

**MEETING TO BE
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**AGENDA FOR THE REGULAR BUSINESS MEETING
OF THE TOWNSHIP COUNCIL OF WEST WINDSOR TOWNSHIP
WEST WINDSOR MUNICIPAL BUILDING
271 CLARKSVILLE ROAD
TO THE EXTENT KNOWN**

August 31, 2020

7:00 P.M.

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice - August 26, 2020 to The Times and the Princeton Packet.
4. Salute to the Flag
5. Ceremonial Matters and/or Topic for Priority Consideration
6. Public Comment: (30 minutes comment period; 3-minute limit per person)
7. Administration Comments
8. Council Member Comments
9. Chair/Clerk Comments
10. Public Hearings
11. Consent Agenda

A. Resolutions

2020-R173 Endorsing the Application for Membership to the New Jersey State Firemen's Association for Edwin R. Arevalo, Jr. of the Princeton Junction Volunteer Fire Company #1

2020-R174 Authorizing the Appointment of Prabhat Tomar to Fill the Vacancy of Alternate I Member of the Board of Recreation Commission with a Term to Expire 12/31/2024

2020-R175 Authorizing the Appointment of Eileen Azzara to Fill the Vacancy as Alternate II Member of the Board of Recreation Commission with a term to expire 12/31/2022

2020-R176 Authorizing the Mayor and Clerk to Execute the Easement Modification Agreement to Construct a Fence Over the Drainage Easement - 16 Landing Lane

2020-R177 Authorizing the Release of Street Opening Permit for Ariana Rahmani of 582 Village Road West in the Amount of \$32,814.01

2020-R178 Authorizing the Updating of Signatures for West Windsor Township's PNC Bank Accounts

2020-R179 Authorizing the Updating of Signatures for West Windsor Township's Ocean First Bank Accounts

B. Minutes

C. Bills & Claims

12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

2020-R180 Authorizing the Tax Collector to Conduct an Electronic Tax Sale

2020-R181 Appointment of John V. Mauder as Alternate Fund Commissioner for the Township of West Windsor on the Mid Jersey Municipal Joint Insurance Fund

2020-R182 Certification of Compliance with the Promulgation of the Local Finance Board of the State of New Jersey for the 2019 Annual Report of Audit

2020-R183 Authorizing the Mayor and Clerk to Execute a Contract for the Annual Roads Reconstruction Project to Mecro Inc. for Various Roads Improvements - \$974,733.10

2020-R184 Authorizing the Business Administrator to Purchase Annual Microsoft Exchange Software License Subscription from CDW Government and Authorized New Jersey State Contract Vendor - \$8,738.00

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

RESOLUTION

WHEREAS, Edwin R. Arevalo, Jr, a member of the Princeton Junction Volunteer Fire Company, has applied for membership in the New Jersey State Firemen's Association; and

WHEREAS, his application is complete in all ways;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that it hereby authorizes the municipal endorsement of the application of Edwin R. Arevalo, Jr for membership in the New Jersey State Firemen's Association.

Adopted: August 31, 2020

I hereby certify that this is a true copy of a resolution adopted by the West Windsor Township Council at their meeting held on the 31st day of August, 2020.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, a vacancy exists on the Board of Recreation Commission for an Alternate 1 member due to the appointment of Theresa Lourenco to Member; and

WHEREAS, Prabhat Tomar has been serving as Alternate II member on the Board of Recreation Commission and has expressed an interest to be moved to the Alternate I position; and

WHEREAS, it is recommended that Prabhat Tomar be appointed to fill the unexpired term of Theresa Lourenco which expires on December 31, 2024; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to appoint Prabhat Tomar as Alternate I on the Board of Recreation Commission.

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

Prabhat Tomar	Alternate 1 Member	Term to Expire 12/31/2024
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Adopted: August 31, 2020

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 31st day of August, 2020.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, a vacancy exists on the Board of Recreation Commission for an Alternate II member due to the appointment of Prabhat Tomar to Alternate I; and

WHEREAS, Eileen Azzara has expressed her interest in serving on the Board of Recreation Commission; and

WHEREAS, it is recommended that Eileen Azzara be appointed to fill the unexpired term of Prabhat Tomar which expires on December 31, 2022; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to appoint Eileen Azzara as Alternate II on the Board of Recreation Commission.

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

Eileen Azzara	Alternate II Member	Term to Expire 12/31/2022
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Adopted: August 31, 2020

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 31st day of August, 2020.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, Michael Lukaszonas and Kristin Nice, owners of property located at 16 Landing Lane, West Windsor Township, New Jersey, also known as Block 12 Lot 105, in West Windsor, New Jersey 08550 has made a request for a waiver to permit the construction of a fence over a drainage easement along the rear yard of their property; and

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of West Windsor Township that the waiver requested by Michael Lukaszonas and Kristin Nice be hereby granted subject to the acceptance of the recommendations of the Township Engineer and the execution of the annexed Easement Modification Agreement; and

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

Adopted: August 31, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 31st day of August 2020.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the Township of West Windsor presently holds a Performance Bond in the amount of \$32,814.01 from Ariana Rahmani for Street Opening Permit No. 2019-16 covering work to be performed at 582 Village Road West, in West Windsor Township; and

WHEREAS, the project has been completed and inspected, and the Township Engineer recommends full release of the performance guarantee;

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of West Windsor that the Performance Bond presently in effect for Street Opening Permit No. 2019-16 be released in accordance with the recommendation of the Township Engineer; and

BE IT FURTHER RESOLVED that the Township Treasurer is hereby authorized to release the following performance bond presently held in Trust:

<u>Performance Guarantee</u>	<u>Original Amount</u>	<u>Date Issued</u>
Check #1093	\$32,814.01	8/6/2019

Adopted: August 31, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 31st of August 2020.

Gay M. Huber
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

John V. Mauder, Chief Financial Officer or

Yu-Ling Huang, Assistant Chief Financial Officer

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

Adopted: August 31, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 31st day of August 2020.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

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

WHEREAS, said depository, Ocean First 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 Ocean First 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

John V. Mauder, Chief Financial Officer or

Yu-Ling Huang, Assistant Chief Financial Officer

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

Adopted: August 31, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at its meeting held on the 31st day of August 2020.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Government Services, and

WHEREAS, the Director of the Division of Local Government Services has approved NJ Tax Lien Investors/RealAuction.com to conduct electronic tax sales, and

WHEREAS, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complete tax sale process, and

WHEREAS, the municipality of Township of West Windsor wishes to participate in an electronic tax sale.

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of West Windsor hereby authorizes the Tax Collector to participate in an electronic tax sale and submit to the Director of the Division of Local Government Services if necessary.

Adopted: August 31, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 31st day of August, 2020

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, with the retirement of Joanne R. Louth an Alternate Fund Commissioner needs to be appointed for the Mid Jersey Municipal Joint Insurance Fund; and

WHEREAS, John V. Mauder, Chief Financial Officer shall be named as the Alternate Fund Commissioner.

NOW THEREFORE BE IT RESOLVED, on this 31st day of August, by the Township Council of the Township of West Windsor, County of Mercer, State of New Jersey, that the appointment of John V. Mauder as Alternate Fund Commissioner for the Mid Jersey Municipal Joint Insurance Fund and is hereby authorized.

Adopted: August 31, 2020

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 31st day of August, 2020.

Gay M. Huber
Township Clerk
West Windsor Township

TOWNSHIP OF WEST WINDSOR
COUNTY OF MERCER

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2019 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled:

General Comments

Recommendations

and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments

Recommendations

as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

NOW, THEREFORE BE IT RESOLVED, That the governing body of the Township of West Windsor, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Adopted: August 31, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 31st day of August, 2020.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the Township of West Windsor has determined the need to repair or reconstruct various roads, including Princeton Place, Ziff Lane, Fieldston Road, Jeffrey Lane, Nassau Place, Hardwick Court, University Way and Hendrickson Drive ; and

WHEREAS, said contract was put out to public bid and the following bids were received and opened on Thursday, July 9, 2020; and

WHEREAS, the Township has received seven (7) bids from the following bidders:

COMPANY	BASE BID	ADD	
		ALTERNATE	TOTAL BID
MECO, Inc.	\$ 861,562.50	\$113,170.60	\$ 974,733.10
S. Brothers	\$ 876,500.55	\$103,818.00	\$ 980,318.55
Earle Asphalt Company	\$ 915,913.13	\$106,200.00	\$1,022,113.13
Lucas Construction Group	\$ 925,500.00	\$128,900.00	\$1,054,400.00
Capital Paving & Contracting	\$ 949,381.24	\$109,557.95	\$1,058,939.19
Top Line Construction	\$ 975,051.81	\$119,800.49	\$1,094,852.30
Black Rock Enterprises	\$1,065,192.00	\$120,708.65	\$1,185,900.65

(note – chart sorted by total bid value)

WHEREAS, the Township Engineering staff have reviewed the bids and have determined that that the lowest responsible and responsive bid was submitted by Meco, Inc. based on either the base bid or the total bid (base plus add alternative); and

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

<u>Roadway Improvements</u>	<u>405-2018-15 012</u>	<u>\$974,733.10</u>
Account Title	Account Number	Amount

NOW, THEREFORE, BE IT RESOLVED by the Township of West Windsor that the contract for the Annual Roadway Improvement Project for the base bid and add alternate bid be awarded to **Meco, Inc., P.O. Box 536, Clarksburg, NJ 08510**, and the Mayor and Clerk are authorized to execute said contract.

BE IT FURTHER RESOLVED, that this contract is awarded pursuant to a fair and open process.

Adopted: August 31, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 31st day of August 2020.

 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, CDW Government is an authorized vendor under NJ State Contract M0003-89849 and SHI International is an authorized vendor under NJ State Contract M0003-89851, and

WHEREAS, the following resolutions were approved and certification of funds were authorized as follows:

PO 53960	SHI International	1/2/2020	\$ 4,323.90
PO 54480	CDW-Government	3/10/2020	\$ 1,140.00
2019-R070	CDW-Government	4/6/2020	\$ 7,325.00
2019-R095	SHI International	5/29/2020	\$ 4,323.90
			<u>\$ 17,112.80</u>

WHEREAS, the Township needs to purchase an annual Microsoft Exchange Software License Subscription from CDW-Government M0003-89849 in the amount of \$8,738.00; and

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

Administration Technology/Computer Services	105 04 268	\$5,068.04
Police – Office Furniture/Equipment Maintenance	105 18 233	\$3,669.96

NOW, THEREFORE, BE IT RESOLVED, that the Township Council authorizes the Business Administrator Marlana Schmid to purchase the above from CDW-Government under NJ State Contracts M0003-89849; and

Adopted: August 31, 2020

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 31st day of August 2020.

Gay M. Huber
 Township Clerk
 West Windsor Township