

**INAUGURATION MEETING**  
**REORGANIZATION AND BUSINESS MEETING**  
**OF THE COUNCIL OF WEST WINDSOR TOWNSHIP**  
**271 CLARKSVILLE ROAD**  
**TO THE EXTENT KNOWN**

**January 1, 2018**  
**12:00 Noon**

**INAUGURATION**

- Call to Order
- Salute to the Flag
- Statement of Adequate Notice: December 19, 2017 to the Princeton Packet and The Times
- Reading of the Municipal Election Results of November 7, 2017
- Oaths of Office:       Hemant Marathe  
                                  Linda Geever  
                                  Virginia Manzari
- Comments by Newly Elected and Re-Elected Officials
- Comments by Other Members of Council

**REORGANIZATION AND BUSINESS SESSION**

1.    **Nomination of Council Officers 2018**
  - Council President  
Swearing in of Council President. Gavel is transferred to Council President
  - Council Vice President  
Swearing in of Council Vice President

2. Nomination and Swearing in of Planning Board Class III Member  
 Nomination and Swearing in of Affordable Housing Committee Member  
 Nomination and Swearing in of two Members of the Cable TV Advisory Board  
 Nomination and Swearing in of Emergency Management Council Member
3. Filling of Township Council Vacancy
4. Appointment of Liaisons for Boards and Committees
  - Environmental Commission Liaison
  - Parking Authority Liaison
  - School Board Liaison
  - Zoning Board of Adjustment Liaison
  - Board of Recreation Commissioners Liaison
5. Resolutions:
  - 2018-R001** Authorizing Temporary Municipal Budget Appropriations for 2018  
**\*\*Separate vote should be taken - 2/3 vote of the majority of full membership required\*\***
  - 2018-R002** Authorizing the Updating of Signatures for West Windsor Township's PNC Bank Accounts
  - 2018-R003** Authorizing the Updating of Signatures for West Windsor Township's Bank of America Accounts
  - 2018-R004** Authorizing the Updating of Signatures for West Windsor Township's Sun Bank Accounts
  - 2018-R005** Cash Management Plan Authorization for West Windsor Township
  - 2018-R006** Regular Meetings for Calendar Year 2018
  - 2018-R007** Legal Newspapers for West Windsor Township
  - 2018-R008** Establishing Procedural Guidelines for the Council of West Windsor Township
  - 2018-R009** Municipal Holidays

- 2018-R011** Establishing the Rate of Interest Charged on Delinquent Taxes and 6% Year End Penalty
- 2018-R012** Authorizing the Cancellation of any Property Tax Refund or Delinquency less than \$10.00
- 2018-R013** Appointing Janis DiNatale as Affirmative Action Public Agency compliance Officer through December 2018
- 2018-R014** Authorizing the Appointment of John Church as a Member to fill a Term on the Zoning Board of Adjustment through December 31, 2021
- 2018-R015** Authorizing the Reappointment of Dan Fabrizio as a Member to fill a Term on the Parking Authority through December 31, 2022
- 2018-R016** Authorizing the Reappointment of Sue Roy as a Member to fill a Term on the Affordable Housing Committee through December 31, 2020
- 2018-R017** Authorizing the Reappointment of Thomas Calabria as a Member to fill a Term on the Affordable Housing Committee through December 31, 2020
- 2018-R018** Authorizing the Reappointment of Steve Jany as a Member to fill a Term on the Agricultural Advisory Committee through December 31, 2020
- 2018-R019** Authorizing the Appointment of Julie Word as a Member to fill a Term on the Human Relations Council through December 31, 2019
- 2018-R020** Authorizing the Reappointment of Dr. Ephraim Buhks as a Member to fill a Term on the Human Relations Council through December 31, 2019
- 2018-R021** Authorizing the Reappointment of Andrew Hersh as a Member to fill a Term on the Human Relations Council through December 31, 2019
- 2018-R022** Authorizing the Reappointment of Tasneem Qamar Sultan as a Member to fill a Term on the Human Relations Council through December 31, 2019

**2018-R023** Authorizing the Appointment of Mudassir Hassain as Alternate 1 Member to fill a Term on the Board of Recreation Commissioners through December 31, 2018

**2018-R024** Authorizing the Reappointment of Kathleen Girandola as a Member to fill a Term on the Shade Tree Commission through December 31, 2022

**2018-R025** Authorizing the Reappointment of Allen Schectel as a Resident Representative Member on the Site Plan Review Advisory Board through December 31, 2020

6. Bills and Claims
7. Public Comment
8. Adjournment

RESOLUTION  
TEMPORARY BUDGET

WHEREAS, N.J.S. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2018 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, 2018; and

WHEREAS, the total appropriations in the 2017 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$34,446,720.87, ; and

WHEREAS, 26.25% of the total appropriations in the 2017 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2017 budget is the sum of \$ 9,042,264.23

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 - 2018

	<u>S &amp; W</u>	<u>O.E.</u>	<u>TOTAL</u>
1 Clerk & Governing Body	53,152.50	14,281.25	67,433.75
2 Elections	468.75	3,012.50	3,481.25
3 Council	6,176.25	1,562.50	7,738.75
4 Administration	99,140.75	52,862.50	152,003.25
5 Mayor	15,447.50	1,725.00	17,172.50
6 Financial Administration	113,807.00	2,000.00	115,807.00
7 Audit & Accounting Services		11,201.25	11,201.25
8 Data Processing		15,000.00	15,000.00
9 Assessment of Taxes	56,295.50	2,345.50	58,641.00
10 Collection of Taxes	36,339.50	5,437.50	41,777.00
12 Supplemental Fire Services Program		2,241.00	2,241.00
13 Uniform Fire Code	23,658.50	714.50	24,373.00
14 Emergency Services	275,839.75	39,808.50	315,648.25
15 Princeton Jct. Vol. Fire Co.		13,750.00	13,750.00
16 West Windsor Vol. Fire Co. #1		13,750.00	13,750.00
18 Police	1,554,649.00	81,743.75	1,636,392.75
20 Animal Control		1,250.00	1,250.00
20 ILSA-East Windsor Twp.		4,000.00	4,000.00
21 Board of Health	114,218.00	14,487.50	128,705.50
22 Recreation	24,104.75		24,104.75
24 Senior Citizen Program	42,935.75	18,471.25	61,407.00
25 Affordable Housing	625.00	100,000.00	100,625.00
29 Community Development	6,131.00	250.00	6,381.00
30 Engineering Services & Costs	67,857.50	15,532.50	83,390.00
33 Land Use	50,797.00	17,400.00	68,197.00
34 Planning Board		12,887.50	12,887.50
35 S.P.R.A.B.		250.00	250.00
36 Zoning Board		10,787.50	10,787.50

	<u>S &amp; W</u>	<u>O.E.</u>	<u>TOTAL</u>
37 Environment Commission		762.50	762.50
38 Construction Official	297,219.00	9,500.00	306,719.00
40 Public Works	294,508.25	54,694.25	349,202.50
41 Snow Removal	59,000.00	163,000.00	222,000.00
42 Sewer System	115,851.00	27,437.50	143,288.50
43 Stony Brook Reg. Sewer Auth.		800,000.00	800,000.00
44 Facilities and Open Space		22,550.00	22,550.00
46 Legal Services & Costs		67,500.00	67,500.00
47 Municipal Prosecutor		7,500.00	7,500.00
48 Public Defender		4,310.00	4,310.00
50 Municipal Court	60,490.75	7,705.75	68,196.50
50 ILSA - Hopewell Twp.		300.00	300.00
51 Group Insurance		1,919,725.00	1,919,725.00
52 Other Insurance - Workers Comp		324,250.00	324,250.00
52 Other Insurance - Liability		400,612.00	400,612.00
53 Building & Grounds	41,216.50	37,443.75	78,660.25
54 Fire Hydrant Service		185,000.00	185,000.00
55 Postage		7,750.00	7,750.00
56 Utilities - Street Lighting		93,750.00	93,750.00
56 Utilities - Electric/Natural Gas		114,250.00	114,250.00
56 Utilities - Telephone and Telegraph		32,500.00	32,500.00
56 Utilities - Water		8,125.00	8,125.00
57 Gasoline		65,000.00	65,000.00
58 Refuse Collection - In Cap		484,275.00	484,275.00
58 Refuse Collection - Out of Cap		25,325.00	25,325.00
60 Extended Sick Leave	24,750.00		24,750.00
76 Social Security System		283,630.48	283,630.48
77 Public Employees Retirement System			0.00
78 Police & Firemen's Retirement System			0.00
79 Defined Contribution Retirement System		2,500.00	2,500.00
95 Municipal Alliance Grant Contribution		1,436.50	1,436.50
<b>Subtotal @ 26.25% of 2018 Appropriations</b>	<b>3,434,679.50</b>	<b>5,607,584.73</b>	<b>9,042,264.23</b>
Capital Improvement Fund:			
72 Down Payment on Improvements		71,100.00	71,100.00
80 Payment of Bond Principal		4,240,000.00	4,240,000.00
82 Interest on Bonds		658,375.00	658,375.00
<b>Total Temporary Operating Budget</b>	<b>3,434,679.50</b>	<b>10,577,059.73</b>	<b>14,011,739.23</b>
<u>SWIMMING POOL UTILITY TEMPORARY APPROPRIATIONS - 2018</u>			
	<u>S &amp; W</u>	<u>O.E.</u>	<u>TOTAL</u>
Salary and Wages	55,500.00		55,500.00
Other Expenses		40,970.00	40,970.00
Statutory Expenses		4,245.75	4,245.75
	<hr/>	<hr/>	<hr/>
	55,500.00	45,215.75	100,715.75
Payment of Bond Principal		285,000.00	285,000.00
Interest on Bonds		11,300.00	11,300.00
<b>Total Temporary Pool Utility Budget</b>	<hr/>	<hr/>	<hr/>
	55,500.00	341,515.75	397,015.75

OPEN SPACE TRUST FUND - TEMPORARY APPROPRIATIONS - 2017

	<u>S &amp; W</u>	<u>O.E.</u>	<u>TOTAL</u>
Payment of Bond Principal		591,075.00	591,075.00
Interest on Bonds		93,807.00	93,807.00
Green Trust Loan Program		80,217.00	80,217.00
Total Temporary Open Space Trust Budget	0.00	765,099.00	765,099.00

Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at its meeting held on the 1st day of January, 2018.

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Sharon L. Young  
 Township Clerk  
 West Windsor Township

RESOLUTION

WHEREAS, the Township of West Windsor currently maintains accounts of the Municipality with its local depository, PNC Bank; and

WHEREAS, said depository, PNC Bank, may receive to the credit of West Windsor Township checks, drafts, notes, acceptances, or other evidences of indebtedness (whether belonging to this Township or otherwise) which may be in, or hereafter come into, its possession;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that PNC Bank, be and hereby is authorized to make payment from the funds of deposit with it upon and according to the checks, drafts, notes or acceptances of this Township signed by:

Hemant Marathe, Mayor

AND

Joanne R. Louth, Chief Financial Officer or

John V. Mauder, Assistant Chief Financial Officer

(including checks drawn to his or their own order).

Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at its meeting held on the 1st day of January 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township



RESOLUTION

WHEREAS, the Township of West Windsor currently maintains accounts of the Municipality with its local depository, Bank of America; and

WHEREAS, said depository, Bank of America, may receive to the credit of West Windsor Township checks, drafts, notes, acceptances, or other evidences of indebtedness (whether belonging to this Township or otherwise) which may be in, or hereafter come into, its possession;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that Bank of America, be and hereby is authorized to make payment from the funds of deposit with it upon and according to the checks, drafts, notes or acceptances of this Township signed by:

Hemant Marathe, Mayor

AND

Joanne R. Louth, Chief Financial Officer or

John V. Mauder, Assistant Chief Financial Officer

(including checks drawn to his or their own order).

Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at its meeting held on the 1st day of January 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the Township of West Windsor currently maintains accounts of the Municipality with its local depository, Sun Bank; and

WHEREAS, said depository, Sun Bank, may receive to the credit of West Windsor Township checks, drafts, notes, acceptances, or other evidences of indebtedness (whether belonging to this Township or otherwise) which may be in, or hereafter come into, its possession;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that Sun Bank, be and hereby is authorized to make payment from the funds of deposit with it upon and according to the checks, drafts, notes or acceptances of this Township signed by:

Hemant Marathe, Mayor

AND

Joanne R. Louth, Chief Financial Officer or

John V. Mauder, Assistant Chief Financial Officer

(including checks drawn to his or their own order).

Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at its meeting held on the 1st day of January 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

TOWNSHIP OF WEST WINDSOR  
CASH MANAGEMENT PLAN

WHEREAS, P.L. 1983, Chapter 8, Local Fiscal Affairs Law; N.J.S. 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  
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  
Merrill Lynch Bank & Trust Company  
MBIA Municipal Investors Service Corporation  
Morgan Stanley Smith Barney Trust FSB  
NJ/ARM New Jersey Asset & Rebate Management  
North Fork Bank  
Ocean First Bank  
PNC 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  
PFM Assets Management, LLC

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 NJSA 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. 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. 40A:5-2.

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

P. AFFORDABLE HOUSING DEVELOPMENT FEES

All development fees collected pursuant to the West Windsor Township Affordable Housing Development Fee Ordinance will be placed in an account established pursuant to the Cash Management Plan and known as the Affordable Housing Trust Fund. No money shall be expended from the account unless the expenditure conforms to the Development Fee Ordinance, a Spending Plan approved by the Council on Affordable Housing, and the conditions set forth in N.J.A.C. 5:94-6.16(a). The depository holding the Affordable Housing Trust Fund will sign a statement so as to recognize the necessity of compliance with the conditions placed upon the Township's Chief Financial Officer by this paragraph.

If and when COAH deems it necessary to access the account or freeze expenditures from said account, the depository by signing this agreement agrees to comply with such instructions from COAH upon receiving official notice from its Executive Director.

Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1<sup>st</sup> day of January 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township



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 2018 through December 2018 shall be as follows:

Regular Business Meetings will be held as noted below:

January 16*, 29	July 9, 30
February 12**, 26	August 20**
March 12, 26	September 4*, 17
April 9, 23	October 15, 29
May 7**, 21	November 19**, 26
June 11, 25	December 10, 17

Board of Health Meetings\*\*:

February 12, May 7, August 20, November 19

(\*)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 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1st day of January 2018.

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Sharon L. Young  
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, designated as official newspapers through December of 2018.
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 December 31, 2018.

Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1st day of January, 2018.

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Sharon L. Young  
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 1, 2018 until December 31, 2018.
2. A copy of this shall be distributed to all department heads and posted in the municipal offices.

Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1st day of January 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

## Chapter A205. COUNCIL PROCEDURAL GUIDELINES

### **GENERAL REFERENCES**

Administration of government — See Ch. 4.

#### § A205-1. Rule 1: Meetings.

A. Regular business meetings.

(1) Regular business meetings will be held as noted below (generally on alternating Mondays unless a Monday is a holiday):

January [3\*] 16\*, [17\*] 29, [30]

February [13\*\*] 12\*\*, [27] 26

March [13] 12, [27] 26,

April [10] 9, [24] 23

May [8\*\*] 7\*\*, [22] 21

June [12] 11, [26] 25

July [10] 9, [31] 30

August [21\*\*] 20\*\*

September [5] 4\*, [18] 17

October [2] 1, [16] 15, [30] 29

November [13\*\*] 19\*\*, [27] 26

December [11] 10, [18] 17

\* Meeting will be scheduled on a Tuesday due to Monday holiday.

\*\* Start time adjusted. Business session will begin immediately after the adjournment of the Board of Health meeting

(2) Unless otherwise noticed, all regular business meetings begin at 7:00 p.m. and will be held in the Council Meeting Room A of the West Windsor Township Municipal Building.

B. Work sessions. Work sessions will be scheduled as needed.

C. Special sessions. Special sessions will be scheduled as needed.

D. Budget work sessions: Budget work sessions will be scheduled as needed. Unless otherwise noticed, all budget work session meetings begin at 7:00 p.m. and will be held in Council Meeting Room A of the West Windsor Township Municipal Building.

E. Board of Health meetings: February [13] 12, May [8] 7, August [21] 20, November [13] 19. Unless otherwise noticed, all Board of Health meetings will begin at 7:00 p.m. before the start of the business session and will be held in the Council Meeting Room A of the West Windsor Township Municipal Building.

F. Closed sessions. For meetings where the public is excluded, provision will be made for public comment before or after the closed portion takes place. When a closed session is part of another meeting, a separate public comment session is not required.

§ A205-2. Rule 2: Calling meetings to order.

The Council President or Vice President shall preside at all meetings. In the absence of both the Council President and Vice President, the members of Council in attendance shall select one member to serve as presiding officer for that meeting. The meeting will be called to order at 7:00 p.m. No meeting shall be called to order unless there is a quorum.

§ A205-3. Rule 3: Order of business.

Business meetings are broadcast on West Windsor Channel 27, Verizon Channels 41 and 42. The order of business for regular business meetings shall be as follows:

- A. Call to order.
- B. Statement of adequate notice.
- C. Salute to the flag.
- D. Ceremonial matters or topic for priority consideration.
- E. Public comment (thirty-minute comment period; three-minute limit per person).
- F. Administration comments.
- G. Council member comments.
- H. Chair/Clerk comments.
- I. Public hearings.
- J. Consent agenda:
  - (1) Resolutions.
  - (2) Minutes.
  - (3) Bills and claims.
- K. Items removed from consent agenda.
- L. Recommendations from Administration and Council/Clerk.
- M. Introduction of ordinances.
- N. Additional public comment (three-minute limit per person).
- O. Council reports/discussion/new business.
- P. Administration updates.
- Q. Closed session (if needed).
- R. Adjournment.

§ A205-4. Rule 4: Agenda.

- A. The business meeting agenda shall be set by 12:00 noon on the Monday prior to the upcoming Monday business meeting. A Request for Council Action form must be submitted reflecting the nature of the action sought, and, if other than a business transaction, the nature of the item and the anticipated length of time necessary for consideration must be outlined.
- B. Council actions may be initiated by members of the Council, the Mayor, the department heads and the Clerk's office. All actions other than those initiated by the Council members and/or the Clerk must be approved by the Mayor or the Business Administrator prior to consideration by the Council President for placement on the agenda.

- C. The Council President shall review with the Clerk all items received and will determine the ultimate composition of the agenda. A draft agenda will be distributed to the Council President at the end of the workday Monday (preceding the business meeting), and a final agenda will be distributed to Council upon the President's approval. If Monday is a holiday, the draft agenda will be prepared on the Friday before and distributed to the Council President at the end of the day on Tuesday.
- D. The final agenda and any supporting materials will be delivered to the Council no later than the Wednesday preceding the applicable business meeting. The final agenda shall be posted to the West Windsor website on the Thursday preceding the applicable business meeting.
- E. Except as otherwise authorized by the Council, no resolution or ordinance shall be considered by the Council unless the proposal has been previously discussed at a prior meeting; provided, however, that any resolution or ordinance not discussed at a prior meeting may be placed on the agenda by vote of the members of Council present at the meeting.
- F. Any matter not submitted to the Clerk's office in a timely manner as set forth above may be considered and acted on by the Council members present, if they agree by majority vote to consider the matter.
- G. Special Business Session agendas as needed will be set by the Council President to include form and format.

§ A205-5. Rule 5: Work sessions.

- A. Work sessions will be utilized for the discussion of policy or similar matters and will be scheduled and/or retained as the Council sees fit. There will be a public comment period, the timing and duration of which shall be at the discretion of the Council; comments are limited to three minutes per person. Action may be taken if it is noticed to be considered.
- B. Scheduled work sessions may also be used for those matters that, of necessity, must be considered in closed sessions, and therefore provide for closed session meetings on other than regularly scheduled business session evenings.
- C. Order of Business for Work Sessions will be as follows:

Work Session meetings are broadcast on West Windsor Channel 27, Verizon Channels 41 and 42. The order of business for work session meetings shall be as follows:

- A. Call to order.
- B. Statement of adequate notice.
- C. Salute to the flag.\*
- D. Public comment (thirty-minute comment period; three-minute limit per person).
- E. For Discussion:
  - Mayor/Administration
  - Council Member/Clerk
- N. Additional public comment (three-minute limit per person).
- Q. Closed session (if needed).
- R. Adjournment.

(\* if just a stand alone work session)

§ A205-6. Rule 6: Duties of presiding officer.

The presiding officer shall have general supervision of the meeting. Members and others given the privilege of the floor shall address the presiding officer.

§ A205-7. Rule 7: Introduction and passage of ordinances and resolutions.

A. General provisions.

- (1) Every legislative act of the Council shall be by resolution or ordinance.
- (2) All proposed ordinances and resolutions shall be presented to the Council in fully prepared form. No ordinance, except general appropriation ordinances, shall be passed containing more than one subject, which shall be expressed in its title.
- (3) Resolutions and ordinances shall be numbered sequentially at the time of placement on the business agenda. Two separate numbering systems shall be used for the two forms of action.
- (4) A majority of the whole number of members of the Council shall constitute a quorum. Recusals are not to be counted towards a quorum, Abstentions are counted toward a quorum. No ordinance shall be adopted by the Council without the affirmative vote of a majority of the full membership of the Council (N.J.S.A. 40:69A-180). In the case of the adoption of a bond ordinance, the affirmative vote of 2/3 of the full governing body (generally four "yes" votes) is required. No resolution shall be adopted without the affirmative vote of a majority of the quorum.
- (5) All votes shall be taken by roll call, and the yeas and nays shall be entered on the minutes. The presiding officer shall vote last on all questions.
- (6) Resolutions shall take effect after final passage by the Council. Ordinances shall take effect after final passage, publication and the conclusion (running) of any waiting periods as required by law.
- (7) The Township Clerk shall record all ordinances and resolutions adopted by the Council.
- (8) Resolutions and ordinances shall each be maintained in separate ledgers that are kept on an annual basis and that are permanent records of the West Windsor Township.

B. Procedure for ordinances:

- (1) An ordinance may be presented at any regular meeting, and also at special meetings, when such special call is for general business or such ordinance is mentioned in the call for a special meeting.
- (2) The action of the Council on ordinances shall be noted in the minutes.
- (3) All ordinances shall be prepared, adopted and published in the manner required by law. Following the second reading and public hearing, an ordinance passed by the Council shall, within three days, be delivered by the Clerk to the Mayor for approval or veto, and the Mayor shall, within 10 days after receiving any ordinance, either approve the ordinance by signing it or return it to the Council by delivering it to the Clerk, together with a statement setting forth the Mayor's objections thereto or to any part thereof. Pursuant to N.J.S.A. 40:69A-41, no ordinance or any item or part

thereof shall take effect without the Mayor's approval, unless the Mayor fails to return an ordinance to the Council within 10 days after it has been presented to the Mayor or unless the Council, upon reconsideration thereof on or after the third day following its return by the Mayor, shall, by a vote of 2/3 of the members, resolve to override the Mayor's veto.

- (4) Passage over veto. Whenever an ordinance has been reconsidered by the Council following a veto by the Mayor, the Clerk shall append to such ordinance a certification of the action of the Council upon such reconsideration in substantially the following form:

**I HEREBY CERTIFY that the above ordinance adopted by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, was delivered to the Mayor on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and was returned to me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, together with the Mayor's statement of the reasons for which the Mayor was constrained to withhold approval of such ordinance, item or part thereof. On reconsideration thereof on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, (the Council duly resolved by the affirmative vote of 2/3 of its members to enact such ordinance, item or part thereof notwithstanding the Mayor's veto.) or (the Mayor's veto was sustained.)**

Clerk

- (5) Ordinances not returned by Mayor. Whenever an ordinance shall take effect without the Mayor's signature by reason of the Mayor's failure to return it to the Council by filing it with the Clerk within 10 days after it has been presented to the Mayor, the Clerk shall append to such ordinance a certificate in substantially the following form:

I HEREBY CERTIFY that the above ordinance was adopted by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and was presented to the Mayor duly certified on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and upon the Mayor's failure to sign it or return and file it with the Clerk within 10 days thereafter, said ordinance took effect in like manner as if the Mayor had signed it.

**Clerk**

**Dated:**

- (6) All ordinances shall be sent to the codifier for inclusion in the codification.  
C. Effective date. No rule or regulation made by a department, officer, agency or authority of the Township, except such as relates to the organization or internal management of the government or a part thereof, shall take effect until it is filed either with the Township Clerk or in such other manner as may be provided by ordinance.

§ A205-8. Rule 8: Disclosure of interest.

A member who has a personal or private interest in any question or measure proposed or pending before the Council which might constitute a conflict contrary to the Local Government Ethics Law, N.J.S.A. 40A:9-22.1, shall disclose such interest and either



refrain from voting or shall request a ruling from the Attorney as to whether a member should vote thereon or take any part in the discussion of the same.

§ A205-9. Rule 9: Appointments.

A. Appointments to citizens' groups, boards, committees and other. According to the Administrative Code, responsibility for the appointment of various boards, committees and commissions shall be as noted below:

<b>Board, Committee or Commission</b>	<b>Appointing Authority</b>
Affordable Housing Committee	Mayor, with advice and consent of Council
Township Council member	Council
Agricultural Advisory Committee	Mayor, with advice and consent of Council
Board of Recreation Commissioners	Mayor
Alternate 1 and 2	Mayor, with advice and consent of Council
Township Council Liaison	Township Council
Cable TV Advisory Board	
Mayor, or Mayor's designee	Mayor
Two Council members	Council
Member of public	Mayor
Member of public	Council
Emergency Management Council	Mayor
Township Council Member	Council
Environmental Commission	Mayor
Township Council Liaison	Council
Human Relations Council	Mayor, with advice and consent of Council
Parking Authority	Council
Township Council Liaison	Council
Planning Board	Mayor
Planning Board Class III member	Council

<b>Board, Committee or Commission</b>	<b>Appointing Authority</b>
Shade Tree Commission	Mayor, with advice and consent of Council
Site Plan Review Advisory Board	Mayor, with advice and consent of Council
Planning Board, Zoning Board of Adjustment, and Environmental Commission members	The respective Boards and Commission
Stony Brook Regional Sewerage Authority representative	Mayor, with advice and consent of Council
Zoning Board of Adjustment Township Council Liaison	Council Council

§ A205-10. Rule 10: Minutes of meetings.

- A. Written minutes. Written minutes approved by Council shall be the official record of all meetings of the Council.
- B. Draft minutes. Minutes which have been prepared but which have not been approved by the Council shall be considered draft minutes, subject to correction by the Council. The draft minutes of each meeting shall be submitted to the Council for approval.
- C. Open session minutes. Once open session minutes have been approved by the Council, they shall be signed by the Clerk, and certified duplicate copies of the same shall be available to the public at the rates fixed by law.
- D. Closed session minutes. Closed session minutes shall be made available at such time as the issues discussed therein are resolved and their disclosure would not subvert any particular exception for convening a closed session.

§ A205-11. Rule 11: Broadcasting; recording; tapes.

- A. All open public meetings of the Township Council shall be broadcast on Comcast Channel 27 and Verizon Channels 41 and 42.
- B. All open public meetings of the Township Council shall be recorded.
- C. Recordings of meetings. The recordings of open meetings of the Township Council are maintained for 10 years in the Township Hall.
- D. Public use of digital recordings, tapes or CDs of open meetings will be in accordance with the Open Public Records Act.
- E. Reproduction of open meeting recordings. Reproduction of digital recordings, tapes or CDs of open sessions may be arranged, with the requesting party paying a fee for this service.

§ A205-12. Rule 12: Robert's Rules of Order Newly Revised.

Robert's Rules of Order shall be the prevailing authority in matters of parliamentary procedure, except to the extent of anything herein to the contrary.

§ A205-13 Rule 13: Appointments to vacant positions of Mayor and Council.

- A. If the vacancy occurs in the office of Mayor or Council after September 1 of the next-to-the-last year and up to the expiration of the term of the officer whose office has become vacant, the office may be filled for its unexpired term by a vote of the governing body as hereinafter provided.
- B. If the vacancy in the office of Mayor or Council occurs at any other time, the vacancy shall be filled for its unexpired term at the next general election, to be held not less than 60 days following the occurrence of the vacancy. The Township Council may fill the vacancy in the interim until such general election, by appointment as hereinafter provided.
- C. If the Mayor or a Council member is elected to another position that would preclude them from finishing their term as either Mayor or a Council Member in the November General Election and their term does not expire at the end of that year, the process shall be as follows: applications for the position shall be submitted no later than 30 days from the date of the Election of that year and each candidate may be interviewed in the same process as for any other vacancy at the first Business Meeting held in January of the next year, or at another meeting within 30 days of the office becoming vacant.
- D. If the governing body elects to fill a vacancy in the office of Mayor or Council, the vacancy shall be filled by Council within 30 calendar days following its occurrence, without regard to political party. If the vacancy is not filled within 30 days, then the office shall remain vacant for the remainder of the term or until the election and qualification of a successor, as the case may be.
- E. While a member of the governing body is free to advocate the candidacy of an applicant to fill a vacancy, that member must disclose any affiliation with that applicant and must treat all other applicants in a fair, equal and ethical manner. Township Council members will consider all applications for a vacant position and will be free to talk to all applicants about their candidacy on an individual basis. No 3<sup>rd</sup> party investigation of an applicant shall be conducted without the knowledge of every member of Council and the applicant and with the approval of the majority of the Council, in which case the inquiry shall be conducted by the Township Clerk.
- F. Determination of eligibility and application process.

- (1) Any citizen of the United States who is 18 years of age or older and who has been a resident of the Township for at least one year and has not been convicted of a crime of the third degree, or touching upon a public office or an indictable offense involving dishonesty, as provided by N.J.S.A. 2C:51-2, and who desires to be considered for appointment to the vacancy, shall be provided an informational package, copies of which can be obtained at the Township Clerk's office, and shall complete an application provided therein.
- (2) All potential applicants must submit an application to the Clerk's Office within 10 days following the date on which the vacancy occurs.
- (3) The application and any supporting documents that are furnished by an applicant will be considered a public record and available for public inspection.

G. Selection of a replacement for a vacancy not caused by an election.

- (1) At a public meeting, which shall occur between 10 and 30 days after the vacancy, each candidate will be permitted to provide a public presentation for up to five minutes and respond to any questions by members of Council.
- (2) Public comment period. Public comments will be permitted at this public meeting only after the applicants have made their presentations and answered questions from Council. The public comment period conducted at this public meeting shall be limited to three minutes per person.
- (3) After public presentations are provided by the candidates, but within 30 calendar days following the occurrence of the vacancy, each remaining member of Council will be permitted to nominate one of the candidates. No second is necessary for any nomination. After the nominations are made, then the Council will be free to deliberate about the nominees. After deliberations in public are concluded, then each remaining member of Council may submit a ballot to the Clerk selecting one of the nominees to fill the vacant position.

H. Appointment process.

- (1) To fill a vacancy in the office of Mayor shall be by a majority vote of the entire membership of the Council.
- (2) An appointment to fill a vacancy on Council shall be by a majority vote of the remaining members of Council. In the case of a tie vote, the Mayor may vote to break the tie.

- I. Tie votes. A tie vote will occur when there are two votes for each of two separate candidates. If there are fewer than four remaining members of Council, a tie vote will occur when there is one vote for each of two separate candidates. Following a tie vote, Council may further deliberate and revote. In the event a tie vote still exists, the Mayor may exercise the right to vote to fill a vacancy, without further

voting. An abstention shall not count as a vote either for or against any particular candidate.

- J. The candidate appointed by Council to fill a vacancy pursuant to this procedure shall be sworn in and be seated after the vote is taken but within 30 days following the occurrence of the vacancy.

§ A205-14. Rule 14: Township e-mail.

Council members should use only Township-issued e-mail address for Township business.

A205-15. Rule 15: Training

Council members are required to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology, etc.) through a course approved for continuing education credit by the New Jersey Division of Local Government Services, or an in-house education provided by a professional, vendor, or staff member (provided they have significant expertise in their profession and routinely prepare public presentations). A copy of the certificate received for any class attended should be provided to the Township Clerk as proof of attendance.

Adopted:

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the <sup>th</sup> day of 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

Underline indicates new text

Brackets indicate removal of text

## 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, 2018 through December 31, 2018:

<u>2018 Holidays</u>	<u>Date of Office Closing</u>
New Year's Day	January 1, 2018*
Martin Luther King Day	January 15, 2018
Presidents Day	February 19, 2018
Good Friday	March 30, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Columbus Day	October 8, 2018
Veteran's Day	November 12, 2018
Thanksgiving Day	November 22, 2018
Day after Thanksgiving	November 23, 2018
Christmas Eve	December 24, 2018
Christmas Day	December 25, 2018

Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1st day of January 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

\*As approved by Resolution 2017-R304

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 (10<sup>th</sup>) 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 (10<sup>th</sup>) calendar day following the date upon which same became payable: Eight (8%) percent per 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 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1st day of January, 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, pursuant to NJSA 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 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1st of January, 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township



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 2018 be and is hereby authorized.

Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1<sup>st</sup> day of January, 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, John Church has served as Alternate I Member and there is now an opening for a Member on the West Windsor Township Zoning Board of Adjustment which expires on December 31, 2017; and

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

WHEREAS, it is recommend that John Church be appointed to serve a four-year appointment as a Member with a term to begin January 1, 2018 and expire on December 31, 2021.

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

John Church	Member	Term to expire on 12/31/2021
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Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1st day of January 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Dan Fabrizo, as a Member of the West Windsor Township Parking Authority expires December 31, 2017; and

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

WHEREAS, it is recommended that Dan Fabrizo be re-appointed to serve a five-year appointment with a term to begin January 1, 2018 and expire on December 31, 2022.

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 Parking Authority:

Dan Fabrizo	Member	Term to expire on 12/31/22
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Adopted: January 3, 2017

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1<sup>st</sup> day of January 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Sue Roy, a member on the Affordable Housing Committee expired on December 31, 2020; and

WHEREAS, Sue Roy has expressed her interest in being considered for re-appointment as a member on the Affordable Housing Committee; and

WHEREAS, it is recommended that Sue Roy be re-appointed with a term to expire December 31, 2020; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to re-appoint Sue Roy 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:

Sue Roy    Member    Term Expires    12/31/2020

Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1st day of January, 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Thomas Calabria, a member on the Affordable Housing Committee expired on December 31, 2017; and

WHEREAS, Thomas Calabria has expressed his interest in being considered for re-appointment as a member on the Affordable Housing Committee; and

WHEREAS, it is recommended that Thomas Calabria be re-appointed with a term to expire December 31, 2020; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to re-appoint Thomas Calabria 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:

Thomas Calabria    Member    Term Expires    12/31/2020

Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1<sup>st</sup> day of January, 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Steve Jany, a Member on the Agricultural Advisory Committee, expires December 31, 2017; and

WHEREAS, Steve Jany has expressed an interest in continuing to serve on the Agricultural Advisory Committee; and

WHEREAS, it is recommended that Steve Jany be re-appointed to serve a three-year appointment with a term to begin January 1, 2018 and expire on December 31, 2020; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to re-appoint Steve Jany to the Agricultural Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following Agricultural Advisory Committee re-appointment:

Steve Jany	Member	Term to Expire 12/31/2020
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Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at its meeting held on the 1st day of January, 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, there is a member vacancy on the Human Relations Council; and

WHEREAS, Julie Word has expressed her interest in serving on the Human Relations Council; and

WHEREAS, it is recommended that Julie Word be appointed to serve a two-year term to expire on December 31, 2019; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to appoint Julie Word 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:

Julie Word	Member	Term to Expire	12/31/2019
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Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1st day of January, 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Dr. Ephraim Buhks, a Member on the Human Relations Council expired on December 31, 2017; and

WHEREAS, Dr. Ephraim Buhks has expressed his interest in continuing to serve on the Human Relations Council; and

WHEREAS, it is recommended that Dr. Ephraim Buhks be re-appointed to serve a two-year term to expire on December 31, 2019; and

WHEREAS, Mayor Hemant Marathe recommends this re-appointment and seeks the Council's consent to appoint Dr. Ephraim Buhks 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:

Dr. Ephraim Buhks	Member	Term to Expire	12/31/2019
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Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1<sup>st</sup> day of January, 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township



RESOLUTION

WHEREAS, the term of Andrew Hersh, a Member on the Human Relations Council expired on December 31, 2017; and

WHEREAS, Andrew Hersh has expressed his interest in being re-appointed as a Member of the Human Relations Council; and

WHEREAS, it is recommended that Andrew Hersh be re-appointed to serve a two year term to expire on December 31, 2019; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to re-appoint Andrew Hersh 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 re-appointment:

Andrew Hersh	Member	Term to Expire	12/31/2019
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Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1<sup>st</sup> day of January, 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Tasneem Qamar Sultan, a Member on the Human Relations Council, expired December 31, 2017; and

WHEREAS, Tasneem Qamar Sultan has expressed her interest in continuing to serve on the Human Relations Council; and

WHEREAS, it is recommended that Tasneem Qamar Sultan be re-appointed to serve a two-year term to expire on December 31, 2019; and

WHEREAS, Mayor Hemant Marathe recommends this re-appointment and seeks the Council's consent to re-appoint Tasneem Qamar Sultan 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 re-appointment:

Tasneem Q. Sultan	Member	Term to Expire	12/31/2019
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Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1<sup>st</sup> day of January, 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, there is a vacancy to fill an unexpired term as an Alternate I Member on the Board of Recreation Commissioners; and

WHEREAS, Mudassir Hussain has expressed his interest in serving on the Board of Recreation Commissioners; and

WHEREAS, it is recommended that Mudassir Hussain be appointed to fill the unexpired term through December 31, 2018; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to appoint Mudassir Hussain to the Board of Recreation Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following Board of Recreation Commissioners:

Mudassir Hussain    Alternate I Member    Term Expires    12/31/2018

Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1<sup>st</sup> day of January, 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Kathleen Girandola a member on the Shade Tree Commission expired on December 31, 2017; and

WHEREAS, Kathleen has expressed her interest in continuing to serve on the Shade Tree Commission; and

WHEREAS, it is recommended that Kathleen Girandola be re-appointed to serve a five year appointment with a term to expire on December 31, 2022; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to re-appoint Kathleen Girandola as a Member of 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 Shade Tree Commission re-appointment:

Kathleen Girandola	Member	Term to Expire	12/31/2022
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Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1<sup>st</sup> day of January, 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Allen Schectel, a Resident Representative on the Site Plan Review Advisory Board expired on December 31, 2017; and

WHEREAS, Allen Schectel has expressed an interest in continuing to serve on the Site Plan Review Advisory Board; and

WHEREAS, it is recommended that Allen Schectel be re-appointed to serve a 3 year term expiring on December 31, 2020; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to re-appoint Allen Schectel to the Site Plan Review Advisory Board.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following Site Plan Review Advisory Board re-appointment:

Allen Schectel Resident Representative Term Expires 12/31/2020

Adopted: January 1, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 1<sup>st</sup> day of January, 2018.

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Sharon L. Young  
Township Clerk  
West Windsor Township