

**MEETING TO BE  
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**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 9, 2024**

7:00 p.m.

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice - January 19, 2024 to The Times and the Princeton Packet and posted on the Township web-site.
4. Salute to the Flag
5. Ceremonial Matters and/or Topics for Priority Consideration  
  
Proclamation for Constitution Week - September 17 thru September 23, 2024  
  
Proclamation for National Drive Electric Week - September 27 thru October 6, 2024
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
  - B. Minutes

C. Bills & Claims

12. Items Removed from Consent Agenda

13. Recommendations from Administration and Council/Clerk

2024-R173 Authorizing the Refund of Property Tax  
Overpayment

2024-R174 Authorizing the Mayor and Clerk to Execute the  
Professional Services Agreement with EPIC as  
Health Insurance Benefits Consultant- \$40,000.00

2024-R175 Authorizing the Business Administrator to Execute  
a Memorandum of Understanding with Mercer County  
for a Pedestrian Crosswalk Beacon System on  
Clarksville Road at Norchester Drive

2024-R176 Authorizing the Mayor and Clerk to Execute the  
Contract with Aquatic Service, Inc. for Closing,  
Opening, Painting and Seasonal Maintenance of the  
West Windsor Aquatic Complex for the Period Fall  
2024 Through Labor Day 2025 - \$58,579.25

2024-R177 Authorizing the Mayor and Clerk to Execute  
Amendment #1 from Center State Engineering for  
Construction Administration and Observation  
Services for the Project Known as 2022 Annual  
Road Program for \$7,500.00 for a Total Not To  
Exceed \$51,250.00

2024-R178 Authorizing the Business Administrator to  
Purchase Printers, Toner, and a Replacement  
Microsoft Surface from SHI International  
Corporation, a State Contract Vendor - \$2,778.68

2024-R179 Authorizing the Business Administrator to  
Purchase HP Toner from SHI International  
Corporation, a State Contract Vendor - \$4,000.00

2024-R180 Authorizing the Business Administrator to  
Purchase Firefighter Protective Clothing for the  
Division of Fire and Emergency Services from  
Municipal Emergency Services an Authorized Vendor  
Under New Jersey State Contract -\$39,173.08

14. Introduction of Ordinances

2024-25 AN ORDINANCE TO AMEND AND SUPPLEMENT  
CHAPTER 168, "TRAFFIC AND PARKING," OF THE  
REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF  
WEST WINDSOR

Public Hearing: September 23, 2024

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

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** 8/23/24

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** A refund of property tax overpayment. Property owner made an overpayment on their taxes and are requesting a refund of this amount.

**SOURCE OF FUNDING:** N/A

**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:** A taxpayer overpaid their taxes and a refund is due. The Tax Collector mailed voucher to them and has received said voucher signed by the Resident entitled to a refund.

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

Montecinos J. W. Mark 8/26/24  
Department/Division Head Date

**APPROVED FOR AGENDA OF:** 9-9-24

By: Martena Schmid 09/04/2024  
Martena Schmid, Business Administrator

**MEETING DATE:** 9/9/24 **Ordinance #** \_\_\_\_\_ **Resolution #** 2024-R173

**Council Action Taken:**

RESOLUTION

WHEREAS, the Tax Collector, Kelly A. Montecinos, has certified the following taxpayer overpaid their taxes; and

WHEREAS, the Tax Collector is requesting that the overpaid taxes be refunded.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the following refund be made:

<u>Taxpayer</u>	<u>Refund</u>
PAYEE: Bhopti, Rustom & Farah 21 Rainflower Lane Princeton Junction, NJ 08550	\$2,350.05

ASSESSED OWNER: Bhopti, Rustom & Farah  
PROPERTY LOCATION: 21 Rainflower Lane  
BLOCK: 35 LOT: 105.45

Total \$2,350.05

Adopted: September 9, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 9th day of September, 2024.

\_\_\_\_\_  
Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: August 27, 2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Authorizing the reappointment of EPIC as Health Insurance Benefits Consultant.

**SOURCE OF FUNDING:**

Current Budget

**CONTRACT AMOUNT:**

\$40,000

**CONTRACT LENGTH:**

September 15, 2024 through September 14, 2025

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution, contract, and memo

S:\AGENDA INBOX (file name) 2024-HealthCons-Res

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

Hemant Marathe 8/28/24  
Department/Division Head Date

APPROVED FOR AGENDA OF: August 28, 2023

By: Marlena A. Schmid 09/04/2024  
Marlena A. 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: 9/9/24 Ordinance # \_\_\_\_\_ Resolution # 2024-R174

Council Action Taken:

## RESOLUTION

- WHEREAS, the Township of West Windsor has a need for specialized Health Insurance Benefits Consultant Services; and
- WHEREAS, the Township Business Administrator, Chief Financial Officer and Mayor recommend approval of a Professional Services Agreement with Edgewood Partners Insurance Center dba EPIC Insurance Brokers and Consultants of Jersey City, New Jersey for the period from September 15, 2024 through September 14, 2025; and
- WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds for said Agreement are available in the following line item appropriation account:

Group Insurance – Miscellaneous Services	105-51-299	\$40,000.00
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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 Edgewood Partners Insurance Center dba EPIC Insurance Brokers and Consultants of Jersey City, New Jersey, as the Township Health Insurance Benefits Consultant through September 14, 2025.
2. The Agreement so authorized shall require the Provider to perform Health Insurance Benefits Consultant Services. The Agreement 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 Agreement between the Township and Edgewood Partners Insurance Center dba EPIC Insurance Brokers and Consultants of Jersey City, New Jersey and copy of this Resolution shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: September 9, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 9th the day of September, 2024.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: August 29, 2024

Initiated By: Francis Guzik Division/Department: Comm. Dev./Engineering

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a Resolution authorizing the Business Administrator to sign a Memorandum of Understanding with Mercer County related to the construction and maintenance of a pedestrian crosswalk, including flashing/illuminated warnings (in the form of rectangular rapid flashing beacons, or RRFBs) and warning/regulatory signage, on Clarksville Road (Mercer County Route 638) at the intersection with Norchester Drive.

**SOURCE OF FUNDING:** N/A

**CONTRACT AMOUNT:** N/A

**CONTRACT LENGTH:** N/A

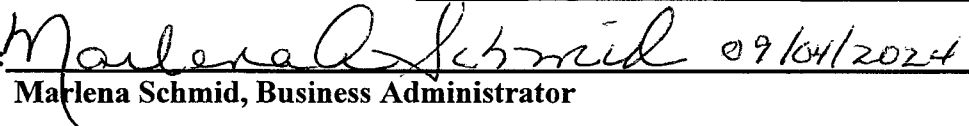
**OTHER SUPPORTING INFORMATION ATTACHED:**

- Resolution
- Engineer's Memo
- Map – Exhibit A

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

 8/29/24  
Department/Division Head Date

APPROVED FOR AGENDA OF: September 09, 2024

By:   
Marlena Schmid, Business Administrator

MEETING DATE: 9/9/24 Ordinance # \_\_\_\_\_ Resolution # 2024-R175

Council Action Taken:  
Distributed:



RESOLUTION

WHEREAS, the Township of West Windsor has continuously demonstrated its commitment for improved bicycle and pedestrian facilities within the community; and

WHEREAS, the Township of West Windsor has determined the need to upgrade the pedestrian crosswalk crossing Clarksville Road (Mercer County Route 638) at the intersection with Norchester Drive; and

WHEREAS, this project is located on right-of-way owned by Mercer County; and

WHEREAS, Mercer County requires the Township to enter into a Memorandum of Understanding with the Township for the pedestrian crosswalk; and

WHEREAS, a Resolution by Township Council authorizing the signature of the Memorandum of Understanding by the Business Administrator is required.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor formally endorses the pedestrian improvements crossing Clarksville Road (Mercer County Route 638) at the intersection with Norchester Drive and authorizes the Business Administrator Marlena A. Schmid to sign the Memorandum of Understanding with Mercer County.

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 9th day of September 2024.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: August 28, 2024

Initiated By: Noreen Tenaglia Division/Department: Recreation and Parks

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Resolution authorizing the award of a contract for Closing, Opening, Painting and Seasonal Maintenance of the West Windsor Aquatic Complex to Aquatic Service, Inc. for the period Fall 2024 through Labor Day 2025. The Township has by public bid solicited proposals for Closing, Opening, Painting and Seasonal Maintenance of the West Windsor Aquatic Complex. On August 27, 2024 one bid was received from Aquatic Service, Inc.

**SOURCE OF FUNDING:**

2024 Recreation - Consultant Services \$11,924.20  
2025 Recreation - Consultant Services \$46,655.05  
Account No. 105-22-210

**CONTRACT AMOUNT:** Not to exceed \$58,579.25

**CONTRACT LENGTH:** Fall 2024 through Labor Day 2025

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution  
Contract  
Recommendation Memo from Noreen Tenaglia  
Certification of Funds

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

Noreen Tenaglia 8/28/2024  
Department/Division Head Date

**APPROVED FOR AGENDA OF:** September 9, 2024

By: Marlena Schmid 09/04/2024  
Marlena Schmid, Business Administrator

**MEETING DATE:** 9/9/24 Ordinance # \_\_\_\_\_ Resolution # 2024-2126  
**Council Action Taken:**

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 2024 to Labor Day 2025; and

WHEREAS, on August 27, 2024 the Township of West Windsor received one (1) bid in the amount of \$58,579.25 for the Base Bid - Closing and Opening the Facility and Alternate 1 - Painting the Pools from Aquatic Service, Inc., 550 Hartle Street, Suite F, Sayreville, New Jersey 08872 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 funds are available in the 2024 Municipal Budget in the following accounts and is subject to the adoption of the 2025 Municipal Budget:

105-22-210	2024 Recreation - Consultant Services	\$11,924.20
105-22-210	2025 Recreation - Consultant Services	<u>\$46,655.05</u>
	Total:	\$58,579.25

NOW, THEREFORE, BE IT RESOLVED by the Township Council of The Township of West Windsor the Contract for Closing, Opening, Painting and Seasonal Maintenance of the West Windsor WaterWorks is awarded to Aquatic Service, Inc. for the period Fall 2024 through Labor Day 2025, and that the Mayor and Clerk are authorized to sign the contract.

Adopted: September 9, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 9<sup>th</sup> day of September 2024.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: August 21, 2024

Initiated By: Francis Guzik Division/Department: Comm. Dev./Engineering

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing execution of Contract Amendment No. 1 for Center State Engineering to provide construction administration and observation services for the 2022 Annual Road Program project. The agreement is being amended to increase the contract total to cover additional construction authorized under the contract. The Township Engineer is recommending a contract amendment be awarded to Center State Engineering.

**SOURCE OF FUNDING:**

Original Contract Amount  
Roadway Improvements                      405-2023-08 001                      \$43,750.00

**ADDITION SOURCE OF FUNDING:**

Roadway Improvements                      405-2023-08 001                      \$7,500.00

**CONTRACT AMOUNT:** \$171,000.00

Original Contract Amount:                      \$ 43,750.00  
Contract Amendment #1:                      \$ 7,500.00  
Final Contract Amount:                      \$ 51,250.00

**CONTRACT LENGTH:** no change

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution                      Resolution 2024-R093                      Budget Amendment Request (Exhibit A)  
Amendment #1 to Agreement                      Certificate of Funds                      Engineers Memorandum

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

Francis Guzik 8/27/24  
Department/Division Head                      Date

APPROVED FOR AGENDA OF: September 9, 2024

By: Marlena Schmid 9/4/2024  
Marlena Schmid, Business Administrator

MEETING DATE: 9/9/24 Ordinance # \_\_\_\_\_ Resolution # 2024-R177

Council Action Taken:

## RESOLUTION

- WHEREAS, the Township of West Windsor required professional engineering services related to the 2022 Annual Road Program project; and
- WHEREAS, Center State Engineering was awarded a Professional Services Agreement on March 26, 2024 for the total contract amount of \$43,750.00; and
- WHEREAS, there is presently a need for additional services as detailed in the August 19, 2024 letter from Center State Engineering in the amount of \$7,500.00 for a total revised contract amount of \$51,250.00; and
- WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds for said contract are available in the following account:
- |                      |                 |            |
|----------------------|-----------------|------------|
| Roadway Improvements | 405 2020 14 013 | \$7,500.00 |
|----------------------|-----------------|------------|
- WHEREAS, said Amendment #1 to the Agreement for Professional Services has been reviewed by the Township Engineer and is recommended to be executed.

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, Amendment #1 to the Agreement for Professional Services with Center State Engineering of Monroe Township, NJ, pursuant to its proposal dated August 19, 2024.
- (2) The contract is awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law.
- (3) All other terms and conditions of the Agreement with Center State Engineering, dated March 26, 2024 remain in full force and effect.
- (4) An executed copy of the Amendment between the Township and Center State Engineering and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: September 9, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 9th day of September 2024.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

Date of Request: August 26, 2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Resolution authorizing the Township of West Windsor to enter into a contract with SHI International Corporation to procure 3 HP printers and toner for the Finance Office and 1 replacement Microsoft Surface for Administration as an Authorized Vendor of Computer Equipment & Peripherals (2022-2024) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 22-24 with the County of Bergen.

**SOURCE OF FUNDING:**

Network, Computers, Printers, Scanners 405-2023-09001 \$2,788.68

**CONTRACT AMOUNT:** Increase of \$2,788.68

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

- Resolution
- Certification of Funds
- SHI International Price Quote
- County of Bergen Contract BC-BID- 22-24 Related Documents

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

Brian Aronson 8/27/24

Department/Division Head

Date

APPROVED FOR AGENDA OF: SEPTEMBER 9, 2024

By: Marlena Schmid 09/04/2024  
Marlena Schmid, Business Administrator

MEETING DATE: 9/9/24 Ordinance # \_\_\_\_\_ Resolution # 2024-R178

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 Township needs to purchase three (3) HP printers and toner for the Finance Office and one (1) replacement Microsoft Surface for Administration from SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2022-2024) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 22-24 with the County of Bergen in the amount of \$2,788.68; and

WHEREAS, as of September 9, 2024 the Township's total aggregate spending with SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2022-2024) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 22-24 with the County of Bergen was as follows:

Purchase Order No.	61297	\$ 49.40
Purchase Order No.	61308	\$ 9,887.90
Purchase Order No.	61336	\$ 1,098.60
Resolution No.	2024-R063	\$ 9,025.20
Resolution No.	2024-R064	\$ 107,370.99
Resolution No.	2024-R065	\$ 12,000.00
Resolution No.	2024-R091	\$ 651.29
Resolution No.	2024-R110	\$ 11,390.02
Resolution No.	2024-R111	\$ 11,630.82
Resolution No.	2024-R125	\$ 17,299.77
Resolution No.	2024-R164	\$ 1,847.13
<u>Resolution No.</u>	<u>2024-R165</u>	<u>\$ 1,609.20</u>
		\$ 183,860.32

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

Network, Computers, Printers, Scanners	405-2023-09001	\$2,788.68
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NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Business Administrator Marlena A. Schmid is hereby authorized to purchase the above from SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2022-2024) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 22-24 with the County of Bergen for a total not to exceed of \$ 186,649.00.

Adopted: September 9, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 9th day of September, 2024.

\_\_\_\_\_  
 Allison D. Sheehan  
 Township Clerk  
 West Windsor Township





## RESOLUTION

- WHEREAS, the Township of West Windsor, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and
- WHEREAS, the Township of West Windsor has the need on a timely basis to purchase technological goods or services utilizing State contracts; and
- WHEREAS, the Township of West Windsor approved Resolution 2024-R065 on February 12, 2024 in the amount of \$12,000.00 with SHI International Corp to purchase HP Toner throughout the year; and
- WHEREAS, the Township needs to purchase additional HP Toner from SHI International Corp. as an Authorized Vendor/Distributor of Computer Equipment & Peripherals (2022-2024) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 22-24 with the County of Bergen in the amount of \$4,000.00; and
- WHEREAS, as of September 9, 2024 the Township's total aggregate spending with SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2022-2024) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 22-24 with the County of Bergen was as follows:

Purchase Order No.	61297	\$ 49.40
Purchase Order No.	61308	\$ 9,887.90
Purchase Order No.	61336	\$ 1,098.60
Resolution No.	2024-R063	\$ 9,025.20
Resolution No.	2024-R064	\$ 107,370.99
Resolution No.	2024-R065	\$ 12,000.00
Resolution No.	2024-R091	\$ 651.29
Resolution No.	2024-R110	\$ 11,390.02
Resolution No.	2024-R111	\$ 11,630.82
Resolution No.	2024-R125	\$ 17,299.77
Resolution No.	2024-R164	\$ 1,847.13
Resolution No.	2024-R165	\$ 1,609.20
<u>Resolution No.</u>	<u>2024-R178</u>	<u>\$ 2,788.68</u>
		\$ 186,649.00

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

Administration -Technical/Computer Supplies	105-04-353	\$4,000.00
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NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Business Administrator Marlana A. Schmid is hereby authorized to purchase the above from SHI International Corp. as an Authorized Vendor of Computer Equipment & Peripherals (2022-2024) under the New Jersey Cooperative Purchasing Alliance Contract CK04, Subcontract 22-24 with the County of Bergen for a total not to exceed of \$190,649.00.

Adopted: September 9, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 9th day of September, 2024.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** 8/2/2024

**Initiated By:** Lynch

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Authorization to purchase firefighting personal protective equipment through NJ State Contract 17-Fleet-00810 through Municipal Emergency Services.

**SOURCE OF FUNDING:** 405-2023-09-028, \$39,173.08

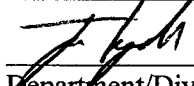
**CONTRACT AMOUNT:** \$39,173.08

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

Certification of Funds

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

 \_\_\_\_\_ 8/2/24  
Department/Division Head Date

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

By:  09/04/2024  
Marlena Schmid, Business Administrator

**MEETING DATE:** 9/9/24 **Ordinance #** \_\_\_\_\_ **Resolution #** 2024-180

**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 Division of Fire and Emergency Services needs to purchase firefighters protective clothing for the Township's firefighters; and

WHEREAS, Municipal Emergency Services, 66 Firemen's Way, Poughkeepsie, NY 12603 has been awarded the New Jersey State Contract # NJ-Fleet-00810, and

WHEREAS, the new personal protective clothing will replace pieces of clothing that have been deemed unsafe and are at least five (5) years in age, and

WHEREAS, the total cost for this purchase is \$39,173.08, and

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

Acquisition of Equipment	405-2023-09-028	\$39,173.08
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NOW, THEREFORE, BE IT RESOLVED by Township Council of the Township of West Windsor the Township Business Administrator Marlena A. Schmid is hereby authorized to purchase firefighters protective clothing from Municipal Emergency Services, 66 Firemen's Way, Poughkeepsie, NY under New Jersey State Contract # NJ-Fleet-00810 for a total not to exceed \$39,173.08.

Adopted: September 9, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 9<sup>th</sup> day of September, 2024.

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Allison D. Sheehan  
Township Clerk  
West Windsor Township



TOWNSHIP OF WEST WINDSOR  
MERCER COUNTY, NEW JERSEY

ORDINANCE NO. 2024 25

AN ORDINANCE TO AMEND AND SUPPLEMENT  
CHAPTER 168, "TRAFFIC AND PARKING," OF THE  
REVISED GENERAL ORDINANCES  
OF THE TOWNSHIP OF WEST WINDSOR

BE IT ORDAINED, by the West Windsor Township Council, County of Mercer, State of New Jersey, that the Code of West Windsor Township, be amended and supplemented as follows:

SECTION I.

CODE OF THE TOWNSHIP OF WEST WINDSOR, NEW JERSEY

PART II: GENERAL LEGISLATION

CHAPTER 168: TRAFFIC AND PARKING

ARTICLE V: TRAFFIC AND PARKING REGULATIONS ON PRIVATE PROPERTY

Section 168-37: Control of movement and parking on public and private property,

C. Regulation for the movement and the parking of traffic on all other private property in accordance with the provisions of N.J.S.A. 39:5A-1, the regulations of Subtitle 1 of Title 39 are hereby made applicable to the properties listed.

(1) Schedule A, is hereby amended to add the following:

Property	Regulation	Movement
Wawa @ Block 7, Lot 59.01 (commercial)	Parking in designated area between the painted lines	As shown on sketch on file with Township Police Division
	Stop signs	
	No parking loading zone	

SECTION II.

PART II: GENERAL LEGISLATION

CHAPTER 168: TRAFFIC AND PARKING

ARTICLE VII: Schedules

Section 168-81: Schedule XXVI: Handicapped Parking on All Other Private property, is hereby amended to add the following:

Property	Number of Spaces	Location
Wawa (Blk 7, Lot 59.01)	2	As per sketch on file in Police Division

SECTION III.

In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to the portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

SECTION IV.

This ordinance shall take effect upon final passage and publication in accordance with the law.

INTRODUCTION:

PUBLIC HEARING:

ADOPTION:

MAYOR APPROVAL:

EFFECTIVE DATE

**TOWNSHIP OF WEST WINDSOR**  
*Community Development Department*  
*Division of Engineering*

**MEMORANDUM**

**TO:** Allison Sheehan  
Municipal Clerk

**FROM:** Francis A. Guzik, PE, CME *FG*  
Director of Community Development / Township Engineer

**DATE:** August 27, 2024

**SUBJECT:** Title 39 Enforcement Request  
Wawa - **Windsor 1 Developers**  
Block 7, Lot 59.01  
**ZB19-06**

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Windsor 1 Developers, LLC have requested the provisions of Title 39 be made applicable to the Wawa project on US Route 1 in West Windsor. The project was reviewed and approved by the Zoning Board under project ZB19-06, at which time the project's signage, striping, parking and circulation elements were reviewed and approved by the Board's Professional Traffic Engineer and Timothy M. Lynch, Chief of Fire & Emergency Services of the West Windsor Township Fire and Emergency Services Division.

I have reviewed the proposed Exhibit to the Title 39 request (to be kept on file at the Township Police Division) and find it accurately depicts the requirements of the Board approval as it applies to traffic operations on the private property. The Exhibit has also been reviewed and approved by the Police Traffic Sergeant.

Finally, there were installed barrier free parking stalls with the development. A change to one of the parking schedules within Chapter 168 is required to reflect these additional stalls.

A draft Ordinance for these amendments to Township Code Chapter 168 "Traffic" has been prepared by my office for consideration by the Township Council.

Should you have any questions or comments, please do not hesitate to contact me.

FG

Enclosures

Cc: Marlena Schmid, Business Administrator  
Kevin Loretucci, Police Traffic Sergeant

Wawa Title 39 memo 240827.doc

**WINDSOR 1 DEVELOPERS LLC  
1195 Route 70, Suite 2000  
Lakewood, NJ 08701**

July 23, 2024

West Windsor Township  
271 Clarksville Rd  
West Windsor, NJ 08550  
Attention: Francis Guzik, Director Community Development/Twp Engineer  
Email: fguzik@westwindsortwp.com

***RE: Title 39 for Wawa  
Block 7, Lot 59.01***

Dear Mr Guzik,

Windsor 1 Developers LLC received land use approvals from the township's Zoning Board of Adjustment on October 22, 2020. These approvals enabled the applicant to proceed with the development of the above-referenced property for a Wawa food market and fueling station.

The approvals included numerous conditions including an obligation on the part of the applicant to extend Title 39 jurisdiction to West Windsor Township on the property. Kindly accept this letter as Windsor 1 Developers LLC's formal request that the municipality agree to do so.

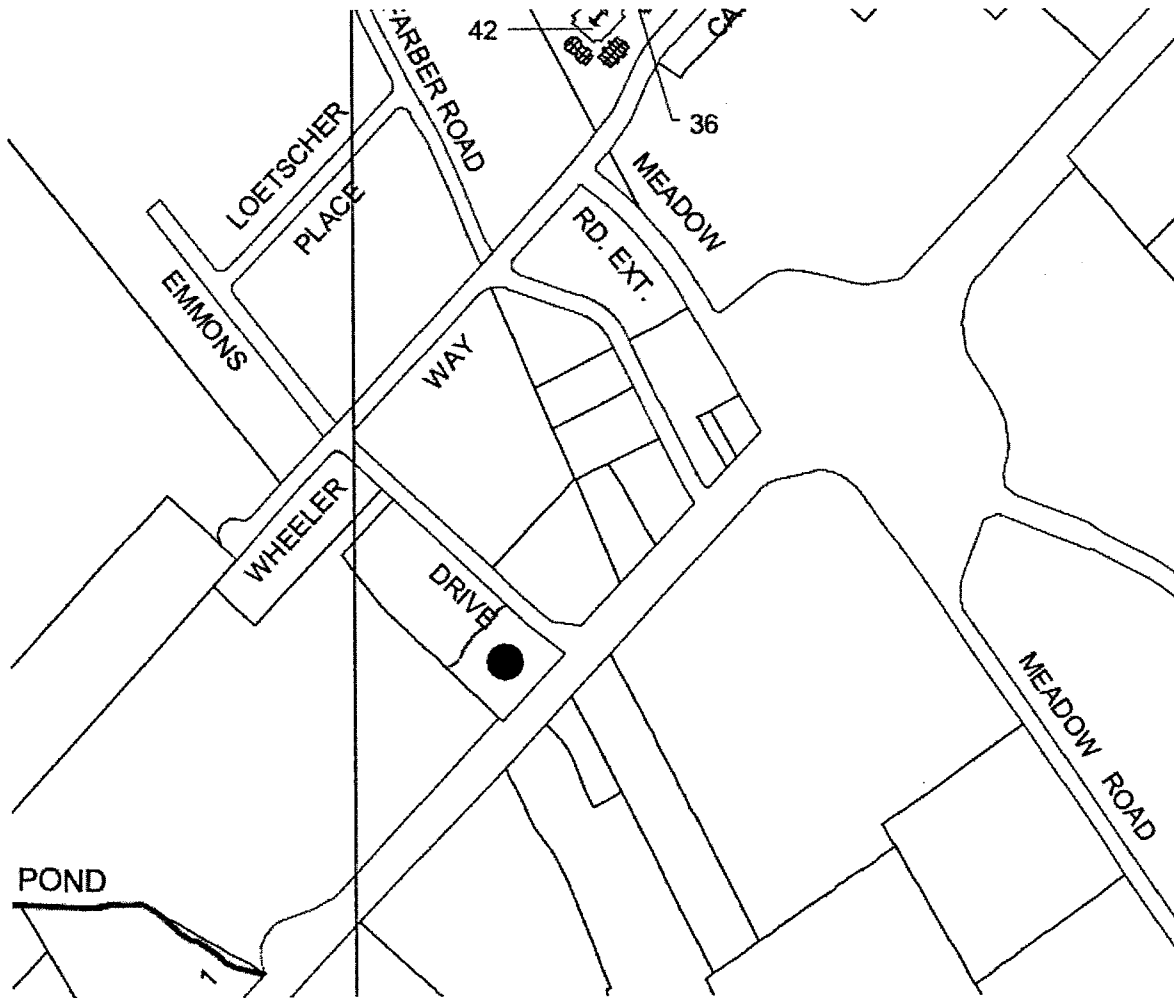
Sincerely,

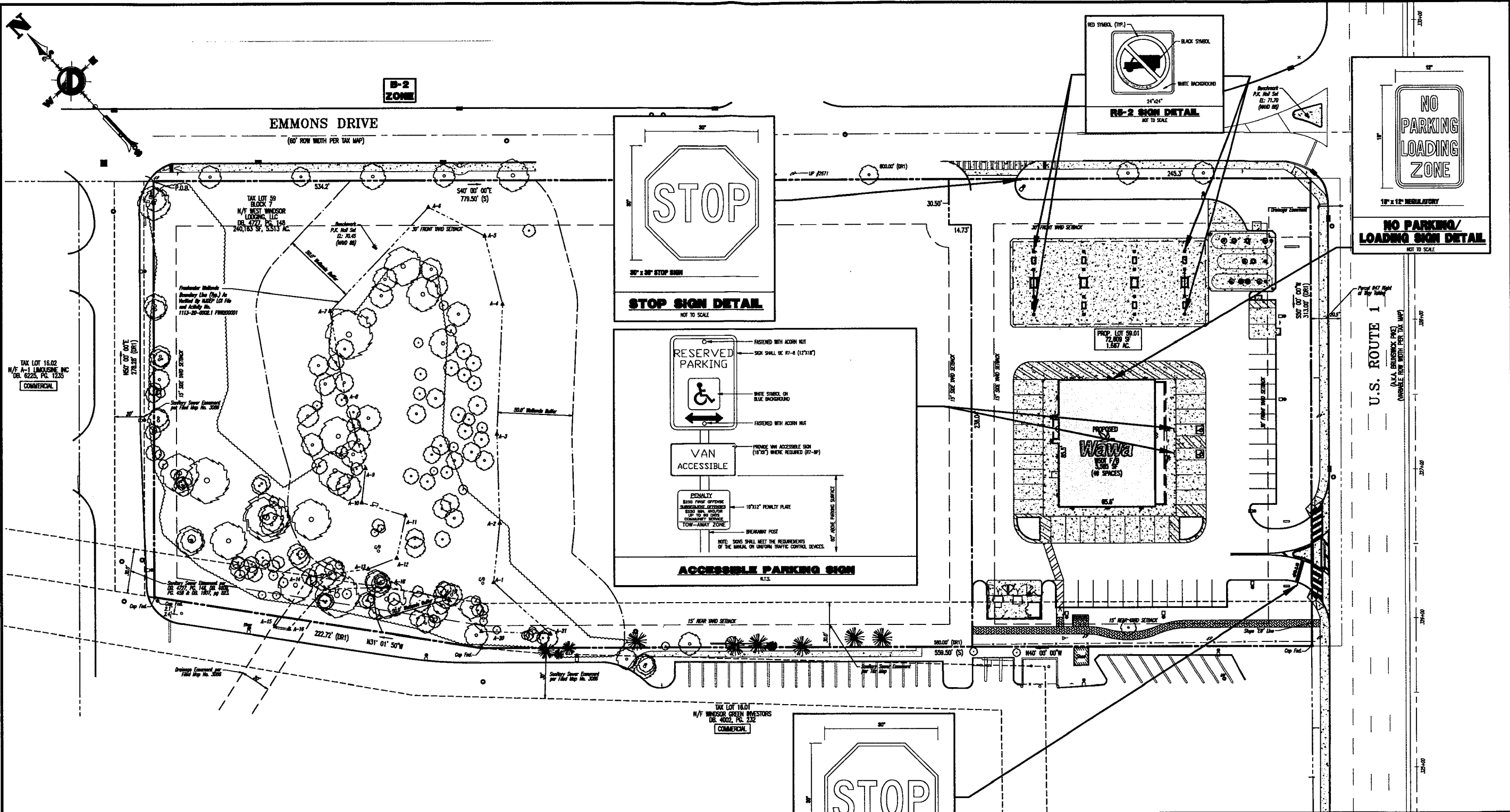


WINDSOR 1 DEVELOPERS LLC  
Joseph Mizrahi, Director of Development

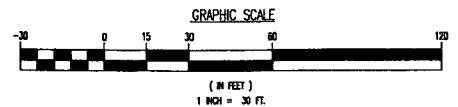
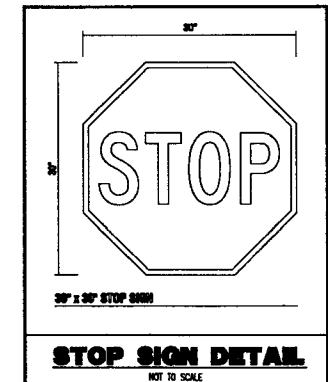


Location Map – Wawa Title 39 Request





Project: 07/25/24 - 3:28 PM, Dr: Matthew Sharo, P.E., Mark A. Whitaker, P.E., Dynamic Engineering Consulting, PC  
 File: P:\Projects\14786\14786043\14786043.DWG, 01 TITLE 39 EXHIBIT



**FINAL FOR SEWER DESIGN**

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**TITLE 39 EXHIBIT**

PROJECT: **WINDSOR 1 DEVELOPERS, LLC**  
**PROPOSED Wawa FOOD MARKET & FUELING STATION AND HOTEL**  
BLOCK 7, LOT 59  
U.S. ROUTE 1 (BRUNSWICK PIKE) & EMMONS DRIVE  
TOWNSHIP OF WEST WINDSOR, MERCER COUNTY, NEW JERSEY

DATE: 07/25/2024  
JOB No: 1478-99-043  
SCALE: 1"=30'  
SHEET No: 1 OF 1

DESIGNED BY: RJM  
CHECKED BY: MS  
DRAWN BY: KJH

**MATTHEW SHARO** PROFESSIONAL ENGINEER  
NEW JERSEY LICENSE No. 42868

**MARK A. WHITAKER** PROFESSIONAL ENGINEER  
NEW JERSEY LICENSE No. 41417

PROTECT YOURSELF  
IF YOU ARE A CONTRACTOR OR ARCHITECT, YOU MUST VERIFY THE QUALITY OF THE WORK AND THE QUALITY OF THE DESIGNER'S WORK.  
FOR MORE INFORMATION, PLEASE VISIT: [www.nj.gov/education](http://www.nj.gov/education)