised Total Not to Exceed \$693,253.42
- 2025-R059 Authorizing the Mayor and Clerk to Execute Amendment #1 with Van Cleef Engineering Associates for Additional Survey and Plan Work for a Freshwater Wetlands Application with the NJDEP for the Project Known as Alexander Road Pedestrian Safety Improvements for an Increase of \$9,600.00 for a Total Not to Exceed \$39,600.00
- 2025-R060 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Roberts Engineering Group for Engineering, Construction, Administration and Inspection Services for the Transit Village Pedestrian Safety Projects - \$4,970.00
- 2025-R061 Authorizing the Business Administrator to Purchase Three (3) 2025 Ford Escape AWD Vehicles for the Department of Code Enforcement from Paramus Ford, Inc. dba All American Ford of Paramus Under Bergen County NJCPA Bid #BC-BID-24-43 - \$84,298.08
- 2025-R062 Authorizing the West Windsor Police Department to Continue Participation in the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) Program for 2025
- 2025-R063 Authorizing the Business Administrator to Purchase Fifteen (15) Axon Fleet Vehicle Cameras for the Police Department Under New Jersey State Contract T0106/17FLEET-00738 from Axon Enterprise, Inc. and Authorizing the Mayor to Execute Said Contract - \$223,354.80
- 2025-R064 Authorizing the Mayor and Clerk to Execute the Renewal of a Shared Services Agreement Between West Windsor Township and Robbinsville Township for the Provision of Public Health Services

2025-R065 Authorizing the Mayor and Clerk to Execute a
Shared Services Agreement with Mercer County for
Provision of Hazardous Materials Response within
Mercer County

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

RESOLUTION

RESOLUTION OF THE TOWNSHIP OF WEST WINDSOR EXPRESSING OPPOSITION TO SENATE BILL S1408 (ASSEMBLY BILL A2757) WHICH PREEMPTS LOCAL ZONING TO ALLOW MIXED-USE DEVELOPMENT TO REPLACE COMMERCIAL OFFICE PARKS AND RETAIL CENTERS

- WHEREAS, municipal zoning authority is a cornerstone of local government, enabling communities to use local experience and information to make decisions that best reflect their needs, priorities, and visions for the future; and
- WHEREAS, West Windsor has established and updated zoning for its community through the legal and public processes of timely Master Plan reexamination and adoption of new and amended Master Plan elements, reflecting its desire for a carefully thought out and well-designed community of residential and commercial properties reflecting economic, environmental and social needs of its diverse people; and
- WHEREAS, West Windsor has been exemplary in its pursuit of affordable housing and has based its development on agreements established under the state laws specifically dedicated to affordable housing; and
- WHEREAS, West Windsor's well planned commercial and retail development provides employment opportunities to many New Jersey residents both inside and outside the township, amenities and commerce for the region, and tax income to support our schools, infrastructure and affordable housing needs; and
- WHEREAS, State law already provides several mechanisms to modify outdated zoning, including Zoning Board variances and zoning changes, which are performed in a public forum, giving consideration to local information, preferences and needs; and
- WHEREAS, Senate Bill S1408 (Assembly Bill A2757) proposes to preempt municipal zoning authority by allowing mixed use development to replace commercial office parks and retail centers regardless of municipal Master Plan and Zoning regulations established under Municipal Land Use Law and which reflect the desires and will of the people; and

WHEREAS, the proposed legislation provides a low bar for overriding of Township zoning regulations, encouraging predatory business practices against current tenants to force them out, and lack of incentive to fill spaces. The resulting ill situated mixed-use residential developments can destroy a wider commercial district, eliminate jobs, place housing in districts without proper infrastructure and eliminate tax ratables while causing increased school taxes that can force current residents out of their homes; and

WHEREAS, townships must plan under the Affordable Housing law for an agreed upon number of Affordable units, as well as corresponding market rate units, as part of an affordable housing plan, and the proposed legislation negates this orderly process by requiring towns to take on additional units beyond agreements established under that law. The proposed legislation further degrades the Township's ability to comply with Affordable Housing legislation by providing forced approval of a mixed-use development at only 20% of affordable units, which is less than West Windsor Township's requirement of 25% for other developments.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Township Council of the Township of West Windsor, County of Mercer, State of New Jersey, that the Mayor and Council strongly opposes Senate Bill S1408 (Assembly Bill A2757) and urges the New Jersey State Legislature to reject this legislation in order to preserve the important authority of local governments to manage zoning and land use planning in their communities.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Governor of New Jersey, State Senator Shirley Turner, and the members of the New Jersey Senate Community and Urban Affairs Committee, State Assembly members Anthony Verrelli and Verlina Reynolds-Jackson and the members of the New Jersey Assembly Commerce, Economic Development and Agriculture Committee and the New Jersey League of Municipalities.

ADOPTED: February 10, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 10th day of February 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION IN SUPPORT OF AN EARLY VOTING LOCATION
IN WEST WINDSOR TOWNSHIP FOR THE 2025 PRIMARY AND GENERAL ELECTIONS

- WHEREAS, the 2024 General Election experienced high voter turn-out at all seven early voting locations in Mercer County resulting in long lines with extended wait times for voters; and
- WHEREAS, West Windsor Township was not assigned an early voting location in 2024, despite a request from the West Windsor Township Clerk to the Mercer County Board of Elections dated February 16, 2024; and
- WHEREAS, West Windsor Township seeks voter equity and inclusion in the County by having a West Windsor early voting location that is as equally convenient and accessible for its residents; and
- WHEREAS, West Windsor Township wishes to have an early voting location for the convenience of its voters, to increase voter turnout in the Township, and to reduce lines on early voting days as well as Election Day; and
- WHEREAS, West Windsor Township has identified the West Windsor Branch of the Mercer County Library System, 333 N. Post Road, West Windsor, as a potential early voting location for the 2025 Primary and General Elections.

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Mayor and Council of West Windsor Township do hereby request an early voting location within West Windsor Township at the West Windsor Branch of the Mercer County Library System or other equally convenient and central appropriate location within West Windsor Township as decided by the Mercer County Board of Elections for the 2025 Primary and General Elections and beyond.

BE IT FURTHER RESOLVED, that the Township Clerk is to send copies of this resolution to Senator Shirley Turner, Assembly Members Verlina Reynolds-Jackson and Anthony Verrelli, Mercer County Executive Daniel R. Benson, the Mercer County Board of County Commissioners of Mercer County, The Mercer County Clerks Office, the New Jersey State Division of Elections, the Mercer County Board of Elections, and the Mercer County Superintendent of Elections.

Adopted: February 10, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 10th day of February, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION

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

WHEREAS, Amber Henrie has expressed an interest in serving on the Human Relations Council; and

WHEREAS, it is recommended that Amber Henrie be appointed to serve a two-year appointment with a term to begin January 15, 2025 and expire on January 14, 2027; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to appoint Amber Henrie 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 Human Relations Council appointment:

Amber Henrie	Member	Term to Expire 1/14/2027
--------------	--------	--------------------------

Adopted: February 10, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 10th day of February, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: January 29, 2025

Initiated By: Ken Jacobs **Division/Department:** Recreation and Parks

ACTION REQUESTED/ EXECUTIVE SUMMARY: Approval of a resolution authorizing the Mayor and Clerk to execute grant application for Local Recreation Improvement Grant with the New Jersey Department of Community Affairs.

SOURCE OF FUNDING:

<u>n/a</u>	<u>n/a</u>	<u>\$ n/a</u>
Account Title	Account Number	Amount

CONTRACT AMOUNT:

CONTRACT LENGTH:

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution
Memo

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

K Jacobs 1/29/25
Department/Division Head Date

APPROVED FOR AGENDA OF February 10, 2025.

By: Kerry Giblin
Marlena Schmid, Business Administrator

MEETING DATE: 2/10/25 **Ordinance #** _____ **Resolution #** 2025-205-3

Council Action Taken:

RESOLUTION

RESOLUTION AUTHORIZING LOCAL RECREATION IMPROVEMENT
GRANT APPLICATION

WHEREAS, the Township of West Windsor desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$90,000 to carry out a project to resurface the basketball and tennis courts at Duck Pond Park.

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

- 1) that the Township Council of the Township of West Windsor does hereby authorize Mayor Hemant Marathe to make application for such a grant, and
- 2) that the Township Council of the Township of West Windsor recognizes and accepts that the New Jersey Department of Community Affairs may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize Mayor Hemant Marathe to execute any such grant agreement; and also, upon receipt of the fully executed agreement from the New Jersey Department of Community Affairs.

BE IT FURTHER RESOLVED that the Township Council of the Township of West Windsor does further authorize Mayor Marathe to authorize the expenditure of funds pursuant to the terms of the agreement between the Township of West Windsor and the New Jersey Department of Community Affairs.

ADOPTED: February 10, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 10th day of February 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: January 29, 2025

Initiated By: Marlena Schmid Division/Department: Administration

ACTION REQUESTED/ EXECUTIVE SUMMARY: Authorizing the award of a contract in the amount of \$25,958.10 to Ricoh Americas Corporation c/o Atlantic Tomorrow's Office for the provision and installation of two (2) Savin IM7000 copiers for the Division of Finance and the Division of Senior and Social Services. The copiers are under New Jersey State Contract 24-FOOD-52426.

SOURCE OF FUNDING:

Acquisition of Equipment – Office/Computer
Account No. 405 2024 18 001

CONTRACT AMOUNT:

Not to exceed \$25,958.10

CONTRACT LENGTH: Delivery time approximately 4 weeks

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution
Memo from Purchasing Assistant
Certification of Funds

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Kerry Giblin 02/05/2025
Department/Division Head Date

APPROVED FOR AGENDA OF: February 10, 2025

By: _____
Marlena Schmid, Business Administrator

MEETING DATE: 2/10/25 Ordinance # _____ Resolution # 2025-R054
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 needs to purchase two (2) copiers for the Division of Finance and the Divisions of Senior and Social Services; and
- WHEREAS, Ricoh Americas Corporation, 5 Dedrick Place, West Caldwell, NJ, 07006, has been awarded New Jersey State Contract 24-FOOD-52426 for copiers; and
- WHEREAS, Ricoh Americas Corporation certifies that Atlantic Tomorrow's Office is an authorized dealer for New Jersey State Contract 24-FOOD-52426; and
- WHEREAS, the Chief Financial Officer has certified the availability of funds for said copiers in the following account:

405 2024 18 001	Acq. of Equipment – Ofc/Computer	\$25,958.10
-----------------	----------------------------------	-------------

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor authorizes the Business Administrator, Marlena A. Schmid, to purchase two (2) Savin IM 7000 copiers under New Jersey State Contract 24-FOOD-52426 from Ricoh Americas Corporation c/o Atlantic Tomorrow's Office, 134 West 26th Street, New York, NY 10001 for a total not to exceed \$25,958.10.

Adopted: February 10, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on 10th day of February 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: January 29, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY: Approval of a Resolution authorizing an increase in the contract for Snow Removal Services with Scheideler Excavating Co., Inc., 149 Penn Lyle Rd, Princeton Junction contract. Township Council awarded by Resolution 2023-R198 on October 15, 2024. An additional \$120,000.00 is requested.

SOURCE OF FUNDING: Snow Recovery Trust 121407

CONTRACT AMOUNT: \$190,000.00 (with additional amount requested)

CONTRACT LENGTH: November 2024 – October 2025

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution
Certification of Funds

S:\AGENDA INBOX (file name) _____

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Department/Division Head

1/29/2025
Date

APPROVED FOR AGENDA OF: 2/10/25

By: Kerry Giblin 2/10/2025
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: 2/10/25 Ordinance # _____ Resolution # 2025-R055

Council Action Taken:

RESOLUTION

WHEREAS, the Township Council of the Township of West Windsor authorized a contract with Scheideler Excavating Co., Inc. on October 15, 2024 for Snow Removal Services (Resolution 2024-R198); and

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

Snow Removal – Service/Maintenance Contracts	105-41-251	2024	\$10,000.00
	105-41-251	2025	<u>\$60,000.00</u>
			\$70,000.00

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

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

Storm Recovery Trust	121407	\$120,000.00
----------------------	--------	--------------

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the Chief Financial Officer is hereby authorized to increase the contract amount to date by \$120,000.00 with Scheideler Excavating Co., Inc. to a revised contract amount not to exceed \$190,000.00.

Adopted: February 10, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 10th day of February, 2025

Allison D. Sheehan
 Township Clerk
 West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: January 27, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing the Township of West Windsor to enter into a contract with Johnston G.P., Inc. dba JCT Solutions to provide installation services for security camera system upgrades at the West Windsor Municipal Court. The Township Facilities Maintenance Manager is recommending execution of a contract for said services with Johnston G.P., Inc. dba JCT Solutions of Springfield, NJ

SOURCE OF FUNDING:

<u>Security System Upgrades</u>	<u>405-2023-09-004</u>	<u>\$207.95</u>
<u>Security System Upgrades</u>	<u>405-2024-18-004</u>	<u>\$10,500.00</u>
<u>Municipal Police-Court Bldg. General Improvements</u>	<u>405-2024-18-031</u>	<u>\$3,682.05</u>

CONTRACT AMOUNT: \$14,390.00

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

- Resolution
- Certification of Funds
- Johnston G.P., Inc. dba JCT Solutions Quotation
- County of Bergen Contract BC-BID- 24-38 Related Documents

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Brian Aronson 1-28-2025
Department/Division Head Date

APPROVED FOR AGENDA OF: FEBRUARY 10, 2025

By: Kerney Giblin 02/05/2025
Marlena Schmid, Business Administrator

MEETING DATE: 2/10/25 **Ordinance #** _____ **Resolution #** 2025-12056

Council Action Taken:

RESOLUTION

WHEREAS, the Township Administration continues to proceed with security measures for all municipal facilities including new keyless card access entry technology, motion detectors, panic alarms, security cameras and emergency notification equipment; and

WHEREAS, the West Windsor Township Municipal Court requires replacement of an antiquated security camera system; and

WHEREAS, Johnston G.P., Inc. dba JCT Solutions is an Authorized Vendor of Computer Equipment & Peripherals (2024-2026) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 24-38 with the County of Bergen and has provided a proposal dated January 22, 2025 for said replacement; and

WHEREAS, the total cost of the equipment and installation services is \$14,390.00 and the Chief Financial Officer has certified the availability of funds from the following capital accounts:

Security System Upgrades	405-2023-09-004	\$207.95
Security System Upgrades	405-2024-18-004	\$10,500.00
Municipal Police-Court Bldg. General Improvements	405-2024-18-031	\$3,682.05

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of West Windsor authorizes the Business Administrator, Marlina A. Schmid, to purchase security camera system equipment along with installation services with Johnston G.P., Inc. dba JCT Solutions of Springfield, NJ under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 24-38 with the County of Bergen for a total not to exceed \$14,390.00

Adopted: February 10, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 10th day of February, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: January 27, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a Resolution granting a time extension to the reservation of sewer capacity for the age-restricted residential project known as Senior Living at Bear Creek (PB19-13) located at Block 33, Lot 1.02. Reservation of Township sewer capacity was first granted on March 9, 2020, with 1-year extensions subsequently granted. The developer is requesting an extension of time from West Windsor Township and Stony Brook Regional Sewerage Authority to each entity's approval to June 9, 2025, to coincide with the expiration date of the Treatment Works Approval (TWA) from the NJDEP. No further extensions from the State for the TWA permit are possible. If construction has not commenced prior to its expiration a new TWA permit will have to be applied for by the Developer.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution	Engineer's Memorandum
Request Letter	Resolution 2020-R077
Map	Resolution 2024-R118

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

	<i>1/29/25</i>
Department/Division Head	Date

APPROVED FOR AGENDA OF: February 10, 2025

By: Kenny Giblin
Marlena Schmid, Business Administrator

MEETING DATE: 2/10/25 Ordinance # _____ Resolution # 2025-R057

Council Action Taken:

RESOLUTION

WHEREAS, on March 9, 2020 West Windsor Township granted a reservation of sewer capacity in the public sewer system for the age-restricted project known as Senior Living at Bear Creek (PB19-13) located at Block 33, Lot 1.02; and

WHEREAS, subsequently thereafter, the project received approval from Stony Brook Regional Sewerage Authority (SBRSA) on April 27, 2020 and a Treatment Works Approval (TWA) from the NJDEP on June 9, 2020; and

WHEREAS, because construction of the project has not commenced, the project has been granted one-year extensions of reservation of sewer capacity by the Township, as well as one-year extensions from SBRSA and the NJDEP, upon periodic requests of the developer; and

WHEREAS, Partner Engineering and Science, Inc. has submitted a request for an additional time extension for reservation of sewer capacity in the public sewer system for said project, to June 9, 2025, to coincide with expiration date of the NJDEP TWA permit; and

WHEREAS, the Township Engineer has certified that there remains sufficient capacity in the existing downstream sanitary sewer system to accommodate the increase in average daily flow of 32,270 gallons of wastewater that is estimated to be generated by the project.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that an extension of the reservation of sewer capacity in the total amount of 32,270 gallons per day, is hereby granted for the age-restricted project known as Senior Living at Bear Creek (PB19-13) located at Block 33, Lot 1.02; and

BE IT FURTHER RESOLVED that this allocation of Township sewer capacity shall remain in effect for the project until June 9, 2025.

Adopted: February 10, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 10th day of February, 2025

Allison D. Sheehan
Township Clerk
Township of West Windsor

REQUEST FOR COUNCIL ACTION

Date of Request: January 27, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY: Adoption of a resolution authorizing execution of Change Order No. 1F for quantity increases in some contract items, decreases in other contract items, and a supplemental item for the project known as the Bear Brook Road Resurfacing Project. Change Order No. 1F represents a decrease (-2.30%) in the contract amount for the project. The Township Engineer has reviewed and endorsed the attached change order for Top Line Construction Corp. of Somerville, New Jersey. This request has been delayed, pending a final inspection by the New Jersey Department of Transportation, which inspection was completed January 17, 2025.

SOURCE OF FUNDING:

Original Contract

Roadway Improvements	405-2020-14-013	\$ 309,546.07
<u>DOT Grant-Bear Brook Resurfacing</u>	<u>405-2022-08-015</u>	<u>\$ 400,000.00</u>
Account Title	Account Number	Amount

CONTRACT AMOUNT:

Original Contract Amount: \$ 709,546.07
Change Order 1 and final: -\$ 16,292.65
Revised Contract Amount: \$ 693,253.42

CONTRACT LENGTH: No change.

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution Engineer Memo
Change Order #1F Resolution 2023-R169

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

James Goff 1/29/25
Department/Division Head Date

APPROVED FOR AGENDA OF: February 10, 2025

By: *Keray Giblin*
Marlena Schmid, Business Administrator

MEETING DATE: 2/10/25 Ordinance # _____ Resolution # 2025-R058
Council Action Taken: _____

RESOLUTION

WHEREAS, West Windsor Township awarded a contract for improvements to Bear Brook Road, including milling, paving, striping, curbing, ADA sidewalk ramp improvements, tree removal / trimming, and crosswalk improvements to Top Line Construction Corp. on August 28, 2023 for the contract amount of \$709,546.07 (Resolution 2023-R169) as set forth in the contract documents; and

WHEREAS, Certifications of Funds for the original contract were received from the Chief Financial Officer and funds for said contract were available in the following line item appropriation accounts:

Roadway Improvements	405-2020-14-013	\$ 309,546.07
<u>DOT Grant-Bear Brook Resurfacing</u>	<u>405-2022-08-015</u>	<u>\$ 400,000.00</u>
Account Title	Account Number	Amount

WHEREAS, Change Order No. 1F, has been submitted by the contractor and accounts for a decrease (-2.30%) of the total budget due to an adjustment in contract quantities to reflect as-built conditions; and

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that Change Order No. 1F is hereby approved, adjusting the construction scope, length and quantities of the original contract amount of \$709,546.07 to a revised contract amount of \$639,253.42.

BE IT FURTHER RESOLVED that the Township Business Administrator, Marlena A. Schmid, is hereby authorized to execute Contract Change Order No. 1F with Top Line Construction Corp. for a decrease (-2.30%) of the total budget due to an adjustment in contract quantities to reflect as-built conditions.

Adopted: February 10, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 10th day of February 2025.

Allison D. Sheehan
 Township Clerk
 West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 1/28/2025

Initiated By: Alexander Lesniak Division/Department: Comm. Dev./Engineering

ACTION REQUESTED/ EXECUTIVE SUMMARY: Adoption of a resolution authorizing execution of Contract Amendment No. 1 for supplemental work for the project known as the Alexander Road Pedestrian Safety Improvements Project to provide for additional survey and plan work for a freshwater wetlands general permit application with the New Jersey Department of Environmental Protection. The Township Engineer has reviewed and endorsed the attached contract amendment order for Van Cleef Engineering Associates. The project will provide additional pedestrian improvements along Alexander Road.

SOURCE OF FUNDING:

Original Contract Amount

Bicycle and Pedestrian Improvements 405-2021-14 010 \$30,000.00

ADDITIONAL SOURCE OF FUNDING:

Bicycle and Pedestrian Improvements 405-2021-14 010 \$9,600.00

CONTRACT AMOUNT:

Original Contract Amount: \$30,000.00

Contract Amendment #1: \$ 9,600.00

Total Contract Amount: \$39,600.00

CONTRACT LENGTH: NA

OTHER SUPPORTING INFORMATION ATTACHED:

- Resolution
- Engineer Memo
- Amendment to Agreement for Professional Services
- Certification of Funds
- Resolution 2024-R200
- Letter of Proposal (Exhibit A)
- Map

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Marlena Schmid 1/29/25
Department/Division Head Date

APPROVED FOR AGENDA OF: February 10, 2025

By: Kenny Griblin
Marlena Schmid Business Administrator

MEETING DATE: 2/10/25 Ordinance # _____ Resolution # 2025-R059
Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor required professional engineering services on a consultant basis in conjunction with the project known as Alexander Road Pedestrian Safety Improvements; and

WHEREAS, Van Cleef Engineering Associates was awarded the contract on October 15, 2024 (Resolution 2024-R200); and

WHEREAS, there is a need for additional survey and plan preparation to acquire a freshwater wetlands general permit from the New Jersey Department of Environmental Protection for work under this contract that was not anticipated at the time of contract award; and

WHEREAS, the amount of additional engineering services is \$9,600.00 for a total revised contract amount of \$39,600.00; and

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

Bicycle and Pedestrian Improvements	405-2021-014 010	\$9,600.00
-------------------------------------	------------------	------------

WHEREAS, Amendment #1 to the Agreement for Professional Services has been reviewed by the Township Engineer and recommends it be executed; 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, Amendment #1 to the Agreement for Professional Engineering Services with Van Cleef Engineering Associates of Hamilton, NJ.
- 2) This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law.
- 3) All other terms and conditions of the Agreement with Van Cleef Engineering Associates, dated October 15, 2024 remain in full force and effect.
- 4) An executed copy of the revised Agreement between the Township and Van Cleef Engineering Associates and a copy of this Resolution shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: February 10, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 10th day of February 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: January 24, 2025

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing execution of a professional services agreement with Roberts Engineering Group to provide professional engineering construction administration and inspection services for the Transit Village Pedestrian Safety Projects. West Windsor Township solicited and received two (2) responsive proposals from Engineering firms for this work. Roberts Engineering Group provided the most responsible and qualified fee proposal. The Township Engineer is recommending a contract be awarded to Roberts Engineering Group.

SOURCE OF FUNDING:

<u>Bicycle and Pedestrian Improvements</u>	<u>405-2021-14 010</u>	<u>\$4,970.00</u>
Account Title	Account Number	Amount

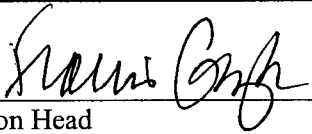
CONTRACT AMOUNT: \$4,970.00

CONTRACT LENGTH: Duration of construction project

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

 1/30/25

Department/Division Head _____ Date _____

APPROVED FOR AGENDA OF: February 10, 2025

By: Keray Giblin 02/05/2025
Marlena Schmid, Business Administrator

MEETING DATE: 2/10/25 Ordinance # _____ Resolution # 2025-2060

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor has a need to acquire professional engineering construction administration and inspection services; and

WHEREAS, Roberts Engineering Group has submitted a proposal dated October 23, 2024 for provision of professional engineering construction administration and inspection services for the Transit Village Pedestrian Safety Improvements Projects for a total amount of \$4,970.00 and the Township wishes to enter into a Professional Services Agreement; and

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

Bicycle and Pedestrian Improvements	405-2021-14 010	\$4,970.00
-------------------------------------	-----------------	------------

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 Roberts Engineering Group, with a performance period of ninety (90) days from the date of project initiation for professional engineering construction administration and inspection services, for an amount not to exceed \$4,970.00.
- (2) The Agreement so authorized shall require the Provider to provide professional engineering construction administration and inspection services pursuant to its proposal dated October 23, 2024. The contract may be awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published in the newspaper used by the Township for legal publications as required by law within ten (10) days of its passage.
- (4) An executed copy of the Contract between the Township and Roberts Engineering Group and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: February 10, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 10th day of February, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: January 29, 2025

Initiated By: Jason Harris **Division/Department:** Code Enforcement

ACTION REQUESTED/ EXECUTIVE SUMMARY: Resolution authorizing the purchase of three (3) 2025 Ford Escape AWD vehicles from Paramus Ford, Inc. d/b/a All American Ford of Paramus. The vehicles are available on Bergen County NJCPA Bid # BC-BID-24-43.

SOURCE OF FUNDING:

Code Enforcement – Acquisition of Vehicle

405 2019 18 008	\$2,408.69
405 2022 08 009	\$5,789.74
405 2023 09 011	\$39,900.00
405 2024 18 010	\$36,199.65

CONTRACT AMOUNT:

\$84,298.08

CONTRACT LENGTH:

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution
Certification of Funds
Memorandum from Construction Official
Bergen County NJCPA Bid # BC-BID-24-43

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Department/Division Head

Date

APPROVED FOR AGENDA OF: February 10, 2025

By:

Marlena Schmid
Marlena Schmid, Business Administrator

MEETING DATE: 2/10/25 **Ordinance #** _____ **Resolution #** 2025-2061
Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor needs to purchase Three (3) 2025 Ford Escape AWD vehicles for the Division of Code Enforcement through the County of Bergen Purchasing Program as authorized through the New Jersey Cooperative Purchasing Alliance N.J.S.A. 40A:11-11(5); and

WHEREAS, Paramus Ford, Inc. dba All American Ford of Paramus, 375 Route 17, Paramus, NJ 07652 has been awarded Bergen County NJCPA Bid #BC-BID-24-43; and

WHEREAS, the cost of each vehicle is \$28,099.36 for a total amount of \$84,298.08; and

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

Code Enforcement – Acq. of Vehicle	405 2019 18 008	\$2,408.69
Code Enforcement – Acq. of Vehicle	405 2022 08 009	\$5,789.74
Code Enforcement – Acq. of Vehicle	405 2023 09 011	\$39,900.00
Code Enforcement – Acq. of Vehicle	405 2019 18 008	<u>\$36,199.65</u>
	Total	\$84,298.08

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 Three (3) 2025 Ford Escape AWD vehicles for the Division of Code Enforcement under Bergen County NJCPA Bid #BC-BID-24-43 awarded to Paramus Ford, Inc. dba All American Ford of Paramus for a grand total amount of \$84,298.08.

Adopted: February 10, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 10th day of February 2025

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 01/28/2025

Initiated By: Chief Robert Garofalo Division/Department: Police

ACTION REQUESTED/ EXECUTIVE SUMMARY:

This resolution will allow the West Windsor Twp Police Department to continue its participation in the Defense Logistics Agency Law Enforcement Support Office 1033 Program. The 1033 Program require reauthorization each year.

SOURCE OF FUNDING:

CONTRACT AMOUNT:

CONTRACT LENGTH:

The resolution allows participation in the 2025 calendar year.

OTHER SUPPORTING INFORMATION ATTACHED:

S:\AGENDA INBOX (file name) _____

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Chief Robert Garofalo 01/28/2025
Department/Division Head _____ Date _____

APPROVED FOR AGENDA OF: 02/10/2025

By: Kenny 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: 2/10/25 Ordinance # _____ Resolution # 1025-R062

Council Action Taken:

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

RESOLUTION

- WHEREAS, the United States Congress authorized the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) 1033 Program to make use of excess Department of Defense personal property by making that personal property available to municipal, county and State law enforcement agencies; and
- WHEREAS, DLA rules mandate that all equipment acquired through the 1033 Program remain under the control of the requesting law enforcement agency; and
- WHEREAS, participation in the 1033 Program allows municipal and county law enforcement agencies to obtain property they might not otherwise be able to afford in order to enhance community preparedness, response and resiliency; and
- WHEREAS, although the property is provided through the 1033 Program at no cost to municipal and county law enforcement agencies, these entities are responsible for the costs associated with delivery, maintenance, fueling, and upkeep of the property, and for specialized training on the operation of any acquired property; and
- WHEREAS, N.J.S.A. 40A:5-30,2 requires that the governing body of the municipality or county approve, by a majority of the full membership, both enrollment in, and the acquisition of any property through the 1033 Program.

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of West Windsor, County of Mercer, New Jersey that the West Windsor Township Police Department is hereby authorized to enroll in the 1033 Program for a one-year period from January 1, 2025 and terminating December 31, 2025.

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

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

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

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

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately and shall be valid to authorize requests to acquire “DEMIL A” property and DEMIL B through Q” property that may be made available through the 1033 Program during the period of time for which this resolution authorizes; with Program participation and all property request authorizations effective January 1, 2025 and terminating December 31, 2025.

Adopted: February 10, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 10th day of February 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 01/23/2025

Initiated By: Chief Robert Garofalo Division/Department: Police

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Request approval, through resolution, to purchase 15 Axon Fleet cameras for our vehicles. The quote attached outlines the costs associated with the cameras and related services, . Our current AXON Fleet contract with Axon Enterprise, Inc. expires 2/28/2025.

SOURCE OF FUNDING:

Police Acquisition Office / Computer Equipment (Capital Account): 405-2023-09-033

CONTRACT AMOUNT:

\$223,354.80

CONTRACT LENGTH:

62 Months (Expires April 30, 2030)

OTHER SUPPORTING INFORMATION ATTACHED:

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

S:\AGENDA INBOX (file name)

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Chief Robert Garofalo 01/23/2025
Department/Division Head _____ Date

APPROVED FOR AGENDA OF: 02/10/2025

By: Marlena Schmid
Marlena Schmid, Business Administrator

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

MEETING DATE: 2/10/25 Ordinance # _____ Resolution # 2025-R063

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 West Windsor Police Department requires upgrades and installation to the mobile digital video recording system for fifteen (15) Police vehicles; and

WHEREAS, Axon Enterprise, Inc., 17800 N 85th St. Scottsdale, Arizona 85255 is an authorized vendor under NJ State Contract T0106/17FLEET-00738; and

WHEREAS, Axon Enterprise, Inc., has submitted a proposal dated January 30, 2025 for a grand total amount of \$223,354.80; and

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

Police Acq. Office / Computer Equipment 405-2023-09-033 \$223,354.80

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of West Windsor authorizes the Business Administrator, Marlina A. Schmid, to purchase said upgrades and installation from Axon Enterprises, Inc. dated January 30, 2025 in the total amount of \$223,354.80 under NJ State Contract T0106/17FLEET-00738 and authorizes the Mayor to execute the proposal.

Adopted: February 10, 2025

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 10th day of February 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: January 29, 2025

Initiated By: Jill Swanson

Division/Department: Health

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a Resolution authorizing the Mayor and Clerk to sign a shared services agreement with Robbinsville Township for the provision of public health services.

This is a renewal of an existing contract reflecting an annual increase of 2% in costs of services. The revenue is deposited directly into the Township's general revenue account.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: Revenue: 2025-\$95,257 / 2026-\$97,162/ 2027- \$99,105

CONTRACT LENGTH: January 1, 2025 through December 31, 2027

OTHER SUPPORTING INFORMATION ATTACHED:

Contract, Resolution

S:\AGENDA INBOX Robbinsville Shared Service 2025-2027

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Jill M. Swanson, Health Officer

Department/Division Head

Date: 1.29.25

APPROVED FOR AGENDA OF: 02/10/2025

By: Marlena Schmid
Marlena Schmid Business Administrator

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

MEETING DATE: 2/10/25 Ordinance # _____ Resolution # 2025-2064

Council Action Taken:

RESOLUTION

A RESOLUTION AUTHORIZING THE EXECUTION OF RENEWAL OF A SHARED SERVICES AGREEMENT BETWEEN WEST WINDSOR TOWNSHIP AND ROBBINSVILLE TOWNSHIP FOR THE PROVISION OF PUBLIC HEALTH SERVICES

WHEREAS, Robbinsville Township is in need of the provision of local public health services and is desirous of renewing a Shared Services Agreement; and

WHEREAS, West Windsor Township is desirous of renewing a Shared Services Agreement to provide public health services to Robbinsville Township; and

WHEREAS, a Shared Services Agreement has been drafted pursuant to N.J.S.A. 40A:65-1 et. seq. effectuating the intent of the parties and is annexed hereto;

NOW, THEREFORE, BE IT RESOLVED the Mayor and Clerk are hereby authorized to execute the renewal of a Shared Services Agreement with Robbinsville Township for the provision of public health services.

Adopted: February 10, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 10th day of February 2025

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 01/31/2025

Initiated By: Chief Timothy Lynch/ Kerry Giblin **Division/Department:** Fire EMS/ Administration

ACTION REQUESTED/ EXECUTIVE SUMMARY:

This request for council action to adopt an updated shared service agreement with Mercer County for the provision of Hazardous Materials response. West Windsor Fire & Emergency Services established a hazardous materials response team in order to mitigate specific hazards within West Windsor Township over 25 years ago. In order to reduce redundancy of service, West Windsor is contracted by Mercer County to provide coverage to a portion of the county. This proposed shared service agreement updates the current system after a prolonged negotiation with the new Mercer County Administration. Those updates include:

- A change in the number of teams and response area
 - Historically there were three HazMat teams in Mercer County provided by Trenton Fire Department, Hamilton Police Department, and West Windsor Fire & Emergency Services. Hamilton Police has subsequently stopped providing HazMat response services resulting in an expansion of coverage areas for both West Windsor and Hamilton.
 - Historically, West Windsor was responsible for West Windsor, Princeton, East Windsor, and Hightstown. We will now add Robbinsville to our area of responsibility.
- Updates to the financial structure
 - Mercer County will take on the responsibility of billing spillers for cost recovery. This project was previously performed by a member of Fire & Emergency Services.
 - Mercer County will provide medical physicals to all members of the West Windsor HazMat team at their expense. At a cost of nearly \$1,000 per physical, and over 20 members assigned to the team, this is major cost savings to West Windsor.
 - Mercer County will provide preventative maintenance to the HazMat response vehicle (SO 45), including oil changes, brake repairs, and other pre-scheduled maintenance.
 - Mercer County will help to provide training to West Windsor HazMat team members at the County's expense.
 - The County will seek grant funding for the replacement of capital equipment for the HazMat teams.
 - Mercer County will provide \$25,000 annually to West Windsor to offset additional costs related to the management of the HazMat team.
 - Mercer County will reimburse West Windsor for any out-of-pocket expenses related to HazMat responses outside of West Windsor where a spiller can not be identified, and therefore can not be billed for cost recovery.

SOURCE OF FUNDING: Mercer County

CONTRACT AMOUNT:

CONTRACT LENGTH: 2 years

OTHER SUPPORTING INFORMATION ATTACHED:

Memo from Chief of Fire and Emergency Services
SSA Agreement CHEA Hazmat agreement

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Kerry Giblin 01/31/2025
Department/Division Head Date

APPROVED FOR AGENDA OF: 02/10/2025
By: Marlena Schmid
Marlena Schmid, Business Administrator

MEETING DATE: 2/10/25 **Ordinance #** _____ **Resolution #** 2025-2065

Council Action Taken:

RESOLUTION

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

WHEREAS, Mercer County and The Township of West Windsor wish to enter into a Shared Services Agreement for Hazardous Materials Emergency Response as required by the State of New Jersey County Environmental Health Act (CEHA), and

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

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

Adopted: February 10, 2025

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 10th day of February, 2025.

Allison D. Sheehan
Township Clerk
West Windsor Township