

MEETING TO BE  
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AGENDA FOR THE REGULAR BUSINESS MEETING  
OF THE TOWNSHIP COUNCIL OF WEST WINDSOR TOWNSHIP  
WEST WINDSOR SENIOR CENTER  
271 CLARKSVILLE ROAD  
TO THE EXTENT KNOWN

September 13, 2021

VIA Zoom Video Communications

7:00 P.M.

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice - Statement of Adequate Notice - January 8, 2021 to The Times and the Princeton Packet and posted on the Township web-site. All Council meetings are open to the public with access via Zoom for those who wish to attend virtually. Please see Township web-site for further details.
4. Salute to the Flag
5. Ceremonial Matters and/or Topics 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

2021-16     AN ORDINANCE ACCEPTING CONVEYANCE OF OPEN SPACE  
LOT IN WINDSOR PARK ESTATES PHASE III - Block  
24.18, Lot 38

11. Consent Agenda

A. Resolutions

2021-R158 Authorizing the Release of Street  
Opening Permit for 11 Darvel Drive -  
\$500.00

B. Minutes

July 12, 2021 - Business Session - as amended  
July 12, 2021 - Closed Session - as amended  
August 9, 2021 - Business Session - as amended

C. Bills & Claims

12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

2021-R159 Authorizing the Mayor and Clerk to Execute a  
Professional Services Agreement with EPIC as  
Health Insurance Benefits Consultant - \$35,000.00

2021-R160 Authorizing the Mayor and Clerk to Execute a  
Professional Services Agreement with Starnet  
Solutions, Inc. for Information Technology  
Support Services for the Police Division -  
\$14,400.00

2021-R161 Authorizing the Mayor and Clerk to Execute a  
Contract Extension with Scheideler Excavating  
Co., Inc. for Snow Removal Services for  
11/1/2021-10/31-2022 - \$70,000.00

2021-R162 Authorizing the Mayor and Clerk to Execute a  
Contract with Aquatic Service, Inc. for the  
Closing, Opening, Painting and Seasonal  
Maintenance of the West Windsor Aquatic Complex  
for the Period Fall 2021 through Labor Day 2022 -  
\$48,542.60

2021-R163 Granting the Reservation of Sewer Capacity and  
Authorizing the Execution of the Treatment Works  
Approval Permit Application to the New Jersey  
Department of Environmental Protection for the  
Project Known as Heritage Village at West Windsor  
(PB19-08)

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

ORDINANCE 2021-16

TOWNSHIP OF WEST WINDSOR  
MECER COUNTY, NEW JERSEY

AN ORDINANCE ACCEPTING CONVEYANCE OF OPEN SPACE  
BLOCK 24.18; LOT 38 IN WINDSOR PARK ESTATES PHASE III

WHEREAS, the West Windsor Township Planning Board approved a subdivision application for Windsor Park Estates Phase III for Sharbell Development Corporation, such subdivision being perfected by a "Final Subdivision Plan for Windsor Park Estates Phase III for Sharbell Development Corp," recorded in the Mercer County Clerk's Office on May 18, 1989 as Map No. 2974; and

WHEREAS, the plat provided for dedication of an open space lot, namely, Lot 38 in Block 24.18, to the Township; and

WHEREAS, the Township has used and continues to use such open space lot with improvements consisting of a detention basin and playground since the late 1980s; and

WHEREAS, at the time of the conveyance, the Township policy was to accept storm water detention lots and tot lots via note on the filed plat indicating ownership by the Township but not through a deed of dedication; and

WHEREAS, this policy was changed in the early 2000s; and

WHEREAS, a deed of dedication has been executed by the title holder conveying such lot to the Township; and

WHEREAS, it is in the best interest of the Township to formally accept ownership of such lot by deed as well as by note on the filed plan.

SECTION I: The Township is authorized to accept said deed of dedication.

SECTION II: This ordinance shall take effect upon its passage and publication and filing with the Mercer County Planning Board and as otherwise provided by law.

INTRODUCTION: August 30, 2021

PUBLIC HEARING:

ADOPTION:

MAYOR'S APPROVAL:

EFFECTIVE DATE:

RESOLUTION

WHEREAS, the Township of West Windsor presently holds a Performance Bond in the amount of \$500.00 from Irina Gosher for Street Opening Permit No. 2021-14 covering work to be performed at 11 Darvel Drive, 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 on Street Opening Permit No. 2021-14 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 #498	\$500.00	6/1/2021

Adopted: September 13, 2021

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 13<sup>th</sup> day of September 2021.

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Gay M. Huber  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the Township of West Windsor has a need for specialized Health Insurance Benefits Consultant Services as a non-fair and open contract and pursuant to N.J.S.A.19:44A-20.5, and

WHEREAS, EPIC of Jersey City, New Jersey, has completed and submitted a Business Entity Disclosure Certification which certifies that EPIC of Jersey City, New Jersey has not made any reportable contributions to a political or candidate committee in the Township of West Windsor in the previous year, and that the contract will prohibit EPIC of Jersey City, New Jersey from making any reportable contributions through the term of the contract; and

WHEREAS, the Township’s Business Administrator, Chief Financial Officer and Mayor recommend that the Township award a contract for (1) one year to EPIC of Jersey City, New Jersey from September 15, 2021 through September 14, 2022; 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 account:

Group Insurance – Miscellaneous Services      105-51-299      \$35,000.00

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

1. The Mayor and Township Clerk are hereby authorized and directed to execute an agreement with EPIC of Jersey City, New Jersey, as the Township Health Insurance Benefits Consultant through September 14, 2022, as set forth in the attached agreement; and
2. The Agreement so authorized shall require the provider to perform Health Insurance Benefits Consultant Services. The Contract shall be awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1) (a) (i) because the services are “Professional in nature”.
3. A notice of this action shall be published in the newspaper used by the Township for Legal Publications as required by law within ten (10) days of its passage.
4. An executed copy of the Contract between the Township and EPIC of Jersey City, and copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: September 13, 2021

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 13th day of September, 2021.

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Gay M. Huber  
Township Clerk  
West Windsor Township

## RESOLUTION

WHEREAS, the Township of West Windsor has a need to acquire professional information technology support services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Starnet Solutions, Inc. has submitted a proposal dated July 19, 2021 indicating they will provide a 96 hour retainer for on-site, phone or remote support for maintenance, trouble shooting and general support for Fourteen Thousand, Four Hundred Dollars(\$14,400.00); and

WHEREAS, the Township wishes to enter into an agreement with Starnet Solutions, Inc. for the aforesaid services; and

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

Purchase Order # 55921	105-04-268	3/3/2021	\$ 12,000.00
Purchase Order # 56708	105-18-354	7/16/2021	\$ <u>252.23</u>
			<u>12,252.23</u>

WHEREAS, the Township needs to acquire additional information technology support service from Starnet Solutions, Inc. for the Police Division in the amount of \$14,400.00; and

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

Office Equipment Maintenance	105-18-233	\$14,400.00
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NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor as follows:

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township a professional services agreement with Starnet Solutions Inc., for an amount not to exceed Fourteen Thousand, Four Hundred Dollars (\$14,400.00).
- (2) The Agreement so authorized shall require the Provider to provide a 96 hour retainer for on-site, phone or remote support for maintenance, trouble shooting and general support pursuant to its proposal dated July 19, 2021. The contract may be awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published in the newspaper used by the Township for legal publications as required by law within ten (10) days of its passage.
- (4) An executed copy of the Contract between the Township and Starnet Solutions, Inc. and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

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BE IT FURTHER RESOLVED, that the authorization to the existing contract is amended to reflect the \$14,400.00 increase from \$12,252.23 to \$26,652.23.

Adopted: September 13, 2021

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 13<sup>th</sup> day of September, 2021.

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Gay M. Huber  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, on October 7, 2020 the Township of West Windsor received one (1) bid for snow removal services for the period November 1, 2020 through October 31, 2021; and

WHEREAS, Scheideler Excavating Co., Inc of 149 Penn Lyle Road, Princeton Junction, New Jersey 08550 was awarded the contract for these services; and

WHEREAS, the bid specifications permit the Township to extend the contract for two (2) additional one (1) year periods; and

WHEREAS, the services performed by Scheideler Excavating Co., Inc. under the contract have been acceptable; and

WHEREAS, the Township wishes to extend the contract for said work to Scheideler Excavating Co., Inc. for an additional one (1) year period with no price increase; and

WHEREAS, the Township’s Chief Financial Officer has certified that the monies for these services are available in the 2021 Municipal Budget Snow Removal – Service/Maintenance Contracts and is subject to the adoption of the 2022 Municipal Budget:

Snow Removal – Svc/Maint Contract	105-41-251	\$70,000.00
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NOW, THEREFORE, BE IT RESOLVED by the West Windsor Township Council that the Contract for Snow Removal Services is extended with Scheideler Excavating Co., Inc. for the period November 1, 2021 through October 31, 2022 and that the Mayor and Clerk are authorized to execute a Contract for said services with Scheideler Excavating Co., Inc.

Adopted: September 13, 2021

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 13<sup>th</sup> day of September 2021.

\_\_\_\_\_  
Gay M. Huber  
Township Clerk  
West Windsor Township

## RESOLUTION

WHEREAS, West Windsor Township has by public bid solicited proposals for closing, opening, painting and seasonal maintenance of the West Windsor Aquatic Complex from Fall 2021 to Labor Day 2022; and

WHEREAS, at the bid opening on August 25, 2021 one bid in the amount of \$48,542.60 for the Base Bid (Closing and Opening the Facility) and Alternate 1 and Alternate 2 (Painting of Pools and Seasonal Maintenance Hourly Rates) was received from Aquatic Service, Inc. in response to such solicitation; and

WHEREAS, Township staff have reviewed the bid and have determined that it is compliant with the bid specifications and applicable laws; and

WHEREAS, the Township's Chief Financial Officer has certified that monies for these services are available in the 2021 Municipal Budget in the following account and is subject to the adoption of the 2022 Municipal Budget:

Miscellaneous Services	105-04-599	\$10,300.00
Consultant Services	105-22-210	<u>\$38,242.60</u>
Total:		\$48,542.60

NOW, THEREFORE, BE IT RESOLVED by the Township Council of The Township of West Windsor that the award for the Base Bid and Alternates 1 and 2 for closing, opening, painting and seasonal maintenance of the West Windsor Aquatic Complex for the period Fall 2021 through Labor Day 2022, be awarded to Aquatic Service, Inc. of 550 Hartle Street, Suite F, Sayreville, New Jersey 08872 and that the Mayor and Clerk are authorized to sign the Contract.

Adopted: September 13, 2021

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 13<sup>th</sup> day of September, 2021.

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Gay M. Huber  
Township Clerk  
West Windsor Township

RESOLUTION

- WHEREAS, American Properties at West Windsor, LLC (“American Properties”) received preliminary and final major site plan approval from the West Windsor Planning Board on October 14, 2020, adopted by Resolution of Memorialization (“Resolution”) on January 13, 2021, for the construction of certain improvements on a tract of land situated in West Windsor Township, Mercer County, New Jersey, designated on the West Windsor Tax Map as Block 28, Lots 15 and 21, more commonly known as Heritage Village at West Windsor (PB19-08); and
- WHEREAS, on August 9, 2021 the Township of West Windsor entered into a Sewer Agreement with American Properties to provide for increases in capacity of the Township wastewater collection to serve several unsewered properties, including the inclusionary residential development project known as Heritage Village (PB19-08); and
- WHEREAS, the project requires a reservation of flow for an additional 75,250 gallons per day (gpd) of wastewater flow upon construction and occupation of the project; and
- WHEREAS, the proposed quantity of flow and the expansion of the collection system onto the property as part of the Heritage Village project requires a Treatment Works Approval (TWA) permit from the New Jersey Department of Environmental Protection; and
- WHEREAS, Paragraph 8 of the Sewer Agreement requires the Township Council to adopt a Resolution authorizing the Township Engineer to endorse the project’s TWA permit application for the on-site sewer system.
- NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that a reservation of sewer capacity in the total amount of 75,250 gallons per day, is hereby granted for Heritage Village at West Windsor in accordance with the terms of the Sewer Agreement; and
- BE IT FURTHER RESOLVED that this allocation of Township sewer capacity shall be in effect for a period of one (1) year; and

BE IT FURTHER RESOLVED that the Township Engineer be and hereby is authorized to execute the endorsement of the New Jersey Department of Environmental Protection Treatment Works Approval Permit application, as required to implement this Resolution and the Sewer Agreement, upon submission of final design/construction plans and specifications acceptable to the Township Engineer.

Adopted: September 13, 2021

I hereby certify this is a true copy of a Resolution adopted by the West Windsor Township Council at their meeting held on the 13th day of September, 2021.

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Gay M. Huber  
Township Clerk  
Township of West Windsor