

**INAUGURATION & ANNUAL REORGANIZATIONAL/BUSINESS MEETING  
OF THE TOWNSHIP COUNCIL  
OF WEST WINDSOR TOWNSHIP  
271 CLARKSVILLE ROAD  
TO THE EXTENT KNOWN**

**January 2, 2020**

**7:00 p.m.**

**INAUGURATION**

1. Call to Order
2. Statement of Adequate Notice: December 13, 2019 to the Princeton Packet and the Trenton Times
3. Salute to the Flag
4. Reading of the Election Results of November 5, 2019
5. Oaths of Office:       Sonia Gawas, Member of Council  
                                  Andrea Sue Mandel, Member of Council  
                                  Michael Ray Stevens, Member of Council

**ANNUAL REORGANIZATIONAL/BUSINESS**

1. Nomination of Council Officers 2020
  - Council President  
Swearing in of Council President. Gavel is transferred to Council President.
  - Council Vice President  
Swearing in of Council Vice President
2. Nomination and Swearing in of Affordable Housing Committee Member  
Nomination and Swearing in of Planning Board Class III Member
3. Liaisons for Boards and Committees
  - Board of Recreation Commissioners Liaison
  - Emergency Management Council Representative
  - Environmental Commission Liaison
  - Parking Authority Liaison
  - School Board Liaison
4. Comments by Members of Council

5. Resolutions:

- 2020-R001 Regular Meetings for Calendar Year 2020
- 2020-R002 Legal Newspapers for West Windsor Township
- 2020-R003 Establishing Procedural Guidelines for the Council of West Windsor Township
- 2020-R004 Municipal Holidays for the Calendar Year 2020
- 2020-R005 Cash Management Plan Authorization for West Windsor Township
- 2020-R006 Establishing the Rate of Interest Charged on Delinquent Taxes and 6% Year End Penalty
- 2020-R007 Authorizing the Cancellation of any Property Tax or Sewer Refund or Delinquency less than \$10.00
- 2020-R008 Appointing Janis DiNatale as Affirmative Action Public Agency Compliance Officer For 2020
- 2020-R009 Authorizing the Appointment of Scott Hasson as the Electrical Subcode Official for a Term of Four Years Effective January 1, 2020
- 2020-R010 Authorizing the Appointment of Scott McCormick as the Fire Protection Subcode Official for a Term of Four Years Effective January 1, 2020
- 2020-R011 Approving the Re-appointment of Andy Lupo as a Member of the West Windsor Parking Authority with a Term to Expire December 31, 2024
- 2020-R012 Approving the Re-appointment of Curtis Hoberman as a Member of the Zoning Board of Adjustment with a Term to Expire December 31, 2023
- 2020-R013 Approving the Re-appointment of Henry Jacobsohn as a Member of the Zoning Board of Adjustment with a Term to Expire December 31, 2023
- 2020-R014 Approving the Re-appointment of Jean Jacobsohn as a Member of the Affordable Housing Committee with a Term to Expire on December 31, 2022
- 2020-R015 Approving the Re-appointment of Jen Ping Wang as a Member of the Affordable Housing Committee with a Term to Expire on December 31, 2022
- 2020-R016 Approving the Appointment of Teresa Lourenco as an Alternate 1 Member to Fill the Vacancy on the Board of Recreation Commissioners with a Term to Expire on December 31, 2023
- 2020-R017 Approving the Appointment of Helen Rancan as a Member on the Shade Tree Commission with a Term to Expire on December 31, 2024

- 2020-R018 Approving the Re-appointment of Kevin Appelget as an Adviser on the Shade Tree Commission with a Term to Expire December 31, 2020
- 2020-R019 Approving the Re-appointment of Melissa Hager as a Member on the Human Relations Council with a Term to Expire on December 31, 2021
- 2020-R020 Approving the Re-appointment of Dr. Ephraim Buhks as a Member on the Human Relations Council with a Term to Expire on December 31, 2021
- 2020-R021 Approving the Re-appointment of Andrew Hersh as a Member on the Human Relations Council with a Term to Expire on December 31, 2021
- 2020-R022 Approving the Re-appointment of Charles Appelget as a Member on the Agricultural Advisory Committee with a Term to Expire on December 31, 2022
- 2020-R023 Approving the Term Extension for Miguel Vilaro-Munet as Township Representative to the Stony Brook Regional Sewerage Authority with a New Term to Expire on January 31, 2022
- 2020-R024 Authorizing the Temporary Municipal Budget Appropriations for 2020
- 2020-R025 Mercer County Dam Site 21

6. Bills and Claims
7. Public Comment
8. Administration Comments/Reports
9. Council Reports
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 2020 through December 2020 shall be as follows:

Regular Business Meetings will be held as noted below:

January 13, 27	July 13, 27
February 10**, 24	August 17**, 31
March 9, 23	September 14, 29*
April 6, 20	October 13, 26
May 11**, 26*	November 9**, 30
June 8, 22	December 14, 21

Board of Health Meetings\*\*:

February 10, May 11, August 17, November 9

(\*)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 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2<sup>nd</sup> day of January 2020.

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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, designated as official newspapers through December of 2020.
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 December 31, 2020.

Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January, 2020.

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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 1, 2020 until December 31, 2020.
2. A copy of this shall be distributed to all department heads and posted in the municipal offices.

Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2<sup>nd</sup> day of January 2020.

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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 alternating Mondays unless a Monday is a holiday):

January [7]13, [22\*]27,  
February [4]10\*\* , [19\*]24  
March [4]9 , [18]23,  
April [1]6 , [15]20, [29]  
May 11\*\*[13], 26\*[28]  
June 8[10], 22[24]

July [8]13, 27[29]  
August 17\*\*[19], 31  
September [3\*]14, [16]29\*, [30]  
October 13[15\*], 26[28]  
November 9 [18]\*\*, 30  
December [2]14, [16]21

\* 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 [4]10, May [13]11, August 17[19] November 9[18]. 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.

#### § 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.

Business meetings are broadcast on West Windsor Channel 27, Verizon Channels 41 and 42. The order of business for regular business meetings shall be as follows:

- A. Call to order
- B. Roll Call
- C. Statement of adequate notice.
- C. Salute to the flag.
- D. Ceremonial matters or topic for priority consideration.
- E. Public comment (thirty-minute comment period; three-minute limit per person).
- F. Administration comments.
- G. Council member comments.
- H. Chair/Clerk comments.
- I. Public hearings.
- J. Consent agenda:
  - (1) Resolutions.
  - (2) Minutes.
  - (3) Bills and claims.
- K. Items removed from consent agenda.
- L. Recommendations from Administration and Council/Clerk.
- M. Introduction of ordinances.
- N. Additional public comment (three-minute limit per person).
- O. Council reports/discussion/new business.
- P. Administration updates.
- Q. Closed session (if needed).
- R. 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 Monday (preceding the business meeting), and a final agenda will be distributed to Council upon the President's approval. If Monday is a holiday, the draft agenda will be prepared on the Friday before and distributed to the Council President at the end of the day on Tuesday.



- D. 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.
- E. Except as otherwise authorized by the Council, no resolution or ordinance shall be considered by the Council unless the proposal has been previously discussed at a prior meeting; provided, however, that any resolution or ordinance not discussed at a prior meeting may be placed on the agenda by vote of the members of Council present at the 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:

Work Session meetings are broadcast on West Windsor Channel 27, Verizon Channels 41 and 42. The order of business for work session meetings shall be as follows:

- A. Call to order.
- B. Statement of adequate notice.
- C. Salute to the flag.\*
- D. Public comment (thirty-minute comment period; three-minute limit per person).
- E. For Discussion:
  - Mayor/Administration
  - Council Member/Clerk
- N. Additional public comment (three-minute limit per person).
- Q. Closed session (if needed).
- R. 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

- (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:

<b>Board, Committee or Commission</b>	<b>Appointing Authority</b>
Affordable Housing Committee	Mayor, with advice and consent of Council
Township Council member	Council
Agricultural Advisory Committee	Mayor, with advice and consent of Council
Board of Recreation Commissioners	Mayor
Alternate 1 and 2	Mayor, with advice and consent of Council
Township Council Liaison	Township Council
Cable TV Advisory Board	
Mayor, or Mayor's designee	Mayor
Two Council members	Council
Member of public	Mayor
Member of public	Council
Emergency Management Council	Mayor
Township Council Member	Council
Environmental Commission	Mayor
Township Council Liaison	Council
Human Relations Council	Mayor, with advice and consent of Council
Parking Authority	Council
Township Council Liaison	Council
Planning Board	Mayor
Planning Board Class III member	Council
Shade Tree Commission	

**Board, Committee or Commission**

[Planning Board, Zoning Board of Adjustment, and Environmental Commission members]

**Appointing Authority**

Mayor, with advice and consent of Council

[The respective Boards and Commission]

Stony Brook Regional Sewerage Authority representative	Mayor, with advice and consent of Council
Zoning Board of Adjustment	Council
[Township Council Liaison]	[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 (NJSA 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 on Comcast Channel 27 and Verizon Channels 41 and 42.
- 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 Township Hall.
- 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 3<sup>rd</sup> 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 address 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.

Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2<sup>nd</sup> day of January 2020.

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Gay M. Huber  
Township Clerk  
West Windsor Township

Underline indicates new text

Brackets indicate removal of text



## 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, 2020 through December 31, 2020:

<u>2020 Holidays</u>	<u>Date of Office Closing</u>
New Year's Day	January 1, 2020*
Martin Luther King Day	January 20, 2020
Presidents Day	February 17, 2020
Good Friday	April 10, 2020
Memorial Day	May 25, 2020
Independence Day	July 3, 2020
Labor Day	September 7, 2020
Columbus Day	October 12, 2020
Veteran's Day	November 11, 2020
Thanksgiving Day	November 26, 2020
Day after Thanksgiving	November 27, 2020
Christmas Eve	December 24, 2020
Christmas Day	December 25, 2020

Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January 2020.

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Gay M. Huber  
Township Clerk  
West Windsor Township

\*As approved by Resolution 2019-R259

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  
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  
Merrill Lynch Bank & Trust Company  
MBIA Municipal Investors Service Corporation  
Morgan Stanley Smith Barney Trust FSB  
NJ/ARM New Jersey Asset & Rebate Management  
North Fork Bank  
Ocean First Bank  
Peapack-Gladstone Bank  
PFM Assets Management, LLC  
PNC 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, Government Unit Deposit Protection Act Notification of eligibility, which must be filed semiannually in the Department of Banking 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 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January 2020.

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Gay M. Huber  
Township Clerk  
West Windsor Township

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 (10<sup>th</sup>) 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 (10<sup>th</sup>) 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 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January, 2020.

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Gay M. Huber  
Township Clerk  
West Windsor Township



RESOLUTION

WHEREAS, pursuant to NJSA 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; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that the 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 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd of January, 2020.

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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 2020 be and is hereby authorized.

Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January, 2020.

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Gay M. Huber  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the position of Electrical Subcode Official is vacant because of the retirement of the former Electrical Subcode Official; Bill Pickel on December 31, 2019; and

WHEREAS, the New Jersey Uniform Construction Code requires a municipality appoint an Electrical Subcode Official; and

WHEREAS, Scott Hasson has been employed with West Windsor Township since 2005 as an Electrical Inspector and has the required experience and licensing to hold the position of Electrical Subcode Official; and

WHEREAS, the Administration recommends Scott Hasson be appointed as the Electrical Subcode Official.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor, County of Mercer, and State of New Jersey, that Scott Hasson be and is hereby appointed the Electrical Subcode Official for West Windsor Township for a term of four (4) years effective January 1, 2020.

Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2<sup>nd</sup> day of January 2020.

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Gay M. Huber  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the position of Fire Protection Subcode Official will be vacant as of December 31, 2019 with the pending retirement of James Yates who currently holds this position; and

WHEREAS, the New Jersey Uniform Construction Code requires a municipality to appoint a Fire Protection Subcode Official; and

WHEREAS, Scott McCormick has the education and experience required of a Fire Protection Subcode Official and is licensed as such; and

WHEREAS, Scott McCormick has been employed part-time with West Windsor Township since August of 2018 as a Fire Protection Inspector and has the experience and licensing required to hold the position of Fire Protection Subcode; and

WHEREAS, the Administration recommends Scott McCormick be appointed as the Fire Protection Subcode Official.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor, County of Mercer, and State of New Jersey, that Scott McCormick be and is hereby appointed the Fire Protection Subcode Official for West Windsor Township for a term of four (4) years effective January 1, 2020.

Adopted January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2<sup>nd</sup> day of January 2020.

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Gay M. Huber  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Andy Lupo, as a Member of the West Windsor Township Parking Authority expired December 31, 2019; and

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

WHEREAS, it is recommended that Andy Lupo be re-appointed to serve a five-year term to begin January 1, 2020 and expire on December 31, 2024.

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:

Andy Lupo	Member	Term to expire on 12/31/2024
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Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January 2020.

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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 December 31, 2019; and

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

WHEREAS, it is recommend that Curtis Hoberman be reappointed to serve a four-year term to begin January 1, 2020 and expire on December 31, 2023; 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 12/31/2023
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Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January 2020.

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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 December 31, 2019; 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 1, 2020 and expire on December 31, 2023; 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 12/31/2023
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Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January 2020.

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Gay M. Huber  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Jean Jacobsohn as a Member on the Affordable Housing Committee expired on December 31, 2019; and

WHEREAS, Jean Jacobsohn has expressed her interest in being considered for re-appointment as a Member on the Affordable Housing Committee; and

WHEREAS, it is recommended that Jean Jacobsohn be re-appointed to serve a three-year term to begin on January 1, 2020 and expire on December 31, 2022; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to re-appoint Jean Jacobsohn 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:

Jean Jacobsohn    Member    Term Expires    12/31/2022

Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January, 2020.

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Gay M. Huber  
Township Clerk  
West Windsor Township



RESOLUTION

WHEREAS, the term of Jen Ping Wang as a Member on the West Windsor Affordable Housing Committee expired on December 31, 2019; and

WHEREAS, Jen Ping Wang has expressed her interest in continuing to serve on the Affordable Housing Committee as a Member; and

WHEREAS, it is recommended that Jen Ping Wang be re-appointed to serve a three-year term to begin on January 1, 2020 and expire on December 31, 2022; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to re-appoint Jen Ping Wang 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:

Jen Ping Wang    Member    Term Expires    12/31/2022

Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January, 2020.

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Gay M. Huber  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, a vacancy exists on the Board of Recreation Commissioners for an Alternate 1 member due to the appointment of Hassain Mudassir to Member; and

WHEREAS, Teresa Lourenco has expressed her interest in serving on the Board of Recreation Commissioners; and

WHEREAS, it is recommended that Teresa Lourenco be appointed to fill the unexpired term of Hassain Mudassir which expires on December 31, 2023; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to appoint Teresa Lourenco to the Board of Recreation Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the following appointment to the Board of Recreation Commissioners

Teresa Lourenco                      Alternate 1 Member    Term Expires 12/31/2023

Adopted: January 2, 2020

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January 2020.

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Gay M. Huber  
Township Clerk  
West Windsor Township

RESOLUTION

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

WHEREAS, Helen Rancan has expressed her interest in serving on the Shade Tree Commission; and

WHEREAS, it is recommended that Helen Rancan be appointed to serve a five-year term to begin January 1, 2020 and expire on December 31, 2024; and

WHEREAS, Mayor Hemant Marathe recommends this appointment and seeks the Council's consent to appoint Helen Rancan 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:

Helen Rancan            Member            Term Expires 12/31/2024

Adopted: January 2, 2020

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January 2020.

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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 December 31, 2019; 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 a one-year term to begin January 1, 2020 and expire on December 31, 2020; and

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

Kevin Appelget	Advisor	Term to Expire	12/31/2020
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Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2<sup>nd</sup> day of January, 2020.

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Gay M. Huber  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Melissa Hager as a Member on the West Windsor Township Human Relations Council expired on 12/31/2019; 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 re-appointed to serve a two-year term to begin January 1, 2020 and expire on December 31, 2021; 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 re-appointment:

Melissa Hager	Member	Term to Expire	12/31/2021
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Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January, 2020.

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Gay M. Huber  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Dr. Ephraim Buhks as a member on the West Windsor Township Human Relations expired on 12/31/2019; 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 re-appointed as a member on the Human Relations Council to serve a two-year term to begin on January 1, 2020 and expire on December 31, 2021; and

WHEREAS, Mayor Hemant Marathe recommends this re-appointment and seeks the Council's consent to re-appoint 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 re-appointment:

Dr. Ephraim Buhks	Member	Term to Expire	12/31/2021
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Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January, 2020

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Gay M. Huber  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Andrew Hersh as a member on the West Windsor Township Human Relations expired on 12/31/2019; and

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

WHEREAS, it is recommended that Andrew Hersh be re-appointed as a member on the Human Relations Council to serve a two-year term to begin on January 1, 2020 and expire on December 31, 2021; and

WHEREAS, Mayor Hemant Marathe recommends this re-appointment and seeks the Council's consent to re-appoint Andrew Hersh 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 re-appointment:

Andrew Hersh	Member	Term to Expire	12/31/2021
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Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January, 2020

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Gay M. Huber  
Township Clerk  
West Windsor Township

RESOLUTION

WHEREAS, the term of Charles Appelget, as a Member on the Agricultural Advisory Committee, expired on December 31, 2019; and

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

WHEREAS, it is recommended that Charles Appelget be re-appointed to serve a three-year term to begin January 1, 2020 and expire on December 31, 2022; and

WHEREAS, Mayor Hemant Marathe recommends this re-appointment and seeks the Council's consent to re-appoint Charles Appelget 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:

Charles Appelget	Member	Term to Expire 12/31/2022
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Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January, 2020.

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Gay M. Huber  
Township Clerk  
West Windsor Township



RESOLUTION

WHEREAS, the Stony Brook Regional Sewerage Authority has requested that the term end date of Miguel Vilaro-Munet Township Representative be changed from January 31, 2021 to a new term end date of January 31, 2022; and

WHEREAS, Mayor Hemant Marathe recommends this adjustment and seeks the Council's consent to approve the term end date change for Miguel Vilaro-Munet as Township Representative for the Stony Brook Regional Sewerage Authority.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Windsor hereby approves (consents to) the change in term as follows:

Miguel Vilaro-Munet Township Representative Term Expires 1/31/2022

Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January, 2022.

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Gay M. Huber  
Township Clerk  
West Windsor Township

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 2020 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, 2020; and

WHEREAS, the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$36,297,866 ; and

WHEREAS, 26.25% of the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2019 budget is the sum of \$ 9,528,189.83

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 - 2020

	<u>S &amp; W</u>	<u>O.E.</u>	<u>TOTAL</u>
1 Clerk & Governing Body	43,218.25	21,781.25	64,999.50
2 Elections	425.00	3,012.50	3,437.50
3 Council	6,176.25	1,312.50	7,488.75
4 Administration	100,818.75	52,862.50	153,681.25
5 Mayor	10,560.50	4,000.00	14,560.50
6 Financial Administration	118,321.75	4,000.00	122,321.75
7 Audit & Accounting Services		11,201.25	11,201.25
8 Data Processing		23,000.00	23,000.00
9 Assessment of Taxes	45,505.50	22,402.50	67,908.00
10 Collection of Taxes	37,195.75	5,437.50	42,633.25
12 Supplemental Fire Services Program		2,241.00	2,241.00
13 Uniform Fire Code	29,075.25	714.50	29,789.75
14 Emergency Services	303,907.75	39,808.50	343,716.25
15 Princeton Jct. Vol. Fire Co.		13,750.00	13,750.00
16 West Windsor Vol. Fire Co. #1		13,750.00	13,750.00
18 Police	1,639,341.25	81,743.75	1,721,085.00
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	95,598.50	14,237.50	109,836.00
22 Recreation	25,036.00		25,036.00
24 Senior Citizen Program	44,184.50	19,218.25	63,402.75
25 Affordable Housing	1,000.00	50,000.00	51,000.00
29 Community Development	6,375.75	250.00	6,625.75
30 Engineering Services & Costs	67,857.50	15,532.50	83,390.00
33 Land Use	50,160.00	31,856.25	82,016.25
34 Planning Board		5,337.50	5,337.50
36 Zoning Board		4,100.00	4,100.00

	<u>S &amp; W</u>	<u>O.E.</u>	<u>TOTAL</u>
37 Environment Commission		762.50	762.50
38 Construction Official	308,854.50	9,500.00	318,354.50
40 Public Works	312,036.00	57,444.25	369,480.25
41 Snow Removal	59,000.00	163,000.00	222,000.00
42 Sewer System	112,983.75	27,687.50	140,671.25
43 Stony Brook Reg. Sewer Auth.		825,000.00	825,000.00
44 Facilities and Open Space		23,000.00	23,000.00
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	61,696.75	7,705.75	69,402.50
51 Group Insurance		1,995,209.29	1,995,209.29
52 Other Insurance - Workers Comp		358,164.00	358,164.00
52 Other Insurance - Liability		395,412.00	395,412.00
53 Building & Grounds	45,196.25	38,193.75	83,390.00
54 Fire Hydrant Service		185,000.00	185,000.00
55 Postage		10,000.00	10,000.00
56 Utilities - Street Lighting		106,000.00	106,000.00
56 Utilities - Electric/Natural Gas		106,500.00	106,500.00
56 Utilities - Telephone and Telegraph		29,250.00	29,250.00
56 Utilities - Water		6,875.00	6,875.00
57 Gasoline		62,500.00	62,500.00
58 Refuse Collection - In Cap		484,275.00	484,275.00
58 Refuse Collection - Out of Cap		25,087.50	25,087.50
60 Extended Sick Leave	49,500.00		49,500.00
76 Social Security System		390,336.54	390,336.54
79 Defined Contribution Retirement System		2,500.00	2,500.00
95 Municipal Alliance Grant Contribution		1,436.50	1,436.50
Subtotal @ 26.25% of 2019 Appropriations	3,649,025.50	5,879,164.33	9,528,189.83

Capital Improvement Fund:

72 Down Payment on Improvements		286,350.00	286,350.00
80 Payment of Bond Principal		4,225,000.00	4,225,000.00
82 Interest on Bonds		873,175.00	873,175.00
Total Temporary Operating Budget	3,649,025.50	11,263,689.33	14,912,714.83

SWIMMING POOL UTILITY TEMPORARY APPROPRIATIONS - 2020

	<u>S &amp; W</u>	<u>O.E.</u>	<u>TOTAL</u>
Salary and Wages	55,500.00		55,500.00
Other Expenses		40,970.00	40,970.00
Statutory Expenses		4,245.75	4,245.75
Total Temporary Pool Utility Budget	55,500.00	45,215.75	100,715.75

OPEN SPACE TRUST FUND - TEMPORARY APPROPRIATIONS - 2020

	<u>S &amp; W</u>	<u>O.E.</u>	<u>TOTAL</u>
Payment of Bond Principal		595,266.00	595,266.00
Interest on Bonds		47,403.00	47,403.00

Green Trust Loan Program		80,217.00	80,217.00
Total Temporary Open Space Trust Budget	0.00	722,886.00	722,886.00

Adopted: January 2, 2020

I hereby certify that the above resolution was adopted by the West Windsor Township Council at its meeting held on the 2nd day of January, 2020.

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Gay M. Huber  
Township Clerk  
West Windsor Township

## RESOLUTION

- WHEREAS, Mercer County Park Commission (MCPC) has announced a nearly \$20 million taxpayer-funded project to develop the 278-acre Dam 21 site of Mercer County Park (also known as Miry Run Ponds Master Plan); and
- WHEREAS, Dam 21 is located at the convergence of three townships - West Windsor, Hamilton, and Robbinsville Townships; and
- WHEREAS, MCPC's plan includes not only necessary improvements to the area including the planting of trees and elimination of invasive species, but also unnecessary development including the construction of a raised viewing bridge, various boardwalks, several new parking lots, access driveways, and maintenance buildings; and
- WHEREAS, the unnecessary development would disturb the natural habitat of wildlife, woodlands, dam, lake, and trails, displacing wild animals into residential areas and changing the purpose and character from passive to active recreation; and
- WHEREAS, the unnecessary development would necessitate the destruction of naturally forested areas; and
- WHEREAS, the proposed forest and meadow restoration areas will be complicated by invasive species and have a low probability of success; and
- WHEREAS, West Windsor Township Fire and Emergency Services, our Volunteer Fire Companies, and West Windsor Police Department would be called to respond to emergencies there and will therefore see an increase in expenses for emergency services; and
- WHEREAS, access to the area for emergency vehicles is limited; and
- WHEREAS, MCPC has no viable plan for security at the park, and this plan would create several parking areas which would not be monitored that would be a magnet for illegal activities; and
- WHEREAS, with greater public assess of the area, the risks around campfire, grilling, and smoking, combined with the high natural grasses and adjacent wooded area, including fallen trees, will increase the probability of vegetation burns; and
- WHEREAS, the island on the lake is inaccessible to vehicular travel; and
- WHEREAS, the plan includes a swimming beach area and a children's playground; a
- WHEREAS, no boat launch is provided for emergency situations making water rescues difficult; and
- WHEREAS, this development will further increase traffic surrounding the park; and

WHEREAS, the plan includes closing an existing parking lot near “sledding hill” and moving it substantially farther away; and

WHEREAS the plan includes turning several acres of productive farmland in West Windsor Township into a meadow, which would create an additional habitat for the deer population in the Township, reducing the productivity of agriculture on the adjacent farmland; and

WHEREAS the West Windsor Township Open Space Farmland Preservation Plan calls for this area of the Township to be a Farmland Preservation Belt. Active recreation adjacent to this farmland is not envisioned in the Township Master Plan; and

WHEREAS the funds marked for this project could be better spent maintaining and updating the recreation facilities in Mercer County Park in West Windsor Township; and

WHEREAS, more than 920 handwritten petitions and 1,000 online signatures have been collected urging Mercer County Park Commission to stop the unnecessary development portions of the Dam 21 plan; and

NOW, THEREFORE, BE IT RESOLVED by the Council and the Mayor of the Township of West Windsor, in the County of Mercer and the State of New Jersey, that the Township Council and the Mayor of the Township of West Windsor have significant concerns about public safety, negative impacts on the environment and wildlife, the change in purpose and character from passive to active recreation, and the unbridled spending of taxpayer dollars; and

BE IT FURTHER RESOLVED that given the environmental and safety impacts of this plan, the Mercer County Park Commission should abandon its plan for unnecessary development, and instead complete only the items necessary for restoration of the area, including eliminating invasive species and planting new trees; and

BE IT FURTHER RESOLVED that current farmlands should not be disrupted, and should continue to be used as farmland; and

BE IT FURTHER RESOLVED that the Mercer County Park Commission shall not act upon the current master plan proposal, and the public comment period shall remain open beyond its current January 6, 2020 deadline, until such time as a revised plan consistent herewith is approved by West Windsor Township Council; and

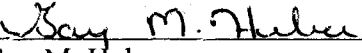
BE IT FURTHER RESOLVED that if the County Parks Commission moves ahead with this plan, then all Mercer County townships who are tasked with providing emergency services in that area should be compensated by the County for the additional expenses incurred and additional personnel that will be required to serve that area; and Emergency Services should be given full access around the entire lake; and

the County should install boat ramps should they be needed for rescue operations;  
and

BE IT FURTHER RESOLVED that certified copies of this Resolution shall be forwarded to the Mercer County Park Commission, the Board of Trustees for the Mercer County Park Commission, the Mercer County Executive, and the Mercer County Board of Chosen Freeholders.

Adopted: January 2, 2020

I hereby certify that the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 2nd day of January 2020.

  
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Gay M. Huber  
Township Clerk  
West Windsor Township