

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

January 7, 2019

6:15 p.m.

REORGANIZATION AND BUSINESS SESSION

1. Call to Order/Roll Call
2. Statement of Adequate Notice: December 20, 2018 to the Princeton Packet and the Trenton Times for the Closed Session, Reorganization and Business Meeting.
3. Closed Session
4. Salute to the Flag
5. Nomination of Council Officers 2019
 - 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 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*
7. Appointment of Liaisons for Boards and Committees
 - Environmental Commission Liaison
 - Parking Authority Liaison
 - Board of Recreation Commissioners Liaison
 - West Windsor-Plainsboro School Board Liaison
 - Zoning Board of Adjustment Liaison
8. Comments by Council Members

9. Resolutions:

- 2019-R001 Regular Meetings for Calendar Year 2019
- 2019-R002 Legal Newspapers for West Windsor Township
- 2019-R003 Establishing Procedural Guidelines for the Council of West Windsor Township
- 2019-R004 Municipal Holidays
- 2019-R005 Cash Management Plan Authorization for West Windsor Township
- 2019-R006 Establishing the Rate of Interest Charged on Delinquent Taxes and 6% Year End Penalty
- 2019-R007 Authorizing the Cancellation of any Property Tax Refund or Delinquency less than \$10.00
- 2019-R008 Appointing Janis DiNatale as Affirmative Action Public Agency Compliance Officer through December 2019
- 2019-R009 Authorizing the Reappointment of Kenneth W. Lozier as Municipal Judge For a Three Year Term - January 1, 2019 through December 31, 2021
- 2019-R010 Authorizing the Reappointment of Thomas Crane as a member of the West Windsor Parking Authority With a Five Year Term - January 1, 2019 through December 31, 2023
- 2019-R011 Authorizing the Appointment of Eileen O'Donnell-Lennox as a Member of the Affordable Housing Committee With a Three Year Term - January 1, 2019 through December 31, 2021
- 2019-R012 Authorizing the Reappointment of Jennifer Schaffel as a Member of the Human Relations Council With a Term of Two Years - January 1, 2019 through December 31, 2020

- 2019-R013 Authorizing the Reappointment of Yan Mei Wang as a Member of the Human Relations Council With a Term of Two Years - January 1, 2019 through December 31, 2020
- 2019-R014 Authorizing the Appointment of Miquel Vilario-Munet to Fill the Vacancy as the Representative to the Stony Brook Sewerage Authority With a Term to Expire on December 31, 2021
- 2019-R015 Authorizing the Reappointment of Ron Slinn as a Member of the Shade Tree Commission With a Term of Five Years - January 1, 2019 through December 31, 2023
- 2019-R016 Authorizing the Reappointment of Kevin Appelget as an Advisor on the Shade Tree Commission With a Term to Expire December 31, 2019
- 2019-R017 Authorizing the Reappointment of Mudassir Hussain as Alternate I on the Board of Recreation Commissioners for a Term of Five Years - January 1, 2019 through December 31, 2023
- 2019-R018 Authorizing the Mayor and Clerk to Execute an Interlocal Services Agreement with East Windsor Township for Animal Control Services \$4,800.00 for 2019 - and \$5,100.00 for 2020 plus Hourly Costs
- 2019-R019 Authorizing the Business Administrator to Purchase One 2019 Ford F350 Cab 4wd Pick Up Truck and Equipment from Cherry Hill Winner Ford for the Department of Public Works- \$36,621.00
- 2019-R020 Authorizing the Chief Financial Officer to Establish An Escrow Account for Special Master Michael Bolan Who is Replacing the Retiring Special Master Elizabeth McKenzie
- 2019-R021 Authorizing Temporary Municipal Budget Appropriations for 2019
- 2019-R022 Authorizing the Business Administrator to Purchase Software Licenses and Related Services from SHI International Corporation under State Contract M0003-89851 for Construction Software - \$85,000.00

10. Bills and Claims

11. Public Comment

12. Administration Comments/Reports

13. Council Reports

14. Adjournment

**All appointments will be sworn in after all appointments have been made.*

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 2019 through December 2019 shall be as follows:

Regular Business Meetings will be held as noted below:

January 7, 22*	July 8, 29
February 4**, 19*	August 19**
March 4, 18	September 3*, 16, 30
April 1, 15, 29	October 15*, 28
May 13**, 28*	November 18**
June 10, 24	December 2, 16, 30

Board of Health Meetings**:

February 4, May 13, August 19, November 18

(*)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 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January 2019.

Gay M. Huber
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 2019.
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, 2019.

Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January, 2019.

Gay M. Huber
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, 2019 until December 31, 2019.
2. A copy of this shall be distributed to all department heads and posted in the municipal offices.

Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January 2018.

Gay M. Huber
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 7[16*],22*[29],

February 4**[12**], 19*[26]

March 4[12], 18[26],

April 1[9], 15,[23] 29

May 13**[7**], 28*[21]

June 10[11], 24[25]

July 8[9], 29[30]

August 19** [20**]

September 3*[4*], 16,[17] 30

October [1], 15*, 28[29]

November [9**],18** [26]

December 2[10], 16,[17] 30

* 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 4[12], May 13[7], August 19[20], November [19]18. 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 and Roll Call.
- 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 county 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:

Board, Committee or Commission	Appointing Authority
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

Board, Committee or Commission	Appointing Authority
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 presiding officer at such meeting (NJSA 40:69A-180), 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 3rd 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 th day of 2018.

Gay M. Huber
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, 2019 through December 31, 2019:

<u>2019 Holidays</u>	<u>Date of Office Closing</u>
New Year's Day	January 1, 2019*
Martin Luther King Day	January 21, 2019
Presidents Day	February 18, 2019
Good Friday	April 19, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Columbus Day	October 14, 2019
Veteran's Day	November 11, 2019
Thanksgiving Day	November 28, 2019
Day after Thanksgiving	November 29, 2019
Christmas Eve	December 24, 2019
Christmas Day	December 25, 2019

Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January 2019.

Gay M. Huber
Township Clerk
West Windsor Township

*As approved by Resolution 2018-R278

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 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January 2019.

Gay M. Huber
Township Clerk
West Windsor Township

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 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January, 2019.

Gay M. Huber
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.

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 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th of January, 2019.

Gay M. Huber
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 2019 be and is hereby authorized.

Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January, 2019.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the Township of West Windsor is required to retain the services of a Municipal Judge; and

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

WHEREAS, Kenneth W. Lozier, Esq. has completed his three year term of Municipal Judge in the Township of West Windsor and is seeking re-appointment; and

WHEREAS, Kenneth W. Lozier, Esq. is most qualified to perform Municipal Judge services on behalf of the Township; and

WHEREAS, Mayor Hemant Marathe recommends the re-appointment of Kenneth W. Lozier, Esq. as the West Windsor Township Municipal Judge for the appropriate three year term, January 1, 2019 through December 31, 2021.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township West Windsor hereby approves (consents to) the reappointment of Kenneth W. Lozier, Esq. as West Windsor Municipal Judge who shall be paid in accordance with the current Salary and Wage Ordinance of the Township.

Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January, 2019.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Thomas Crane, as a Member of the West Windsor Township Parking Authority expires December 31, 2018; and

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

WHEREAS, it is recommended that Thomas Crane be re-appointed to serve a five-year appointment with a term to begin January 1, 2019 and expire on December 31, 2023.

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:

Thomas Crane	Member	Term to expire on 12/31/23
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Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January 2019.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, there is a vacancy for a member on the Affordable Housing Committee; and

WHEREAS, Eileen O'Donnell-Lennox has been an Alternate I member on the Affordable Housing Committee and expressed an interest to serve as a Member; and

WHEREAS, it is recommended that Eileen O'Donnell-Lennox be appointed to the position as member with a term to expire December 31, 2021; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Township Council's consent to appoint Eileen O'Donnell-Lennox as a member on 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:

Eileen O'Donnell-Lennox	Member	Term: 1/1/2019-12/31/2021
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Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January, 2019.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Jennifer Schaffel's on December 31, 2018 expired as a member of the the Human Relations Council; and

WHEREAS, Jennifer Schaffel has expressed an interest in continuing to serve on the Human Relations Council; and

WHEREAS, it is recommended that Jennifer Schaffel be re-appointed as a member on the Human Relations Council with a term to expire on December 31, 2020; and

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

Jennifer Schaffel	Member	Term to Expire	12/31/2020
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Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January, 2019

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Yan Mei Wang expired on 12/31/2018 as a member on the Human Relations Council; and

WHEREAS, Yan Mei Wang has expressed an interest in continuing to serve on the Human Relations Council; and

WHEREAS, it is recommended that Yan Mei Wang be re-appointed to as a member of the Human Relations Council with a term to expire on December 31, 2020; and

WHEREAS, Mayor Hemant Marathe recommends this re-appointment and seeks the Council's consent to re-appoint 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 12/31/20

Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January, 2019.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, with the retirement of Robert Bartolini as the Township Representative to the Stony Brook Sewerage Authority there exists a vacancy; and

WHEREAS, Miguel Vilaro-Munet has expressed an interest in being considered for the position as Representative for West Windsor Township to the Stony Brook Sewerage Authority; and

WHEREAS, it is recommended that Miguel Vilaro-Munet be appointed to the vacancy with a term to expire December 31, 2021; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to appoint Miguel Vilaro-Munet as the Township of West Windsor's Representative to the Stony Brook Sewerage Authority.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following appointment to the Stony Brook Sewerage Authority:

Miguel Vilaro-Munet	Representative	Term Expires: 12/31/2021
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Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January, 2019.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Ron Slinn, a member on the Shade Tree Commission, expired December 31, 2018; and

WHEREAS, Ron Slinn has expressed an interest in continuing to serve on the Shade Tree Commission; and

WHEREAS, it is recommended that Ron Slinn be re-appointed to serve a five-year appointment with a term to begin January 1, 2019 and expire on December 31, 2023; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to re-appoint Ron Slinn 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 Shade Tree Commission re-appointment:

Ron Slinn Member Term to Expire 12/31/2023

Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January, 2019.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Kevin Appelget, Advisor on the Shade Tree Commission expired on 12/31/2018; and

WHEREAS, Kevin Appelget has expressed an interest in continuing to serve as an Advisor on the Shade Tree Commission; and

WHEREAS, it is recommended that Kevin Appelget be re-appointed to serve a one year appointment beginning January 1, 2019 and expiring on December 31, 2019; and

WHEREAS, Mayor Hemant Marathe recommends this re-appointment and seeks the Council's consent to appoint Kevin Appelget as an Advisor 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 Share Tree Commission Re-appointment:

Kevin Appelget Advisor Term: January 1, 2019 to December 31, 2019

Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January, 2019.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Mudassir Hussain as Alternate 1 member on the Board of Recreation Commissioners expired on December 31, 2018; and

WHEREAS, Mudassir Hussain has expressed an interest in continuing to serve on the Board of Recreation Commissioners; and

WHEREAS, it is recommended that Mudassir Hussain be re-appointed to serve a five-year appointment with a term to begin January 1, 2019 and expire on December 31, 2023; and

WHEREAS, Mayor Hemant Marathe recommends this re-appointment and seeks the Council's consent to re-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 appointment to the Board of Recreation Commissioners:

Mudassir Hussain Alternate 1 Member Term: 1/1/2019-12/31/2023

Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January, 2019.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

- WHEREAS, East Windsor Township employs an Animal Control Officer; and
- WHEREAS, West Windsor Township desires to contract with East Windsor for provision of the services of an Animal Control Officer; and
- WHEREAS, East Windsor is agreeable to providing the services of an Animal Control Officer to West Windsor for a fee and upon certain specified conditions; and
- WHEREAS, the “Uniformed Shared Services and Consolidation Act,” N.J.S.A. 40A:65-1 et seq., permits local units of this State to enter into a contract with any other local unit for the joint provision within their combined jurisdictions of any service which any party to the agreement is empowered to render within its own jurisdictions; and
- WHEREAS, such agreement is deemed to be mutually beneficial to both municipalities; and
- WHEREAS, East Windsor and West Windsor have authorized and approved this Agreement by Resolution duly adopted pursuant to N.J.S.A. 40A:65-4 of the “Uniformed Shared Services and Consolidation Act.”
- NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the signing of the Shared Services Agreement by the Mayor and Clerk be and hereby is authorized.

Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January, 2019.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the Township of West Windsor needs to purchase One (1) 2019 Ford F350 Extended Cab 4WD Pickup Truck for the Department of Public Works; and

WHEREAS, Cherry Hill Winner Ford, 250 Berlin Road, Cherry Hill, NJ 08034 has been awarded New Jersey State Contract #A88758, T2101; and

Comm Code: 072-03-073424, Line # 00023	
2019 Ford F350 Extended Cab 4WD Short Bed Pickup Truck	\$27,069.00
Comm Code: 072-03-073438, Line # 00024	
Boss 8.6' Super Duty Plow	\$ 4,280.00

WHEREAS, Factory Options that are not part of the State Contract totaling \$5,272.00 and need to be built into the vehicle are as follows:

Discounted Items

Axle, Limited Slip (Ratio 3.73)	\$ 390.00
Cloth 40/20/40 Split Bench – Regular (XL Only)	\$ 100.00
Cab Steps (w/ Regular Cab XL)	\$ 445.00
Clearance Lights, Roof	\$ 95.00
Electric Shift-On-The-Fly 4x4	STD
Up-Fitter Switches (6)	\$ 165.00
Snow Plow Package	\$ 185.00
Tow Command Integrated Trailer Brake Controller	\$ 270.00
Tough Bed Spray-In Bed Liner	\$ 540.00
Power Equip Group on XL	\$ 915.00
Rear Window Defroster/Privacy	\$ 60.00
Privacy Glass	\$ 30.00
Sync Includes AM/FM/MP3	\$ 550.00
Cruise Control	\$ 235.00
DISCOUNT	\$ (398.00)

Non Discounted Items

DOT 4 Amber LEDs, 2 in grille & 2 rear tail light	\$ 995.00
Weather Guard Defender Series	\$ 695.00

WHEREAS, Alexander Drummond, Director of Public Works recommends the Township purchase One (1) 2019 Ford F350 Extended Cab 4WD Pickup Truck; and

WHEREAS, funding for the acquisition of said vehicle with options for the Department of Public Works is available through the approved 2017 Capital Budget; and

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

Public Works - Acquisition of Vehicle 405 2015 06 021	\$ 8,596.84
Public Works - Acquisition of Vehicle 405 2016 09 018	\$26,310.13
Public Works - Acquisition of Vehicle 405 2017 21 025	\$ 1,714.03

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of West Windsor that the Business Administrator is authorized to purchase one (1) 2019 Ford F350 Extended Cab 4WD Pickup Truck under the New Jersey State Contract #: A88758, T2101 and factory options not under State Contract for a total of \$36,621.00 from Cherry Hill Winner Ford, 250 Berlin Road, Cherry Hill, NJ 08034.

Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the Township Council of the Township of West Windsor at their meeting held on 7th day of January, 2019.

Gay M. Huber,
Township Clerk
West Windsor Township

RESOLUTION

- WHEREAS, on July 7, 2015 the Township of West Windsor filed a declaratory judgment action styled *In the Matter of West Windsor Township*, docket number MER-L-1561-15; and
- WHEREAS, four parties intervened in the litigation in 2015, namely, the Howard Hughes Corporation, Avalon Watch, LLC, Duck Pond Associates, LLC, and the Fair Share Housing Center, and four more intervened subsequently, namely, One 19 Associates, LLC, WWM Properties West, LLC, Atlantic Realty, and PAK SC, LLC; and
- WHEREAS, the court appointed Elizabeth C. McKenzie as the Special Master to mediate issues between the parties and advise the court with respect to the compliance issues and Richard B. Reading as a Special Regional Master to advise the court and report to it regarding the regional need for affordable units in Region 4, the housing region within which West Windsor is located; and
- WHEREAS, the court has required that the Township and all intervenors except Fair Share Housing Center share the cost of the Special Masters' charges attributable to the West Windsor litigation, with all seven developer intervenors being responsible for their share of the Richard Reading invoices retroactive to his initial billing and with the 2015 developer intervenors being responsible for their share of the Elizabeth McKenzie invoices starting with her initial billing and with One 19 Associates, WWM, Atlantic Realty, and PAK SC, LLC being responsible for their share of the Elizabeth McKenzie invoices as of the date of filing of the orders permitting their interventions; and
- WHEREAS, the Township established escrow accounts for the two Special Masters, with each of the seven developer intervenors and West Windsor paying one eighth of each of the invoices of Richard Reading and the developer intervenors paying variable shares of the invoices of Elizabeth McKenzie depending upon when the last four 2016 intervenors were permitted to intervene; and
- WHEREAS, Ms. McKenzie has retired and has been replaced by Michael Bolan.

NOW, THEREFORE, BE IT RESOLVED by the West Windsor Township Council that the Chief Financial Officer is authorized to establish an escrow account for Mr. Bolan, to be paid in equal shares by the seven developer intervenors and the Township.

Adopted: January 7, 2019

I hereby certify this is a true copy of a Resolution adopted by the West Windsor Township Council at their meeting held on the 7th day of January, 2019.

Gay Huber
Township Clerk
West Windsor Township

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 2019 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, 2019; and

WHEREAS, the total appropriations in the 2018 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$35,641,495.57, ; and

WHEREAS, 26.25% of the total appropriations in the 2018 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2018 budget is the sum of \$ 9,371,229.13

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 - 2019

	<u>S & W</u>	<u>O.E.</u>	<u>TOTAL</u>
1 Clerk & Governing Body	51,592.75	14,281.25	65,874.00
2 Elections	468.75	3,012.50	3,481.25
3 Council	6,176.25	1,312.50	7,488.75
4 Administration	99,140.75	52,862.50	152,003.25
5 Mayor	15,662.50	1,725.00	17,387.50
6 Financial Administration	116,051.50	2,000.00	118,051.50
7 Audit & Accounting Services		11,201.25	11,201.25
8 Data Processing		23,000.00	23,000.00
9 Assessment of Taxes	56,295.50	9,382.00	65,677.50
10 Collection of Taxes	33,489.25	5,437.50	38,926.75
12 Supplemental Fire Services Program		2,241.00	2,241.00
13 Uniform Fire Code	25,447.50	714.50	26,162.00
14 Emergency Services	293,377.75	39,808.50	333,186.25
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	1,586,593.75	81,743.75	1,668,337.50
18 ILSA - Class III Officers	32,000.00	113,500.00	145,500.00
20 Animal Control		1,275.00	1,275.00
20 ILSA-East Windsor Twp.		5,000.00	5,000.00
21 Board of Health	93,358.75	14,237.50	107,596.25
22 Recreation	24,560.00		24,560.00
24 Senior Citizen Program	43,760.50	19,218.25	62,978.75
25 Affordable Housing	625.00	100,000.00	100,625.00
29 Community Development	6,250.75	250.00	6,500.75
30 Engineering Services & Costs	67,857.50	15,532.50	83,390.00
33 Land Use	52,129.25	23,637.50	75,766.75
34 Planning Board		7,887.50	7,887.50
35 S.P.R.A.B.		250.00	250.00
36 Zoning Board		9,537.50	9,537.50

	<u>S & W</u>	<u>O.E.</u>	<u>TOTAL</u>
37 Environment Commission		762.50	762.50
38 Construction Official	302,923.75	9,500.00	312,423.75
40 Public Works	303,543.25	57,444.25	360,987.50
41 Snow Removal	59,000.00	163,000.00	222,000.00
42 Sewer System	112,196.50	27,687.50	139,884.00
43 Stony Brook Reg. Sewer Auth.		815,000.00	815,000.00
44 Facilities and Open Space		23,000.00	23,000.00
46 Legal Services & Costs		62,500.00	62,500.00
47 Municipal Prosecutor		7,500.00	7,500.00
48 Public Defender		425.00	425.00
50 Municipal Court	60,490.75	7,705.75	68,196.50
50 ILSA - Hopewell Twp.		300.00	300.00
51 Group Insurance		1,873,412.97	1,873,412.97
52 Other Insurance - Workers Comp		351,606.00	351,606.00
52 Other Insurance - Liability		385,990.00	385,990.00
53 Building & Grounds	41,970.00	38,193.75	80,163.75
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		62,500.00	62,500.00
58 Refuse Collection - In Cap		484,275.00	484,275.00
58 Refuse Collection - Out of Cap		25,325.00	25,325.00
59 Mercer County OEM - K9 Support Vehicle		43,193.12	43,193.12
60 Extended Sick Leave	24,750.00		24,750.00
76 Social Security System		390,336.54	390,336.54
79 Defined Contribution Retirement System		2,500.00	2,500.00
95 Municipal Alliance Grant Contribution		1,436.50	1,436.50
Subtotal @ 26.25% of 2018 Appropriations	3,509,712.25	5,861,516.88	9,371,229.13
Capital Improvement Fund:			
72 Down Payment on Improvements		71,100.00	71,100.00
80 Payment of Bond Principal		4,295,000.00	4,295,000.00
82 Interest on Bonds		1,000,784.00	1,000,784.00
Total Temporary Operating Budget	3,509,712.25	11,228,400.88	14,738,113.13
<u>SWIMMING POOL UTILITY TEMPORARY APPROPRIATIONS - 2019</u>			
	<u>S & 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
Total Temporary Pool Utility Budget	55,500.00	45,215.75	100,715.75

OPEN SPACE TRUST FUND - TEMPORARY APPROPRIATIONS - 2019

	<u>S & W</u>	<u>O.E.</u>	<u>TOTAL</u>
Payment of Bond Principal		595,751.00	595,751.00
Interest on Bonds		74,057.00	74,057.00
Green Trust Loan Program		80,217.00	80,217.00
Total Temporary Open Space Trust Budget	0.00	750,025.00	750,025.00

Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at its meeting held on the 7th day of January, 2019.

Gay Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the Township of West Windsor, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Township of West Windsor has the need on a timely basis to purchase technological goods or services utilizing State contracts; and

WHEREAS, the Township of West Windsor intends to enter into contracts with SHI International Corp. as an Authorized Vendor of Software Licenses and Related Services under State Contract M0003-89851 through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contract;

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Township of West Windsor pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer;

4 05 2015 06 001	Network/Computer/Printer/Scanners	\$ 886.10
4 05 2018 15 001	Network/Computer/Printer/Scanners	\$ 84,113.90

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of West Windsor that the Business Administrator Marlena Schmid is hereby authorized to purchase the above, under New Jersey State Contract # M0003-89849 from SHI International Corp.

Adopted: January 7, 2019

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 7th day of January, 2019.

Gay M. Huber
Township Clerk
West Windsor Township