

**MEETING TO BE  
LIVE STREAMED AT  
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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**

**October 24, 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
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

Consent Agenda

A. Resolutions

2023-R193 Authorizing the Request by Joseph F. Wartski for a 100% Disabled Veteran Exemption and Allowing the Tax Collector to Refund the Amount of \$4,283.51 and to Cancel All Subsequent Taxes per State Statute 54:3-30

2023-R194 Authorizing the Refund of the Municipal Property Taxes Billed for 2023 to PSE&G via a Credit in the 4<sup>th</sup> Quarter of 2023 - \$6,241.53

2023-R195 Approving the Request for a Permit from Leukemia & Lymphoma Society for a Public Fireworks Display on October 28, 2023 (No rain date)

B. Minutes

C. Bills & Claims

11. Items Removed from Consent Agenda

12. Recommendations from Administration and Council/Clerk

2023-R196 Certification of Compliance with the Promulgation of the Local Finance Board of the State of New Jersey for the 2022 Annual Report of Audit

2023-R197 Authorizing the Tax Collector to Conduct an Electronic Tax Sale

2023-R198 Authorizing the Mayor and Clerk to Execute Amendment #1 with StarNet Solutions, Inc. for Professional Information Technology Support Services in the Amount of \$7,200.00 for a Total Not to Exceed of \$23,400.00

2023-R199 Authorizing the Business Administrator to Purchase Equipment and Installation Services for Card Access System Network Controllers from Network Cabling Inc. dba Net Q Multimedia Company in the Amount of \$10,292.05 for a Total Not to Exceed of \$76,561.20

- 2023-R200 Authorizing the Mayor and Clerk to Execute a Contract with Scozarri Builders, Inc. for the Metal Roof Installation on the Red Barn at the Schenck Farmstead Project - \$48,243.00
- 2023-R201 Authorizing the Business Administrator to Purchase Carpet and Flooring Installation and Repair for the Senior Center From Buzzy's Carpet, Inc. - \$30,849.30
- 2023-R202 Authorizing the Mayor and Clerk to Execute a Contract with Scozarri Builders, Inc. for the Police Department Detective Area Renovations Project - \$56,666.00
- 2023-R203 Authorizing the Rejection of Bids for the Project Known As Police Department Roof Replacement and Authorizing the Rebid of Said Project
- 2023-R204 Authorizing the Business Administrator to Purchase Technology Equipment for the Police Department from SHI International Corp. Under the New Jersey Cooperative Purchasing Alliance Contract CK04 Subcontract 22-24 with the County of Bergen in the Amount of \$1,970.58 for a Total Not to Exceed of \$276,286.33

13. Introduction of Ordinances

- 2023-15 AN ORDINANCE TO ESTABLISH A SALARY AND WAGE PLAN FOR THE TOWNSHIP OF WEST WINDSOR AND PROVIDE FOR THE ADMINISTRATION THEREOF - CWA

Public Hearing: November 13, 2023

- 2023-16 AN ORDINANCE TO ESTABLISH A SALARY AND WAGE PLAN FOR THE TOWNSHIP OF WEST WINDSOR AND PROVIDE FOR THE ADMINISTRATION THEREOF - IAFF

Public Hearing: November 13, 2023

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

**REQUEST FOR COUNCIL ACTION**

Date of Request: 10/11/2023

Initiated By: Kelly A. Montecinos, CTC Division/Department: Finance, Office of the Tax Collector

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** State Statute 54:4-3.30 allows for the exemption of all property taxes on the residence of a 100% Disabled Veteran.

The resident named in this resolution served in the military and was declared 100% disabled as the result of an active service related injury.

**SOURCE OF FUNDING:** N/A

**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:** This resolution requests a tax refund for a 100% Disabled Veteran.

Memo from Township Tax Assessor, Lorraine M. Jones

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

KMontecinos  
Department/Division Head

Jerry V. Moody  
Date

10/11/23

APPROVED FOR AGENDA OF: October 24, 2023

By: Kerry Diannetta 10/17/23 / Marlene Schmid 10/17/2023  
Marlene Schmid, Business Administrator

MEETING DATE: 10/24/23 Ordinance # \_\_\_\_\_ Resolution # 2023-R193

Council Action Taken:

RESOLUTION

WHEREAS, the Tax Assessor of the Township of West Windsor was notified by Joseph F. Wartski, the owner of the residence at 5 Yellowstone Drive, West Windsor, NJ, that he is requesting a 100% Disabled Veteran exemption from property taxes; and

WHEREAS, Mr. Wartski submitted all the required paperwork and proof pursuant to N.J.S.A. 54:3-30; and

WHEREAS, the Township Tax Assessor recommends that the above resident, having met all the requirements of the State Statute for 100% Disabled Veterans as of July 15, 2023, receive a property tax exemption for tax year 2023; and

WHEREAS, the Tax Collector requests the Township Council to cancel the taxes from July 15, 2023 to December 31, 2023 in the amount of \$10,039.90; and

WHEREAS, the Tax Collector requests the Township Council refund Mr. Wartski, in the amount of \$4,283.51, which is the amount paid from the date of disability rating, July 15, 2023 to September 30, 2023.

NOW, THEREFORE, BE IT RESOLVED, the Township Council of the Township of West Windsor hereby authorizes the Tax Collector to cancel and refund the following property taxes listed below for 5 Yellowstone Drive, West Windsor, NJ:

<u>Property Taxes Cancelled</u>	
July 15, 2023 to December 31, 2023	\$ 10,039.90
<u>Property Taxes Refunded</u>	
July 15, 2023 to September 30, 2023	\$4,283.51

Adopted: October 24, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 24<sup>th</sup> day of October, 2023.

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

REQUEST FOR COUNCIL ACTION

Date of Request: October 11, 2023

Initiated By: Kelly A. Montecinos, CTC Division/Department: Finance, Office of the Tax Collector

ACTION REQUESTED/ EXECUTIVE SUMMARY: The municipal portion of property taxes billed for 2023 are being refunded to PSE&G via a credit in the 4<sup>th</sup> quarter of 2023.

This is the 19th year of a 50-year License Agreement with PSE&G.

SOURCE OF FUNDING:N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: 50 Year License Agreement

OTHER SUPPORTING INFORMATION ATTACHED: 50-year License Agreement with PSE&G

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Montecinos Jh V. Weeda 10/12/23  
Department/Division Head Date

APPROVED FOR AGENDA OF: 10/24/2023

By: Kerry Diamante 10/17/23 Marlena Schmid 10/17/2023  
Marlena Schmid, Business Administrator

MEETING DATE: 10/24/23 Ordinance # \_\_\_\_\_ Resolution # 2023-R194

Council Action Taken:

RESOLUTION

- WHEREAS, the Tax Collector has certified the information contained in the License Agreement attached states as follows; and
- WHEREAS, on November 8, 2004, the Township of West Windsor entered into a License Agreement with the Public Service Electric and Gas Company (“PSE&G”), Resolution 2004-R283; and amended on May 22, 2006 by Resolution 2006-R115; and
- WHEREAS, the agreement provides for a property easement for the attached list of properties owned by the PSE&G; and
- WHEREAS, in exchange for use of the land as a Bicycle, Hiking and Jogging Path, the Township Council has agreed to 50-year License Agreement which includes the following provision; and
- WHEREAS, the Township of West Windsor, as noted in Section W of the License Agreement agrees to waive “the municipal portion all real estate taxes levied by the Township of West Windsor against the Licensed Premises”.

NOW, THEREFORE, BE IT RESOLVED the Township Council of the Township of West Windsor agrees to cancel the following municipal taxes totaling \$ 6,241.53 for the year 2023:

Block 16.11	Lot 19	\$ 798.34
Block 17.08	Lot 8	\$ 666.62
Block 17.14	Lot 24	\$ 284.48
Block 17.18	Lot 8	\$ 344.96
Block 19	Lot 5	\$ 2,096.64
Block 49	Lot 86	\$ 1,115.07
Block 61	Lot 78	<u>\$ 935.42</u>
	Total	<u>\$ 6,241.53</u>

Adopted: October 24, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 24th day of October, 2023.

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Gay M. Huber  
 Township Clerk  
 West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** 10/12/2023

**Initiated By:** Timothy M. Lynch

**Division/Department:** Fire & Emergency Services

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** The Leukemia & Lymphoma Society has requested approval for a public firework display on October 28, 2023.

**SOURCE OF FUNDING:** N/A

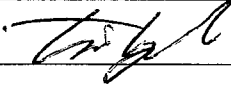
**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:**

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution  
Memo

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

\_\_\_\_\_  
Timothy M. Lynch  10/12/2023  
Department/Division Head Date

**APPROVED FOR AGENDA OF:** 10/24/2023

By: Korrey Diannetta 10/17/2023 / Marlena Schmid  
Marlena Schmid, Business Administrator 10/17/2023

**MEETING DATE:** 10/24/23 **Ordinance #** \_\_\_\_\_ **Resolution #** 2023-R195

**Council Action Taken:**



RESOLUTION

- WHEREAS, The Leukemia and Lymphoma Society desires to conduct a public firework display located at Mercer County Park on October 28, 2023 with no scheduled rain date; and
- WHEREAS, said fireworks display shall be conducted by International Fireworks Manufacturing Company, a U.S. Department of Treasury, Bureau of Alcohol, Tobacco and Firearms licensed Importer of Fireworks, license number 8-PA-011-24-1F-01294; and
- WHEREAS, the New Jersey Uniform Fire Code N.J.A.C. 5:70-3, 5601.2.4.3 requires the governing body approve said fireworks display by resolution prior to granting of a permit by the Township Fire Marshal; and
- WHEREAS, the Township Fire Marshal has designated the fireworks display must commence by 9:30 pm and conclude no later than 10:00 pm; and
- WHEREAS, the minimum insurance coverage required by N.J.A.C. 5:70, 5601.2.4.2 is \$500,000 and International Fireworks Manufacturing Company carries \$4,000,000 insurance coverage; and
- WHEREAS, the Fire Marshal has communicated with the Chief of Police, and the Fire Chief of West Windsor Fire Company who will provide police, and fire protection for said fireworks display and have given their approval; and
- WHEREAS, West Windsor Township Division of Fire and Emergency Services will provide emergency medical services; and
- WHEREAS, the Fire Marshal has reviewed the application for permit, insurance requirements and other applicable regulations and has found all to be in order; and
- WHEREAS, the Fire Marshal recommends the approval of said resolution.

NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of West Windsor this resolution is adopted and a permit may be granted by the West Windsor Township Fire Marshal, upon his approval, for a fireworks display.

Adopted: October 24, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 24<sup>th</sup> day of October, 2023.

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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 2022 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 prescribes 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, at 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: October 24, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 24th day of October 2023.

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Gay M. Huber  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** 10/11/23

**Initiated By:** Kelly A. Montecinos, CTC Division/Department: Finance, Office of the Tax Collector

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** To hold an electronic tax sale.

**SOURCE OF FUNDING:**

**CONTRACT AMOUNT:**

**CONTRACT LENGTH:**

**OTHER SUPPORTING INFORMATION ATTACHED:**

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

Montecinos  
Department/Division Head

K. V. Weaver 10/12/23  
Date

**APPROVED FOR AGENDA OF:** 10/24/23

By: Keray Giannetta 10/17/2023 / Marlena Schmid  
Marlena Schmid, Business Administrator 10/17/2023

**MEETING DATE:** 10/24/23 **Ordinance #** \_\_\_\_\_ **Resolution #** 2023-R197

**Council Action Taken:**

RESOLUTION

WHEREAS, N.J.S.A. 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations promulgated by the Director of the Division of Government Services (N.J.A.C. 5:33-1); and

WHEREAS, in accordance with N.J.S.A. 54:5 et seq, the Township of West Windsor is entitled to recover costs in connection with the tax sale including mailing and estimated advertising; and

WHEREAS, the Township of West Windsor wishes to participate in an electronic tax sale and assess the cost of processing and administering all phases of the tax sale process against only the taxpayers who are delinquent.

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 same to the Director of the Division of Local Government Services if necessary.

BE IT RESOLVED the Tax Collector is authorized to charge and collect a fee of \$25.00 per direct mailing to be added to the cost of sale not to exceed \$50.00.

Adopted: October 24, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 24th day of October, 2023.

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Gay M. Huber  
Township Clerk  
West Windsor Township



## RESOLUTION

WHEREAS, on January 23, 2023, the Township Council passed Resolution 2023-R031 authorizing a Professional Services Agreement with StarNet Solutions, Inc. of Farmingdale, NJ in the amount of \$16,200.00 for Professional Information Technology Support services; and

WHEREAS, the Township wishes to amend the Professional Services Agreement with StarNet Solutions, Inc. to supplement additional hours of on-site, phone or remote support for maintenance, trouble shooting and general support of the Municipal Computer Network; and

WHEREAS, the total revised contract for the StarNet Solutions, Inc. for Professional Information Technology Support services will not exceed \$23,400.00; 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:

<u>Administration – Technical and Computer Supplies</u>	<u>105 - 04 353</u>	<u>\$7,200.00</u>
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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 an Amended Professional Services Agreement with StarNet Solutions, Inc., for Professional Information Technology Support services in an amount not to exceed \$23,400.00.
- (2) The Agreement so authorized shall require the Provider to provide supplemental Professional Information Technology Support services. A contract amendment may be executed 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 Amended Professional Services Agreement 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.

Adopted: October 24, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 24th day of October, 2023.

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Gay M. Huber  
Township Clerk  
West Windsor Township





RESOLUTION

WHEREAS, the Township Administration continues to proceed with security measures for all municipal facilities including new keyless card access entry technology, motion detectors, panic alarms, security cameras and emergency notification equipment; and

WHEREAS, the West Windsor Township card access system requires upgrading of the network controllers; and

WHEREAS, Network Cabling Inc. dba Net Q Multimedia Company has been awarded the New Jersey State Contract T1778S for Cable and Associated Products; and

WHEREAS, as of October 24, 2023 the Township's total aggregate spending with Network Cabling Inc. dba Net Q Multimedia Company under the New Jersey State Contract T2989-88739 for Communications Wiring Services along with New Jersey State Contract T1778S for Cable and Associated Products is as follows:

- Purchase Order 59266 - \$2,420.58
- Purchase Order 59442 - \$5,783.41
- Purchase Order 59640 - \$41,675.36
- Purchase Order 59915 - \$16,389.80

WHEREAS, the total cost of the equipment and installation services is \$10,292.05 and the Chief Financial Officer has approved funding for the above from the following capital account:

Security System Upgrades	405-2023-09-004	\$10,292.05
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NOW, THEREFORE, BE IT RESOLVED, that the Township Council authorizes the Business Administrator Marlana Schmid to purchase or to enter into a contract with Network Cabling Inc. dba Net Q Multimedia Company under New Jersey State Contracts T2989-88739 and T1778S for a total not to exceed \$ 76,561.20.

Adopted: October 24, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 24th day of October, 2023.

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Gay M. Huber  
Township Clerk,  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** October 2, 2023

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing the awarding of a Contract for the **Metal Roof Installation at the Schenck Farmstead** to Scozarri Builders, Inc. of Trenton, New Jersey. The work under this contract includes, but is not limited to, installation of a new metal roof over the existing cedar roof of the red barn at the Schenck Farmstead. Five (5) bids were received for this project and the Facilities Maintenance Manager is recommending that this contract be awarded to the lowest responsible and responsive bidder, Scozarri Builders, Inc. of Trenton, New Jersey.

**SOURCE OF FUNDING:**

Schenck Farmstead Carriage House Barn	405-2009-14-013	\$48,243.00
Account Title	Account Number	Amount

**CONTRACT AMOUNT:** \$48,243.00

**CONTRACT LENGTH:** Sixty (60) calendar days from Notice to Proceed

**OTHER SUPPORTING INFORMATION ATTACHED:**

- |  |  |
|--|--|
| Resolution                               | Public Works Registration                  |
| Facility Maintenance Managers Memorandum | Affirmative Action Contract                |
| Certification of Funds                   | Business Registration Certification        |
| Agreement                                | Certificate of Employee Information Report |
| Affidavit of Compliance                  |  |

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

Brian Aronson 10-2-2023  
 Department/Division Head Date

**APPROVED FOR AGENDA OF:** October 24, 2023

By: Kerry Diannetta 10/17/2023 / Marlena Schmid  
 Marlena Schmid, Business Administrator 10/17/2023

**MEETING DATE:** 10/24/23 **Ordinance #** \_\_\_\_\_ **Resolution #** 2023-200

**Council Action Taken:**

RESOLUTION

WHEREAS, the Township of West Windsor has determined the need for installation of a metal roof on the red barn located at the Schenck Farmstead; and

WHEREAS, said contract was put out to public bid and the following bids were received and opened on Thursday, September 28, 2023; and

WHEREAS, the Township received Five (5) bids from the following bidders:

<u>Contractor</u>	<u>Total Base Bid</u>
Scozarri Builders, Inc.	\$48,243.00
Grayson Contracting Company, Inc.	\$60,000.00
Sky General Construction	\$65,000.00
MTB, LLC	\$70,000.00
Kupex Exteriors, LLC	\$119,734.00

WHEREAS, the Township Facilities Maintenance Manager has reviewed the bids and has determined the lowest responsible and responsive bid was submitted by Scozarri Builders, Inc. of Trenton, New Jersey; 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:

<u>Schenck Farmstead Carriage House Barn</u>	<u>405-2009-14-013</u>	<u>\$48,243.00</u>
Account Title	Account Number	Amount

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the contract for the Metal Roof Installation at the Schenck Farmstead Project be awarded to Scozarri Builders, Inc., 1891 North Olden Avenue, Trenton, New Jersey 08638 and the Mayor and Clerk are authorized to execute said contract.

Adopted: October 24, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 24th day of October, 2023.

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

**REQUEST FOR COUNCIL ACTION**

Date of Request: October 11, 2023

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing the Township of West Windsor to enter into a contract with Buzzy's Carpet, Inc. to provide replacement of carpet and tile flooring at the West Windsor Twp. Senior Center. The Township Facilities Maintenance Manager is recommending execution of a contract for said services with Buzzy's Carpet, Inc. of Seaside Park, NJ under the Mercer County Cooperative Purchasing System.

**SOURCE OF FUNDING:**

Senior Building - Carpet and Flooring Replacement                      405-2020-14-003                      \$30,849.30

**CONTRACT AMOUNT:** \$30,849.30

**CONTRACT LENGTH:**    N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution    Certification of Funds

Buzzy's Carpet Pricing Form

Mercer County Cooperative Contract Purchasing System  
CK09MERCER2021-22 Contract Award Documents

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

Brian Aronson    10-11-2023  
Department/Division Head    Date

**APPROVED FOR AGENDA OF: OCTOBER 24, 2023**

By: Kerry Diannotta 10/17/2023 / Marlena A. Schmid  
Marlena Schmid, Business Administrator    10/17/2023

MEETING DATE: 10/24/23 Ordinance # \_\_\_\_\_ Resolution # 2023-R201

Council Action Taken:

RESOLUTION

WHEREAS, the West Windsor Township Senior Center requires replacement of carpet and tile flooring; and

WHEREAS, West Windsor Township solicited four (4) contractors under the Mercer County Cooperative Contract Purchasing System CK09MERCER2021-22 Contract for Carpet and Flooring Installation and Repair; and

WHEREAS, the Township has received Two (2) proposals from the following companies:

Contractor	Base Bid	Alternate Bid
Buzzy's Carpet, Inc.	\$24,129.30	\$6,720.00
Commercial Interiors Direct, Inc.	\$29,248.00	\$16,012.75
Contract Flooring Systems, LLC	Not Provided	Not Provided
Best Value Rugs and Carpet	Not Provided	Not Provided

WHEREAS, the total cost of the carpet and tile flooring replacement is \$30,849.30 and the Chief Financial Officer has certified the availability of funds for the above from the following account:

Senior Building - Carpet and Flooring Replacement 405-2020-14-003 \$30,849.30

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of West Windsor authorizes the Business Administrator Marlana Schmid to enter into a contract with Buzzy's Carpet, Inc under the Mercer County Cooperative Purchasing System Contract CK09MERCER2021-22 for Carpet and Flooring Installation and Repair for a total not to exceed of \$30,849.30.

Adopted: October 24, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 24th day of October, 2023.

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Gay M. Huber  
Township Clerk,  
West Windsor Township



RESOLUTION

WHEREAS, the Township of West Windsor has determined the need for renovations to the Detective Bureau offices located at the Township Police Department; and

WHEREAS, said contract was put out to public bid and the following bids were received and opened on Thursday, September 28, 2023; and

WHEREAS, the Township received two (2) bids from the following bidders:

<u>Contractor</u>	<u>Total Base Bid</u>
Scozarri Builders, Inc.	\$56,666.00
J.H. Williams Enterprises	\$79,000.00

WHEREAS, the Township Facilities Maintenance Manager has reviewed the bids and has determined the lowest responsible and responsive bid was submitted by Scozarri Builders, Inc. of Trenton, New Jersey; 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:

<u>Detective Bureau &amp; Training Room Improvements</u>	<u>405-2022-08-028</u>	<u>\$56,666.00</u>
Account Title	Account Number	Amount

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the contract for the WWT Police Department Detective Area Renovations Project be awarded to Scozarri Builders, Inc. 1891 North Olden Avenue, Trenton, New Jersey 08638, and the Mayor and Clerk are authorized to execute said contract.

Adopted: October 24, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 24th day of October, 2023.

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

REQUEST FOR COUNCIL ACTION

Date of Request: October 2, 2023

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

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Adoption of a resolution authorizing the rejection of bids for the project known as **Police Department Roof Replacement**, due to bids received exceeding current capital funding allocations and there being insufficient funds to proceed with an award.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

Resolution

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

Brian Aronson 10-2-2023  
Department/Division Head Date

APPROVED FOR AGENDA OF: October 24, 2023

By: Kerry Diammetta 10/17/2023 / Marlena Schmid 11/17/2023  
Marlena Schmid, Business Administrator

MEETING DATE: 10/24/23 Ordinance # \_\_\_\_\_ Resolution # 2023-R203

Council Action Taken:



RESOLUTION

WHEREAS, the Township of West Windsor opened and read bids on Thursday, September 28, 2023 for a project known as Police Department Roof Replacement; and

WHEREAS, all twelve (12) bids submitted exceeded current capital funding allocations for this project; and

WHEREAS, the Bid Documents permit the Township of West Windsor to reject any and all bids if it is in the public interest to do so; and

WHEREAS, it is in the best interest of the Township of West Windsor to reject all bids submitted.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that all bids for the project known as Police Department Roof Replacement are hereby rejected and the Township Council authorizes the rebid of this project at a future date.

Adopted: October 24, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 24th day of October 2023.

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Gay M. Huber  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** 09/27/2023

**Initiated By:** Chief Robert Garofalo **Division/Department:** Police

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

These purchases will support the Investigative Operations of the Police Department by allowing detectives to monitor interviews from remote locations. This is possible with the upgrade to the Axon system which is expected in November 2023.

**SOURCE OF FUNDING:**

405-2019-18022 Police - Acq. Office/Computer Equipment

**CONTRACT AMOUNT:**

\$ 1,970.58

**CONTRACT LENGTH:**

N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Special report with statement of need. Quote attached

**S:\AGENDA INBOX (file name)** \_\_\_\_\_

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

Chief Robert Garofalo 09/27/2023  
\_\_\_\_\_  
Department/Division Head Date

**APPROVED FOR AGENDA OF:** 10/24/23

**By:** Kerry Diamante 10/17/23 / Marlena Schmid  
Marlena Schmid, Business Administrator 10/17/2023

**\*\* 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:** 10/24/23 **Ordinance #** \_\_\_\_\_ **Resolution #** 2023-R204

**Council Action Taken:**

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 Police Department needs to purchase technology equipment to support Police Department operations and SHI International Corp. is an authorized vendor of computer equipment and peripherals (2022-2024) under the New Jersey Cooperative Purchasing Alliance Contract #CK04, Subcontract #22-24 in the amount of \$1,970.58; and

WHEREAS, the total cost of the hardware, software, licensing and support necessary is \$1,970.58 and as of October 24, 2023 the Township's total aggregate spending with SHI International Corp was as follows:

Purchase Order No.	59217	\$ 1,250.57
Purchase Order No.	59313	\$ 5,312.22
Resolution No.	2023-R101	\$ 68,385.00
Resolution No.	2023-R103	\$ 18,236.00
Resolution No.	2023-R104	\$ 4,249.13
Resolution No.	2023-R105	\$ 27,591.53
Resolution No.	2023-R122	\$ 14,532.03
Resolution No.	2023-R139	\$ 125,838.67
Resolution No.	2023-R151	\$ 866.36
Resolution No.	2023-R167	\$ 4,868.10
Resolution No.	2023-R173	\$ 3,186.14
		<hr/>
		\$ 274,315.75

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

Acquisition of Office/Computer Equipment	405-2019-18-022	\$1,970.58
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Page 2  
2023-R204

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor the Business Administrator Marlena Schmid is hereby authorized to purchase the above from SHI International Corp under the New Jersey Cooperative Purchasing Alliance Contract CK04 Subcontract 22-24 with the County of Bergen, for a total not to exceed amount of \$276,286.33.

Adopted: October 24, 2023

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 24th day of October 2023.

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Gay M. Huber  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: 10/13/23

Initiated By: Kerry Giammetta \_\_\_\_\_ Division/Department: ADMIN \_\_\_\_\_

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Ordinance to amend and supplement the revised general ordinance for the salary and wage plan for employees in Job Classifications are non-supervisory white- and blue-collar workers and other positions

**SOURCE OF FUNDING:**

**CONTRACT AMOUNT:**

**CONTRACT LENGTH:** 2023-2026

**OTHER SUPPORTING INFORMATION ATTACHED:**

Salary and wage calculation print out

**COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW**

Kerry Giammetta 10/17/23  
Department/Division Head \_\_\_\_\_ Date \_\_\_\_\_

**APPROVED FOR AGENDA OF:** \_\_\_\_\_

By: Marlena Schmid 10/17/2023 Kerry Giammetta  
Marlena Schmid, Business Administrator 10/17/23

MEETING DATE: 10/24/23 Ordinance # 2023-15 Resolution # \_\_\_\_\_

Council Action Taken:

ORDINANCE 2023-15

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

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 Non-Supervisory White and Blue Collar Workers shall be as noted below:

<u>JOB CLASS 1</u>	[\$31,643-\$50,730]
Clerk Typist	<u>\$35,163-\$58,044</u>
Receptionist	

<u>JOB CLASS 2</u>	[\$33,994-\$53,534]
Custodian	<u>\$37,776-\$61,253</u>
Laborer	

<u>JOB CLASS 3</u>	[\$36,564-\$56,600]
Records Clerk 1	<u>\$40,631-\$64,761</u>
Secretary 1	
Finance Clerk 1	
Animal Control Officer	
Violations Clerk	
Equipment Operator 1	
Utility Person 1	
Assessment Clerk 1	
Tax Clerk 1	

<u>JOB CLASS 4</u>	[\$39,044-\$60,454]
Secretary 2	<u>\$43,386-\$69,170</u>
Records Clerk 2	
Finance Clerk 2	
Mechanic's Assistant	
Utility Person 2	
Equipment Operator 2	
Assessment Clerk 2	
Tax Clerk 2	

JOB CLASS 5 [ \$41,608-\$62,629 ]  
Sanitary Inspector **\$46,236-\$71,659**  
Secretary 3  
Social Worker  
Records Clerk 3  
Finance Clerk 3  
Tax Clerk 3  
Assessment Clerk 3

JOB CLASS 6 [ \$44,104-\$70,258 ]  
Equipment Operator 3 **\$49,010-\$80,388**  
Deputy Court Administrator  
Assistant Assessor  
Utility Person 3  
Human Resource Assistant  
Assistant Municipal Treasurer

JOB CLASS 7 [ \$46,633-\$69,657 ]  
Administrative Assistant **\$51,821-\$79,700**  
Lead Mechanic  
Payroll Benefits Coordinator  
Public Safety Telecommunicator 1

JOB CLASS 8 [ \$49,085-\$71,551 ]  
Crew Chief **\$54,545-\$81,867**  
Public Safety Telecommunicator 2

JOB CLASS 9 [ \$51,927-\$75,353 ]  
Network Administrator **\$57,704-\$86,217**  
Accountant  
Senior Administrative Assistant  
Purchasing Assistant  
Public Safety Telecommunicator 3

JOB CLASS 10 [ \$52,557-\$81,353 ]  
Senior Administrative Assistant/Office Manager **\$58,404-\$90,564**  
Senior Accountant  
Draftsperson  
Environmental Health Specialist  
Deputy Tax Collector  
Administrative Public Safety Telecommunicator

JOB CLASS 11 [ \$60,635-\$88,149 ]  
Senior Environmental Health Specialist **\$67,380-\$100,858**  
Engineer Technician

JOB CLASS 12  
 Building Inspector  
 Electrical Inspector  
 Plumbing Inspector  
 Landscape Architect  
 Network & Systems Engineer  
 Fire Protection Inspector

[\$68,708-\$97,141]  
\$76,352-\$111,147

B. OTHER POSITIONS:

Student employees/Interns	\$ [8.85-\$15.00] <u>\$12.93-\$17.16</u> /hour
Temporary Seasonal Public Works Employees	[\$12.00-\$18.00] <u>\$14.13-\$20.60</u> /hour
Temporary Seasonal Public Health Investigator	[\$10.00-\$30.00] <u>\$12.93-\$34.33</u> hour
Temporary Seasonal Public Health Aide	[\$10.00-\$30.00] <u>\$12.93-\$34.33</u> /hour
Public Health Nurse	[\$25.00-\$75.00] <u>\$25.99-\$85.81</u> /hour
Vulnerable Populations Outreach Coordinator	[\$25.00-\$65.00] <u>\$25.99-\$82.55</u> /hour
<b><u>Local Health Outreach Coordinator</u></b>	
<b><u>Infectious Disease Preparedness Generalist</u></b>	
<b><u>Outreach Coordinator/Health Educator</u></b>	<u>\$25.99-\$82.55</u> /hour
<b><u>Supervisory Vulnerable Populations Outreach</u></b>	<u>\$25.99-\$93.56</u> /hour
<b><u>Coordinator (VPOC) {Local Health Outreach</u></b>	
<b><u>Coordinator/Infectious Disease Preparedness</u></b>	
<b><u>Generalist</u></b>	
Crossing Guards	[\$20.00-\$21.38] <u>\$20.79-\$24.46</u> /hour
Court Attendant Officer	[\$25.12-\$30.00] <u>\$26.11-\$34.33</u> /hour
Assistant Zoning Enforcement Officer	[\$25.00- 35.00] <u>\$25.99-\$40.05</u> /hour
<b><u>Bus Driver – (CDL required)</u></b>	[\$16.97-\$18.14] <u>\$17.64-\$27.96</u> /hour
Audio Visual Specialist	[\$50-\$200]\$51.98-\$228.83 flat rate per meeting
Emergency Shelter Monitor	[\$35.00] <u>\$36.38-\$40.05</u> /hour
Emergency Shelter Coordinator	[\$45.00] <u>\$46.78-\$51.49</u> /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:

PUBLIC HEARING:

ADOPTION:

MAYOR'S APPROVAL:

EFFECTIVE DATE





ORDINANCE 2023-16

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

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 FOR FIREFIGHTERS, FIRE CAPTAINS, FIRE INSPECTORS, AND EMERGENCY MEDICAL TECHNICIANS

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

- A. The annual salaries of the personnel covered by this agreement shall be as follows:

1. Firefighters, Fire Captains:

Employees Hired Before January 1, 2017

	2023	2024	2025	2026
<b>Firefighter</b>	<b>3.95%</b>	<b>3.50%</b>	<b>3.25%</b>	<b>3%</b>
Seventh	\$83,737	\$86,668	\$89,484	\$92,169
Maximum Step	\$83,737	\$86,668	\$89,484	\$92,169
<b>Fire Captain</b>	<b>\$92,943</b>	<b>\$96,196</b>	<b>\$99,322</b>	<b>\$102,302</b>

Employees Hired After January 1, 2017- through March 30, 2019

	2023	2024	2025	2026
<b>Firefighter</b>	<b>3.95%</b>	<b>3.50%</b>	<b>3.25%</b>	<b>3%</b>
Fourth	\$59,800	\$61,893	\$63,905	\$65,822
Fifth	\$63,522	\$65,745	\$67,882	\$69,918
Sixth	\$67,245	\$69,599	\$71,861	\$74,017
Seventh	\$70,968	\$73,452	\$75,839	\$78,114
Eighth	\$74,689	\$77,303	\$79,816	\$82,210
Ninth	\$78,413	\$81,157	\$83,795	\$86,308
Tenth	\$83,737	\$86,668	\$89,484	\$92,169

<b>Fire Captain</b>	\$92,943	\$96,196	\$99,322	\$102,302
Employees Hired After April 1, 2019				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Firefighter</b>	<b>3.95%</b>	<b>3.50%</b>	<b>3.25%</b>	<b>3%</b>
Entry	\$45,018	\$46,593	\$48,108	\$49,551
Second	\$50,876	\$52,657	\$54,368	\$55,999
Third	\$54,002	\$55,892	\$57,709	\$59,440
Fourth	\$57,127	\$59,126	\$61,048	\$62,879
Fifth	\$60,254	\$62,362	\$64,389	\$66,321
Sixth	\$63,379	\$65,598	\$67,730	\$69,761
Seventh	\$66,504	\$68,832	\$71,069	\$73,201
Eighth	\$69,630	\$72,067	\$74,409	\$76,641
Ninth	\$72,756	\$75,302	\$77,749	\$80,082
Tenth	\$75,881	\$78,537	\$81,090	\$83,522
Eleventh	\$79,007	\$81,772	\$84,430	\$86,963
Twelfth	\$83,737	\$86,668	\$89,484	\$92,169
<b>Fire Captain</b>	\$92,943	\$96,196	\$99,322	\$102,302

Salary schedule is based on a 40/hour work week and 2080 hours annually

2. Fire Inspector Salary

2023 rate- \$28.00/per hour; annual increases at same percentages as above:

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Fire Inspector</b>		<b>3.50%</b>	<b>3.25%</b>	<b>3%</b>
Hourly	\$28.00	\$28.98	\$29.92	\$30.82
Annual	\$34,944	\$ 36,167	\$ 37,342	\$ 38,463

3. Emergency Medical Technician

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>3.5%</b>	<b>3.25%</b>	<b>3%</b>
	\$40,632-\$58,812	\$42,054-\$60,870	\$43,421-\$62,849	\$44,723-\$64,734

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:

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ADOPTION:

MAYOR APPROVAL:

EFFECTIVE DATE: