

**MEETING TO BE
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**INAUGURATION,
REORGANIZATION MEETING
OF THE COUNCIL OF WEST WINDSOR TOWNSHIP
WEST WINDSOR MUNICIPAL BUILDING
271 CLARKSVILLE ROAD
TO THE EXTENT KNOWN**

January 16, 2024

Time: 6:15 p.m.

INAUGURATION

- Call to Order
- Salute to the Flag
- Statement of Adequate Notice: December 29, 2023 to the Princeton Packet and The Times
- Reading of the Municipal Election Results of November 7, 2023
- Oaths of Office: Sonia Gawas, Andrea Mandel, Daniel Weiss
- Comments by Re-Elected and Newly Elected Officials
- Comments by Other Members of Council

A short break will occur between the Inauguration and the Reorganization Portion of the meeting.

REORGANIZATION

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice: Published in the Princeton Packet and The Times on December 29, 2023 and posted on the Township web-site on December 29, 2023. All Council meetings are open to the public with access via Zoom for those who wish to attend virtually. Please see the Township web-site for further details.

4. Salute to the Flag
5. **Nomination of Council Officers 2024**
 - Council President
Swearing in of Council President. Gavel is transferred to Council President
 - Council Vice President
Swearing in of Council Vice President
6. Nomination and Swearing in of Affordable Housing Committee Member
Nomination and Swearing in of Planning Board Class III Member
Nomination and Swearing in of Emergency Management Council Member
7. Appointment of Liaisons for Boards and Committees
 - Board of Recreation Commissioners Liaison
 - Environmental Commission Liaison
 - Human Relations Council Liaison
 - Parking Authority Liaison
 - Shade Tree Commission Liaison
 - School Board Liaison
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9. Public Comment

10. Adjournment

RESOLUTION

WHEREAS, by law the Township Council is required to set specific days and times for its regular meetings;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the meeting schedule for January 2024 through January 14, 2025 shall be as follows:

Regular Business Meetings will be held as noted below:

January 16, 29	July 15
February 12**, 26	August 12**, 26
March 4, 26*	September 9, 23
April 8, 29	October 15*, 28
May 13**, 28*	November 12* **, 25
June 10, 24	December 9, 16

Board of Health Meetings**:

February 12, May 13, August 12, November 12

(*) Meeting is scheduled on a Tuesday due to holiday.

Work Sessions and Special Work Sessions will be scheduled as needed.

BE IT FURTHER RESOLVED that unless otherwise noticed all Meetings will begin at 7:00 p.m., Business Session will immediately follow Board of Health Sessions, and all meetings shall be held in the West Windsor Township Municipal Building.

Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, Section 3d of the Open Public Meetings Act, Chapter 231, P.L. 1975 requires that certain notice of meetings be submitted to two (2) newspapers, one of which shall be the official newspaper.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor, County of Mercer, State of New Jersey as follows:

1. The Princeton Packet, and The Times, are designated as official newspapers through January 14, 2025.
2. These papers are hereby designated to receive all notices of meetings as required by law.
3. This resolution shall take effect immediately and be in effect until January 14, 2025.

Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16h day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the Township Council of the Township of West Windsor is desirous of establishing procedural guidelines to facilitate an appropriate and efficient handling of its business.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor, County of Mercer, State of New Jersey, as follows:

1. The attached guidelines entitled “Chapter A205, Council Procedural Guidelines” of the Code of the Township of West Windsor are hereby adopted as amended for the period January 15, 2024 until January 14, 2025.
2. A copy of this document shall be distributed to all department heads and posted in the municipal building.

Adopted: January 16, 2024

I hereby certify the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

Chapter A205. COUNCIL PROCEDURAL GUIDELINES

GENERAL REFERENCES

Administration of government — See Ch. 4.

§ A205-1 **Rule 1: Meetings.**

A. Regular business meetings.

(1) Regular business meetings will be held as noted below (generally on 2nd and 4th Monday's unless a Monday is a holiday):

January [9, 23] <u>16, 29</u>	July [17] <u>15</u>
February [13, 27] <u>12**</u> , <u>26</u>	August [14] <u>12**</u> , [28] <u>26</u>
March [13, 27] <u>4, 26*</u>	September [12*, 26*] <u>9, 23</u>
April [10, 24] <u>8, 29</u>	October [10*, 24*] <u>15*, 28</u>
May [8] <u>13**</u> , [22] <u>28*</u>	November [13**, 27] <u>12* **</u> , <u>25</u>
June [12, 26] <u>10, 24</u>	December [11, 18] <u>9, 16</u>

* Meeting will be scheduled on a Tuesday due to Monday holiday.

** Start time adjusted. Business session will begin immediately after the adjournment of the Board of Health meeting

(2) Unless otherwise noticed, all regular business meetings begin at 7:00 p.m. and will be held in the Council Meeting Room A of the West Windsor Township Municipal Building.

B. Work sessions. Work sessions will be scheduled as needed.

C. Special sessions. Special sessions will be scheduled as needed.

D. Budget work sessions: Budget work sessions will be scheduled as needed. [Unless otherwise noticed, all budget work session meetings begin at 7:00 p.m. and will be held in Council Meeting Room A of the West Windsor Township Municipal Building.]

E. Board of Health meetings: February [27] 12, May [8] 13, August [14] 12, November [13] 12. Unless otherwise noticed, all Board of Health meetings will begin at 7:00 p.m. before the start of the business session and will be held in the Council Meeting Room A of the West Windsor Township Municipal Building.

F. Closed sessions. For meetings where the public is excluded, provision will be made for

public comment before or after the closed portion takes place. When a closed session is part of another meeting, a separate public comment session is not required.

[G. If a Council Member is attending a Council meeting via Zoom (or similar program) they must stay physically present on camera with active microphone and speakers during the entire meeting to comply with the Open Public Meetings Act. (If technical difficulties occur during a meeting, the Township Clerk (or designee) will make the decision as to whether the meeting continues or if a break will be necessary until the technical difficulties can be corrected. If difficulties cannot be resolved within a reasonable period of time, the Township Clerk (or designee) may deem that the Council Member has left the meeting and proceed.)]

§ A205-2 Rule 2: Calling meetings to order.

The Council President or Vice President shall preside at all meetings. In the absence of both the Council President and Vice President, the members of Council in attendance shall select one member to serve as presiding officer for that meeting. The meeting will be called to order at 7:00 p.m. No meeting shall be called to order unless there is a quorum.

§ A205-3 Rule 3: Order of business.

A. The order of business for regular business meetings shall be as follows:

- (1) Call to order.
- (2) Roll call.
- (3) Statement of adequate notice.
- (4) Salute to the flag.
- (5) Ceremonial matters or topic for priority consideration.
- (6) Public comment (thirty-minute comment period; three-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 and claims.
- (12) Items removed from consent agenda.
- (13) Recommendations from Administration and Council/Clerk.
- (14) Introduction of ordinances.
- (15) Additional public comment (fifteen-minute comment period; three-minute limit per person).
- (16) Council reports/discussion/New Business
- (17) Administration updates.
- (18) Closed session (if needed).
- (19) Adjournment.

§ A205-4 **Rule 4: Agenda.**

- A. The business meeting agenda shall be set by 12:00 noon on the Monday prior to the upcoming Monday business meeting. A Request For Council Action form must be submitted reflecting the nature of the action sought, and, if other than a business transaction, the nature of the item and the anticipated length of time necessary for consideration must be outlined.
- B. Council actions may be initiated by members of the Council, the Mayor, the department heads and the Clerk's office. All actions other than those initiated by the Council members and/or the Clerk must be approved by the Mayor or the Business Administrator prior to consideration by the Council President for placement on the agenda.
- C. The Council President shall review with the Clerk all items received and will determine the ultimate composition of the agenda. A draft agenda will be distributed to the Council President at the end of the workday Friday (after the previous business meeting), and a final agenda will be distributed to Council upon the President's approval.
- D. The Township Clerk shall be presented with any proposed ordinance, along with supporting documentation at least three weeks prior to the Council meeting that action is being requested. The Township Clerk will review with the Council President and the Council

President will make the determination as to whether or not this ordinance needs to be discussed at a Council meeting under New Business prior to being presented for introduction or placed on the requested Council meeting for introduction.

- E. The final agenda and any supporting materials will be delivered to the Council no later than the Wednesday preceding the applicable business meeting. The final agenda shall be posted to the West Windsor website on the Thursday preceding the applicable business meeting.
- F. Any matter not submitted to the Clerk's office in a timely manner as set forth above may be considered and acted on by the Council members present, if they agree by majority vote to consider the matter.
- G. Special Business Session agendas as needed will be set by the Council President to include form and format.

§ A205-5 Rule 5: Work sessions.

- A. Work sessions will be utilized for the discussion of policy or similar matters and will be scheduled and/or retained as the Council sees fit. There will be a public comment period, the timing and duration of which shall be at the discretion of the Council; comments are limited to three minutes per person. Action may be taken if it is noticed to be considered.
- B. Scheduled work sessions may also be used for those matters that, of necessity, must be considered in closed sessions, and therefore provide for closed session meetings on other than regularly scheduled business session evenings.
- C. Order of Business for Work Sessions will be as follows:
 - (1) Call to order.
 - (2) Roll call.
 - (3) Statement of adequate notice.
 - (4) Salute to the flag.*
 - (5) Public comment (thirty-minute comment period; three-minute limit per person).
 - (6) For discussion:
 - (a) Mayor/Administration.
 - (b) Council Member/Clerk.

- (7) Additional public comment (fifteen-minute comment period; three-minute limit per person).
- (8) Closed session (if needed).
- (9) Adjournment.

(*If just a stand-alone work session)

§ A205-6 Rule 6: Duties of presiding officer.

The presiding officer shall have general supervision of the meeting. Members and others given the privilege of the floor shall address the presiding officer. If a Council Member and/or Mayor is specifically mentioned during public comment, the Presiding Officer will allow that Council Member and/or Mayor to address the comment immediately thereafter.

§ A205-7 Rule 7: Introduction and passage of ordinances and resolutions.

A. General provisions.

- (1) Every legislative act of the Council shall be by resolution or ordinance.
- (2) All proposed ordinances and resolutions shall be presented to the Council in fully prepared form. No ordinance, except general appropriation ordinances, shall be passed containing more than one subject, which shall be expressed in its title.
- (3) Resolutions and ordinances shall be numbered sequentially at the time of placement on the business agenda. Two separate numbering systems shall be used for the two forms of action.
- (4) A majority of the whole number of members of the Council shall constitute a quorum. Recusals are not to be counted towards a quorum, Abstentions are counted toward a quorum. No ordinance shall be adopted by the Council without the affirmative vote of a majority of the full membership of the Council (N.J.S.A. 40:69A-180). In the case of the adoption of a bond ordinance, the affirmative vote of 2/3 of the full governing body (generally four "yes" votes) is required. No resolution shall be adopted without the affirmative vote of a majority of the quorum.
- (5) All votes shall be taken by roll call, and the yeas and nays shall be entered on the minutes. The presiding officer shall vote last on all questions.
- (6) Resolutions shall take effect after final passage by the Council. Ordinances shall take effect after final passage, publication and the conclusion (running) of any waiting periods as required by law.
- (7) The Township Clerk shall record all ordinances and resolutions adopted by the Council.

- (8) Resolutions and ordinances shall each be maintained in separate ledgers that are kept on an annual basis and that are permanent records of the West Windsor Township.

B. Procedure for ordinances:

- (1) An ordinance may be presented at any regular meeting, and also at special meetings, when such special call is for general business or such ordinance is mentioned in the call for a special meeting.
- (2) The action of the Council on ordinances shall be noted in the minutes.
- (3) All ordinances shall be prepared, adopted and published in the manner required by law. Following the second reading and public hearing, an ordinance passed by the Council shall, within three days, be delivered by the Clerk to the Mayor for approval or veto, and the Mayor shall, within 10 days after receiving any ordinance, either approve the ordinance by signing it or return it to the Council by delivering it to the Clerk, together with a statement setting forth the Mayor's objections thereto or to any part thereof. Pursuant to N.J.S.A. 40:69A-41, no ordinance or any item or part thereof shall take effect without the Mayor's approval, unless the Mayor fails to return an ordinance to the Council within 10 days after it has been presented to the Mayor or unless the Council, upon reconsideration thereof on or after the third day following its return by the Mayor, shall, by a vote of 2/3 of the members, resolve to override the Mayor's veto.
- (4) Passage over veto. Whenever an ordinance has been reconsidered by the Council following a veto by the Mayor, the Clerk shall append to such ordinance a certification of the action of the Council upon such reconsideration in substantially the following form:

I HEREBY CERTIFY that the above ordinance adopted by the Council on the _____ day of _____, _____, was delivered to the Mayor on the _____ day of _____, _____ and was returned to me on the _____ day of _____, _____, together with the Mayor's statement of the reasons for which the Mayor was constrained to withhold approval of such ordinance, item or part thereof. On reconsideration thereof on the _____ day of _____, _____, (the Council duly resolved by the affirmative vote of 2/3 of its members to enact such ordinance, item or part thereof notwithstanding the Mayor's veto.) or (the Mayor's veto was sustained.)

Clerk

Dated:

- (5) Ordinances not returned by Mayor. Whenever an ordinance shall take effect without the Mayor's signature by reason of the Mayor's failure to return it to the Council by filing it with the Clerk within 10 days after it has been presented to the Mayor, the Clerk shall append to such ordinance a certificate in substantially the following form:

I HEREBY CERTIFY that the above ordinance was adopted by the Council on the ____ day of ____, ____, and was presented to the Mayor duly certified on the ____ day of ____, ____, and upon the Mayor's failure to sign it or return and file it with the Clerk within 10 days thereafter, said ordinance took effect in like manner as if the Mayor had signed it.

Clerk

Dated:

(6) All ordinances shall be sent to the codifier for inclusion in the codification.

C. Effective date. No rule or regulation made by a department, officer, agency or authority of the Township, except such as relates to the organization or internal management of the government or a part thereof, shall take effect until it is filed either with the Township Clerk or in such other manner as may be provided by ordinance.

§ A205-8 Rule 8: Disclosure of interest.

A member who has a personal or private interest in any question or measure proposed or pending before the Council which might constitute a conflict contrary to the Local Government Ethics Law, N.J.S.A. 40A:9-22.1, shall disclose such interest and either refrain from voting or shall request a ruling from the Attorney as to whether a member should vote thereon or take any part in the discussion of the same.

§ A205-9 Rule 9: Appointments.

A. Appointments to citizens' groups, boards, committees and other. According to the Administrative Code, responsibility for the appointment of various boards, committees and commissions shall be as noted below:

Board, Committee or Commission	Appointing Authority
Affordable Housing Committee	Mayor, with advice and consent of Township Council
Township Council member	Township Council
Agricultural Advisory Committee	Mayor, with advice and consent of Township Council
Board of Recreation Commissioners	Mayor
Alternate 1 and 2	Mayor, with advice and consent of Township Council
Township Council Liaison	Township Council
Emergency Management Council	Mayor
Township Council Member	Township Council
Environmental Commission	Mayor
Township Council Liaison	Township Council

Board, Committee or Commission

Appointing Authority

Human Relations Council

Mayor, with advice and consent of
Township Council

Township Council Liaison

Township Council

Parking Authority

Township Council

Township Council Liaison

Township Council

Planning Board

Mayor

Planning Board Class III member

Township Council

Shade Tree Commission

Mayor, with advice and consent of
Township Council

Township Council Liaison

Township Council

Stony Brook Regional Sewerage Authority
representative

Mayor, with advice and consent of
Township Council

Zoning Board of Adjustment

Township Council

§ A205-10 Rule 10: Minutes of meetings.

- A. Written minutes. Written minutes approved by Council shall be the official record of all meetings of the Council.
- B. Draft minutes. Minutes which have been prepared but which have not been approved by the Council shall be considered draft minutes, subject to correction by the Council. The draft minutes of each meeting shall be submitted to the Council for approval.
- C. Open session minutes. Once open session minutes have been approved by the Council, they shall be signed by the Clerk and presiding officer at such meeting (N.J.S.A. 40:69A-180), and certified duplicate copies of the same shall be available to the public at the rates fixed by law.
- D. Closed session minutes. Closed session minutes shall be made available at such time as the issues discussed therein are resolved and their disclosure would not subvert any particular exception for convening a closed session.

§ A205-11 Rule 11: Broadcasting; recording; tapes.

- A. All open public meetings of the Township Council shall be broadcast for public view as noted on the Township Council Agenda page on the Township web-site [The Township Council will continue to use Zoom for public interaction at Council Meetings in 2023. This is for the convenience of the public and is not a legal requirement under the Open Public

Meetings Act at this time. If technical difficulties occur during a meeting the Township Clerk (or designee) will make the decision as to whether the meeting will continue on Zoom. If it is decided that Zoom must be discontinued this will not affect the Council meeting from continuing under the Open Public Meetings Act because the use of Zoom is for the convenience of the public and not a legal requirement.] and will continue to be live streamed on YouTube. **Public comment is not available through broadcast on the Township website, Zoom and/or YouTube.** The use of YouTube is not a legal requirement under the Open Public Meetings Act and will not constitute the need to stop the Township Council meeting if technical difficulties occur.

- B. All open public meetings of the Township Council shall be recorded.
- C. Recordings of meetings. The recordings of open meetings of the Township Council are maintained for 10 years in the Clerk's Office.
- D. Public use of digital recordings, tapes or CDs of open meetings will be in accordance with the Open Public Records Act.
- E. Reproduction of open meeting recordings. Reproduction of digital recordings, tapes or CDs of open sessions may be arranged, with the requesting party paying a fee for this service.

§ A205-12 Rule 12: Robert's Rules of Order Newly Revised.

Robert's Rules of Order shall be the prevailing authority in matters of parliamentary procedure, except to the extent of anything herein to the contrary.

§ A205-13 Rule 13: Appointments to vacant positions of Mayor and Council.

- A. If the vacancy occurs in the office of Mayor or Council after September 1 of the next-to-the-last year and up to the expiration of the term of the officer whose office has become vacant, the office may be filled for its unexpired term by a vote of the governing body as hereinafter provided.
- B. If the vacancy in the office of Mayor or Council occurs at any other time, the vacancy shall be filled for its unexpired term at the next general election, to be held not less than 60 days following the occurrence of the vacancy. The Township Council may fill the vacancy in the interim until such general election, by appointment as hereinafter provided.
- C. If the Mayor or a Council member is elected to another position that would preclude them from finishing their term as either Mayor or a Council Member in the November General Election and their term does not expire at the end of that year, the process shall be as follows: applications for the position shall be submitted no later than 30 days from the date of the election of that year and each candidate may be interviewed in the same process as for any other vacancy at the first Business Meeting held in January of the next year, or at another meeting within 30 days of the office becoming vacant.

- D. If the governing body elects to fill a vacancy in the office of Mayor or Council, the vacancy shall be filled by Council within 30 calendar days following its occurrence, without regard to political party. If the vacancy is not filled within 30 days, then the office shall remain vacant for the remainder of the term or until the election and qualification of a successor, as the case may be.
- E. While a member of the governing body is free to advocate the candidacy of an applicant to fill a vacancy, that member must disclose any affiliation with that applicant and must treat all other applicants in a fair, equal and ethical manner. Township Council members will consider all applications for a vacant position and will be free to talk to all applicants about their candidacy on an individual basis. No third-party investigation of an applicant shall be conducted without the knowledge of every member of Council and the applicant and with the approval of the majority of the Council, in which case the inquiry shall be conducted by the Township Clerk.
- F. Determination of eligibility and application process.
- (1) Any citizen of the United States who is 18 years of age or older and who has been a resident of the Township for at least one year and has not been convicted of a crime of the third degree, or touching upon a public office or an indictable offense involving dishonesty, as provided by N.J.S.A. 2C:51-2, and who desires to be considered for appointment to the vacancy, shall be provided an informational package, copies of which can be obtained at the Township Clerk's office, and shall complete an application provided therein.
 - (2) All potential applicants must submit an application to the Clerk's Office within 10 days following the date on which the vacancy occurs.
 - (3) The application and any supporting documents that are furnished by an applicant will be considered a public record and available for public inspection.
- G. Selection of a replacement for a vacancy not caused by an election.
- (1) At a public meeting, which shall occur between 10 and 30 days after the vacancy, each candidate will be permitted to provide a public presentation for up to five minutes and respond to any questions by members of Council.
 - (2) Public comment period. Public comments will be permitted at this public meeting only after the applicants have made their presentations and answered questions from Council. The public comment period conducted at this public meeting shall be limited to three minutes per person.
 - (3) After public presentations are provided by the candidates, but within 30 calendar days

following the occurrence of the vacancy, each remaining member of Council will be permitted to nominate one of the candidates. No second is necessary for any nomination. After the nominations are made, then the Council will be free to deliberate about the nominees. After deliberations in public are concluded, then each remaining member of Council may submit a ballot to the Clerk selecting one of the nominees to fill the vacant position.

H. Appointment process.

- (1) To fill a vacancy in the office of Mayor shall be by a majority vote of the entire membership of the Council.
- (2) An appointment to fill a vacancy on Council shall be by a majority vote of the remaining members of Council. In the case of a tie vote, the Mayor may vote to break the tie.

I. Tie votes. A tie vote will occur when there are two votes for each of two separate candidates. If there are fewer than four remaining members of Council, a tie vote will occur when there is one vote for each of two separate candidates. Following a tie vote, Council may further deliberate and revote. In the event a tie vote still exists, the Mayor may exercise the right to vote to fill a vacancy, without further voting. An abstention shall not count as a vote either for or against any particular candidate.

J. The candidate appointed by Council to fill a vacancy pursuant to this procedure shall be sworn in and be seated after the vote is taken but within 30 days following the occurrence of the vacancy.

§ A205-14 Rule 14: Township e-mail.

Council members should use only Township-issued e-mail addresses for Township business.

§ A205-15 Rule 15: Training.

Council members are required to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology, etc.) through a course approved for continuing education credit by the New Jersey Division of Local Government Services, or an in-house education provided by a professional, vendor, or staff member (provided they have significant expertise in their profession and routinely prepare public presentations). A copy of the certificate received for any class attended should be provided to the Township Clerk as proof of attendance.

If a Council Member is unable to attend a conference or training they must notify the Clerk so a refund or credit can be requested.

Underlined and bold addition; [brackets remove]

RESOLUTION

BE IT RESOLVED by the Township Council of the Township of West Windsor that the following days be designated as official holidays for Township employees from January 1, 2024 through December 31, 2024:

<u>2024 Holidays</u>	<u>Date of Office Closing</u>
New Year's Day	January 1, 2024*
Martin Luther King Day	January 15, 2024*
Presidents Day	February 19, 2024
Good Friday	March 29, 2024
Memorial Day	May 27, 2024
Independence Day	July 4, 2024
Labor Day	September 2, 2024
Columbus Day	October 14, 2024
Veterans Day	November 11, 2024
Thanksgiving Day	November 28, 2024
Day after Thanksgiving	November 29, 2024
Christmas Eve	December 24, 2024
Christmas Day	December 25, 2024

Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024.

Gay M. Huber
 Township Clerk
 West Windsor Township

*As approved by Resolution 2023-R237

REQUEST FOR COUNCIL ACTION

INDICATE ACTION REQUESTED (check one):

Date of Request: December 22, 2023

- Ordinance
- (Summary attached)
- Resolution**
- (Backup documents complete)
(Contracts require Affirmative Action Certificate)
- Item for Discussion only

Initiated By: John V. Mauder Dept. of Administration; Div. of Finance

ACTION REQUESTED: Resolution for Cash Management Plan authorization for West Windsor Township.

EXECUTIVE SUMMARY: N.J.S.A. 40A:5-14 requires the designation of a Cash Management Plan for each Municipality.

DISK & file name (OR) S:\AGENDA INBOX (file name 2024-Cash Management Plan)

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

John V. Mauder 12/22/23
Department/Division Head Date

APPROVED FOR AGENDA OF: January 16, 2024

By: Marlena A. Schmid 01/09/2024
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 BUSINESS MEETING.**

MEETING DATE: 1/16/2024 Ordinance # _____ Resolution # 2024-RC06
Council Action Taken:
Distributed:

TOWNSHIP OF WEST WINDSOR
CASH MANAGEMENT PLAN

WHEREAS, P.L. 1983, Chapter 8, Local Fiscal Affairs Law; N.J.S. 40A:5-14, has been amended to require that each municipality designate a Cash Management Plan for the deposit of each local unit's monies.

NOW, THEREFORE, BE IT RESOLVED, that the following Cash Management Plan of the Township of West Windsor be and hereby is adopted:

A: DESIGNATION OF OFFICIAL DEPOSITORIES:

The following financial institutions are designated official depositories:

1st Constitution Bank
Bank of America
Bank of New York Mellon NJ
Bank of Princeton
Bergen Commercial Bank
Central Jersey Bank
Columbia Bank
Cut Water Assets Management
Fidelity Investments Institutional Services Co., Inc.
First Choice Bank
Fulton Bank
Grand Bank
Hudson City Savings Bank
Investors Savings Bank
JP Morgan Chase Bank
Kearny Federal Savings
Lakeland Bank
Merrill Lynch Bank & Trust Company
MBIA Municipal Investors Service Corporation
Morgan Stanley Smith Barney Trust FSB
M & T Bank
NJ/ARM New Jersey Asset & Rebate Management
North Fork Bank
Ocean First Bank
Peapack-Gladstone Bank
PFM Assets Management, LLC
PNC Bank
Popular Bank
Roma Bank
Santander Bank
State of New Jersey Cash Management Account
Sun National Bank

TD Bank, National Association
The Bank of Princeton
TriState Capital Bank
Valley National Bank
Wells Fargo Bank

Designated official depositories are required to submit to the Chief Financial Officer of the Township of West Windsor a copy of the State of New Jersey, Department of Banking and Insurance, Division of Banking, Governmental Unit Deposit Protection Act Notification of eligibility, which must be filed semiannually in the Department of Banking and Insurance as of June 30th and December 31st of each year. Said Notices must be available for annual audit.

Designated official depositories are required to submit to the Chief Financial Officer a copy of institution's "Annual Report" on an annual basis.

B. DEPOSIT OF FUNDS:

All funds shall be deposited within forty-eight (48) hours of receipt in accordance to maximize interest earnings.

Operating funds shall be deposited into interest bearing accounts to maximize interest earnings.

Capital and Debt service funds shall be deposited into interest bearing accounts.

Trust funds shall be deposited into interest bearing accounts in accordance with State statutes regulating the deposit of developer's escrow deposits.

C. DESIGNATION OF ALLOWABLE INVESTMENT INSTRUMENTS:

The Township may permit deposits and investments in such depositories as permitted in Section 4 of P.L. 1970, chapter 236 (C.17:9-44) and other instruments pursuant to Section 8 of P.L. 1977, c. 396 (C.40A:5-15.1) approved by the Director of the Division of Local Government Services as specified below:

United States Treasury Bills (T-Bills)
Township of West Windsor or Other Municipal Bonds or Notes
Commercial Bank Deposit and Certificates of Deposit (CD's)
Repurchase Agreements
Investments in Savings and Loan Association
United States Government Agency and Instrumentality
Obligations

MBIA – Class Fund
State of New Jersey Cash Management Fund
School District Obligations

D. DEFINITION OF ACCEPTABLE COLLATERAL AND PROTECTION OF TOWNSHIP ASSETS:

All designated depositories must conform to all applicable State statutes concerning depositories of Public Funds.

All depositories shall obtain the highest amount possible F.D.I.C. and/or F.S.L.I.C. coverage of all Township assets (Demand and Certificate of Deposit).

Collateral will be required for all deposits and investments of the Township, except for those in the State Cash Management Fund. Collateral must have a market value of not less than 100 percent of all deposits and investments.

For pledges by depositories on Township Funds, the following securities will be considered acceptable for pledges:

- a. Any security backed by the U.S. Government
- b. Any direct obligation of any taxing authority within the Township of West Windsor
- c. Real Estate Mortgage Loans for Real Estate property located within the Township of West Windsor market area. Pledges of Real Estate Mortgage Loans shall be maintained at a market value of 115 percent of deposits.
- d. All pledges of Collateral must be indicated on an advice copy of the investment instrument which shall be forwarded to the Chief Financial Officer/Treasurer.

E. COMPENSATING BALANCE AGREEMENTS:

Where compensating balances are used to offset bank expenses, an agreement between the bank and the Township shall be executed, specifying the charge for each service.

F. REPORTING PROCEDURES:

Pursuant to NJSA 40A:5-14(e), the Chief Financial Officer shall prepare a monthly report to the governing body summarizing all investments made or redeemed since the last meeting. The report shall set forth each organization holding local unit funds, the amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fees incurred, and market value of all investments as of the report date and other information that may be required by the governing body.

G. DIVERSIFICATION REQUIREMENTS:

The Chief Financial Officer/Treasurer shall closely examine investments to guard against the effects of a financial institution going into default. This may be accomplished through the practice of spreading the investments around in various designated official depositories.

H. MAXIMUM MATURITY POLICY:

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of regulation promulgated by either the Federal or State Governments.

I. INVESTMENT PROCEDURES:

Bids for Certificates of Deposit will be solicited from at least three (3) designated depositories only if the amount is \$100,000 or greater.

Telephone bids will be solicited from designated depositories by the Chief Financial Officer/Treasurer or designated staff member.

The depository shall specify the principal amount of investment bid, interest rate and number of days used to calculate the interest to be paid upon maturity.

Interest paid shall be from the date the bid was awarded to the date of maturity.

All bidders may request the results of the bid after the bid is formally awarded.

A check or wire transfer of funds will be made available to the winning bidder on the same business day the bid is awarded.

Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturities and rates. A bid form of the Township may be used.

J. RETURN ON INVESTMENT:

Where the return on a proposed investment does not exceed the cost of making said investment by a minimum amount the Chief Financial Officer/Treasurer will not make the investment. The Chief Financial Officer/Treasurer shall have the discretion to award an investment to the bank wherein the funds reside, should that bank's quoted rate be less than other quoted rates received in the event that the differential in interest rates is less than 25 basis points, and providing that the term of the investment is less than fifteen (15) days.

K. CONTROLS:

When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designated for telephone orders, wire transfers and securities safekeeping. Only specifically designated personnel shall be allowed to conduct this part of the transactions, and all activity should be subject to immediate written confirmation by the designated depository. The Chief Financial Officer/Treasurer shall review each day's activity.

L. BONDING:

Staff members of the Township of West Windsor shall be covered by a Public Employee's Faithful Performance Bond with the Mid Jersey Municipal Joint Insurance Fund.

M. COMPLIANCE:

The Cash Management Plan of the Township of West Windsor shall be subject to the annual audit conducted pursuant to N.J.S. 40A:5-4.

N. The Official charged with the custody of the monies of the Township of West Windsor shall deposit them as designated by the Cash Management Plan and shall thereafter be relieved of any liability or loss of such monies due to the insolvency or closing of any depository designated in the Cash Management Plan pursuant to N.J.S. 40A:5-2.

O. Where a conflict exists between this Cash Management Plan and State statute, the applicable State statute shall apply.

P. AFFORDABLE HOUSING DEVELOPMENT FEES

All development fees collected pursuant to the West Windsor Township Affordable Housing Development Fee Ordinance will be placed in an account established pursuant to the Cash Management Plan and known as the Affordable Housing Trust Fund. No money shall be expended from the account unless the expenditure conforms to the Development Fee Ordinance, a Spending Plan approved by the Council on Affordable Housing, and the conditions set forth in N.J.A.C. 5:94-6.16(a). The depository holding the Affordable Housing Trust Fund will sign a statement so as to recognize the necessity of compliance with the conditions placed upon the Township's Chief Financial Officer by this paragraph.

If and when COAH deems it necessary to access the account or freeze expenditures from said account, the depository by signing this agreement agrees to comply with such instructions from COAH upon receiving official notice from its Executive Director.

Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January 2024.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 12/20/2023

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

ACTION REQUESTED/ EXECUTIVE SUMMARY: Establishing the rate of interest charged on delinquent taxes and 6% year end penalty.

Resolution authorizes the Tax Office to establish the rate of interest to be charged for the nonpayment of taxes, sewer rent and assessments. Resolution also provides for 6% penalty on year end delinquencies in excess of \$10,000.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

K. Montecinos [Signature] 12/20/23
Department/Division Head Date

APPROVED FOR AGENDA OF: 1/16/2024

By: [Signature] 01/09/2024
Marlena Schmid, Business Administrator

MEETING DATE: 1/16 **Ordinance #** _____ **Resolution #** 2024-0001

Council Action Taken:

RESOLUTION

WHEREAS, N.J.S.A. 54:4-67 permits the governing body of West Windsor Township to establish by resolution the rate of interest to be charged for the nonpayment of taxes, sewer rent, assessments and other municipal charges on any installment which is not made within the tenth (10th) calendar day following the date upon which the same became due and payable; and

WHEREAS, Chapter 75, P.L. 1991, permits the governing body of West Windsor Township to establish a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year; and

WHEREAS, West Windsor Township wishes to continue the policies currently in effect with respect to delinquencies.

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

1. Pursuant to N.J.S.A. 54:4-67, West Windsor Township hereby reaffirms that the following interest shall be charged for the non-payment of taxes, sewer rent and assessments on any installment which is not made before or within the tenth (10th) calendar day following the date upon which same became payable: Eight (8%) percent annum on the first \$1,500.00 and 18% per annum on any amount in excess of \$1,500.00 to be calculated from the date the tax was payable until the date of actual payment,. The term "delinquent" as used herein shall mean the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters or years.
2. In accordance with Chapter 75 of the Laws of 1991, any taxpayer with a delinquency in excess of Ten Thousand (\$10,000.00) Dollars who fails to pay that delinquency prior to the end of any calendar year, shall be assessed a penalty for that year of six (6%) percent of the amount of the delinquency, in addition to the interest provided for in Paragraph 1.
3. The provisions of Paragraph 1 and 2 herein shall remain in effect unless and until superseded by West Windsor Township resolution or ordinance.

Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: 12/20/2023

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

ACTION REQUESTED/ EXECUTIVE SUMMARY: Resolution authorizing the cancellation of any property tax refund or delinquency less than \$10.00.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

K. Montecinos pl. v. Maest 12/20/23
Department/Division Head Date

APPROVED FOR AGENDA OF: 1/16/2024

By: Marlena Schmid 01/09/2024
Marlena Schmid, Business Administrator

MEETING DATE: 1/16 **Ordinance #** _____ **Resolution #** 2024-3007

Council Action Taken:

RESOLUTION

WHEREAS, pursuant to N.J.S.A. 40A:5-17, the governing body of a municipality may adopt a resolution authorizing a municipal employee chosen by the governing body to process, without further action on the part of the governing body, the cancellation of any property tax refund or delinquency of less than \$10.00; and

WHEREAS, it is the recommendation that Kelly A. Montecinos, Tax Collector be designated to perform the above; and

WHEREAS, these refunds or delinquencies will pertain to Tax Collection, Sewer Rent, and Sewer Assessment.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the Kelly A. Montecinos, Tax Collector be authorized to process, without further action on the part of the governing body, the cancellation of any property tax refund or delinquency of less than \$10.00.

Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

REQUEST FOR COUNCIL ACTION

Date of Request: December 22, 2023

Initiated By: John V. Mauder, CFO Division/Department: Finance/Administration

ACTION REQUESTED/ EXECUTIVE SUMMARY:

Resolution authorizing temporary budget appropriations for 2024.

Section 40A:4-19 of the Local Budget Law states that the governing body may make appropriations to provide for the period between the beginning of the fiscal year and the adoption of the Municipal Budget. Its further states that if any contracts, commitments or payments are to be made prior to the adoption of the budget the governing body shall, by resolution adopted within the first 30 days of the beginning of the fiscal year, make such appropriations.

The appropriations represent 26.25% of last year's budget providing continuity in operations during the period prior to the adoption of the Municipal Budget. The Township has several mandatory obligations that need to be addressed including debt service payments, insurance premiums, payment for Bargaining Unit Contracts, in addition to Township consultants and vendors bills that have to be processed in this time frame.

SOURCE OF FUNDING: N/A

CONTRACT AMOUNT: N/A

CONTRACT LENGTH: N/A

OTHER SUPPORTING INFORMATION ATTACHED:

S:\AGENDA INBOX (file name) 2024TemporaryBudget

COMPLETE AND READY FOR ADMINISTRATOR'S REVIEW

John V. Mauder 12/22/23
Department/Division Head Date

APPROVED FOR AGENDA OF: January 16, 2024

By: Marlene A. Schmid 01/09/2024
Marlene 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: 1/16 Ordinance # _____ Resolution # 2024-8008

Council Action Taken:

RESOLUTION
TEMPORARY BUDGET

WHEREAS, N.J.S. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2024 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2024; and

WHEREAS, the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$43,322,683; and

WHEREAS, 26.25% of the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2023 budget is the sum of \$11,372,204

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her records:

CURRENT FUND TEMPORARY APPROPRIATIONS - 2024

	<u>S & W</u>	<u>O.E.</u>	<u>TOTAL</u>
1 Clerk & Governing Body	52,746.00	20,781.25	73,527.25
2 Elections	425.00	7,887.50	8,312.50
3 Council	9,375.00	1,687.50	11,062.50
4 Administration	123,366.50	59,237.50	182,604.00
5 Mayor	13,248.75	4,000.00	17,248.75
6 Financial Administration	120,089.50	4,000.00	124,089.50
7 Audit & Accounting Services		11,201.25	11,201.25
8 Data Processing		23,000.00	23,000.00
9 Assessment of Taxes	52,359.50	21,893.50	74,253.00
10 Collection of Taxes	41,388.00	5,437.50	46,825.50
12 Supplemental Fire Services Program		8,964.00	8,964.00
13 Uniform Fire Code	46,023.00	3,239.00	49,262.00
14 Emergency Services	384,016.50	51,440.00	435,456.50
15 Princeton Jct. Vol. Fire Co.		18,750.00	18,750.00
16 West Windsor Vol. Fire Co. #1		18,750.00	18,750.00
18 Police	1,760,937.75	119,378.75	1,880,316.50
18 ILSA - Class III Officers	75,000.00	46,250.00	121,250.00
20 Animal Control		1,275.00	1,275.00
20 ILSA-East Windsor Twp.		5,000.00	5,000.00
21 Board of Health	127,849.00	14,237.50	142,086.50
22 Recreation	95,462.00	45,000.00	140,462.00
24 Senior Citizen Program	47,903.25	21,693.25	69,596.50
25 Affordable Housing	1,000.00	50,000.00	51,000.00
27 Housing Department	6,250.00	27,275.00	33,525.00
29 Community Development	6,662.75	250.00	6,912.75
30 Engineering Services & Costs	84,079.75	16,332.50	100,412.25
33 Land Use	54,986.25	31,915.00	86,901.25
34 Planning Board		72,450.00	72,450.00
36 Zoning Board		2,675.00	2,675.00

	<u>S & W</u>	<u>O.E.</u>	<u>TOTAL</u>
37 Environment Commission		762.50	762.50
38 Construction Official	436,295.25	12,475.00	448,770.25
40 Public Works	329,489.75	57,444.25	386,934.00
41 Snow Removal	59,000.00	163,000.00	222,000.00
42 Sewer System	119,073.25	27,687.50	146,760.75
43 Stony Brook Reg. Sewer Auth.		875,000.00	875,000.00
44 Facilities and Open Space		175,000.00	175,000.00
46 Legal Services & Costs		62,500.00	62,500.00
47 Municipal Prosecutor		7,500.00	7,500.00
48 Public Defender		4,250.00	4,250.00
50 Municipal Court	65,415.25	7,705.75	73,121.00
51 Group Insurance		2,114,734.00	2,114,734.00
52 Other Insurance - Workers Comp		546,987.00	546,987.00
52 Other Insurance - Liability		520,469.00	520,469.00
53 Building & Grounds	58,614.75	43,943.75	102,558.50
54 Fire Hydrant Service		180,250.00	180,250.00
55 Postage		10,000.00	10,000.00
56 Utilities - Street Lighting		106,000.00	106,000.00
56 Utilities - Electric/Natural Gas		107,250.00	107,250.00
56 Utilities - Telephone and Telegraph		35,000.00	35,000.00
56 Utilities - Water		12,500.00	12,500.00
57 Gasoline		64,687.50	64,687.50
58 Refuse Collection		800,000.00	800,000.00
60 Extended Sick Leave	49,500.00		49,500.00
76 Social Security System		500,000.00	500,000.00
79 Defined Contribution Retirement System		2,500.00	2,500.00
Subtotal @ 26.25% of 2022 Appropriations	4,220,556.75	7,151,647.25	11,372,204.00
Capital Improvement Fund:			
80 Payment of Bond Principal		2,950,000.00	2,950,000.00
82 Interest on Bonds		422,075.00	422,075.00
83 Interest on Notes		922,441.53	922,441.53
Total Temporary Operating Budget	4,220,556.75	11,446,163.78	15,666,720.53

OPEN SPACE TRUST FUND - TEMPORARY APPROPRIATIONS - 2024

	<u>S & W</u>	<u>O.E.</u>	<u>TOTAL</u>
Green Trust Loan Program		80,216.32	80,216.32
Total Temporary Open Space Trust Budget	0.00	80,216.32	80,216.32

Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at its meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, it is necessary for the Township to appoint an Affirmative Action Public Agency Compliance Officer (PACO); and

WHEREAS, the Township Council must appoint the Affirmative Action Public Agency Compliance Officer by resolution.

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor, County of Mercer, State of New Jersey, that the reappointment of Janis DiNatale, Purchasing Assistant, as Affirmative Action Public Agency Compliance Officer for 2024 be and is hereby authorized.

Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION AUTHORIZING THE TAX ASSESSOR TO FILE APPEALS AND EXECUTE SETTLEMENTS OF TAX APPEALS ON BEHALF OF THE TOWNSHIP OF WEST WINDSOR

- WHEREAS, certain functions of the municipality involving property tax assessments can be undertaken by tax assessors on behalf of a municipality if authorized to do so (See e.g. 54:4-63 and 54:3-21); and
- WHEREAS, statutory provisions are made for the review and correction of errors prior to certification of an assessment list; and
- WHEREAS, provision is also allowed for the discovery and correction for veterans, senior citizen, exemptions and/or other items related to property tax assessments allowed on the assessment lists; and
- WHEREAS, changes in property ownership at times necessitate adjustments on the assessment lists; and
- WHEREAS, appeals of tax assessments to the County Tax Board and the State Tax Court are filed by the municipality and taxpayers challenging tax assessments and are prosecuted and/or defended by the Township of West Windsor; and
- WHEREAS, the responsibility for maintenance and correction of assessment lists rest with the tax assessor subject to laws and regulations; and
- WHEREAS, the municipal code of the Township of West Windsor sets forth some of the duties and responsibilities of the Tax Assessor including representing the Township of West Windsor before the Mercer County Board of Taxation and the State Tax Court with full authority to prosecute and settle all such matters in conjunction with Special Tax Counsel and/or the Township Attorney's office;

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of West Windsor, County of Mercer and State of New Jersey, that the duly appointed Tax Assessor, Lorraine Jones, or her successor, in fulfilling her responsibilities as set forth in local ordinances, be and is hereby authorized for the year 2024 to file with the appropriate venue, such appeals, counterclaims, corrections, stipulation of settlement, or other documents as the assessor deems fair, reasonable or necessary, to fulfill the duties and responsibilities of her office including, but not limited to, those duties and authorizations set forth in the recitals hereto, and to maintain accuracy and equality in the assessment list of the Township of West Windsor.

Adopted: January 16, 2024

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Thomas Calabria as a Member on the Affordable Housing Committee expired on January 14, 2024; and

WHEREAS, it is recommended that Thomas Calabria be reappointed to serve a three-year term to begin January 15, 2024 and expire on January 14, 2027; and

WHEREAS, Mayor Hemant Marathe recommends this reappointment and seeks the Council's consent to reappoint Thomas Calabria to the Affordable Housing Committee.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following Affordable Housing Committee appointment:

Thomas Calabria Member Term Expires 1/14/2027

Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Alison Miller as an Alternate 1 Member on the Affordable Housing Committee expired on January 14, 2024; and

WHEREAS, it is recommended that Alison Miller be reappointed to serve a three-year term to begin January 15, 2024 and expire on January 14, 2027; and

WHEREAS, Mayor Hemant Marathe recommends this reappointment and seeks the Council's consent to reappoint Alison Miller to the Affordable Housing Committee.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following Affordable Housing Committee appointment:

Alison Miller	Alternate 1 Member	Term Expires 1/14/2027
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Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, a vacancy exists on the Affordable Housing Committee for a resident member;
and

WHEREAS, Walter Sorey has expressed his interest in serving on the Affordable Housing
Committee; and

WHEREAS, it is recommended that Walter Sorey be appointed to a three year term to begin
January 15, 2024 and expire on January 14, 2027; and

WHEREAS, Mayor Hemant Marathe recommends the appointment and seeks the Council's
consent to appoint Walter Sorey to the Affordable Housing Committee.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West
Windsor hereby approves (consents to) the following appointment to the
Affordable Housing Committee:

Walter Sorey	Member	Term to expire 1/14/2027
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Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at
their meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, a vacancy exists on the Affordable Housing Committee for a member; and

WHEREAS, Eileen Murphy has expressed her interest in serving on the Affordable Housing Committee; and

WHEREAS, it is recommended that Eileen Murphy be appointed to a three-year term to begin January 15, 2024 and expire on January 14, 2027; and

WHEREAS, Mayor Hemant Marathe recommends the appointment and seeks the Council's consent to appoint Eileen Murphy to the Affordable Housing Committee.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following appointment to the Affordable Housing Committee:

Eileen Murphy	Member	Term to expire 1/14/2027
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Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, a vacancy exists on the Affordable housing Committee for an Alternate II Member; and

WHEREAS, Rashmi Mangal has expressed her interest in serving on the Affordable Housing Committee; and

WHEREAS, it is recommended that Rashmi Mangal be appointed to fill the unexpired term to January 14, 2026; and

WHEREAS, Mayor Hemant Marathe recommends the appointment and seeks the Council's consent to appoint Rashmi Mangal to the Affordable Housing Committee.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following appointment to the Affordable Housing Committee:

Rashmi Mangal	Alternate II Member	Term to expire 1/14/2026
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Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Steve Jany, a Member on the Agricultural Advisory Committee, expired January 14, 2024; and

WHEREAS, Steve Jany has expressed an interest in continuing to serve on the Agricultural Advisory Committee; and

WHEREAS, it is recommended that Steve Jany be reappointed to serve a three-year appointment with a term to begin January 15, 2024 and expire on January 14, 2027; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to reappoint Steve Jany to the Agricultural Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following Agricultural Advisory Committee re-appointment:

Steve Jany	Member	Term to Expire 1/14/2027
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Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Dr. Ephraim Buhks expired on January 14, 2024 as a Member of the Human Relations Council; and

WHEREAS, Dr. Ephraim Buhks has expressed his interest in continuing to serve on the Human Relations Council; and

WHEREAS, it is recommended that Dr. Ephraim Buhks be reappointed to serve a two-year term as a member on the Human Relations Council to begin January 15, 2024 and expire on January 14, 2026; and

WHEREAS, Mayor Hemant Marathe recommends this reappointment and seeks the Council's consent to reappoint Dr. Ephraim Buhks to the Human Relations Council.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following Human Relations Council reappointment:

Dr. Ephraim Buhks	Member	Term to Expire	1/14/2026
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Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Jyotima Prasad expired on January 14, 2024 as a Member of the Human Relations Council; and

WHEREAS, Jyotima Prasad has expressed an interest in continuing to serve on the Human Relations Council; and

WHEREAS, it is recommended that Jyotima Prasad be reappointed to serve a two-year term as a member on the Human Relations Council to begin January 15, 2024 and expire on January 14, 2026; and

WHEREAS, Mayor Hemant Marathe recommends this reappointment and seeks the Council's consent to reappoint Jyotima Prasad to the Human Relations Council.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following Human Relations Council reappointment:

Jyotima Prasad	Member	Term to Expire	1/14/2026
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Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at its meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Melissa Hager expired on January 14, 2024 as a Member of the Human Relations Council; and

WHEREAS, Melissa Hager has expressed her interest in continuing to serve on the Human Relations Council; and

WHEREAS, it is recommended that Melissa Hager be reappointed to serve a two-year term as a member on the Human Relations Council to begin January 15, 2024 and expire on January 14, 2026; and

WHEREAS, Mayor Hemant Marathe recommends this re-appointment and seeks the Council's consent to re-appoint Melissa Hager to the Human Relations Council.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following Human Relations Council reappointment:

Melissa Hager	Member	Term to Expire	1/14/2026
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Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Melinda Rubenstein expired on January 14, 2024 as a Member of the Human Relations Council; and

WHEREAS, Melinda Rubenstein has expressed her interest in continuing to serve on the Human Relations Council; and

WHEREAS, it is recommended that Melinda Rubenstein be reappointed to serve a two-year term as a member on the Human Relations Council to begin January 15, 2024 and expire on January 14, 2026; and

WHEREAS, Mayor Hemant Marathe recommends this reappointment and seeks the Council's consent to reappoint Melinda Rubenstein to the Human Relations Council.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following Human Relation Council reappointment:

Melinda Rubenstein	Member	Term to Expire 1/14/2026
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Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Richard Carlson expired on January 14, 2024 as a Member of the Human Relations Council; and

WHEREAS, Richard Carlson has expressed his interest in continuing to serve on the Human Relations Council; and

WHEREAS, it is recommended that Richard Carlson be reappointed to serve a two-year term as a member on the Human Relations Council to begin January 15, 2024 and expire on January 14, 2026; and

WHEREAS, Mayor Hemant Marathe recommends this reappointment and seeks the Council's consent to reappoint Melissa Hager to the Human Relations Council.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following Human Relations Council reappointment:

Richard Carlson Member Term to Expire 1/14/2026

Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Kevin Appelget as an Advisor on the West Windsor Township Shade Tree Commission expired on January 14, 2024; and

WHEREAS, Kevin Appelget has expressed his interest in continuing to serve on the Shade Tree Commission as an Advisor; and

WHEREAS, it is recommended that Kevin Appelget be re-appointed to serve as an Advisor beginning January 15, 2024 through January 14, 2025; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to re-appoint Kevin Appelget as an Advisor of the Shade Tree Commission.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following Shade Tree Commission appointment:

Kevin Appelget	Advisor	Term to Expire	1/14/2025
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Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, a vacancy exists on the Shade Tree Commission for an Advisor; and

WHEREAS, Michael J. Schuit has expressed his interest in serving on the Shade Tree Commission; and

WHEREAS, it is recommended that Michael J. Schuit be appointed to a one-year term to begin January 15, 2024 and expire on January 14, 2025; and

WHEREAS, Mayor Hemant Marathe recommends the appointment and seeks the Council's consent to appoint Michael J. Schuit to the Shade Tree Commission.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following appointment to the Shade Tree Commission:

Michael J. Schuit	Advisor	Term to expire 1/14/2025
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Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, a vacancy exists on the Shade Tree Commission for an Advisor; and

WHEREAS, Paul Pitluk has expressed his interest in serving on the Shade Tree Commission; and

WHEREAS, it is recommended that Paul Pitluk be appointed to a one-year term to begin January 15, 2024 and expire on January 14, 2025; and

WHEREAS, Mayor Hemant Marathe recommends the appointment and seeks the Council's consent to appoint Paul Pitluk to the Shade Tree Commission.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following appointment to the Shade Tree Commission:

Paul Pitluk	Advisor	Term to expire 1/14/2025
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Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Michael Twamley, as a Member of the West Windsor Township Parking Authority expired on January 14, 2024; and

WHEREAS, Michael Twamley has expressed an interest in continuing to serve on the Parking Authority; and

WHEREAS, it is recommended that Michael Twamley be reappointed to serve a five-year appointment with a term to begin January 15, 2024 and expire on January 14, 2029

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the following reappointment be made to the West Windsor Township Parking Authority:

Michael Twamley	Member	Term to expire on 1/14/2029
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Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Curtis Hoberman, as a Member on the West Windsor Township Zoning Board of Adjustment expired January 14, 2024; and

WHEREAS, Curtis Hoberman has expressed an interest in continuing to serve on the Zoning Board of Adjustment; and

WHEREAS, it is recommended that Curtis Hoberman be reappointed to serve a four-year term to begin January 15, 2024 and expire on January 14, 2028; and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the following reappointment be made to the West Windsor Township Zoning Board of Adjustment:

Curtis Hoberman	Member	Term to expire on 1/14/2028
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Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Henry Jacobsohn, as a member on the West Windsor Township Zoning Board of Adjustment expired on January 14, 2024; and

WHEREAS, Henry Jacobsohn has expressed an interest in continuing to serve on the Zoning Board of Adjustment; and

WHEREAS, it is recommended that Henry Jacobsohn be reappointed to serve a four-year term to begin January 15, 2024 and expire on January 14, 2028; and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that the following reappointment be made to the West Windsor Township Zoning Board of Adjustment:

Henry Jacobsohn	Member	Term to expire on 1/14/2028
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Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Michael Garzio as an Alternate 1 Member of the Zoning Board of Adjustment expired on January 14, 2024; and

WHEREAS, Michael Garzio has expressed his interest to continuing to serve on the Zoning Board of Adjustment; and

WHEREAS, it is recommended that Michael Garzio be reappointed to fill the two-year term to begin January 15, 2024 and expire on January 14, 2026.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves the following reappointment be made to the West Windsor Township Zoning Board of Adjustment:

Michael Garzio Alternate 1 Member Term to expire 1/14/2026

Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 16th day of January 2024.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the term of Henry Hsiao expired on January 14, 2024 as a Member of the Human Relations Council; and

WHEREAS, Henry Hsiao has expressed an interest in continuing to serve on the Human Relations Council; and

WHEREAS, it is recommended that Henry Hsiao be reappointed to serve a two-year term as a member on the Human Relations Council to begin January 15, 2024 and expire on January 14, 2026; and

WHEREAS, Mayor Hemant Marathe recommends this reappointment and seeks the Council's consent to reappoint Jyotima Prasad to the Human Relations Council.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following Human Relations Council reappointment:

Henry Hsiao	Member	Term to Expire	1/14/2026
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Adopted: January 16, 2024

I hereby certify that the above resolution was adopted by the West Windsor Township Council at its meeting held on the 16th day of January, 2024.

Gay M. Huber
Township Clerk
West Windsor Township