

**MEETING TO BE BROADCAST ON COMCAST CHANNEL 27
AND VERIZON CHANNELS 41 AND 42**

**AGENDA FOR THE REGULAR BUSINESS MEETING
OF THE COUNCIL OF WEST WINDSOR TOWNSHIP
271 CLARKSVILLE ROAD
TO THE EXTENT KNOWN
September 17, 2018**

6:00 p.m.

The Business Session will begin promptly after the close of the adequately noticed
Closed Session

1. Call to Order
2. Statement of Adequate Notice – January 5, 2018 to The Times and the Princeton Packet. Closed Session was noticed on September 13, 2018 to The Times and the Princeton Packet.
3. Salute to the Flag
4. Ceremonial Matters and/or Topic for Priority Consideration

West Windsor Police Awards Presentation

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

2018-25 AN ORDINANCE TO AMEND THE SALARY AND
WAGE PLAN FOR THE TOWNSHIP OF WEST
WINDSOR AND PROVIDE FOR THE
ADMINISTRATION THERE OF – FIRE
PROTECTION INSPECTOR

10. Consent Agenda
 - A. Resolutions
 - 2018-R211 Granting of Reservation of Sewerage Capacity for the Project Known as Korean Community Center (PB15-03) located at 555 Meadow Road
 - B. Minutes
 - C. Bills & Claims
11. Items Removed from Consent Agenda
12. Recommendations from Administration and Council/Clerk
 - 2018-R212 Approving the Updates and Changes to the Township's Employee Policy Handbook and Personnel Policies and Procedures Manual In Accordance With Recommended Changes by the Township's Municipal Excess Liability Joint Insurance Fund (MEL)
 - 2018-R213 Authorizing the Mayor and Clerk to Execute a Contract with Earle Asphalt Company for the Project Known as North Post Road and Village Road, West Intersection Improvements - \$488,013.13
 - 2018-R215 Authorizing the Mayor and Clerk to Execute a One Year Extension of the Contract with Scheideler Excavating Company Inc. for Snow Removal Services for the Period 11/1/2018-12/31/2019 - \$70,000.00
13. Introduction of Ordinances
14. Additional Public Comment (three-minute limit per person)
15. Council Reports/Discussion/New Business
16. Administration Updates

17. Closed Session

18. Adjournment

ORDINANCE 2018-25

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

AN ORDINANCE TO AMEND THE SALARY AND WAGE PLAN FOR THE TOWNSHIP OF WEST WINDSOR AND PROVIDE FOR THE ADMINISTRATION THERE OF – FIRE PROTECTION INSPECTOR

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

A. JOB CLASSIFICATIONS AND SALARY RANGES FOR EMPLOYEES whose positions are Non-Supervisory White and Blue Collar Workers shall be as noted below:

<u>JOB CLASS 12</u>	<u>\$64,905-\$89,085</u>
Building Inspector	
Electrical Inspector	
Plumbing Inspector	
Landscape Architect	
Network & Systems Engineer	
<u>Fire Protection Inspector</u>	

Section 2. This Ordinance shall be in force after action or inaction by the Mayor as provided by law or an override of mayoral veto by the Council, whichever is applicable. Publication will be according to law.

INTRODUCTION:
PUBLIC HEARING:
ADOPTION:
MAYOR APPROVAL:
EFFECTIVE DATE:

RESOLUTION

WHEREAS, Korean Community Center Foundation, Inc., through their professional consultant, has submitted a request for a reservation of sewer capacity in the public sewer system for the project known as Korean Community Center (PB15-03) located at Block 8, Lot 11.02 (#555 Meadow Road); and

WHEREAS, an extension of the on-site sewer collection system is also proposed, which requires a Treatment Works Approval Permit from the New Jersey Department of Environmental Protection; and

WHEREAS, the development project is estimated to a total estimated wastewater flow of 3,109 gallons per day (gpd) into the municipal collection system; and

WHEREAS, the Township Engineer has certified that there is sufficient capacity in the existing downstream sanitary sewer system to accommodate the increase in average daily flow of 3,109 gallons of wastewater that is estimated to be generated by the proposed improvements.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that a reservation of sewer capacity in the total amount of 3,109 gallons per day, is hereby granted for the project known as Korean Community Center (PB15-03) located at Block 8, Lot 11.02 (#555 Meadow Road); and

BE IT FURTHER RESOLVED that this allocation of Township sewer capacity shall be in effect for a period of one (1) year; and

Adopted: September 17, 2018

I hereby certify this is a true copy of a Resolution adopted by the West Windsor Township Council at their meeting held on the 17th day of September 2018.

Gay M. Huber
Township Clerk
Township of West Windsor

RESOLUTION

Authorizing Changes to the Township of West Windsor's Employee Policy Handbook and the Personnel Policies and Procedures

WHEREAS, the Township of West Windsor is a member of the Mid Jersey Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund (MELJIF); and

WHEREAS, fund members with an adopted MELJIF model employment practices risk control program are eligible for premium and deductible incentives; and

WHEREAS, fund members must update said program every two years to remain eligible for premium and deductible incentives; and

WHEREAS, the Department of Administration recommends the Township Council approve the changes to the Township's Employee Policy Handbook and Personnel Policies and Procedures Manual in accordance with recommended updates issued by the Model Personnel Committee of the MELJIF; and

WHEREAS, the Employee Policy Handbook and the Personnel Policies & Procedures Manual recommended updates and changes for the 2019 – 2020 Policy Years are incorporated in said documents; and

WHEREAS, the Department of Administration wishes to ensure that Township personnel management provides appropriate, consistent and uniform personnel policies and procedures for West Windsor municipal employees and Management staff including Department Heads and Division Managers; and

WHEREAS, a copy of the Handbook and Manual, with all recommended updates and changes (due to the sizes of the files), are on file in the office of the Municipal Clerk.

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

The updates and changes as recommended by the Department of Administration to the Township of West Windsor Employee Policy Handbook and Personnel Policies and Procedures Manual are hereby approved.

A notice concerning the adoption of the updated Handbook and Manual and copies of the Handbook and Manual shall be distributed by the Business Administrator to Management Staff for dissemination to West Windsor Township personnel. These amendments take effect immediately.

Adopted: September 17, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 17th day of September, 2018.

Gay M. Huber
Township Clerk
West Windsor Township

RESOLUTION

WHEREAS, the Township of West Windsor has determined the need to construct a dedicated right turn lane along Village Road West, roadway reconstruction, minor drainage improvements, and upgrades to the existing traffic signal located at the intersection of Village Road West and North Post Road; and

WHEREAS, said contracts were put out to public bid seeking bids for this project, and said bids were opened on Wednesday, July 11, 2018; and

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

<u>Company</u>	<u>Base Bid</u>
Earle Asphalt Company.	\$491,313.13
Jersey Construction Inc.	\$549,185.00

WHEREAS, the Township staff has reviewed all bids and determined that the lowest responsible and responsive bid, was submitted by Earle Asphalt Company; and

WHEREAS, the bid specifications for the project contained a cap on the amount which could be bid for mobilization costs; and

WHEREAS, Earle Asphalt Company. exceeded that cap; and

WHEREAS, the Township reserved the right in the bid specifications to waive any irregularity in any bid and accept such bid if in the public interest to do so; and

WHEREAS, the Township has determined that application of the mobilization cap to Earle Asphalt Company bid will not affect the competitive comparability of the bids; and

WHEREAS, with the application of the mobilization cap, the bid of Earle Asphalt Company will be \$488,013.13; and

WHEREAS, Certification of Funds has been received from the Chief Financial Officer and funds for said contract are available in the following line item appropriation accounts:

<u>Village/Penn Lyle/ Post Roads</u> Account Title	<u>405-2012-09 004</u> Account Number	<u>\$104,945.50</u> Amount
<u>Crosswalk Improvement Program</u> Account Title	<u>405-2015-06 004</u> Account Number	<u>\$ 20,000.00</u> Amount
<u>Alexander Rd/Post Rd/ Adjoining Intersections</u> Account Title	<u>405-2016-07 001</u> Account Number	<u>\$ 22,963.00</u> Amount
<u>Village Rd W/New Village and North Post Roads</u> Account Title	<u>405-2018-21 001</u> Account Number	<u>\$340,104.63</u> Amount

NOW, THEREFORE, BE IT RESOLVED, by the Township of West Windsor that the contract for the North Post Road & Village Road West Intersection Improvements Project be awarded to Earle Asphalt Company, P.O. Drawer 556, Farmingdale, NJ 07727 and the Mayor and Clerk are authorized to execute said contract.

NOW BE IT FURTHER RESOLVED, this contract is awarded pursuant to a fair and open process.

Adopted: September 17, 2018

I hereby certify that the above resolution was adopted by the Township Council of the Township of West Windsor at their meeting held on the 17th day of September 2018.

Gay M. Huber
Township Clerk,
West Windsor Township

RESOLUTION

WHEREAS, on September 20, 2017 the Township of West Windsor received one (1) bid for snow removal services for the period November 1, 2017 through October 31, 2018; and

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

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

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

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

WHEREAS, funds are available in the Snow Trust Fund for 2018 and in the Snow Removal Service/Maintenance Contract subject to the adoption of the 2019 Municipal Budget:

Snow Trust Fund	121407	\$10,000.00
Snow Removal – Svc/Maint Contract	105-41-251	\$60,000.00

NOW, THEREFORE, BE IT RESOLVED by the West Windsor Township Council that the Contract for Snow Removal Services is extended with Scheideler Excavating Co., Inc. for the period November 1, 2018 through October 31, 2019 and that the Mayor and Clerk are authorized to execute a Contract for said services with Scheideler Excavating Co., Inc.

Adopted: September 17, 2018

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 17th day of September 2018.

Gay M. Huber
Township Clerk
West Windsor Township