

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

January 15, 2025

Time: 12:00 p.m.

REORGANIZATION

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice: Published in The Times and the Princeton Packet on December 27, 2024, posted at the Municipal Building and on the Township website.
4. Salute to the Flag
5. Nomination of Council Officers 2025
 - Council President
Swearing in of Council President. Gavel is transferred to Council President
 - Council Vice President
Swearing in of Council Vice President
6. Nomination and Swearing in of Affordable Housing Committee Member
Nomination and Swearing in of Planning Board Class III Member
Nomination and Swearing in of Emergency Management Council Member
7. Appointment of Liaisons for Boards and Committees
 - Board of Recreation Commissioners Liaison
 - Environmental Commission Liaison
 - Human Relations Council Liaison
 - Parking Authority Liaison
 - Shade Tree Commission Liaison
 - School Board Liaison

8. Resolutions:

- 2025-R001 Regular Meetings for Calendar Year 2025
- 2025-R002 Legal Newspapers for Calendar Year 2025
- 2025-R003 Establishing Procedural Guidelines for the Council of West Windsor Township
- 2025-R004 Municipal Holidays for Calendar Year 2025
- 2025-R005 Cash Management Plan Authorization for West Windsor Township
- 2025-R006 Establishing the Rate of Interest Charged on Delinquent Taxes and 6% Year End Penalty
- 2025-R007 Authorizing the Cancellation of any Property Tax Refund or Delinquency less than \$10.00
- 2025-R008 Authorizing Temporary Municipal Budget Appropriations for 2023
- 2025-R009 Appointing Janis DiNatale as Affirmative Action Public Agency Compliance Officer through December 2025
- 2025-R010 Authorizing the Reappointment of Kenneth W. Lozier as Municipal Judge for a Three-Year Term from January 1, 2025 through December 31, 2027
- 2025-R011 Authorizing Lorraine Jones, Tax Assessor, the Authority (in conjunction with Special Tax Counsel/Township Attorney) to Set, Adjust, Defend and Prosecute Matters on Behalf of the Township Involving Tax Assessment, Property Tax Exemptions as Per Chapter 4; Section 31 E of the Code of the Township of West Windsor
- 2025-R012 Authorizing the Reappointment of Jyotika Bahree as a Member of the Affordable Housing Committee with a Term to Expire on January 14, 2028
- 2025-R013 Authorizing the Reappointment of Yan Mei Wang as a Member of the Human Relations Council with a Term to Expire on January 14, 2027
- 2025-R014 Authorizing the Reappointment of Achutan Raghushri as a Student Member of the Human Relations Council with a Term to Expire on January 14, 2027
- 2025-R015 Authorizing the Appointment of Pramod Ramdasi as a Member of the Human Relations Council with a Term to Expire on January 14, 2027
- 2025-R016 Authorizing the Reappointment of Helen Rancan as a Member of the Shade Tree Commission with a Term to Expire on January 14, 2030

- 2025-R017 Authorizing the Reappointment of Michael Schuit as an Advisor of the Shade Tree Commission with a Term to Expire on January 14, 2026
- 2025-R018 Authorizing the Reappointment of Andy Lupo as a Member of the Parking Authority with a Term to Expire on January 14, 2030
- 2025-R019 Authorizing the Reappointment of John Roeder as a Member of the Zoning Board of Adjustment with a Term to Expire on January 14, 2029
- 2025-R020 Authorizing the Reappointment of Daniel Marks as a Member of the Zoning Board of Adjustment with a Term to Expire on January 14, 2029
- 2025-R021 Authorizing the Reappointment of Eugene Fridkin as an Alternate II of the Zoning Board of Adjustment with a Term to Expire on January 14, 2027

9. Public Comment

10. Adjournment

RESOLUTION

WHEREAS, by law the Township Council is required to set specific days and times for its regular meetings;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the meeting schedule for January 2025 through January 14, 2026 shall be as follows:

Regular Business Meetings will be held as noted below:

January 15, 27	July 14
February 10**	August 11**, 25
March 3, 24	September 8, 29
April 7, 21	October 14*, 27
May 5**, 19	November 10**, 24
June 16, 30	December 8, 22

Board of Health Meetings**:

February 10, May 5, August 11, November 10

(*) Meeting is scheduled on a Tuesday due to holiday.

Work Sessions and Special Work Sessions will be scheduled as needed.

BE IT FURTHER RESOLVED that unless otherwise noticed all Meetings will begin at 7:00 p.m., Business Session will immediately follow Board of Health Sessions, and all meetings shall be held in the West Windsor Township Municipal Building.

Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, Section 3d of the Open Public Meetings Act, Chapter 231, P.L. 1975 requires that certain notice of meetings be submitted to two (2) newspapers, one of which shall be the official newspaper.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor, County of Mercer, State of New Jersey as follows:

1. The Princeton Packet, and The Times, are designated as official newspapers through January 14, 2026.
2. These papers are hereby designated to receive all notices of meetings as required by law.
3. This resolution shall take effect immediately and be in effect until January 14, 2026.

Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the Township Council of the Township of West Windsor is desirous of establishing procedural guidelines to facilitate an appropriate and efficient handling of its business.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor, County of Mercer, State of New Jersey, as follows:

1. The attached guidelines entitled "Chapter A205, Council Procedural Guidelines" of the Code of the Township of West Windsor are hereby adopted as amended for the period January 15, 2025 until January 14, 2026.
2. A copy of this document shall be distributed to all department heads and posted in the municipal building.

Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION

BE IT RESOLVED by the Township Council of the Township of West Windsor that the following days be designated as official holidays for Township employees from January 1, 2025 through December 31, 2025:

<u>2025 Holidays</u>	<u>Date of Office Closing</u>
New Year's Day	January 1, 2025*
Martin Luther King Day	January 20, 2025*
Presidents Day	February 17, 2025
Good Friday	April 18, 2025
Memorial Day	May 26, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Columbus Day	October 13, 2025
Veterans Day	November 11, 2025
Thanksgiving Day	November 27, 2025
Day after Thanksgiving	November 28, 2025
Christmas Eve	December 24, 2025
Christmas Day	December 25, 2025

Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

*As approved by Resolution 2024-R232

REQUEST FOR COUNCIL ACTION

INDICATE ACTION REQUESTED (check one):

Date of Request: December 20, 2024

- Ordinance
- (Summary attached)
- Resolution**
- (Backup documents complete)
(Contracts require Affirmative Action Certificate)
- Item for Discussion only

Initiated By: John V. Mauder Dept. of Administration; Div. of Finance

ACTION REQUESTED: Resolution for Cash Management Plan authorization for West Windsor Township.

EXECUTIVE SUMMARY: N.J.S.A. 40A:5-14 requires the designation of a Cash Management Plan for each Municipality.

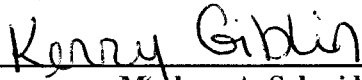
DISK & file name (OR) S:\AGENDA INBOX (file name 2025-Cash Management Plan)

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW


12/20/24

 Department/Division Head Date

APPROVED FOR AGENDA OF: January 15, 2025

By: 

 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 BUSINESS MEETING.**

MEETING DATE: 1/15/25 Ordinance # _____ Resolution # 2025-R005
 Council Action Taken:
 Distributed:

TOWNSHIP OF WEST WINDSOR
CASH MANAGEMENT PLAN

WHEREAS, P.L. 1983, Chapter 8, Local Fiscal Affairs Law; N.J.S.A. 40A:5-14, has been amended to require that each municipality designate a Cash Management Plan for the deposit of each local unit's monies;

NOW, THEREFORE, BE IT RESOLVED, that the following Cash Management Plan of the Township of West Windsor be and hereby is adopted:

A: DESIGNATION OF OFFICIAL DEPOSITORIES:

The following financial institutions are designated official depositories:

1st Constitution Bank
Bank of America
Bank of New York Mellon NJ
Bank of Princeton
Bergen Commercial Bank
Central Jersey Bank
Columbia Bank
Cut Water Assets Management
Fidelity Investments Institutional Services Co., Inc.
First Choice Bank
Fulton Bank
Grand Bank
Hudson City Savings Bank
Investors Savings Bank
JP Morgan Chase Bank
Kearny Federal Savings
Lakeland Bank
Merrill Lynch Bank & Trust Company
MBIA Municipal Investors Service Corporation
Morgan Stanley Smith Barney Trust FSB
M & T Bank
NJ/ARM New Jersey Asset & Rebate Management
North Fork Bank
Ocean First Bank
Peapack-Gladstone Bank
PFM Assets Management, LLC
PNC Bank
Popular Bank
Roma Bank
Santander Bank
State of New Jersey Cash Management Account
Sun National Bank
TD Bank, National Association

The Bank of Princeton

TriState Capital Bank
Valley National Bank
Wells Fargo Bank

Designated official depositories are required to submit to the Chief Financial Officer of the Township of West Windsor a copy of the State of New Jersey, Department of Banking, Government Unit Deposit Protection Act Notification of eligibility, which must be filed semiannually in the Department of Banking as of June 30th and December 31st of each year. Said Notices must be available for annual audit.

Designated official depositories are required to submit to the Chief Financial Officer a copy of institution's "Annual Report" on an annual basis.

B. DEPOSIT OF FUNDS:

All funds shall be deposited within forty-eight (48) hours of receipt in accordance to maximize interest earnings.

Operating funds shall be deposited into interest bearing accounts to maximize interest earnings.

Capital and Debt service funds shall be deposited into interest bearing accounts.

Trust funds shall be deposited into interest bearing accounts in accordance with State statutes regulating the deposit of developer's escrow deposits.

C. DESIGNATION OF ALLOWABLE INVESTMENT INSTRUMENTS:

The Township may permit deposits and investments in such depositories as permitted in Section 4 of P.L. 1970, chapter 236 (C.17:9-44) and other instruments pursuant to Section 8 of P.L. 1977, c. 396 (C.40A:5-15.1) approved by the Director of the Division of Local Government Services as specified below:

United States Treasury Bills (T-Bills)
Township of West Windsor or Other Municipal Bonds or Notes
Commercial Bank Deposit and Certificates of Deposit (CD's)
Repurchase Agreements
Investments in Savings and Loan Association
United States Government Agency and Instrumentality
Obligations
MBIA – Class Fund
State of New Jersey Cash Management Fund
School District Obligations

D. DEFINITION OF ACCEPTABLE COLLATERAL AND PROTECTION OF TOWNSHIP ASSETS:

All designated depositories must conform to all applicable State statutes concerning depositories of Public Funds.

All depositories shall obtain the highest amount possible F.D.I.C. and/or F.S.L.I.C. coverage of all Township assets (Demand and Certificate of Deposit).

Collateral will be required for all deposits and investments of the Township, except for those in the State Cash Management Fund, collateral must have a market value of not less than 100 percent of all deposits and investments.

For pledges by depositories on Township Funds, the following securities will be considered acceptable for pledges:

- a. Any security backed by the U.S. Government
- b. Any direct obligation of any taxing authority within the Township of West Windsor
- c. Real Estate Mortgage Loans for Real Estate property located within the Township of West Windsor market area. Pledges of Real Estate Mortgage Loans shall be maintained at a market value of 115 percent of deposits.
- d. All pledges of Collateral must be indicated on an advice copy of the investment instrument which shall be forwarded to the Chief Financial Officer/Treasurer.

E. COMPENSATING BALANCE AGREEMENTS:

Where compensating balances are used to offset bank expenses, an agreement between the bank and the Township shall be executed, specifying the charge for each service.

F. REPORTING PROCEDURES:

Pursuant to N.J.S.A. 40A:5-14(e), The Chief Financial Officer shall prepare a monthly report to the governing body summarizing all investments made or redeemed since the last meeting. The report shall set forth each organization holding local unit funds, the amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fees incurred, and market value of all investments as of the report date and other information that may be required by the governing body.

G. DIVERSIFICATION REQUIREMENTS:

The Chief Financial Officer/Treasurer shall closely examine investments to guard against the effects of a financial institution going into default. This may be accomplished through the practice of spreading the investments around in various designated official depositories.

H. MAXIMUM MATURITY POLICY:

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of regulation promulgated by either the Federal or State Governments.

I. INVESTMENT PROCEDURES:

Bids for Certificates of Deposit will be solicited from at least three (3) designated depositories only if the amount is \$100,000 or greater.

Telephone bids will be solicited from designated depositories by the Chief Financial Officer/Treasurer or designated staff member.

The depository shall specify the principal amount of investment bid, interest rate and number of days used to calculate the interest to be paid upon maturity.

Interest paid shall be from the date the bid was awarded to the date of maturity.

All bidders may request the results of the bid after the bid is formally awarded.

A check or wire transfer of funds will be made available to the winning bidder on the same business day the bid is awarded.

Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturities and rates. A bid form of the Township may be used.

J. RETURN ON INVESTMENT:

Where the return on a proposed investment does not exceed the cost of making said investment by a minimum amount the Chief Financial Officer/Treasurer will not make the investment. The Chief Financial Officer/Treasurer shall have the discretion to award an investment to the bank wherein the funds reside, should that bank's quoted rate be less than other quoted rates received in the event that the differential in interest rates is less than 25 basis points, and providing that the term of the investment is less than fifteen (15) days.

K. CONTROLS:

When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designated for telephone orders, wire transfers and securities safekeeping. Only specifically designated personnel shall be allowed to conduct this part of the transactions, and all activity should be subject to immediate written confirmation by the designated depository. The Chief Financial Officer/Treasurer shall review each day's activity.

L. BONDING:

Staff members of the Township of West Windsor shall be covered by a Public Employee's Faithful Performance Bond with the Mid Jersey Municipal Joint Insurance Fund.

M. COMPLIANCE:

The Cash Management Plan of the Township of West Windsor shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

N. The Official charged with the custody of the monies of the Township of West Windsor shall deposit them as designated by the Cash Management Plan and shall thereafter be relieved of any liability or loss of such monies due to the insolvency or closing of any depository designated in the Cash Management Plan pursuant to N.J.S.A. 40A:5-2.

O. Where a conflict exists between this Cash Management Plan and State statute, the applicable State statute shall apply.

Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 12/20/2024

Initiated By: Kelly A. Montecinos, CTC Division/Department:

ACTION REQUESTED/ EXECUTIVE SUMMARY: Establishing the rate of interest charged on delinquent taxes and 6% year end penalty.
Resolution authorizes the Tax Office to establish the rate of interest to be charged for the nonpayment of taxes, sewer rent and assessments. Resolution also provides for 6% penalty on year end delinquencies in excess of \$10,000.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

K. Montecinos John V. March 12/20/24
Department/Division Head Date

APPROVED FOR AGENDA OF: 1/15/25

By: Marlena Schmid
Marlena Schmid, Business Administrator

MEETING DATE: 1/15/25 **Ordinance #** _____ **Resolution #** 2025-12066

Council Action Taken:

RESOLUTION

WHEREAS, N.J.S.A. 54:4-67 permits the governing body of West Windsor Township to establish by resolution the rate of interest to be charged for the nonpayment of taxes, sewer rent, assessments and other municipal charges on any installment which is not made within the tenth (10th) calendar day following the date upon which the same became due and payable; and

WHEREAS, Chapter 75, P.L. 1991, permits the governing body of West Windsor Township to establish a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year; and

WHEREAS, West Windsor Township wishes to continue the policies currently in effect with respect to delinquencies;

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

1. Pursuant to N.J.S.A. 54:4-67, West Windsor Township hereby reaffirms that the following interest shall be charged for the non-payment of taxes, sewer rent and assessments on any installment which is not made before or within the tenth (10th) calendar day following the date upon which same became payable: Eight (8%) percent annum on the first \$1,500.00 and 18% per annum on any amount in excess of \$1,500.00 to be calculated from the date the tax was payable until the date of actual payment. The term "delinquent" as used herein shall mean the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters or years.
2. In accordance with Chapter 75 of the Laws of 1991, any taxpayer with a delinquency in excess of Ten Thousand (\$10,000.00) Dollars who fails to pay that delinquency prior to the end of any calendar year, shall be assessed a penalty for that year of six (6%) percent of the amount of the delinquency, in addition to the interest provided for in Paragraph 1.
3. The provisions of Paragraph 1 and 2 herein shall remain in effect unless and until superseded by West Windsor Township resolution or ordinance.

Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 12/20/2024

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

ACTION REQUESTED/ EXECUTIVE SUMMARY: Resolution authorizing the cancellation of any property tax refund or delinquency less than \$10.00.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

K. Montecinos [Signature] 12/20/24
Department/Division Head Date

APPROVED FOR AGENDA OF: 1/15/2025

By: [Signature]
Marlena Schmid, Business Administrator

MEETING DATE: 1/15/25 **Ordinance #** _____ **Resolution #** 2025-007

Council Action Taken:

RESOLUTION

WHEREAS, pursuant to N.J.S.A. 40A:5-17, the governing body of a municipality may adopt a resolution authorizing a municipal employee chosen by the governing body to process, without further action on the part of the governing body, the cancellation of any property tax refund or delinquency of less than \$10.00; and

WHEREAS, it is the recommendation that Kelly A. Montecinos, Tax Collector, be designated to perform the above; and

WHEREAS, these refunds or delinquencies will pertain to Tax Collection, Sewer Rent, and Sewer Assessment; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Tax Collector be authorized to process, without further action on the part of the governing body, the cancellation of any property tax refund or delinquency of less than \$10.00.

Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: December 20, 2024

Initiated By: John V. Mauder, CFO Division/Department: Finance/Administration

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Resolution authorizing temporary budget appropriations for 2025.

Section 40A:4-19 of the Local Budget Law states that the governing body may make appropriations to provide for the period between the beginning of the fiscal year and the adoption of the Municipal Budget. Its further states that if any contracts, commitments or payments are to be made prior to the adoption of the budget the governing body shall, by resolution adopted within the first 30 days of the beginning of the fiscal year, make such appropriations.

The appropriations represent 26.25% of last year's budget providing continuity in operations during the period prior to the adoption of the Municipal Budget. The Township has several mandatory obligations that need to be addressed including debt service payments, insurance premiums, payment for Bargaining Unit Contracts, in addition to Township consultants and vendors bills that have to be processed in this time frame.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

S:\AGENDA INBOX (file name) 2025TemporaryBudget

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

John V. Mauder 12/20/24
Department/Division Head Date

APPROVED FOR AGENDA OF: January 15, 2025

By: Marlena A. Schmid
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: 1/15/25 Ordinance # _____ Resolution # 2025-2028

Council Action Taken:

**RESOLUTION
TEMPORARY BUDGET**

WHEREAS, N.J.S.A. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2025 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2025; and

WHEREAS, the total appropriations in the 2024 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$45,525,049; and

WHEREAS, 26.25% of the total appropriations in the 2024 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2024 budget is the sum of \$11,950,325.00

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her records:

CURRENT FUND TEMPORARY APPROPRIATIONS - 2025

	<u>S & W</u>	<u>O.E.</u>	<u>TOTAL</u>
1 Clerk & Governing Body	58,079.00	20,781.25	78,860.25
2 Elections	425.00	7,887.50	8,312.50
3 Council	10,086.25	1,687.50	11,773.75
4 Administration	142,544.00	74,237.50	216,781.50
5 Mayor	13,758.00	4,000.00	17,758.00
6 Financial Administration	128,488.75	4,000.00	132,488.75
7 Audit & Accounting Services		11,887.50	11,887.50
8 Data Processing		30,000.00	30,000.00
9 Assessment of Taxes	56,911.25	21,893.50	78,804.75
10 Collection of Taxes	43,833.50	5,437.50	49,271.00
12 Supplemental Fire Services Program		8,964.00	8,964.00
13 Uniform Fire Code	49,991.00	3,239.00	53,230.00
14 Emergency Services	402,640.75	74,637.50	477,278.25
15 Princeton Jct. Vol. Fire Co.		18,750.00	18,750.00
16 West Windsor Vol. Fire Co. #1		18,750.00	18,750.00
18 Police	1,968,611.75	129,803.75	2,098,415.50
18 ILSA - Class III Officers	75,000.00	46,250.00	121,250.00
20 Animal Control		1,875.00	1,875.00
20 ILSA-East Windsor Twp.		6,250.00	6,250.00
21 Board of Health	168,640.75	14,237.50	182,878.25
22 Recreation	109,931.25	52,325.00	162,256.25
24 Senior Citizen Program	51,538.25	21,693.25	73,231.50
25 Affordable Housing	1,000.00	50,000.00	51,000.00
27 Housing Department	6,250.00	27,275.00	33,525.00
29 Community Development	6,662.75	250.00	6,912.75
30 Engineering Services & Costs	105,759.00	16,332.50	122,091.50
33 Land Use	60,831.00	31,915.00	92,746.00
34 Planning Board		200,000.00	200,000.00
36 Zoning Board		2,675.00	2,675.00

	<u>S & W</u>	<u>O.E.</u>	<u>TOTAL</u>
37 Environment Commission		762.50	762.50
38 Construction Official	456,924.00	14,400.00	471,324.00
40 Public Works	365,168.25	57,444.25	422,612.50
41 Snow Removal	59,000.00	163,000.00	222,000.00
42 Sewer System	122,153.75	27,687.50	149,841.25
43 Stony Brook Reg. Sewer Auth.		875,000.00	875,000.00
44 Facilities and Open Space		213,000.00	213,000.00
46 Legal Services & Costs		62,500.00	62,500.00
47 Municipal Prosecutor		7,500.00	7,500.00
48 Public Defender		4,250.00	4,250.00
50 Municipal Court	65,627.75	11,605.75	77,233.50
51 Group Insurance		2,466,607.75	2,466,607.75
52 Other Insurance - Workers Comp		308,154.00	308,154.00
52 Other Insurance - Liability		289,802.00	289,802.00
53 Building & Grounds	66,998.50	43,943.75	110,942.25
54 Fire Hydrant Service		180,250.00	180,250.00
55 Postage		12,500.00	12,500.00
56 Utilities - Street Lighting		112,500.00	112,500.00
56 Utilities - Electric/Natural Gas		112,500.00	112,500.00
56 Utilities - Telephone and Telegraph		36,250.00	36,250.00
56 Utilities - Water		15,000.00	15,000.00
57 Gasoline		69,625.00	69,625.00
58 Refuse Collection		569,403.25	569,403.25
60 Extended Sick Leave	49,500.00		49,500.00
61 MCIA - Recycling		170,750.00	170,750.00
76 Social Security System		570,000.00	570,000.00
79 Defined Contribution Retirement System		2,500.00	2,500.00
Subtotal @ 26.25% of 2024 Appropriations	4,646,354.50	7,303,970.50	11,950,325.00
Capital Improvement Fund:			
80 Payment of Bond Principal		2,375,000.00	2,375,000.00
82 Interest on Bonds		319,325.00	319,325.00
83 Interest on Notes		1,148,800.00	1,148,800.00
Total Temporary Operating Budget	4,646,354.50	11,147,095.50	15,793,450.00

OPEN SPACE TRUST FUND - TEMPORARY APPROPRIATIONS - 2024

	<u>S & W</u>	<u>O.E.</u>	<u>TOTAL</u>
Green Trust Loan Program		80,216.32	80,216.32
Total Temporary Open Space Trust Budget	0.00	80,216.32	80,216.32

Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: December 31, 2024

Initiated By: Kerry E. Giblin

Division/Department: Administration

ACTION REQUESTED/ EXECUTIVE SUMMARY: Approval of a resolution authorizing the appointment of Janis DiNatale as Affirmative Action Public Agency compliance officer through December 31, 2025

SOURCE OF FUNDING: Not Applicable

CONTRACT AMOUNT: Not Applicable

CONTRACT LENGTH: 1 year

OTHER SUPPORTING INFORMATION ATTACHED:

- Resolution-2024-R009 previous appointment

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

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

APPROVED FOR AGENDA OF: January 15, 2025

By: Kerry Giblin
Marlena Schmid, Business Administrator

MEETING DATE: January 15, 2025 **Ordinance #** _____ **Resolution #** 2025-R009

Council Action Taken:

RESOLUTION

WHEREAS, it is necessary for the Township to appoint an Affirmative Action Public Agency Compliance Officer (PACO); and

WHEREAS, the Township Council must appoint the Affirmative Action Public Agency Compliance Officer by resolution.

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor, County of Mercer, State of New Jersey, that the reappointment of Janis DiNatale, Purchasing Assistant, as Affirmative Action Public Agency Compliance Officer for 2025 be and is hereby authorized.

Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: December 31, 2024

Initiated By: Mayor Hemant Marathe Division/Department: Mayors Office
Kerry Giblin Administration

ACTION REQUESTED/ EXECUTIVE SUMMARY: Re-appointment of West Windsor Township
Municipal Judge Kenneth W. Lozier, Esquire for a three-year term beginning on January 1, 2025.

SOURCE OF FUNDING: Operating Budget


CONTRACT AMOUNT: \$

CONTRACT LENGTH:

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

 12/31/24
Department/Division Head _____ Date _____

APPROVED FOR AGENDA OF: _____

By:  _____
Marlena Schmid, Business Administrator

MEETING DATE: 1/15/25 **Ordinance #** _____ **Resolution #** 2025-R010

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor is required to appoint a Municipal Court Judge; and

WHEREAS, the Honorable Kenneth W. Lozier, Esq. has performed the duties of Municipal Judge in the Township of West Windsor since July 1, 2012; and

WHEREAS, the Honorable Kenneth W. Lozier, Esq. has served as the Municipal Court Judge in the Township of West Windsor and is requesting re-appointment; and

WHEREAS, the Honorable Kenneth W. Lozier, Esq. is qualified to serve as Municipal Court Judge of the Township of West Windsor; and

WHEREAS, Mayor Hemant Marathe recommends the reappointment of the Honorable Kenneth W. Lozier Esq. as the Township of West Windsor Municipal Court Judge for a three-year term, January 1, 2025 through December 31, 2027.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the reappointment of the Honorable Kenneth W. Lozier, Esq. as West Windsor Municipal Court Judge for a three-year term, January 1, 2025 through December 31, 2027.

Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION AUTHORIZING THE TAX ASSESSOR TO FILE APPEALS AND EXECUTE SETTLEMENTS OF TAX APPEALS ON BEHALF OF THE TOWNSHIP OF WEST WINDSOR

- WHEREAS, certain functions of the municipality involving property tax assessments can be undertaken by tax assessors on behalf of a municipality if authorized to do so (See e.g. 54:4-63 and 54:3-21); and
- WHEREAS, statutory provisions are made for the review and correction of errors prior to certification of an assessment list; and
- WHEREAS, provision is also allowed for the discovery and correction for veterans, senior citizen, exemptions and/or other items related to property tax assessments allowed on the assessment lists; and
- WHEREAS, changes in property ownership at times necessitate adjustments on the assessment lists; and
- WHEREAS, appeals of tax assessments to the County Tax Board and the State Tax Court are filed by the municipality and taxpayers challenging tax assessments and are prosecuted and/or defended by the Township of West Windsor; and
- WHEREAS, the responsibility for maintenance and correction of assessment lists rest with the tax assessor subject to laws and regulations; and
- WHEREAS, the municipal code of the Township of West Windsor sets forth some of the duties and responsibilities of the Tax Assessor including representing the Township of West Windsor before the Mercer County Board of Taxation and the State Tax Court with full authority to prosecute and settle all such matters in conjunction with Special Tax Counsel and/or the Township Attorney's office.

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of West Windsor, County of Mercer and State of New Jersey, that the duly appointed Tax Assessor, Lorraine Jones, or her successor, in fulfilling her responsibilities as set forth in local ordinances, be and is hereby authorized for the year 2025 to file with the appropriate venue, such appeals, counterclaims, corrections, stipulation of settlement, or other documents as the assessor deems fair, reasonable or necessary, to fulfill the duties and responsibilities of her office including, but not limited to, those duties and authorizations set forth in the recitals hereto, and to maintain accuracy and equality in the assessment list of the Township of West Windsor; and

BE IT FURTHER RESOLVED, that the actions of the Tax Assessor taken in the past whether in 2024 or a prior year, consistent with the powers and authorities granted herein are hereby ratified and approved as having been authorized pursuant to the Ordinances of the Township of West Windsor.

Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Jyotika Bahree as a Member on the Affordable Housing Committee expired on January 14, 2025; and

WHEREAS, Jyotika Bahree has expressed an interest in being reappointed on the Affordable Housing Committee

WHEREAS, it is recommended that Jyotika Bahree be reappointed to serve a three-year term to begin January 15, 2025 and expire on January 14, 2028; and

WHEREAS, Mayor Hemant Marathe recommends this reappointment and seeks the Council's consent to reappoint Jyotika Bahree to the Affordable Housing Committee.

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

Jyotika Bahree	Member	Term Expires 1/14/2028
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Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Yan Mei Wang as a member on the Human Relations Council expired on January 14, 2025; and

WHEREAS, Yan Mei Wang has expressed an interest in being reappointed on the Human Relations Council; and

WHEREAS, it is recommended that Yan Mei Wang be reappointed as a member of the Human Relations Council beginning January 15, 2025 through January 14, 2027; and

WHEREAS, Mayor Hemant Marathe recommends this reappointment and seeks the Council's consent to reappoint Yan Mei Wang 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:

Yan Mei Wang Member Term to Expire 01/14/2027

Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Achutan Raghushri as a Student Member on the Human Relations Council expired on January 14, 2025; and

WHEREAS, Achutan Raghushri has expressed an interest in being re-appointed as a Student Member on the Human Relations Council; and

WHEREAS, it is recommended that Achutan Raghushri be reappointed as a Student Member of the Human Relations Council beginning January 15, 2025 through January 14, 2027; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to reappoint Achutan Raghushri as a Student Member 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:

Achutan Raghushri Student Member Term to Expire 1/14/2027

Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION

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

WHEREAS, Pramod Ramdasi has expressed an interest in serving on the Human Relations Council; and

WHEREAS, it is recommended that Pramod Ramdasi 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 Pramod Ramdasi 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:

Pramod Ramdasi Member Term to Expire 1/14/2027

Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Helen Rancan as a member on the Shade Tree Commission expired on January 14, 2025

WHEREAS, Helen Rancan has expressed her interest in being reappointed on the Shade Tree Commission; and

WHEREAS, it is recommended that Helen Rancan be reappointed to serve a five-year term to begin January 15, 2025 and expire on January 14, 2030; and

WHEREAS, Mayor Hemant Marathe recommends this reappointment and seeks the Council's consent to appoint Helen Rancan to the Shade Tree Commission

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

Helen Rancan	Member	Term Expires 01/14/2030
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Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Michael Suchit an Advisor on the Shade Tree Commission expired on January 14, 2025

WHEREAS, Michael Schuit has expressed his interest in being reappointed on the Shade Tree Commission; and

WHEREAS, it is recommended that Michael Schuit be reappointed to serve a one-year term to begin January 15, 2025 and expire on January 14, 2026; and

WHEREAS, Mayor Hemant Marathe recommends this reappointment and seeks the Council's consent to appoint Michael Schuit to the Shade Tree Commission

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

Michael Schuit	Advosor	Term Expires 01/14/2026
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Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Andy Lupo as a Member of the West Windsor Township Parking Authority expired on January 14, 2025; and

WHEREAS, Andy Lupo has expressed an interest in continuing to serve on the Parking Authority; and

WHEREAS, it is recommended that Andy Lupo be re-appointed to serve a five-year term to begin January 15, 2025 and expire on January 14, 2030.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves the following reappointment to the West Windsor Township Parking Authority:

Andy Lupo	Member	Term to expire on 1/14/2030
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Adopted: January 15, 2025

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

Allison D. Sheehan
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of John L. Roeder, as a member on the West Windsor Township Zoning Board of Adjustment expired on January 14, 2025; and

WHEREAS, John L. Roeder has expressed an interest in continuing to serve on the Zoning Board of Adjustment; and

WHEREAS, it is recommended that John L. Roeder be reappointed to serve a four-year term to begin January 15, 2025 and expire on January 14, 2029; and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the following reappointment be made to the West Windsor Township Zoning Board of Adjustment:

John L. Roeder	Member	Term to expire on 01/14/2029
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Adopted: January 15, 2025

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

Allison D Sheehan
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Daniel A. Marks as a member on the West Windsor Township Zoning Board of Adjustment expired on January 14, 2025; and

WHEREAS, Daniel A. Marks has expressed an interest in continuing to serve on the Zoning Board of Adjustment; and

WHEREAS, it is recommended that Daniel A. Marks be reappointed to serve a four-year term to begin January 15, 2025 and expire on January 14, 2029; and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the following reappointment be made to the West Windsor Township Zoning Board of Adjustment:

Daniel A. Marks	Member	Term to expire on 01/14/2029
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Adopted: January 15, 2025

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

Allison D Sheehan
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Eugene Fridkin, as an Alternate II member on the West Windsor Township Zoning Board of Adjustment expired on January 14, 2025; and

WHEREAS, Eugene Fridkin has expressed an interest in continuing to serve on the Zoning Board of Adjustment; and

WHEREAS, it is recommended that Eugene Fridkin be reappointed to serve a two-year appointment with a term to begin January 15, 2025 and expire on January 14, 2027

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the following reappointment be made to the West Windsor Township Zoning Board of Adjustment:

Eugene Fridkin Alternate II Member Term to expire on 1/14/2027

Adopted: January 15, 2025

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

Allison D Sheehan
Township Clerk
West Windsor Township