

**MEETING TO BE
LIVE STREAMED AT
<https://www.youtube.com/channel/UC8i0yw7lhozymbgo4N68jJdg/live>
VIA Zoom Video Communications***

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

September 26, 2023

Zoom and YouTube are for the convenience of residents to participate and view Township Council Meetings. If there is a technical failure for either of these applications this does not violate the Open Meetings Act and the meeting will still continue. Per Resolution 2023-03

7:00 P.M.

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice - January 13, 2023 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

Proclamation Recognizing October as
Hindu-American Heritage Month

6. Public Comment: (30 minute comment period; 3-minute limit per person)
7. Administration Comments
8. Council Member Comments
9. Chair/Clerk Comments

10. Public Hearings

2023-13 AN ORDINANCE TO ESTABLISH A SALARY AND WAGE PLAN FOR THE TOWNSHIP OF WEST WINDSOR AND PROVIDE FOR THE ADMINISTRATION THEREOF - Police Superior Officers and Patrol and Sergeants

2023-14 AN ORDINANCE TO ESTABLISH A SALARY AND WAGE PLAN FOR THE TOWNSHIP OF WEST WINDSOR AND PROVIDE FOR THE ADMINISTRATION THEREOF - Supervisory, Unclassified, and Other Positions

11. Consent Agenda

A. Resolutions

2023-R180 Authorizing the Chief Financial Officer to Release Inspection Escrow Balances for Various Developers

B. Minutes

August 14, 2023 - Business Session
August 28, 2023 - Business Session - as amended

C. Bills & Claims

12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

2023-R181 Authorizing the Appointment of Arundhati Bhosle as Township Representative to Fill the Unexpired Term on the Stony Brook Sewerage Authority to Expire on January 31, 2027

2023-R182 Authorizing the Appointment of Timothy M. Lynch as the West Windsor Emergency Management Coordinator and Chief Robert Garofalo, Lt. Michael McMahon, and Kerry Giammetta as Deputy Emergency Management Coordinators for a Period of Three (3) Years

2023-R183 Authorizing the Business Administrator to Purchase Network Infrastructure Equipment from StarNet Solutions, Inc. - \$42,419.00

2023-R184 Authorizing the Business Administrator to Purchase Automatic External Defibrillators (AEDs) From Stryker Sales Corporation Through the County of Bergen New Jersey Cooperative Purchasing Alliance - \$74,210.07

2023-R185 Authorizing the Business Administrator to Purchase Furniture for the Emergency Operations Center and the Fire & Emergency Services Station from Paramount Facility Management Solutions, an Authorized State Contract Vendor and ESCNJ Cooperative Pricing System Vendor - \$32,779.16

2023-R186 Authorizing the Chief Financial Officer to Increase the Professional Services Agreement with the Law Office of Gerald Muller for Affordable Housing Legal Services by \$50,000.00 for a Total Not to Exceed Amount of \$150,000.00

2023-R187 Authorizing the Extension of the Date to Charge Interest on the Payment of Third Quarter Taxes From August 10, 2023 to October 16, 2023

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

ORDINANCE 2023-13

AN ORDINANCE TO AMEND AND SUPPLEMENT
THE REVISED GENERAL ORDINANCES
OF THE TOWNSHIP OF WEST WINDSOR

AN ORDINANCE TO ESTABLISH A SALARY AND WAGE PLAN FOR
THE TOWNSHIP OF WEST WINDSOR AND
PROVIDE FOR THE ADMINISTRATION THEREOF – Police Superior Officers and Patrol
and Sergeants

Section 1. BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WEST WINDSOR, COUNTY OF MERCER, STATE OF NEW JERSEY, that the salary and wage plan for employees and officers of the Township is as follows:

ANNUAL SALARIES AND WAGES FOR SUPERIOR OFFICERS

1. JOB CLASSIFICATIONS FOR EMPLOYEES whose positions are represented by the Police Superior Officers bargaining Unit shall be noted below:

Lieutenant	2023	2024	2025	2026
	3.95%	3.50%	3.25%	3.00%
	\$158,682	\$164,236	\$169,574	\$174,661

F. ANNUAL SALARIES AND WAGES FOR POLICE OFFICERS:

1. JOB CLASSIFICATIONS FOR EMPLOYEES whose positions are represented by the Police Benevolent Association bargaining Unit shall be noted below:

SCHEDULE A – PATROL OFFICERS & SERGEANTS HIRED PRIOR TO JANUARY 1, 2017

	2023	2024	2025	2026
	3.95%	3.50%	3.25%	3.00%
Entry Level	\$ 48,817	\$ 50,526	\$ 52,168	\$ 53,733
Completion of Academy	\$ 57,507	\$ 59,520	\$ 61,454	\$ 63,298
Beginning 2 nd	\$ 66,080	\$ 68,393	\$ 70,616	\$ 72,734
Beginning 3 rd	\$ 74,652	\$ 77,265	\$ 79,776	\$ 82,169
Beginning 4 th	\$ 83,223	\$ 86,136	\$ 88,936	\$ 91,604
Beginning 5 th	\$ 91,794	\$ 95,007	\$ 98,095	\$ 101,037
Beginning 6 th	\$100,367	\$103,880	\$ 107,256	\$ 110,473
Beginning 7 th	\$108,939	\$112,751	\$ 116,416	\$ 119,908
Beginning 8 th	\$123,970	\$128,309	\$ 132,479	\$ 136,453
Sergeant	\$138,039	\$142,871	\$ 147,514	\$ 151,939
(First year sergeant will start \$500 below Sergeant scale)				

PATROL OFFICERS & SERGEANTS HIRED AFTER JANUARY 1, 2017

	2023	2024	2025	2026
	3.95%	3.50%	3.25%	3.00%
Entry Level	\$ 48,817	\$ 50,526	\$ 52,168	\$ 53,733
Completion of Academy	\$ 55,433	\$ 57,374	\$ 59,238	\$ 61,015
Beginning 2 nd	\$ 62,050	\$ 64,222	\$ 66,309	\$ 68,298
Beginning 3 rd	\$ 68,666	\$ 71,070	\$ 73,379	\$ 75,581
Beginning 4 th	\$ 75,284	\$ 77,919	\$ 80,451	\$ 82,865
Beginning 5 th	\$ 81,900	\$ 84,767	\$ 87,522	\$ 90,147
Beginning 6 th	\$ 88,517	\$ 91,615	\$ 94,592	\$ 97,430
Beginning 7 th	\$ 95,133	\$ 98,463	\$ 101,663	\$ 104,713
Beginning 8 th	\$101,749	\$105,311	\$ 108,733	\$ 111,995
Beginning 9 th	\$108,367	\$112,160	\$ 115,805	\$ 119,279
Beginning 10 th	\$114,982	\$119,007	\$ 122,874	\$ 126,561
Beginning 11 th	\$119,476	\$123,658	\$ 127,677	\$ 131,507
Beginning 12 th	\$123,970	\$128,309	\$ 132,479	\$ 136,453
Sergeant	\$138,039	\$142,871	\$ 147,514	\$ 151,939
(First year sergeant will start \$500 below Sergeant scale)				

G. Special Law Enforcement Officer \$30.00 - \$45.00 per hour

Section 2. Part-time and per diem employees are paid based on the hourly rate of annual salary.

Section 3. This Ordinance shall be retroactive to January 1, 2023, after action or inaction by the Mayor as provided by law or an override of mayoral veto by the Council, whichever is applicable. Publication will be according to law.

INTRODUCTION: September 12, 2023

PUBLIC HEARING:

ADOPTION:

MAYOR APPROVAL:

EFFECTIVE DATE:

ORDINANCE 2023-14

AN ORDINANCE TO AMEND AND SUPPLEMENT
THE REVISED GENERAL ORDINANCES
OF THE TOWNSHIP OF WEST WINDSOR

AN ORDINANCE TO ESTABLISH A SALARY AND WAGE PLAN FOR
THE TOWNSHIP OF WEST WINDSOR AND
PROVIDE FOR THE ADMINISTRATION THEREOF – Supervisory, Unclassified, and Other
Positions

Section 1. BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WEST WINDSOR, COUNTY OF MERCER, STATE OF NEW JERSEY, that the salary and wage plan for employees and officers of the Township is as follows:

A. JOB CLASSIFICATIONS AND SALARY RANGES FOR EMPLOYEES whose positions are Supervisory shall be as noted below:

<u>JOB CLASS A</u>	\$ [37,064-\$70,069]
Maintenance Manager	<u>\$ 38,528-\$80,171</u>
<u>JOB CLASS B</u>	\$ [41,598-\$75,569]
Assistant Manager of Recreation	<u>\$ 43,241-\$86,464</u>
Assistant Manager of Senior and Social Services	
Public Works Office Manager	
Technical Assistant to the Construction Official (TACO)	
Principal Assistant Assessor	
Technical Assistant to the Land Use Manager	
<u>JOB CLASS C</u>	\$ [54,381-\$86,566]
Assistant Superintendent of Public Works	<u>\$ 56,529-\$99,047</u>
Deputy Clerk	
Assistant Manager of Engineering	
<u>JOB CLASS D</u>	\$ [57,124-\$105,489]
Building Sub-Code Official	<u>\$ 59,380-\$120,698</u>
Electrical Sub-Code Official	
Plumbing Sub-Code Official	
Fire Sub-Code Official	
Deputy Tax Assessor	
Manager of Senior and Social Services	
Court Administrator	
Special Assistant to Administration	
Superintendent of Public Works	
Manager of Environmental Health Services	
Assistant Township Engineer	
Facilities Maintenance Manager	

<u>JOB CLASS E</u>	\$ [67,310-\$130,296]
Tax Assessor	<u>\$ 69,969-\$149,081</u>
Manager of Land Use	
Manager of Fire and Emergency Services	
Chief of Fire and Emergency Services	
Construction Code Official	
Manager of Parks and Recreation	
Assistant Chief Financial Officer	
Tax Collector	
Health Officer	

<u>JOB CLASS F</u>	\$ [72,366-\$139,758]
Township Clerk	<u>\$ 75,224-\$159,907</u>
Chief Financial Officer	
Township Engineer	

<u>JOB CLASS G</u>	\$ [77,428-\$148,198]
Director of Public Works	<u>\$80,486-\$169,564</u>
Director of Human Services	
Director of Community Development	

<u>JOB CLASS H</u>	[\$107,332-\$175,817]
Business Administrator	<u>\$111,572-\$201,165</u>
Chief of Police	
Director of Community Development/Township Engineer	

C. UNCLASSIFIED SALARIED POSITIONS:

Mayor	[\$17,685 - \$32,000] <u>\$18,384-\$36,614</u>
Township Council	[\$ 4,941 - \$12,000] <u>\$5,136-\$13,730</u>
Judge	[\$48,000-\$50,184] <u>\$49,896-\$57,419.00</u>

Section 2. Part-time and per diem employees are paid based on the hourly rate of annual salary.

Section 3. This Ordinance shall be retroactive to January 1, 2023, after action or inaction by the Mayor as provided by law or an override of mayoral veto by the Council, whichever is applicable. Publication will be according to law.

INTRODUCTION: September 12, 2023
PUBLIC HEARING:
ADOPTION:
MAYOR APPROVAL:
EFFECTIVE DATE:

REQUEST FOR COUNCIL ACTION

Date of Request: September 13, 2023

Initiated By: Francis A. Guzik Department of Comm. Dev./Engineering

ACTION REQUESTED/EXECUTIVE SUMMARY: Adoption of a Resolution releasing the inspection escrow balances for several completed development projects. All construction projects have been completed and released from their respective performance guarantees. Also, all maintenance guarantee periods have expired, where applicable. Finally, no additional invoices have been received from the various engineering consultants utilized for inspection purposes on said projects.

SOURCE OF FUNDING: N/A

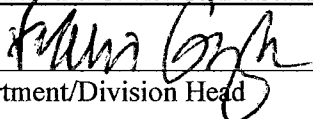
CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A


OTHER SUPPORTING INFORMATION ATTACHED

Resolution Engineers Memorandum

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

 9/13/2023
Department/Division Head Date

APPROVED FOR AGENDA OF: September 26, 2023

By:  09/19/2023
Marlena Schmid, Business Administrator

MEETING DATE: 9/26/23 Ordinance # _____ Resolution # 2023-R180
Council Action Taken:

RESOLUTION

WHEREAS, the following Developers completed construction of land development projects approved through the West Windsor Township Planning Board; and

WHEREAS, in conjunction with the projects, the Developers deposited inspection fee escrows with the Township of West Windsor pursuant to Section 82-3G of the Revised General Ordinances of the Township of West Windsor; and

WHEREAS, professional services undertaken on behalf of the Township in conjunction with said projects have been completed; and

WHEREAS, there remains a partial balance in the Developers' inspection fee escrow accounts, which the Developers are entitled to have refunded; and

WHEREAS, the Township Engineer recommends that the balance remaining in the inspection fee escrow accounts for these projects be refunded as follows:

<u>Deposit Date</u>	<u>Developer</u>	<u>Project ID</u>	<u>Project Name</u>	<u>Escrow Balance</u>
4-14-2011	Martian Holdings, LLC	ZB10-02	Martian Holdings, LLC	\$ 2,511.72
4-19-2016	Grovers Mill Apartments, LLC	ZB15-06S	Grovers Mill Apartments	\$ 1,078.22
4-19-2016	Grovers Mill Apartments, LLC	ZB15-06OFF	Grovers Mill Apartments	\$ 4.50

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor That the Chief Financial Officer is hereby authorized and directed to refund to the Developers the balance of the escrow deposits, and any applicable interest to which each Developer is entitled.

Adopted: September 26, 2023

I hereby certify that the above resolution was adopted by the Township Council of the Township of West Windsor at their meeting held on the 26th day of September, 2023.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, there is a vacancy for a Township Representative on the Stony Brook Sewerage Authority to fill the unexpired term of Miguel Vilaro-Munet; and

WHEREAS, Arundhati Bhosle has expressed an interest in serving on the Stony Brook Sewerage Authority; and

WHEREAS, Mayor Hemant Marathe recommends that Arundhati Bhosle be appointed to fill the unexpired term of Miguel Vilaro-Munet which expires on January 31, 2027.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the following appointment be made to the Stony Brook Sewerage Authority:

Arundhati Bhosle Township Representative Term to expire on 1/31/2027

Adopted: September 26, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of September, 2023.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 9/8/2023

Initiated By: Tim Lynch

Division/Department: Fire & Emergency Services

ACTION REQUESTED/ EXECUTIVE SUMMARY:

A resolution appointing Timothy M. Lynch as the West Windsor Emergency Management Coordinator, and Robert Garofalo, Michael McMahon, and Kerry Giammetta as Deputy Emergency Management Coordinators for a period of three (3) years.

SOURCE OF FUNDING: n/a

CONTRACT AMOUNT: n/a

CONTRACT LENGTH:

OTHER SUPPORTING INFORMATION ATTACHED:

Draft Resolution

Memo

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW




Department/Division Head

9/8/23

Date

APPROVED FOR AGENDA OF: _____

By:  09/19/2023

Marlena Schmid, Business Administrator

MEETING DATE: 9/26/23 **Ordinance #** _____ **Resolution #** 2023-182

Council Action Taken:

RESOLUTION

- WHEREAS, the State of New Jersey Office of Emergency Management requires that each municipality appoint an Emergency Management Coordinator; and
- WHEREAS, Timothy M. Lynch, Chief of the Division of Fire & Emergency Services has been designated by the Mayor to serve as the Emergency Management Coordinator for the Township of West Windsor; and
- WHEREAS, Robert Garofalo, Chief of Police, who serves as the Deputy Director of Public Safety, has been designated by the Mayor to serve as a Deputy Emergency Management Coordinator; and
- WHEREAS, Michael McMahon, Police Lieutenant, has been designated by the Mayor to serve as a Deputy Emergency Management Coordinator; and
- WHEREAS, Kerry Giammetta, Special Assistant to Administration, has been designated by the Mayor to serve as a Deputy Emergency Management Coordinator; and
- WHEREAS, it is the intention of the Township Council of the Township of West Windsor to comply with the requirement set forth by the State of New Jersey Office of Emergency Management and to forward a copy of the resolution naming appointees to the Office for its records.

NOW THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby appoints Timothy M. Lynch, Chief of the Division of Fire & Emergency Services, to serve as Emergency Management Coordinator, Robert Garofalo, Kerry Giammetta, and Michael McMahon to serve as Deputy Emergency Management Coordinators effective October 1, 2023 for a period of three years.

Adopted: September 26, 2023

I certify this to be a true copy of a resolution adopted by the Township Council of the Township of West Windsor at their meeting held on the 26th of September, 2023.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: September 12, 2023

Initiated By: Brian E. Aronson Division/Department: Buildings & Grounds/Admin.

ACTION REQUESTED/ EXECUTIVE SUMMARY: Resolution authorizing the Township of West Windsor to procure hardware, software, licensing and support necessary for the replacement of the Township's network infrastructure from StarNet Solutions, Inc.

SOURCE OF FUNDING:

Network, Computers, Printers Replacements 405-2022-08001 \$42,419.00

CONTRACT AMOUNT: \$42,419.00

CONTRACT LENGTH:

OTHER SUPPORTING INFORMATION ATTACHED:

- Resolution
- Certification of Funds
- StarNet Price Quote
- Facilities Maintenance Manager Memorandum

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Brian Aronson 9-13-2023
Department/Division Head Date

APPROVED FOR AGENDA OF: SEPTEMBER 26, 2023

By: Maklena Schmid 09/19/2023
Maklena Schmid, Business Administrator

MEETING DATE: 9/26/23 Ordinance # _____ Resolution # 2023-R183

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor must secure the Township's Municipal Network infrastructure from threats to ensure continuity of operations and delivery of services; and

WHEREAS, StarNet Solutions, Inc. has submitted a proposal dated September 12, 2023 indicating they will provide hardware, software, licensing and support for \$42,419.00; and

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

Network, Computers, Printers Replacements 405-2022-08001 \$42,419.00

WHEREAS, the Township Administration recognized the situation was time sensitive and acquired the hardware, software, licensing and support pursuant to N.J.S.A. 40A:11-6; and

WHEREAS, in accordance with the statute referenced above, the Township Council of the Township of West Windsor concurs the emergency affects the public health, safety and welfare and immediate acquisition of the items above were necessary.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Business Administrator, Marlena Schmid, is hereby authorized to purchase the above from StarNet Solutions, Inc, for a total not to exceed of \$42,419.00.

Adopted: September 26, 2023

I hereby certify that the above resolution was adopted by the Township Council of the Township of West at their meeting held on the 26th day of September, 2023.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 9/12/2023

Initiated By: Tim Lynch

Division/Department: Fire & Emergency Services

ACTION REQUESTED/ EXECUTIVE SUMMARY:

A resolution authorizing West Windsor Township to purchase new Automatic External Defibrillators (AED's) from Stryker Sales Corp. through the County of Bergen New Jersey Cooperative Purchasing Alliance #CK04.

SOURCE OF FUNDING

Fire & Emergency Services – Acq. Of Equipment 405-2023-09-027 - \$74,210.07

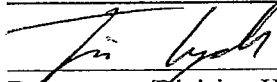
CONTRACT AMOUNT: n/a

CONTRACT LENGTH:

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution
Pricing Information
Memo
Certification of Funds

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW



Department/Division Head

9/20/23

Date

APPROVED FOR AGENDA OF:

By:  09/19/2023

Marlena Schmid, Business Administrator

MEETING DATE: 9/26/23 **Ordinance #** _____ **Resolution #** 2023-R184

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor wishes to purchase new Automatic External Defibrillators (AEDs) through the County of Bergen New Jersey Cooperative Purchasing Alliance #CK04 pursuant to N.J.S.A. 40A:11-11(5); and

WHEREAS, new AEDs are available from a contract awarded to Stryker Sales Corporation through the Bergen County Coop Award Resolution #438-22; and

WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds are available in the following account:

Fire & Emergency Services - Acq. of Equipment 405-2023-09-027 \$74,210.07

WHEREAS, the Township is authorized to make purchases through cooperative and State contracts pursuant to N.J.S.A. 40A:11-10 and 12.

NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Township Business Administrator, Marlena Schmid, is hereby authorized to purchase above mentioned equipment from Stryker Sales Corporation, P.O. Box 93308, Chicago, IL 60673-3308, for a total not to exceed of \$74,210.07

Adopted: September 26, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of September, 2023.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 9/8/2023

Initiated By: Tim Lynch

Division/Department: Fire & Emergency Services

ACTION REQUESTED/ EXECUTIVE SUMMARY:

A resolution authorizing West Windsor Township to purchase furniture for the Emergency Operations Center and the Fire & Emergency Services Station from Paramount Facility Management on NJ State Contract #19-FOOD-00927 and ESCNJ 22/23-08.

SOURCE OF FUNDING

Fire & Emergency Services – Acq. Of Equipment 405-2023-09-027 - \$23,670.06
Uniform Fire Code Trust Fund – \$8,109.10

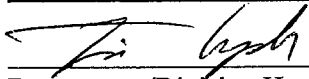
CONTRACT AMOUNT: n/a

CONTRACT LENGTH:

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution
Pricing Information
Memo
Certification of Funds

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

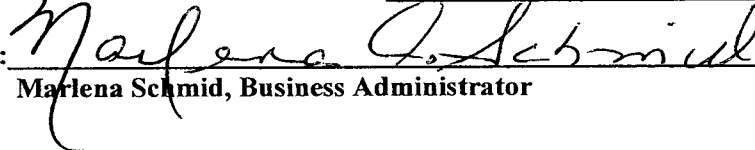


Department/Division Head

9/20/23

Date

APPROVED FOR AGENDA OF:

By:  09/19/2023

Marlana Schmid, Business Administrator

MEETING DATE: 9/26/23 **Ordinance #** _____ **Resolution #** 2023-R185

Council Action Taken:

RESOLUTION

WHEREAS, the Township of West Windsor has a need to purchase additional office furniture to equip the Emergency Operations Center and Fire & Emergency Services Station; and

WHEREAS, Paramount Facility Management Solutions, 72 Readington Road, Branchburg, NJ 08876 is an authorized vendor under the Educational Services Commission State Approved Co-Operative Pricing System Global Furniture Contract #ESCNJ22/23-08 and is also an authorized vendor under New Jersey State Contract #19-FOOD-00927; and

WHEREAS, as of September 26, 2023 the Township’s total aggregate spending with Paramount Facility Management Solutions was as follows:

Resolution	2023-R032	Paramount Facility Management	\$79,435.77
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WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds for said furniture acquisition are available in the following accounts:

Emergency Operations Center Equipment	405-2023-09-027	\$24,670.06
Uniform Fire Code Trust	121431	<u>\$8,109.10</u>
		\$32,779.16

NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Township Business Administrator, Marlena Schmid, is hereby authorized to purchase additional office furniture from Paramount Facility Management Solutions, 72 Readington Road, Branchburg, NJ 08876 for a total not to exceed of \$112,214.93

Adopted: September 26, 2023

I hereby certify that the above resolution was adopted by the Township Council of the Township of West Windsor at their meeting held on the 26th day of September, 2023.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: September 15, 2023

Initiated By: Hemant Marathe, Ph.D. Division/Department: Administration

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Authorizing the contract increase of \$50,000.00 for law Office of Gerald Muller to perform Affordable Housing Legal Services for the period January 1, 2023 through December 31, 2023.

SOURCE OF FUNDING: Current Fund

CONTRACT AMOUNT: Increase of \$50,000.00

CONTRACT LENGTH: 01/01/2023-12/31/2023

OTHER SUPPORTING INFORMATION ATTACHED:

E-mail

S:\AGENDA INBOX : Law Office of Gerald Muller-Res-increase-2023

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

H. V. Marathe

9/19/23

Department/Division Head

Date

APPROVED FOR AGENDA OF: September 26, 2023

By: Marlena Schmid 09/19/2023

Marlena Schmid, Business Administrator

**** PLEASE NOTE ** DEADLINE FOR SUBMISSION TO THE CLERK'S OFFICE FOR REVIEW AND APPROVAL BY THE BUSINESS ADMINISTRATOR IS 10:00 A.M. ON THE FRIDAY ONE WEEK PRECEDING THE COUNCIL MEETING.**

MEETING DATE: 9/26/23 Ordinance # _____ Resolution # 2023-2186

Council Action Taken:

RESOLUTION

WHEREAS, the Law Office of Gerald Muller has the expertise to perform Affordable Housing Legal Services and has done so in the past for the Township; and

WHEREAS, the Township of West Windsor Council entered into a professional services agreement with the Law Office of Gerald Muller on January 11, 2023 for Land Use Services; and

WHEREAS, the governing body approved a contract for \$100,000 on June 12, 2023; and

WHEREAS, the scope of work authorized in the original contract remains in force and effect; and

WHEREAS, the Chief Financial Officer has certified that funds are available for said contract in the following line item appropriation account:

Affordable Housing – Legal Fees	106-25-223	\$50,000.00
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NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the Chief Financial Officer is hereby authorized to increase the contract amount to date by \$50,000.00 with Law Office of Gerald Muller to a revised contract amount of \$150,000.00.

Adopted: September 26, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 26th day of September 2023.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: September 14, 2023

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

ACTION REQUESTED/ EXECUTIVE SUMMARY: Extension of the grace period for the 2023 third quarter taxes.

SOURCE OF FUNDING:

CONTRACT AMOUNT:

CONTRACT LENGTH:

OTHER SUPPORTING INFORMATION ATTACHED:

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

John M. Mard Montecinos
Department/Division Head

9/18/23
Date

APPROVED FOR AGENDA OF: 9/26/2023

By: Marlena A. Schmid

Marlena Schmid, Business Administrator

09/19/2023

MEETING DATE: 9/26/23 **Ordinance #** _____ **Resolution #** 2023-R187

Council Action Taken:

RESOLUTION

WHEREAS, pursuant to N.J.S.A 54:4-64, the Tax Collector shall complete the work of preparing and mailing tax bills at least twenty-five (25) days before the third installment of taxes falls due; and

WHEREAS, said mailing of 2023 tax bills did not meet the statutory requirements; and

WHEREAS, the Tax Collector is requesting the time period provided by statute for interest to be collected (within ten days after the date upon which same becomes payable) be extended; and

WHEREAS, the Tax Collector is requesting the third quarter interest shall be charged after October 16, 2023 (instead of August 10, 2023).

NOW THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the payment of third quarter taxes is extended from August 10, 2023 to October 16, 2023.

BE IT FURTHER RESOLVED that in accordance with N.J.S.A. 54:4-67, interest calculated on tax payments received after October 16, 2023 shall revert back to the original due date of August 1, 2023

Adopted: September 26, 2023

I hereby certify that the above resolution was adopted by the Township Council of the Township of West Windsor at their meeting on the 26th day of September, 2023.

Gay M. Huber
Township Clerk
West Windsor Township