

**MEETING TO BE  
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**AGENDA FOR A BUSINESS SESSION MEETING  
OF THE TOWNSHIP COUNCIL OF WEST WINDSOR TOWNSHIP  
WEST WINDSOR MUNICIPAL BUILDING  
271 CLARKSVILLE ROAD  
TO THE EXTENT KNOWN**

**March 4, 2024**

7:00 p.m.

1. Call to Order
2. Roll Call
3. Statement of Adequate Notice - January 19, 2024 to The Times and the Princeton Packet and posted on the Township web-site.
4. Salute to the Flag
5. Ceremonial Matters and/or Topics for Priority Consideration
6. Public Comment: (30 minutes comment period; 3-minute limit per person)
7. Administration Comments
8. Council Member Comments
9. Chair/Clerk Comments
10. Public Hearings
11. Consent Agenda
  - A. Resolutions
  - B. Minutes
  - C. Bills & Claims
12. Items Removed from Consent Agenda
13. Recommendations from Administration and Council/Clerk

- 2024-R079 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with Spiezle Architectural Group, Inc. to Provide Architectural Services for the West Windsor Arts Center Mobility Lift Replacement Project - \$6,200.00
- 2024-R080 Authorizing the Mayor and Clerk to Execute a Professional Services Agreement with AKF Engineers, LLP to Provide Professional Consulting Services for the Princeton Junction Volunteer Fire Station Fire Suppression Sprinkler System - \$8,450.00
- 2024-R081 Authorizing the Business Administrator to Purchase One (1) 2023 Chevy Trailblazer AWD Vehicle for the Division of Code Enforcement From Mall Chevrolet Under New Jersey State Contract 23/24-11 - \$24,957.75
- 2024-R082 Authorizing the Business Administrator to Purchase One (1) 2024 Chevy Equinox AWD Vehicle for the Division of Code Enforcement from Mall Chevrolet Under New Jersey State Contract 23/24-11 - \$28,119.25
- 2024-083 Authorizing the Utilization of Rock Salt Bid with Mercer County Cooperative Contract Purchasing System CK09MERCER2023-15 with Morton Salt, Inc. for the Department of Public Works for the Calendar Years 2024-2025 - \$160,000.00

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

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** February 14, 2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing execution of a professional services agreement with the Spiezle Architectural Group, Inc. to provide professional architectural services associated with the mobility lift replacement at the West Windsor Arts Center facility. The Township Facilities Maintenance Manager is recommending a contract be awarded to the Spiezle Architectural Group, Inc. of Hamilton, NJ.

**SOURCE OF FUNDING:**

Arts Council Building - General Improvements 405-2018-15-005 \$6,200.00

**CONTRACT AMOUNT:** \$6,200.00

**CONTRACT LENGTH:** from the date of project initiation to project completion

**OTHER SUPPORTING INFORMATION ATTACHED:**

Resolution	Political Contribution Disclosure
Proposal – Exhibit A	Business Entity Disclosure
Certification of Funds	Stockholder Disclosure
Professional Services Agreement	Business Registration Certification
Facilities Maintenance Managers Memorandum	Certificate of Information Report
Affirmative Action Contract	

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

Brian Aronson 2-14-2024  
Department/Division Head Date

**APPROVED FOR AGENDA OF:** MARCH 4, 2024

By: Marlena Schmid 02/27/2024  
Marlena Schmid, Business Administrator

**MEETING DATE:** 3/4/24 **Ordinance #** \_\_\_\_\_ **Resolution #** 2024-R079

**Council Action Taken:**

RESOLUTION

WHEREAS, the Township of West Windsor has a need for professional architectural services and Spiezle Architectural Group, Inc. has submitted a proposal dated February 14, 2024 indicating they will provide services in conjunction with the West Windsor Arts Center Mobility Lift Replacement for \$6,200.00, which includes \$400.00 for reimbursable costs; and

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

Arts Council Building - General Improvements 405-2018-15-005 \$6,200.00

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

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township a Professional Services Agreement with the Spiezle Architectural Group, Inc., for an amount not to exceed \$6,200.00, which includes \$400.00 for reimbursable costs.
- (2) The Agreement so authorized shall require the Provider to provide professional architectural design services pursuant to its proposal dated February 14, 2024. The contract may be awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published in the newspaper used by the Township for legal publications as required by law within ten (10) days of its passage.
- (4) An executed copy of the Agreement between the Township and the Spiezle Architectural Group, Inc. and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: March 4, 2024

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 4th day of March 2024.

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Gay M. Huber  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** February 12, 2024

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

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Adoption of a resolution authorizing execution of a professional services agreement with AKF Engineers, LLP to provide professional consulting services associated with analyzing the fire suppression sprinkler system at the Princeton Junction Volunteer Fire Station facility. The Township Facilities Maintenance Manager and Chief of Fire and Emergency Services are recommending a contract be awarded to AKF Engineers, LLP of Hamilton, NJ.

**SOURCE OF FUNDING:**

PJ Firehouse - General Improvements 405-2021-14-021 \$ 8,450.00

**CONTRACT AMOUNT:** \$8,450.00

**CONTRACT LENGTH:** from the date of project initiation to project completion

**OTHER SUPPORTING INFORMATION ATTACHED:**

- |  |                                     |
|--|-------------------------------------|
| Resolution                                 |                                     |
| Proposal – Exhibit A                       | Political Contribution Disclosure   |
| Certification of Funds                     | Business Entity Disclosure          |
| Professional Services Agreement            | Stockholder Disclosure              |
| Facilities Maintenance Managers Memorandum | Business Registration Certification |
| Affirmative Action Contract                | Certificate of Information Report   |

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

Brian Aronson 2-14-2024  
 Department/Division Head Date

**APPROVED FOR AGENDA OF: MARCH 4, 2024**

By: Marlena Schmid 02/27/2024  
 Marlena Schmid, Business Administrator

**MEETING DATE:** 3/4/24 **Ordinance #** \_\_\_\_\_ **Resolution #** 2024-R080

**Council Action Taken:**

RESOLUTION

WHEREAS, the Township of West Windsor has a need for professional consulting services and AKF Engineers, LLP has submitted a proposal dated February 7, 2024 indicating they will provide professional consultant services in conjunction with analyzing the fire suppression sprinkler system at the Princeton Junction Volunteer Fire Station facility for \$8,450.00, which includes \$250.00 for reimbursable costs; and

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

PJ Firehouse - General Improvements 405-2021-14-021 \$ 8,450.00

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

- (1) The Mayor and Clerk are hereby authorized to execute, on behalf of the Township a professional services agreement with AKF Engineers, LLP, for an amount not to exceed \$8,450.00, which includes \$250.00 for reimbursable costs.
- (2) The Agreement so authorized shall require the Provider to provide professional consulting services pursuant to its proposal dated February 7, 2024. The Agreement may be awarded without competitive bidding as authorized by the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(a) because the services are professional in nature.
- (3) A notice of this action shall be published in the newspaper used by the Township for legal publications as required by law within ten (10) days of its passage.
- (4) An executed copy of the Agreement between the Township and AKF Engineers, LLP and a copy of this Resolution, shall be on file and available for public inspection in the office of the Township Clerk.

Adopted: March 4, 2024

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 4th day of March 2024.

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Gay M. Huber  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** February 20, 2024

**Initiated By:** Jason Harris

**Division/Department:** Code Enforcement

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Approval of a Resolution authorizing the purchase of a 2023 Chevy Trailblazer AWD from Mall Chevrolet.

The Division of Code Enforcement is in need of a reliable vehicle to facilitate field inspections performed by Code Enforcement staff. Mall Chevrolet was awarded ESCNJ Contract 23/24-11 for Chevrolet SUV's.

**SOURCE OF FUNDING:**

Code Enforcement – Acquisition of Vehicle

405-2021-14-008      \$2,922.49

405-2022-08-009      \$22,035.26

**CONTRACT AMOUNT:**

\$24,957.75

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

- Resolution
- Quote from Mall Chevrolet
- Memorandum from Code Official
- Certification of Funds

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

Jason Harris      2/21/24  
Department/Division Head      Date

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

By: Marlena Schmid      02/27/2024  
Marlena Schmid, Business Administrator

**MEETING DATE:** 3/4/24      **Ordinance #** \_\_\_\_\_      **Resolution #** 2024-8081

**Council Action Taken:**

RESOLUTION

WHEREAS, the Township of West Windsor needs to purchase one (1) model year 2023 Chevy Trailblazer AWD Vehicle for the Division of Code Enforcement vehicle fleet; and

WHEREAS, Mall Chevrolet, 75 Haddonfield Road, Cherry Hill, NJ 08002 has been awarded ESCNJ Contract 23/24-11 for Chevrolet SUV's; and

WHEREAS, the total cost for this vehicle is \$24,957.75; and

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

Code Enforcement-Acq. of Vehicle	405-2021-14-008	\$ 2,922.49
Code Enforcement-Acq. of Vehicle	405-2022-08-009	<u>\$22,035.26</u>

Total: \$24,957.75

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that Marlena A. Schmid, the Business Administrator, is hereby authorized to purchase one (1) 2023 Chevy Trailblazer AWD SUV under ESCNJ Contract 23/24-11 awarded to Mall Chevrolet, 75 Haddonfield Road., Cherry Hill, NJ 08002.

Adopted: March 4, 2024

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 4<sup>th</sup> day of March 2024.

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Gay M. Huber  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** February 20, 2024

**Initiated By:** Jason Harris

**Division/Department:** Code Enforcement

**ACTION REQUESTED/ EXECUTIVE SUMMARY:**

Approval of a Resolution authorizing the purchase of a 2024 Chevy Equinox AWD from Mall Chevrolet.

The Division of Code Enforcement is in need of a reliable vehicle to facilitate field inspections performed by Code Enforcement staff. Mall Chevrolet was awarded ESCNJ Contract 23/24-11 for Chevrolet SUV's.

**SOURCE OF FUNDING:**

Code Enforcement – Acquisition of Vehicle

405-2022-08-009      \$5,789.74

405-2023-09-011      \$22,329.51

**CONTRACT AMOUNT:**

\$28,119.25

**CONTRACT LENGTH:** N/A

**OTHER SUPPORTING INFORMATION ATTACHED:**

- Resolution
- Quote from Mall Chevrolet
- Memorandum from Code Official
- Certification of Funds

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

Jason Harris      2/21/2024  
Department/Division Head      Date

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

By: Marlena Schmid      02/27/2024  
Marlena Schmid, Business Administrator

**MEETING DATE:** 3/4/24      **Ordinance #** \_\_\_\_\_      **Resolution #** 2024-1082

**Council Action Taken:**

RESOLUTION

WHEREAS, the Township of West Windsor needs to purchase one (1) model year 2024 Chevy Equinox AWD Vehicle for the Division of Code Enforcement vehicle fleet; and

WHEREAS, Mall Chevrolet, 75 Haddonfield Road, Cherry Hill, NJ 08002 has been awarded ESCNJ Contract 23/24-11 for Chevrolet SUV's; and

WHEREAS, the total cost for this vehicle is \$28,119.25; and

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

Code Enforcement-Acq. of Vehicle	405-2022-08-009	\$ 5,789.74
Code Enforcement-Acq. of Vehicle	405-2023-09-011	<u>\$22,329.51</u>

Total: \$28,119.25

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Windsor that Marlana A. Schmid, the Business Administrator, is hereby authorized to purchase one (1) 2024 Chevy Equinox AWD SUV under ESCNJ Contract 23/24-11 awarded to Mall Chevrolet, 75 Haddonfield Road., Cherry Hill, NJ 08002.

Adopted: March 4, 2024

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 4<sup>th</sup> day of March 2024.

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Gay M. Huber  
Township Clerk  
West Windsor Township

**REQUEST FOR COUNCIL ACTION**

**Date of Request:** February 20, 2024

**Initiated By:** Anthony Esposito **Division/Department:** Department of Public Works

**ACTION REQUESTED/ EXECUTIVE SUMMARY:** Resolution authorizing utilization of the rock salt bid submitted to the Mercer County Cooperative Contract Pricing System CK09MERCER2023-15 with Morton Salt, Inc. 444 Lake Street – suite 3000, Chicago, Illinois with a local port location at 1121 Bordentown Rd, Morrisville PA 19067 as the lowest responsible bidder for rock salt. Price for untreated rock salt is \$58.93 per ton and treated rock salt is \$73.93 per ton. This award is for the years 2024 and 2025.

**SOURCE OF FUNDING:** 105-41-340 Snow Removal – Salt & Sand 2024 \$80,000.00  
105-41-340 Snow Removal – Salt & Sand 2025 \$80,000.00

**CONTRACT AMOUNT:** \$160,000.00

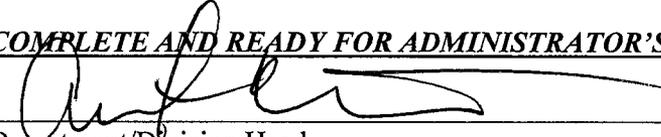
**CONTRACT LENGTH:** January 2024 – December 2025

**OTHER SUPPORTING INFORMATION ATTACHED:**

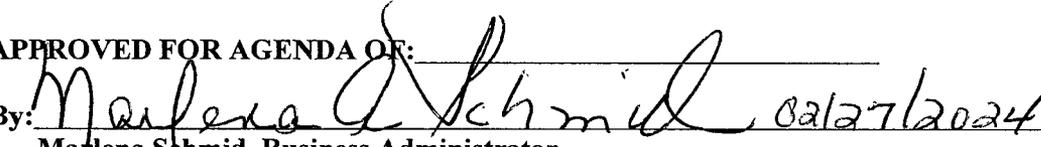
Resolution  
Mercer County Award of Contract and Pricing  
Certification of Funds

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

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

 \_\_\_\_\_  
Department/Division Head 2/20/24  
Date

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

By:  \_\_\_\_\_  
Marlena 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:** 3/4/24 **Ordinance #** \_\_\_\_\_ **Resolution #** 2024-1083

**Council Action Taken:**

RESOLUTION

WHEREAS, the County of Mercer, acting as Lead Agent for the Mercer County Cooperative Contract Purchasing System CK09MERCER, legally advertised for supply of rock salt, and on November 2, 2023 received sealed bids; and

WHEREAS, Morton Salt, Inc. has been awarded Mercer County Cooperative Contract No. CK09MERCER2023-15 for purchasing treated and untreated rock salt for the period January 24, 2024 through January 23, 2026; and

WHEREAS, it is in the best interests of the Township of West Windsor to use said contract and the Chief Financial Officer has certified that funds will be available in the following account subject to the adoption of the 2024 and 2025 Municipal Budget:

Snow Removal – Salt and Sand 2024	105-41-340	\$ 80,000.00
Snow Removal – Salt and Sand 2025	105-41-340	\$ 80,000.00
	Total	\$160,000.00

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Windsor that Morton Salt, Inc. of 444 Lake Street, Suite 3000, Chicago, IL 60606 with a port/pickup location of 1121 Bordentown Road. Morrisville, PA 19067 be utilized as the authorized vendor for purchasing treated and untreated rock salt for 2024 and 2025 in accordance with the submitted bid pricing, which is attached hereto and made part of this Resolution.

Adopted: March 4, 2024

I hereby certify the above Resolution was adopted by the West Windsor Township Council at their meeting held on the 4<sup>th</sup> day of March 2024.

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Gay M. Huber  
Township Clerk  
West Windsor Township