

## **EAST WINDSOR TOWNSHIP COUNCIL**

Tuesday, January 14, 2020

7:30 p.m.

### **MINUTES**

#### **CALL TO ORDER:**

The meeting of the East Windsor Township Council was called to order by Mayor Janice S. Mironov at 7:30 p.m. on Tuesday, January 14, 2020.

#### **VERIFICATION:**

Municipal Clerk Kelly Lettera certified that the meeting was noticed on January 8, 2020 in the annual meeting notice and on January 10, 2020, notices were sent to the Trenton Times, filed in the office of the Municipal Clerk and posted in the East Windsor Municipal Building. All requirements of the open public meeting act have been satisfied.

#### **FLAG SALUTE:**

Led by Chief Josh Matorin, East Windsor Volunteer Fire Company #1.

#### **ROLL CALL:**

Present were Council Members Denise Daniels, Marc Lippman, Alan Rosenberg, Perry Shapiro, John Zoller and Mayor Janice Mironov. Council Member Peter Yeager was absent. Also present were Township Attorney David Orron, Township Manager James Brady and Municipal Clerk Kelly Lettera.

#### **PRESENTATIONS & PROCLAMATIONS:**

##### **ADMINISTER OATH OF OFFICE TO:**

NEW POLICE LIEUTENANTS

NEW POLICE SERGEANTS

NEW POLICE OFFICERS

Mayor Mironov administered the oaths of office to promoted police officers, new Police Lieutenant Jason Hart, new Police Lieutenant Ryan Mattek, new Police Sergeant Scott Brown and new Police Sergeant Matthew Oehling, and new police officers Tyler M. Clark and Thomas J. Nicola, to fill existing openings in the police department, in front of a packed room of police, support staff, family and friends.

**\*GOLD AWARD PROJECT FOLLOW-UP PRESENTATION BY CHLOE COLLETON, GIRL SCOUT TROOP 70106**

Chloe Colleton requested to be rescheduled due to time restraints.

#### **INTERVIEWS FOR BOARDS AND COMMISSIONS:**

Sara Lee Johnson, was interviewed and is interested in volunteering for the Recreation Commission.

#### **PUBLIC FORUM:**

No one spoke from the public.

**MINUTES:**

July 23, 2019

Mayor Mironov requested that the July 23, 2019 minutes to be held.

October 15, 2019

October 29, 2019

November 6, 2019

November 26, 2019

December 17, 2019

January 1, 2020

All remaining minutes were rescheduled to the next regularly scheduled meeting.

**ORDINANCE – PUBLIC HEARING:**

**ORDINANCE – INTRODUCTION:**

**Ordinance 2020-01**                      An Ordinance Amending and Supplementing Chapter X, "Traffic," Section 10-8, "Bus Stops," Schedule X, "Bus Stops," of the Revised General Ordinances of the Township of East Windsor, to Add a Bus Stop on Lanning Boulevard

**TOWNSHIP OF EAST WINDSOR  
COUNTY OF MERCER  
ORDINANCE NO. 2020-01**

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER X, "TRAFFIC," SECTION 10-8, "BUS STOPS," SCHEDULE X, "BUS STOPS," OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF EAST WINDSOR, TO ADD A BUS STOP ON LANNING BOULEVARD

**BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF EAST WINDSOR,** as follows:

**SECTION 1.** Chapter X, "Traffic," Section 10-8, "Bus Stops," Schedule X, "Bus Stops," is hereby amended and supplemented by the addition of the following Bus Stop:

**25.     Along LANNING BOULEVARD, on the Northbound side, 75 feet South of the access road to the Municipal Building.**

**SECTION 2.** All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 3.** If any section, subsection, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the remaining portions of this ordinance.

**SECTION 4.** This Ordinance shall take effect 20 days after final passage and publication according to law.

Mayor Mironov stated the bus stop was a recommendation from the Greater Mercer Transportation Management Association for the 130 corridor bus which was discussed at the December 17, 2019 Council meeting and Mayor and Council agreed to move forward with the Ordinance. Mayor Mironov requested revisions to the Ordinance and that it be reformatted.

[NOTE: Revisions are reflected in the above Ordinance.]

It was MOVED by Zoller, SECONDED by Rosenberg to approve Ordinance 2020-01 on introduction, authorize publication as required by law and set public hearing for January 28, 2020 with the changes and reformatting of the Ordinance.

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Zoller, Mironov  
Nays – None

There being six (6) ayes and no (0) nays, Ordinance 2020-01 was approved on introduction, authorize publication as required by law and set public hearing for January 28, 2020 with the changes and reformatting of the Ordinance.

#### **RESOLUTIONS:**

**Resolution R2019-208**      Approval of Lease Agreement with Mercer County for the Nutrition Program at the East Windsor Senior Center

Mayor Mironov noted the Resolution was numbered R2019-208 and asked Mr. Orron if the Resolution should have been renumbered, as she would think because there was an election just this past year, anything Council is considering that was carried over from last year effectively starts over. Mr. Orron agreed the Resolution should be renumbered, and suggested renumbering Resolution R2019-208 to R2020-009A and the next listed Resolution be renumbered to R2020-009B. Mayor Mironov stated that her concern is the letters could accidentally be dropped and cause confusion. Ms. Lettera suggested moving the Resolution to the end of tonight's agenda and numbering it R2020-020. Mayor Mironov agreed with Ms. Lettera's suggestion.

**Resolution R2020-009**      Authorizing Transfers Among the 2019 Budget Appropriations

#### **RESOLUTION R2020-09 EAST WINDSOR TOWNSHIP MERCER COUNTY**

**WHEREAS**, N.J.S.A. 40A:4-59 provides for appropriation transfers during the first (3) months of any fiscal year, when it has been determined that it is necessary to expend for any of the purposes specified in the budget an amount in excess of the sum appropriated therefore, and where it has been further determined that there is an excess in any appropriation over and above the amount deemed to be necessary to fulfill the purpose of such appropriation.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of East Windsor, in the County of Mercer, State of New Jersey, no less than two-thirds of the full majority concurring, that the Chief Financial Officer is hereby authorized to make transfers among the 2019 municipal budget appropriation reserves in accordance with the following:

<b>CURRENT FUND</b>	<b>FROM</b>	<b>TO</b>
Group Insurance OE	\$33,000.00	
Electric-Municipal Building		\$28,600.00
Electric-Police Building		\$ 4,400.00
Total Current Fund	\$33,000.00	\$33,000.00

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on January 14, 2020.

Mayor Mironov stated a recommendation from the Finance Director was provided on this transfer and high electric costs was a subject that has been discussed many times over the past year. Mayor Mironov stated Council take action on the Resolution tonight, but she made it very clear during the 2019 budget process that the amount requested to increase the budget is not acceptable and will not be increased to that amount. Mayor Mironov stated a memo from the Director of Public Works, dated December 12, 2019, was provided to Mayor and Council regarding the modifications that have been done to the systems which have resulted in lowering the costs. Mayor Mironov indicated that these numbers should not be reflective of the electric costs and they will not be supported in the budget. Mayor Mironov stated efficiency actions have been taken and the electric bills should reflect those efficiencies.

It was MOVED by Lippman, SECONDED by Rosenberg to approve Resolution R2020-009.

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Zoller  
Nays – Mayor Mironov

There being five (5) ayes, and one (1) nays, Resolution R2020-009 was approved.

**Resolution R2020-010**      Approval of Professional Services Agreement for Township Attorney with David E. Orron of Huff, Moran and Orron

**RESOLUTION R2020-010**  
**EAST WINDSOR TOWNSHIP**  
**MERCER COUNTY**

**WHEREAS**, there exists a need for the services of an attorney-at-law, for the term of January 1, 2020 through December 31, 2020, in the Township of East Windsor, in the County of Mercer, State of New Jersey; and

**WHEREAS**, the Township solicited proposals on October 15, 2019 and received one (1) proposal for Township Attorney by the receipt date of November 14, 2019; and

**WHEREAS**, the proposal received from David E. Orron, of the Law Firm of Huff, Moran and Orron was responsive; and

**WHEREAS**, a contract for this professional service may be awarded without public advertising for bids as the contract is for “Professional Services” pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, this contract is awarded in accordance with the Fair and Open Process as defined in N.J.S.A. 19:44A-20.5, et seq.; and

**WHEREAS**, funds will be available in the Legal Services Account No. 0-01-20-155-105-249 entitled “Licensed Professional,” pending the adoption of the 2020 Municipal Budget, as evidenced by the Chief Financial Officer’s Certification No. B2020-001.

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

1. The Mayor and Municipal Clerk are hereby authorized and directed to execute the attached Agreement with David E. Orron, of the Law Firm of Huff, Moran and Orron, 1246 South River Road, Cranbury, New Jersey 08512.
2. This Contract is awarded without competitive bidding in accordance with N.J.S.A. 40A:11-5 (1)(a) of the Local Public Contracts Law because the contract is for service performed by persons authorized by law to practice a recognized profession that is required by law, but in accordance with the Fair and Open Process as defined in N.J.S.A. 19:44A-20.5, et seq.
3. The Municipal Clerk shall cause to be printed once, in the Trenton Times, a brief notice stating the nature, duration, service and amount of this contract, and that the resolution and contract are on file and available for public inspection in the office of the Municipal Clerk.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on January 14, 2020.

It was MOVED by Lippman, SECONDED by Daniels to approve Resolution R2020-010.

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Zoller, Mironov  
Nays – None

There being six (6) ayes, and no (0) nays, Resolution R2020-010 was approved.

**Resolution R2020-011**      Approval of Professional Services Agreement for Bond Counsel Services with McManimon, Scotland & Baumann, LLC

**RESOLUTION R2020-011**  
**EAST WINDSOR TOWNSHIP**

**MERCER COUNTY**

**WHEREAS**, there exists a need for specialized legal services in connection with the authorization and issuance of bonds and notes of the Township of East Windsor, in the County of Mercer, State of New Jersey, including the review of such procedures as the rendering of legal opinions acceptable to the financial community, for the term of January 1, 2020 through December 31, 2020; and

**WHEREAS**, on October 7, 2019 the Township solicited proposals and received two (2) proposal for Township Bond Counsel Services by the receipt date of November 7, 2019; and

**WHEREAS**, the proposal received from McManimon, Scotland and Baumann was most responsive; and

**WHEREAS**, a contract for this professional service may be awarded without public advertising for bids as the contract is for "Professional Services" pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, this contract is awarded in accordance with the Fair and Open Process as defined in N.J.S.A. 19:44A-20.5, et seq.; and

**WHEREAS**, the Township Council has reviewed the Director of Finance's recommendation.

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

1. The Mayor and Municipal Clerk are hereby authorized and directed to execute the attached Agreement for Bond Counsel Services with McManimon, Scotland and Baumann, 75 Livingston Avenue, Roseland, New Jersey, 07068, for a term of January 1, 2020 to December 31, 2020.
2. This Contract is awarded without competitive bidding in accordance with N.J.S.A. 40A:11-5 (1)(a) of the Local Public Contracts Law because the Contract is for service performed by persons authorized by law to practice a recognized profession that is required by law, but in accordance with the Fair and Open Process as defined in N.J.S.A. 19:44A-20.5, et seq.
3. The Municipal Clerk shall cause to be printed once, in the Trenton Times, a brief notice stating the nature, duration, service and amount of this contract, and that the resolution and contract are on file and available for public inspection in the office of the Municipal Clerk.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on January 14, 2020.

Mayor Mironov stated a recommendation memo was provided from the Finance Director on these services.

It was MOVED by Shapiro, SECONDED by Zoller to approve Resolution R2020-011.

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Zoller, Mironov  
Nays – None

There being six (6) ayes, and no (0) nays, Resolution R2020-011 was approved.

**Resolution R2020-012**      Approval of Professional Services Agreement for Pediatric Nurse Practitioner with Dana Paglia

**RESOLUTION R2020-012**  
**EAST WINDSOR TOWNSHIP**  
**MERCER COUNTY**

**WHEREAS**, there exists a need for Pediatric Nurse Practitioner Services, for the term of January 1, 2020 through December 31, 2020, in the Township of East Windsor, in the County of Mercer, State of New Jersey; and

**WHEREAS**, on October 7, 2019 the Township solicited proposals and on November 7, 2019 received two (2) proposal for Pediatric Nurse Practitioner Services; and

**WHEREAS**, the lowest cost proposal was received from Dana Paglia; and

**WHEREAS**, a contract for this professional service may be awarded without public advertising for bids as the contract is for “Professional Services” pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the Township Council has reviewed the Registered Environmental Health Inspector’s recommendation; and

**WHEREAS**, the maximum amount of the contract is \$7,680.00 and funds are available in the Current Fund Account No. 0-01-27-330-603-249 entitled “Licensed Professional,” pending the adoption of the 2020 Municipal Budget, as evidenced by the Chief Financial Officer’s Certification No. B2020-002.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of East Windsor, in the County of Mercer as follows:

1. The Mayor and Municipal Clerk are hereby authorized and directed to execute the attached Agreement for a term of January 1, 2020 to December 31, 2020, with Dana Paglia, APN, 1230 Parkway Avenue, Ewing, NJ 08628.
2. This Contract is awarded without competitive bidding in accordance with N.J.S.A. 40A:11-5 (1)(a) of the Local Public Contracts Law because the contract is for service performed by persons authorized by law to practice a recognized profession that is required by law, but in accordance with the Fair and Open Process as defined in N.J.S.A. 19:44A-20.5, et seq.
3. The Municipal Clerk shall cause to be printed once, in the Trenton Times, a brief notice stating the nature, duration, service and amount of this contract,

and that the resolution and contract are on file and available for public inspection in the office of the Municipal Clerk.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on January 14, 2020.

Mayor Mironov stated a recommendation memo was provided from the Health Department on these services.

It was MOVED by Lippman, SECONDED by Rosenberg to approve Resolution R2020-012.

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Zoller, Mironov  
Nays – None

There being six (6) ayes, and no (0) nays, Resolution R2020-012 was approved.

**Resolution R2020-013**      Approving Purchase of Software Maintenance Updates with  
Edmunds Associates, Inc. for Finance Department

**RESOLUTION R2020-013**  
**EAST WINDSOR TOWNSHIP**  
**MERCER COUNTY**

**WHEREAS**, there is a need to purchase a software maintenance system which includes enhancements and upgrades of the Edmunds payroll, finance and tax collection programs for the Finance Department; and

**WHEREAS**, Edmunds & Associates Inc. is the sole provider and has not authorized maintenance of their software by any other vendor; and

**WHEREAS**, since the purchase is under \$17,500, public bids are not required as set forth in N.J.S.A. 40A:11-4 requiring public advertising and bidding for contracts for a sum exceeding the aggregate amount as calculated periodically by the Governor, pursuant to N.J.S.A. 40A:11-3 which amount is \$17,500; and

**WHEREAS**, the Township Council has reviewed the Finance Director's recommendation on this purchase; and

**WHEREAS**, the maximum amount of the purchase is \$14,110.00 and funds are available in the 2020 Municipal Operating Temporary Budget Account No. 0-01-20-140-140-245 entitled "Edmunds and Associates Data Processing", pending the adoption of the 2020 Municipal Budget, as evidenced by the Chief Financial Officer's Certification No. B2020-003.

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

1. The Manager and Chief Financial Officer are hereby authorized and directed to approve and forward a purchase requisition to Edmunds & Associates, Inc., Attn: Accounts Receivable, 301 A Tilton Road, Northfield, New Jersey 08225 for the purchase of 2020 Software Maintenance System for the East

Windsor Township Finance Department, in an amount not to exceed \$14,110.00, all in accordance with the attached quote.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on January 14, 2020.

Mayor Mironov stated a recommendation memo was provided from the Finance Director on these services.

It was MOVED by Rosenberg, SECONDED by Zoller to approve Resolution R2020-013.

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Zoller, Mironov  
Nays – None

There being six (6) ayes, and no (0) nays, Resolution R2020-013 was approved.

**Resolution R2020-014**      Amending Resolution R2019-041 Awarding Two Road Resurfacing and Improvement Projects to Top Line Construction, Inc, for Project #1, Old Cranbury Road, Portion of Rocky Brook Road, Holland Lane and Project #2, Portion of Oak Creek Road, Heathwood Drive.

**RESOLUTION R2020-014  
EAST WINDSOR TOWNSHIP  
MERCER COUNTY**

**WHEREAS**, on March 5, 2019, by Resolution R2019-041, the East Windsor Township Council approved an award of bid for Two Road Resurfacing and Improvement Projects, Project #1 Resurfacing and Improvements to Old Cranbury Road, Rocky Brook Road and Holland Lane, and Project #2 Resurfacing and Improvements to Oak Creek Road and Heathwood Drive to Top Line Construction, Inc. in the amount of \$774,436.93; and

**WHEREAS**, change order number 1 for Improvement Project #1 Resurfacing and Improvements to Old Cranbury Road, Rocky Brook Road and Holland Lane has been requested to reduce the contract amount of \$406,691.74 to \$398,508.51; and

**WHEREAS**, change order number 1 for Improvement Project #2 Resurfacing and Improvements to Oak Creek Road and Heathwood Drive has been requested to increase the contract amount of \$367,745.19 to \$385,479.34; and

**WHEREAS**, the Director of Public Works has reviewed and approved the need for these change orders; and

**WHEREAS**, the maximum amount of the change order for Project #1 Resurfacing and Improvements to Old Cranbury Road, Rocky Brook Road and Holland Lane is an +\$8,183.23 credit to Capital Fund Account No. C-04-55-980-923-894 entitled Ordinance 2019-01 “NJDOT-Old Cranbury Road” and the maximum amount of the change order for Project #2 Resurfacing and Improvements to Oak Creek Road and Heathwood Drive is \$17,734.15 to Capital Fund Account No. C-04-55-980-923-893 entitled Ordinance 2019-01 “NJDOT-Oak Creek Road”, for a total increased amount of

\$9,550.92, and the Chief Finance Officer has determined that funds will be available as evidenced by the Chief Financial Officer's Certification No. C2020-001.

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

1. The attached Change Order Number 1 with Topline Construction to reduce the contract amount of \$406,691.74 to \$398,508.51 for Project #1 Resurfacing and Improvements to Old Cranbury Road, Rocky Brook Road and Holland Lane, is hereby approved.
2. The attached Change Order Number 1 with Topline Construction to increase the contract amount of \$367,745.19 to \$385,479.34 for Project #2 Resurfacing and Improvements to Oak Creek Road and Heathwood Drive, is hereby approved.

I hereby certify the foregoing to be a true copy of the Resolution adopted by the East Windsor Township Council at a meeting held on January 14, 2020.

Mayor Mironov requested the Resolution to be revised to reflect Project 1 and 2, changes in the second and third paragraph to reflect the increase in funds and complete the sentence on the last paragraph. She further stated a recommendation from the Director of Public was provided and the purpose the Resolution is to close out the project to free up money in the roadways account and better utilize more of the grant money.

[NOTE: All revisions are reflected in the above Resolution.]

It was MOVED by Shapiro, SECONDED by Lippman to approve Resolution R2020-014 with the revisions.

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Zoller, Mironov  
Nays – None

There being six (6) ayes, and no (0) nays, Resolution R2020-014 was approved with the revisions.

**Resolution R2020-015**      Approval of Purchase of Two Volvo Chassis Garbage Trucks with Leach Compactor Bodies from Sanitation Equipment Corporation for Department of Public Works

**RESOLUTION R2020-015  
EAST WINDSOR TOWNSHIP  
MERCER COUNTY**

**WHEREAS**, there is a need to purchase two (2) replacement Volvo Chassis Garbage Trucks with Leach Compactor Bodies for the East Windsor Public Works Department; and

**WHEREAS**, four (4) quotes were obtained to provide this equipment; and

**WHEREAS**, East Windsor Township is a member of the Sourcewell (formerly NJPA) Cooperative Pricing System and, in accordance with N.J.S.A. 40A:11-10 and N.J.A.C. 5:34-7.11, the Township can purchase goods and services through an approved cooperative pricing system recognized by the State of New Jersey without public bidding when the vendor is an approved state contractor or part of an approved cooperative; and

**WHEREAS**, Sanitation Equipment Company is the lowest cost proposal for two (2) new replacement Volvo Chassis Garbage Trucks with Leach Compactor Bodies, through Sourcewell (Formerly NJPA) Contract #091219-LEG; and

**WHEREAS**, this equipment can and will be purchased through Sourcewell Formerly NJPA contract #091219-LEG, which is valid through November 15, 2023; and

**WHEREAS**, the Township Council has reviewed the Director of Public Work's recommendations on these purchases; and

**WHEREAS**, the maximum amount of the purchase is \$474,767.20 and funds are available in the Capital Fund Account No. C-04-55-980-923-910 entitled Ordinance 2019-01 "DPW Garbage Truck Acquisition", as evidenced by the Chief Financial Officer's Certification No. C2020-002.

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

1. The Manager and Chief Financial Officer are hereby authorized and directed to approve and forward a purchase requisition to Sanitation Equipment Company, 80 Furler Street, Totowa, NJ 07512, for two (2) new replacement VHD64B300 Volvo Chassis Garbage Trucks with Leach 2RIII Compactor Bodies in the amount of \$237,383.60 each, for a total amount not to exceed \$474,767.20, all in accordance with the attached quote.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on January 14, 2020.

Mayor Mironov questioned if the Sourcewell Cooperative System, formally NJPA, is the state contract system. The Municipal Clerk stated based off Department of Public Work's memo that it is the state contract. Mayor Mironov requested further information regarding the name change.

It was MOVED by Daniels, SECONDED by Rosenberg to approve Resolution R2020-015 conditioned upon the state contract clarification.

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Zoller, Mironov  
Nays – None

There being six (6) ayes, and no (0) nays, Resolution R2020-015 was approved with the condition of the state contract clarification.

**Resolution R2020-016**      Authorizing Renewal of Agreement between East Windsor Township and Everbridge Inc. for Nixle Emergency Communications System Services

**RESOLUTION R2020-016  
EAST WINDSOR TOWNSHIP  
MERCER COUNTY**

**WHEREAS**, on November 20, 2018, by Resolution R2018-186, the East Windsor Township Council approved a three (3) year contract with Everbridge Inc., for an initial one (1) year term and option for two (2) one-year renewal terms with the contract beginning December 28, 2019 for the NIXLE Emergency Communications System, for a contract price not to exceed \$15,000 over three years; and

**WHEREAS**, the Township Council has reviewed the recommendation of the Chief of Police; and

**WHEREAS**, the maximum amount of the contract for year two is \$5,000.00 and the Chief Financial Officer has determined that sufficient funds will be provided in the 2020 Current Account No. 0-01-25-250-308-254 entitled "Communication Contracts", as evidenced by the Chief Financial Officer's Certification No. B2020-004.

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

1. The contract for the Nixle Emergency Communications System is hereby renewed for a one (1) year extension commencing December 28, 2019 through December 28, 2020 with Everbridge, Inc., 155 N. Lake Avenue, Suite 900, Pasadena, CA 91101.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on January 14, 2020.

Mayor Mironov requested that one small revision be made in the first paragraph. She also questioned the date in the Resolution and wanted to ensure the date was accurate. Mayor Mironov stated a recommendation memo from the Chief of Police was provided on this service. Mayor Mironov further stated the communication system is useful and she feels the Township should utilize it more often.

[All revisions are reflected in the above Resolution.]

It was **MOVED** by Daniels, **SECONDED** by Lippman to approve Resolution R2020-016 with the revision.

**ROLL CALL:** Ayes – Daniels, Lippman, Rosenberg, Shapiro, Zoller, Mironov  
Nays – None

There being six (6) ayes, and no (0) nays, Resolution R2020-016 was approved with the revision.

**Resolution R2020-020**      Approval of Lease Agreement with Mercer County for the Nutrition Program at the East Windsor Senior Center

**RESOLUTION R2020-020  
EAST WINDSOR TOWNSHIP**

**MERCER COUNTY**

**WHEREAS**, the property designated as the East Windsor Senior Center, in the County of Mercer, State of New Jersey, was built for the purpose of providing a center for Senior Citizen activities; and

**WHEREAS**, the County of Mercer is desirous of using such premises for the purpose of conducting the Senior Citizen Nutrition Program between the hours of 7:30 A.M. and 1:00 P.M., Monday through Friday; and

**WHEREAS**, the program will further benefit the nutritional health of Senior Citizens; and

**WHEREAS**, N.J.S.A. 40A:12-14(b) of the Local Lands and Buildings Law provides that the governing body of a municipality may authorize a lease to a public body without competitive bidding and upon such terms and conditions and for nominal or other consideration as shall be determined.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of East Windsor, in the County of Mercer, State of New Jersey, that the Mayor and Municipal Clerk are hereby authorized and directed to execute the attached Lease Agreement with the County of Mercer for two years commencing January 1, 2020 through December 31, 2021.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on January 14, 2020.

Mayor Mironov stated Resolution R2020-020 was held at a previous Council meeting due to the missing Memorandum of Understanding (MOU) attachment. She stated there are two small typos on page 5 and 6 of the MOU.

[NOTE: All revisions are reflected in the above Resolution.]

It was **MOVED** by Lippman, **SECONDED** by Rosenberg to approve Resolution R2020-020 with the revisions to the MOU.

**ROLL CALL:** Ayes – Daniels, Lippman, Rosenberg, Shapiro, Zoller, Mironov  
Nays – None

There being six (6) ayes, and no (0) nays, Resolution R2020-020 was approved with the revisions to the MOU.

**APPLICATIONS:**

**Raffle License RL: 2020-001**      Beth El Synagogue – February 29, 2020 at 50 Maple Stream Road, East Windsor, NJ – Bingo

It was **MOVED** by Rosenberg, **SECONDED** by Shapiro to approve Raffle License RL: 2020-001.

ROLL CALL: Ayes – Daniels, Rosenberg, Shapiro, Zoller  
Nays – None  
Abstain – Lippman, Mironov

There being four (4) ayes, no (0) nays and two (2) abstention, Raffle License RL: 2020-001 was approved.

#### **REPORTS BY COUNCIL AND STAFF:**

Council Member Zoller stated the Economic Development Committee (EDC) met on January 9, 2020 and appointed George White as Chairman and both David Russell and Oren Livne as Vice Chairmen for 2020. He stated the ECD discussed the gateway signs, the art installation RFP, a young entrepreneur day that is going to be held with high school students and they reviewed the changes of the master plan reexamination. Council Member Daniels reported that the Health Advisory Board met on January 9 and discussed yoga in the park and the community gardens kick-off event. Council Member Shapiro reported that the Planning Board met on January 13 and nominated Edward Kelley as Chairperson and Skip Berman as Vice Chairperson for 2020. He further stated an application was approved for a minor subdivision at 641 Etra Road and a discussion also took place regarding Innovation Park project.

#### **CORRESPONDENCE:**

#### **APPOINTMENTS:**

**Resolution R2020-017**      Appointment of Township Manager

**RESOLUTION R2020-017  
EAST WINDSOR TOWNSHIP  
MERCER COUNTY**

**WHEREAS**, N.J.S.A. 40:69A-89 of the Optional Municipal Charter Law provides for the appointment of a Township Manager by the Township Council; and

**WHEREAS**, the Township Council desires to appoint James P. Brady, based on his qualifications, knowledge and experience, to serve as East Windsor Township Manager, effective January 6, 2020; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of East Windsor in the County of Mercer, State of New Jersey, that James P. Brady is hereby appointed as Township Manager effective January 6, 2020.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on January 14, 2020.

It was MOVED by Rosenberg, SECONDED by Lippman to approve Resolution R2020-017.

Council Member Rosenberg stated he is very pleased to have James Brady back as Township Manager once again.

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Zoller, Mironov  
Nays – None

There being six (6) ayes, and no (0) nays, Resolution R2020-017 was approved.

Mayor Mironov congratulated Mr. Brady.

### **APPROVAL OF BILLS:**

Mayor Mironov stated a 2020 Current Bill list, 2019 Current Bill list, a Capital Bill List and other miscellaneous bill lists and trust accounts were provided.

It was MOVED by Zoller, SECONDED by Rosenberg to approve the Bill Lists.

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Zoller, Mironov  
Nays – None

There being six (6) ayes, and no (0) nays, the various presented Bill Lists were approved.

### **MATTERS BY COUNCIL:**

Mayor Mironov stated East Windsor Rescue Squad 1 had their re-organization meeting on Saturday January 11 and Robert Manlio will continue as Chief and Lara Manlio will be President for 2020. Mayor Mironov stated starting January 1 the 2020 food drive began and flyers were distributed to Mayor and Council with information. Mayor Mironov stated the Watershed Association provided the dates of April 18 and April 25 as choices for the stream clean-up event. She stated it was her belief that it would be best to schedule the stream-clean up for April 18, as the Recycling Day event was already scheduled for April 25. Mayor and Council agreed the Stream Clean-up event should be held on April 18. Mayor Mironov stated a Hightstown – East Windsor Historical Society meeting was held and information was provided to Council regarding historical signage for Airport Road, including ideas for possible signage, the set-up of the signage and the off road parking area. Mayor Mironov asked Council if they had any interest in pursuing this project in conjunction with the Hightstown-East Windsor Historical Society. Mayor and Council were unanimous in moving forward as a partner on the project.

Mayor Mironov reported the following correspondence was received and provided to Mayor and Council: a tax report, dated December 31, 2019, from the Tax Collector; a memo, dated January 5, 2020, from the Director of Public Works regarding the status of payment on Oak Creek Road and Old Cranbury Road projects; a letter, dated January 5, 2020, from the Director of Public Works regarding the replacement of the leaf vacuum engine; a letter, dated January 7, 2020, from the Assistant Township Manager, regarding an invoice from Settembrino Architects for the Senior Center expansion project; a memo, dated January 7, 2020, from the Director of Public Works regarding the close out of Maple Stream Road, Brooktree Road and Amy Drive project; a memo, dated January 7, 2020 from the Director of Public Works regarding the close out of the Woodland Drive and Cypress Drive projects, and a memo from the Chief of Police regarding a discussion from the December 17 Council meeting on the animal control program expenses.

Mayor Mironov raised the following matters: information on Resolution R2019-191, discussed at a previous Council meeting, regarding the need for additional information on the Wiltshire Park replacement playground equipment; additional information on Resolution R2019-195 from the Estenes family on the potential acquisition; information regarding the Township Representative for the Middlesex JIF Insurance Fund; information on the Anker Park Mercer at Play so it can be put on a future agenda for discussion; a letter was received from ACT Engineers, dated December 16, 2019, regarding the completion of the Magnolia Ridge project; and Mayor and Council are still awaiting a status regarding the Shoppes of East Windsor's enforcement action. Mayor Mironov noted that she requested at the December 17 Council meeting that the application for the Community Urban Forestry grant be provided to her. She stated the Township was awarded a \$30,000 grant and was notified of the award by the Department of Environmental Protection in January, but was told not to release the information. Mayor Mironov questioned the required timeline for the grant and requested that staff put together a plan in advance for the project. Mayor Mironov further stated a member of the Clean Communities Committee notified her of a few local government electric vehicle fleet grants that are available through April 15, 2020. Mayor Mironov further stated that she raised the topic of electric vehicles and charging stations last year and she would like staff to look into grant opportunities and other funding available to take advantage of for the Township.

#### **DISCUSSION ITEMS AND COUNCIL ACTION WHERE APPROPRIATE:**

1. \*Gold Award Project Follow-up Presentation By Chloe Colleton, Girl Scout Troop 70106

Mayor Mironov stated Chloe Colleton's presentation will be postponed to the next meeting due to time restraints.

2. 2019 Kelly Bill Reimbursements

Mayor Mironov stated Department of Public Works provided Mayor and Council with summary sheets and draft letters to go out to the Associations. Mayor and Council agreed the draft letters and agreements can be sent out to the groups for signatures and as they are returned will be put on upcoming Council agendas.

3. Etra Lake Park Arboretum -- Sustainable Jersey Grant

Mayor Mironov stated a grant was received from Sustainable Jersey to restore the Township Arboretum and Council requested that the Township Landscape Architect provide a proposal on how to proceed with the project based off of the funds received from the grant. Council Member Zoller stated he suggests that the arboretum be moved closer to the parking area and lake. Mayor Mironov stated that will not be a topic discussed tonight and that tonight is to decide if they would like to accept the proposal and what the next steps are to move forward with the arboretum. Council Member Lippman stated the proposal was comprehensive and provided the information requested. Mayor Mironov requested that the Resolution be re-worked. Mayor Mironov asked the Township Attorney David Orron if the Township could utilize Mr. Dobromilsky as a Fair and Open process to recognize the specified profession. Mayor Mironov also requested to add the proposal information into the Resolution.

[NOTE: The below Resolution reflects all changes requested.]

**Resolution R2020-018**      Approval of Professional Services Agreement for  
Etra Lake Park Arboretum Restoration Project with  
Landscape Architect Daniel Dobromilsky of Daniel  
Dobromilsky & Associates

**RESOLUTION R2020-018**  
**EAST WINDSOR TOWNSHIP**  
**MERCER COUNTY**

**WHEREAS**, the Township received a grant from the 2019 Sustainable Jersey Grants Program funded by PSE&G for the Etra Lake Park Arboretum Restoration Community Innovation Project in the amount of \$10,000; and

**WHEREAS**, there exists a need for professional landscape architectural consulting services for the Etra Lake Park Arboretum Restoration Project; and

**WHEREAS**, the Township solicited proposals on October 7, 2019 and received one (1) proposal for Landscape Architect by the receipt date of November 7, 2019; and

**WHEREAS**, on December 17, 2019, by Resolution R2019-204, Mayor and Council approved the contract for Landscape Architectural Services with Daniel Dobromilsky of Daniel Dobromilsky & Associates; and

**WHEREAS**, a contract for the professional service was awarded without public advertising for bids as the contract is for "Professional Services" pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the contract was awarded in accordance with the Fair and Open Process as defined in N.J.S.A. 19:44A-20.5, et seq.; and

**WHEREAS**, the maximum amount of the contract is \$5,500.00 and funds are available in the Grant Fund Account G-02-40-950-970-299, entitled "2019 Sustainable Jersey Grant", as evidenced by the Chief Financial Officer's Certification No. G2020-001.

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

1. The Mayor and Municipal Clerk are hereby authorized and directed to execute the attached Agreement with Daniel Dobromilsky of Daniel Dobromilsky & Associates, 7 Hillside Avenue, Jamesburg, NJ 08831, to provide professional consulting services for Etra Lake Park Arboretum Restoration Project, in an amount not to exceed \$5,500.00.
2. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1) (a) of the Local Public Contracts Law because the contract is for a service performed by person(s) authorized by law to practice a recognized profession that is regulated by law, but in accordance with the Fair and Open Process as defined in N.J.S.A. 19:44A-20.5, et seq.

3. The Municipal Clerk shall cause to be printed once, in the Trenton Times, a brief notice stating the nature, duration, service and amount of this contract, and that the resolution and contract are on file and available for public inspection in the office of the Municipal Clerk.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on January 14, 2020.

It was MOVED by Zoller, SECONDED by Rosenberg to approve Resolution R2020-018 with the revisions.

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Zoller, Mironov  
Nays – None

There being six (6) ayes, and no (0) nays, Resolution R2020-018 was approved with the revisions.

Mayor Mironov suggested that the Municipal Clerk organize a special meeting so the Landscape Architect can present his proposal and answer any questions the Township Council, Planning Board and Environmental Commission Members have regarding the project and how to move forward.

### 3. 2020 United States Census Complete Count

**Resolution R2020-019**      Establishment of East Windsor 2020 “Complete Count” Committee

**RESOLUTION R2020-019**  
**EAST WINDSOR TOWNSHIP**  
**MERCER COUNTY**

**WHEREAS**, the U.S. Census Bureau is required by the U.S. Constitution to conduct a count of the population every ten years, which provides information which plays a key role in American Democracy; and

**WHEREAS**, East Windsor Township is committed to ensuring every resident is counted; and

**WHEREAS**, federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data; and

**WHEREAS**, census data helps determine how many seats each state will have in the U.S. House of Representatives and is necessary for an accurate and fair redistricting of state legislative seats, county and municipal councils, and voting districts; and

**WHEREAS**, information from the 2020 Census are important foundational tools for economic development and increased employment; and

**WHEREAS**, the information collected by the census is confidential and protected by law; and

**WHEREAS**, the Township Council of the Township of East Windsor wishes to establish a 2020 “Complete Count” Committee to best ensure that the 2020 Census information is thoroughly disseminated to raise overall awareness of the importance of a complete census count and to increase participation among all populations.

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

1. An East Windsor Township 2020 Census “Complete Count” Committee is hereby established.
2. The Responsibilities and goals of the East Windsor Township 2020 “Complete Count” Committee include:
  - a. To support the goals for the 2020 Census and to disseminate 2020 Census information.
  - b. To encourage all East Windsor Township residents to participate in events and initiatives that will raise the overall awareness of the 2020 Census and increase participation.
  - c. To sponsor Census advocates to speak to East Windsor Township and community organizations.
  - d. To achieve a complete and accurate count of all persons within our borders.
3. The Mayor is hereby authorized to appoint the Chairperson and Members of the 2020 Census “Complete Count” Committee.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on January 14, 2020.

Mayor Mironov stated Mercer County along with the U.S. Census Bureau did a presentation regarding the census a few months ago stressing the importance of all East Windsor residents completing the questionnaire and how the completion helps the Township in tremendous ways. Mayor Mironov requested that the Resolution be re-worked to incorporate the establishment of a committee, the goals and to appoint a chairperson and members for the Complete Count Committee. She also stated she would like a Press release and an Enews to go out requesting residents to join the committee and inform them of the various jobs available for the 2020 census.

[All revisions are reflected in the above Resolution.]

It was MOVED by Daniels, SECONDED by Rosenberg to approve Resolution R2020-019 with the revisions.

ROLL CALL: Ayes – Daniels, Lippman, Rosenberg, Shapiro, Zoller, Mironov  
Nays – None

There being six (6) ayes, and no (0) nays, Resolution R2020-019 was approved with the revisions.

4. Route 130/Hankins Road/Conover Road Realignment Project – Status Report

The Township Manager stated a punch list needs to be established which will be provided to Mayor and Council once everything has been looked into.

6. Union Transportation Trail Extension Project: Status Report

Mayor Mironov stated this topic was discussed during a meeting in August of 2019 and since then no information has been provided on the status on the project. Mayor Mironov requested an update on the project and would like the project to move forward.

**MATTERS BY PUBLIC:**

**ADJOURNMENT:**

There being no further business Mayor Mironov declared the meeting adjourned at 9:41 p.m.

Next Meeting: Tuesday, January 28, 2020.

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Kelly Lettera  
Municipal Clerk

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Janice S. Mironov  
Mayor



