



# Municipality of Princeton, NJ

## Mayor and Council of Princeton

### Meeting Agenda

400 Witherspoon St  
Princeton, NJ 08540

---

Monday, December 22, 2025

7:00 PM

Main Council Chambers

---

#### I. JOIN MEETING - PLEASE CLICK LINK BELOW:

<https://us02web.zoom.us/j/84601938255>

Webinar ID: 846 0193 8255

#### II. STATEMENT CONCERNING NOTICE OF MEETING

Notice of this meeting was provided in accordance with the requirements of the Open Public Meetings Act and State regulations governing public meetings, including the time, date and location of the meeting and clear and concise instructions to the public for accessing the meeting and making comments. In addition, the agenda and all related materials were posted electronically and made available to the public on Princeton's meeting portal in advance of the meeting.

#### III. LAND ACKNOWLEDGEMENT

"We gather today on the land of the Lenni Lenape. As members of the Princeton community, we aspire to show appreciation, respect, and concern for all peoples and our environment. We honor the Lenape and other Indigenous caretakers of these lands and waters, the elders who lived here before, the Indigenous today, and the generations to come"

#### IV. ROLL CALL

#### V. PLEDGE OF ALLEGIANCE

#### VI. APPROVAL OF MINUTES

1. [\*\*0084\*\*](#) Mayor and Council of Princeton- Closed Session- August 19, 2025
2. [\*\*0085\*\*](#) Mayor and Council of Princeton- Regular Meeting- August 25, 2025
3. [\*\*0086\*\*](#) Mayor and Council of Princeton- Closed Session- September 2, 2025
4. [\*\*0092\*\*](#) Mayor and Council of Princeton- Regular Meeting- September 8, 2025

#### VII. ANNOUNCEMENTS/REPORTS

1. [\*\*0087\*\*](#) November 2025 Monthly Chief's Report

#### VIII. PROCLAMATION

1. [\*\*0088\*\*](#) A Proclamation Honoring Elizabeth Kim on the Occasion of Her Retirement
2. [\*\*0089\*\*](#) A Proclamation Honoring Edwin W. Schmierer on the Occasion of His Retirement

## **IX. PRESENTATION**

1. [\*\*0090\*\*](#) Proposed 2026 Princeton Triathlon by Shawn Elwood
2. [\*\*0091\*\*](#) Presentation of Princeton's 2025-2029 Community Forestry Management Plan by Taylor Sapudar, Municipal Arborist

## **X. ORDINANCE PUBLIC HEARING**

Anyone wishing to comment on or ask a question about an ordinance(s) listed below for public hearing and adoption can do so by either in person or Zoom. In person use the sign-up sheet on the podium. To make a spoken comment, either click on "Participants" and use the "raise hand" function, or- if attending by telephone- press \*9. When it is your turn to speak the meeting host will unmute you and the Mayor will recognize you.

1. [\*\*ORD  
25-19\*\*](#) An Ordinance by the Municipality of Princeton Regarding Tree Removal Permit Requirements and Amending Chapters 22 and 10B of the "Code of the Township of Princeton, New Jersey, 1968."- Roll Call
2. [\*\*ORD  
25-21\*\*](#) An Ordinance by the Municipality of Princeton Updating Certain Lane Use Reservations and Amending Chapter 11 of the "Code of the Township of Princeton, New Jersey, 1968"-Roll Call
3. [\*\*ORD  
25-22\*\*](#) An Ordinance of the Mayor and Council of Princeton Concerning Salaries and Compensation of Certain Personnel of the Municipality of Princeton-Roll Call

## **XI. RESOLUTIONS**

1. [\*\*R-25-410\*\*](#) Resolution of the Mayor and Council of Princeton Approving Police Promotions for 2025
2. [\*\*R-25-411\*\*](#) Resolution of the Mayor and Council of Princeton Authorizing the Award of a Professional Services Agreement to USA Architects for Facilities Programming and Conceptual Design for Various Facilities in Princeton, New Jersey, for an Amount Not to Exceed \$469,901.00

3. [R-25-412](#) Resolution of the Mayor and Council of Princeton Authorizing a Final Change Order for the 2024 Roadway Resurfacing Project to Carroccia Company in the Amount of -\$387,253.00; Authorizing a Final Payment of \$60,994.56, Resulting in a Final Contract Amount of \$1,391,323.20; Releasing the Performance Bond; and Accepting a Maintenance Bond in the Amount of \$266,786.43

4. [R-25-413](#) Resolution of the Mayor and Council of Princeton Authorizing the Award of a Contract to SHI International Corp. for OpenGov Vertosoft Software for \$69,305.69 Utilizing New Jersey Cooperative Purchasing Alliance Contract #CK04 24-38

5. [R-25-414](#) Resolution of the Mayor and Council of Princeton Authorizing a One-Year Extension to the Contract with Greater Mercer Transportation Management Association, Inc. for Transportation Services for Crosstown for an Amount Not to Exceed \$158,000.00

6. [R-25-415](#) Resolution of the Mayor and Council of Princeton Authorizing an Agreement with the Princeton Farmers Market for Use of Hinds Plaza on Specified Thursdays in 2026

7. [R-25-416](#) Resolution of the Mayor and Council of Princeton Supporting a Regional Collaboration, Led by Montgomery Township, for the Preparation of a Watershed Improvement Plan for the Lower Millstone River Watershed

8. [R-25-417](#) Resolution of the Mayor and Council of Princeton Authorizing Agreement With Princeton Mobile Food Pantry for Temporary Use of 237 North Harrison Street

9. [R-25-418](#) Resolution of the Mayor and Council of Princeton Authorizing the Purchase/ Renewal of Licenses for Microsoft Office 365 from SHI International Corp. for \$208,558.06 utilizing New Jersey Cooperative Purchasing Alliance Contract CK04 BC-BID-24-38

10. [R-25-419](#) Resolution of the Mayor and Council of Princeton Authorizing the Purchase of Tasers from Axon Enterprise, LLC for an Amount Not to Exceed \$178,320.00 utilizing New Jersey State Contract 17-FLEET-00738

11. [R-25-420](#) Resolution of the Mayor and Council of Princeton Authorizing the Purchase of APX8000 Radios from Motorola Solutions for \$57,867.30 utilizing New Jersey State Contract 83909

## XII. CONSENT AGENDA

1. [R-25-421](#) Resolution of the Mayor and Council of Princeton Authorizing the Payment of Bills and Claims

2. **R-25-422** Resolution of the Mayor and Council of Princeton Approving Transfers in Accordance with N.J.S.A. 40A:4-58 Current Fund & Parking Utility Fund Appropriations

**XIII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

The Mayor and Council will take comments first from members of the public attending the meeting in person, then from members of the public attending the meeting via Zoom. Speakers will be limited to 3 minutes. No immediate action will be taken on any public comment issue.

**IN-PERSON:**

Please use the sign-up sheet on the podium. After everyone who signed up has had the opportunity to speak, the Mayor will invite any additional comments from members of the public. Please line up at the podium if you plan to speak.

**ZOOM:**

To make a comment or ask a question during the meeting via zoom, raise your hand using one of the following alternatives:

1. Windows or Mac platform: Click on “Participants” at the bottom of the screen, then click on “raise hand” (Windows shortcut: Alt+Y; Mac shortcut: Option+Y).
2. Android or iOS device: Click on “raise hand” in the bottom left corner of your screen.
3. Telephone: Press #9

**XIV. ADJOURNMENT**



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

**File #:** 0084

**Agenda Date:** 12/22/2025

**Agenda #:** 1.

---

Mayor and Council of Princeton- Closed Session- August 19, 2025

# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540



## Meeting Minutes - Draft

Tuesday, August 19, 2025

3:30 PM

Virtual Meeting

## Mayor and Council Closed Session

**I. STATEMENT CONCERNING NOTICE OF MEETING**

Notice of this meeting was provided in accordance with the requirements of the Open Public Meetings Act and State regulations governing public meetings, including the time, date and location of the meeting and clear and concise instructions to the public for accessing the meeting and making comments. In addition, the agenda and all related materials were posted electronically and made available to the public on Princeton's meeting portal in advance of the meeting.

**II. ROLL CALL**

Also Present: Bernard Hvozdovic, Administrator; Neal Snyder, Tax Assessor; Trishka Cecil, Municipal Attorney; Kevin Van Hise, Assistant Municipal Attorney; Fredrick Rubenstein, Esq., Tax Appeals Attorney from Law Office of Shah and Rubenstein, LLC, and Steve Mlenak, Redevelopment Attorney from Greenbaum, Rowe, Smith & Davis LLP

<b>Present</b>	David Cohen, Leticia Fraga, Mark Freda, Brian McDonald, Leighton Newlin, Michelle Pirone Lambros, and Mia Sacks
----------------	---

**III. CLOSED SESSION****1. Resolution of the Mayor and Council of Princeton to Enter Closed Session (Open Public Meetings Act Sec.3)**

**RESULT:** ADOPTED

**MOVER:** Brian McDonald

**SECONDER:** Leighton Newlin

**Aye:** Cohen, Fraga, McDonald, Newlin, Pirone Lambros, and Sacks

- Status of NJ Bell Telephone Co. v. Princeton Tax Appeal

Frederick Rubenstein, Tax Appeal Attorney from the Law Office of Shah and Rubenstein, LLC, provided Council with background information and an update on the current status of the litigation regarding *NJ State Bell Telephone Co. v. Princeton Tax Appeal*.

Neal Snyder, Tax Assessor, and Mr. Rubenstein exited the meeting at 3:44 p.m.

- Pending or Anticipated Litigation in which the Public Body is, or May Become, a Party, and Matters Falling within the Attorney-Client Privilege, to the Extent that Confidentiality is Required

Steve Mlenak, Redevelopment Attorney from Greenbaum, Rowe, Smith & Davis, reviewed a potential matter of litigation and provided background information. Council discussed the matter and sought legal guidance regarding available options and next steps.

Mr. Mlenak left the meeting at 3:59 p.m.

- Confidential Advice of Counsel Regarding Potential Conveyance or Lease of Municipally Owned Property for Affordable Housing Purposes

Council President Mia Sacks led the discussion and provided Council with an overview and

background on the subject matter. Council members asked questions and reviewed possible options for the use of municipally owned properties for affordable housing purposes.

Kevin Van Hise, Assistant Municipal Attorney, answered questions and provided legal guidance.

Mr. Van Hise left the meeting at 5:05 p.m.

- Contract Negotiations- PBA

No discussion was held on this matter. The topic was deferred to a future meeting date to be determined.

- Matters Falling Under the Attorney Client Privilege- Boards, Commissions, and Committees

Councilwoman Leticia Fraga reviewed potential candidates for service on one of Princeton's Boards, Commissions, or Committees. Council discussed the candidates.

**IV. ADJOURNMENT**

A motion to closed the Closed Session portion to return to Open Session was made by Councilman David Cohen, seconded by Councilwoman Michelle Pirone Lambros, and carried unanimously by all members present. Then a motion to adjourn at 5:13 p.m. was made by Councilman David Cohen, seconded by Councilman Brian McDonald, and carried unanimously by all members present.

Respectfully submitted,

Dawn M. Mount  
Municipal Clerk



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

**File #:** 0085

**Agenda Date:** 12/22/2025

**Agenda #:** 2.

---

Mayor and Council of Princeton- Regular Meeting- August 25, 2025

# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540



## Meeting Minutes - Draft

Monday, August 25, 2025

7:00 PM

<https://us02web.zoom.us/j/81366053769>  
Webinar ID: 813 6605 3769

Main Council Chambers

## Mayor and Council of Princeton

**I. JOIN MEETING - PLEASE CLICK LINK BELOW:**

<https://us02web.zoom.us/j/81366053769>  
Webinar ID: 813 6605 3769

**II. STATEMENT CONCERNING NOTICE OF MEETING**

Notice of this meeting was provided in accordance with the requirements of the Open Public Meetings Act and State regulations governing public meetings, including the time, date and location of the meeting and clear and concise instructions to the public for accessing the meeting and making comments. In addition, the agenda and all related materials were posted electronically and made available to the public on Princeton's meeting portal in advance of the meeting.

**III. LAND ACKNOWLEDGEMENT**

"We gather today on the land of the Lenni Lenape. As members of the Princeton community, we aspire to show appreciation, respect, and concern for all peoples and our environment. We honor the Lenape and other Indigenous caretakers of these lands and waters, the elders who lived here before, the Indigenous today, and the generations to come"

Councilman Leighton Newlin read the Land Acknowledgement.

**IV. ROLL CALL**

Also Present: Bernard Hvozdovic, Administrator; Capt. Matthew Solovay; Deanna Stockton, Deputy Administrator/Municipal Engineer; Jim Purcell, Assistant Municipal Engineer; Justin Lesko, Municipal Planner; and Lisa Maddox, Assistant Municipal Attorney

**Present:** Council Member Brian McDonald, Council Member Michelle Pirone Lambros, Council Member David Cohen, Council Member Mia Sacks, Council Member Leticia Fraga, Council Member Leighton Newlin, Mayor Mark Freda, and Municipal Clerk Dawn M. Mount

**V. PLEDGE OF ALLEGIANCE**

The audience participated in the Pledge of Allegiance.

**VI. APPROVAL OF MINUTES****1. Mayor and Council of Princeton- Closed Session- June 3, 2025**

**RESULT:** APPROVED

**MOVER:** Leticia Fraga

**SECONDER:** David Cohen

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**VII. ANNOUNCEMENTS/REPORTS**

Councilman Brian McDonald had no reports or announcements.

Councilwoman Michelle Pirone Lambros had no reports or announcements.

Councilman David Cohen had no reports or announcements.

Council President Mia Sacks had no reports or announcements.

Councilwoman Leticia Fraga had no reports or announcements.

Councilman Leighton Newlin thanked the Princeton Police Department, the Princeton Housing Authority Board, and residents for a successful community barbecue held the previous Saturday.

Mayor Mark Freda had no reports or announcements.

**Staff Reports:**

There were no staff reports or announcements.

**1. Police Chief's Report - June 2025**

Capt. Matthew Solovay presented the June 2025 Police Chief's Report. Highlights included the graduation of the third Citizens Police Academy class. He explained that over the past three years, the program has provided residents with a behind-the-scenes look at police operations, policies, and training, helping to build trust and strengthen relationships within the community. The next Citizens Police Academy is scheduled for spring 2026, with applications opening at the beginning of the new year.

**VIII. WORK SESSION****1. Transit Study**

Jim Purcell, Assistant Municipal Engineer, presented a PowerPoint on the Princeton Community Transit Plan and requested guidance from Council on next steps. He explained that Princeton contracted with Nelson\Nygard to prepare a transit study including a needs and demand analysis, community engagement, and preparation of short- and long-term transit recommendations. Topics reviewed included: the engagement approach, key findings, goals and evaluation measures, service today, two fixed routes/two vehicles, two fixed routes/one vehicle, potential funding, and next steps.

Councilman David Cohen asked why transit on-demand was not a preferred option and whether future technological improvements and increased competition could make it viable.

Mayor Mark Freda asked what alternative uses of the funding would be considered if it were

not applied to this project.

Councilman Leighton Newlin expressed support for the new route due to new affordable housing along the corridor and emphasized the importance of monitoring ridership data to ensure the service benefits the entire community.

Council President Mia Sacks asked how the proposed service would address employee parking and other transit-related challenges.

Libby, resident of Princeton, expressed support of a two bus system and noted it would reduce wait times.

Consensus of Council was to move forward with the consultant, Telos, to gather additional data prior to proceeding to bid.

## IX. ORDINANCE INTRODUCTION

1. An Ordinance by the Municipality of Princeton Authorizing the Lease of a Portion of the Community Park South Tennis Facility for a Public Purpose to the Princeton Tennis Program Pursuant to the Local Lands and Buildings Law, N.J.S.A. 40A:12-14(c) and N.J.S.A. 40A:12-15(i). (Public Hearing: September 8, 2025)-Roll Call

**RESULT:** INTRODUCED ON FIRST READING

**MOVER:** Michelle Pirone Lambros

**SECONDER:** David Cohen

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

2. An Ordinance of the Municipality of Princeton Amending Chapter T10B Entitled “Land Use” of the Municipality of Princeton by Creating the Affordable Housing District 14 (AH-14) in Furtherance of the Fair Housing Act (Public Hearing: September 8, 2025)- Roll Call

**RESULT:** INTRODUCED ON FIRST READING

**MOVER:** Leticia Fraga

**SECONDER:** David Cohen

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

## X. RESOLUTIONS

1. Resolution of the Mayor and Council of Princeton Appointing the Deputy Municipal Clerk for the Calendar Year 2025

**RESULT:** ADOPTED  
**MOVER:** David Cohen  
**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

2. Resolution of the Mayor and Council of Princeton Authorizing the Submission and Acceptance of the State of New Jersey, Department of Community Affairs, 2026 Social Services: Human Services Food Insecurity Grant in the Amount of \$60,000.00

**RESULT:** ADOPTED  
**MOVER:** Leticia Fraga  
**SECONDER:** Brian McDonald

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

3. Resolution of the Mayor and Council of Princeton Authorizing the Award of a Bid Contract to Rapid Pump & Meter Service Company, LLC for On-Call Mechanical & Electrical Maintenance Services for Pump Stations & Force Mains for an Amount Not to Exceed \$195,412.50

**RESULT:** ADOPTED  
**MOVER:** Mia Sacks  
**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

4. Resolution of the Mayor and Council of Princeton Authorizing the Award of a Professional Services Agreement to Camiros LTD for Phase 1 of a Unified Zoning Code Update for an Amount Not to Exceed \$83,600.00

**RESULT:** ADOPTED  
**MOVER:** Mia Sacks  
**SECONDER:** David Cohen

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

5. Resolution of the Mayor and Council of Princeton Authorizing the Award of a Contract to National Water Main Cleaning Company, Inc. for Mini System #36 Sewer Rehabilitation Contract A for an Amount Not to Exceed \$1,982,858.00

**RESULT:** ADOPTED  
**MOVER:** Michelle Pirone Lambros

**SECONDER:** David Cohen

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

6. Resolution of the Mayor and Council of Princeton Authorizing the Award of a Contract to National Water Main Cleaning Company, Inc. for Mini System #36 Sewer Rehabilitation Contract B for an Amount Not to Exceed \$1,868,094.00

**RESULT:** ADOPTED

**MOVER:** Mia Sacks

**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

7. Resolution of the Mayor and Council of Princeton Authorizing the Award of a Contract to National Water Main Cleaning Company, Inc. for Mini System #36 Sewer Rehabilitation Contract C for an Amount Not to Exceed \$2,089,926.00

**RESULT:** ADOPTED

**MOVER:** Leighton Newlin

**SECONDER:** David Cohen

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

8. Resolution of the Mayor and Council of Princeton Authorizing the Submission of an Award Extension Request for the Terhune Road Pedestrian Improvements Safe Streets to Transit Project (LA-2024-SST-00038) to the New Jersey Department of Transportation

**RESULT:** ADOPTED

**MOVER:** Brian McDonald

**SECONDER:** David Cohen

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

9. Resolution of the Mayor and Council of Princeton Authorizing Change Order #2 to the Turf Management Services Contract with U.S. Athletic Fields, Inc. for Spot Treatments for an Increase of \$4,555.20 Resulting in a New Amount Not to Exceed \$25,941.47

**RESULT:** ADOPTED

**MOVER:** Leighton Newlin

**SECONDER:** Brian McDonald

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**10.** Resolution of the Mayor and Council of Princeton Authorizing a License Agreement with Rider University

**RESULT:** ADOPTED  
**MOVER:** Brian McDonald  
**SECONDER:** David Cohen

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**11.** Resolution of the Mayor and Council of Princeton Authorizing a License Agreement with the Greater Princeton Youth Orchestra

**RESULT:** ADOPTED  
**MOVER:** Brian McDonald  
**SECONDER:** Michelle Pirone Lambros

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**12.** Resolution of the Mayor and Council of Princeton Authorizing a License Agreement with Princeton Pro Musica

**RESULT:** ADOPTED  
**MOVER:** Mia Sacks  
**SECONDER:** David Cohen

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**13.** Resolution of the Mayor and Council of Princeton Authorizing an Amended License Agreement with the Princeton Ballet Society

**RESULT:** ADOPTED  
**MOVER:** Brian McDonald  
**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**14.** Resolution of the Mayor and Council of Princeton Authorizing the Submission of a Substantial Amendment of the 2023 Community Development Block Grant Program Annual Action Plan

**RESULT:** ADOPTED  
**MOVER:** Leticia Fraga  
**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

15. Resolution of the Mayor and Council of Princeton Authorizing and Directing the Princeton Planning Board To Update Its Preliminary Investigation To Determine Whether Certain Property Located On Franklin Avenue, Designated As Lots 2, 26 And 27 In Block 21.04 On The Tax Map Of Princeton, Meets The Criteria For Designation As A Non-Condemnation Redevelopment Area

**RESULT:** ADOPTED  
**MOVER:** Michelle Pirone Lambros  
**SECONDER:** Brian McDonald

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

## XI. CONSENT AGENDA

1. Resolution of the Mayor and Council of Princeton Authorizing the Payment of Bills and Claims

**RESULT:** ADOPTED  
**MOVER:** Leticia Fraga  
**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

2. Resolution of the Mayor and Council of Princeton Authorizing a Place-To-Place Liquor License Transfer (Expansion Of Premises) Prospect House Association of Princeton University

**RESULT:** ADOPTED  
**MOVER:** Leticia Fraga  
**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

3. Resolution of the Mayor and Council of Princeton Approving Appointments to the Youth Advisory Committee

**RESULT:** ADOPTED  
**MOVER:** Leticia Fraga  
**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

4. Resolution of the Mayor and Council of Princeton Authorizing Proration of Taxes for the 4th Quarter 2025 Exempt to Taxable Block 10501 Lot 1.03

**RESULT:** ADOPTED  
**MOVER:** Leticia Fraga  
**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

5. Resolution of the Mayor and Council of Princeton Authorizing and Amending Princeton Affordable Housing Home Improvement Program Loans-21 Birch Avenue (Block 6902, Lot 13)

**RESULT:** ADOPTED  
**MOVER:** Leticia Fraga  
**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

6. Resolution of the Mayor and Council of Princeton Authorizing Release of Inspection Fees in the Amount of \$55,900.00 for the Trustees of Princeton University -Health Services Building Major Site Development, Block 45.01, Lot 101, Zone E-2 B.

**RESULT:** ADOPTED  
**MOVER:** Leticia Fraga  
**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

7. Resolution of the Mayor and Council of Princeton Authorizing Release of a Performance Guarantee in the Amount of \$1,170,258.00 to the Trustees of Princeton University for the Soccer Stadium and Practice Field Site Plan, Block 50.01, Lot 18, Zone E-1 T

**RESULT:** ADOPTED  
**MOVER:** Leticia Fraga  
**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**8.** Resolution of the Mayor and Council of Princeton Awarding a Contract to John Zampini/Suburban Deer Management Association for Bow Hunting Services on Public Lands in Connection with Princeton's 2025-2026 Deer Management Program

**RESULT:** ADOPTED

**MOVER:** Leticia Fraga

**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Cohen, Council Member Sacks, Council Member Fraga, and Council Member Newlin

## **XII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

The Mayor and Council will take comments first from members of the public attending the meeting in person, then from members of the public attending the meeting via Zoom. Speakers will be limited to 3 minutes. No immediate action will be taken on any public comment issue.

### **IN-PERSON:**

Please use the sign-up sheet on the podium. After everyone who signed up has had the opportunity to speak, the Mayor will invite any additional comments from members of the public. Please line up at the podium if you plan to speak.

### **ZOOM:**

To make a comment or ask a question during the meeting via zoom, raise your hand using one of the following alternatives:

1. Windows or Mac platform: Click on "Participants" at the bottom of the screen, then click on "raise hand" (Windows shortcut: Alt+Y; Mac shortcut: Option+Y).
2. Android or iOS device: Click on "raise hand" in the bottom left corner of your screen.
3. Telephone: Press #9

Mayor Mark Freda opened public comment for items not on the agenda first to those attending the meeting in person and then to those via "Zoom".

### **In Person:**

Shawn Elwood, 137 Poe Road, and Braedyn Capone, 3 Leavitt Lane, members of the Princeton Triathlon organizing team, reported on the success of the event. Approximately

250 participants competed, with an estimated 300-400 volunteers and spectators. Participants ranged in age from 7 to 77, and all completed the course.

**Via "Zoom":**

There was no public comment via "Zoom".

Seeing no one further in person or via "Zoom" Mayor Freda closed public comment for items not on the agenda.

**XIII. ADJOURNMENT**

A motion to adjourn at 8:05 p.m. was made by Councilman David Cohen, seconded by Councilwoman Michelle Pirone Lambros, and carried unanimously by all members present.

Respectfully submitted,

Dawn M. Mount  
Municipal Clerk



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

**File #:** 0086

**Agenda Date:** 12/22/2025

**Agenda #:** 3.

---

Mayor and Council of Princeton- Closed Session- September 2, 2025

# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540



## Meeting Minutes - Draft

Tuesday, September 2, 2025

1:00 PM

Virtual Meeting

## Mayor and Council Closed Session

**I. STATEMENT CONCERNING NOTICE OF MEETING**

Notice of this meeting was provided in accordance with the requirements of the Open Public Meetings Act and State regulations governing public meetings, including the time, date and location of the meeting and clear and concise instructions to the public for accessing the meeting and making comments. In addition, the agenda and all related materials were posted electronically and made available to the public on Princeton's meeting portal in advance of the meeting.

**II. ROLL CALL**

Also Present: Bernard Hvozovic, Administrator; Deanna Stockton, Deputy Administrator/Municipal Engineer; Jeff Grosser, Deputy Administrator; Trishka Cecil, Municipal Attorney; Lisa Maddox, Assistant Municipal Attorney; Paul Bishop, Assistant Municipal Attorney; and Robert Merryman, Labor Attorney, Apruzzeze, McDermott, Mastro & Murphy

<b>Present</b>	David Cohen, Leticia Fraga, Brian McDonald, Dawn M. Mount, Leighton Newlin, Michelle Pirone Lambros, and Mia Sacks
<b>Absent</b>	Mark Freda

**III. CLOSED SESSION****1. Resolution of the Mayor and Council of Princeton to Enter Closed Session (Open Public Meetings Act Sec.3)**

**RESULT:** ADOPTED  
**MOVED:** Leticia Fraga  
**SECONDER:** Brian McDonald

**Aye:** Cohen, Fraga, McDonald, Newlin, Pirone Lambros, and Sacks  
**Absent:** Freda

- Potential litigation, contract negotiations & attorney/client advice in connection with High Water Truck Contract

Paul Bishop, Assistant Municipal Attorney, updated Council on the status of the potential litigation and contract negotiations related to the High Water Truck and requested guidance on how to proceed. Council discussed the matter and sought legal advice regarding available options.

Mr. Bishop and Ms. Maddox exited the meeting at 1:14 p.m.

- Contract Negotiations- PBA

Councilwoman Michelle Pirone Lambros recused herself from this matter at 1:16 p.m. At that time, Deanna Stockton, Deputy Administrator/Municipal Engineer, and Jeff Grosser, Deputy Administrator/Health Officer, also exited the meeting.

Robert Merryman, Labor Attorney, reviewed the PBA's counteroffer related to the ongoing contract negotiations with the municipality and sought direction from Council. Council then held a discussion regarding the proposed terms.

#### **IV. ADJOURNMENT**

A motion to close the Closed Session and return to Open Session was made by Councilman Leighton Newlin, seconded by Councilwoman Leticia Fraga. The motion carried unanimously by all members present.

A motion to adjourn the meeting at 1:52 p.m. was made by Councilman David Cohen and seconded by Councilman Brian McDonald. The motion carried unanimously by all members present.

Respectfully submitted,

Dawn M. Mount  
Municipal Clerk



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

**File #:** 0092

**Agenda Date:** 12/22/2025

**Agenda #:** 4.

---

Mayor and Council of Princeton- Regular Meeting- September 8, 2025

# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540



## Meeting Minutes - Draft

Monday, September 8, 2025  
7:00 PM

<https://us02web.zoom.us/j/82208006480>  
Webinar ID: 822 0800 6480

Main Council Chambers

## Mayor and Council of Princeton

**I. JOIN MEETING - PLEASE CLICK LINK BELOW:**

<https://us02web.zoom.us/j/82208006480>

**Webinar ID: 822 0800 6480**

**II. STATEMENT CONCERNING NOTICE OF MEETING**

Notice of this meeting was provided in accordance with the requirements of the Open Public Meetings Act and State regulations governing public meetings, including the time, date and location of the meeting and clear and concise instructions to the public for accessing the meeting and making comments. In addition, the agenda and all related materials were posted electronically and made available to the public on Princeton's meeting portal in advance of the meeting.

**III. LAND ACKNOWLEDGEMENT**

"We gather today on the land of the Lenni Lenape. As members of the Princeton community, we aspire to show appreciation, respect, and concern for all peoples and our environment. We honor the Lenape and other Indigenous caretakers of these lands and waters, the elders who lived here before, the Indigenous today, and the generations to come"

Councilwoman Michelle Pirone Lambros read the Land Acknowledgement.

**IV. ROLL CALL**

Also Present: Bernard Hvozdovic, Administrator; Justin Lesko, Municipal Planner; and Trishka Cecil, Municipal Attorney

**Present:** Council Member Brian McDonald, Council Member Michelle Pirone Lambros, Council Member Mia Sacks, Council Member Leticia Fraga, Council Member Leighton Newlin, and Mayor Mark Freda

**Absent:** Council Member David Cohen

**V. PLEDGE OF ALLEGIANCE**

The audience participated in the Pledge of Allegiance.

**VI. ANNOUNCEMENTS/REPORTS**

Councilman Brian McDonald reported that Council received a letter from the current president of the Jewish Center, several past presidents, and other leaders of the Jewish community expressing serious concern regarding an increasing number of anti-semitic incidents, including graffiti and speech at public gatherings. He stated that these acts have created a climate in which Jewish residents feel unsettled and unsafe, and he outlined actions taken by the Municipality and the Princeton Police Department in response.

Councilwoman Michelle Pirone Lambros had no reports or announcements.

Council President Mia Sacks had no reports or announcements.

Councilwoman Leticia Fraga announced that Welcoming Week 2025 will take place from September 12 through September 21, 2025. She noted that various events will be held throughout the week in collaboration with community partners. The week will begin with a Culture Exchange Night hosted by Human Services and the Princeton Public Library on September 12, 2025, at 4:30 p.m. in Hinds Plaza. The event is free and open to the public.

Councilman Leighton Newlin had no reports or announcements.

Mayor Mark Freda had no reports or announcements.

**Staff Reports:**

There were no staff reports or announcements.

**VII. PROCLAMATION**

**1. A Proclamation Celebrating Welcoming Week 2025**

Councilman Leighton Newling read the proclamation proclaiming Welcome Week 2025 in Princeton.

**2. A Proclamation Observing September 15th Through October 15th, 2025 as Hispanic Heritage Month**

Councilwoman Leticia Fraga read the proclamation observing September 15, 2025 through October 15, 2025 as Hispanic Heritage month in Princeton.

**VIII. ORDINANCE PUBLIC HEARING**

Anyone wishing to comment on or ask a question about an ordinance(s) listed below for public hearing and adoption can do so by either in person or Zoom. In person use the sign-up sheet on the podium. To make a spoken comment, either click on "Participants" and use the "raise hand" function, or- if attending by telephone- press \*9. When it is your turn to speak the meeting host will unmute you and the Mayor will recognize you.

**1. An Ordinance by the Municipality of Princeton Authorizing the Lease of a Portion of the Community Park South Tennis Facility for a Public Purpose to the Princeton Tennis Program Pursuant to the Local Lands and Buildings Law, N.J.S.A. 40A:12-14 (c) and N.J.S.A. 40A-12-15(i)"- Roll Call**

Mayor Mark Freda opened the public hearing first to those attending in person than to those via "Zoom".

**In person:**

Jack Roberts, former Princeton Recreation Director, speaking on behalf of the Board of

Trustees of the Princeton Tennis Program, commended the parties involved in developing the agreement and expressed enthusiasm for moving the program forward.

**Via "Zoom":**

There was no public comment from those attending via "Zoom".

Seeing no one further, Mayor Freda closed the public hearing.

2. An Ordinance of the Municipality of Princeton Amending Chapter T10B Entitled "Land Use" of the Municipality of Princeton by Creating the Affordable Housing District 14 (AH-14) in Furtherance of the Fair Housing Act-Roll Call

Mayor Mark Freda voiced concern that it appears the affordable units are going to be in separate buildings from the rest of the units, the units will be smaller, and he inquired if the interior finishes will be consistent between the affordable units and the market rate units.

Councilman Leighton Newlin stated he felt the same way as Mayor Freda but after conferring with the Municipal Planner and learning more on how "for sale" units are handled differently under U-Hack rules (NJ Uniform Housing Affordability Controls), he is okay with moving forward and thinks it is a good deal.

Councilwoman Michelle Pirone Lambros noted because the project is not redevelopment, limitations exist on cost-generative elements, but she viewed the ordinance as a step in the right direction.

Council President Mia Sacks explained that because the units are "for sale" rather than rental, there is no standard amenity package; the affordable units are subject to minimum standards by municipal ordinance, while market-rate unit rates are not.

Mayor Mark Freda opened the public hearing first to those attending the meeting in person than to those via "Zoom".

**In Person:**

Hendricks Davis, 232 John Street, expressed support for the ordinance and inquired about unit pricing and the possibility of a Princeton preference. He encouraged outreach to residents interested in homeownership opportunities within the community.

**Via "Zoom":**

There was no public comment from anyone attending via "Zoom".

Seeing no one further, Mayor Freda closed the public hearing.

**IX. RESOLUTIONS**

1. Resolution of the Mayor and Council of Princeton Authorizing the Extension of the Term of the Professional Services Agreement with Arcadis, U.S., Inc. for Hamilton Avenue Sanitary Sewer Replacement Engineering Design and Bid Phase Services for the Length of Time Necessary for the Completion of the Actual Construction with No Change to the Contract Amount

**RESULT:** ADOPTED

**MOVER:** Brian McDonald

**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**Absent:** Council Member Cohen

2. Resolution of the Mayor and Council of Princeton Authorizing and Amending Princeton Affordable Housing Program, Home Rehabilitation Loans 2025-1 and 2025-2 Not to Exceed \$39,300.00

**RESULT:** ADOPTED

**MOVER:** Leticia Fraga

**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**Absent:** Council Member Cohen

3. Resolution of the Mayor and Council of Princeton Authorizing an Increase of \$65,000.00 to the Contract with Jen Electric, Inc. for Traffic Signal Maintenance Services for a New Not to Exceed Amount of \$107,040.00 for the January 1, 2025 through December 31, 2025 Term

**RESULT:** ADOPTED

**MOVER:** Brian McDonald

**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**Absent:** Council Member Cohen

4. Resolution of the Mayor and Council of Princeton Endorsing Princeton's Application to the New Jersey Division of Fish and Wildlife for Designation of a Special Deer Management Area and Approval of Princeton's 2025-2026 Community Based Deer Management Plan

**RESULT:** ADOPTED

**MOVER:** Brian McDonald

**SECONDER:** Michelle Pirone Lambros

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**Absent:** Council Member Cohen

5. Resolution of the Mayor and Council Authorizing the Award of a Bid Contract to Dan Swayze & Son, Inc. for North Harrison Street Traffic Striping and Pavement Markings for an Amount Not to Exceed \$132,193.75

**RESULT:** ADOPTED

**MOVER:** Brian McDonald

**SECONDER:** Leticia Fraga

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**Absent:** Council Member Cohen

6. Resolution of the Mayor and Council of Princeton Authorizing the Execution of a Development Agreement with PCH Development Corporation for an Affordable Housing Development in Connection with the Municipality's Fourth Round Affordable Housing Plan

Ed Truscelli, Executive Director of Princeton Community Housing, thanked Council and stated it is going to be a very exciting development. It is right in the middle of town, is infill, will check a lot of boxes, but most importantly it will be a place for people to call home in a great community

**RESULT:** ADOPTED

**MOVER:** Leticia Fraga

**SECONDER:** Leighton Newlin

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**Absent:** Council Member Cohen

7. Resolution of Need for the Construction of an Affordable Housing Project on Property Located at 13 Chestnut Street (block 30.02, lots 39.01 and 39.02)

**RESULT:** ADOPTED

**MOVER:** Leighton Newlin

**SECONDER:** Leticia Fraga

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**Absent:** Council Member Cohen

**8.** Resolution of the Mayor and Council of Princeton, in the County of Mercer, New Jersey, Determining the Form and Other Details of One or More Notes Relating to the Construction Financing Loan Program of the New Jersey Infrastructure Bank, to be Issued in the Aggregate Principal Amount of up to \$6,300,000, Providing for the Issuance and Sale of Such Notes to the New Jersey Infrastructure Bank and Authorizing the Execution and Delivery of Such Notes by Princeton in Favor of the New Jersey Infrastructure Bank, All Pursuant to the New Jersey Infrastructure Bank Construction Financing Loan Program

**RESULT:** ADOPTED

**MOVER:** Michelle Pirone Lambros

**SECONDER:** Brian McDonald

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**Absent:** Council Member Cohen

**X. CONSENT AGENDA**

**1.** Resolution of the Mayor and Council of Princeton Authorizing the Payment of Bills and Claims

**RESULT:** ADOPTED

**MOVER:** Brian McDonald

**SECONDER:** Leticia Fraga

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**Absent:** Council Member Cohen

**2.** Resolution of the Mayor and Council of Princeton Authorizing 2025 3rd Quarter Refunds of \$61,318.93 Overpayments

**RESULT:** ADOPTED

**MOVER:** Brian McDonald

**SECONDER:** Leticia Fraga

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**Absent:** Council Member Cohen

3. Resolution of the Mayor and Council of Princeton Approving the Placement Pole Banners on Nassau Street by the Princeton Ballet School, November 15, 2025 to November 29, 2025

**RESULT:** ADOPTED

**MOVER:** Brian McDonald

**SECONDER:** Leticia Fraga

**Aye:** Council Member McDonald, Council Member Pirone Lambros, Council Member Sacks, Council Member Fraga, and Council Member Newlin

**Absent:** Council Member Cohen

## **XI. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

The Mayor and Council will take comments first from members of the public attending the meeting in person, then from members of the public attending the meeting via Zoom. Speakers will be limited to 3 minutes. No immediate action will be taken on any public comment issue.

### **IN-PERSON:**

Please use the sign-up sheet on the podium. After everyone who signed up has had the opportunity to speak, the Mayor will invite any additional comments from members of the public. Please line up at the podium if you plan to speak.

### **ZOOM:**

To make a comment or ask a question during the meeting via zoom, raise your hand using one of the following alternatives:

1. Windows or Mac platform: Click on "Participants" at the bottom of the screen, then click on "raise hand" (Windows shortcut: Alt+Y; Mac shortcut: Option+Y).
2. Android or iOS device: Click on "raise hand" in the bottom left corner of your screen.
3. Telephone: Press #9

Mayor Mark Freda opened up public comment for items not on the agenda first to those attending the meeting in person than to those via "Zoom".

### **In Person:**

Hendricks Davis, 232 John Street, expressed concern regarding the condition of sidewalks on John Street and surrounding streets, citing safety hazards and requesting Council action.

Carina He, 19 Walker Drive, introduced the Vote 16 Civic Engagement Initiative, which seeks to allow 16- and 17-year-olds to vote in Princeton Public Schools Board of Education elections, and discussed logistical considerations.

Ash Nieman, 213 Stuart Road East, spoke about how Princeton High School, the curriculum, and the community prepare the students to be able to vote at ages 16 and 17.

Avantika Palayekar, 45 Trewbridge Court, emphasized the importance of letting 16- and 17-year olds vote in school board elections.

Claire Yang, 86 Cedar Lane, shared concluding thoughts on youth responsibility and civic engagement.

**Via "Zoom":**

There was no comments from individuals attending via "Zoom".

Seeing no one further Mayor Freda closed public comment for items not on the agenda.

**XII. ADJOURNMENT**

A motion to adjourn at 8:06 p.m. was made by Councilwoman Pirone Lambros, seconded by Councilman McDonald, and carried unanimously by all members present.

Respectfully submitted,

Dawn M. Mount  
Municipal Clerk

approved

**RESULT:** APPROVED

**MOVER:** Michelle Pirone Lambros

**SECONDER:** Brian McDonald

**Aye:** Council Member McDonald, Council Member Pirone Lambros,  
Council Member Sacks, Council Member Fraga, and Council  
Member Newlin

**Absent:** Council Member Cohen



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

**File #:** 0087

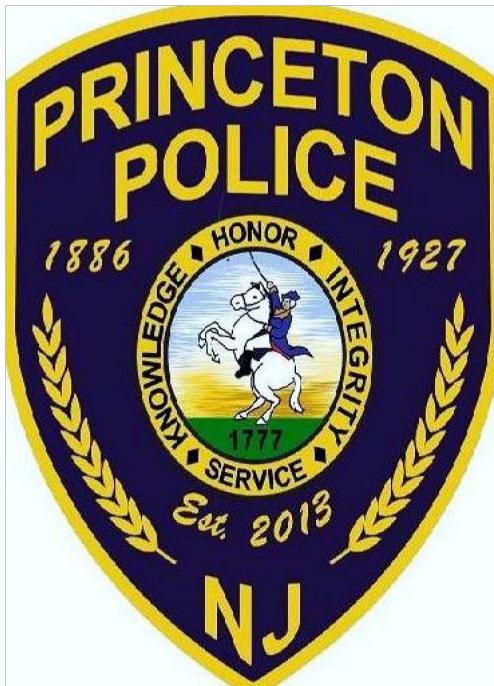
**Agenda Date:** 12/22/2025

**Agenda #:** 1.

---

November 2025 Monthly Chief's Report

# **PRINCETON POLICE DEPARTMENT CHIEF'S MONTHLY REPORT**



**NOVEMBER  
2025**

## **TABLE OF CONTENTS**

COMMUNITY RELATIONS BUREAU	1-2
DETECTIVE BUREAU	3
ARRESTS	4
POLICE CALLS FOR SERVICE	5
OFFENSES	6
NON-CRIMINAL INCIDENTS	7
SUMMONSES	8
PARKING VIOLATIONS	9
ORDINANCE VIOLATIONS	10
PATROL OVERTIME	11
DETECTIVE OVERTIME	12
GENDER/ETHNICITY REPORT	13
SUMMONS VS. WARNING BY RACE	14
MOTOR VEHICLE ACCIDENT STATISTICS	15
USE OF FORCE	16

## **Community Relations Bureau Monthly Report**

**November 2025**

### **Activities to Note:**

- ❖ Community Relations Bureau handled Court Security for the month of November.
- ❖ Lt. Craven, Michael Yeh, and Sgt. Navas did an Active Shooter Drill at the Riverside School.
- ❖ Sgt. Navas handled a school crossing.
- ❖ Sgt. Navas had an interview with a college student who wanted to interview me regarding children and the Criminal Justice system.
- ❖ Sgt. Navas installed a child safety seat for a resident.
- ❖ Sgt. Navas and many others went to 310 Elm Road to serve Thanksgiving dinner to the residents.



- ❖ Sgt. Navas hosted a coat drive for the Cornerstone Community kitchen and was able to donate eight large contractor style bags to them.



- ❖ Sgt. Navas conducted two vacant house checks.
- ❖ Lt. Thomas, Ptl. King, Michael Yeh went to the Riverside School to speak with staff about their lockdown drill.

Princeton Police Department

Detective Bureau

***Monthly Report –November 2025***

Cases Assigned This Month	Open Investigations	Cases Closed This Month
54	10	44

**Juvenile Report**

Juvenile Petition	Station House Adjustment	Curb Side Warnings
0	4	0

***Background Investigations***

Solicitor	Firearms	PFARS	PSCO	Megan's Law Registrations
0	21	0	1	1

**Comparison**

- Nov. 2025: 54 cases assigned
- YTD 2025: 472 cases assigned

Nov. 2024: 24 cases assigned  
YTD: 2024: 499 cases assigned

**Firearms**

- Nov. 2025: 21
- Total YTD 2025: 92
- Carry Permit Nov. 2025: 4
- Carry Permit Total YTD 2025: 14

Nov. 2024: 10  
Total YTD 2024: 92  
Carry Permit Nov. 2024: 3  
Carry Permit Total YTD 2024: 11

## **ARRESTS**

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>YTD</u>
<b><u>2025</u></b>	12	11	10	11	14	11	20	11	15	24	14		<b>153</b>
<b><u>2024</u></b>	15	14	14	12	11	15	11	15	14	13	14	12	<b>160</b>
<b><u>2023</u></b>	11	11	16	16	13	15	17	17	8	8	9	9	<b>150</b>
<b><u>2022</u></b>	16	7	19	9	17	15	11	12	10	15	11	10	<b>152</b>
<b><u>2021</u></b>	5	9	4	4	4	6	8	11	11	11	17	10	<b>100</b>
<b><u>2020</u></b>	49	38	11	7	6	8	13	7	1	8	10	1	<b>159</b>
<b><u>2019</u></b>	33	20	35	33	25	26	32	30	33	30	27	30	<b>354</b>

## **POLICE CALLS FOR SERVICE**

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>YTD</u>
<b><u>2025</u></b>	2,971	3,135	3,116	3,688	3,401	3,311	3,285	3,130	3,302	3,182	3,114		<b>35,635</b>
<b><u>2024</u></b>	3,410	3,153	3,355	3,986	4,310	3,785	3,413	3,385	3,349	3,438	2,945	2,777	<b>41,306</b>
<b><u>2023</u></b>	3,116	2,989	3,011	2,925	3,335	2,897	2,617	2,737	2,899	2,969	2,700	2,655	<b>34,850</b>
<b><u>2022</u></b>	2,696	2,709	3,029	3,069	3,197	3,186	2,710	2,612	2,999	3,399	2,914	2,768	<b>35,288</b>
<b><u>2021</u></b>	1,772	1,760	2,193	2,301	2,582	2,569	2,658	2,865	3,048	3,133	2,770	2,494	<b>30,145</b>
<b><u>2020</u></b>	4,163	4,388	2,627	1,753	1,773	2,063	2,229	2,358	2,059	2,502	1,971	1,870	<b>29,756</b>
<b><u>2019</u></b>	3,163	3,361	3,849	3,507	3,808	3,749	3,496	3,482	3,378	3,988	3,455	3,045	<b>41,632</b>

## NOVEMBER OFFENSES

	<u>November</u> <u>2019</u>	<u>November</u> <u>2020</u>	<u>November</u> <u>2021</u>	<u>November</u> <u>2022</u>	<u>November</u> <u>2023</u>	<u>November</u> <u>2024</u>	<u>November</u> <u>2025</u>	<u>YTD</u> <u>2025</u>
<b>Assault/Aggravated</b>	0	1	2	0	2	1	5	<b>12</b>
<b>Assault/Simple</b>	7	2	4	4	8	5	3	<b>33</b>
<b>Burglary</b>	1	0	5	3	1	4	2	<b>16</b>
<b>Burglary to Vehicle</b>	10	3	11	2	4	4	0	<b>15</b>
<b>Criminal Mischief</b>	6	4	12	4	2	11	9	<b>83</b>
<b>CDS Possession – Marijuana</b>	6	0	0	0	0	0	0	<b>2</b>
<b>CDS Possession – Heroin</b>	0	0	0	0	0	0	0	<b>2</b>
<b>DUI</b>	4	3	5	3	2	3	3	<b>39</b>
<b>Robbery</b>	0	0	0	0	1	0	1	<b>3</b>
<b>Sexual Assault</b>	1	0	0	0	2	0	0	<b>3</b>
<b>Theft</b>	23	15	20	20	15	12	11	<b>125</b>
<b>TOTAL</b>	<b>58</b>	<b>28</b>	<b>59</b>	<b>36</b>	<b>37</b>	<b>40</b>	<b>34</b>	<b>333</b>

## NOVEMBER NON-CRIMINAL INCIDENTS

<b><u>NON-CRIMINAL INCIDENTS</u></b>	<b><u>November 2019</u></b>	<b><u>November 2020</u></b>	<b><u>November 2021</u></b>	<b><u>November 2022</u></b>	<b><u>November 2023</u></b>	<b><u>November 2024</u></b>	<b><u>November 2025</u></b>	<b><u>YTD 2025</u></b>
Alarms Auto	0	0	0	2	0	0	0	2
Alarms Burglar	1	0	1	0	1	0	0	3
Alarms Commercial Burglar	33	35	16	21	25	20	23	223
Alarms Commercial Fire	31	13	36	24	30	22	25	323
Alarms Fire	3	1	2	4	4	1	2	11
Alarms Medical	13	10	11	13	15	4	11	135
Alarms Other	2	2	4	1	5	3	8	58
Alarms Panic	2	5	3	4	4	4	2	40
Alarms Residential Burglar	57	22	40	35	50	27	26	404
Alarms Residential Fire	16	15	18	13	14	19	15	229
Animal Complaints	34	31	18	30	18	21	29	233
Emotionally Disturbed Person	9	7	12	9	20	20	14	175
Fire (Other) Gas, Odor of Smoke	7	10	15	10	18	24	10	158
Fire Commercial	1	0	2	0	1	0	0	5
Fire Dwelling	1	1	0	0	0	0	1	6
Fire Vehicle	0	1	0	1	0	2	1	8
Firearms Applicant	2	3	9	17	11	10	13	78
Foot Patrol	55	41	77	58	45	64	49	885
Medical Call	170	103	166	182	177	208	206	2065
Missing Person	6	2	2	3	4	4	2	32
Motor Vehicle Stop	847	12	158	509	365	341	360	4967
MVC Involving Injury	6	7	57	8	15	6	8	86
MVC No Injury	51	37	9	51	49	55	64	563
MVC No Report	11	4	7	6	8	5	6	87
MVC With Bicycle	2	2	1	1	1	1	0	12
MVC With Deer	1	4	1	2	2	3	7	26
MVC With Pedestrian	0	0	2	0	4	2	1	18
Noise Complaint	22	28	25	11	15	15	17	189
School Crossing	121	125	256	194	16	13	16	142
School Detail	33	1	2	21	22	32	24	356
Urinating in Public	2	0	1	1	0	2	1	6
<b>Non-Criminal – TOTAL</b>	<b>1539</b>	<b>522</b>	<b>951</b>	<b>1231</b>	<b>939</b>	<b>928</b>	<b>941</b>	<b>11,525</b>

## NOVEMBER SUMMONSES

<b><u>SUMMONS TYPE</u></b>	<b><u>November 2019</u></b>	<b><u>November 2020</u></b>	<b><u>November 2021</u></b>	<b><u>November 2022</u></b>	<b><u>November 2023</u></b>	<b><u>November 2024</u></b>	<b><u>November 2025</u></b>	<b><u>YTD 2025</u></b>
All Other (ordinances/moving)	146	24	44	73	74	86	110	1118
Careless Driving	33	20	40	29	28	26	24	327
Cell Phone	10	0	0	2	0	2	3	59
Driving While Intoxicated	4	3	5	3	2	3	3	39
Driving While Suspended	24	3	2	8	7	7	13	123
Failure to Exhibit Documents	15	2	5	4	9	15	1	78
Failure to Inspect	23	0	2	14	8	8	8	92
Failure to Wear Seatbelt	5	1	0	2	1	0	1	19
Failure to Yield to Pedestrian in Crosswalk	6	0	5	4	1	2	3	25
Maintenance of Lamps	13	0	0	6	6	2	0	51
Speeding	169	0	16	58	36	18	11	290
Uninsured Motorist	5	2	2	3	6	4	4	55
Unlicensed Driver	10	3	4	7	6	5	6	75
Unregistered Vehicle	67	1	11	46	29	29	23	393
<b>Total Summons</b>	<b>530</b>	<b>59</b>	<b>136</b>	<b>259</b>	<b>213</b>	<b>207</b>	<b>210</b>	<b>2744</b>

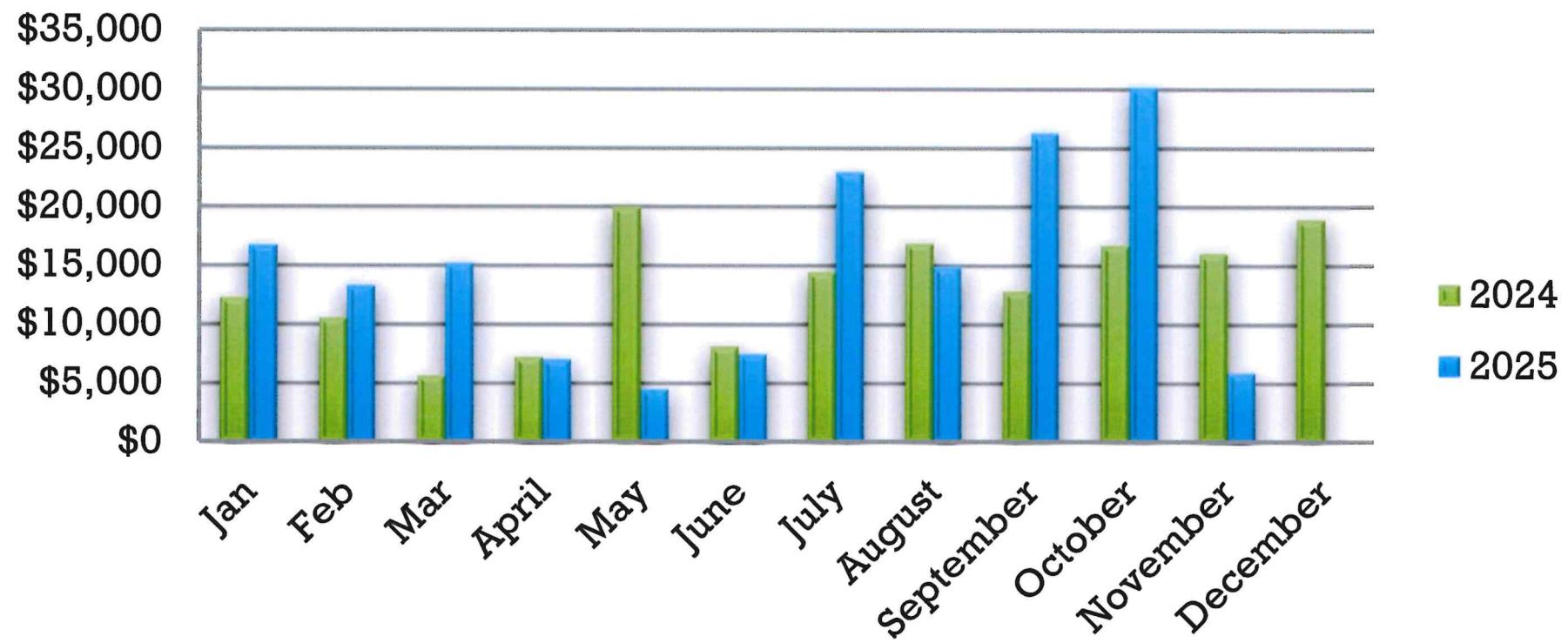
## NOVEMBER PARKING VIOLATIONS

<b><u>PARKING ORDINANCE</u></b>	<b><u>November 2019</u></b>	<b><u>November 2020</u></b>	<b><u>November 2021</u></b>	<b><u>November 2022</u></b>	<b><u>November 2023</u></b>	<b><u>November 2024</u></b>	<b><u>November 2025</u></b>	<b><u>YTD 2025</u></b>
<b>Bus Zone</b>	0	0	0	2	2	0	0	<b>10</b>
<b>Loading Zone</b>	47	36	24	30	46	100	121	<b>1013</b>
<b>Parking Within Designated Parking Stalls</b>	13	2	13	22	14	35	29	<b>276</b>
<b>No Parking Zones/Anytime</b>	71	6	46	84	50	96	103	<b>931</b>
<b>Park Between 2AM &amp; 6AM 1hr Limit</b>	210	0	0	0	219	144	53	<b>901</b>
<b>Parking Limit 2 hrs Between 8AM &amp; 6PM</b>	109	25	48	59	57	36	23	<b>381</b>
<b>Park Between 2AM &amp; 6AM in Municipal Yard</b>	0	0	0	0	0	0	0	<b>29</b>
<b>Meters</b>	1256	589	1499	1235	1233	1231	1225	<b>14,350</b>
<b>Meter Feeding</b>	0	0	8	1	0	0	0	<b>0</b>
<b>Parking in Handicap Space</b>	0	1	0	1	2	2	4	<b>31</b>
<b>All Others</b>	78	15	103	65	125	79	146	<b>1404</b>
<b>Total - Parking Violations</b>	<b>1784</b>	<b>674</b>	<b>1741</b>	<b>1499</b>	<b>1748</b>	<b>1723</b>	<b>1704</b>	<b>19,326</b>

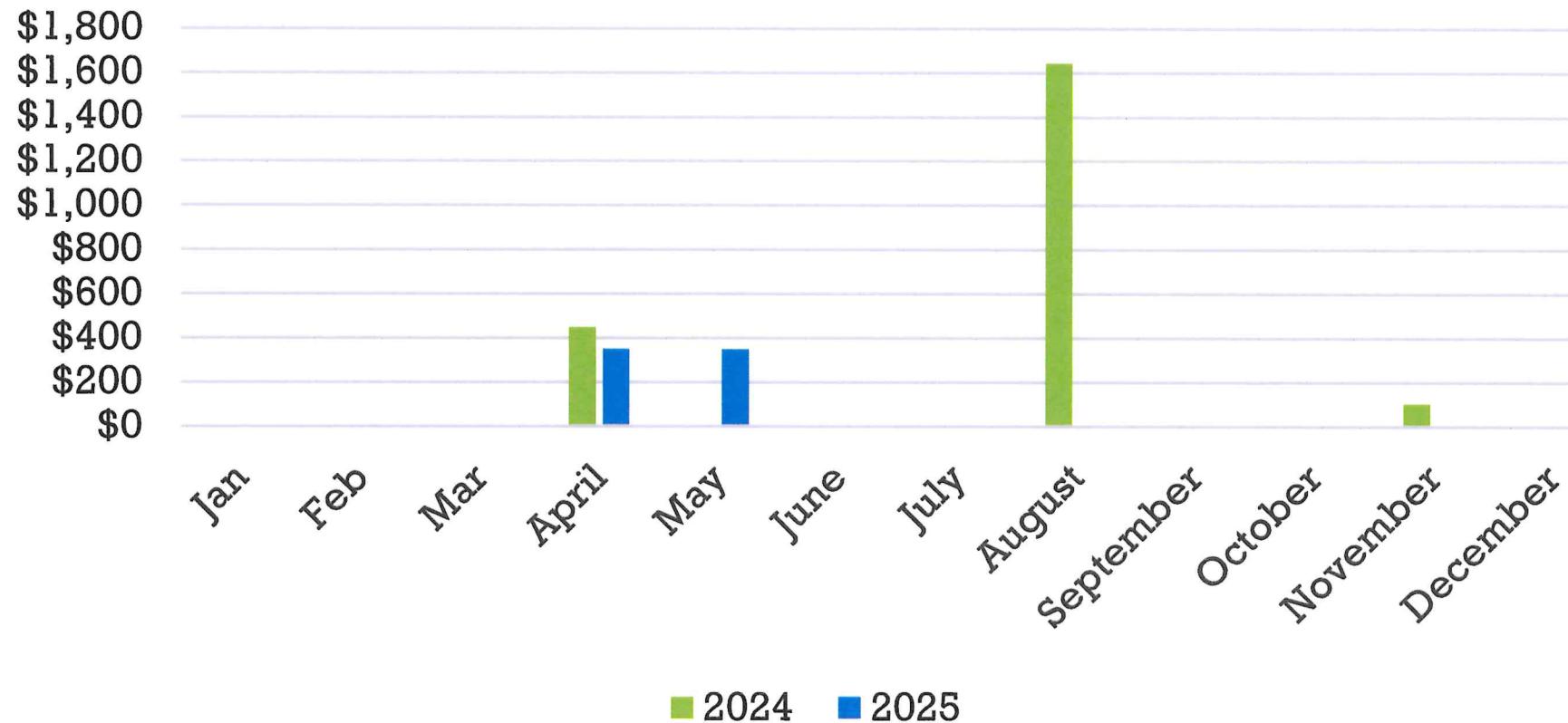
## NOVEMBER ORDINANCE VIOLATIONS

<b><u>ORDINANCE VIOLATION</u></b>	<b><u>November 2019</u></b>	<b><u>November 2020</u></b>	<b><u>November 2021</u></b>	<b><u>November 2022</u></b>	<b><u>November 2023</u></b>	<b><u>November 2024</u></b>	<b><u>November 2025</u></b>	<b><u>YTD 2025</u></b>
Bicycles/Skateboards Prohibited	0	0	0	0	0	0	0	5
Consumption of Alcohol in Park	0	0	0	0	0	0	0	0
Construction After Hours	0	0	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0	0	0	1
Dog Without a Leash	0	0	0	0	0	0	0	0
False Alarm – 2 <sup>nd</sup> Offense	17	0	0	0	2	0	1	9
False Alarm – 3 <sup>rd</sup> Offense	3	0	1	1	0	0	1	3
False Alarm – 4 <sup>th</sup> Offense	0	0	1	0	0	0	1	1
False Alarm – 5 <sup>th</sup> Offense	2	0	0	0	0	0	0	0
Failure to Register Alarm	0	2	1	0	1	4	0	4
Failure to Remove Snow	0	0	0	0	0	0	0	0
Idling Vehicle	0	0	0	0	0	0	0	0
In Park After Hours	0	0	0	0	0	0	0	1
Left Turn Prohibited	3	1	0	0	0	1	1	3
Littering	0	0	0	0	1	0	0	0
Noise Complaint	0	0	0	0	0	0	0	2
No U-turn	0	0	0	0	0	0	0	0
Open Container	2	0	0	0	0	1	3	15
Other	1	0	0	0	0	0	0	5
Overweight Vehicle	9	0	1	4	4	1	1	5
Urinating in Public	2	0	2	0	0	2	1	3
<b>TOTAL</b>	<b>39</b>	<b>3</b>	<b>6</b>	<b>5</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>57</b>

## Patrol Overtime



# Detective Overtime





**Princeton Police Department**  
1 Valley Road, Princeton, NJ 08540  
Phone: 609-921-2100 Fax: 609-924-8197 Mun. Code: 1110  
**Gender & Ethnicity Report - MV Stops**



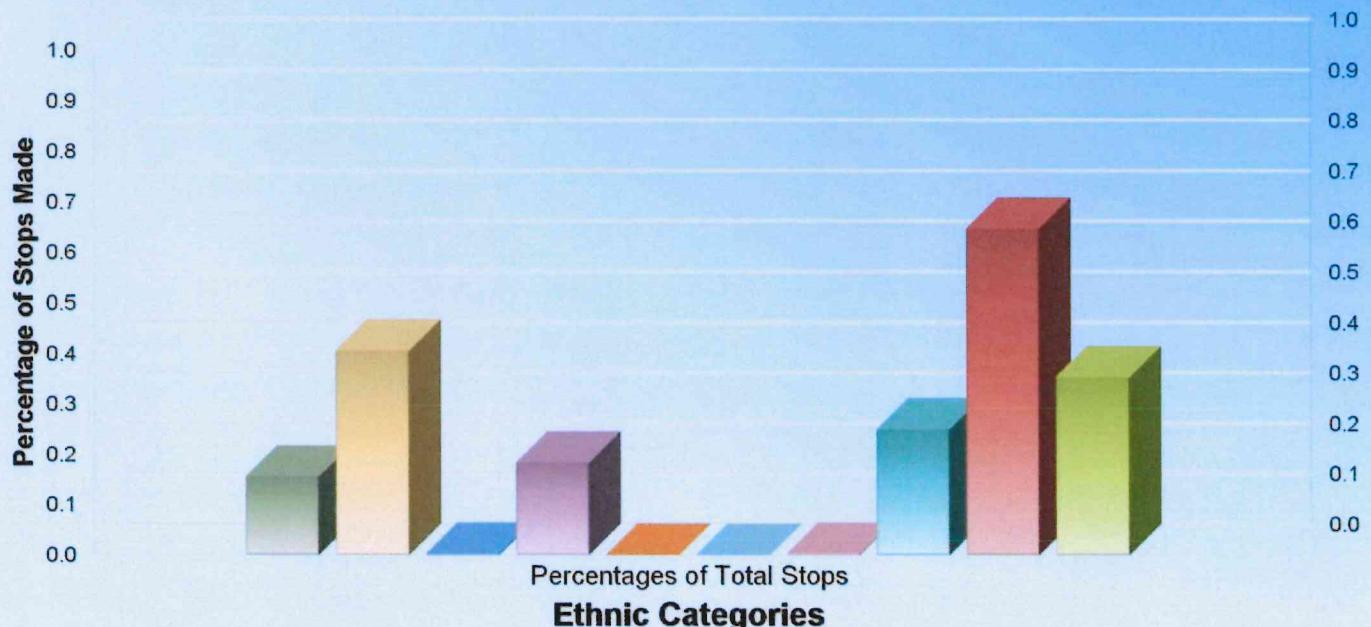
Total MV Stops: 360

*Gender / Ethnic breakdown shown in percentages of overall number of MV Stops*

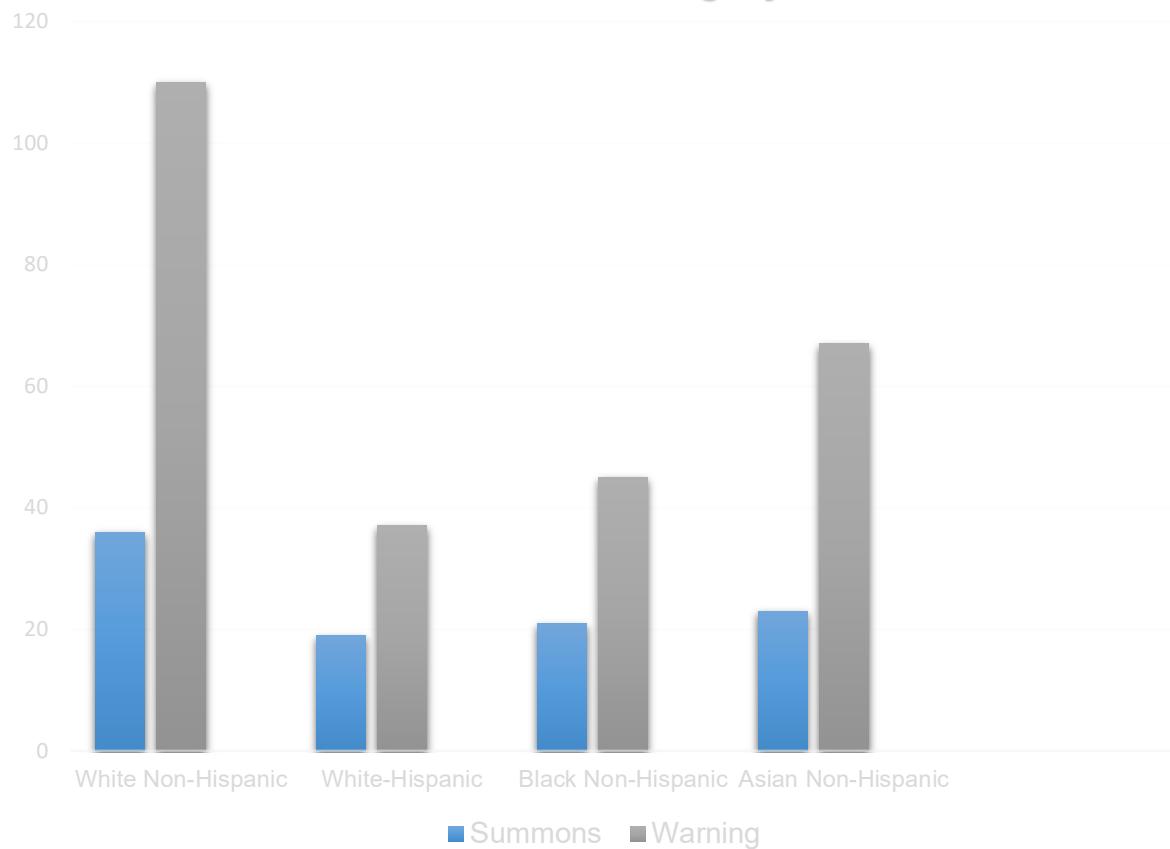
Race Code	Total #	Percentage
White Hisp.	56	15.56%
White Non Hisp.	146	40.56%
Black Hisp.	1	0.28%
Black Non-Hisp.	66	18.33%
Native Amer/Eskimo Hisp.	0	0.00%
Native Amer/Eskimo Non-Hisp.	0	0.00%
Asian Hisp.	1	0.28%
Asian Non-Hisp.	90	25.00%
Male	233	64.72%
Female	127	35.28%

**Motor Vehicle Stops**

Legend: White Hispanic (Green), White Non-Hisp (Yellow), Black Hisp (Blue), Black Non-Hisp (Purple), Asian Hisp (Orange), Asian Non-Hisp (Light Blue), Amer-Indian, Eskimo, Pacific Islander Hisp (Pink), Amer-Indian, Eskimo, Pacific Islander non-Hisp (Light Green), Male (Red), Female (Yellow-Green)



NOVEMBER 2025  
Summons vs. Warning by Race



**Native American or Eskimo** – a person having origins in any of the original peoples of the Americas and maintaining cultural identification through tribal affiliations or community recognition.

**Asian or Pacific Islander** – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

**Black** – a person having origins in any of the black racial groups of Africa

**White** – a person having origins in any of the original peoples of Europe, North Africa, or Middle East

**PRINCETON POLICE DEPARTMENT**  
**NOVEMBER YEAR-TO-DATE (2020 to 2025) MVC REPORT**

	2020	2021	2022	2023	2024	2025		2020	2021	2022	2023	2024	2025	
<u>VEHICLES INVOLVED</u>	788	986	1035	1193	1144	1199	<u>ROAD CONDITIONS</u>							
							Dry:	355	489	491	566	546	575	
<u>INJURIES INVOLVED</u>	84	103	97	125	97	98	Wet:	77	44	63	77	67	57	
							Snow:	4	14	4	0	11	14	
<u>CRASHES WITH INJURIES</u>	70	82	77	93	83	87	Ice:	1	1	8	1	4	3	
							Other:	0	0	1	0	0	0	
<u>PROPERTY DAMAGE CRASHES</u>	55	56	66	80	56	60		<u>TOTAL:</u>	437	548	567	644	628	649
							<u>CRASHES INVOLVING DEER</u>							
								29	22	19	22	25	26	
							<u>SUMMONS ISSUED</u>							
								355	445	520	470	578	575	
<u>DAYLIGHT/DARKNESS</u>							<u>CRASHES INVOLVING PEDESTRIANS</u>							
Daylight:	352	456	456	538	527	534	Injury:	8	18	5	11	13	18	
Darkness:	85	92	111	106	101	115	Non-Injury:	0	2	0	1	0	0	
Unknown:	0	0	0	0	0	0	Fatal:	0	1	1	1	0	0	
	<u>TOTAL:</u>	437	548	567	644	628	Other:	0	0	0	0	0	0	
<u>NUMBER OF CRASHES BY DAY</u>							<u>CRASHES INVOLVING BICYCLISTS</u>							
Unknown:	0	0	0	0	0	0	Injury:	8	6	5	10	10	11	
Monday:	67	74	70	107	73	99	Non-Injury:	0	3	0	1	4	0	
Tuesday:	69	99	94	99	115	113	Fatal:	0	0	0	0	0	0	
Wednesday:	66	79	113	99	95	103	Other:	0	0	0	0	0	0	
Thursday:	58	86	98	123	105	96								
Friday:	75	86	82	109	101	118	<u>CRASHES INVOLVING MOTORCYCLES</u>							
Saturday:	61	79	63	46	68	78	Injury:	0	2	3	2	1	4	
Sunday:	41	45	47	61	71	42	Non-Injury:	0	0	0	0	0	0	
	<u>TOTAL:</u>	437	548	567	644	628	Fatal:	0	0	0	0	0	0	
							Other:	0	0	0	0	0	0	
<u>TIMES OF DAY</u>														
0001 - 0100:	2	2	5	3	7	1								
0101 - 0200:	1	6	3	0	6	5	<u>FATAL CRASHES</u>							
0201 - 0300:	3	1	6	3	2	3		0	2	2	2	0	1	
0301 - 0400:	1	0	0	0	1	0								
0401 - 0500:	2	1	0	2	1	4								
0501 - 0600	3	0	2	5	5	4	<u>CRASHES PRIVATE PROPERTY</u>							
0601 - 0700:	9	3	9	10	12	8		55	57	107	54	56	78	
0701 - 0800:	23	20	24	22	26	27	<u>WEATHER CONDITIONS</u>							
0801 - 0900:	28	24	43	49	45	44	Overcast:	2	38	3	0	2	7	
0901 - 1000:	20	32	31	38	43	31	Snow:	4	13	10	2	71	14	
1001 - 1100:	29	25	33	36	39	33	Rain:	54	25	40	58	47	42	
1101 - 1200:	32	48	38	42	46	43	Clear:	377	472	514	584	508	592	
1201 - 1300:	42	53	38	49	42	61		<u>TOTAL:</u>	437	548	567	644	628	649
1301 - 1400:	43	50	42	42	46	55								
1401 - 1500:	38	54	39	58	60	46								
1501 - 1600:	44	46	59	56	54	55								
1601 - 1700:	21	52	42	67	48	58								
1701 - 1800:	33	44	54	55	47	53								
1801 - 1900:	17	28	31	30	29	40								
1901 - 2000:	18	16	24	32	27	30								
2001 - 2100:	9	18	15	15	16	16								
2101 - 2200:	9	9	12	13	13	15								
2201 - 2300:	4	11	10	9	7	13								
2301 - 2400:	6	4	7	8	6	4								
Unknown:	0	1	0	0	0	0								
	<u>TOTAL:</u>	437	548	567	644	628								

# **USE OF FORCE**

## **2025**

	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>Total Number of Use of Force Incidents</b>	1	0	1	0	1	0	0	0	-	-	2		<b>5</b>
<b>Persons against whom force was used</b>	1	0	1	0	1	0	0	0	-	-	2		<b>5</b>
<b>Total Number Officer use of Physical Force</b>	4	0	3	0	2	0	0	0	-	-	5		<b>14</b>
<b>Total Number Officer use of Mechanical Force</b>	0	0	0	0	0	0	0	0	-	-	0		<b>0</b>
<b>Total Officer Show of Force</b>	2	0	0	0	0	0	0	2	-	-	0		<b>4</b>
<b>Total Officer use of Deadly Force</b>	0	0	0	0	0	0	0	0	-	-	0		<b>0</b>

<b>January</b>	<b>25-00202 (UOF), 25-00466 (SOF)</b>
<b>February</b>	-
<b>March</b>	<b>25-06684 (UOF)</b>
<b>April</b>	-
<b>May</b>	<b>25-13536 (UOF)</b>
<b>June</b>	-
<b>July</b>	-
<b>August</b>	<b>25-23108 (SOF)</b>
<b>September</b>	-
<b>October</b>	-
<b>November</b>	<b>25-33293 (UOF), 25-34591 (UOF)</b>
<b>December</b>	

(These totals do not reflect the NJSP NIBRS criteria, totals are Princeton Police policy totals only.)



# Municipality of Princeton, NJ

## Staff Report

400 Witherspoon St  
Princeton, NJ 08540

---

**File #:** 0088

**Agenda Date:** 12/22/2025

**Agenda #:** 1.

---

A Proclamation Honoring Elizabeth Kim on the Occasion of Her Retirement



# Proclamation

Office of the Mayor  
Municipality of Princeton

## A PROCLAMATION HONORING ELIZABETH KIM ON THE OCCASION OF HER RETIREMENT

**WHEREAS**, the Municipality of Princeton is proud to recognize Elizabeth Kim, Historic Preservation Officer in the Department of Planning, for her dedication to public service on the occasion of her retirement; and

**WHEREAS**, Elizabeth began her career with the former Township of Princeton in April of 2000 in the role of Development Review Official; and

**WHEREAS**, Elizabeth transitioned to Land Use Development Review Official after the Township and Borough consolidated in 2013; and

**WHEREAS**, Elizabeth was promoted to Historic Preservation Officer in 2014, overseeing one of the most active Historic Preservation Commissions in the State of New Jersey, with 21 distinct locally designated historic districts comprising about one-fifth of the parcels in Princeton; and

**WHEREAS**, Elizabeth and the Historic Preservation Commission achieved State and National recognition for award winning projects, such as the 1792 Stony Brook Bridge restoration; and

**WHEREAS**, Elizabeth's retirement from the Municipality of Princeton will be effective January 1, 2026; and

**WHEREAS**, Elizabeth has dedicated 25 years to serving the Municipality of Princeton; and

**WHEREAS**, Elizabeth has served the community of Princeton with pride, and upon the occasion of her retirement, is deserving of recognition and the highest commendation.

**NOW, THEREFORE, BE IT RESOLVED**, I, Mark Freda, Mayor of Princeton and the Council of Princeton, County of Mercer, State of New Jersey, extend the Municipality's humble expression of appreciation and sincerest congratulations, to Elizabeth Kim. We offer our best wishes for a long, happy, and healthy retirement.

GIVEN UNDER MY HAND AND SEAL  
THIS 22<sup>nd</sup> DAY OF DECEMBER 2025

---

MARK FREDA  
Mayor



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

**File #:** 0089

**Agenda Date:** 12/22/2025

**Agenda #:** 2.

---

A Proclamation Honoring Edwin W. Schmierer on the Occasion of His Retirement



# Proclamation

Office of the Mayor  
Municipality of Princeton

## A PROCLAMATION HONORING EDWIN W. SCHMIERER, ESQ. ON THE OCCASION OF HIS RETIREMENT

**WHEREAS**, the Municipality of Princeton is proud to recognize Edwin W. Schmierer, Esq., Municipal Attorney, for his extraordinary dedication to public service on the occasion of his retirement; and

**WHEREAS**, Ed was appointed Attorney for both the former Princeton Borough and Princeton Township on May 1, 1980, serving as Borough Attorney through December 31, 1983, Township Attorney through December 31, 2012, and continuing in service to the consolidated Municipality of Princeton through March 2014; and

**WHEREAS**, throughout his tenure, Ed served the Municipality of Princeton under more than fifteen Mayors, six Administrators, seven to eight Municipal Clerks, and seven Chiefs of Police, providing trusted legal counsel and ensuring continuity, stability, and excellence in municipal governance; and

**WHEREAS**, among his many accomplishments, Ed played a central and indispensable role in the historic consolidation of Princeton Borough and Princeton Township, providing legal guidance to the Consolidation Study Commission beginning in 2011, developing a clear legal roadmap through an uncertain statutory framework, and resolving the complex legal and operational issues necessary to establish the Municipality of Princeton on January 1, 2013; and

**WHEREAS**, Ed has dedicated over 33 years to serving the Municipality of Princeton; and

**WHEREAS**, Edwin W. Schmierer, Esq. has served the community of Princeton with pride, and upon the occasion of his retirement, is deserving of recognition and the highest commendation.

**NOW, THEREFORE, BE IT RESOLVED**, I, Mark Freda, Mayor of Princeton and the Council of Princeton, County of Mercer, State of New Jersey, extend the Municipality's humble expression of appreciation and sincerest congratulations, to Edwin W. Schmierer, Esq.. We offer our best wishes for a long, happy, and healthy retirement.

GIVEN UNDER MY HAND AND SEAL  
THIS 22<sup>nd</sup> DAY OF DECEMBER 2025

---

MARK FREDA  
Mayor



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

**File #:** 0090

**Agenda Date:** 12/22/2025

**Agenda #:** 1.

---

Proposed 2026 Princeton Triathlon by Shawn Elwood



# Municipality of Princeton, NJ

## Staff Report

400 Witherspoon St  
Princeton, NJ 08540

---

**File #:** 0091

**Agenda Date:** 12/22/2025

**Agenda #:** 2.

---

Presentation of Princeton's 2025-2029 Community Forestry Management Plan by Taylor Sapudar, Municipal Arborist



# 2025 – 2029 Community Forestry Management Plan

Council Meeting  
December 22, 2025



**TREE CITY USA®<sub>60</sub>**

# Special Thanks to Our Contributors



- Shade Tree Commission
  - Sharon Ainsworth, Chair
  - Victoria Airgood
  - Sandra Chen
- Princeton Environmental Commission
  - Anne Soos, Chair
- Ad Hoc Tree Canopy Committee
  - David Cohen
  - Brian McDonald
  - Leighton Newlin
- Davey Resource Group, Consultant

# The Municipality of Princeton, NJ

December 2025

## Background

- Community Forestry Management Plans (CFMP) guide proactive and informed management of an urban forest
- They are valid for a 5-year term
  - This CFMP is for 2025 through 2029
  - Princeton Township had a CFMP since 2006
- Additional benefits of having a CFMP:
  - Builds community support and partnerships for urban forestry initiatives
  - Eligibility for state grants
  - Liability protections
  - Eligibility for Sustainable Jersey points



irce Group



# Princeton's Achievements

- Tree Inventory completed in 2022
- Tree canopy assessment completed in 2024
- Tree City USA designation earned for 29 years
- Tree and shrub ordinance update
- Microforest creation
- 45-acre forest restoration in Community Park North
- In 2025, more than 250 trees were planted, focusing on species diversity and climate-adapted selections
  - Exceeded the previous CFMP goal of 500 trees planted in 5 years

# Community Outreach

---

- Landscaper education with Sustainable Princeton
- Arbor Day presentations to 3<sup>rd</sup> graders
- Tree giveaways at Community Night Out and Porch Fest
- Tree of the Month social media posts





# CFMP Mission Statement

Princeton strives to proactively preserve, enhance, maintain, and grow a sustainable community forest that provides lasting aesthetic, social, cultural, economic, environmental, and health benefits while ensuring public safety for all who live and work in the community.

We are committed to achieving tree equity across the municipality through thoughtful stewardship of our urban tree canopy.

Our goal is to balance sustainable growth with the protection of natural ecosystems, fostering environmental resilience for current and future generations.

# 2025-2029 Elements, Objectives and Action Items

Pages 37 – 43 of the CFMP

- I: Training and Education
- II: Community Forestry Ordinance
- III: Tree Resource Management
- IV: Community and Capacity
- V: Disaster Planning



# Recommended Action Items



PROHIBIT PLANTING OF  
NJST INVASIVE SPECIES  
FOR MUNICIPAL  
PROJECTS AND  
PROJECTS SUBJECT TO  
LAND USE BOARD  
APPROVAL



STRENGTHEN STREAM  
BUFFER PROTECTIONS



PREPARE A COMPLETE  
AND GREEN STREETS  
POLICY (2025 COUNCIL  
GOAL AND PRIORITY)



PLANT AT LEAST 1,500  
TREES ON MUNICIPAL  
LANDS DURING THE 5-  
YEAR TERM



ACQUIRE WOODLANDS  
AND ADD GREEN  
SPACES WITHIN AND  
NEAR CENTRAL AREAS



MAINTAIN TREE CITY USA  
DESIGNATION AND  
COMMUNITY  
PARTNERSHIPS



PREPARE DEBRIS  
MANAGEMENT PLAN



SUPPORT THE  
PREPARATION OF  
WILDFIRE PROTECTION  
AND EVACUATION PLAN

# Next Steps

- Submission of the CFMP to the New Jersey Forest Service
- Preparation of the 2025 Annual Reports for:
  - Mayor and Council
  - Tree City USA
  - New Jersey Urban and Community Forestry (NJUCF) office of the DEP



COMMUNITY FOREST MANAGEMENT PLAN PREPARED FOR

# The Municipality of Princeton, NJ

December 2025



# Table of Contents

Section 1: Princeton, NJ Background and CFMP Report Summary .....	2
Acknowledgements .....	3
Mission Statement .....	4
Liability Statement .....	4
Executive Summary .....	5
Community Forest Program Capacity .....	8
Community Overview .....	11
Section 2: Structure and Composition of the Public Tree Resource .....	15
Overview .....	16
Section 3: Recommended Management of the Public Tree Resource .....	28
Overview .....	29
Section 4: Future of the CFMP and Community Involvement .....	46
Evaluating and Updating this Plan .....	47
Public Education/Awareness/Outreach .....	49
References .....	50

## TABLES

1. Tree defect categories recorded during the inventory .....	27
2. Estimated budget for recommended five-year tree resource management program .....	44

## FIGURES

1. Budget totals for planting and maintenance, including pruning, removals, young tree training, and inspections .....	6
2. Number of inventoried sites by type .....	16
3a. Species distribution of inventoried ROW trees .....	17
3b. Species distribution of inventoried park trees .....	18
4a. Genus distribution of inventoried ROW trees .....	18
4b. Genus distribution of inventoried park trees .....	19
5a. Family distribution of inventoried ROW trees .....	19
5b. Family distribution of inventoried park trees .....	20
6. Condition of ROW and park trees .....	22
7. Relative age distribution of all inventoried trees .....	24
8. Condition of all inventoried trees by relative age class .....	25
9a. Recommended pruning by size class and risk rating of inventoried trees .....	31
9b. Recommended removals by size class and risk rating of inventoried trees .....	31
10. Routine pruning cycle by size class .....	36

## APPENDICES

- A. Data Collection and Site Location Methods
- B. Maps of Community and Inventoried Sites



Section 1:

# Princeton, NJ Background

and CFMP Report Summary

# ACKNOWLEDGEMENTS

This Community Forest Management Plan supports the Municipality of Princeton's vision to promote and enhance community well-being through tree conservation and improved forestry practices. It provides a framework for preserving and expanding the Municipality of Princeton's urban tree canopy so the environmental, economic, and social benefits it provides will continue for generations to come.



*Notice of Disclaimer:* Inventory data provided by Davey Resource Group, Inc. (DRG) is based on visual recording at the time of inspection. Visual records do not include individual testing or analysis, nor do they include aerial or subterranean inspection. DRG is not responsible for the discovery or identification of hidden or otherwise non-observable hazards. Records may not remain accurate after inspection due to the variable deterioration of inventoried material. DRG provides no warranty with respect to the fitness of the urban forest for any use or purpose whatsoever. Clients may choose to accept or disregard DRG's recommendations or to seek additional advice. Important: know and understand that visual inspection is confined to the designated subject tree(s) and that the inspections for this project are performed in the interest of facts of the tree(s) without prejudice to or for any other service or any interested party.

# MISSION STATEMENT

Princeton strives to proactively preserve, enhance, maintain, and grow a sustainable community forest that provides lasting aesthetic, social, cultural, economic, environmental, and health benefits while ensuring public safety for all who live and work in the community. We are committed to achieving tree equity across the municipality through thoughtful stewardship of our urban tree canopy. Our goal is to balance sustainable growth with the protection of natural ecosystems, fostering environmental resilience for current and future generations.

# LIABILITY STATEMENT

Street trees on public easements and rights-of-way, as well as trees on municipal parkland and other municipal properties, are valuable community assets. They are part of Princeton's infrastructure. Although street trees are an asset to the community, it is inevitable that as they mature, they will require care, maintenance, and eventual replacement. Care and maintenance, in addition to planting "the right tree in the right place," can help ensure that community trees not only contribute to the environmental and economic vitality of the area, but also reduce the potential hazards to public safety. However, given the Municipality of Princeton's limited personnel and financial resources, our community may not be able to meet each need of our community forest immediately. Therefore, it is the intent of this plan to focus available resources toward the greatest need in a step-by-step fashion, working towards a healthy forest with commensurate reductions in risk to public safety.

The municipality's core goals are to:

- Maintain, protect, sustain, and enhance the public tree canopy including in parks, natural areas, and rights-of-way.
- Encourage and promote stewardship of the tree canopy on private lands.
- Leverage trees for environmental resilience and public health.
- Strengthen disaster preparedness and recovery capacity.

By implementing the steps outlined in the Management Plan, including training and education, strengthening the community forest ordinance, improving tree resource management, building community capacity, and enhancing disaster preparedness, we will garner public support for plan implementation and demonstrate the long-term benefits to the environment and public safety.

We also want to become more proactive in the management and care of our trees. Through inventories and hazard assessments, Princeton will be in a position to take corrective action prior to structural tree failure and other hazardous tree related conditions. It is acknowledged that not all hazardous conditions will be predicted. Adequate maintenance and care will reduce the probability of tree failure, but unexpected events may still occur.

Following this Management Plan will demonstrate that Princeton is devoting reasonable levels of resources in a planned manner to reduce the number of tree related accidents and thereby reduce its exposure to liabilities and increase public safety.

# EXECUTIVE SUMMARY

Princeton's Community Forest Management Plan, prepared by Davey Resource Group, Inc. (DRG) and with review by the Shade Tree Commission, focuses on quantifying the benefits provided by the municipality's urban forest and addressing its ongoing maintenance needs. In 2022, DRG completed an inventory of public right-of-way (ROW) and park trees, evaluating tree structure and condition. A map of the inventoried areas is provided in Appendix B.

Using the i-Tree Eco model, DRG estimated the economic value of environmental benefits provided by the public tree population and developed a prioritized management plan to guide future tree care.

The inventory identified 19,281 trees, stumps, and vacant planting sites within Princeton's ROW and parks. The urban forest includes over 200 species, with red maple (*Acer rubrum*) as the most common street tree and eastern white pine (*Pinus strobus*), comprising 10% of the tree population—as the most common park tree. Approximately 39% of all trees are in the young age class (0–8" DBH).

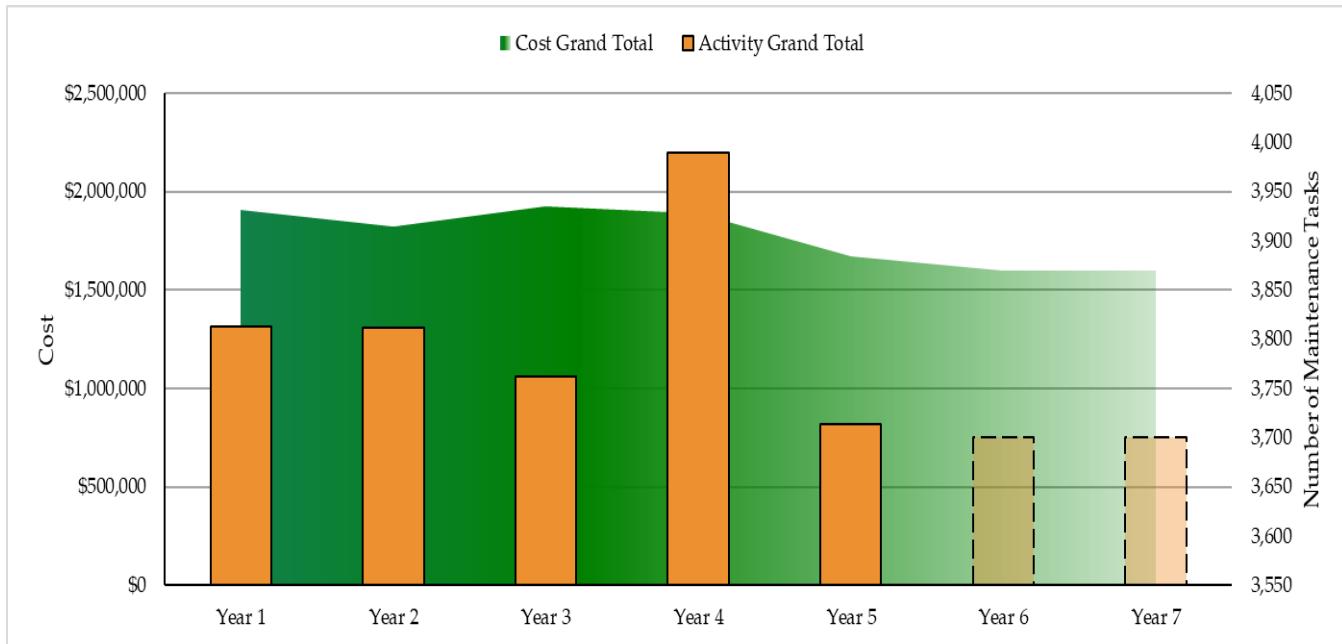
Despite threats from invasive pests such as the spotted lanternfly, Asian longhorned beetle, and spongy moth, 93% of street trees and 91% of park trees are in Fair condition or better, indicating overall urban forest stability. However, the data reveals a notable decline in condition from the young to established age class, which then remains relatively stable through maturity. This suggests that once trees become established, they have a strong likelihood of reaching full maturity.

## RECOMMENDED APPROACH TO TREE MANAGEMENT

An effective approach to tree resource management follows a proactive and systematic program that sets clear and realistic goals, prescribes future action, and periodically measures progress. A robust urban forestry program establishes tree maintenance priorities and utilizes modern tools, such as a tree inventory accompanied by TreeKeeper® or other asset management software.

Princeton partnered with Davey Resource Group (DRG) in 2022 to inventory its public trees and develop this management plan. In 2024, DRG also completed a comprehensive Tree Canopy Assessment for the municipality. Consisting of four sections, this part of the plan deriving from the findings of the inventory considers the diversity, distribution, and condition of the inventoried tree population and provides a prioritized system for managing the municipality's tree resource.

- *Section 1:* Princeton's Background and CFMP Report Summary covers the context and overview of this document's contents and purpose.
- *Section 2:* Structure and Composition of the Public Tree Resource summarizes the inventory data with trends representing the current state of the tree resource.
- *Section 3:* Recommended Management of the Public Tree Resource details a prioritized management program and provides an estimated budget for recommended maintenance activities over a five-year period.
- *Section 4:* Future of the CFMP and Community Involvement lays out a plan for updating the tree inventory data and presents opportunities for the community to participate in urban forestry stewardship as well as other related environmental municipal services.



**Figure 1.** Budget totals for planting and maintenance, including pruning, removals, young tree training, and inspections.

The cost grand total and activity grand total are derived from the five-year budget table on page 37 of this plan. This table outlines estimated costs for core urban forestry activities in Princeton, including tree removals, priority pruning, young tree training, and routine pruning. These activities do not represent an exhaustive list of all urban forestry needs, and the associated costs are based on estimates that may be refined as conditions, priorities, and available resources change.

# Recommended Maintenance Types



## Tree Removal

Trees designated for removal have defects that cannot be cost-effectively or practically corrected. Many of the trees in this category have a large percentage of dead crown.

Total = 776 trees

High Priority = 3 trees

Moderate Priority = 139 trees

Low Priority = 634 trees



## Priority Pruning

Priority pruning removes defects such as dead and dying parts or broken and/or hanging branches. Pruning the defective part(s) can lower risk associated with the tree while promoting healthy growth.

Total = 207 trees

High Priority = 0 trees

Moderate Priority = 207 trees



## Routine Pruning Cycle

Over time, routine pruning of Low Risk trees can minimize reactive maintenance, limit instances of elevated risk, and provide the basis for a robust risk management program.

Total = 14,366 trees



## New Tree Planting

Planting new trees in areas that have poor canopy continuity or sparse canopy is important to ensure that tree benefits are distributed evenly across the municipality.

Total new tree plantings per year = 350 trees



## Young Tree Training Cycle

Younger trees may have branch structure that can lead to potential problems as the tree ages, requiring training to ensure healthy growth. Training is generally completed from the ground with a pole pruner or pruning shear.

Total = 3,000 trees

Number of trees in cycle each year = approximately 400 trees (1-3" DBH)

# COMMUNITY FOREST PROGRAM CAPACITY

## COMMUNITY FORESTRY ADMINISTRATION

The Municipality of Princeton administers its community forestry program with a commitment to sustainability, equity, and environmental stewardship, in alignment with its 2023 Master Plan. The administration of this program is grounded in proactive urban forest management, interdepartmental coordination, and public engagement to ensure the health, safety, and long-term viability of the urban canopy.

### **Key Municipality Departments and Entities Involved in Urban Forestry Oversight**

The Municipality designates responsibility for its community forest to a combination of municipal departments and advisory bodies, including:

- **Municipal Arborist** – Manages and cares for the urban forest in Princeton. This includes developing and implementing urban forestry programs and tree planting initiatives; planning, organizing, and directing the maintenance and removal of trees on public property performed by Department of Public Works (DPW) tree care personnel and private contractors; acquiring and managing grant funding; interfacing with forestry staff in outside agencies and the public utilities as related to their work in Princeton; preparing tree condition reports for public trees; managing the public tree inventory; and coordinating with the Engineering Department staff for capital improvement and private development projects. The Arborist is the enforcement officer for Princeton Trees and Shrubs ordinance and is responsible to review and approve tree removal and replacement permits for tree work on private property; enforce regulations of the ordinance; and provide technical assistance to property owners. The Arborist is the primary liaison to the public regarding tree-related matters including complaints and provides technical support to the Shade Tree Commission. Maintains Princeton's Tree City USA status and prepares annual reports. Conducts annual community outreach events including Arbor Day at the four elementary schools, Community Night Out, and other similar events.
- **Department of Public Works** – Tree Care Specialists – Executes tree planting, maintenance, and removal operations in support of municipal forestry goals and CFMP priorities. Oversees and implements storm damage response and debris management. Executes the municipal-wide branch and log collection and wood waste composting programs.
- **Deputy Administrator** – Formulates and manages strategic planning for Infrastructure & Operations which includes the Engineering Department, the Department of Public Works, and Open Space. Oversees the operational and capital budgets for Infrastructure & Operations.
- **Engineering Department** - Develops and manages capital improvement projects in the public rights-of-way and public lands. These projects include roadway streetscapes, active recreation parks, and open spaces. Tree planting and removal are a component of these projects. The Engineering Department, through the Land Use Engineer, reviews site plan applications for additions and construction of single- and two-family homes and other property developments subject to land use Board approvals. Implements the municipal separate storm sewer system (MS4) permit issued by the New Jersey Department of Environmental Protection. Liaises with the Flood and Stormwater Commission and the Environmental Commission (on a project basis).

- **Department of Recreation** - Oversees landscape maintenance on select active recreation municipal park lands.
- **Planning Board** - Reviews and approves development plans that include tree planting and removals. Provides recommendations for the Master Plan, including potential ordinance adoption. A landscape architect consultant reviews and issues comments regarding planning board applications.
- **Zoning Board** - Reviews and approves development plans that include tree planting and removals. The Arborist and Land Use Engineer jointly review and issue comments regarding Zoning board applications.
- **Open Space Manager** - Manages passive recreation areas, pursues grant funding, administers small contracts for open space maintenance, and oversees large contracts for reforestation projects.
- **Shade Tree Commission (STC)** – The STC, established under municipal ordinance, advises the Mayor and Council on tree-related matters, recommends amendments to the Tree and Shrub ordinance, promotes proper tree care, monitors threats from pests and diseases, helps maintain Princeton's Tree City USA status, and hears public concerns. The STC is authorized to review tree surveys, removal plans, and planting plans submitted with land development applications and report on its findings to the planning board or zoning board. It also engages the community with support from the municipality through initiatives such as seedling giveaways as well as partnering with other entities such as Sustainable Princeton and the Environmental Commission.
- **Princeton Environmental Commission** – PEC has the authority to study, and make recommendation and provide advice concerning environmental issues and actions that may affect the natural resources and inhabitants of the community. Drafts and amends ordinances. Inventories and advocates for the preservation of open spaces; responds to the public regarding local environmental concerns; reviews and comments on Land Use Board applications; and sponsors research studies.
- **Flood and Stormwater Commission** - Conducts studies and makes recommendations to the Mayor and Council concerning flooding and storm water management issues. Includes one member of the environmental commission and one member from the governing body. Vested interest in preserving trees as part of the municipality's broader flood-water mitigation strategy as stated in Princeton's 2005 Flood Mitigation Plan.

## **PARTNERSHIPS (NGOS, NONPROFIT ORGANIZATIONS, INTERDEPARTMENTAL)**

**Sustainable Princeton** - Sustainable Princeton (SP) provides services to support the Municipality's efforts to achieve its sustainability-related goals. Their work focuses on education, outreach, and engagement including hosting workshops, events, and volunteer opportunities that connect residents with the knowledge and tools they need to plant, maintain, and protect trees. SP collaborates with landscapers, schools, and community groups to promote native species and sustainable landscaping practices.

Beyond education, SP organizes hands-on projects such as community plantings and garden restorations. These efforts not only improve tree canopy and ecosystem health but also foster stronger connections between neighbors and the environment. SP regularly shares resources, ranging from how-to guides to lending tools, to make sustainable tree care accessible to all. By focusing on community engagement and stewardship, SP helps ensure that residents see themselves as partners in caring for Princeton's trees, building a culture of shared responsibility that strengthens both climate resilience and quality of life.

**Friends of Princeton Open Space (FOPOS)** - Preserves open space for long-term conservation, protects natural resources, maintains accessibility to trails, and provides environmental education in Princeton. FOPOS also stewards the Billy Johnson Mountain Lakes Preserve, Mountain Lakes North, John Witherspoon Woods, Woodfield Reservation, Stony Brook Trail, and Tusculum; creates and maintains hiking trails, boardwalks, and footbridges; and removes invasive species and replants native varieties. FOPOS also sponsors community programs and activities, such as nature walks and educational workshops, and advocates for governmental actions that protect our water, land, animals, and plant communities. FOPOS holds a conservation easement and an Adopt-a-Park agreement with Princeton for the Billy Johnson Mountain Lakes Preserve.

**Friends of Herrontown Woods (FOHW)** - Celebrates Herrontown Woods as a preserve where people of all ages enjoy, explore, and learn from nature, inspiring them to serve as its stewards. Promotes native plant landscaping through demonstration and community outreach.

**Marquand Foundation** - Maintains and promotes the Marquand Park and Arboretum, a 17-acre historic preserve of trees and woodlands that offers a variety of recreational and educational experiences in the center of Princeton. The Marquand Foundation holds an Adopt-a-Park agreement with Princeton for Marquand Park and Arboretum.

**Ridgeview Conservancy** – Conserves vulnerable forests, wetlands, and cultural-historical sites. Restores connections to nature by educating youth and the public about wild resources. Designs and builds trails. Promotes equitable access to nature for underserved communities.

## TRAINING

In 1996, the New Jersey Legislature passed the Shade Tree and Community Forestry Assistance Act to reduce municipal liability related to trees on public property. To qualify for this legal protection, municipalities must maintain an approved Community Forestry Management Plan and ensure that designated volunteers receive ongoing, certified training.

Training is a key requirement of the New Jersey Community Forestry Program and a foundational element of The Municipality of Princeton's urban forestry strategy. The municipality maintains compliance by ensuring that Community Outreach and Resource Education (CORE) volunteers (Shade Tree Commission members) complete the annual Continuing Education Unit (CEU) requirements established by the New Jersey Department of Environmental Protection (NJDEP) Urban and Community Forestry Program.

### Completed and Ongoing Trainings

- The Municipality of Princeton has maintained compliance with the New Jersey Shade Tree and Community Forestry Assistance Act (P.L. 1996, Chapter 135) by ensuring that all members of the Shade Tree Commission are CORE-certified. New commissioners are encouraged to complete CORE training within their first year of service to support Princeton's ongoing commitment to professional standards in community forestry management.
- The Arborist and members of the Shade Tree Commission have demonstrated strong commitment by consistently attaining the required 8 Continuing Education Units (CEUs) per year, reflecting active participation in forestry-related education and training opportunities.

- The Municipality of Princeton has successfully pursued CEU-accredited training through sources such as:
  - The New Jersey Shade Tree Federation
  - The International Society of Arboriculture (ISA)
  - Rutgers Cooperative Extension courses and webinars
  - Support from a Consulting Forester

### **Recommended Training for the 2025–2029 CFMP Cycle**

To enhance the technical capacity and effectiveness of the Shade Tree Commission and Public Works personnel, the following trainings are recommended:

- **Re-certification of CORE Training:** Recommended every 5 years for existing members and required for new appointees.
- **Rutgers Municipal Shade Tree Management and Tree Inventory Courses:** In-person offerings focused on species identification, proper pruning, site selection, and tree health diagnostics.
- **Rutgers Hazardous Tree Identification Courses:** In-person offerings focused on helping participants understand hazard identification, prioritization, and documentation.
- **i-Tree Open Academy:** (USDA Forest Service): Virtual learning series to explore the latest in tree benefits through the i-Tree tools.
- **The Committee for the Advancement of Arboriculture (CAA):** Five-week climbing course.

### **Implementation and Oversight**

The STC will continue to track CEUs and maintain training records. Priority will be given to cost-effective or grant-funded programs that provide NJUCF-approved CEUs. Training will also be extended to DPW staff and contractors involved in municipal tree maintenance to ensure consistent and ANSI A300-compliant practices across all operations.

## **COMMUNITY OVERVIEW**

The Municipality of Princeton is a historic and culturally vibrant community in central New Jersey, encompassing approximately 18 square miles of diverse land uses, including a walkable downtown, residential neighborhoods, institutional campuses, parks, and natural areas. Princeton's tree resource is a defining feature of its landscape, contributing to the municipality's identity, environmental health, and quality of life.

Geographically, Princeton includes both densely developed urban areas and suburban landscapes, as well as preserved open space and forested lands. The presence of institutions such as Princeton University, alongside historic districts and a strong commitment to sustainability, shapes the municipality's approach to urban forestry. Varying soil conditions, aging infrastructure, and development pressure influence tree survival and require coordinated, adaptive management strategies.

Trees are highly valued by residents for their aesthetic, ecological, and health benefits. Community engagement with the urban forest is robust and supported by municipal leadership. The Shade Tree Commission, in collaboration with the Department of Public Works, municipal staff, and local volunteers, fosters stewardship through public education, planting initiatives, and regular outreach. The community has expressed strong support for expanding the urban canopy, increasing tree equity, and integrating trees into resilience and climate adaptation planning—all of which are core themes of Princeton's Master Plan.

## PRINCETON'S ACCOMPLISHMENTS

### 1. COMPLETED URBAN TREE CANOPY ASSESSMENT (2024)

In 2024, Princeton conducted a comprehensive Urban Tree Canopy (UTC) Assessment to evaluate existing canopy cover, identify planting opportunities, and support climate resilience planning. The findings now guide strategic decision-making, with an emphasis on equitable canopy distribution and green infrastructure integration.

### 2. ENHANCED TREE RISK MANAGEMENT THROUGH GIS-BASED INVENTORY

The Municipality updated its tree inventory to include condition ratings, species diversity metrics, and risk classifications through 2022 tree inventory. This enables the Municipal Arborist, Department of Public Works and Shade Tree Commission to proactively maintain Princeton's urban forest and allocate resources efficiently.

### 3. ENHANCED TREE REPLACEMENT ORDINANCE

In August 2020, Princeton adopted Ordinance 2020-26, which enhanced protections through updated tree-protection zones, higher tree replacement fees, and contractor registration requirements—surpassing baseline state standards.

### 4. ASH TREE MANAGEMENT

Princeton crafted a comprehensive emerald ash borer (EAB) management plan for approximately 1,800 ash street trees, combining strategic removals and selective treatments to mitigate infestation risks.

### 5. MICROFOREST GRANT AT QUARRY PARK

Princeton received a \$10,000 Sustainable Jersey grant to help fund a new microforest at Quarry Park. This initiative is transforming 6,000 sq. ft. of turf into a dense ecosystem of approximately 1,300 native trees and shrubs, built using the Miyawaki Method, and equipped with walking paths and benches to enhance biodiversity, stormwater control, and climate resilience.

### 6. REFORESTATION OF COMMUNITY PARK NORTH (RGGI GRANT)

The municipality, in partnership with Friends of Princeton Open Space, secured a \$552,000 Natural Climate Solutions grant to restore 40 acres of forest in Community Park North. The project includes invasive species removal and the planting of over 2,500 native trees and shrubs.

### 7. TREES FOR SCHOOLS GRANT

Princeton Public Schools was awarded a \$92,125 grant through the Trees for Schools program—jointly administered by NJDEP, Sustainable Jersey, and TCNJ—to support tree plantings across school campuses.

## PRINCETON'S BARRIERS TO SUCCESS

### 1. AGING INFRASTRUCTURE AND LIMITED GROWING SPACE

Many of Princeton's older streetscapes and compact urban areas lack sufficient planting strips or soil volume to support healthy tree growth. Conflicts with utilities, sidewalks, and underground infrastructure make tree establishment and long-term survival more challenging.

### 2. EQUITY GAPS IN TREE CANOPY DISTRIBUTION

While Princeton has a well-established tree canopy in many areas, certain neighborhoods—particularly those with higher-density housing—experience lower canopy coverage. Overcoming historical disparities in planting and maintenance requires sustained investment and community engagement.

### 3. CLIMATE STRESSORS AND PEST PRESSURE

Princeton's trees face increasing stress from climate change impacts, including extreme heat, storms, and prolonged droughts, as well as threats from invasive pests and diseases, such as Emerald Ash Borer (EAB), Bacterial Leaf Scorch (BLS), Beech Leaf Disease (BLD), and Spotted Lanternfly (SLF). These challenges demand more adaptive and resilient species selection and increased maintenance capacity.

### 4. STAFFING AND RESOURCE CONSTRAINTS

While Princeton has a dedicated Municipal Arborist, limited Public Works Tree Care Specialist personnel and budget capacity can delay routine maintenance, risk mitigation, and proactive planting, particularly as the urban forest expands and expectations increase.

### 5. UTILITY WIRES & CLEARANCE PRUNING

Trees planted near electrical lines receive frequent pruning to ensure public safety and compliance. These clearance requirements can deform the tree canopy, limit planting options near roads and constrain species choice, often prioritizing low-growing, smaller trees.

### 6. CANOPY LOSS FROM DEVELOPMENT

Private property building additions and replacements, and outdoor amenities such as pools, continue to reduce the urban tree canopy. Mature tree loss often outweighs gains made through tree replacements, resulting negatively on shade cover, habitat, and aesthetics. A more detailed description of Princeton's Canopy can be found in the 2024 Urban Tree Canopy Report.

### 7. NEIGHBORHOOD RESISTANCE TO TREE PLANTING

Princeton's efforts to replace lost street tree canopy has relied on the informal adoption of tree by the adjacent residents. This policy has resulted in a deficit of planting in areas where residents have limited or no ability to care for trees such as higher density, predominantly tenant occupied areas, or where residents are aging in place.

Despite these obstacles, Princeton continues to take proactive steps to maintain and protect its tree canopy through planting initiatives, ordinance improvements, and targeted pest management. However, true restoration of lost canopy will require a sustained, long-term commitment—integrating resilient species selection, increased maintenance capacity, and community engagement.

## OVERALL PROGRAM GOALS

Princeton is committed to stemming the canopy loss and enhancing the urban tree canopy through proactive, community-supported urban forestry practices. The following goals reflect the municipality's priorities for environmental stewardship, public safety, and community engagement, and will guide implementation of this Community Forestry Management Plan over the next five years:

### **1. MAINTAIN, PROTECT, SUSTAIN, AND ENHANCE THE PUBLIC TREE CANOPY INCLUDING IN PARKS, NATURAL AREAS AND RIGHTS-OF-WAY**

Preserve and proactively manage the trees on Princeton's public lands—including parks, natural areas, and rights-of-way—to maintain a healthy, safe, and diverse urban forest that reflects the community's values. Prioritize tree planting and maintenance in neighborhoods with historically low canopy cover to ensure all residents, regardless of income or location, can access the health, environmental, and economic benefits of trees.

### **2. ENCOURAGE AND PROMOTE STEWARDSHIP OF THE TREE CANOPY ON PRIVATE LANDS**

Encourage, support, and incentivize property owners to protect and expand tree canopy on private property, fostering shared responsibility for the benefits and resilience of Princeton's urban forest.

### **3. STRENGTHEN COMMUNITY ENGAGEMENT AND STEWARDSHIP**

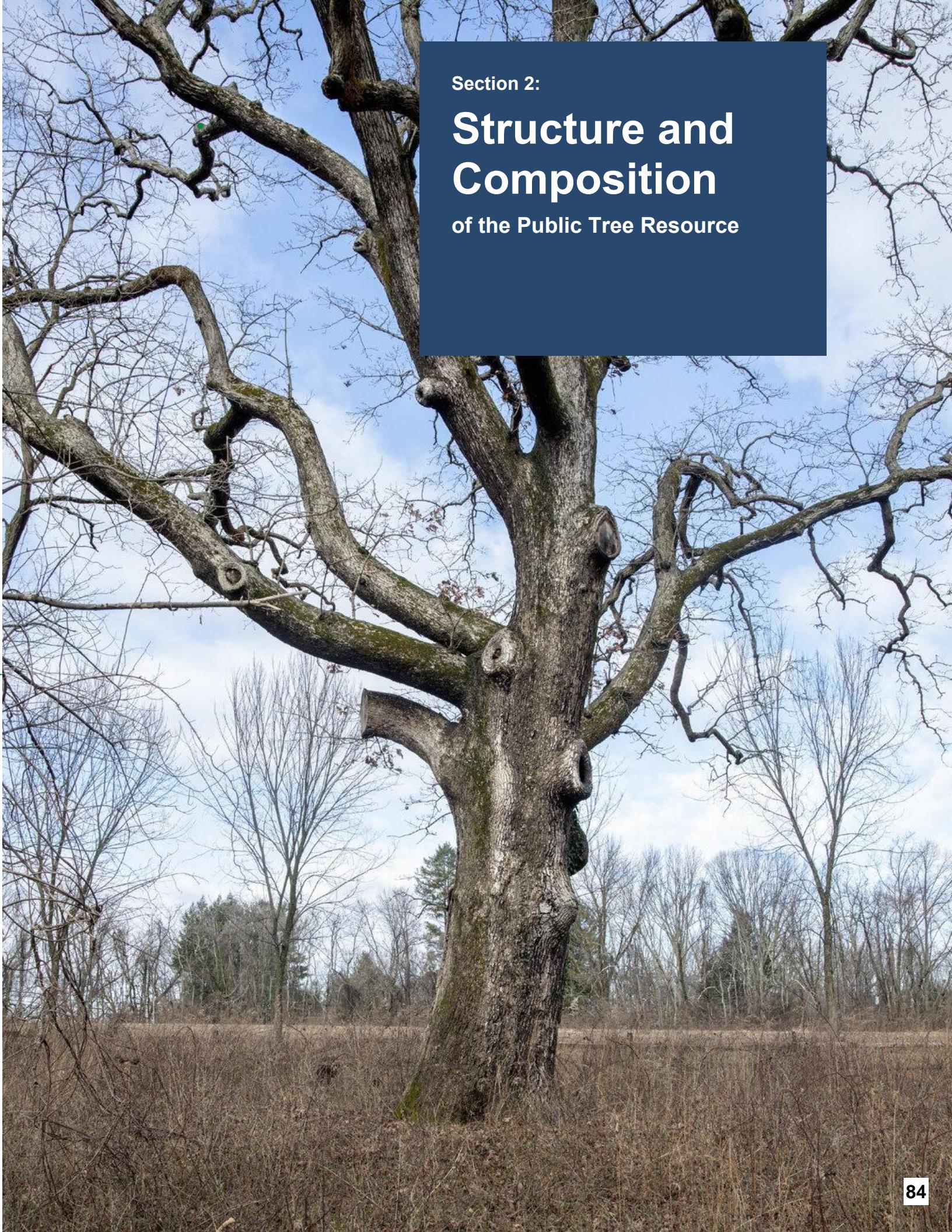
Foster a culture of urban forest stewardship through public education, volunteer planting initiatives, and collaboration with residents, schools, and local organizations.

### **4. LEVERAGE TREES FOR ENVIRONMENTAL RESILIENCE AND PUBLIC HEALTH**

Integrate trees and shrubs into municipal strategies to address pressing environmental and health challenges, including stormwater management, flood mitigation, heat island reduction, air quality improvement, climate adaptation, and mental health.

### **5. STRENGTHEN DISASTER PREPAREDNESS AND RECOVERY CAPACITY**

Develop and maintain plans for disaster readiness, rapid response, and long-term recovery from severe weather events, pest outbreaks, and other threats to the urban forest, ensuring swift action to protect public safety and canopy health.



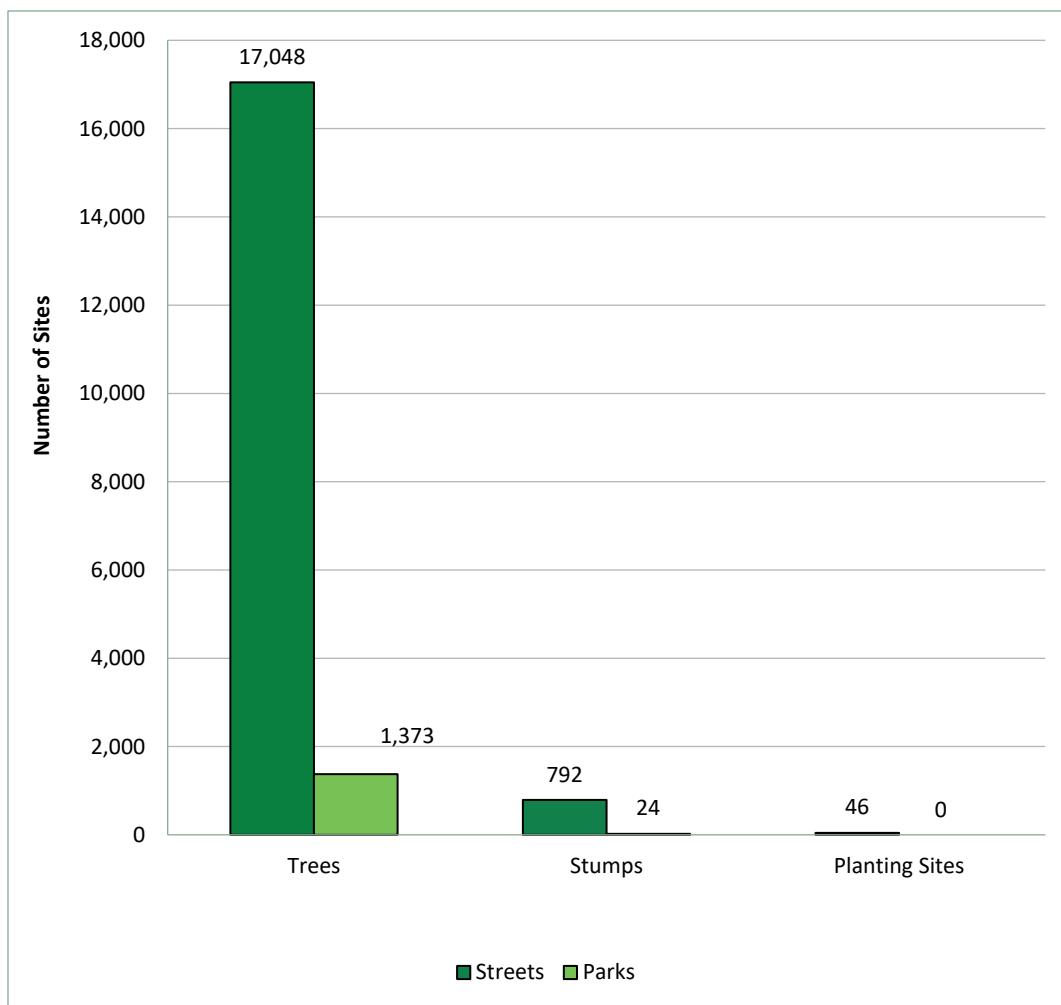
Section 2:

# Structure and Composition

of the Public Tree Resource

# OVERVIEW

In January 2022, DRG arborists collected site data on trees, stumps, and planting sites within the Municipality of Princeton. A total of 19,283 sites were inventoried along the street right-of-way. Appendix C contains an illustrated map showcasing the inventoried sites, and Figure 2 provides a breakdown of the total sites by type. See Appendix A for details about DRG's methodology for collecting site data. Since the completion of the initial inventory, the Municipal Arborist has actively maintained and updated the dataset to ensure it remains accurate and reflective of current conditions.



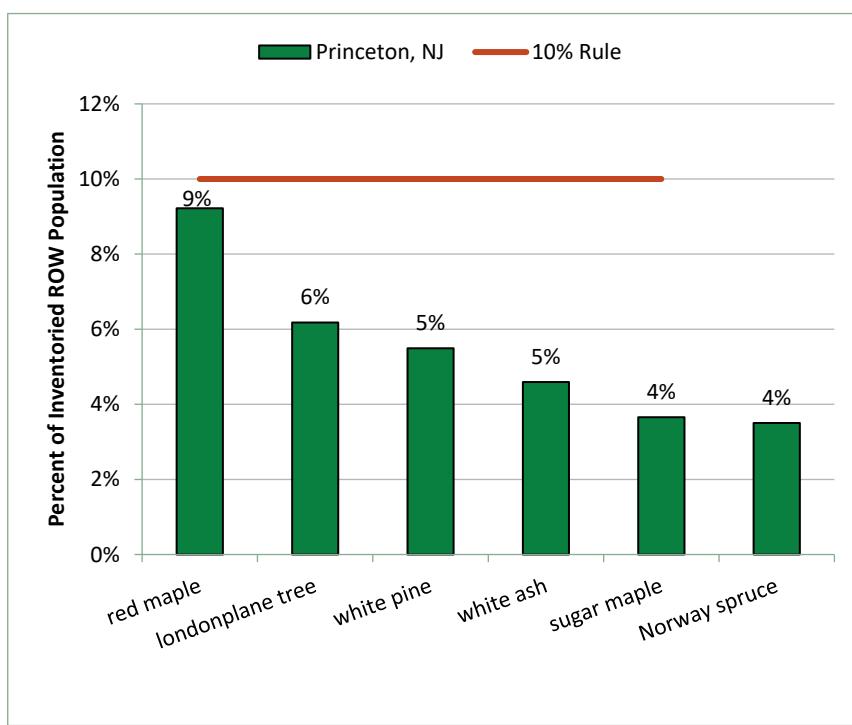
**Figure 2.** Number of inventoried sites by type.

# RESILIENCE THROUGH DIVERSITY

## SPECIES, GENUS, AND FAMILY DISTRIBUTION

The 10-20-30 rule is a common standard for tree population distribution, in which a single species should compose no more than 10% of the tree population, a single genus no more than 20%, and a single family no more than 30% (Santamour 1990). This standard was developed partially in response to tragedies such as the demise of vast swaths of American elm (*Ulmus americana*) after the introduction of Dutch elm disease to the United States (see side panel, “Resilience Through Diversity”). It provides valuable guidelines to help protect urban forests from both pests and diseases as well as from the effects of extreme weather events and climate change.

Figures 3a-b show The Municipality of Princeton’s distribution of the most abundant tree species inventoried along the street ROW and parks compared to the 10% threshold. Red maple (*Acer rubrum*) is the most abundant tree species inventoried in the ROW, comprising 9% of the inventoried ROW trees (Figure 3a), followed by London planetree (*Platanus × acerifolia*) at 6%, and white pine (*Pinus strobus*) at 5%. Among the park tree population, white pine comprise 10% of the population (Figure 3b), followed by red maple at 8%, and Norway spruce (*Picea abies*) at 7%.

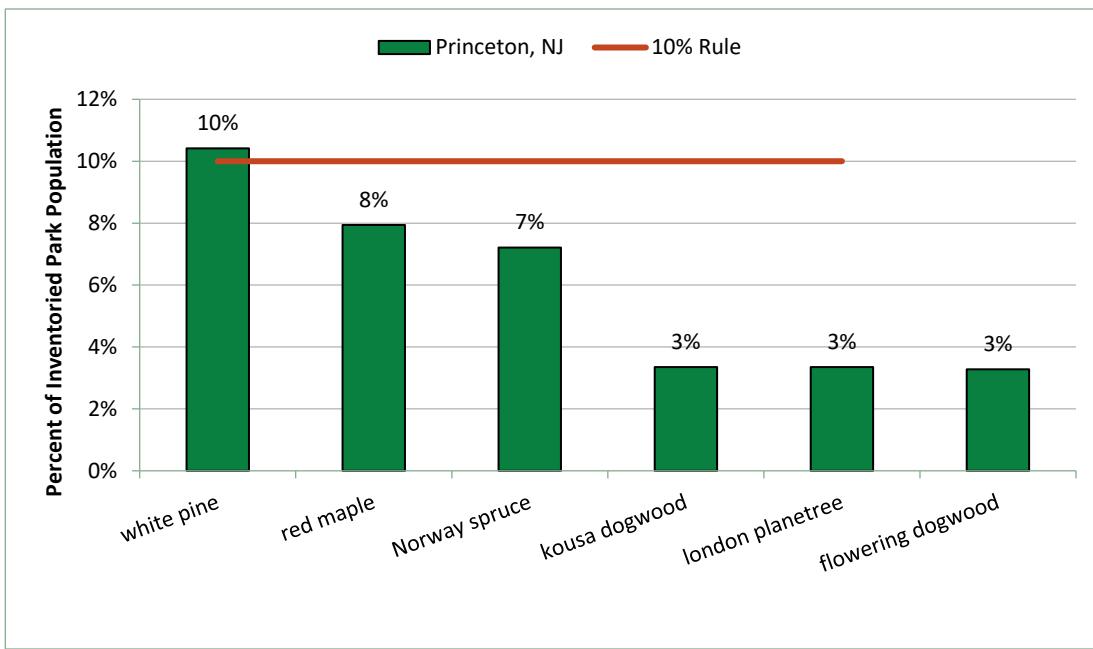


**Figure 3a.** Species distribution of inventoried ROW trees.

The Dutch elm disease epidemic of the 1930s provides a key historical lesson on the importance of diversity (Karnosky 1979). The disease killed millions of American elm trees, leaving behind enormous gaps in the urban canopy of many Midwestern and Northeastern communities. In the aftermath, ash trees became popular replacements and were heavily planted along city streets. History repeated itself in 2002 with the introduction of the emerald ash borer into America. This invasive beetle devastated ash tree populations across the Midwest. Other invasive pests spreading across the country threaten urban forests, so it's vital that we learn from history and plant a wider variety of tree genera to develop a resilient

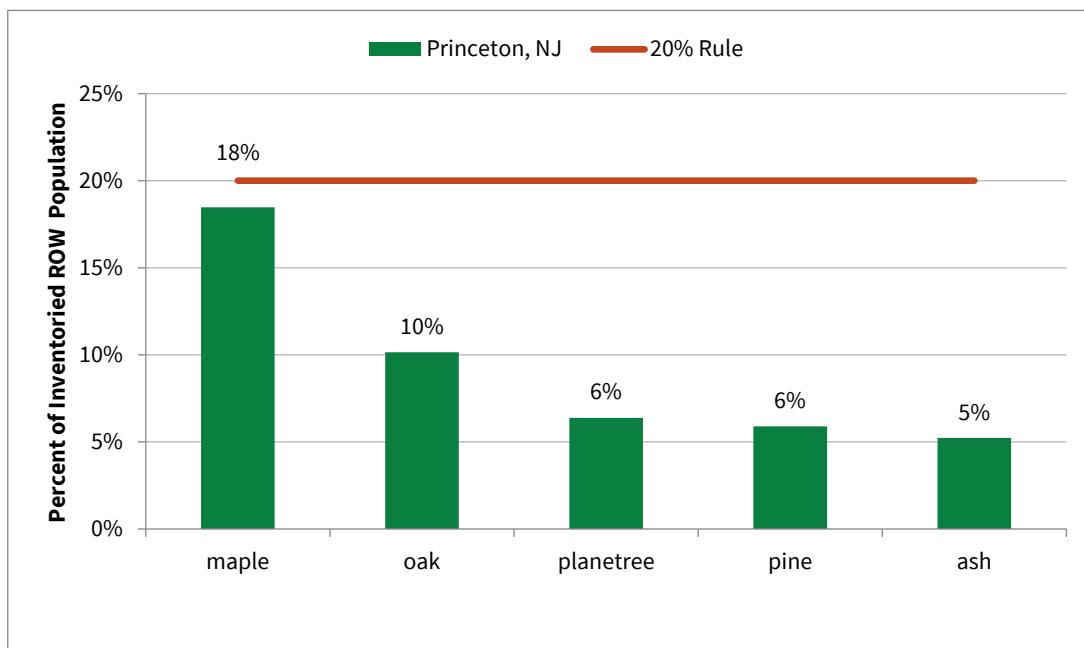


Ash trees in an urban forest killed by emerald ash borer.

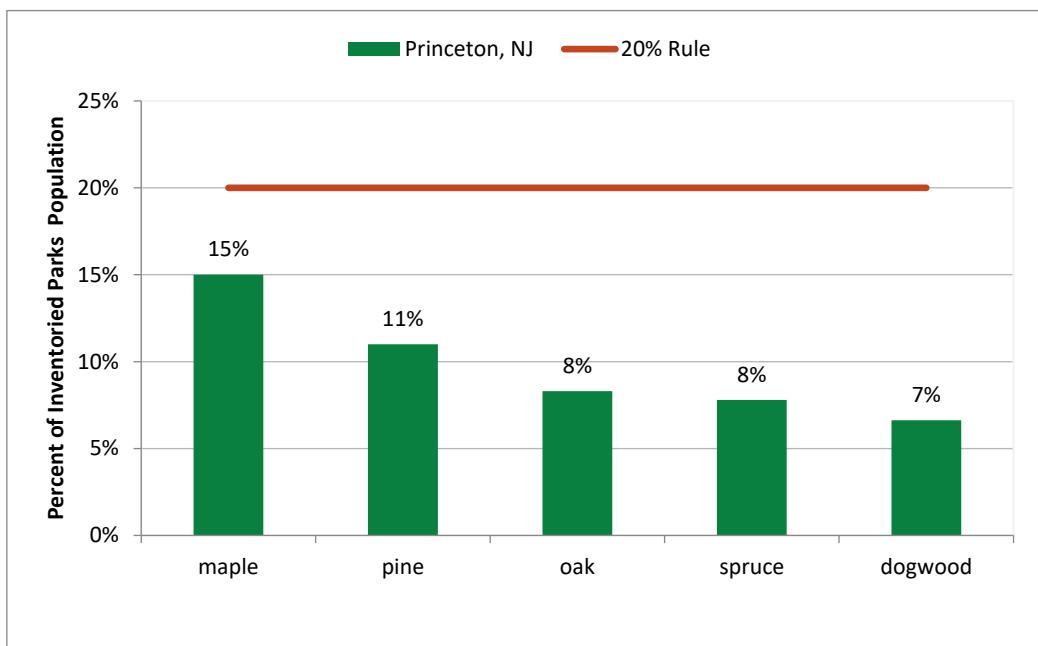


**Figure 3b.** Species distribution of inventoried park trees.

Figures 4a-b show the Municipality of Princeton's distribution of the most abundant tree genera inventoried along the street ROW and parks. The most abundant genera for both ROW trees and in Princeton are maple (*Acer*), comprising 18% of the ROW tree population and 15% of the park tree population. All other genera fall below the 20% threshold.

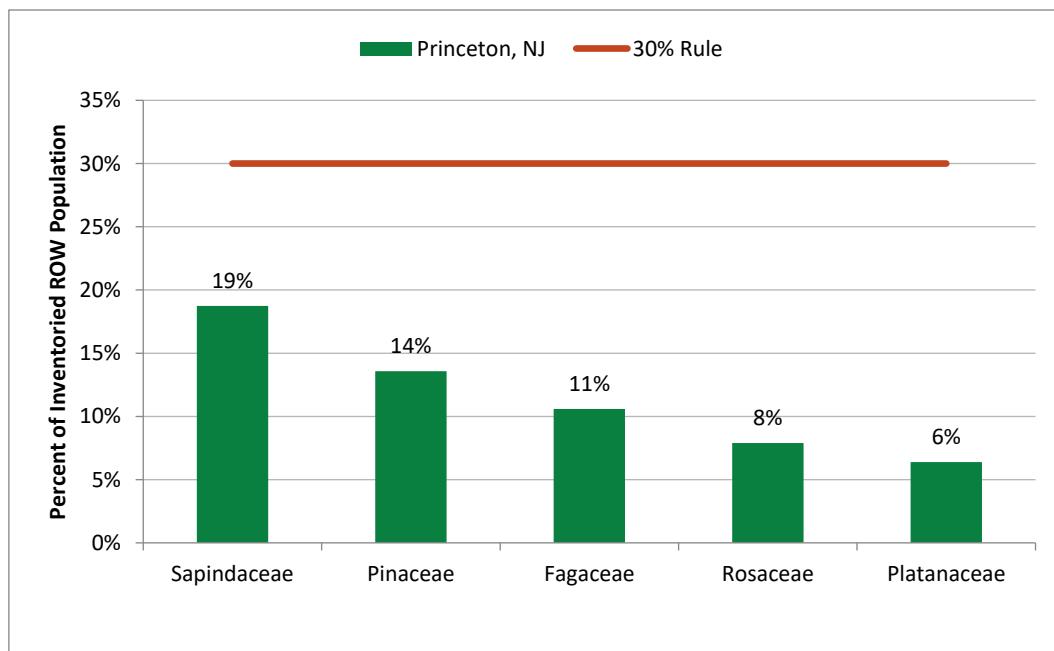


**Figure 4a.** Genus distribution of inventoried ROW trees.

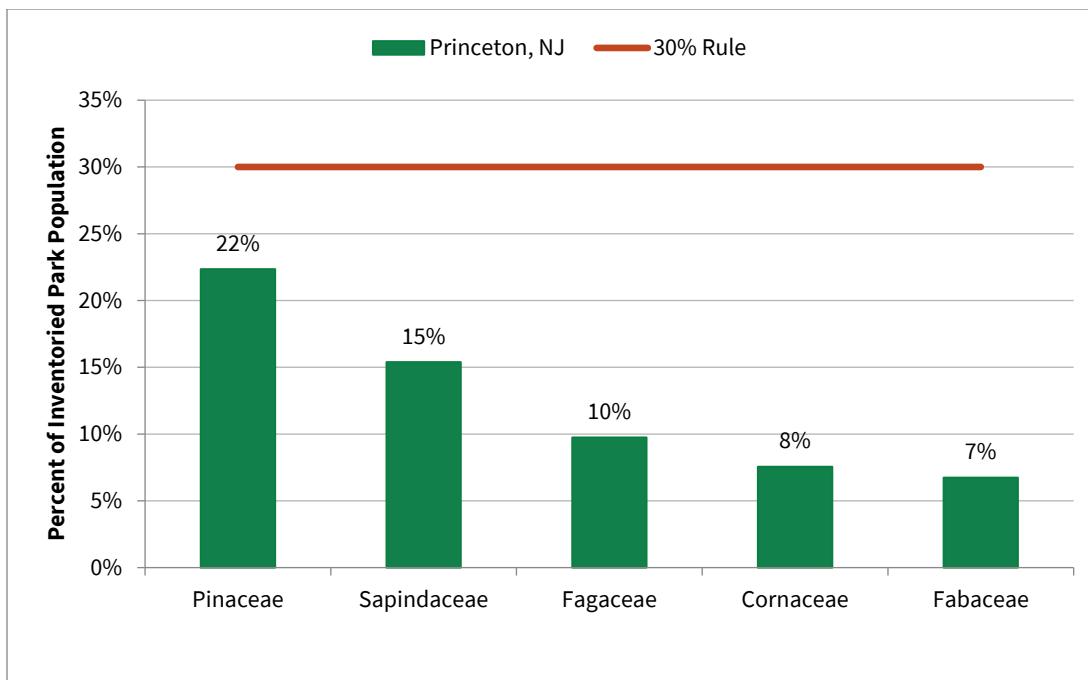


**Figure 4b.** Genus distribution of inventoried park trees.

Figures 5a-b show The Municipality of Princeton's distribution of the most abundant tree families inventoried compared to the 30% threshold. The most abundant family present among ROW trees is *Sapindaceae*, comprising 19% of all trees. *Pinaceae* takes the lead for tree families present in parks at 22%.



**Figure 5a.** Family distribution of inventoried ROW trees.



**Figure 5b.** Family distribution of inventoried park trees.

## SPECIES, GENUS, AND FAMILY DISTRIBUTION RECOMMENDATIONS

The composition of species, genera, and families within an urban forest is a key indicator of resilience. A diverse canopy is better able to withstand and recover from disturbances caused by pests, diseases, extreme weather, and climate change (Ordóñez & Duinker, 2014). When diversity is low—particularly when one species or genus is overrepresented—the entire canopy becomes more vulnerable to large-scale damage.

Princeton’s experience with the emerald ash borer (EAB, *Agrilus planipennis*) illustrates this risk. With approximately 1,800 ash street trees (*Fraxinus* spp.), the community faced significant removals and costs once EAB became established. Because EAB exclusively targets the ash genus, neighborhoods with high ash concentrations experienced canopy loss more acutely. Other threats, such as fire blight (*Erwinia amylovora*) in the Rosaceae family or beech leaf disease (BLD) in *Fagus*, also demonstrate the dangers of taxonomic concentration.

Currently, no single species, genus, or family dominates Princeton’s right-of-way or park tree canopy, which is a strength. The municipality’s inventory shows over 200 species across 60 genera, including *Acer* (maple), *Quercus* (oak), *Carya* (hickory), *Ulmus* (elm), and *Pinus* (pine). This diversity buffers Princeton against pests and diseases that target specific taxa.

To maintain and strengthen this resilience, Princeton should:

- **Adhere to the “10-20-30 guideline”:** No more than 10% of the canopy from a single species, 20% from a single genus, and 30% from a single family.
- **Avoid over-planting common but vulnerable species**, such as maple (*Acer* spp.), which are already widely represented and susceptible to multiple pests and stressors.

- **Prioritize adaptive and climate-resilient species** suited for Princeton's soils, infrastructure constraints, and projected climate shifts.
- **Continue diversifying at the family level**, ensuring that no single plant family (e.g., Rosaceae, Fagaceae) dominates.

By applying these principles, Princeton can reduce the risk of repeating the canopy loss experienced during the EAB outbreak and build an urban forest that is healthier, more balanced, and more resilient for future generations.

## CONDITION

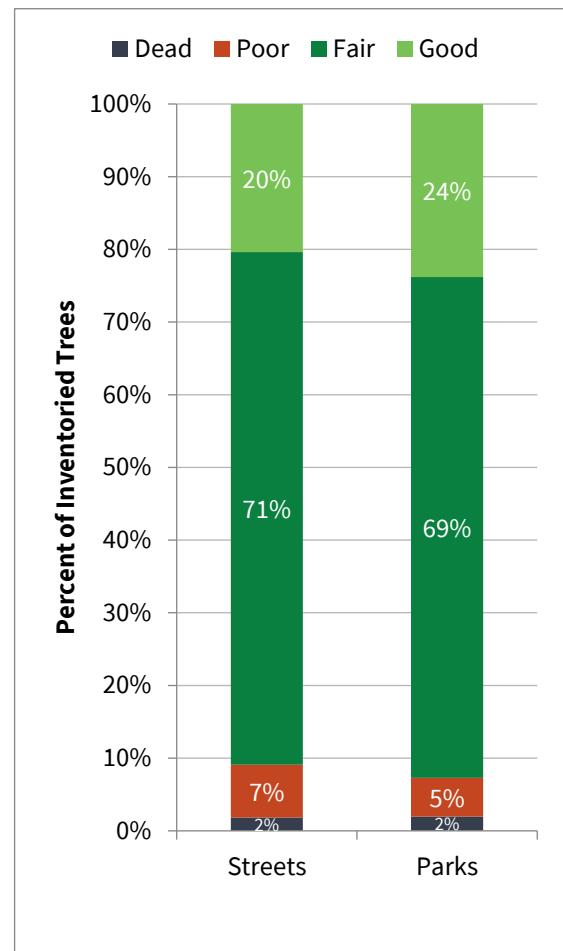
Several factors affecting condition were considered for each tree, including root characteristics, branch structure, trunk, canopy, foliage condition, and the presence of pests. The condition of each inventoried tree was rated by an arborist as Excellent, Good, Fair, Poor, or Dead. The general health of the inventoried tree population was characterized by the most prevalent condition assigned during the inventory.

In Figure 6, it is evident that a significant majority of the surveyed trees demonstrated either Good or Fair conditions, encompassing a total of 91% and 93% of the inventoried ROW and park trees, respectively. Approximately 7% and 5% of the ROW and park trees surveyed were classified as Poor, respectively, and 2% of the inventory of both ROW and park was reported as Dead.

### Condition Recommendations

The condition of individual trees plays a pivotal role in determining the overall health of an urban forest. Healthy trees are better equipped to resist pests, diseases, and environmental stresses, thus reducing the potential for widespread outbreaks or die-offs. They contribute to the structural integrity of the forest canopy, providing crucial habitat and forage opportunities for local wildlife. Additionally, healthy trees actively participate in critical ecosystem functions such as photosynthesis and carbon sequestration, which are essential for maintaining overall forest vitality. Conversely, the presence of diseased or stressed trees can weaken the forest's resilience, making it more susceptible to disturbances, diminishing its biodiversity and compromising its ability to provide ecological services, such as air and water purification. The condition of individual trees directly influences the health, diversity, and ecological functioning of the entire forest ecosystem.

Trees identified as being in poor condition or worse indicate that the tree's state is irreparable, rendering it impervious to any treatment or maintenance efforts. Conversely, trees in Fair condition imply that maintenance interventions can be undertaken to enhance and sustain their current state or further improve their condition. Hence, to ensure that the majority of Princeton's trees remain in Fair condition or better, it is advisable for the municipality to implement a proactive maintenance program.



**Figure 6.** Condition of ROW and park trees.

While the assessment of tree condition is a valuable component in managing urban forests, it should not serve as the sole determinant for prioritizing maintenance efforts. Rather, a more comprehensive approach is recommended. In particular, the utilization of tools like TreeKeeper® can effectively guide the prioritization of actions, focusing on trees rated as having Poor condition or being in a Dead state, especially when these trees are associated with an Extreme, High, or Moderate Risk classification. Younger trees exhibiting a Fair or Poor condition rating could substantially benefit from structural pruning, aligning with the guidelines established by ANSI A300 (Part 1). This approach aims to bolster their long-term health and vitality.

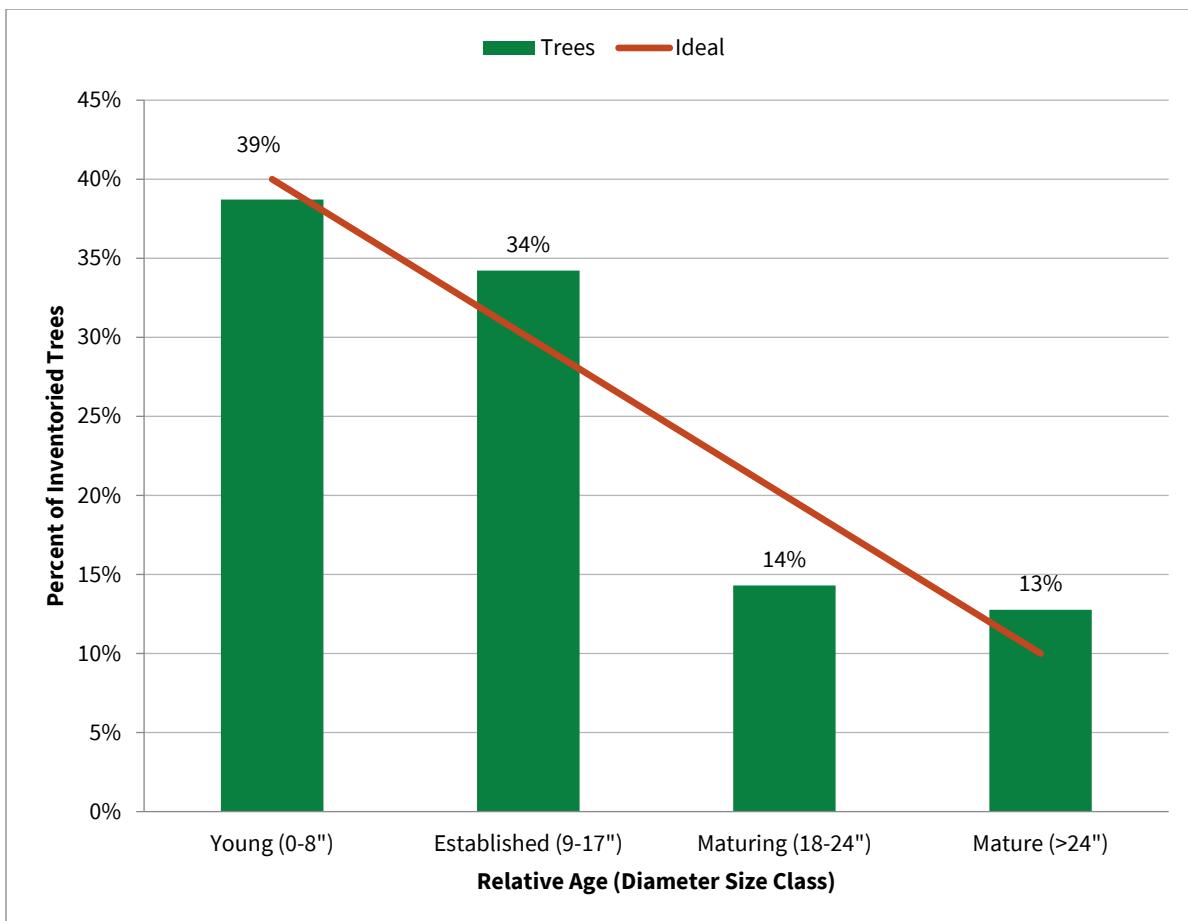
For mature trees that have garnered Poor condition ratings, their compromised state is often linked to visible indicators of decline and stress, which may manifest as decay, dead limbs, sparse branching, or structural deficiencies. In these cases, addressing their condition necessitates corrective pruning and intensive plant health care to rejuvenate their vigor. Continuous monitoring should be employed to track potential deterioration in their condition. As for trees falling into the Fair condition category, targeted pruning to eliminate dead or faulty limbs can foster improvement over time, ultimately elevating their overall condition with the proper care and attention.

## RELATIVE AGE DISTRIBUTION

Analysis of a tree population's relative age distribution is performed by assigning age classes to the size classes of inventoried trees. Size is used as a proxy for age because of the difficulty of accurately and rapidly measuring tree age in the field. Since tree species have different lifespans and mature at different diameters, actual tree age cannot be determined from diameter size class alone, but size classifications can be extrapolated into relative age classes which can offer insight into the maintenance needs of The Municipality of Princeton's tree resource. The inventoried trees are grouped into the following relative age classes:

- Young trees (0–8 inches diameter at breast height (DBH)).
- Established trees (9–17 inches DBH).
- Maturing trees (18–24 inches DBH).
- Mature trees (greater than 24 inches DBH).

These size classes were chosen so that the inventoried tree resource can be compared to the ideal relative age distribution, which holds that the largest proportion of the inventoried tree population (approximately 40%) should be young trees, while the smallest proportion (approximately 10%) should be mature trees (Richards 1983). Although mature trees provide the highest ecological benefits, they are also more vulnerable to decline, storm damage, and pests. Keeping them as a smaller portion of the population ensures a balanced age structure, reduces risk, and supports long-term canopy continuity as younger trees grow into future canopy contributors.



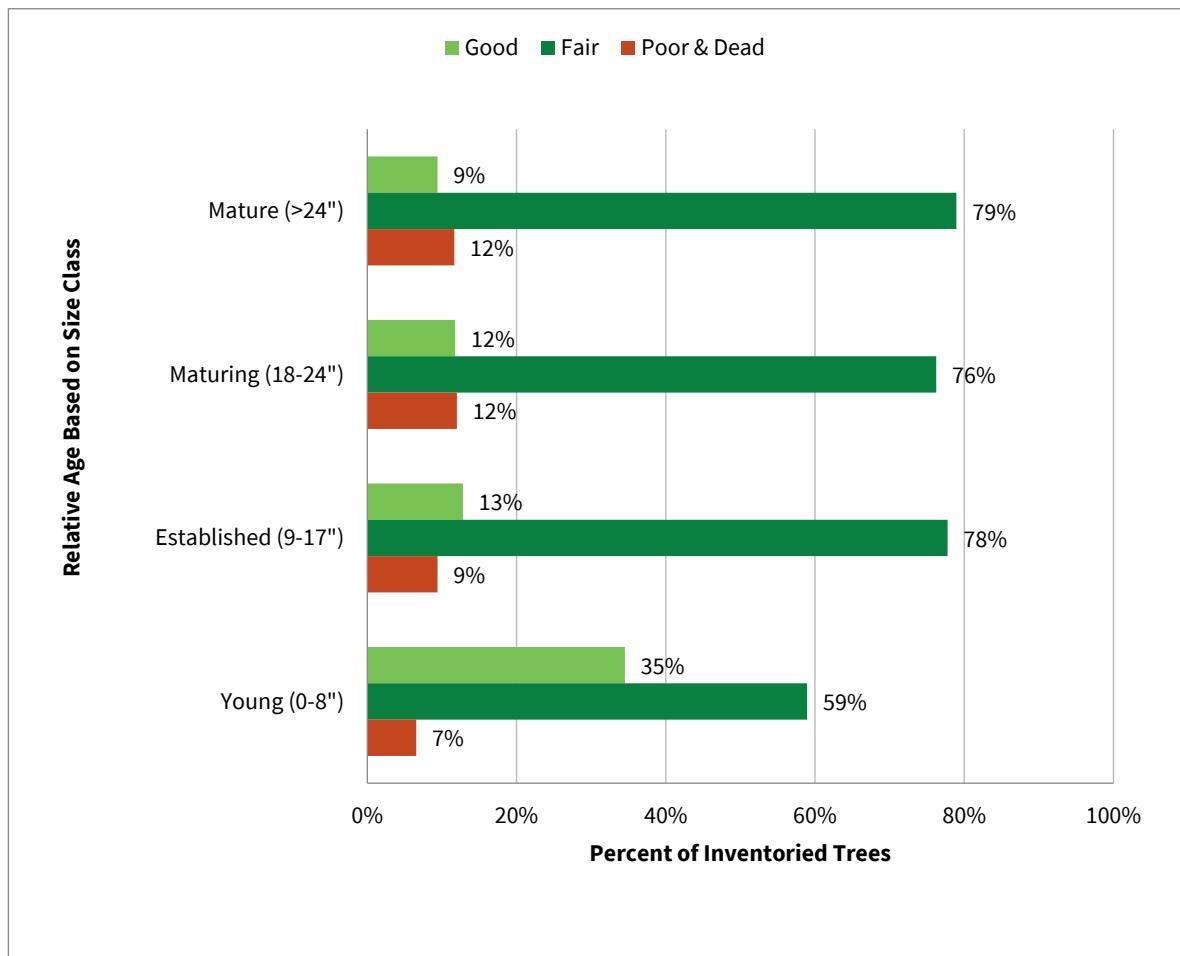
**Figure 7.** Relative age distribution of all inventoried trees.

Figure 7 compares the Municipality of Princeton’s relative age distribution of its inventoried tree population to the recommended “ideal.” While the “ideal” age curve is a general guideline that can be adjusted to reflect local goals and site conditions, a balanced age structure is a critical indicator of long-term canopy stability, ecological resilience, and sustainable maintenance.

Princeton’s inventory shows that 39% of trees are young (0–8" DBH), while 34% are established (9–17" DBH). Together, these groups make up nearly three-quarters of the urban forest, a positive indicator of canopy succession. This strong base of younger and mid-sized trees will grow into Princeton’s next generation of large shade trees—those that provide the highest ecosystem benefits, including cooling shade, carbon sequestration, pollutant uptake, and stormwater interception.

By comparison, only 14% of trees are maturing (18–24" DBH) and 13% are mature (>24" DBH). While this reflects a natural decline as trees age, it highlights the need to ensure that young trees are successfully maintained and transitioned into the mature size classes. Large, healthy canopy trees deliver exponentially greater benefits than smaller ones, and replacing their functions takes decades.

For Princeton, maintaining an uneven age distribution is advantageous: it helps spread out annual maintenance and removal costs across time, reduces the risk of catastrophic canopy loss from age-related decline or storm damage, and ensures continuous canopy coverage as older cohorts are gradually replaced. However, Princeton's history with emerald ash borer (EAB) demonstrates how pests can accelerate loss in specific cohorts—many of the community's ~1,800 ash street trees were in the mid-size age classes when EAB hit, resulting in removals that disrupted canopy balance and forced rapid replacement.



**Figure 8.** Condition of all inventoried trees by relative age class.

Figure 8 presents a detailed analysis of Princeton's inventoried tree population based on age distribution, offering key insights into the stability of the urban forest.

A substantial portion of Princeton's Young and Established trees currently boast a Fair condition rating or better, signifying their potential to reach full maturity if they receive consistent care and maintenance. Equally significant is the observation that, as trees progress through their maturation cycle, the proportion in Good condition diminishes. This trend reflects the natural aging process as well as stresses from pests, diseases, weather events, and urban growing conditions.

Given the significant investment involved in planting new trees, consistent aftercare—including watering, mulching, pruning, and monitoring—will ensure that the municipality receives a strong return on this investment. Proactive measures taken now can reduce future tree care expenses, minimize removals, and build a healthier and more resilient canopy.

Moreover, Princeton should prioritize preservation and proactive care strategies for its mature and maturing trees. Protecting these large canopy contributors from unnecessary removals and treatable defects will help maintain their ecosystem benefits—shade, carbon sequestration, and stormwater mitigation—that cannot be immediately replaced through new plantings.

By emphasizing both tree preservation and ongoing planting initiatives, Princeton can gradually shift its relative age and condition distribution closer to the “ideal,” promoting a balanced, sustainable, and climate-resilient urban forest. This holistic approach will extend the life span of individual trees while strengthening the long-term stability and resilience of the municipal canopy.

### **Relative Age Recommendations**

Princeton’s urban forest is a valuable community asset that provides shade, stormwater management, air quality improvement, carbon sequestration, and cultural benefits. To sustain and enhance these services, the municipality should pursue a balanced approach that combines preservation, proactive care, and strategic planting. Key priorities include protecting existing mature canopy trees through preventive maintenance, ensuring the successful establishment of young and newly planted trees through consistent aftercare, and diversifying species, genera, and families to reduce vulnerability to pests and diseases.

By aligning age distribution with long-term canopy goals, integrating adaptive and climate-resilient species, and investing in adequate staffing and resources, Princeton can strengthen both the health and resilience of its urban forest. With this strategy, the municipality will not only restore canopy lost to past threats such as the emerald ash borer, but also secure a sustainable and thriving urban forest into the future.

Moving forward, Princeton should:

- Strengthen establishment care to maximize survival of the large cohort of young trees.
- Ensure taxonomic and age diversity in planting plans, so that no single age group or genus is disproportionately vulnerable.
- Focus on transitioning established and maturing trees into the mature cohort, extending canopy longevity and ecosystem benefits.
- Use adaptive species selection to address climate shifts, urban heat, and pests like bacterial leaf scorch (BLS), beech leaf disease (BLD), and spotted lanternfly (SLF).

### **Defects**

For each tree inventoried, DRG assessed conditions indicating the presence of structural defects and recorded the most significant condition. Defects were limited to the following categories:

- Broken and/or hanging branches
- Cracks
- Dead and dying parts
- Missing or decayed wood
- None
- Other
- Root problems
- Tree architecture
- Trunk condition
- Weakly attached branches and codominant stems

**Table 1.** Tree defect categories recorded during the inventory

Defect	Street Trees	Percent of Street Trees	Park Trees	Percent of Park Trees
Broken and/or Hanging Branches	807	4%	77	7%
Cracks	23	0%	2	0%
Dead and Dying Parts	7,250	40%	577	51%
Missing or Decayed Wood	2,687	15%	67	6%
None	3,242	18%	210	18%
Other	13	0%	1	0%
Root Problems	662	4%	17	1%
Tree Architecture	1,149	6%	54	5%
Trunk Condition	536	3%	27	2%
Weakly Attached Branches and Codominant Stems	1,642	9%	105	9%
<b>Total</b>	<b>18,011</b>	<b>100%</b>	<b>1,137</b>	<b>100%</b>

Among the recorded defect categories for the inventoried trees, one stood out as the most prevalent issue: "Dead & Dying Parts" accounted for 40% of the total cases in the ROW and 51% in the parks (Table 1). Within the 1,827 trees afflicted by "Dead & Dying Parts," a recommendation for removal was issued for 416 trees. These removal recommendations were made based on assessments that indicated the tree's inability to recover from the associated defect, necessitating their removal from the urban forest.

It's worth noting that a portion of the inventoried trees, approximately 18% for both ROW and parks, did not exhibit any associated defects, signifying their relatively good health and structural integrity. This underscores the importance of proactive tree management and maintenance practices to ensure the continued well-being of these trees and to address defects in a timely manner where necessary.

### **Defect Observation Recommendations**

When considering the defect recorded for each tree, there are two important qualifiers to keep in mind. First, the categories are broadly inclusive. For example, the "Dead and Dying Parts" category can include trees with just one or two smaller diameter dead limbs as well as trees found with large-diameter dead limbs or entire sections of dead canopy. Therefore, inferences on overall tree condition or risk rating cannot be derived solely from the presence or absence of a defect recorded at the time of the inventory. Second, an inventoried tree may have multiple defects; the 2022 The Municipality of Princeton inventory recorded only the most significant defect observed for each tree. These two qualifiers are important to keep in mind when considering urban forest management planning and the prioritization of maintenance or monitoring activities. With proper pruning, the overall health of trees in Fair condition with a defect of "Dead and Dying Parts" can be improved over time.

A scenic landscape featuring a calm lake in the foreground, a dog on a leash walking along a path, and a dense forest with autumn foliage in the background. The sun is setting, casting a warm glow over the scene.

Section 3:

# Recommended Management

of the Public Tree Resource

# OVERVIEW

During the inventory, both a risk rating and a recommended maintenance activity were assigned to each tree. DRG recommends prioritizing and completing each tree's recommended maintenance activity based on the assigned risk rating. This five-year tree management program takes a multi-faceted and proactive approach to tree resource management.



## RISK MANAGEMENT AND RECOMMENDED MAINTENANCE

Every tree, regardless of condition, has an inherent risk of whole or partial tree failure. During the inventory, DRG performed a modified Level 2 qualitative risk assessment for each tree and assigned a risk rating based on *ANSI A300* (Part 9) and the companion publication *Best Management Practices: Tree Risk Assessment* (ISA 2011). Trees can have multiple potential modes of failure, each with its own risk rating. The potential mode of failure with the highest risk rating was recorded for each tree during the 2025 tree inventory. The specified time frame for the risk assessment was one year.

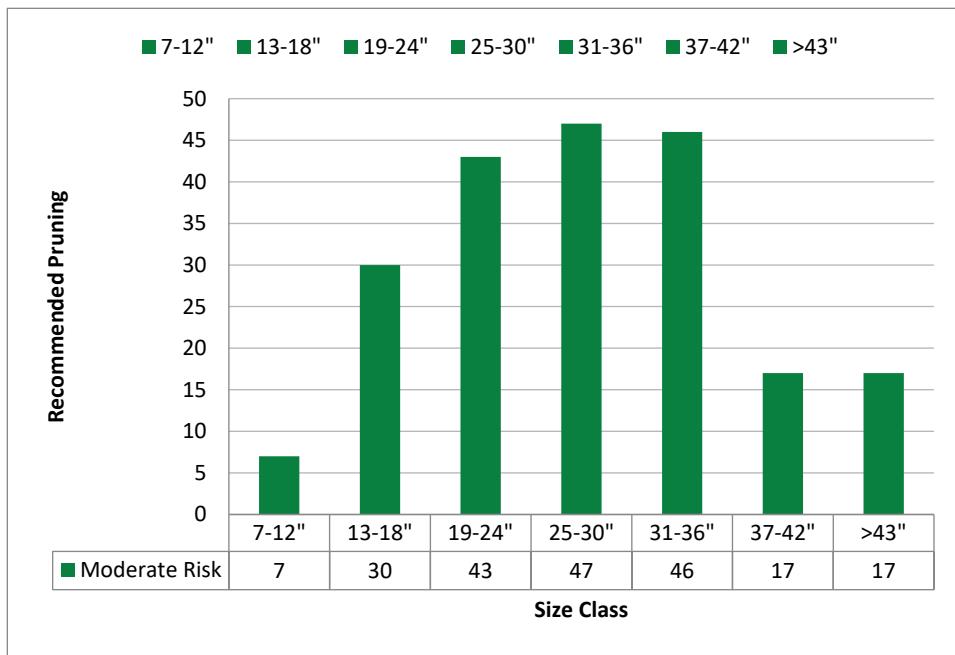
DRG strongly urges prioritizing and swiftly executing tree maintenance tasks in alignment with the risk assessments assigned to each tree during the inventory. Trees bearing Extreme or High Risk ratings demand immediate attention and should be addressed as the foremost priority. Subsequently, trees labeled with Moderate Risk ratings should be promptly attended to, with the maintenance of Low Risk trees scheduled only after the higher risk ones have undergone necessary pruning or removal. The ensuing sections delineate the crucial maintenance protocols designated for each risk rating category. Prompt attention to this matter is of utmost importance to safeguard the safety and vitality of our urban forest.

## EXTREME AND HIGH PRIORITY RECOMMENDED MAINTENANCE

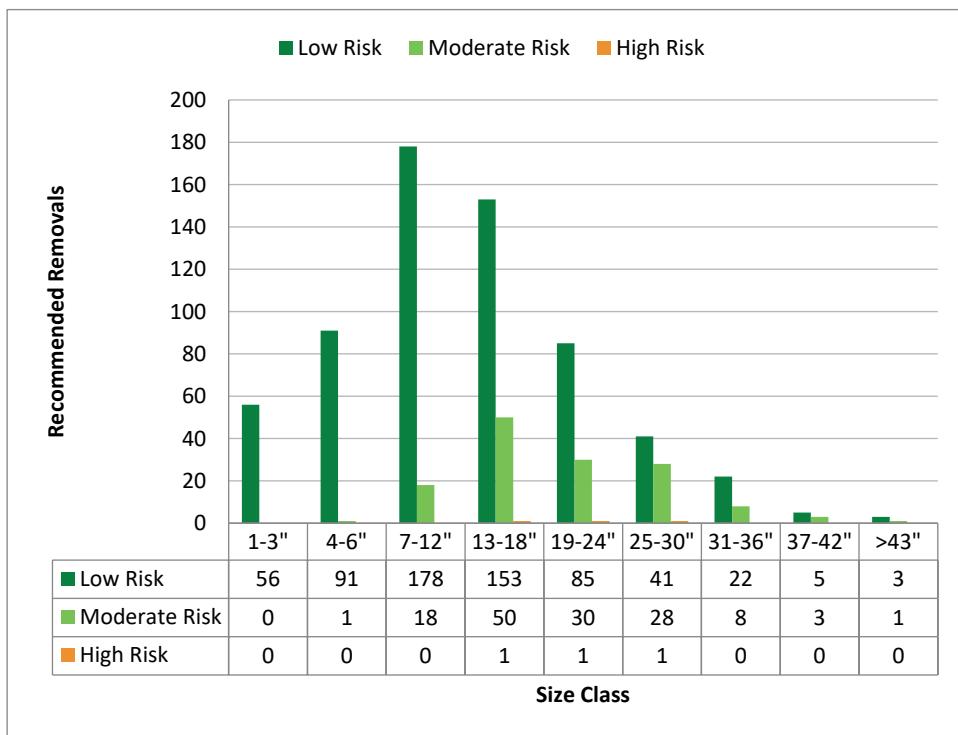
Prioritizing the pruning or removal of trees exhibiting an elevated risk level, namely those with Extreme, High, or Moderate Risk ratings, is strongly advised and should be carried out promptly. In the overall sequence of maintenance activities, it is generally recommended to address the largest diameter trees first, as they often pose the highest risk. Once these sizable trees have been addressed, attention should be directed toward implementing recommended maintenance procedures for smaller diameter trees that also present significant risks. Timely and proactive management of High Risk trees may necessitate a substantial allocation of resources. However, executing these tasks promptly is instrumental in risk mitigation, enhancing public safety, and reducing long-term expenses.

### High Priority Pruning and Removal Recommendations

Trees categorized with Extreme or High Risk ratings, which necessitate pruning or removal, should receive immediate attention. High Risk pruning typically involves the removal of defective elements such as dead or dying limbs, broken branches, and portions with missing or decayed wood within the tree canopy. These measures are instrumental in reducing risks associated with the tree while promoting its overall health and growth. When pruning can rectify these defects and mitigate risks effectively, it is the recommended course of action.



**Figure 9a.** Recommended pruning by size class and risk rating of inventoried trees.



**Figure 9b.** Recommended removals by size class and risk rating of inventoried trees.

## MODERATE AND LOW PRIORITY RECOMMENDED MAINTENANCE

Following the priority of addressing Extreme and High Risk trees, the subsequent focus should be on the maintenance of Moderate and Low Risk trees. As only 3 High Risk trees were identified during the inventory assessment, it is recommended that a proportion of Moderate Risk trees receive attention within the first year of the five-year maintenance plan. Once the maintenance tasks for Moderate Risk trees have been completed, the municipality can shift its focus to Low Risk trees and transition into a proactive and routine pruning maintenance schedule. This systematic approach ensures the comprehensive care and management of the urban forest while optimizing resource allocation and long-term maintenance planning.

### **Moderate Risk Pruning and Removal Recommendations**

The inventory identified 139 trees recommended for Moderate Risk removal and 207 trees for Moderate Risk pruning. These trees should ideally be addressed within the first two years, contingent upon budget availability.

### **Low Priority Pruning Recommendations**

There were 3,273 Low Risk trees recommended for pruning. Low Risk trees recommended for pruning were included in the routine pruning cycle, starting in year one of the five-year management plan.

### **Low Priority Removal Recommendations**

DRG identified 634 Low Risk trees recommended for removal. Low Risk removals pose little threat; these trees are generally small, dead, invasive, or poorly formed trees that need to be removed. Eliminating these trees will reduce breeding site locations for insects and diseases and will increase the aesthetic value of the area. Healthy trees growing in poor locations or undesirable species are also included in this category. If pruning cannot correct a tree's defects and/or adequately mitigate risk, then the tree should be removed. All Low Risk trees should be removed when convenient after all higher risk pruning and removals have been completed and may be performed concurrently with routine pruning.

## FURTHER INSPECTION

The Further Inspection data field indicates whether a tree requires additional and/or future inspections to assess and/or monitor conditions that may cause it to become a risk to people, property, or other trees. Further inspections are beyond the scope of a standard tree inventory and can be one of the following:

- Annual Inspection (e.g., a healthy tree that has been impacted by recent construction, weather, or other damage, or which has a defect that may require further monitoring to determine whether it is a hazard).
- Advanced Risk Assessment (e.g., a tree with a defect requiring additional or specialized equipment for investigation).
- Insect/Disease Monitoring (e.g., a tree that appears to have an emerging insect or disease problem).
- No further inspection required.

In the ANSI A300 system, there are three levels of risk assessment. Each level is built on the one before it. The lowest level is designed to be a cost-effective approach to quickly identifying tree risk concerns, while the highest level is intended to provide in-depth information to make management decisions about an individual tree. These levels are:

- **Level 1:** Level 1 inspection is defined as a limited visual assessment, which is often conducted as a walk-through or windshield survey designed to identify obvious defects or specified conditions.

- **Level 2:** Level 2 inspection is defined as a basic assessment and is a detailed, 360-degree visual inspection of a tree and its surrounding site, and a synthesis of the information collected. All trees in the 2021 The Municipality of Princeton tree inventory were assessed to this level, provided that 360-degree access around the tree could be gained.
- **Level 3:** Level 3 inspection is an advanced assessment and is performed to provide detailed information about specific tree parts, defects, targets, or site conditions. A Level 3 inspection may use specialized tools or require the input of an expert.

### **Further Inspection Recommendation**

DRG arborists found 109 trees in need of advanced risk assessment, 502 trees noted for insect and disease monitoring, and 849 trees recommended for annual inspections. The trees recommended for advanced assessment should receive a Level 3 risk assessment by a Tree Risk Assessment Qualified (TRAQ) arborist as soon as possible to determine whether these trees require removal, pruning, or other corrective action to reduce the risk associated with their observed defects. Advanced risk assessments may require specialized or additional equipment, such as bucket trucks, to access and assess tree defects.

Most of the trees recommended for insect and disease monitoring dead and dying parts are listed as the primary defect. Signs of symptoms of pests and diseases were often noted as present at the time of inspection. All trees recommended for insect/disease monitoring should be assessed to confirm the presence of damaging insects or diseases and should be treated, if necessary, to reduce the pest species load and improve the health of the public trees in The Municipality of Princeton.

Trees recommended for annual inspection should be assessed routinely to monitor their condition and look for signs of worsening defects that may merit intervention. Some of these trees will likely recover given time, and will no longer need additional monitoring, while others may require removal if their defects worsen.

## **ROUTINE INSPECTIONS**

Inspections are essential to uncovering potential problems with trees. They should be performed by a qualified arborist who is trained in the art and science of planting, caring for, and maintaining individual trees. Arborists are knowledgeable about the needs of trees and are trained and equipped to provide proper care. Ideally, the arborist will be ISA Certified and hold the ISA Tree Risk Assessment Qualification credential.

### **Routine Inspection Recommendations**

To maintain the health and safety of The Municipality of Princeton's urban forest, it is essential that all trees undergo regular inspections and receive timely care as needed. It is recommended that tree assessments be conducted every two to three years. Additionally, inspections following major storm events are advised to quickly identify and address any potential damage or safety concerns.

To streamline the inspection process, DRG suggests implementing a Level 1 limited visual assessment, which can serve as an initial screening to identify trees requiring further attention. This preliminary evaluation can help prioritize trees for more in-depth Level 2 inspections, ensuring a focused and efficient use of resources in maintaining the health and safety of the urban forest.

Whenever a tree demands additional or new work, it should promptly be integrated into the maintenance schedule, accompanied by an adjustment of the budget to accommodate the additional workload. The implementation of advanced computer management software, such as TreeKeeper®, facilitates seamless updates, edits, and the maintenance of detailed work records. These inspections extend beyond defect identification; they also provide a valuable opportunity to detect early signs of potential pest infestations and disease outbreaks. Given the municipality's sizable tree population, particularly the susceptible maple (*Acer spp.*) varieties, this proactive approach to monitoring is paramount.

# PROACTIVE PRUNING

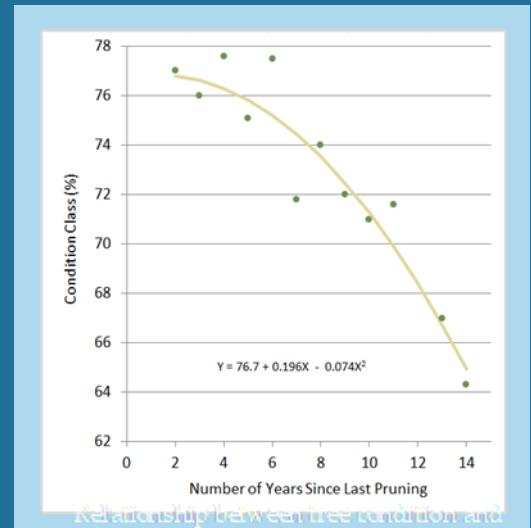
## ROUTINE PRUNING CYCLE

The Routine Pruning cycle includes all Low Risk trees that received a “Prune” or “Discretionary Prune” maintenance recommendation. These trees pose some risk but have a smaller defect size and/or a lower probability of impacting a target. Over time, routine pruning can minimize reactive maintenance, limit instances of elevated risk, and provide the basis for a robust risk management program.

Based on Miller and Sylvester’s research, DRG recommends a five-year Routine Pruning cycle to maintain the condition of the inventoried tree resource. However, not all communities are able to remain proactive with a five-year cycle based on budgetary constraints, the size of the public tree resource, or both. In these cases, extending the length of the Routine Pruning cycle is an option; however, it is in the community’s best interest to not approach or exceed a 10-year pruning cycle. This is around when tree condition deteriorates significantly without regular pruning, when previously minor defects have worsened, reducing tree health and potentially increasing risk (Miller and Sylvester 1981).

### Routine Pruning Cycle Recommendations

The Municipality of Princeton’s inventory identified 14,366 trees that should be routinely pruned. DRG recommends that the Municipality of Princeton establish a five-year Routine Pruning cycle and prioritize Priority Pruning before starting on Routine Pruning.



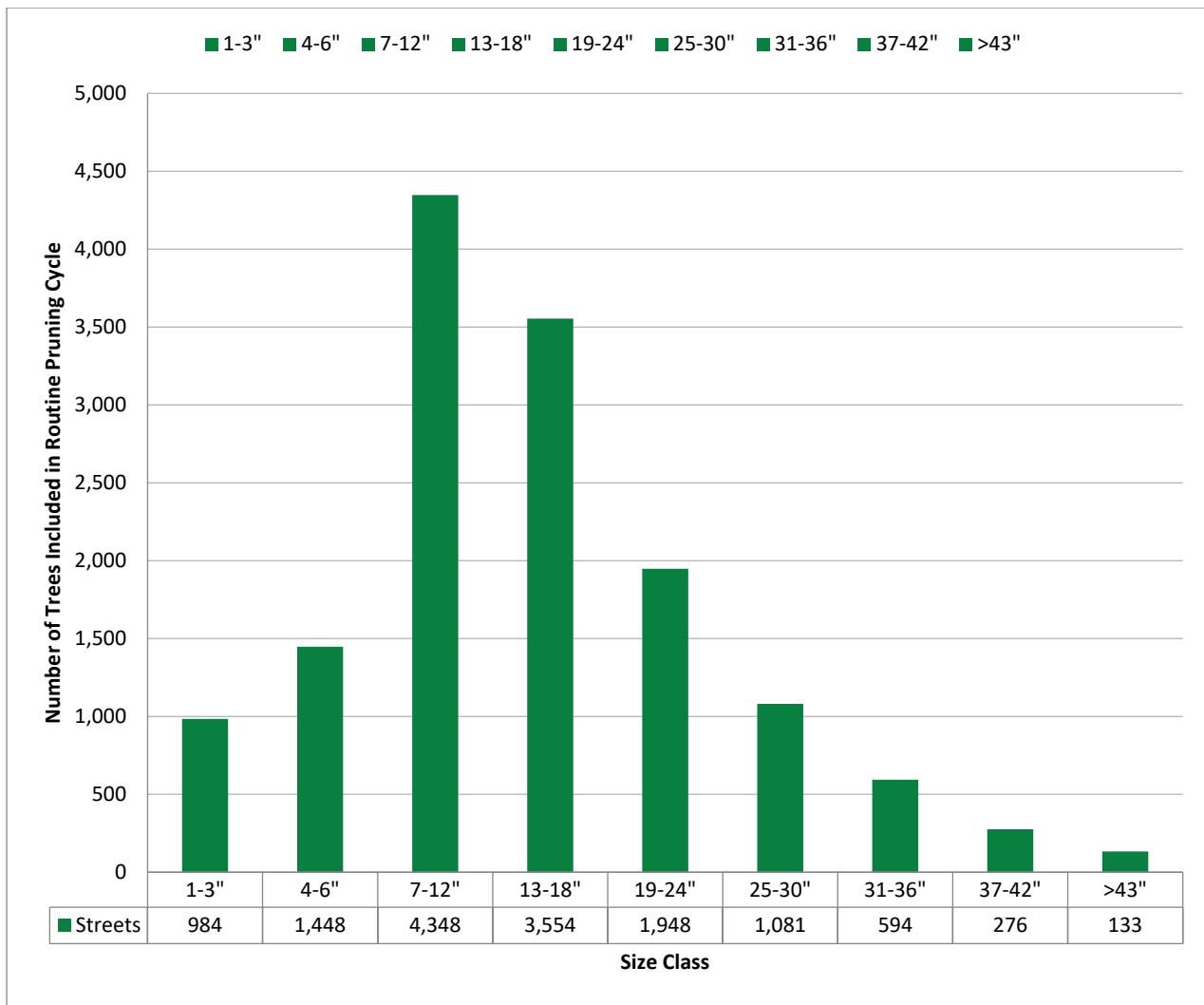
(adapted from Miller and Sylvester 1981)

Miller and Sylvester studied the pruning frequency of 40,000 street trees in Milwaukee, Wisconsin. Trees that had not been pruned for more than 10 years had an average condition rating 10% lower than trees that had been pruned in the previous several years. Their research suggests that a five-year pruning cycle is optimal for urban trees.

Routine pruning cycles help detect and correct most defects before they reach higher risk levels. DRG recommends that pruning cycles begin in the first year of the maintenance program.

DRG recommends two pruning cycles: a young tree training cycle and a routine pruning cycle. Newly planted trees will enter the young tree training cycle once they become established and will move into the routine pruning cycle when they reach maturity. A tree should be removed and eliminated from the routine pruning cycle when it outlives its usefulness.

Keep in mind that as priority pruning work is completed, those trees should enter the routine pruning cycle, which will result in higher numbers of trees recommended for routine pruning in future years beyond the five-year management plan presented here. However, not every tree will require pruning every cycle, and actual costs of administering a routine pruning cycle for The Municipality of Princeton's trees may be lower than projected in Table 3. DRG recommends that the routine pruning cycle begins in year one of the proposed five-year program after all extreme and high risk recommended maintenance is complete.



**Figure 10.** Routine pruning cycle by size class.

## ELEMENTS, OBJECTIVES, AND ACTION ITEMS

The Municipality of Princeton aims to set goals that will inform how to move forward with the stewardship of the community's urban forest, not only within the activities performed by the municipality's governmental bodies but also involving the private sector and the community public in the activities that will lead to a healthier and more sustainable urban forest.

This is the third five-year Community Forestry Management Plan since Princeton formed on January 1, 2013, through the consolidation of Princeton Borough and Princeton Township. The Shade Tree Commission has an important role in the implementation of the plan.

Note: Footnotes are provided below for some objectives and action items to illustrate how they correlate with provisions in Princeton's Master Plan.

### Element I: Training and Education

- **Objective 1:** Maintain full compliance with NJDEP CORE Training and Continuing Education Unit (CEU) requirements for municipal staff and Shade Tree Commission members.
  - **Action Item #1:** Track and document completion of CORE and CEU training annually.
  - **Action Item #2:** Collaborate with urban forestry networks to host CEU-approved workshops in Princeton, prioritizing topics such as native species selection, invasive species prevention, and tree maintenance.

### Element II: Community Forest Ordinance

- **Objective 1:** Annually assess Princeton's Shade Tree Ordinance and, as relevant, other municipal ordinances and update as needed to strengthen canopy conservation, reflect best practices, and ensure enforceability.<sup>1</sup>
  - **Action Item #1:** Prohibit the planting of species on the NJ Invasive Species Strike Team's Do Not Plant List for municipal projects and in projects subject to land use board approval.<sup>2</sup>
  - **Action Item #2:** Draft amendments to close gaps, enhance enforcement mechanisms, and align with Master Plan natural resource goals.
- **Objective 2:** Prohibit the planting of species on the NJ Invasive Species Strike Team's Do Not Plant List for municipal projects and projects subject to land use board approval.
  - **Action Item #1:** Draft amendments to close gaps, enhance enforcement mechanisms, and align with Master Plan natural resource goals.

---

<sup>1</sup> In Element II, Objective 1 reflects provisions in the Master Plan's CONSERVATION, OPEN SPACE, AND RECREATION element which, on p. 170, recommends: "Assess and amend the zoning code and tree removal and replacement plan to ensure that the Municipality's tree canopy continues to grow"; and, on p. 171, recommends: "Amend the zoning code provisions for cluster development to streamline and incentivize the preservation of open space through cluster development."

<sup>2</sup> Objective 2 reflects provisions in the Master Plan's CONSERVATION, OPEN SPACE, AND RECREATION element which explain, on p. 149, that "Princeton has partnered with the New Jersey Invasive Species Strike Team and other organizations to control nuisance and non-native invasive species and to minimize their environmental damage"; and on p. 170, recommends: "Amend the zoning code under the Municipality's design standards to codify the Do Not Plant List...."

<sup>3</sup> Objective 2 reflects provisions in the Master Plan's LAND USE element such as, on p. 61, item 3, which states: "Require contextual use of native drought-tolerant and flood-tolerant plants. Require appropriate plantings as part of the Municipality's land use and development standards...." It also reflects provisions in the Master Plan's CONSERVATION, OPEN SPACE, AND RECREATION element such as, on p. 169, Item 3, which states: "Maximize contextual planting of native and adapted species that are tolerant to drought, flood, pests, and disease, through zoning requirements and public improvements" and, on p. 170, item 15, which states: "Amend zoning and design standards to incentivize or require more densely vegetated alternatives to lawn cover," and, further on p. 170, in item 22, which states: "...require approval of variances for new development and proposed non-native plantings, in order to reinforce native biodiversity."

- **Objective 3:** Require the use of native and adapted non-invasive species tolerant to drought, flood, pests, and disease.<sup>3</sup>
- **Objective 4:** Establish tree planting standards that reflect ANSI A300 and ISA best practices. (including requirements for sufficient soil volume, drainage, mulching, management of conflict with utility infrastructure, and site selection for private developments subject to municipal approvals.<sup>4</sup>
  - **Action Item #1:** Require the conservation and planting of trees to stabilize steep slopes (slopes where natural grade is more than 25 percent in residential development and 15 percent in nonresidential development) to help prevent soil instability and erosion.<sup>5</sup>
- **Objective 5:** Strengthen stream buffer protections to enhance water quality and flood resilience.<sup>6</sup>
  - **Action Item #1:** Adopt a Stream Corridor Conservation Zone overlay with more restrictive allowable uses and activities within stream corridors.
- **Objective 6:** Support the development and adoption of a Complete Streets and Green Streets policy that guides the management of street trees.<sup>7</sup>

---

<sup>4</sup> Objective 4 reflects provisions in the Master Plan's CONSERVATION, OPEN SPACE, AND RECREATION element which, on pp. 170-171, item 25, states: "Develop and adopt tree planting standards that implement best practices for urban forestry, including sufficient soil volume, drainage, conflict management with utilities, site selection, and optimal public uses of trees."

<sup>5</sup> Objective 4, Action Item #1, is relevant to Goal 54 set forth on p. 23 in the Master Plan's INTRODUCTION AND STATEMENT OF OBJECTIVES, PRINCIPLES, ASSUMPTIONS, POLICIES, AND STANDARDS section. This goal states: "Limit disturbance of environmentally sensitive lands such as steep slopes, floodplains, wetlands, critical habitat, and unique environmental features." The Master Plan's CONSERVATION, OPEN SPACE, AND RECREATION element, on p. 152, further explains: "Conservation of steep slopes is key to preventing soil instability, erosion and sedimentation, and loss of significant natural topography." Additionally, on p. 170 of the CONSERVATION, OPEN SPACE, AND RECREATION element, item 18 advises: "Amend the zoning for new development to require stabilization and reinforcement of steep slopes with vegetation and implement during public improvements."

<sup>6</sup> Objective 5 reflects provisions in the Master Plan's LAND USE element which, on p. 53, states: "Drought and precipitation pose threats to all development in Princeton.... These conditions will drive the need to increase resiliency of building systems, transportation infrastructure, and the stewardship of natural areas and open space for increasing extremes of wet and dry weather conditions. Further, in the Master Plan's UTILITY element, on p. 104, the Master Plan explains: "In March 2020, NJDEP revised the Stormwater Management Rules for the first time since 2004. Among several stricter standards, the revised rules replace the requirement that major developments incorporate nonstructural stormwater management strategies to the 'maximum extent practicable' with a requirement to use green infrastructure to meet stormwater standards."

<sup>7</sup> Objective 6 is relevant to Goal 21 set forth on p. 19 in the Master Plan's INTRODUCTION AND STATEMENT OF OBJECTIVES, PRINCIPLES, ASSUMPTIONS, POLICIES, AND STANDARDS section. This goal states: "Integrate Complete Streets and Green Streets policies into the design of mobility improvements." The Master Plan's MOBILITY element, on p. 75, explains that "Green Streets provide green stormwater infrastructure within public rights-of-way. Features of Green Streets include street trees, bioswales, permeable pavement, vegetated curb bump-outs, and other improvements...."; and, on p. 88, the MOBILITY element, sets forth the following as goals:

- "Adopt a Complete and Green Streets Checklist to guide capital improvement planning and street design."
- "Coordinate all street repair and design projects with the Municipality's Stormwater Management Plan, Community Forestry Management Plan, Climate Action and other elements of the Master Plan, and incorporate their recommendations for street trees, stormwater management, and climate resiliency wherever feasible."

And, on p. 168, the CONSERVATION, OPEN SPACE, AND RECREATION element highlights the value of the Green Streets policy with respect to stormwater management: "Connecting open space, recreation, and trails is a key principle of the Mobility Plan Element, in addition to the inclusion of green stormwater infrastructure through the implementation of Green Streets policies."

### **Element III: Tree Resource Management**

- **Objective 1:** Maintain and update Princeton's TreeKeeper® inventory.<sup>8</sup>
  - **Action Item #1:** Use the database for planting prioritization, hazard tree identification, and performance tracking.
- **Objective 2:** Maintain and expand canopy through strategic planting.<sup>9</sup>
  - **Action Item #1:** Establish canopy-based goals—such as a defined percentage target for tree cover and determine Princeton's long-term canopy percentage goal.
  - **Action Item # 2:** Create a multi-year planting plan informed by inventory data, UTC report, municipal priorities, and equity considerations, while accounting for limiting factors such as planting strip width. This plan will guide planting efforts to maximize diversity, ecological benefits, and canopy growth over time.<sup>10</sup>
  - **Action Item #3:** Commit to planting at least 1,500 trees on municipal lands over the five-year plan period, replacing removed street trees within two years, and ensuring planting programs are strategically aligned with canopy and climate goals.
  - **Action Item #4:** Maintain a list of existing visual arboreal resources such as tree-lined streets and woodlands for preservation and enhancement.<sup>11</sup>
  - **Action Item #5:** Prioritize tree planting and management strategies that maximize canopy benefits to mitigate urban heat, improve resilience, and deliver ecological services. Recognize the differences in benefits among tree species, ages, and locations, and incorporate this knowledge into public policy decisions and municipal operations.<sup>12</sup>

---

<sup>8</sup> In Element III, Objective 1 reflects provisions in the Master Plan's CONSERVATION, OPEN SPACE, AND RECREATION element which, on p. 169, explains that: "The Shade Tree Commission and municipal staff maintain an extensive online map of Princeton's street trees via TreeKeeper® inventory management software, providing data on more than 19,000 trees, stumps, and vacant tree pits on municipal streets and parks"; and recommends, on p. 170, in item 23: "Continue to update and use the TreeKeeper® municipal tree inventory map."

<sup>9</sup> Objective 2 addresses maintenance of the municipality's tree canopy, which was raised as a priority by respondents to the first Community Visioning survey. The Master Plan's INTRODUCTION AND STATEMENT OF OBJECTIVES, PRINCIPLES, ASSUMPTIONS, POLICIES, AND STANDARDS section reports, on p. 9, that respondents ranked as the most important the need to address "preserving the Municipality's existing forest, woodland, and wildlife habitat and protecting its environmental quality and natural resources..." This priority is reflected throughout the plan, including in the CONSERVATION, OPEN SPACE, AND RECREATION element, on p. 169, which states: "Forests and urban tree canopy provide a wide array of benefits to Princeton's ecosystems and communities. To reinforce these benefits, the Municipality continues to prioritize the preservation, maintenance, and expansion of its forested areas and urban tree canopy."

<sup>10</sup> Objective 2, Action Item 2, reflects the goal set forth in the CONSERVATION, OPEN SPACE, AND RECREATION element, on p. 170, which states: "Expand urban tree canopy with a focus on equity and environmental justice."

<sup>11</sup> Objective 2, Action Item #4, reflects Goal 59 which is set forth, on p. 23, in the Master Plan's INTRODUCTION AND STATEMENT OF OBJECTIVES, PRINCIPLES, ASSUMPTIONS, POLICIES, AND STANDARDS section. This goal states: "Preserve and enhance existing visual resources such as scenic corridors, tree-lined streets, historic landscapes, open agricultural land, and woodlands."

<sup>12</sup> Objective 2, Action Item #5, recognizes and encapsulates the many ecosystem services that Master Plan calls on the municipal canopy to provide. The LAND USE element, on p. 53, states: "Increasing temperatures pose a threat .... Ecosystems will need to adjust and may require additional stewardship.... As Princeton continues to develop..., it will mitigate the heat island effect of its urban areas by "de-paving" areas with excessive impervious coverage, expanding shade tree canopy coverage, and facilitating the development of green roofs to minimize solar heat gain." Also, the LAND USE element, on p. 53, states: "Drought and precipitation pose threats to all development in Princeton. ... More extreme drought and rainfall affect the viability of natural plant and animal communities, which may begin to adapt in a manner that changes the nature of these systems for the worse. ... These conditions will drive the need to increase ... the stewardship of natural areas and open space for increasing extremes of wet and dry weather conditions." Therefore, on pp. 61-62, the Master Plan includes the following in its climate resiliency recommendations:

- Mitigate urban heat island effect by maximizing vegetated cover and shade tree plantings in public spaces and along public streets. Reduce retention of solar heat through vegetation, heat-reflective building materials, and natural shade cover.
- Protect and restore wetlands, floodplains, mature tree canopy, and vegetated cover to maximize natural stormwater management and temperature control.
- Maximize urban tree canopy to minimize solar heat gain and provide passive temperature control.
- Include in the Community Forestry Plan detailed strategies to address the effects of climate change on Princeton's forests per this Element and the Conservation, Open Space, and Recreation Plan Element.
- Provide appropriate urban forestry management strategies in the Community Forestry Management Plan to mitigate loss of mature forest canopy. Significant loss of mature forest shade trees resulting from pests and disease may contribute to increased risk of wildfire.

- **Action Item #6:** Remove non-native plantings in natural areas and replace them with native vegetation. Focus on protecting and restoring natural ecosystems, including planting trees in floodplains and adjacent uplands to improve water quality and ecological resilience.<sup>13</sup>
- **Action Item #7:** Develop and promote tree planting standards that reflect best practices for urban forestry.<sup>14</sup>
- **Objective 3:** Invest in long-term tree maintenance.<sup>15</sup>
  - **Action Item #1:** Strengthen the municipality's ability to manage and maintain trees by supplementing staff with contracted tree care services and by pursuing funding opportunities available through nonprofit organizations and public sources.<sup>16</sup>
  - **Action Item #2:** Develop a protocol for the routine maintenance and care of municipal trees that is in accord with applicable standards established by the American National Standards Institute (ANSI) (e.g., A300) and the ISA. The protocol will consider factors such as the availability of municipal resources, overhead wires and underground utilities, pedestrian and traffic safety, and efficiencies that can be realized by carrying out tree maintenance on trees in a block or area, rather than tending to single trees most in need.
- **Objective 4:** Acquire for preservation as natural woodlands lands identified in the Master Plan as key resources for flora and fauna.<sup>17</sup>
- **Objective 5:** Add public green spaces within and near the central areas where density of population and development is the highest, such as creating new small parks and playgrounds, incorporating treed open space in new affordable housing projects, and adding shaded pedestrian and bikeway corridors.<sup>18</sup>

---

Further, in the MOBILITY element on p. 88 the Master Plan recommends:

- Identify and address flood-prone rights-of-way pursuant to the climate change vulnerability assessment of the Land Use Plan Element and incorporate green stormwater infrastructure strategies as part of mitigation efforts where feasible.
- And in the CONSERVATION, OPEN SPACE, AND RECREATION element on p. 170, the Master Plan recommends:
  - Maximize the use of green stormwater infrastructure, especially in developed areas of the Municipality. Develop incentives to retrofit existing development with green stormwater infrastructure, "de-pave" areas with excessive impervious coverage, and install green stormwater infrastructure on public property where possible.
  - Amend zoning and design standards to incentivize or require more densely vegetated to lawn cover. Denser vegetation can absorb greater quantities of stormwater while providing habitat, noise management, buffering, and other additional benefits.

<sup>13</sup> Objective 2, Action Item #6, reflects the recommendation in the LAND USE element, on p. 61: "Require contextual use of native drought-tolerant and flood-tolerant plants. Require appropriate plantings as part of the Municipality's land use and development standards to minimize resource consumption and maximize adaptation of vegetation ..."; as well as the recommendations in the CONSERVATION, OPEN SPACE, AND RECREATION element which, on p. 169, state: "Maximize contextual planting of native and adapted species that are tolerant to drought, flood, pests, and disease, through zoning requirements and public improvements"; and, on p. 170, which state: "Continue to partner with the New Jersey Invasives Strike Team and other organizations to control nuisance and non-native invasive species and to minimize their environmental damage."

<sup>14</sup> Objective 2, Action Item 7, reflects the goal set forth in the CONSERVATION, OPEN SPACE, AND RECREATION element, on p. 170, which states: "Develop and adopt tree planting standards that implement best practices for urban forestry, including sufficient soil volume, drainage, conflict management with utilities, site selection, and optimal public uses of trees."

<sup>15</sup> Objective 3 reflects goals set forth in the Master Plan's INTRODUCTION AND STATEMENT OF OBJECTIVES, PRINCIPLES, ASSUMPTIONS, POLICIES, AND STANDARDS section, on p. 23, which include:

- Foster stewardship and management of already preserved lands and natural resources.
- Promote stewardship of Princeton's parks.
- Reduce the threats to natural landscapes from pests, disease, and non-native invasive species.

It also reflects recommendations in the LAND USE element, on p. 62:

- Provide appropriate urban forestry management strategies in the Community Forestry Management Plan to mitigate loss of mature forest canopy. Significant loss of mature forest shade trees resulting from pests and disease may contribute to increased risk of wildfire. Objective 3 also reflects the recommendation in the CONSERVATION, OPEN SPACE, AND RECREATION element, on p. 173, which states: "Prioritize maintenance and stewardship of existing resources. Public outreach has identified a desire to focus municipal resources on maintaining and enhancing existing open space."<sup>16</sup> Objective 3, Action Item #1, echoes several recommendations in the Master Plan. In the CONSERVATION, OPEN SPACE, AND RECREATION element, on p. 170, is the recommendation: "52. Continue to allocate municipal funds and pursue external grant funding opportunities for maintenance and stewardship. Funding from outside sources and matching grants can help supplement municipal funds to maximize maintenance and stewardship efforts." On p. 171 is the recommendation: "Partner with nonprofits to expand and maintain passive open spaces in ways that are cost-effective and resource-efficient. And Princeton has an abundance of nonprofit organizations that continue to establish and maintain conservation areas and trails within and around Princeton." On p. 172 is the recommendation: "Pursue funding opportunities from nonprofit organizations and public sources as cost-effective strategies for maintenance, stewardship, and improvement of parks and open spaces." And on p. 173 is the recommendation: "Continue to partner with nongovernmental organizations and nonprofits. Partnerships can help extend municipal maintenance capacity through additional resources, volunteer efforts, and cost control."
- Improve access and equity of recreation and open space resources. Review geographic distribution of assets, ease of travel to locations, programming, and facility design, and adjust to provide equitable access and opportunities for participation among all residents.

## **Element IV: Community and Capacity**

- **Objectives 1:** Promote awareness of the benefits of both public and private trees by providing information to residents, commercial property owners, landscapers, and gardeners on their care, planting, and maintenance, including proper mulch application, tree selection, and the Do Not Plant List maintained by the New Jersey Invasive Species Strike Team.
  - **Action Item #1:** Develop monthly and seasonal outreach topics such as Tree of the Month and “Tree Tips” campaigns for spring planting, summer watering, fall pruning, and winter protection, distributed via the municipal website, Mayor’s newsletter, and social media.
  - **Action Item #2:** Create and maintain an online “Princeton Tree Resource Hub” with downloadable guides, species selection lists, invasive species alerts, and videos demonstrating best practices.
  - **Action Item #3:** Annually plan and execute an Arbor Day event for at least one third grade class at each local elementary school. This typically involves the schoolchildren planting a tree and watching a demonstration by the Municipal Arborist and Department of Infrastructure and Operations (DIO) personnel of tree pruning, climbing, and chipping equipment.
  - **Action Item #4:** Continue participation in Princeton’s annual community events, such as Porchfest and Community Night Out. Distribute trees, shrubs, and tree-related literature and answer questions about trees.
  - **Action Item #5:** Establish a calendar of topics to increase public awareness of tree-related issues, including pest alerts and STC activities.
- **Objective 2:** Maintain Princeton’s Tree City USA designation and pursue Growth Awards.
  - **Action Item #1:** Complete and submit annual Tree City USA application materials, including updated canopy data and community engagement metrics.
  - **Action Item #2:** Document and track activities that qualify for Growth Awards, such as innovative projects, partnerships, and expanded education programs.
- **Objective 3:** Partner with Sustainable Princeton, the Princeton Environmental Commission, and other environmental groups to increase tree awareness.
  - **Action Item #1:** Host joint events, such as “Trees & Climate” workshops or tree-planting volunteer days, to highlight co-benefits of canopy growth and climate resilience.
  - **Action Item #2:** Develop joint grant proposals for tree planting, invasive species removal, and urban heat island mitigation projects.<sup>19</sup>

---

<sup>16</sup> Objective 3, Action Item #1, echoes several recommendations in the Master Plan. In the CONSERVATION, OPEN SPACE AND RECREATION element, on p. 170, is the recommendation: “52. Continue to allocate municipal funds and pursue external grant funding opportunities for maintenance and stewardship. Funding from outside sources and matching grants can help supplement municipal funds to maximize maintenance and stewardship efforts.” On p. 171 is the recommendation: “Partner with nonprofits to expand and maintain passive open spaces in ways that are cost-effective and resource-efficient. And Princeton has an abundance of nonprofit organizations that continue to establish and maintain conservation areas and trails within and around Princeton.” On p. 172 is the recommendation: “Pursue funding opportunities from nonprofit organizations and public sources as cost-effective strategies for maintenance, stewardship, and improvement of parks and open spaces.” And on p. 173 is the recommendation: “Continue to partner with nongovernmental organizations and nonprofits. Partnerships can help extend municipal maintenance capacity through additional resources, volunteer efforts, and cost control.”

<sup>17</sup> Objective 4 reflects the recommendation In the CONSERVATION, OPEN SPACE AND RECREATION element on p. 169, which states: “Preserve significant contiguous woodland resources through amendments to zoning requirements and strategic acquisitions and conservation easements.”

## **Element V: Disaster Planning**

- **Objective 1:** Prepare and maintain a FEMA-compliant Debris Management Plan for inclusion in the municipal emergency operations plan.
  - **Action Item #1:** Identify and map high-priority areas for debris clearance, including critical transportation routes, utility corridors, schools, hospitals, and other essential facilities. Maintain GIS-based mapping that can be quickly updated following major storm events.
  - **Action Item #2:** Create and regularly update a contact list of all entities involved in storm response, including municipal staff, contractors, utility providers, and state and county emergency management contacts, ensuring that communication lines are clear and efficient.
  - **Action Item #3:** Train municipal crews and contractors on FEMA documentation requirements for tree and debris removal reimbursement.
  - **Action Item #4:** Establish pre-arranged agreements or contracts with local contractors to provide rapid post-storm debris clearance and tree removal services, supplementing municipal capacity during large-scale events. Agreements should specify equipment availability, response times, and compliance with FEMA requirements.
  - **Action Item #5:** Develop public communication protocols to inform residents of debris clearance procedures, designated drop-off or collection points, and timelines for recovery, ensuring community awareness and cooperation.
  - **Action Item #6:** Integrate disaster preparation with ongoing urban forestry management by identifying vulnerable tree populations, prioritizing preventive maintenance (such as pruning or removals of High Risk trees), and expanding canopy resilience to reduce future storm impacts.
- **Objective 2:** Support the preparation of a community wildfire protection and evacuation plan.<sup>20</sup>
  - **Action Item #1:** Identify and map High Risk areas (e.g., forested edges near development) and integrate with emergency response GIS layers.

---

<sup>20</sup> Objective 5 reflects the preferences and priorities for open space investment expressed by November 22 Open House participants, as reported both on p.9 of the Master Plan's INTRODUCTION AND STATEMENT OF OBJECTIVES, PRINCIPLES, ASSUMPTIONS, POLICIES, AND STANDARDS section and on p. 165 the CONSERVATION, OPEN SPACE, AND RECREATION element. On page 165, it reports that "priorities included small passive spaces such as tot lots and dog parks, particularly as part of the redevelopment at the Princeton Shopping Center and in existing green spaces such as Quarry Park and Harrison Street Park. Attendees were also clear that any redevelopment of the Westminster Choir College site, the Butler tract, and the Princeton Theological Seminary site should preserve and incorporate passive open space." This public input was acknowledged, on p. 166, as an identified recreation need: "Public outreach identified a community vision for greater access to new or existing green spaces and recreation facilities in the former Borough, where density of population and development is highest. In particular, additional facilities for young children and families were a priority in the Visioning Survey." These public comment preferences and priorities are reflected in the goals set forth on p. 23 in the Master Plan's INTRODUCTION AND STATEMENT OF OBJECTIVES, PRINCIPLES, ASSUMPTIONS, POLICIES, AND STANDARDS section, which include:

- Retrofit urban areas to accommodate more green infrastructure, enhanced vegetation, and resiliency to the effects of climate change.
- Meet active and passive recreation needs through easements, strategic and selective acquisitions, partnerships with appropriate entities, and optimization of existing assets.
- Enhance accessibility of open space and recreation facilities by prioritizing safe, convenient, and universal access regardless of age, ethnicity, size, income, ability, or disability.
- Integrate open space and recreation facilities into private development.

Also the Master Plan's COMMUNITY FACILITIES element, on p. 134, recognizes the public health benefits of such small green spaces: "Princeton's parks, recreational facilities, trails, and open provide a framework for outdoor activities, exercise, sports, and general well-being. These elements of the community bear a direct relationship to public health." And the Master Plan's HISTORIC PRESERVATION element, on p. 206, recognizes that conservation of green space to benefit historic preservation: "Open-space preservation has the potential to dovetail with historic preservation where publicly accessible historic sites may benefit from open-space resources. Sensitive adaptation or use of historic sites for passive activities may weave together preservation and recreation." Accordingly, in the CONSERVATION, OPEN SPACE, AND RECREATION element, on p. 172, the plan offers the following three recommendations:

- Incorporate open space to the extent feasible in all new development and redevelopment projects by amending zoning requirements to ensure that large development projects incorporate open space. Include a requirement for open space in redevelopment plans.
- Identify locations for additional playground equipment and tot lots, particularly where access to facilities is limited, and in walkable locations where possible.
- Improve access and equity of recreation and open space resources. Review geographic distribution of assets, ease of travel to locations, programming, and facility design, and adjust to provide equitable access and opportunities for participation among all residents.

<sup>19</sup> In Element IV, Objective 3, Action Item 2, reflects the goal set forth in the CONSERVATION, OPEN SPACE, AND RECREATION element on p. 173: “Continue to allocate municipal funds and pursue external grant funding opportunities for maintenance and stewardship. Funding from outside sources and matching grants can help supplement municipal funds to maximize maintenance and stewardship efforts.”

<sup>20</sup> Element V, Objective 2 relates to the provision in the Master Plan’s LAND USE element which states, on p. 54, “expansion of Princeton’s mature tree canopy will be achieved in tandem with the urban forestry and fire prevention strategies articulated in the Community Forestry Management Plan.”

## MAINTENANCE SCHEDULE AND BUDGET

Utilizing the 2025 tree inventory data, an annual maintenance schedule was developed to outline recommended tasks for completion over the next five years. DRG created budget projections based on industry expertise. A detailed table of estimated costs for The Municipality of Princeton’s five-year tree management program is provided below.

This schedule serves as a guideline for implementing the recommended maintenance tasks and transitioning from reactive to proactive tree care. Given budgetary constraints, the municipality should prioritize high- and moderate-priority tree removals and pruning during Years 1 and 2. Proactive tasks, such as tree training, and planting, should be deferred until the municipality secures the necessary funds to undertake these activities. If additional funds are available after completing priority tasks in Years 1 and 2, proactive maintenance can begin earlier.

The recommended budget for the first three years, focusing on high- and moderate-priority items, is as follows:

**Year 1:** \$1,903,885

**Year 2:** \$1,822,075

**Year 3:** \$1,926,035

**Year 4:** \$1,887,855

**Year 5:** \$1,667,505

The following budget table includes the total costs for all priority and proactive maintenance tasks, providing the municipality with a comprehensive assessment of the investment required to implement various aspects of an urban forestry program. The yearly totals represent funding goals the municipality should strive to meet through grants and annual forestry budgets. By following this flexible schedule, the municipality can address urgent needs while working towards a sustainable, proactive tree care program over the next five years. The budget table below reflects estimated costs for priority actions identified in the 2021 tree inventory. It does not represent the full scope of urban forest activities, including initiatives such as tree planting and microforest establishment.

**Table 2.** Estimated budget for recommended five-year tree resource management program

Activity Cost			Year 1		Year 2		Year 3		Year 4		Year 5		Five-Year Cost
Activity	Diameter	Cost/Tree	Count	Cost	Count	Cost	Count	Cost	Count	Cost	Count	Cost	
High Priority Removals	1-3"	\$250		\$0		\$0		\$0		\$0		\$0	\$0
	4-6"	\$400		\$0		\$0		\$0		\$0		\$0	\$0
	7-12"	\$500		\$0		\$0		\$0		\$0		\$0	\$0
	13-18"	\$950	1	\$950		\$0		\$0		\$0		\$0	\$950
	19-24"	\$1,500	1	\$1,500		\$0		\$0		\$0		\$0	\$1,500
	25-30"	\$2,500	1	\$2,500		\$0		\$0		\$0		\$0	\$2,500
	31-36"	\$2,750		\$0		\$0		\$0		\$0		\$0	\$0
	37-42"	\$3,500		\$0		\$0		\$0		\$0		\$0	\$0
	>43"	\$2,750		\$0		\$0		\$0		\$0		\$0	\$0
Activity Total(s)			3	\$4,950	0	\$0	0	\$0	0	\$0	0	\$0	\$4,950
Moderate Priority Removals	1-3"	\$250		\$0		\$0		\$0		\$0		\$0	\$0
	4-6"	\$400		\$0	1	\$400		\$0		\$0		\$0	\$400
	7-12"	\$500		\$0	18	\$9,000		\$0		\$0		\$0	\$9,000
	13-18"	\$950		\$0	50	\$47,500		\$0		\$0		\$0	\$47,500
	19-24"	\$1,500	30	\$45,000		\$0		\$0		\$0		\$0	\$45,000
	25-30"	\$2,500	28	\$70,000		\$0		\$0		\$0		\$0	\$70,000
	31-36"	\$2,750	8	\$22,000		\$0		\$0		\$0		\$0	\$22,000
	37-42"	\$3,500	3	\$10,500		\$0		\$0		\$0		\$0	\$10,500
	>43"	\$2,750	1	\$2,750		\$0		\$0		\$0		\$0	\$2,750
Activity Total(s)			70	\$150,250	69	\$56,900	0	\$0	0	\$0	0	\$0	\$207,150
Low Priority Removals	1-3"	\$250		\$0		\$0		\$0		\$0	56	\$14,000	\$14,000
	4-6"	\$400		\$0		\$0		\$0	45	\$18,000	45	\$18,000	\$36,000
	7-12"	\$500		\$0		\$0		\$0	178	\$89,000		\$0	\$89,000
	13-18"	\$950		\$0		\$0		\$0	153	\$145,350		\$0	\$145,350
	19-24"	\$1,500		\$0		\$0	85	\$127,500		\$0		\$0	\$127,500
	25-30"	\$2,500		\$0		\$0	41	\$102,500		\$0		\$0	\$102,500
	31-36"	\$2,750		\$0		\$0	22	\$60,500		\$0		\$0	\$60,500
	37-42"	\$3,500		\$0	5	\$17,500		\$0		\$0		\$0	\$17,500
	>43"	\$2,750		\$0	3	\$8,250		\$0		\$0		\$0	\$8,250
Activity Total(s)			0	\$0	8	\$25,750	148	\$290,500	376	\$252,350	101	\$32,000	\$600,600
Moderate Priority Pruning	1-3"	\$75		\$0		\$0		\$0		\$0		\$0	\$0
	4-6"	\$150		\$0		\$0		\$0		\$0		\$0	\$0
	7-12"	\$350		\$0		\$0		\$0		\$0		\$0	\$0
	13-18"	\$650		\$0	30	\$19,500		\$0		\$0		\$0	\$19,500
	19-24"	\$850		\$0	44	\$37,400		\$0		\$0		\$0	\$37,400
	25-30"	\$1,000		\$0	47	\$47,000		\$0		\$0		\$0	\$47,000
	31-36"	\$1,200	46	\$55,200		\$0		\$0		\$0		\$0	\$55,200
	37-42"	\$1,500	17	\$25,500		\$0		\$0		\$0		\$0	\$25,500
	>43"	\$1,800	17	\$30,600		\$0		\$0		\$0		\$0	\$30,600
Activity Total(s)			80	\$111,300	121	\$103,900	0	\$0	0	\$0	0	\$0	\$215,200

Activity Cost			Year 1		Year 2		Year 3		Year 4		Year 5		Five-Year Cost
Activity	Diameter	Cost/Tree	Count	Cost									
Young Tree Training (3-year Cycle)	1-3"	\$20	392	\$7,840	393	\$7,860	392	\$7,840	392	\$7,840	392	\$7,840	\$39,220
	4-6"	\$30		\$11,790		\$11,790		\$11,820		\$11,790		\$11,790	\$58,980
	6"<	\$40		\$1,880		\$0		\$0		\$0		\$0	\$1,880
<b>Activity Total(s)</b>			<b>392</b>	<b>\$21,510</b>	<b>393</b>	<b>\$19,650</b>	<b>392</b>	<b>\$19,660</b>	<b>392</b>	<b>\$19,630</b>	<b>392</b>	<b>\$19,630</b>	<b>\$100,080</b>
Routine Pruning (5-year Cycle)	1-3"	\$75	196	\$14,685	196	\$14,685	196	\$14,685	196	\$14,685	196	\$14,685	\$73,425
	4-6"	\$150	285	\$42,780	285	\$42,780	285	\$42,780	285	\$42,780	285	\$42,780	\$213,900
	7-12"	\$350	858	\$300,370	858	\$300,370	858	\$300,370	858	\$300,370	858	\$300,370	\$1,501,850
	13-18"	\$650	701	\$455,390	701	\$455,390	701	\$455,390	701	\$455,390	701	\$455,390	\$2,276,950
	19-24"	\$850	381	\$324,190	381	\$324,190	381	\$324,190	381	\$324,190	381	\$324,190	\$1,620,950
	25-30"	\$1,000	210	\$209,600	210	\$209,600	210	\$209,600	210	\$209,600	210	\$209,600	\$1,048,000
	31-36"	\$1,200	116	\$139,680	116	\$139,680	116	\$139,680	116	\$139,680	116	\$139,680	\$698,400
	37-42"	\$1,500	54	\$81,300	54	\$81,300	54	\$81,300	54	\$81,300	54	\$81,300	\$406,500
	>43"	\$1,800	27	\$47,880	27	\$47,880	27	\$47,880	27	\$47,880	27	\$47,880	\$239,400
<b>Activity Total(s)</b>			<b>2,828</b>	<b>\$1,615,875</b>	<b>\$8,079,375</b>								
<b>Activity Grand Total</b>			<b>3,373</b>		<b>3,419</b>		<b>3,368</b>		<b>3,596</b>		<b>3,321</b>		<b>17,077</b>
<b>Cost Grand Total</b>				<b>\$1,903,885</b>		<b>\$1,822,075</b>		<b>\$1,926,035</b>		<b>\$1,887,855</b>		<b>\$1,667,505</b>	<b>\$9,207,355</b>



Section 4:

# Future of the CFMP

and Community Involvement

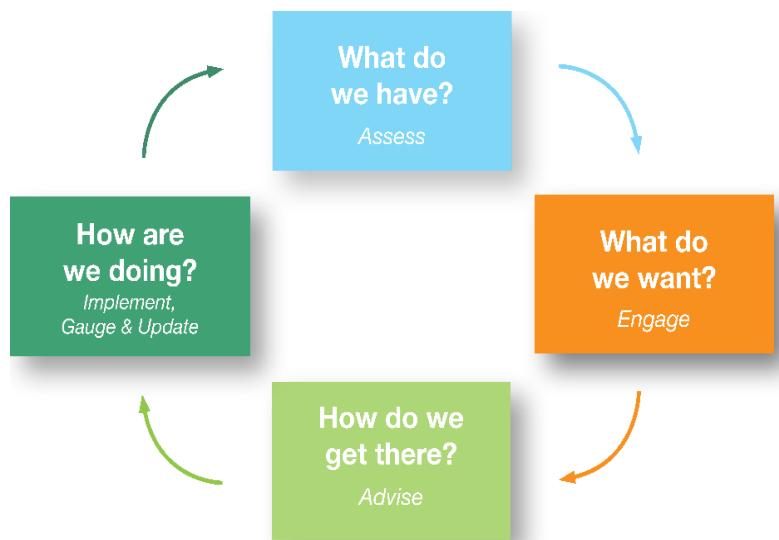
# EVALUATING AND UPDATING THIS PLAN



This Standard Inventory Analysis and Management Plan provides management priorities for the next five years, and it is important to update the tree inventory using TreeKeeper® as work is completed, so the software can provide updated species distribution and benefit estimates. This empowers The Municipality of Princeton to self-assess progress over time and set goals to strive toward by following the adaptive management cycle. Below are ways of implementing the steps of this cycle.

- Prepare planting plans well enough in advance to schedule and complete stump removal in the designated area, and to select species best suited to the available sites.
- Annually comparing the number of trees planted to the number of trees removed and the number of vacant planting sites remaining, then adjusting future planting plans accordingly.
- Annually comparing the species distribution of the inventoried tree resource with the previous year after completing planting plans to monitor recommended changes in abundance.
- Schedule and assign high-priority tree work so it can be completed as soon as possible instead of reactively addressing new lower priority work requests as they are received.

Include data collection such as measuring DBH and assessing condition into standard procedure for tree work and routine inspections, so changes over time can be monitored.



## PLAN CONNECTIONS AND OTHER CONSIDERATIONS

### Coordination with the Master Plan

On November 30, 2023, Princeton adopted a new Master Plan. This plan is a comprehensive, future-oriented document that addresses the various elements of municipal governance, including land use, mobility, utilities, municipal stormwater management, community facilities, conservation, open space and recreation, economic development, and historic preservation.

This Community Forestry Management Plan (CFMP) is, to a significant extent, an extension of that Master Plan with respect to advancing the stewardship of Princeton's tree canopy. While attention to the preservation, maintenance, and enhancement of Princeton's community forest is mentioned most frequently in the CONSERVATION, OPEN SPACE, AND RECREATION element of Princeton's Master Plan, the CFMP's objectives relate variously to almost all Master Plan elements. The Master Plan itself acknowledges, on page 62, the interrelationship between the Master Plan and the CFMP by stating that the CFMP is to be used "to inform all elements of the Master Plan."

The objectives set forth above in the "Elements, Objectives, and Action Items" section of this CFMP are the shade tree milestones that Princeton will be making progress toward or achieving over the five years of the plan period. Footnotes are provided for many of these objectives to illustrate how the objective is rooted in or is an extension of provisions in various Master Plan elements.

# Public Education/Awareness/Outreach

## COMMUNITY STEWARDSHIP INCENTIVE PROGRAM (CSIP) MUNICIPAL SERVICES

The Municipality of Princeton maintains an active and collaborative relationship with the New Jersey Urban and Community Forestry (NJ UCF) Program and will continue to pursue grant funding to advance local tree planting, maintenance, and stewardship objectives. This includes leveraging NJUCF resources to expand canopy coverage, strengthen long-term management capacity, and enhance public engagement around urban forestry.

Princeton is also exploring opportunities to secure funding for the development of a comprehensive Forestry Management Plan focused on the municipality's natural areas. This plan would guide long-term stewardship of Princeton's forested lands and ensure their continued ecological function. Key priorities driving this effort include:

- Climate-driven changes to species composition, storm frequency, and drought stress.
- Increasing pressure from invasive plants, insects, and diseases that threaten native forest health.
- Heightened wildfire risk during extended dry periods, particularly along forest–residential edges.

Princeton's urban forestry initiatives align with multiple Community Stewardship Incentive Program (CSIP) elements, including:

- Wildfire Protection – Reducing fuel loads, managing vegetation at wildland–urban interfaces, and providing public education.
- Tree Recycling – Continuing leaf and brush collection and sustainable repurposing of wood materials.
- Sidewalk Maintenance – Coordinating sidewalk repair with tree preservation, planting, and root-zone protection.
- Stormwater Management – Leveraging trees and forested buffers to reduce runoff, erosion, and localized flooding, especially along stream corridors.
- Education & Community Engagement – Partnering with local groups (e.g., Sustainable Princeton, FOPOS) to advance environmental education, expand volunteering opportunities, and integrate green infrastructure strategies into public planning.

Collectively, these actions support Princeton's goal of maintaining a resilient, climate-ready urban forest that protects public health, enhances environmental quality, and preserves the community's ecological heritage.

# REFERENCES

American National Standards Institute. 2017. *ANSI A300 (Part 1): Tree, Shrub, and Other Woody Plant Management—Standard Practices (Pruning)*. Tree Care Industry Association, Inc.

*Bridging the Gap: Trust of Grand Island 2018 Comprehensive Plan*. Trust of Grand Island, 2018.

Bureau, U.S. Census. *Census.gov*, 20 Jan. 2022, <https://www.census.gov/>.

Capitalregionprism.org was first indexed by Google in August 2020  
[https://www.capitalregionprism.org/uploads/8/1/4/0/81407728/crp\\_tier\\_list\\_combined\\_ais\\_and\\_tis\\_2021.pdf](https://www.capitalregionprism.org/uploads/8/1/4/0/81407728/crp_tier_list_combined_ais_and_tis_2021.pdf)

Carlson, Matthew L. , Irina V. Lapina, Michael Shephard, Jeffery S. Conn, Roseann Densmore, Page Spencer, Jeff Heys, Julie Riley, Jamie Nielsen. 2008. Invasiveness ranking system for non-native plants of Alaska. Technical Paper R10-TP-143. USDA Forest Service, Alaska Region, Anchorage, AK 99503.  
[http://aknhp.uaa.alaska.edu/wpcontent/uploads/2010/11/Carlson\\_etal\\_20081.pdf](http://aknhp.uaa.alaska.edu/wpcontent/uploads/2010/11/Carlson_etal_20081.pdf)

Coder, K. D. 1996. Identified Benefits of Community Trees and Forests. University of Georgia Cooperative Extension Service: Forest Resources Unit. Publication FOR96-39. Retrieved from <https://nfs.unl.edu/documents/communityforestry/coderbenefitsofcommtrees.pdf>

Communications, IFAS. “Plant Management in Florida Waters.” *Biological Control - Plant Management in Florida Waters - An Integrated Approach - University of Florida, Institute of Food and Agricultural Sciences - UF/IFAS*, <https://plants.ifas.ufl.edu/manage/control-methods/biological-control/>.

Connecticut Agricultural Experiment Station, Bugwood.org. 2011. *Hemlock woolly adelgid (Adelges tsugae)*. Retrieved from <https://www.invasive.org/browse/detail.cfm?imgnum=3225077>.

“Cornell Cooperative Extension.” CALS, 14 Dec. 2021, <https://cals.cornell.edu/cornell-cooperative-extension>.

Cranshaw, W. 2004. *Garden Insects of North America: The Ultimate Guide to Backyard Bugs* (pp. 114, 118). Princeton University Press.

Culley, T.M. & Hardiman, N.A. 2007. The Beginning of a New Invasive Plant: A History of the Ornamental Callery Pear in the United States. *BioScience*, 57(11): 956-964.

“Department of Environmental Conservation.” *New York State Department of Environmental Conservation*, <https://www.dec.ny.gov/>.

“Department of Environmental Protection.” *New Jersey State Department of Environmental Protection*, <https://dep.NY.gov/>.

DiOrio, A. 2011. *Volunteers Needed for Asian Longhorned Beetle Survey*. New Bedford Guide. Retrieved from <http://www.newbedfordguide.com/volunteers-needed-for-asian-longhorned-beetle-survey/2011/03/30>.

Evans, E. 2012. Americans are Planting Trees of Strength. North Carolina State University College of Agriculture & Life Sciences: Department of Horticultural Science.  
<http://www.treesofstrength.org/benefits.htm>.

“Forest Health.” *Forest Health - NYS Dept. of Environmental Conservation*, <https://www.dec.ny.gov/lands/4969.html>.

Geiger, J. (2003). The case for large trees vs. small trees. *Urban Forest Research, Fall 2003*. Center for Urban Forest Research, Pacific Southwest Research Station, USDA Forest Service, Davis, CA.

Heisler, G. M. 1986. Energy Savings with Trees. *Journal of Arboriculture* 12(5):113–125. Retrieved from [https://www.nrs.fs.fed.us/pubs/jrnl/1986/nrs\\_1986\\_heisler\\_002.pdf](https://www.nrs.fs.fed.us/pubs/jrnl/1986/nrs_1986_heisler_002.pdf).

Indiana Department of Natural Resources. 2019. *Sudden Oak Death*. Entomology and Plant Pathology. Retrieved from <http://www.in.gov/dnr/entomolo/4532.htm>.

“Invasive Species: Environment & Planning.” *Invasive Species | Environment & Planning*, <https://www2.erie.gov/environment/index.php?q=invasive-species>.

“Invasive Species Grant Program.” *Invasive Species Grant Program - NYS Dept. of Environmental Conservation*, <https://www.dec.ny.gov/animals/115742.html>.

Karnosky, D. F. 1979. Dutch Elm Disease: A Review of the History, Environmental Implications, Control, and Research Needs. *Environmental Conservation* 6(4): 311–322.

Kuo, F. E., & Sullivan, W. C. 2001a. Environment and Crime in the Inner Township: Does Vegetation Reduce Crime? *Environment and Behavior* 33(3): 343–367. Retrieved from <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.644.9399&rep=rep1&type=pdf>.

Lovasi, G. S., Quinn, J. W., Neckerman, K. M., Perzanowski M., Rundle, A. 2008. Children living in areas with more street trees have lower prevalence of asthma. *Journal of Epidemiology and Community Health* 62(7): 647-649. Retrieved from [https://www.researchgate.net/publication/5401459\\_Children\\_living\\_in\\_areas\\_with\\_more\\_trees\\_have\\_lower\\_prevalence\\_of\\_asthma](https://www.researchgate.net/publication/5401459_Children_living_in_areas_with_more_trees_have_lower_prevalence_of_asthma).

Mayfield, A., Salom, S., Sumpter, K., McAvoy, T., Schneeberger, N. and Rhea., R., 2022. *Integrating chemical and biological control of the hemlock woolly adelgid: a resource manager’s guide*. [online] Fs.usda.gov. Available at: <<https://www.fs.usda.gov/treesearch/pubs/59529>> [Accessed 23 March 2022].

McPherson, E. G., Rountree, R. A. 1989. Using Structural Measures to Compare Twenty-Two U.S. Street Tree Populations. *Landscape Journal* 8(1): 13–23. Retrieved from [https://www.fs.fed.us/psw/topics/urban\\_forestry/products/1/psw\\_cufr745\\_structuralmeasures.pdf](https://www.fs.fed.us/psw/topics/urban_forestry/products/1/psw_cufr745_structuralmeasures.pdf).

Michigan Department of Natural Resources. 2020. Black Locust (*Robinia pseudoacacia*). Retrieved from [https://www.michigan.gov/invasives/0,5664,7-324-68002\\_71240\\_73851-379779--,00.html](https://www.michigan.gov/invasives/0,5664,7-324-68002_71240_73851-379779--,00.html).

Miller, F. 2016. *2016 Illinois Forest Health Highlights*. The Morton Arboretum. Retrieved from <http://www.mortonarb.org/files/2016-FHH-Final-Version-12-28-16-Submitted.pdf>.

Miller, R. W., & Sylvester, W.A. 1981. An Economic Evaluation of the Pruning Cycle. *Journal of Arboriculture* 7(4): 109–112. Retrieved from <http://webcache.googleusercontent.com/search?q=cache:VENBQXq9EmcJ:joa.isa-arbor.com/request.asp%3FJournalID%3D1%26ArticleID%3D1724%26Type%3D2+&cd=2&hl=en&ct=clnk&gl=us>.

Morse, L.E., J.M. Randall, N. Benton, R. Hiebert, and S. Lu. 2004. An Invasive Species Assessment Protocol: Evaluating Non-Native Plants for Their Impact on Biodiversity. Version 1. NatureServe, Arlington, Virginia. <http://www.natureserve.org/getData/plantData.jsp>.

*National Invasive Species Information Center (NISC)*, <https://www.invasivespeciesinfo.gov/>.

Nowak, D. J., Greenfield, E. J., Hoehn, R. E., & Lapoint, E. 2013. Carbon storage and sequestration by trees in urban and community areas of the United States. *Environmental Pollution* 178: 229-236. Retrieved from [https://www.fs.fed.us/nrs/pubs/jrnls/2013/nrs\\_2013\\_nowak\\_001.pdf](https://www.fs.fed.us/nrs/pubs/jrnls/2013/nrs_2013_nowak_001.pdf).

*NYFA: New York Flora Atlas*, <https://newyork.plantatlas.usf.edu/>.

“NY's Invasive Species Database and Mapping System.” *NYIMapInvasives*, <https://www.nyimapinvasives.org/>.

*Questions and Answers: Biological Control for Emerald Ash Borer*, 2020.

Randall, J.M., L.E. Morse, N. Benton, R. Hiebert, S. Lu, and T. Killeffer. 2008. The Invasive Species Assessment Protocol: A Tool for Creating Regional and National Lists of Invasive Nonnative Plants that Negatively Impact Biodiversity. *Invasive Plant Science and Management* 1:36–49.

Richards, N. A. 1983. Diversity and Stability in a Street Tree Population. *Urban Ecology* 7(2): 159–171.

Santamour, F.S. 1990. Trees for Urban Planting: Diversity Uniformity, and Common Sense. *U.S. National Arboretum: Agricultural Research Service*. Retrieved from [https://pdfs.semanticscholar.org/26a2/4c5361ce6d6e618a9fa307c4a34a3169e309.pdf?\\_ga=2.266051527.959145428.1587418896-558533249.1587418896](https://pdfs.semanticscholar.org/26a2/4c5361ce6d6e618a9fa307c4a34a3169e309.pdf?_ga=2.266051527.959145428.1587418896-558533249.1587418896).

Scientific Name with Authorship and Synonyms Common Name NYS Rank REL Max Score Present in Natural Areas (n.d.). 2013. [http://nyis.info/wp-content/uploads/2017/10/NYS-INVASIVE-PLANT-RANKS\\_March-2013.pdf](http://nyis.info/wp-content/uploads/2017/10/NYS-INVASIVE-PLANT-RANKS_March-2013.pdf).

“Scientists Release Biocontrol for Waterhyacinth. 2010. *Scientists Release Biocontrol for Waterhyacinth : USDA ARS*, <https://www.ars.usda.gov/news-events/news/research-news/2010/scientists-release-biocontrol-for-waterhyacinth/>.

“Trees and Removal of Invasive Trees.” Edited by Jonathan Rosenbloom and Christopher Duerkson, *SustainableTownshipcode.org*, <https://sustainableTownshipcode.org/brief/require-native-trees-and-removal-of-invasive-trees-3/>.

Ulrich, R. 1984. View through Window May Influence Recovery from Surgery. *Science* 224: 420–422. Retrieved from <https://pdfs.semanticscholar.org/43df/b42bc2f7b212eb288d2e7be289d251f15bfd.pdf>.

Ulrich R.S., R.F. Simmons, B.D. Losito, E. Fiority, M.A. Miles and M. Zeison. 1991. Stress Recovery During Exposure to Natural and Urban Environments. *Journal of Environmental Psychology* 11(3): 201-230.

United States, Congress, Animal and Plant Health Inspection Services, and Baode Wang. *Asian Longhorned Beetle: Annotated Host List*, USDA APHIS, 2015.

United States, Congress, Forest Service. *Non Native Invasive Species Best Management Practices: Guidance for the U.S. Forest Service Eastern Region*, USDA Forest Service, 2012.

University of Georgia. *Invasive Species*. Center for Invasive Species and Ecosystem Health. Retrieved from [www.bugwood.org](http://www.bugwood.org).

USDA Animal and Plant Health Inspection Service. 2020. *Plant Pests and Diseases: Emerald Ash Borer*. Retrieved from <https://www.aphis.usda.gov/aphis/ourfocus/planhealth/plant-pest-and-disease-programs/pests-and-diseases/emerald-ash-borer/emerald-ash-borer>.

USDA Animal and Plant Health Inspection Service. 2020. Pest Tracker. <https://www.aphis.usda.gov/aphis/resources/pests-diseases/hungry-pests/Pest-Tracker>.

USDA Animal and Plant Health Inspection Service. 2019. *Hungry Pests: Your Move Gypsy Moth Free*. Retrieved from <https://www.aphis.usda.gov/aphis/resources/pests-diseases/hungry-pests/thethreat/gypsy-moth-free>.

USDA Animal and Plant Health Inspection Service. 2019. *Pest Alert: Spotted Lantern Fly (Lycorma delicatula)*. Retrieved from [https://www.aphis.usda.gov/publications/plant\\_health/alert-spotted-lanternfly.pdf](https://www.aphis.usda.gov/publications/plant_health/alert-spotted-lanternfly.pdf).

USDA Forest Service. 2013. *Pest Alert: Thousand Cankers Disease*. Northeastern Area State and Private Forestry, NA-PR-02-10. Retrieved from [https://www.fs.usda.gov/naspf/sites/default/files/thousand\\_cankers\\_disease\\_print\\_res.pdf](https://www.fs.usda.gov/naspf/sites/default/files/thousand_cankers_disease_print_res.pdf).

USDA Forest Service. 2003a. Benefits of Urban Trees—Urban and Community Forestry: Improving Our Quality of Life. *Southern Region Forestry Report R8-FR 71*. Retrieved from [http://www.sci-Links.com/files/Benefits\\_of\\_Urban\\_Trees.pdf](http://www.sci-Links.com/files/Benefits_of_Urban_Trees.pdf).

“Western New York Prism.” *Western New York PRISM*, <http://www.wnyprism.org/>.

Williams, P. A., and M. Newfield. 2002. A weed risk assessment system for new conservation weeds in New Zealand. *Science for Conservation 209*. New Zealand Department of Conservation. 1–23 pp.

Wolf, K. L. 1998a. Urban Nature Benefits: Psycho-Social Dimensions of People and Plants. *University of Washington: College of Forest Resources Human Dimensions of the Urban Forest Fact Sheet #1*. Retrieved from <https://www.naturewithin.info/UF/PsychBens-FS1.pdf>.

—. 2020. Forest Health Highlights. <https://www.fs.fed.us/foresthealth/protecting-forest/forest-health-monitoring/monitoring-forest-highlights.shtml>.

—. 2011. *ANSI A300 (Part 9): Tree, Shrub, and Other Woody Plant Management Standard Practices (Tree Risk Assessment a. Tree Failure)*. Tree Care Industry Association, Inc.

—. 2009. Trees & Urban Streets: Research on Traffic Safety & Livable Communities. *University of Washington, Seattle USDA Forest Service: Pacific Northwest Research Station*. Retrieved from <http://www.naturewithin.info/urban.html>.

—. 2007. Township Trees and Property Values. *Arborist News* 16(4): 34–36. Retrieved from <https://www.naturewithin.info/Policy/Hedonics.pdf>.

—. 2003. Social Aspects of Urban Forestry: Public Response to the Urban Forest in Inner-Township Business Districts. *Journal of Arboriculture* 29(3): 117–126. Retrieved from [https://www.naturewithin.info/TownshipBiz/JofA\\_Biz.pdf](https://www.naturewithin.info/TownshipBiz/JofA_Biz.pdf).

—. 2003b. Is all your rain going down the drain? Look to Bioretention—trees are a solution. *Center for Urban Forest Research: Pacific Southwest Research Station*. Retrieved from [https://www.fs.fed.us/psw/topics/urban\\_forestry/products/cufr\\_392\\_rain\\_down\\_the\\_drain.pdf](https://www.fs.fed.us/psw/topics/urban_forestry/products/cufr_392_rain_down_the_drain.pdf).

----. 2001b. Aggression and Violence in the Inner Township: Effects of Environment via Mental Fatigue. *Environment and Behavior* 33(4): 543–571. Retrieved from <https://pdfs.semanticscholar.org/9ca8/a34eee31d42ac2235aa6d0b9b6e7a5f32386.pdf>.

----. 2000. Community Image: Roadside Settings and Public Perceptions. *University of Washington: College of Forest Resources Human Dimensions of the Urban Forest Factsheet #10*. Retrieved from <https://www.naturewithin.info/Roadside/Rsd-Community-FS10.pdf>.

----. 1999. Grow for the Gold: Trees in Business Districts. *Washington State DNR: Community Forestry Program Number 14*. Retrieved from <https://www.naturewithin.info/TownshipBiz/TreeLink.PDF>.

----. 1998b. Trees in Business Districts: Positive Effects on Consumer Behavior! *University of Washington: College of Forest Resources Human Dimensions of the Urban Forest Fact Sheet #5*. Retrieved from <https://www.naturewithin.info/TownshipBiz/Biz3Ps-FS5.pdf>.

----. 1986. Human Responses to Vegetation and Landscapes. *Landscape and Urban Planning* 13: 29–44. Retrieved from [https://www.researchgate.net/profile/Roger\\_Ulrich4/publication/254315158\\_Visual\\_Landscapes\\_and\\_Psychological\\_Well-Being/links/0c96053a3fe7796728000000/Visual-Landscapes-and-Psychological-Well-Being.pdf](https://www.researchgate.net/profile/Roger_Ulrich4/publication/254315158_Visual_Landscapes_and_Psychological_Well-Being/links/0c96053a3fe7796728000000/Visual-Landscapes-and-Psychological-Well-Being.pdf).

# Appendix A

## Data Collection and Site Location Methods

### DATA COLLECTION METHODS

DRG collects tree inventory data using their proprietary GIS software, called Rover, loaded onto pen-based field computers. At each site, the following data fields were collected:

* Address	* Park Name
* Comments	* Primary Maintenance Recommendations
* Condition	* Relative Location
* Date of Inventory	* Risk Assessment Complete
* Defect	* Risk Rating
* Further Inspection	* Size*
* Multi-stem Tree	* X and Y Coordinates
* Overhead Utilities	

The knowledge, experience, and professional judgment of DRG's arborists ensure the high quality of inventory data.

### EQUIPMENT AND BASE MAPS

Inventory arborists use FZ-G1 Panasonic Toughpad® units with internal GPS receivers. Geographic information system (GIS) map layers are loaded onto these units to help locate sites during the inventory. This table lists these base map layers, along with each layer's source and format information.

Data Source	Data Year	Projection
<b>Shapefile</b> Avineon, Inc.	2020	NAD 1983 2011 StatePlane Michigan Central, International Feet
<b>Aerial Imagery</b> Avineon, Inc.	2016	NAD 1983 2011 StatePlane Michigan Central, International Feet

# STREET ROW SITE LOCATION

Individual street ROW sites were located using a methodology that identifies sites by *address number, street name, side, and on street*. This methodology was used to help ensure consistent assignment of location.

## ADDRESS NUMBER AND STREET NAME

Where there was no GIS parcel addressing data available for sites located adjacent to a vacant lot, or adjacent to an occupied lot without a posted address number, the arborist used their best judgment to assign an address number based on nearby addresses. An “X” was then added to the number in the database to indicate that it was assigned, for example, “37X Choice Avenue.”

Sites in medians were assigned an address number by the arborist in Rover using parcel and streets geographical data. Each segment was numbered with an assigned address that was interpolated from addresses facing that median and addressed on that same street as the median. If there were multiple medians between cross streets, each segment was assigned its own address. The *street name* assigned to a site was determined by street centerline information.

## SIDE VALUE

Each site was assigned a *side value*, including *front, side, median, or rear* based on the site’s location in relation to the lot’s street frontage. The *front* is the side facing the address street. *Side* is either side of the lot that is between the front and rear. *Median* indicates a median or island surrounded by pavement. The *rear* is the side of the lot opposite of the address street.

# PARK AND PUBLIC SPACE SITE LOCATION

Park and/or public space site locations were collected using the same methodology as street ROW sites; however, nearly all of them have the “Assigned Address” field set to ‘X’ and have the “Park Name” data field filled.

## SITE LOCATION EXAMPLE



### Corner Lot A

Address/Street Name: 205 Hoover St.

Side: Side

On Street: Taft St.

Address/Street Name: 205 Hoover St.

Side: Side

On Street: Taft St.

Address/Street Name: 205 Hoover St.

Side: Side

On Street: Taft St.

Address/Street Name: 205 Hoover St.

Side: Front

On Street: Hoover St.

### Corner Lot B

Address/Street Name: 226 E Mac Arthur St.

Side: Side

On Street: Davis St.

Address/Street Name: 226 E Mac Arthur St.

Side: Front

On Street: E Mac Arthur St.

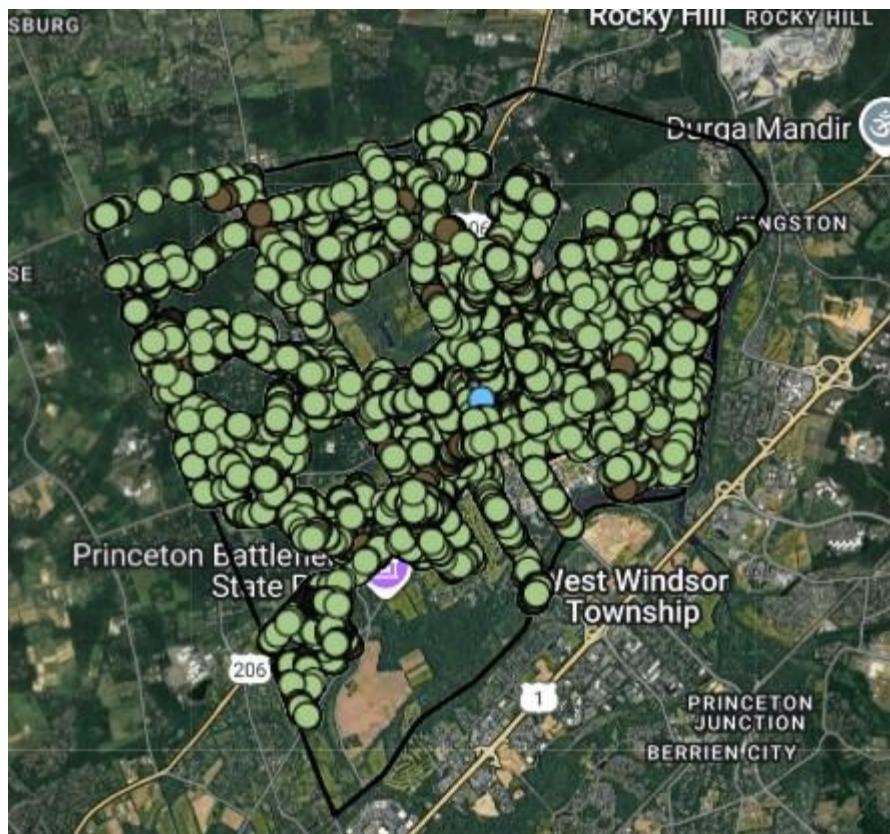
Address/Street Name: 226 E Mac Arthur St.

Side: Front

On Street: E Mac Arthur St.

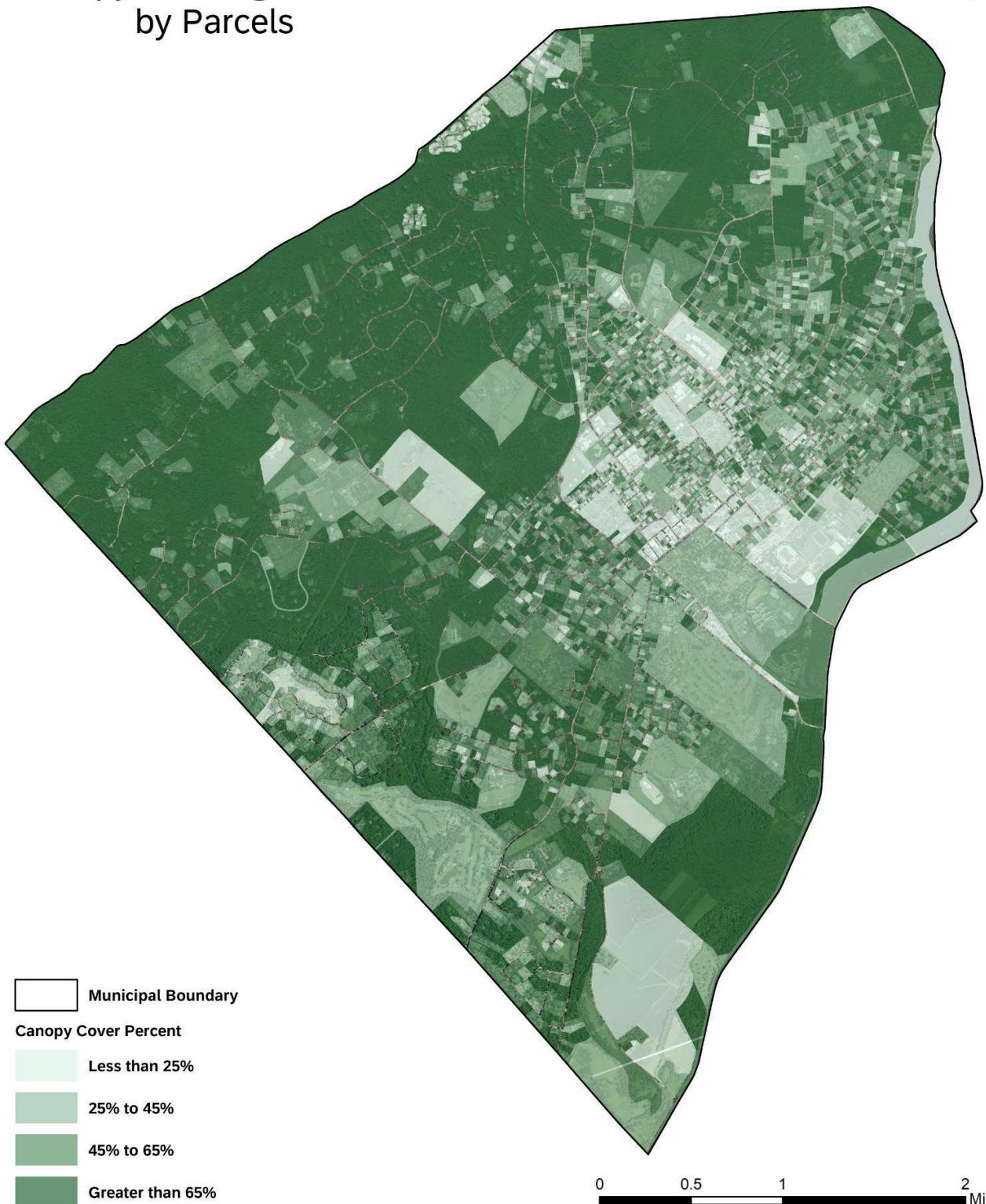
# Appendix B: Maps of Community and Inventoried Sites

Family	Genera
<b>Fagaceae</b>	<i>Quercus</i> (oak), <i>Fagus</i> (beech), <i>Castanea</i> (chestnut), <i>Castanopsis</i> , <i>Lithocarpus</i> (stone oak), <i>Chrysolepis</i> (chinquapin), <i>Trigonobalanus</i> , <i>Notholithocarpus</i>
<b>Sapindaceae</b>	<i>Acer</i> (maple), <i>Aesculus</i> (horse chestnut, buckeye), <i>Sapindus</i> (soapberry), <i>Dodonaea</i> , <i>Paullinia</i> , <i>Serjania</i> , <i>Cardiospermum</i> , <i>Dimocarpus</i> , <i>Litchi</i> (lychee), <i>Nephelium</i> (rambutan), <i>Schleichera</i> , <i>Koelreuteria</i> (golden rain tree)
<b>Altingiaceae</b>	<i>Liquidambar</i> (sweetgum), <i>Altingia</i>
<b>Rosaceae</b>	<i>Rosa</i> (rose), <i>Rubus</i> (blackberry, raspberry), <i>Malus</i> (apple), <i>Prunus</i> (cherry, plum, almond, peach, apricot), <i>Pyrus</i> (pear), <i>Fragaria</i> (strawberry), <i>Cotoneaster</i> , <i>Crataegus</i> (hawthorn), <i>Sorbus</i> (rowan, mountain ash), <i>Spiraea</i> , <i>Amelanchier</i> (serviceberry), <i>Aronia</i> (chokeberry)
<b>Pinaceae</b>	<i>Pinus</i> (pine), <i>Picea</i> (spruce), <i>Abies</i> (fir), <i>Larix</i> (larch), <i>Tsuga</i> (hemlock), <i>Pseudotsuga</i> (Douglas-fir), <i>Cedrus</i> (cedar), <i>Keteleeria</i> , <i>Nothotsuga</i> , <i>Cathaya</i>

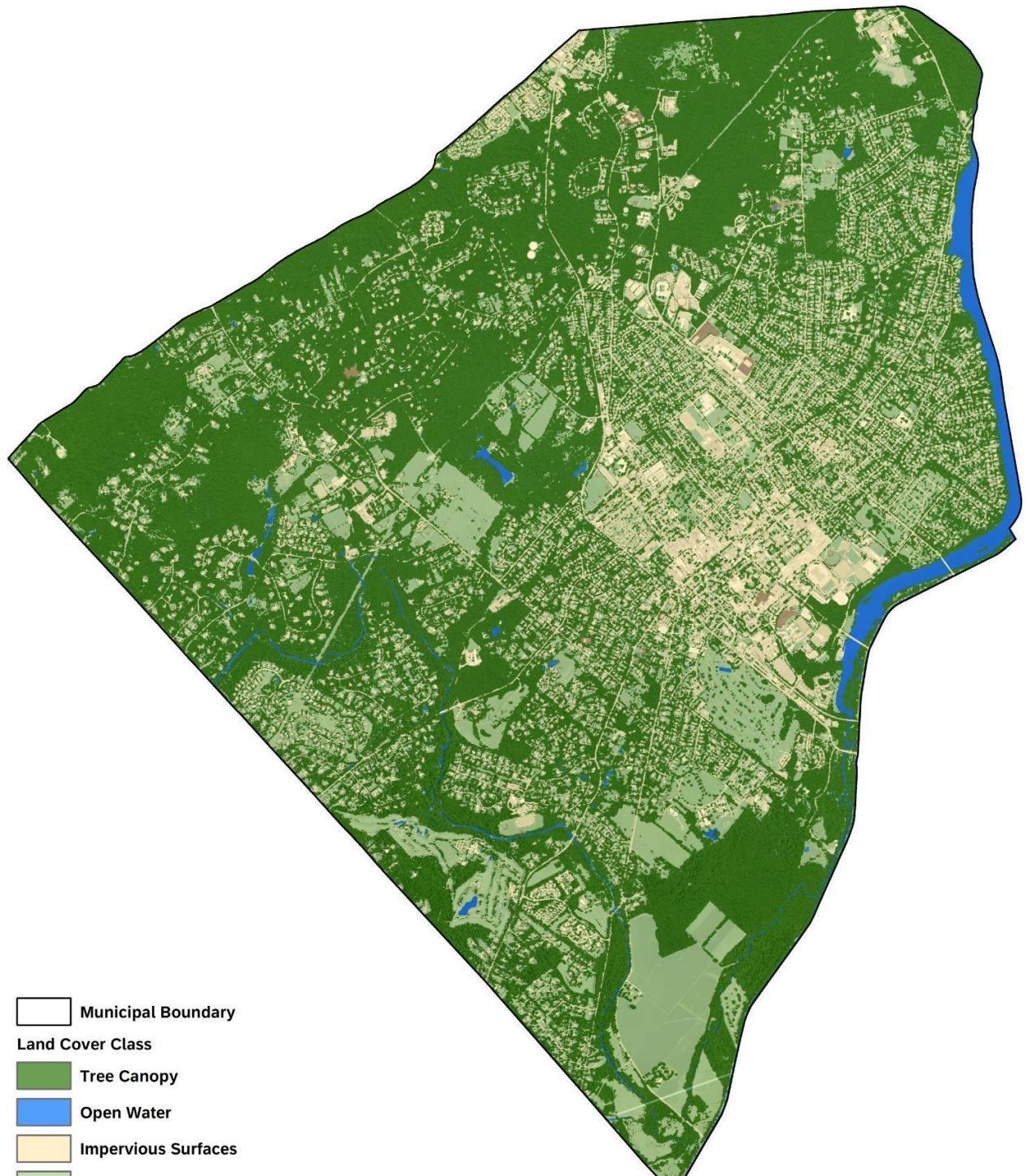


Map of inventoried sites in The Municipality of Princeton, NJ pulled from TreeKeeper®.

Princeton, New Jersey  
Canopy Coverage Percent  
by Parcels



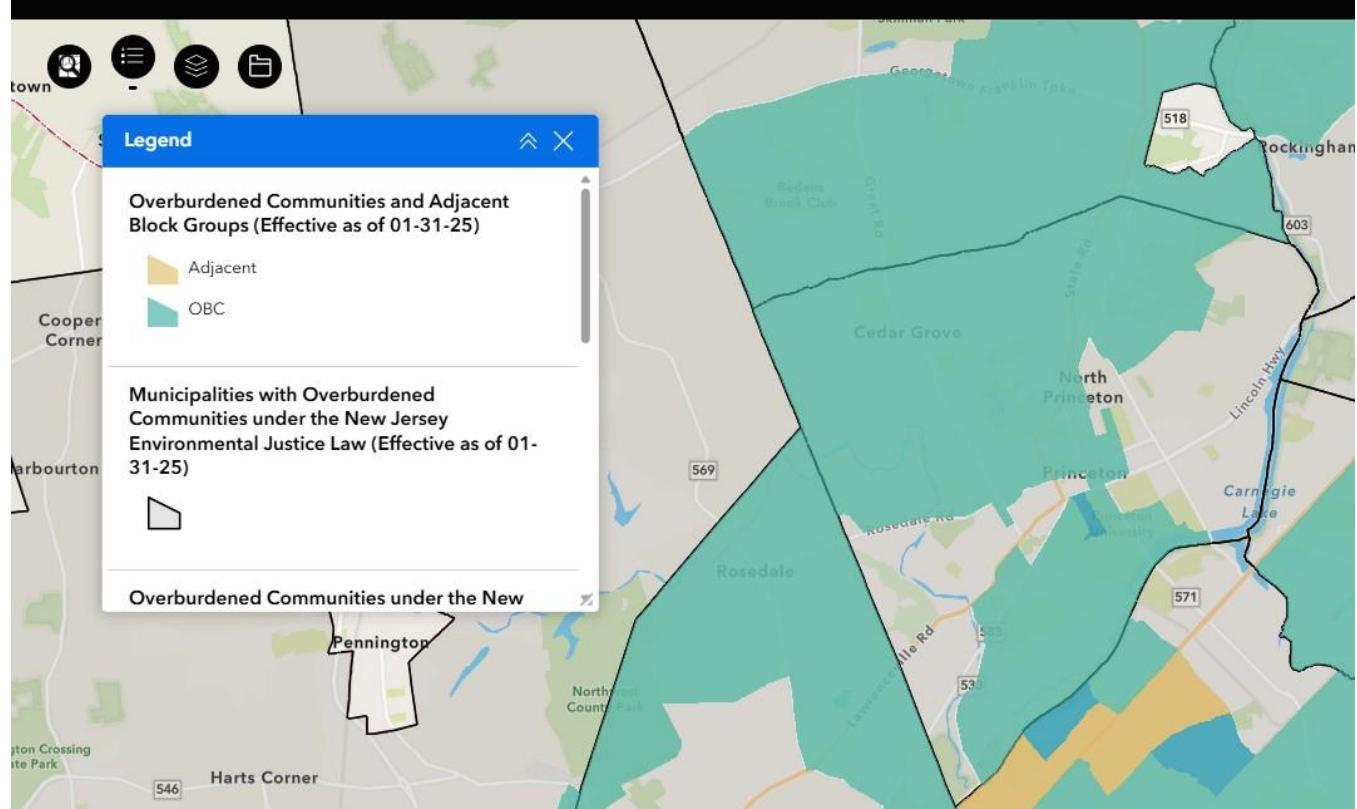
Princeton, New Jersey  
2023 Land Cover Classification



0 0.5 1 2  
Miles

Davey Resource Group, Inc.  
Municipality of Princeton - Community Forest Management Plan

## Overburdened Communities



Map of Overburdened Community layer in The Municipality of Princeton, NJ pulled from the NJ Department of Environmental Protection website.



# Municipality of Princeton, NJ

## Staff Report

400 Witherspoon St  
Princeton, NJ 08540

---

**File #:** ORD 25-19

**Agenda Date:** 12/22/2025

**Agenda #:** 1.

---

An Ordinance by the Municipality of Princeton Regarding Tree Removal Permit Requirements and Amending Chapters 22 and 10B of the “Code of the Township of Princeton, New Jersey, 1968.”- Roll Call



## MEMORANDUM

**To:** Mayor and Council  
**From:** Deanna Stockton, *Deputy Administrator*  
**Subject:** Ordinance to Amend Chapter 22 and 10B Subsection 227A Regarding Trees and Shrubs  
**Date:** November 14, 2025

---

Princeton has proudly been a Tree City USA for 29 years, demonstrating the community's ongoing commitment to responsible tree management, environmental stewardship, and meeting national standards for urban forestry. This dedication to a healthy, sustainable urban forest for the benefit of our residents translated into Princeton's commissioning of a tree canopy assessment in 2024 to characterize its tree canopy cover and gain recommendations to maintain, conserve, and protect it.

The Tree Canopy Report shows that Princeton has lost approximately 6% of its canopy over thirteen years and now has approximately 60% coverage. Besides preserving forested open space tracts and planting more trees, it is recommended that Princeton preserve more of its existing canopy by reviewing and revising its ordinances, and educating the public on tree awareness and stewardship. Council created an ad hoc Tree Canopy Committee in 2024 in recognition of the community concerns regarding the loss of tree canopy. The proposed ordinance to amend Chapter 22 Trees and Shrubs and Chapter 10B subsection 227A regarding Tree Preservation, Protection and Mitigation for site plans subject to land use board approvals is the result of a collaboration of the Shade Tree Commission; Engineering, Zoning, Public Works, and Planning staff; and the Ad Hoc Tree Canopy Committee of Council. Tree removal regulations detailed in Chapter 22 currently include an exemption for removals as a part of an application to the Zoning or Planning Board; Chapter 10B subsection 227A provides the regulations for tree removals as a part of a board application. Previous ordinance amendments inadvertently failed to update the regulations in Chapter 10B which resulted in disparity of requirements. The proposed ordinance addresses this issue.

The substantive changes to the current regulations are detailed below:

- The threshold to submit a tree removal permit application is lowered from 8" diameter at breast height (DBH) to 6" DBH.
- The tree replacement ratios have been edited to result in more replacement trees required for the largest DBH tree removals. In the current ordinance, trees larger than 39" DBH have a four tree replacement requirement; the proposed amendment decreases the DBH to 33" for this requirement.
- Definitions have been added or edited for endangered species, ornamental tree, Princeton Shade Tree Trust Reserve, significant tree, and specimen tree.
- The exceptions in Section 22-12 have been reduced. While the current ordinance does not require applications for dead / dying tree and ash tree removals, applications have been submitted with fees and replacement tree requirements waived. The proposed amendment would codify this scenario. The exception for tree removals related to land use board applications is also being removed. Instead, these applications are required to submit a tree removal permit application under Chapter 22.
- Replacement tree species shall not include invasive species listed on the New Jersey Invasive Species Strike Team's Do Not Plant List.

- The application fee is being increased from \$40 to \$100 to more fully encompass the operational costs to administer this permit program.
- The 20-day automatic permit approval provision is proposed to be removed from Section 22-14. This provision has not been activated in the last five years and is detrimental to the goals of maintaining, conserving and protecting the canopy.
- The informal resolution procedure in Section 22-16 has been enhanced to codify the current activities by the Municipal Arborist in enforcing the Trees and Shrubs regulations.
- The annual reporting process in Section 22-17 is being updated to reflect current practice. The Arborist prepares the report in consultation with the Shade Tree Commission.
- The tree preservation and protection requirements for a development in Chapter 10B-227A are proposed to be strengthened to reflect the language in Chapter 22.
- The tree replacement table in Chapter 10B-227A is being replaced with a redirection to the tree replacement table in Chapter 22.
- The shade tree escrow fund referenced in Chapter 10B-227A is proposed to be updated in this amendment. The correct terminology for this fund is the Shade Tree Trust Reserve, as defined in Chapter 22. The use and reporting requirements codified in land use code section and are being removed and can be formalized by resolution.

If adopted, the new regulations would go into effect on January 1, 2026.

We appreciate Mayor and Council's continued commitment to tree preservation and maintenance of the community's tree canopy. If you have any questions, please contact me.

## **ORDINANCE #2025-19**

### **AN ORDINANCE BY THE MUNICIPALITY OF PRINCETON REGARDING TREE REMOVAL PERMIT REQUIREMENTS AND AMENDING CHAPTERS 22 AND 10B OF THE “CODE OF THE TOWNSHIP OF PRINCETON, NEW JERSEY, 1968.”**

WHEREAS, Princeton’s Shade Tree Commission, in consultation with the Department of Engineering and Infrastructure Operations, recommends that certain updates be made to Chapter 22 of the “Code of the Township of Princeton, New Jersey (1968)” (“Township Code”), entitled “Trees and Shrubs,” to promote the conservation of trees on private property in Princeton; preserve the overall municipal tree canopy and the environmental and other benefits it affords; and incorporate certain recommended provisions of the model tree removal and replacement ordinance issued by the New Jersey Department of Environmental Protection to ensure stormwater management compliance and protection; and

WHEREAS, Princeton’s Departments of Engineering and Infrastructure Operations and Planning also recommend that certain updates be made to Chapter 10B, Section 227A, entitled “Tree preservation, protection, and mitigation,” of the Township Code, to reconcile its provisions pertaining to tree removal and replacement with the relevant provisions of Chapter 22; and

WHEREAS, at this time the Council seeks to amend the above-referenced chapters of the Township Code.

NOW, THEREFORE, BE IT ORDAINED by the Princeton Council as follows:

Section 1. Section 22-2, “Definitions,” of Chapter 22, “Trees and Shrubs,” of the “Code of the Township of Princeton, New Jersey, 1968” (“Township Code”), is hereby amended by updating the definitions for ornamental tree, Princeton Shade Tree Trust Reserve, significant

tree and specimen tree, and adding a new definition for endangered species, as follows (additions are underlined and deletions are [bracketed]):

**Sec. 22-2. Definitions.**

(i) Endangered species shall mean a native plant species whose survival in New Jersey or nationally has been determined by the New Jersey Department of Environmental Protection to be in jeopardy or by the Federal government as endangered or threatened, and is included on the official Endangered Plant Species List set forth at N.J.A.C. 7:5C-5.1, as may be amended.

[(k)][(l) Ornamental tree shall mean a [tree that can be single or multiple stemmed and that grows to a maximum height of twenty-five feet] deciduous tree, single- or multiple-stemmed, possessing qualities such as flowers or fruit and/or attractive foliage, bark, or shape, and growing to a mature height that is typically under forty feet.

[(l)][(m)Princeton Shade Tree Trust Reserve shall mean a fund established and maintained by Princeton for purposes of planting and maintaining trees and shrubs in Princeton and for such other purposes as the Council may determine by duly adopted resolution(s) [on public property].

[(p)][(q)Significant tree shall mean a tree or grove of trees recognized as significant by the shade tree commission or enforcement officer on the basis of [specimen] species, age, [quality,] historical significance, location, size or other unique characteristics.

[(q)][(r) Specimen tree shall mean any tree equal to at least 80% of the [size of those listed on the “Champion Big Tree Register” of the New Jersey Community Forestry Program in the Department of Environmental Protection’s Division of Parks and Forestry, or any tree actually listed on the “Champion Big Tree Register.”] height or DBH of the tree of the same species that is listed as the “Champion Tree” for New Jersey on the “Big Tree List” maintained by the New Jersey Department of Environmental Protection’s Division of Parks and Forestry, or a tree actually listed as a Champion Tree on the “Big Tree List.”

Section 2. Section 22-4, “Powers and duties of the shade tree commission,” of Chapter 22 of the Township Code, is hereby amended by updating subsection (j) thereof as follows (additions are underlined and deletions are [bracketed]):

(j) Responsibility to make, keep, and preserve minutes and records of its meetings and activities, and to assist the enforcement officer in mak[e]ing

annual reports to the mayor and council as provided in section 22-17 below. Copies of all minutes and records of its meetings and activities shall be filed with the clerk;

Section 3. Section 22-11, “Trees requiring permit before removal,” of Chapter 22 of the Township Code, is hereby amended as follows (additions are underlined and deletions are [bracketed]):

**Sec. 22-11. Trees requiring permit before removal.**

It shall be a violation of this article for any person to remove or otherwise destroy any tree as set forth in this section, or to cause or permit the same to be done by any third party contractor[ or], subcontractor or other person, without first obtaining a permit or approval as provided herein below. [Except as otherwise provided in section 22-12 below, t]The following acts are hereby regulated and shall require a tree removal permit:

- (a) Removal of or otherwise destroying a tree with a DBH of six [eight] inches or more;
- (b) Removal of or otherwise destroying an ornamental or evergreen tree with a height of 10 feet or more;
- (c) Removal or otherwise destroying a tree with a canopy extending over a public right-of-way; and
- (d) Removal of or otherwise destroying any specimen, [or] significant or endangered tree, as defined in section 22-2 above.

Section 4. Section 22-12, “Exceptions,” of Chapter 22 of the Township Code is hereby amended as follows (additions are underlined and deletions are [bracketed]):

**Sec. 22-12. Exceptions to certain requirements under article.**

Prior to the removal or destruction of any tree identified in this section, a permit shall be obtained pursuant to section 22-13, but the fee, tree replacement requirements and notice requirements imposed by section 22-13 shall be waived. Photographs and/or written advice from an arborist or a Licensed Tree Expert shall be submitted as documentary evidence to demonstrate to the enforcement officer that the tree qualifies for the exception before its removal or destruction, unless otherwise permitted in this section. [Excepted from the requirements of this article are the following]:

- (a) Any tree that poses imminent danger to life or property or where removal is in response to an emergency. To qualify under this exception, the tree shall only be removed to the extent necessary to abate the imminent danger or emergency. If notification of the removal of said tree pursuant to this article has not been given to the enforcement officer prior to removal, then notification must be provided by the next business day or as soon as practicable thereafter. Said notification shall include verification that the tree removal was necessary to abate the imminent danger or emergency[;].
- (b) Any tree that has fallen solely as a result of storm damage or other natural causes[;].
- (c) Any dead tree or substantially diseased tree as a result of natural causes or storm damage where:
  - (1) The tree is still standing;
  - (2) The person desiring to destroy or remove the tree is the owner of the land upon which the tree is located;
  - (3) The person notifies the enforcement officer of the desire to remove the tree; and
  - (4) The enforcement officer verifies in writing that the tree is dead or substantially diseased as a result of natural causes. The failure of the enforcement officer to approve or deny the request within 15 days shall constitute an approval of the request[;].
- (d) Tree removal that is a part of any land development application subject to the jurisdiction of the planning or zoning boards, or any of their subcommittees. The shade tree commission may, however, provide its review and comment, if any, regarding the tree removal to the board of jurisdiction;
- (e) Tree removal as part of an application requiring preservation plan approval by the historic preservation commission or the commission's administrative officer for properties that are subject to the commission's jurisdiction within the historic preservation zoning districts or historic preservation buffer zoning districts; and]

(d)[(f)] The removal of any trees [that are a part of] under an approved woodland management [program] plan or forest stewardship plan pursuant to the provisions of the New Jersey Farmland Assessment Act of 1964[.]

(e)[(g)]The removal of any Ash (*Fraxinus spp.*) tree due to actual or anticipated infestation by the Emerald Ash Borer (*Agrilus planipennis*)[, provided that the person desiring to remove the tree or trees complies with the following:

- (1) The person shall file a permit application in accordance with section 22-13 below. The permit application shall specify the number of Ash trees to be removed and treated on the premises, and include all information and support required by section 22-13, except that the filing fee required by section 22-13(g) shall be waived; and],
- [(2)] Although [T]here is no requirement for a permit application to include a tree replacement plan under section 22-13([d]e), [except that] there is a recommended tree replacement goal of 10% of removed Ash trees, with a recommended goal of a minimum of one tree replanted per application. The replanted tree(s) (if any) shall, if site conditions permit, be planted in the same or contiguous location(s) on the premises.

The exception created by this subsection (e)[(g)] shall continue for 10 years [from the date on which it goes into effect. Upon expiration of this ten-year term, until October 24, 2026; thereafter this section (e)[(g)] shall automatically be null and void and of no force and effect.

Section 5. Section 22-13, “Application for tree removal permit,” of Chapter 22 of the Township Code is hereby amended as follows (additions are underlined and deletions are [bracketed]):

**Sec. 22-13. Application for tree removal permit.**

- (a) General Application Requirements. A person desiring to remove or otherwise destroy a tree or trees as provided for in section 22-11 above shall first apply to the enforcement officer for a permit, on forms provided by the municipality and containing the information required in subsections (b), (c) and (d) of this section. The requirements of this section shall be in addition to any other requirements applicable to the removal of trees, including but not limited to those under chapter 10B of this Code.
- (b) Narrative. The application required by subsection (a) above shall include a narrative specifying:
  - (1) The location of the premises where the tree removal or destruction is to take place, by both street address and lot and block number;
  - (2) The name and address of the owner of the premises;

- (3) The name and address of the applicant for the permit, if other than the owner, accompanied by the owner's consent to said application;
- (4) A list providing the species, DBH and number of trees to be destroyed or removed;
- (5) The reason or purpose for the destruction or removal of trees; and
- (6) A description of the applicant's tree replacement plan, in accordance with subsection (d) below.

(c) Sketch/Printed Plan. The application required by subsection (a) above shall be accompanied by a sketch and/or printed plan showing the following:

- (1) The size of the lot;
- (2) All structures and their appurtenances, including but not limited to any building, garage, shed, deck, pool, driveway, walkway, patio or other impervious surface;
- (3) The location upon the lot where the destruction or removal of the tree or trees is proposed to take place;
- (4) The identity and location of trees to be destroyed or removed;
- (5) The location of all streams and wetlands on the lot; and
- (6) The proposed location(s) for planting of replacement tree(s), as well as their species and DBH.

(d) Tree Replacement Plan. The application required by subsection (a) above shall be accompanied by a narrative and/or sketch or printed plan showing a tree replacement plan, to include and comply with the following:

- (1) The tree replacement plan shall provide for replacing the removed or destroyed tree(s) in the same or contiguous location(s) on the premises, and in accordance with the following specific requirements. The tree replacement plan shall require that the applicant replace each removed or destroyed tree with one or more trees depending upon the DBH of the removed or destroyed tree, and in accordance with [Schedule A immediately below,] the "Tree Replacement Schedule[.]" immediately below.

## [SCHEDULE A –] TREE REPLACEMENT SCHEDULE

<b>Tree Removed (DBH) [/Destroyed]</b>	<b>Required Tree Replacement [Tree]</b>	<b>Tree Replacement Fee</b>
Tree with DBH of <u>6"</u> to <u>12.99"</u> [8" to 16.99"]	One (1) Replacement Tree	\$ 550.00
Tree with DBH of <u>13"</u> to <u>22.99"</u> [17" to 30.99"]	Two (2) Replacement Trees	\$ 1,100.00
Tree with DBH <u>23"</u> to <u>32.99"</u> [31" to 38.99"]	Three (3) Replacement Trees]	\$ 1,650.00
Tree with DBH of <u>33"</u> [39"] or greater	Four (4) Replacement Trees	\$ 2,200.00

- (2) Based on industry standards and site conditions on the premises, and in consultation with the enforcement officer, the applicant may, in lieu of on-premises planting of the required replacement tree(s), be permitted to plant the replacement tree(s) on one or more appropriate off-premises locations, or pay a tree replacement fee into the Princeton Shade Tree Trust Reserve for each tree removed based on the foregoing Tree Replacement Schedule. The tree replacement fee shall represent the cost to replace the removed or destroyed tree(s), including administration and labor costs, and shall be maintained in the Princeton Shade Tree Trust Reserve and utilized by Princeton for the purposes of planting and maintaining trees and shrubs in Princeton[on public property] and for other such purposes as the Council may determine by duly adopted resolution(s). At least fifty percent of the required replacement trees shall be planted either on the premises or in an appropriate off-premises location(s). As used hereafter, the phrase “tree replacement plan” shall be deemed to include reference to the payment of a tree replacement fee.
- (3) The tree replacement plan shall identify the applicant’s proposal for compliance with this subsection (d), including specifying the species, size and quantity of replacement trees, the proposed location(s) for planting of replacement trees on and off the premises and the applicant’s acknowledgment of the required tree replacement fees. In order to maintain the existing canopy, preference shall be for the replacement of deciduous trees with deciduous trees and evergreen trees with evergreen trees.
- (4) The applicant shall ensure replacement trees are consistent with the Princeton Recommended Species list available on Princeton’s municipal website. No species listed on the New Jersey Invasive Species Strike Team’s Do Not Plant List shall be used as a replacement tree.

- (e) Marking. The applicant shall conspicuously mark each tree to be removed or destroyed with a material which can be wrapped around the trunk of each tree, such as ribbon or string.
- (f) Notice. Prior to filing the application, the applicant shall mail or hand deliver a copy of the application to the owners of the properties contiguous to the premises where the proposed tree destruction or removal is to take place. The applicant shall confirm compliance with this requirement on the application.
- (g) The fee for each application shall be one hundred [forty] dollars.

Section 6. Section 22-14, “Review of application for tree removal; decision on application; time requirements; expiration,” of Chapter 22 of the Township Code is hereby amended as follows (additions are underlined and deletions are [bracketed]):

**Sec. 22-14 Review of application for tree removal; decision on application; time requirements; expiration.**

- (a) The enforcement officer shall accept for filing the permit application referenced in section 22-13 above. Said application shall be date and time stamped when received. Thereafter, the enforcement officer shall within 20 business days of receipt of the completed application:
  - (1) Visit and inspect the location and inspect the land and trees that are the subject of the application;
  - (2) If necessary, meet with the applicant to discuss the application; and
  - (3) Grant or deny the requested permit in whole or in part, or make recommendations that would make the application acceptable to the enforcement officer, in writing and in accordance with the following considerations:
    - a. Whether the removal or destruction of the tree or trees will cause or contribute to physical or environmental problems on the land and other property, including but not limited to flooding, soil instability and erosion.
    - b. Whether the destruction or removal of the tree or trees will have a negative impact on the contiguous canopy or on the growth and development of the remaining trees on the land and other property.

- c. Whether the destruction or removal of the tree or trees will have a negative aesthetic or visual impact on the land and other property.
- d. Whether the destruction or removal of the tree or trees will threaten or otherwise lead to a loss of wildlife habitat or tree species.
- e. Whether the tree or trees are specimen [or], significant or endangered tree(s) as defined in section 22-2 above.
- f. Whether the destruction or removal of the tree or trees is under the jurisdiction of a New Jersey or Federal agency, including but not limited to the New Jersey Department of Environmental Protection.
- g. Whether the destruction or removal of the tree or trees is a part of an overall landscape plan for the property.
- h. Whether a denial of the permit, in whole or part, would cause an undue hardship on the applicant.
- i. Whether the applicant's tree replacement plan will mitigate the negative impact that the tree removal or destruction will have on the land and other property.

(b) A decision other than one to grant the requested permit in its entirety shall include the enforcement officer's written findings and reasons for said decision.

[(c) The failure of the enforcement officer to grant or deny the application for a permit for the removal or destruction of a tree or trees within the twenty-business-day period shall constitute approval of said application and entitle the applicant to the permit requested unless an extension of the twenty business-day period has been agreed upon between the applicant and the enforcement officer in writing before the period expires.]

[(d)] The removal of trees and any tree replacement plan are to be implemented within one year from issuance of the permit. A permit shall expire and shall no longer be in effect 12 months after the date said permit was first granted, unless an extension of the twelve-month period has been agreed upon between the permittee and the enforcement officer in writing before the period expires.

[(e)] Permits shall not be transferrable.

Section 7. Section 22-16, “Violations and penalties; informal and formal complaint procedures,” of Chapter 22 of the Township Code is hereby amended as follows (additions are underlined and deletions are [bracketed]):

**Sec. 22-16. Violations and penalties; informal resolution and formal complaint procedures.**

A person who removes or destroys a tree without a required permit or approval, or otherwise violates or causes to be violated any of the provisions of this chapter, shall be subject to the following informal resolution and formal complaint procedures[, as applicable]:

- (a) Informal resolution. Any person who removes or destroys a tree without a required permit or approval under this chapter, or otherwise violates or causes to be violated any of the provisions of this chapter, shall have the opportunity to resolve the matter prior to the issuance of a summons and complaint. The following procedure shall apply:
  - (1) The enforcement officer shall offer a written recommendation [(using a form approved by the public works department)] that is, in [his or her] the enforcement officer's judgment, sufficient to resolve the matter.
  - (2) In the case of the removal or destruction of a tree without a required permit or approval, the recommendation, which] shall include either replacement of the removed or destroyed tree(s) or the payment of a replacement fee to the Municipality for removal or destruction of the tree(s), or both, in accordance with [Schedule A above,] the foregoing Tree Replacement Schedule. In addition to the planting of a replacement tree(s) and/or payment of a tree replacement fee(s) in accordance with the Tree Replacement Schedule [Schedule A], there shall also be required the payment of an administrative service fee, which shall be charged per hour based on the anticipated staff time in investigating and resolving the matter, and which may include site visits and analysis, supervisory services and/or clerical services. The hourly rate shall be the hourly wage of the employee conducting the site visit(s) and analysis, supervisory services and/or clerical services as set by the council by resolution from year to year. [The hourly wage of salaried personnel shall be calculated by dividing the employee's annual salary as set by the council by resolution by 26 (weeks) and then dividing that biweekly pay by the number of hours worked in a biweekly period.]

The tree replacement and service fees shall be paid into the Princeton Shade Tree Trust Reserve.

[(2)][(3)]The person shall have 10 days following receipt of the enforcement officer's written recommendation to accept said recommendation in writing. If the person accepts the enforcement officer's recommendation in writing within the ten-day period, then any agreed-upon method of resolution, including tree replacement and/or payment of a tree replacement fee, and payment of the service fee, shall be completed within 10 days of written acceptance of the enforcement officer's recommendation. If not completed within this ten-day period, then the enforcement officer shall have the authority to cause the issuance of a summons and complaint returnable in the Princeton municipal court.

[(3)][(4)]If the person does not accept the enforcement officer's recommendation, then during the initial ten-day period the person may request, in writing, that the shade tree commission review the enforcement officer's recommendation. If such request is timely submitted to the enforcement officer, then the person shall have the opportunity to bring the matter before the shade tree commission during its next regularly scheduled meeting. The shade tree commission shall then review the enforcement officer's decision at said meeting, and shall complete its review and make a recommendation no later than [have 30 days after said meeting to issue its recommendation on the matter, or until and including] its subsequent [following] regularly scheduled meeting[, whichever occurs first]. The person seeking such review shall have 10 days after receipt of the shade tree commission's recommendation to advise the shade tree commission and enforcement officer in writing as to whether he or she accepts the shade tree commission's recommendation. Any agreed-upon method of resolution such as tree replacement and/or payment of a tree replacement fee, and payment of the service fee, shall be completed within 10 days of written acceptance of the shade tree commission recommendation. If not completed within this ten-day period, the enforcement officer shall have the authority to cause the issuance of a summons and complaint returnable in the Princeton municipal court.

[(4)][(5)]If the person does not accept the enforcement officer's initial recommendation or the shade tree commission's recommendation within the applicable periods set forth above, then the enforcement officer shall have the authority to cause the issuance of a summons and complaint returnable in the Princeton municipal court.

(b) Adjudication of complaints in municipal court. A person violating this chapter, who has not otherwise resolved the matter as set forth above in subsection (a) of this section, shall be subject to the penalties set forth in section 1-6 of [this] the “Code of the Borough of Princeton, New Jersey (1974)”. In addition, the court may order restitution (appraised value) and/or replacement of the tree or trees illegally removed or destroyed. Each tree removed or destroyed on the same lot in violation of this chapter shall be considered a separate violation.

Section 8. Section 22-17, “Annual report,” of Chapter 22 of the Township Code is hereby amended as follows (additions are underlined and deletions are [bracketed]):

**Sec. 22-17. Annual report.**

The enforcement officer, in consultation with the shade tree commission, shall make an annual report to the [shade tree commission, which shall then report to the] mayor and council, as to permits granted and denied in each calendar year pursuant to this article. Said report shall also include data concerning the quantity of complaints resolved, fees and assessments collected and disbursements from the Princeton Shade Tree Trust Reserve and progress towards the objectives in Princeton’s Community Forestry Management Plan. Such report shall be submitted by February 1 of each year as to the preceding year's activities.

Section 9. Section 10B-227A, “Tree preservation, protection, and mitigation,” within Article X, “Site Plans,” of Chapter 10B, “Land Use,” of the Township Code is hereby amended as follows (additions are underlined and deletions are [bracketed]):

**Sec. 10B-227A. Tree preservation, protection, and mitigation.**

(a) Purpose and intent.

(1) It is the purpose of this section to protect the general health, safety, welfare, and well-being of the residents of Princeton as well as the integrity of the natural environment and processes upon which the residents of Princeton depend through the protection of trees and the preservation, as much as practically possible, of Princeton's tree canopy. Trees are important cultural, ecological, scenic and economic resources, and the removal, cutting, and destruction of trees within Princeton result in increased drainage control costs, increased soil erosion, increased buildup of atmospheric carbon and dust, decreased fertility of the soil, and a decrease in the overall tree canopy.

(2) Therefore, it is in the public interest that Princeton exercise its police powers and enact the following section to control tree cutting, removal and destruction in connection with development in an effort to meet the objective of preserving, protecting, enhancing, and maintaining trees and the overall tree canopy.

(3) Before removing or destroying any tree requiring a permit under the appropriate provisions of chapter 22 of this Code, in addition to complying with the requirements of this section, a person seeking development approval shall also apply for and obtain such permit(s) as required under said chapter 22.

(b) Tree preservation. A development plan shall be designed to minimize tree disturbance. Where healthy and desirable trees slated for removal by a development plan can be saved by reasonable adjustments to the plan, the applicant working with the municipal engineer and arborist shall seek to make such adjustments.

The following standards shall be used to identify healthy and desirable trees:

- (1) Size of the tree, including both height and caliper.
- (2) Species of the tree. This factor shall take into account the type of tree and whether it is an invasive species[,]; a rare and/or unusual type of tree;[, or] a native plant; and / or a specimen, significant or endangered tree as defined in section 22-2 of the Code. Preference should be given to preserving native trees;[,] unusual trees;[,]  
specimen, significant, and endangered trees; [or ]rare or historic species within a historic preservation zoning district, a historic preservation buffer zoning district or a historic site on the national or state historic registers; and trees that have a remaining life of over 50 years.
- (3) Condition of the tree. This factor shall take into account:
  - a. The tree's roots, including anchorage, collar/flare soundness, mechanical injury, girdling/kinked roots, compaction/waterlogged roots, toxic gasses/chemical systems, and presence of insects or diseases.
  - b. The tree's trunk, including sound bark and wood, cavities, mechanical or fire injury, cracks, swollen or sunken areas, presence of insects or disease, fungal growths and lightning strikes.
  - c. The tree's scaffold branches, including strong attachment, vertical branch distribution free of included bark and decay

and cavities. Scaffold branches shall be well proportioned with proper taper, good wound closure and absence of deadwood, insects or diseases.

- d. The tree's small branches and twigs, including vigor of current shoots, good distribution throughout canopy, normal appearance of buds, absence of insects or diseases, and absence of weak or dead twigs.
- e. The tree's foliage and/or buds, including size of foliage and/or buds, coloration of foliage, wilted or dead leaves, dry buds, presence of insects or diseases.
- f. The tree's age. Preference should be given to preserving trees that have a remaining life of over 50 years.

(4) Locational importance of the tree. This factor shall take into account the tree's unique functional and aesthetic contributions to the property; the effect of the removal of the tree from the landscape; the effect of the removal of the tree on the canopy of the subject property and abutting properties; and the impact of the tree's removal on the property's drainage, soil erosion, loss of tree species and loss of wildlife habitat. If the tree is of a native species that has been determined by the State or Federal government to be an endangered species, then effort shall be taken to the extent practicable to conserve the habitat that sustains the tree.

(c) Protection of trees during construction. All trees remaining on site during construction shall be protected. Developers shall [use the following methods to ensure that trees remaining on site during construction are not damaged:]comply with provisions of section 22-20 of this Code. In addition:

[(1) No soil shall be deposited or removed within the drip line or within eight feet of any existing tree trunk, whichever is greater. No machinery or materials shall be stored, deposited, cleaned, or operated within the drip line or within eight feet of any existing trunk, whichever is greater.]

[(2)](1)Drip lines of trees being preserved on site shall be clearly protected by wood snow fencing. At no time during construction shall the placement of the fencing be altered without the written permission of the municipal engineer or engineer's designee.

[(3)](2)The grade of the land located along the drip line shall not be raised or lowered more than six inches unless protected by welling or retaining methods and in no event shall the welling or retaining methods be less than

eight feet from the trunk of the tree.

[(4)](3)All debris created during tree removal and replacement shall be removed from the site for disposal before any certificate of occupancy shall be issued.

[(5)](4)Where clearing and construction on the site results in [accidental] removal or damage of any tree denoted in the tree survey as remaining on the site, such removed or damaged tree shall be replaced as set forth in this section.

[(6)](5)The construction['s] limit of disturbance shall be delineated with [snow] orange plastic fencing or an equivalent approved by the municipal engineer or engineer's designee.

[(7)](6)Any and all appropriate measures to maintain the vitality of the preserved trees on the property shall be denoted on the tree survey.

(d) Mitigation.

(1) Replanting.

- a. Planting will occur on-site in accordance with the tree replacement schedule below. The replanted trees shall be in accordance with industry standards of 2 1/2 to three inch caliper. The trees shall be of indigenous species and shall be site specific.
- b. On-site planting is preferred. If on-site planting is not feasible then off-site planting on public lands may occur with the written authorization of, and subject to a plan approved by, the municipal engineer or engineer's designee.
- c. All planting [will be subject to the planting standards detailed in the document entitled "Engineering Standard Details & Design Criteria: Department of Engineering" and ]shall be completed prior to the release of the performance bond.
- d. All planted trees, both planted on-site and off-site, will be subject to a two-year maintenance guarantee period during which the applicant will be responsible for all care and maintenance. During the two-year maintenance period, the municipal engineer or [his]engineer's designee shall identify all trees that are weak, diseased, dying or dead, and these trees shall be replaced by the applicant at no cost to

the municipality.

<b>[Tree Replacement Schedule</b>		
<b>Tree Removed/ Destroyed</b>	<b>Required Replacement Tree</b>	<b>Tree Replacement Fee</b>
Tree with DBH of 8 inches to 16.99 inches	1 Replacement Tree	\$400
Tree with DBH of 17 inches to 30.99 inches	2 Replacement Trees	\$800
Tree with DBH of 31 inches to 38.99 inches	3 Replacement Trees	\$1,200
Tree with DBH of 39 inches or greater	4 Replacement Trees	\$1,600]

(2) Monetary contribution.

- a. A monetary contribution [in accordance with the tree replacement schedule above] shall be made by the applicant to the Princeton [shade tree escrow fund] Shade Tree Trust Reserve for each tree removed that the applicant is not able to replant in accordance with the tree replacement schedule in section [T10B-227A(d)(1)]22-13(d)(1) of this Code.
- b. Payment must be submitted prior to the release of the applicant's performance bond.
- c. All funds collected shall be made out to the Princeton shade tree escrow fund and deposited into an escrow account clearly designated as the Princeton shade tree escrow fund. Funds so deposited shall be used solely for the planting of trees in public parks, property surrounding public buildings, and rights-of-way.
- d. Any and all appropriations from the Princeton shade tree escrow fund shall be made by the Governing Body of Princeton, upon recommendation and report from the shade tree commission, which shall include locations within the municipality needing remediation based upon the removal of trees at those locations nearest the site that generated the funds.
- e. The Princeton shade tree escrow fund shall be administered by Princeton's chief financial officer. The chief financial officer shall report (listing by date for the report period) to

the Governing Body, the Planning Board, and the shade tree commission, on an annual basis, the amount in the Princeton shade tree escrow fund as of the end of each year, the amount deposited by each development application or other contribution, and all amounts dedicated from the escrow fund for that period. Such report shall be filed with the municipal clerk and made available as a public record.]

Section 10. All ordinances and resolutions or parts thereof inconsistent with this ordinance are repealed.

Section 11. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portion thereof.

Section 12. This ordinance shall take effect on January 1, 2026.

---

Dawn Mount, Clerk

---

Mark Freda, Mayor

Ordinance Introduced:

Ordinance Adopted:

The purposes of this ordinance are to update various sections in Princeton's "Trees and Shrubs" and "Land Use" ordinances to ensure consistency with current practice, help sustain the municipal tree canopy by promoting conservation of trees on private property, ensure the provisions of the "Trees and Shrubs" ordinance apply to tree removal that is part of development applications, and incorporate certain protections recommended by the New Jersey Department of Environmental Protection Agency's through its model tree removal and replacement ordinance.



# MUNICIPALITY OF PRINCETON

Planning Department  
400 Witherspoon Street  
Princeton, NJ 08540  
(609) 924-5366  
planning@princetonnj.gov

## MEMORANDUM

**To:** Princeton Mayor and Council  
**From:** Nathan Foote, AICP, PP – Assistant Planning Director  
**Date:** December 19<sup>th</sup>, 2025  
**Subject:** **Ordinance #2025-19 Regarding Tree Removal Permit Requirements and Amending Chapters 22 and 10B of the “Code of the Township of Princeton, New Jersey, 1968”**

---

The Princeton Council referred Ordinance #2025-19 to the Planning Board for Master Plan consistency review pursuant to N.J.S.A. 40A:55D-26a. The Planning Board reviewed the ordinance in a regular meeting open to the public on December 18, 2025.

**By a unanimous vote, the Board found Ordinance #2025-19 to be consistent with the Princeton Master Plan and recommended approval of the ordinance.**

My memo to the Board is attached to this document.

Please reach out if there are any questions or concerns regarding the ordinance or the Planning Board's review.



## MEMORANDUM

**To:** Princeton Planning Board  
**From:** Nathan Foote, AICP, PP – Assistant Planning Director  
**Date:** December 12<sup>th</sup>, 2025  
**Subject:** **Ordinance #2025-19 Regarding Tree Removal Permit Requirements and Amending Chapters 22 and 10B of the “Code of the Township of Princeton, New Jersey, 1968”**  
Council Introduction – November 24<sup>th</sup>, 2025

---

### 1. Introduction

The Princeton Council has referred Ordinance #2025-19 to the Planning Board for Master Plan consistency review pursuant to N.J.S.A. 40A:55D-26a. The ordinance was introduced on November 24<sup>th</sup> and is scheduled for a public hearing on December 22<sup>nd</sup>.

### 2. Ordinance Contents

The proposed ordinance makes the following changes to Chapter T22 Trees and Shrubs and Chapter T10B Land Use (the order below follows the order in the Ordinance). Additional details and rationales for the changes can be found in the November 14, 2025 Memorandum prepared by Deputy Administrator Deanna Stockton (“Stockton Memo”) and appended to this Memorandum.

1. **Section 22-2 Definitions:** Modifies some existing definitions and adds others, including for endangered species.
2. **Section 22-4 Powers and duties of the shade tree commission:** Slightly modifies the powers and duties of the shade tree commission so that they assist the enforcement officer in making annual reports.
3. **Section 22-11 Trees requiring permit before removal:**
  - a. Ensures that a tree removal permit is required before any person removes or destroys a tree for which such a permit is necessary.
  - b. Decreases the diameter at breast height (DBH) of trees requiring removal permits from 8 inches to 6 inches.
  - c. Adds endangered trees.
4. **Section 22-12 Exceptions:**
  - a. Waives the fee, tree replacement and notice requirements for excepted trees.
  - b. Modifies the exceptions to now require evidence be submitted to the enforcement officer demonstrating that a tree qualifies for an exception prior to its removal.
  - c. Removes exceptions for tree removals that are part of applications subject to review by the Planning Board, Zoning Board, or Historic Preservation Commission (or the preservation officer).

- d. Modifies the exception for infestation of Ash trees by the Emerald Ash Borer and provides an automatic nullification on October 24, 2026.

**5. Section 22-13 Application for tree removal permit:**

- a. Adds a statement that the requirements of Section 22-13 are in addition to other tree removal requirements including under Chapter T10B.
- b. Modifies the DBH ranges in the Tree Replacement Schedule.
- c. Adds a reference to the Princeton Shade Tree Trust Reserve and expands the projects for which the funds can be utilized based on Council resolution.
- d. Adds a statement that replacement trees shall be from the Princeton Recommended Species list and shall not be from a State Do Not Plant List.
- e. Increases the application fee from \$40 to \$100.

**6. Section 22-14 Review of application for tree removal; decision on application; time requirements; expiration:**

- a. Adds a tree's status as an endangered species to the list of factors to consider in granting or denying a tree removal application.
- b. Removes the automatic approval of the removal permit if the enforcement officer does not act within 20 business days of receipt of the application.

**7. Section 22-16 Violations and penalties; informal resolution and formal complaint procedures:** Clarifies and enhances the informal resolution process, including the timeline for the shade tree commission to review and make recommendations when a person does not agree with the enforcement officer's recommendation.

**8. Section 22-17 Annual report:** Modifies to indicate that the shade tree commission assists the enforcement officer in generating the annual report and includes the progress toward items in the Princeton Community Forestry Management Plan as a requirement element of the report.

**9. Section 10B-227A Tree Preservation, protection and mitigation:**

- a. Modifies to refer to relevant sections of Chapter T22 Trees and Shrubs.
- b. Adds endangered species/trees.
- c. Adds references to the municipal engineer's designee.
- d. Streamlines and clarifies monetary contribution section and refers to relevant section of Chapter T22.

### **3. Master Plan Consistency**

Ordinance 2025-19 is substantially consistent with the 2023 Princeton Master Plan, including several goals across multiple Elements of the Plan. One of the key findings from community input in the Introduction section of the plan is that the “natural environment is a treasured asset” (pg. 9). Certainly, the existing trees that would be subject to the modified Chapters T22 and T10B are important elements of that natural environment. The Vision statement includes that Princeton will be “liveable, beautiful, healthy, and accessible” and “sustainable, resilient, and carbon neutral” (pg. 17). Ensuring that existing trees with a DBH of 6 inches and higher are maintained or replaced will enhance the livability and beauty of Princeton, and the effects of the canopy on reducing heat at ground level will help keep Princeton sustainable.

The Ordinance is substantially consistent with the following Goals identified in the Master Plan:

1. **Land Use Goal #8: Improve resiliency to climate change and natural hazards.** The Ordinance enhances tree protection and removal mitigation, which helps reduce heat-related problems at the ground level.
2. **Natural Resource Conservation Goal #52: Coordinate preservation and development to accommodate population growth while preserving and enhancing natural resources.** The Ordinance enhances preservation of a natural resource (trees) while still allowing for mitigation for impacts of permitted development.
3. **Natural Resource Conservation Goal #57: Manage nuisance and invasive species to protect native ecosystems and restore natural vegetation.** The Ordinance includes provisions for preventing invasive species (as identified by the New Jersey Invasive Species Strike Team) from being used as replacement trees.
4. **Natural Resource Conservation Goal #59: Preserve and enhance existing visual resources such as scenic corridors, tree-lined streets, historic landscapes, open agricultural land, and woodlands.** Trees are important elements of the visual resources of the Municipality. The Ordinance enhances tree protection and removal mitigation, thus helping to preserve the visual landscape of corridors, streets, and woodlands.
5. **Open Space and Recreation Goal #69: Reduce the threats to the natural environment from pests, disease, and non-native invasive species.** The Ordinance includes provisions for preventing invasive species (as identified by the New Jersey Invasive Species Strike Team) from being used as replacement trees.

The Board shall determine if they find the ordinance consistent with the Master Plan and provide any comments to Council.



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

**File #:** ORD 25-21

**Agenda Date:** 12/22/2025

**Agenda #:** 2.

---

An Ordinance by the Municipality of Princeton Updating Certain Lane Use Reservations and Amending Chapter 11 of the “Code of the Township of Princeton, New Jersey, 1968”-Roll Call



# MUNICIPALITY OF PRINCETON

## Department of Infrastructure & Operations

400 Witherspoon Street

Princeton, NJ 08540

(609) 921-7077

engineering@princetonnj.gov

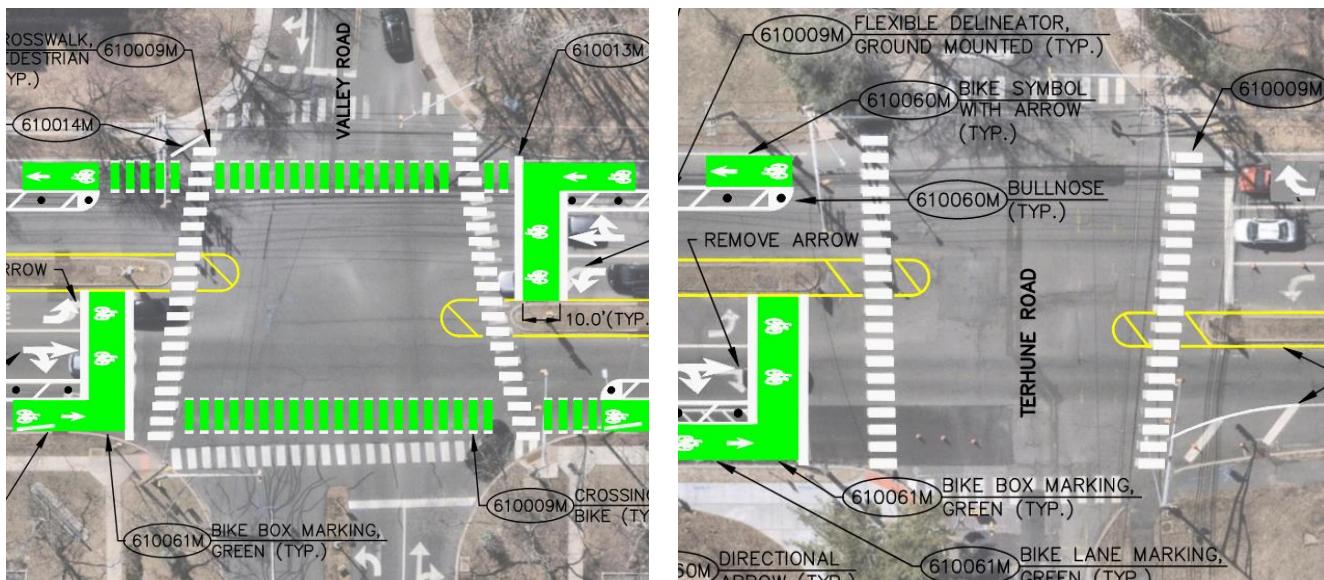
## MEMORANDUM

**To:** Mayor & Council of Princeton  
**From:** James J. Purcell, PE, Assistant Municipal Engineer  
**Subject:** Lane Use Reservations on Harrison Street North  
**Date:** December 8, 2025

Attached for introduction at the December 8, 2025 Council meeting is a proposed ordinance to amend Princeton Code §T11-3.1 – Lane Use Reservations. The amendments are an additional step related to the North Harrison Street road diet and pilot bicycle lane installation.

The locations that require lane use reservation changes are on Harrison Street North at its intersections with Valley Road / Princeton Shopping Center and Terhune Road. The current lane use reservations are in place to allow motor vehicles use of the right lanes at the intersections to travel straight as well as to turn right. With the conversion of the right lanes along Harrison Street North to bicycle lanes, these reservations are no longer valid. With the exception of the Harrison Street North southbound approach to Terhune Road, there are now only right and left lanes at the intersections. The southbound approach at Terhune Road has three lanes – left turn only, straight through only, and right turn only.

The amendments will clarify that right turns are only permitted from the right lane of Harrison Street North southbound at Terhune Road, and that straight through and right turn movements are permitted from the right lanes at each of the other Harrison Street North approaches as depicted below.



Please contact me if you have any questions.

## ORDINANCE #2025-21

### An Ordinance by the Municipality of Princeton Updating Certain Lane Use Reservations and Amending Chapter 11 of the "Code of the Township of Princeton, New Jersey, 1968"

**BE IT ORDAINED** by the Mayor and Council of Princeton as follows:

**Section 1. Traffic regulations regarding lane use reservations amended.** Section T11-

3.1, "Lane use reservations" in Chapter 11, "Motor Vehicles and Traffic" of the "Code of the Township of Princeton, New Jersey, 1968," is hereby amended to read as follows (new text is underlined thus; deleted text is in brackets [thus]):

**§T11-3.1 Lane use reservations.**

The lane locations set forth on the following described streets or parts of streets are designated as "lane use reservations" and the traffic shall move only as indicated:

Alexander Street. At the intersection of Faculty Road traveling in an southerly direction, left lane for left turns only; right lane for straight ahead only.

Alexander Street. At the intersection of Faculty Road, traveling in a northerly direction, right lane for right turns only; left lane for straight ahead only.

Alexander Street. At the intersection of Lawrence Drive, traveling in a southerly direction, left lane for left turns only onto the driveway eastbound for 350 Alexander Street; right lane for right turns and straight ahead only.

Alexander Street. At the intersection of Lawrence Drive, traveling in a northerly direction, left lane for left turns only; right lane for right turns and straight ahead only.

Bunn Drive. At the intersection of Harrison Street North, traveling in a westerly direction, left lane for left turns only; right lane for right turns only.

Cherry Hill Road. At the intersection with Route U.S. 206, traveling in a westerly direction, left lane for left turns only; middle lane for straight ahead only; right lane for right turns only.

Cherry Hill Road. At the intersection of Route U.S. 206, traveling in an easterly direction, left lane for left turns and straight ahead only; right lane for right turns only.

Ewing Street. At the intersection with Route U.S. 206, right lane for right turns only; left lane for left turns only.

Faculty Road. At the intersection of Washington Road, left lane for left turns only; right lane for right turns and straight ahead only.

Harrison Street North. At the intersection of Bunn Drive, traveling in a southerly direction, left lane for left turns only; right lane for straight ahead only.

Harrison Street North. At the intersection of Terhune Road, traveling in a northerly direction, left lane for left turns only; [middle lane for straight ahead only;] right lane for right turns and straight ahead only.

Harrison Street North. At the intersection of Terhune Road, traveling in a southerly direction, left lane for left turns only; middle lane for straight ahead only; right lane for right turns [and straight ahead] only.

Harrison Street North. At the intersection of Valley Road, traveling in a southerly direction, left lane for left turns only onto Princeton Shopping Center driveway eastbound; [middle lane for straight ahead only;] right lane for right turns and straight ahead only.

Harrison Street North. At the intersection of Valley Road, traveling in a northerly direction, left lane for left turns only; [middle lane for straight ahead only;] right lane for right turns and straight ahead only.

Mercer Road. The left lane of the easterly approach of Mercer Road to Quaker Road shall be for left turns only.

Mercer Road. At the intersection of Lovers Lane and Olden Lane, traveling in an easterly direction, left lane for left turns only onto Lovers Lane; right lane for right turns and straight ahead only.

Mercer Road. At the intersection of Lovers Lane and Olden Lane, traveling in a westerly direction, left lane for left turns only onto Olden Lane; right lane for right turns and straight ahead only.

Mount Lucas Road. At the intersection with Cherry Hill Road, traveling in a southerly direction, right lane for right turns only; left lane for straight ahead only.

Mount Lucas Road. At the intersection with Cherry Hill Road, traveling in a northerly direction, right lane for straight ahead only; left lane for left turns only.

Mount Lucas Road. At the intersection with Terhune Road, traveling in a southerly direction, left lane for left turns only; right lane for straight ahead only.

Quaker Road. The left lane of the southerly approach of Quaker Road to Mercer Road shall be for left turns only.

Terhune Road. At the intersection of Mount Lucas Road, right and left turns only.

Great Road. At the intersection of Princeton Day School driveway, traveling in a northerly direction, left lane for left turns only; right lane for right turns and straight ahead only.

Great Road. At the intersection of Princeton Day School driveway, traveling in a southerly direction, left lane for straight ahead only; right lane for right turns only.

Valley Road. At the intersection of Route U.S. 206, right turns only.

Valley Road. At the intersection of Witherspoon Street, traveling in an easterly direction, left lane for left turns or straight ahead only; right lane for right turns only.

Valley Road. At the intersection of North Harrison Street, right lane for right turns and straight ahead only; left lane for left turns only.

**Section 2. Signage.** The appropriate signs shall be posted to implement the requirements of this ordinance.

**Section 3. Repealer.** All ordinances or resolutions or parts thereof inconsistent with this ordinance are repealed to the extent of such inconsistency.

**Section 4. Severability.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portion thereof.

**Section 5. Effective date.** This ordinance shall take effect upon adoption and publication as required by law. Upon its effective date, this ordinance shall be applicable within the entire municipality, and shall become part of the new Princeton Code once completed and adopted.

STATEMENT OF PURPOSE: The purpose of this ordinance is to amend Princeton's traffic regulations regarding lane use reservations (*i.e.*, the designation of lanes as "right-turn only," "left-turn only," etc.) on Harrison Street North to accommodate installation of bicycle lanes.



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

**File #:** ORD 25-22

**Agenda Date:** 12/22/2025

**Agenda #:** 3.

---

An Ordinance of the Mayor and Council of Princeton Concerning Salaries and Compensation of Certain Personnel of the Municipality of Princeton-Roll Call



**Human Resources**  
**Witherspoon Building**  
**400 Witherspoon Street**  
**Princeton, NJ 08540**  
**609-497-7621**  
[jnagin@princetonnj.gov](mailto:jnagin@princetonnj.gov)

**Date:** December 1, 2025  
**To:** Mayor and Council  
**FROM:** Jackie Nagin, Human Resource Manager  
**SUBJECT:** Salary Ordinance

The process for approval of titles is adoption of the salary ordinance (two readings). The first reading of the ordinance will take place at the Monday, December 8th meeting, and the second reading and adoption is scheduled for Monday, December 22nd. This ordinance includes the addition of some titles and extension of salary ranges for 2025 and 2026.

**ORDINANCE # 2025 -22**  
**OF THE MAYOR AND COUNCIL OF PRINCETON**  
**CONCERNING SALARIES AND COMPENSATION OF CERTAIN**  
**PERSONNEL OF THE MUNICIPALITY OF PRINCETON**

**BE IT ORDAINED** by the Mayor and Council of Princeton:

1. Salary and Wage Classification Plan for non-contractual personnel.

**CLASS I**

- Administrator

**CLASS I-A**

- Chief

**CLASS I-B** **145,600-198,640**

- Deputy Administrator

**Class II (Department Directors)** **118,040-193,440**

- Chief Financial Officer
- Construction Official/Building Sub-Code Official
- Municipal Engineer
- Director of Health/Health Officer

**Class III (Division Directors & Managers)** **85,800-152,360**

- Director of Public Works
- Planning Director
- Director of Emergency Services
- Assistant Engineer
- Zoning Officer
- Court Administrator
- Municipal Clerk
- Fire Chief
- Fire Official
- Tax Assessor
- Recreation Executive Director
- IT Director

**Class IV (Field Managers & Operations Specialists)** **75,000-140,400**

- Land Use Engineer/Assistant Zoning Officer
- Sewer Design Engineer
- Assistant Building Sub-Code Official

- Electrical Sub-Code Official
- Plumbing Sub-Code Official
- Human Resource Manager
- Assistant Director of Public Works
- Affordable Housing Manager
- Human Services Director
- Sewer Operations Construction Manager
- DPW Fleet Supervisor/Lead Mechanic
- Assistant Zoning Officer
- Assistant Planning Director

**Class V (Program Managers)**

**61,630-115,960**

- Historic Preservation Officer
- Tax Collector
- Parking Supervisor
- Arborist
- Recreation Assistant Director
- Housing Inspection Manager
- Open Space Manager
- Communications Director
- **IT Supervisor**
- **Senior Registered Environmental Health Specialist**

**Class VI (Program Supervisors and Specialists)**

**54,080-107,640**

- Electrical Inspector
- Plumbing Inspector
- Building Inspector
- CAD Design Manager
- **Senior Registered Environmental Health Specialist**
- Grant Development Coordinator
- Public Health Nurse
- Animal Control Officer
- Deputy Court Administrator
- Deputy Municipal Clerk
- Foreperson (DPW, Sewer, Buildings and Recreation)
- DPW Fleet Foreperson
- Deputy Tax Assessor
- Qualified Purchasing Agent
- GIS Specialist
- Principal Engineer
- **Assistant Supervisor (Parking)**
- **Assistant Director of Human Services**
- **Planner**

**Class VII (Program and Operations Assistants)****48,360-94,640**

- Senior Planner
- Engineer in Training
- Construction Inspector
- Engineering Inspector
- CAD Design Inspector
- Recreation Program Supervisor
- Deputy Fire Official
- Assistant Maintenance Foreperson
- Parking Supervisory Support
- Housing Inspector
- IT Coordinator
- ~~Registered Environmental Health Specialist~~
- Registrar of Vital Statistics
- Community Compliance Officer
- Planning - Administrative Coordinator
- Engineering & Infrastructure Operations – Administrative Coordinator
- Zoning – Administrative Coordinator
- Police – Administrative Coordinator/Assistant to the Chief
- **Network Specialist**

**Class VIII (Technical Support and Assistants)****44,500-89,440**

- Technical Assistant to the Construction Official
- Bookkeeper
- Director of Prevention Programs
- Deputy Tax Collector
- Assistant Tax Assessor
- IT Tech
- Outreach Coordinator
- Recreation Maintenance
- Parking Enforcement
- Community Outreach Coordinator
- Local Health Outreach Coordinator
- Community Health Education Specialist
- Emergency Services - Administrative Coordinator
- Police - Administrative Coordinator
- Finance – Administrative Coordinator
- Human Resources – Administrative Coordinator
- Administration – Confidential Administrative Coordinator
- Communications Officer
- **Registered Environmental Health Specialist**

- Administration
- Recreation
- Finance
- Engineering
- Health
- Human Resources
- Fire Prevention
- Municipal Clerk
- Construction
- Tax Collection
- Housing Inspection
- DPW/Sewer
- Infrastructure & Operations
- Planning
- Zoning
- Court
- Violations
- Human Services
- Affordable Housing

**Unclassified**

Judge

Crossing Guards

Part-time/Seasonal/Hourly/Per-Diem/Temporary/Grant Funded

2. The Administrator, with the approval of the Mayor and Princeton Council, may direct the payment of additional compensation.
3. Salaries and compensation to be effective January 1, 2025 unless currently applied.

The salaries and compensation provided for herein shall be effective January 1, 2025 or as currently applied for employees who are on the payroll as of the date of the final adoption of this ordinance.

4. Compensation for other personnel:

The salaries or compensation of any officers or employees for whom compensation is not fixed in this ordinance, or for whom compensation is not otherwise fixed by or pursuant to law, shall be fixed and determined by resolution of the Mayor and Council from time to time in such amounts as shall be commensurate with the nature and extent of their employment and the compensation hereinabove provided for similar personnel.



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

File #: R-25-410

Agenda Date: 12/22/2025

Agenda #: 1.

---

### **Resolution of the Mayor and Council of Princeton Approving Police Promotions for 2025**

**WHEREAS**, Princeton pursuant to N.J.S.A. 40A:14-118 has created and established the Princeton Police Department; and

**WHEREAS**, Princeton has provided for the Princeton Police Department a line of authority relating to the police function including the ability to promote and appoint officers for said department for the effective and efficient operation of the department; and

**WHEREAS**, Princeton wishes to make a merit-based promotion from within said police department to appoint officers to the positions of Lieutenant, Sergeant, and Corporal;

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of Princeton approve the following promotions:

1. Princeton Police Department Sergeant Daniel Federico is hereby promoted to the rank of Lieutenant of the Princeton Police Department effective immediately.
2. Princeton Police Department Corporal Michael Schubert is hereby promoted to the rank of Sergeant of the Princeton Police Department effective immediately.
3. Princeton Police Department Detective Ashley Levins is hereby promoted to the rank of Corporal of the Princeton Police Department effective immediately.



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

File #: R-25-411

Agenda Date: 12/22/2025

Agenda #: 2.

---

### **Resolution of the Mayor and Council of Princeton Authorizing the Award of a Professional Services Agreement to USA Architects for Facilities Programming and Conceptual Design for Various Facilities in Princeton, New Jersey, for an Amount Not to Exceed \$469,901.00**

**WHEREAS**, the Municipality of Princeton has a need for professional services for Facilities Programming and Conceptual Design for Various Facilities in Princeton, New Jersey; and

**WHEREAS**, it has been determined that the value of the contract will exceed \$44,000; and

**WHEREAS**, USA Architects provided a proposal for these services for an amount not to exceed \$469,901.00; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law, Princeton may award a contract for professional services without public advertising for bids; and

**WHEREAS**, this contract is not being awarded as a “fair and open” contract as defined in N.J.S.A. 19:44A-20.7; and

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.5., the Municipality of Princeton may award a non-fair and open contract to a business entity if, during the preceding one-year period, that business entity has not made a contribution that is reportable by the recipient under P.L. 1973, c.83, N.J.S.A. 19:44A-1 et seq. to any municipal committee of a political party in that municipality if a member of that political party is serving in an elective public office of that municipality when the contract is awarded or to any candidate committee of any person serving in an elective public office of that municipality when the contract is awarded; and

**WHEREAS**, USA Architects has completed and submitted the required pay-to-play forms which certify that no reportable contributions have been made to a candidate committee in the Municipality of Princeton in the previous year, and that the contract will prohibit USA Architects from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Certified Financial Officer has certified that the Municipality of Princeton has appropriated sufficient funds for these services in account 04-215-16-020-011-306; and

**WHEREAS**, the term of this contract shall be twelve months.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Municipality of Princeton, County of Mercer, State of New Jersey, as follows:

1. The Mayor and Council, or their designee, are hereby authorized and directed to enter into an agreement with USA Architects for Facilities Programming and Conceptual Design for Various Facilities in Princeton, New Jersey for an amount not to exceed \$469,901.00 without competitive bidding as a Professional Service in accordance with N.J.S.A. 40A:11-5(1)(a)(i).
2. The Term of this contract shall be twelve months.
3. A copy of this Resolution, Pay-to-Play Forms, and contract will be kept on file in the Office of the Clerk.



## MEMORANDUM

**To:** Mayor and Council  
**From:** Deanna Stockton, *Deputy Administrator*  
**Subject:** Proposal to Complete a Programmatic Study and Concept Planning for Various Municipal Facilities to be Sited at 298 River Road  
**Date:** December 15, 2025

---

For more than 30 years, there has been recognition from elected officials that a new facility is needed to house the Public Works Department (DPW). As Princeton's 2025 Fourth Round Housing Plan Element and Fair Share Plan includes the Public Works sites located at 303 John Street and 27 North Harrison Street for 100 percent affordable housing developments, there is now a deadline looming to move the equipment and staff from these locations to a new site. The proposed location for the new DPW facility is at 298 River Road.

A Request for Proposals (RFP) was advertised to solicit proposals from consultants to complete the following two tasks within a very aggressive 90-day term for the planning of a new municipal facility:

- Phase 1 is a programmatic effort to determine the facility requirements of the activities / operations.
- Phase 2 develops a concept plan to co-locate the proposed facilities on the municipally-owned 298 River Road site and prepare a budgetary cost estimate of the design, permitting, site demolition, and site construction.

In response to the RFP, Princeton received twelve proposals. Staff selected a short-list of the five most qualified firms to interview. The team of USA Architects / CME Associates / Skanska were unanimously selected by the interviewees. USA Architects coincidentally completed a similar study in 2008-2010 for the Borough and Township for the 298 River Road site. At the time, they partnered with French and Parrello and were tasked with "Master Planning and Preliminary Design of a new Public Works Facility, Sewer Operating Committee Facility, and a Bus Storage Area". Their current team includes the following subconsultants:

- CME Associates for site / civil, structural, geotechnical, environmental, and MEP/FP
- Skanska for cost estimating

During the interview process, various consultants provided insights and feedback on the scope of work, some of which staff determined were valuable to this project. The value attributed to these items is specifically related to fully documenting the site constraints and opportunities. In a subsequent meeting and correspondence with the USA Architects team, we asked that they revise their scope of work for the project to include additional work that was not included in the RFP. For example, the consultant had originally noted certain portions of the municipal property that would not be mapped or have wetlands delineated. Based upon a cursory evaluation in the interview phase, another consultant identified pockets of potentially developable areas on this same discounted property so we asked that it be added into the scope. USA had also noted certain exceptions in their proposal including ground penetrating radar to locate underground storage tanks and the preparation of a preliminary assessment report to identify potential contamination that we feel is necessary to get a complete characterization of the costs to be anticipated in developing the site. We also requested that a Phase 3 be added to the scope of work to calculate the utility needs to serve the site. This work is necessary to develop the site but typically comes during design; we are advancing this work to be in a position to have utility infrastructure installed in case we need to accommodate the Public Works staff in advance of the facility build out.

Since the proposals were received, the Department of Infrastructure & Operations staff, with the assistance of the Mayor and Council members, have been refining the RFP list of facilities / operations to be considered in this planning effort. Provided below is the amended and prioritized list of facilities:

1. Princeton Department of Public Works
  - a. 303 John Street – Main Facility including materials and salt storage
  - b. 27 North Harrison Street – Fleet Maintenance and storage
  - c. Climate-controlled Vehicle Storage
  - d. 298 River Road – Sewer Department and materials storage
  - e. 500 Snowden Lane – Sign Shop and materials storage
2. Future potential needs / if space permits:
  - a. Fueling facility (if required for redundancy and public safety)
  - b. Electric Vehicle Charging Facility (specifically for electric service capacity to support charging; charging build-out would be a future phase)
  - c. Future Stormwater Utility equipment and staff
  - d. Princeton Police Indoor Multi-Purpose Training Facility currently located on the second floor of the Hook and Ladder building at 27 North Harrison Street. Assessment of needs in this contract will assist Mayor and Council in determining if / where this operation will be accommodated.
  - e. Animal Control Storage and Materials Management Area. Assessment of needs in this contract will assist Mayor and Council in determining where this operation will be accommodated if its current location(s) becomes unavailable.
  - f. Climate-controlled file storage
  - g. 45 Stockton Street – Parking Meter Maintenance Shop. Assessment of needs in this contract will assist Mayor and Council in determining where this operation will be accommodated if its current location(s) becomes unavailable. It is preferred that a site is located closer to the Central Business District is located for this operation, as it serves only the CBD.
  - h. Princeton Recreation Department equipment storage currently located at 380 Witherspoon Street and at Community Park South
  - i. Office of Emergency Management climate-controlled vehicle and supplies storage currently located at the former PFARS building located at 237 North Harrison Street

Due to the deadlines for affordable housing development, we established an aggressive project term for this work. Once the programming and concept planning is completed under this contract, permitting and design services will be required. This 120+ acre site has significant environmental constraints - wetlands, state open waters, riparian areas, flood hazard areas, D&R Canal Zone A, a historic property, and a landfill - which will impact how much of the site is available for municipal use. The main site access from River Road is routinely inaccessible due to flooding; a second access road must be developed from Herrontown Road, which will most likely be located between the solar panel array and the Police training area over top of the capped landfill. Due to its proximity to the D&R Canal, the project will be subject to the highest level of scrutiny by the D&R Canal Commission. A portion of the 120+ acre site is also Green Acres-encumbered which also restricts the area where municipal use may occur. With a potential deadline of two years to make the John Street and Harrison Street municipal properties available for fourth-round affordable housing development and the extended permitting window, it is imperative that the planning phase commence and conclude quickly – hence the aggressive term.

The consultant team's fee proposal to complete the requested scope of work is \$469,901 per the following table. It is a substantial amount of money, but we are confident that the USA Architects team will produce a concept plan and project estimate that will enable Mayor and Council to make the critical budgetary decisions necessary.

**REVISED 11/13/25**

FEE SUMMARY	ARCH	ENG	COST	TOTALS
	USA Architects	CME Engineering	Skanska	
<b>Fee for Task No. 1</b> Phase 1 Services	\$49,350	\$13,926	\$8,780	<b>\$72,056</b>
<b>Fee for Task No. 2</b> Phase 2 Services	\$54,930	\$199,444	\$12,240	<b>\$266,614</b>
<b>Fee for Task No. 3</b> Phase 3 Services	\$3,240	\$60,432	\$3,460	<b>\$67,132</b>
<b>Fee for Task No. 4</b> Goetech, Driller	\$0	\$4,960	\$0	<b>\$4,960</b>
<b>Fee for Task No. 5</b> Title Report	\$0	\$5,000	\$0	<b>\$5,000</b>
<b>Fee for Task No. 6</b> Phase 1A Arch	\$0	\$8,100	\$0	<b>\$8,100</b>
<b>Fee for Task No. 7</b> Bldg Eviron Testing	\$0	\$24,564	\$0	<b>\$24,564</b>
<b>Fee for Task No. 8</b> Test Pits	\$0	\$4,600	\$0	<b>\$4,600</b>
<b>Fee for Task No. 9</b> GPR Allowance	\$0	\$14,375	\$0	<b>\$14,375</b>
<b>Fee for Task No. 10</b> Hist Data Report	\$0	\$1,500	\$0	<b>\$1,500</b>
<b>Reimbursables</b> Expenses	\$0	\$1,000	\$0	<b>\$1,000</b>
<b>TOTAL FEE</b>	<b>\$107,520</b>	<b>\$337,901</b>	<b>\$24,480</b>	<b>\$469,901</b>

For a frame of reference, in 2010, USA Architects estimated that the cost of the 298 River Road envisioned would cost between \$26 and \$35 million. The six-year capital budget submission from the I&O Department includes a \$40 million request for the proposed facility.

If you have any questions, please contact me.



December 17, 2025

Deanna Stockton  
Municipal Engineer / Deputy Administrator  
Department of Infrastructure & Operations  
Municipality of Princeton  
400 Witherspoon Street | Princeton, NJ 08540

Re: Request for Proposals for Facilities Programming and Conceptual Plan for Various Facilities  
Amendment to USA Architects Proposal dated July 18, 2025

Deanna,

This amendment revised our proposal for fees and scope of work based on the project review meetings with you and the Princeton team on October 22 and October 27, 2025, and notes you issued on October 22, 2025 (included as an attachment). The amendment is further revised in response to emails dated December 11 and 12 refining the property list and prioritizing the property relocations. This was reviewed in a meeting on December 11, 2025.

The following items are now included in our proposal and follow the numbering of the Princeton Comments:

1. Our fees have been adjusted to reduce the hours of senior staff. The fee breakdown is included as an attachment.
2. Lot 3 will be included in the Wetland Delineation and survey effort. This has been identified as a separate task/line item under Phase 2. Note that lot 3 is Green Acres encumbered and cannot be a candidate for future development.
3. Regulatory Agency list- The PEC is removed, and Stony Brook Regional Sewerage Authority (SBRSA), Green Acres, and Sold Waste are now included.
4. Stakeholder List- NJR Clean Energy Ventures is now included.
5. Phase 2 services have been updated to include a new LOI for the wetlands delineation. This is shown as a line item in Phase 2.
6. Ground Penetrating Radar (GRP) is included as an allowance near existing structures on the River Road site. This is shown under Task No. 9.
7. NJ Department of Environmental Protection Permit list- TWA permit and Air Quality are now added to this list. Salt storage facilities might require an MS4 permit.
8. We have added a vehicle washing facility to the programming, permitting and site design tasks.
9. We have added an updated Preliminary Assessment Report (PAR) to this project. This is shown as a line item under Phase 2.
10. We have added a new Phase (Task) 3 for the project. This phase includes design and documentation for new utilities to serve the site (see item 15 below). This phase will include a yard hydrant for the Sewer Department and sewer services via a pump station and force main. We note that this deliverable is not included in the 90-day calendar of phases 1 and 2.
11. We have added the Fleet Garage and Salt Storage to the programming and cost estimating tasks for a first phase of construction. We understand that these sites are on a priority list for affordable housing and need to be relocated within 2 years.

12. These items are secondary priority:

- a. Fleet fueling at 27 North Harrison St
- b. Future Stormwater Utility
- c. Electric vehicle Charging Facility

13. These items are the lowest priority to be relocated and do not need to if space is not available at the River Road site:

- a. Parking Meter maintenance Shop at 45 Stockton Street
- b. Princeton Recreation Department Maintenance & Operations at 380 Witherspoon St and Community Park South.
- c. Princeton Police Indoor Multi-Purpose Training facility at 27 North Harrison Street (hook and ladder second floor).
- d. Office of Emergency management climate-controlled vehicle and supplies storage at 237 North Harrison Street (old FARS building).
- e. Climate controlled file storage.
- f. Animal Control storage and materials Management Area.

14. These items have been removed from the project:

- a. Princeton Public Schools Transportation Fleet and Facilities Maintenance are currently located at 1 Valley Road.
- b. Fire Department Storage, Laydown Area, and SBCA / Smoke House.

15. We understand that the 303 John Street site may need to be vacated sooner than the 27 North Harrison site. This may require the installation of temporary offices at the River Road location for relocated DPW staff. The utilities (temporary or permanent) will be considered in our services.

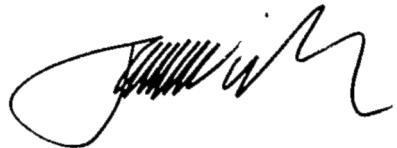
Regarding the Landfill Closure, we understand As of December 16, 2024, Princeton has NJDEP approval for a modified Closure and Post Closure Plan for the landfill.

As mentioned above, we revisited the senior staff hours for Phase 1 and 2 and made reductions on the attached fee sheets. However, the overall fee has increased with the added scope requested in several of the comments.

**CME note:** If the permits need to move forward, we suggest having a kickoff meeting once the council votes on the proposal. Wetlands need to be delineated immediately.

Thank you again for this opportunity. We are very excited about this project and are looking forward to collaborating with you and the stakeholders in the Municipality of Princeton.

Sincerely,



Jim McAuliffe, AIA

Associate | Senior Project Manager

Attach: Princeton Priority List Email-12.10.25  
Princeton Comments-10.22.25  
Concept Site Diagram & Lot 3 TMP-10.22.25  
CME Scope of Work Understanding-12.17.25  
CME Scope of Work Narrative-10.31.25  
USA Architects Revised Fee Proposal-12.17.25

## Jim McAuliffe

---

**From:** Deanna Stockton <dstockton@princetonnj.gov>  
**Sent:** Wednesday, December 10, 2025 4:39 PM  
**To:** Jim McAuliffe  
**Cc:** James Purcell; Susan DeHart  
**Subject:** RE: Princeton Proposal Comments

Hi Jim,

Yesterday, we concluded meetings with 3 councilmembers and the mayor to refine the list of facilities to consider for the River Road site. The priority focus is to accommodate Public Works at River Road. Below is a revised list of facilities for your use in updating your proposal. These items are not considered essentials to the 4 electeds so programming and consideration should be secondary; the one caveat on the fueling is whether emergency operations deems it advantageous to have for redundancy in case our sole fuel facility is not available. These items are at the lowest priority so even less consideration to investigate should be given. These items should be removed altogether from the scope. We can discuss tomorrow morning.

We will be bringing it to the December 22<sup>nd</sup> council meeting so we'd appreciate finalizing the proposal by December 17<sup>th</sup>.

1. Princeton Department of Public Works
  - a. 303 John Street – Main Facility including materials and salt storage
  - b. 27 North Harrison Street – Fleet Maintenance and Fueling
  - c. 298 River Road – Sewer Department and materials storage
  - d. 500 Snowden Lane – Sign Shop and materials storage
  - e. 45 Stockton Street – Parking Meter Maintenance Shop
2. Princeton Recreation Department Maintenance & Operations currently located at 380 Witherspoon Street and at Community Park South
3. Princeton Public Schools Transportation Fleet and Facilities Maintenance currently located at 1 Valley Road
4. Princeton Police Indoor Multi-Purpose Training Facility currently located on the second floor of the Hook and Ladder building at 27 North Harrison Street
5. Office of Emergency Management climate-controlled vehicle and supplies storage currently located at the old PFARS building located at 237 North Harrison Street
6. Other Municipal
  - a. Future Stormwater Utility
  - b. Electric Vehicle Charging Facility
  - c. Climate-controlled Vehicle Storage
  - d. Climate-controlled File Storage
  - e. Fire Department Storage, Laydown Area, and SBCA / Smoke House
  - f. Animal Control Storage and Materials Management Area

**Deanna Stockton**

Municipal Engineer / Deputy Administrator

## Jim McAuliffe

---

**From:** Deanna Stockton <dstockton@princetonnj.gov>  
**Sent:** Thursday, December 11, 2025 7:54 AM  
**To:** Jim McAuliffe  
**Cc:** James Purcell; Susan DeHart  
**Subject:** RE: Princeton Proposal Comments

Hi Jim,

One more thing – it looks like the 303 John Street site may need to be vacated sooner than the 27 N. Harrison site. Let's discuss the impact of this on the proposal.

Best regards,

### Deanna Stockton

Municipal Engineer / Deputy Administrator  
Department of Infrastructure & Operations  
Municipality of Princeton  
400 Witherspoon Street | Princeton, NJ 08540  
[dstockton@princetonnj.gov](mailto:dstockton@princetonnj.gov)  
p: (609) 921-7077 x1138 c: (609) 731-2625



#### OPEN PUBLIC RECORDS ACT NOTICE

E-mails exchanged with Princeton officials and/or employees are public records that may be subject to disclosure under the New Jersey Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq. Although there are several exceptions to OPRA's disclosure requirements, there should be no expectation that the contents of the e-mails or their attachments will remain private.

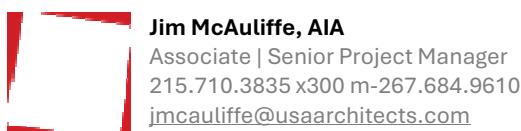
---

**From:** Jim McAuliffe <jmcauliffe@usaarchitects.com>  
**Sent:** Wednesday, December 10, 2025 3:44 PM  
**To:** Deanna Stockton <dstockton@princetonnj.gov>  
**Cc:** James Purcell <jpurcell@princetonnj.gov>; Susan DeHart <sdehart@usaarchitects.com>  
**Subject:** RE: Princeton Proposal Comments

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe  
Deanna,

I am just seeing this email. Let me ask the team their thoughts on the overall budget. Yes, I am free tomorrow up to 10.

Jim



USA Architects Planners + Interior Designers

## Princeton Facilities Programming and Conceptual Plan for Various Facilities

### Princeton Comments:

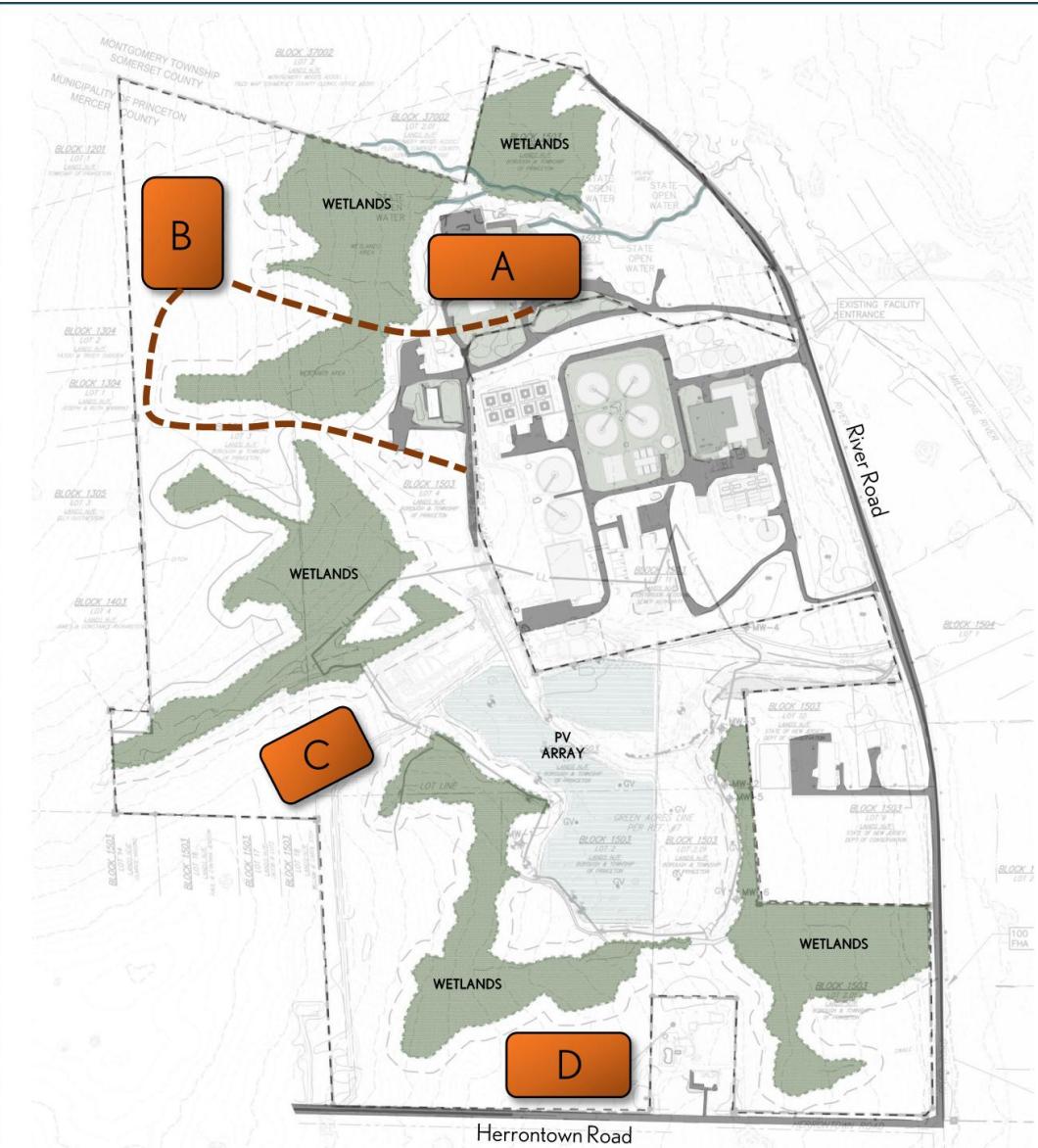
1. The proposal top heavy with a significant number of hours allocated to Senior staff. Please review if the hours can be distributed differently.
2. CME Lot 3 is not included in wetland delineation (and survey?). Princeton requests that it be included, as there may be developable area on Lot 3 and / or the wetland buffers may have impacts on Lots 2 and 4. Per the map on the first page, there may be pockets available for development on Lot 3.
3. Remove PEC from Regulatory Agencies; add Stony Brook Regional Sewerage Authority (SBRSA), Green Acres, and Solid Waste.
4. Add Solar Panel Company - NJR Clean Energy Ventures - as a stakeholder.
5. In Phase 2 services:
  - a. Will CME use the existing LOIs as a basis for wetland delineation?
  - b. Princeton has existing photogrammetry that can be considered for use to offset survey needs; Jim Purcell will provide it in a OneDrive folder for your review. Please update proposal as appropriate.
6. Include GPR as appropriate near structures to give Princeton a complete picture of the potential site issues. GPR is not needed throughout the site; use professional judgement to set the GPR boundaries.
7. NJDEP Permits to include: TWA permit and Air Quality. Are there specific permits associated with siting a Salt Storage facility?
8. A vehicle wash facility and a fueling facility shall be added for permitting and siting on the property.
9. Include an updated PAR – Preliminary Assessment Report – in this proposal.
10. Princeton requests a Phase 3 to this proposal which is the sizing of utility connections to serve the property. We have an immediate need to install a yard hydrant for the Sewer Department, and the service should be sized and coordinated with the site needs. For sewer service, we anticipate that a pump station and force main will be needed as we cannot do a direct connect to SBRSA. Electricity may be the only utility that is currently adequate on site, but you will confirm this.
11. The Fleet Garage (vehicle maintenance facility) and salt storage should be anticipated in the planning and cost estimating as the first phase of construction. The 27 North Harrison site and the 303 John Street site are on the list of 4<sup>th</sup> round affordable housing locations so we need to leave these premises in a timely manner, which I understand to mean within 2 years.
12. It seems unlikely that Recreation and the Princeton Public Schools facilities will be sited at this location and it may be an outcome of the programming that there is not available space for them.

## Princeton Facilities Programming and Conceptual Plan for Various Facilities

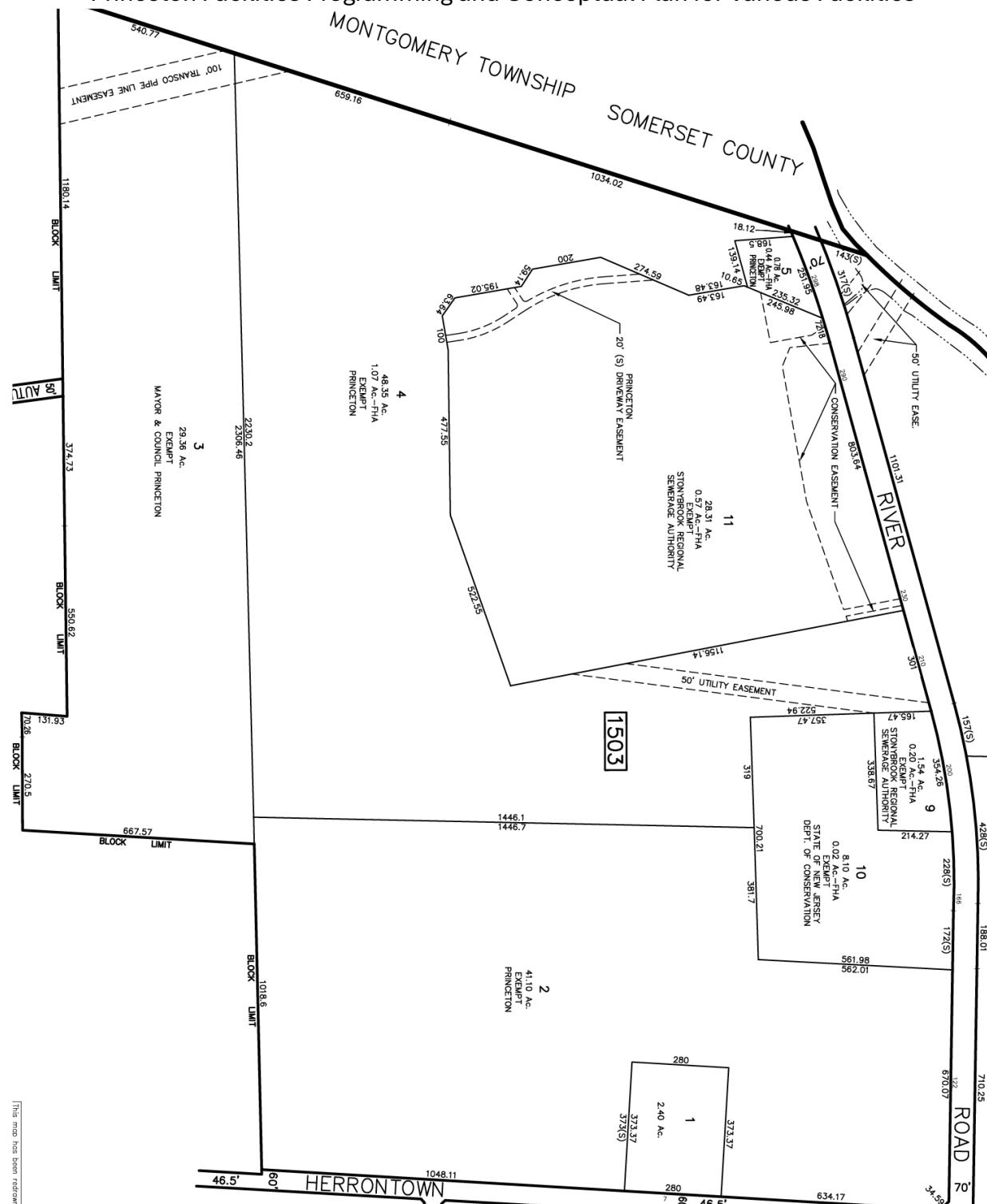
13. The Princeton Steering Committee is proposed to include the following members:

- Deanna Stockton, Deputy Administrator / Municipal Engineer
- Jim Purcell, Assistant Municipal Engineer
- Brian McDonald, Councilperson
- Dan Van Mater, Public Works Director
- Chris Torres, Assistant Public Works Director
- Dominick Itzi, Sewer Operations Manager

## OUR CONSIDERATIONS



Princeton Facilities Programming and Conceptual Plan for Various Facilities



## Jim McAuliffe

---

**From:** Patel, Tejal <Tejal.Patel@cmeusa1.com>  
**Sent:** Monday, December 15, 2025 4:26 PM  
**To:** Jim McAuliffe; Taylor, Trevor; Susan DeHart; gary.warren  
**Cc:** Zwingraf, Matthew; Verna, Carmela; Kathleen Rooney; Andrew Saada; Beth Sherby  
**Subject:** RE: Princeton Proposal Comments PROPOSAL REVISION

Jim –

Thank you for sharing the revised direction following the discussions with Council and the Mayor. We understand and respect the desire to narrow the programmatic focus and prioritize Public Works functions at the River Road site in advance of the December 22nd Council meeting. That said, after reviewing the revised facility list and the request to reduce overall project cost, we need to be clear that CME's scope and associated fee cannot be meaningfully reduced without compromising the technical integrity of the study and the Municipality's ability to advance the River Road site in a defensible, implementable manner.

The key reasons are outlined below:

1. First, CME's scope is overwhelmingly site-driven, not program-driven. The majority of CME's effort is concentrated on the 298 River Road property itself, independent of how many departments ultimately occupy the site. Core tasks such as environmental permitting, wetlands delineation and NJDEP LOI, flood hazard analysis, geotechnical exploration, stormwater BMP feasibility, cultural and historic resource assessment, survey, and conceptual site civil planning are required regardless of whether the site serves two departments or ten. These efforts are fundamentally tied to regulatory compliance and physical site constraints, not the breadth of municipal programming. Reducing or eliminating lower-priority facilities does not proportionally reduce these baseline requirements
2. Second, regulatory and environmental obligations remain unchanged. The River Road site triggers extensive NJDEP, DRCC, flood hazard, wetlands, Green Acres, and potentially historic preservation review. These reviews are driven by site conditions, access, wetlands, floodplain encroachment, and demolition impacts, not by which municipal department occupies the buildings. CME's scope was deliberately structured to address these risks early so the Municipality is not exposed to delays, redesign, or cost escalation later. Reducing this work would shift risk back to Princeton rather than eliminate cost.
3. Third, the accelerated timeline and Council deliverables increase effort rather than reduce it. Finalizing a defensible proposal by December 17th for Council action on December 22nd, while also addressing a potential change in vacancy timing for the 303 John Street facility, requires focused analysis, scenario testing, and coordination. If 303 John Street must be vacated sooner than 27 North Harrison, that sequencing has direct implications on site access, phasing, interim operations, demolition timing, and permitting strategy at River Road. Addressing this responsibly requires additional coordination and analysis, not a reduction in effort.
4. Fourth, CME's scope already reflects a disciplined, right-sized approach. The submitted scope excludes detailed design, advanced subsurface testing, GPR, mitigation design, off-site

improvements, and multiple optional investigations that could otherwise be triggered on a site of this complexity. The work proposed represents the minimum technical foundation needed to support informed municipal decision-making and future capital funding requests. Further reductions would materially weaken the feasibility assessment and limit Princeton's ability to move forward with confidence.

In summary, while we fully support refining the programmatic priorities and reducing architectural programming where appropriate, the CME portion of the work is largely fixed due to regulatory, environmental, and site-driven requirements at 298 River Road. Any significant reduction in CME's scope would increase risk, reduce clarity for Council, and likely result in higher downstream costs.

We are happy to walk through this in detail and to collaborate with USA Architects and the Municipality on identifying efficiencies that do not undermine the study's purpose or schedule.

Thanks,  
Tejal

**\*\* We have moved. Please note our new office address below.**

**TEJAL PATEL, PE, CME, LEED-AP**

Senior VP, Business Development



1 Tower Center Blvd., 20th Floor

East Brunswick, NJ 08816

P:732.727.8000 M:609.240.6659

[Tejal.Patel@cmeusa1.com](mailto:Tejal.Patel@cmeusa1.com)

[www.cmeusa1.com](http://www.cmeusa1.com)



---

**From:** Patel, Tejal <[Tejal.Patel@cmeusa1.com](mailto:Tejal.Patel@cmeusa1.com)>

**Sent:** Monday, December 15, 2025 12:07 PM

**To:** Jim McAuliffe <[jmcauliffe@usaarchitects.com](mailto:jmcauliffe@usaarchitects.com)>; Taylor, Trevor <[trevort@cmeusa1.com](mailto:trevort@cmeusa1.com)>; Susan DeHart <[sdehart@usaarchitects.com](mailto:sdehart@usaarchitects.com)>; gary.warren <[Gary.Warren@skanska.com](mailto:Gary.Warren@skanska.com)>

**Cc:** Zwingraf, Matthew <[mzwingraf@cmeusa1.com](mailto:mzwingraf@cmeusa1.com)>; Verna, Carmela <[cverna@cmeusa1.com](mailto:cverna@cmeusa1.com)>; krooney <[krooney@usaarchitects.com](mailto:krooney@usaarchitects.com)>; asaada <[asaada@usaarchitects.com](mailto:asaada@usaarchitects.com)>; bsherby <[bsherby@usaarchitects.com](mailto:bsherby@usaarchitects.com)>

**Subject:** Re: Princeton Proposal Comments PROPOSAL REVISION

I will be working with the team today to assess our proposal. We don't think our cost is majorly affected with revised scope. Majority of CME's work is at 298 River road and scoped accordingly. We will get back to you later today.

Thanks,  
Tejal

---

**From:** Jim McAuliffe <[jmcauliffe@usaarchitects.com](mailto:jmcauliffe@usaarchitects.com)>

**Sent:** Monday, December 15, 2025 12:02:52 PM

**To:** Patel, Tejal <[Tejal.Patel@cmeusa1.com](mailto:Tejal.Patel@cmeusa1.com)>; Taylor, Trevor <[trevort@cmeusa1.com](mailto:trevort@cmeusa1.com)>; Susan DeHart <[sdehart@usaarchitects.com](mailto:sdehart@usaarchitects.com)>; gary.warren <[Gary.Warren@skanska.com](mailto:Gary.Warren@skanska.com)>

**Cc:** Zwingraf, Matthew <[mzwingraf@cmeusa1.com](mailto:mzwingraf@cmeusa1.com)>; Verna, Carmela <[cverna@cmeusa1.com](mailto:cverna@cmeusa1.com)>; krooney

## PROJECT UNDERSTANDING

The Municipality of Princeton is soliciting professional architectural and engineering services to conduct a comprehensive evaluation of all facilities currently occupied by municipal staff and operations. This effort aims to assess the functionality, condition, and spatial efficiency of existing buildings, with the goal of developing a strategic plan to optimize municipal space utilization. The selected consultant will be tasked with identifying opportunities for departmental consolidation, especially where co-location could enhance collaboration and operational effectiveness. In addition to current space usage, the study will include projections for future staffing and service needs, incorporating anticipated growth and expansion over the next ten (10) years. The project will be divided into two phases noted as below:

1. Phase 1 shall be a programmatic effort to determine the facility requirements for municipal operations as noted in the Request for Proposal (RFP).
2. Phase 2 will include development of a concept plan to co-locate the proposed facilities on the municipally-owned 298 River Road site and prepare a budgetary cost estimate of the design, permitting, site demolition, and site construction.
3. Phase 3 will include the evaluation of existing utility infrastructure and our recommendations for upgrades required to support the expanded Complex. This evaluation will include sanitary, potable water, gas and electricity.



CME Associates (CME) will provide multidisciplinary support to the lead architect throughout both phases of the facilities planning project. CME's responsibilities will focus on the following key technical and coordination tasks:

- Stakeholder Engagement & Coordination
- Geotechnical and Stormwater BMP Feasibility Assessment
- Environmental Assessment and Permitting
- Outbound And Topographic Survey
- Conceptual Site Plan Development
- Cost Estimates, Schedule and Funding
- Feasibility Assessment Report



## PHASE 1 SERVICES

### **STAKEHOLDER ENGAGEMENT AND COORDINATION**

CME will support and collaborate with the architectural team to coordinate and implement a focused engagement process to gather input from key municipal departments and operational leaders. This collaborative effort will be essential to accurately assess facility needs, identify functional requirements, and align long-term goals across departments. The insights gathered through these meetings will directly inform the development of a cohesive, well-integrated concept plan for the proposed consolidated “municipal campus” at 298 River Road ensuring that the final plan supports operational efficiency, interdepartmental coordination, and future growth over next ten (10) years.

***We understand that Princeton will appoint a Steering Committee that will review and evaluate the progress and findings of the program.***

We will work in collaboration with the Steering Committee to shape a solution/concept plan that is functional and aligned with operational needs, regulatory constraints, environmental sensitivities, and interdepartmental expectations.

We anticipate receiving feedback from the following key stakeholders:



1. *Business Administration*
2. *Mayor and Council*
3. *Princeton Municipal Departments*
  - Department of Infrastructure & Operations (I&O) inclusive of Engineering Department, Public Works, Sanitary Sewer, and Parking Operations
  - Office of Historic Preservation
  - Office of Emergency Management (OEM)
  - Recreation Department
  - Fire Department
  - Open Space
4. *Princeton Public Schools*
  - Facilities Maintenance
  - Transportation
5. *Regulatory Agencies*
  - New Jersey Department of Environmental Protection (NJDEP)
  - NJDEP Green Acres
  - NJDEP Bureau of Solid Waste



- Delaware and Raritan Canal Commission (DRCC)
- Mercer County Soil Conservation District (MCSCD)
- Stony Brook Regional Sewerage Authority (SBRSA)

6. *Community Stakeholders*

- Residents near 298 River Road
- Residents impacted by flooding and emergency access routes

7. *Utility and Infrastructure Partners (as needed)*

- Public utility providers (PSE&G (electric and gas), NJAW, Comcast, Verizon, Crown Castle)
- NJR Clean Energy Ventures (Solar Company)

***Meeting Requirements***

For each scheduled meeting listed in the RFP, CME will assist the Project Architect in preparation of customized digital materials including agendas, presentation slide decks, and follow-up meeting summaries. If requested by the Municipality, CME will assist the Architect in preparation of up to twelve (12) digital updates tailored for publication on the municipal website and/or inclusion in outreach email distribution link (Constant Connect).

The following meetings are anticipated:

***1. Project Kick-Off Meeting (In-Person)***

- Participate in an in-person kick-off meeting with the Steering Committee.
- Join site visits to all existing municipal facility locations.
- Capture early perspectives to inform outreach messaging and community context.

***2. Individual Stakeholder Meetings (Up to 6 – Virtual and/or In-Person)***

- Plan and facilitate up to six tailored meetings with operational departments including Engineering, DPW, Sewer, Fleet Maintenance, Recreation, OEM, and Princeton Public Schools
- Document facility needs, operational constraints, and growth projections.
- Ensure input is reflected in the analysis and program development.

***3. Bi-Weekly Steering Committee Meetings (Up to 12)***

- Attend and provide updates during recurring virtual Steering Committee meetings.
- Present summaries of community and stakeholder feedback.
- Adjust outreach activities based on input and evolving project direction.

***4. Virtual Presentation to Princeton's Infrastructure & Operations Committee***

- Develop and present findings and outreach progress to the Infrastructure & Operations Committee during Phase I.
- Ensure committee members are informed of stakeholder feedback influencing programming decisions.

### **5. *Public Presentation at Council Meeting (Up to 1 meeting - In-Person)***

- Present the Phase 2 Concept Plan at a regularly scheduled Princeton Council Meeting.
- Prepare power point presentation and handouts for the public.
- Facilitate public Q&A and record community feedback for consideration in final deliverables.

## **PHASE 2 SERVICES**

Based on the assessment of the facilities and planning work conducted as part of Phase 1, Phase 2 work will consist of an in-depth analysis of the 298 River Road site to determine physical, environmental, regulatory, and geotechnical constraints that will drive the development of the site into a cohesive shared municipal services complex. To accomplish the Municipality's goals and prepare the required plan and report deliverables, CME will utilize in-house survey, geotechnical, permitting, environmental, and site/civil design teams as outlined below to gain a complete understanding of the subject property:

### **GEOTECHNICAL AND STORMWATER BMP FEASIBILITY ASSESSMENT**

CME will provide geotechnical services in support of Phase 2 activities related to the development of a Concept Plan and Site Assessment Report. These services are intended to evaluate general subsurface conditions and inform the design, placement, and permitting of proposed site improvements.

As part of our preliminary investigation, CME will perform a subsurface exploration program to assess soil and groundwater conditions in areas identified for potential building construction and access roadway development. The purpose of this exploration is to characterize the site's geotechnical properties and provide recommendations for site preparation, reuse of on-site soils, earthwork, dewatering considerations, and other relevant geotechnical factors.



Based on regional geological mapping and existing site context, we anticipate shallow soils within the municipal property to consist of non-homogenous urban fill associated with past excavation and backfilling activities for building foundations, slabs, and utility installations. These fill materials are likely underlain by naturally occurring loamy sands and sandy loams of the Northern Atlantic Coastal Plain. Bedrock may be encountered at shallow depths, possibly less than 10 feet below grade, and is expected to include formations such as sandstone, siltstone, conglomerate,

or shale-clast colluvium. The Kingston Quarry, located immediately east of the site, is known for quarrying diabase (trap rock), a very hard igneous rock. These subsurface conditions suggest limited groundwater recharge capacity and the potential for perched groundwater conditions.

CME's geotechnical investigation will include the following:

- **Drilling and Borings:** Two (2) days of subsurface drilling will be conducted to depths ranging between approximately 12 and 27 feet below ground surface, or to refusal (rock), whichever is encountered first. Borings will be performed by a licensed drilling contractor under the supervision of CME's Geotechnical Engineer, a licensed Professional Engineer in the State of New Jersey.
- **Logging and Monitoring:** All borings will be logged and monitored by CME's Geotechnical Engineer.
- **Reporting:** Findings will be summarized in a geotechnical memorandum, which will be appended to the Phase 2 Report. The memo will include engineering recommendations on soil reuse, excavation, dewatering, and other geotechnical aspects of site development.

In addition to soil borings, CME will perform the following:

- **Soil Profile Pits:** Approximately eight (8) test pits will be excavated to depths of 10–12 feet or until the water table is encountered. These investigations will be conducted in accordance with the NJDEP Stormwater Best Management Practices (BMP) Manual, Chapter 12: Soil Testing Criteria.
- **Permeability Testing:** In each test pit, a minimum of one (1) soil sample will be collected from the most hydraulically restrictive soil layer above the seasonal high-water table and below the bottom of the proposed basin. Permeability testing will be performed using the tube permeameter method.



Results of the profile pit assessments and permeability testing will inform the selection and placement of appropriate stormwater BMPs in the Concept Site Plan.

Rock coring and advanced laboratory testing are not included in this preliminary phase but can be proposed in subsequent design phases if warranted by field conditions. A Ground Penetrating Radar (GPR) survey extending 50 feet from the perimeter of each structure to locate underground utilities and objects is proposed. After the site assessment and receipt of existing survey files from Princeton, we will evaluate the on-site utilities to determine where the GPR survey is necessary for building demolition and future building siting. We have budgeted a total of 5 days of GPR work to be performed by a subconsultant.

## **ENVIRONMENTAL ASSESSMENT**

### ***Freshwater Wetlands Delineation and Letter of Interpretation (LOI)***

Based on review of the Existing Conditions Exhibit provided in the subject RFP, the NJDEP's NJ-GeoWeb online GIS resource, and USGS Web Soil Survey, Freshwater Wetlands are mapped on site. As such, CME Associates will delineate the freshwater wetlands, utilizing the methodologies outlined in the Federal Manual for Identifying and Delineating Jurisdictional Wetlands (1989), as required by the NJDEP under the Freshwater Wetlands Protection Act Rules. The delineation of the wetlands on Block 1503, Lot 3 is provided as a separate fee. The wetland/upland boundaries will be determined based upon field examination of topography, hydrology, soils, and vegetation characteristics at the site.

A Freshwater Wetlands Letter of Interpretation (LOI): Line Verification (as found at N.J.A.C. 7:7A-4.5) will be submitted to the NJDEP for Block 1503, Lots 2, 4 & 5 in Princeton and Block 37002, Lot 2.02 in Montgomery as a part of CME's scope of work for conceptual planning phase of the project and efforts related to the application are included in our fees. In accordance with the Checklist provided by the NJDEP, this submission will include public notices to government entities and property owners within 200 feet of the site, site photographs, soil logs and a description of vegetation, and a Freshwater Wetlands Location Map identifying the boundary of the freshwater wetlands and transition area on site. As part of the LOI, the NJDEP will also verify the wetland resource classification and associated transition area buffer.

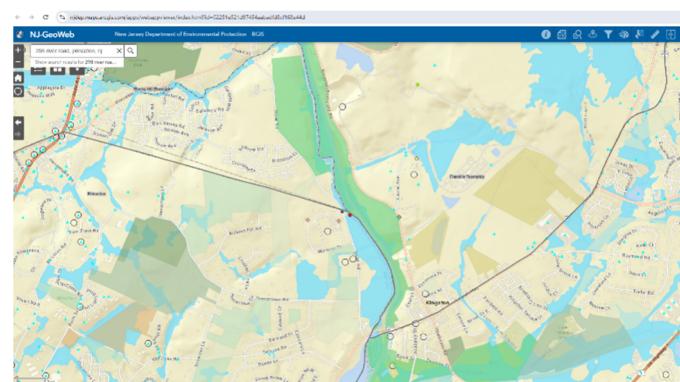
Based on our recent experience, the Municipality should anticipate an NJDEP review timeframe of approximately six to eight months following administrative completeness.

### ***Special Flood Hazard Areas***

We understand that the primary access driveway to the site from River Road is periodically subject to flooding which hinders critical access to the existing and proposed improvements. Review of the latest available FEMA Flood Insurance Rate Map (FIRM) Panels 34035C0263F and 34021C0044F identifies Zone A (1% chance) and Zone X (0.2% chance) flood hazard areas along the eastern boundary of the site, paralleling River Road and impacting the current access drive. These flood extents will be illustrated on the Concept Plan and discussed in the report.

## **ADDITIONAL PERMITTING REQUIREMENTS**

CME will develop a permitting outline based on the concept plan that is prepared. The outline will identify permitting requirements and environmental constraints relevant to the project. According to the NJDEP Green Acres database, Block 1503, Lots 2, 3, and 4 are listed on the Municipality's Recreation and Open Space Inventory. CME will coordinate with the Municipality's Open Space





Manager and Green Acres Program to confirm the accuracy of the listings and ensure that any site improvements are consistent with Green Acres rules under N.J.A.C.7:36., as applicable.

CME will schedule and attend a Pre-Application Conference with NJDEP staff to present the concept plan and clarify permitting pathways. These meetings are typically held virtually and are a critical step in streamlining the permitting process.

Based on current site knowledge, the following permits and approvals, in addition to the LOI, are anticipated for the development of the project:

#### **New Jersey Department of Environmental Protection**

- Flood Hazard Area Individual Permit
- Flood Hazard Area Verification
- Freshwater Wetlands Transition Area Waiver
- Freshwater Wetlands General Permits
- Treatment Works Application (TWA)
- Stormwater Management Review
- NJPDES 5G3 Stormwater General Permit
- Air Quality Permit
- De-icing Material and Sand Storage Compliance (MS4)
- Vehicle Wash Facility and Fueling Compliance (MS4)

#### **Delaware and Raritan Canal Commission**

- Zone A and B Major Project Review

#### **Mercer County Soil Conservation District**

- Soil Erosion and Sediment Control Plan Certification

#### **Mercer County & Somerset County Planning Board**

- Preliminary & Final Site Plan Review

#### **Municipality of Princeton**

- Planning Board Site Plan Capital Review

#### **Montgomery Township**

- Planning Board Site Plan Capital Review



This list will be finalized following the Pre-Application Conference and preparation of the concept plan. Anticipated permit fees and efforts required for permit applications will be included in the feasibility assessment once confirmed.

### **CULTURAL AND HISTORIC RESOURCES ASSESSMENT**

While not specifically requested in the RFP, we anticipate that a Cultural and Historic Resources Phase IA Archeological Assessment will be required for this site as existing buildings are estimated to be at least 50 years old and the site is directly adjacent to the Eligible Historic Property known as the Amelia Gulick House (315 River Road) and the Listed Kingston Mill Historic District. Given it is anticipated that this project will result in disturbance to freshwater wetlands, it must be demonstrated that the proposed activities will not result in adverse impacts to any property that is listed or eligible for listing on the New Jersey or National Register of Historic Places.

It is acknowledged that a Phase I Preliminary Assessment Report was prepared by French & Parrello Associates in September 2009; however, this assessment did not address the historic or cultural resources as required by the NJDEP. Additionally, we anticipate this survey will be necessary to satisfy the review of the Princeton Historic Preservation Committee (HPC) and local historical advocates, should the proposed concept plan propose the demolition of any historic structures. Therefore, CME's proposal includes a Phase IA Archeological Assessment. This assessment will be \$8,100.00 and has been included in our proposal. Our subconsultant Richard Grub & Associates, Inc., will perform these services.

An Intensive Level Historic Architectural Survey is not included in this proposal. If recommended during the feasibility assessment, it can be provided separately at an additional cost of \$10,150.00



### **Environmental Site Remediation Due Diligence**

Princeton has provided a Phase I Preliminary Assessment Report (PAR) prepared by French & Parrello Associates, dated September 2009. The objective of a PAR is to evaluate the property for the presence potentially contaminated Areas of Concern (N.J.A.C. 7:26E-1.8) on the site. Given that this report is more than 15 years old, CME recommends that the PAR be updated to reflect current site conditions and more recent cases of known dumping on the property. We have included in this scope the preparation of the Phase I Preliminary Assessment Report.

The scope of work will be completed in accordance with the NJDEP Technical Requirements for Site Remediation (NJAC 7:26E) and the NJDEP Preliminary Assessment Technical Guidance document (March 2018). This task will include a review of available environmental records and past site assessments, historical sources such as aerial photographs and maps, interviews with current site occupants (if available), and a chain-of-title review including environmental lien searches. It also involves an evaluation of the site's physical setting, a site reconnaissance to identify potential environmental concerns on the property and adjacent areas, and preparation of a report summarizing findings, areas of concern, and recommendations for further investigation if necessary.



The services under the preparation of the Preliminary Assessment will also include the following:

- A review of historical information including historical aerial photography, USGS topographic maps, Sanborn Fire Insurance Maps, and other sources where reasonably available after diligent inquiry;
- Interview(s) with the current landowner/operator/occupants (if available) with regard to site operations and environmental conditions on the site;
- A review of chain-of-title property owner information to identify previous owners/occupants of the property in question, and an environmental lien search;
- A review of reasonably available physical setting sources and information related to site conditions; and,
- Report preparation documenting the methods and findings of the assessment, including an evaluation of potentially contaminated areas of concern on the site; the report will present findings and recommendations with regard to additional investigation where required, and will include appropriate maps and plans as required.

The following information is requested from the Municipality, if available:

- Previous Preliminary Assessment Reports and/or Phase I Environmental Site Assessments, as well as any correspondence with the NJDEP Green Acres Program.
- An abstract of title or list of previous owners of the properties;
- A copy of a survey map that delineates the property boundaries;
- A list of past and present tenants/occupants, if appropriate;
- Any proposed future changes to the property use;



- Municipality records which include (but are not limited to), permit records, property utility drawings, emergency response and contingency plans, spill reporting plans and records, inventories of chemicals and their usage, waste management records, inventory of underground and aboveground tanks (USTs and ASTs), and/or any environmental audit reports; and
- Any other information that you may have regarding the properties that may be pertinent to this environmental site assessment, such as (but not limited to) previous Phase I ESA reports, environmental documentation, and environmental monitoring or sampling data.

The above-captioned scope does not include additional investigation/remediation services beyond the Scope of Services presented herein. The work is limited to a due diligence assessment of site environmental conditions. Based on the findings of the proposed PAR, further investigation and/or remediation may be required pursuant to N.J.A.C. 7:26C and N.J.A.C. 7:26E, which is beyond the scope of the additional work. No follow-up investigation of any identified areas of concern is proposed at this time. This proposal does not include Licensed Site Remediation Professional (LSRP) services or the issuance of a Response Action Outcome (RAO). If additional tasks are required to complete this project in accordance with applicable regulations, CME will prepare separate proposals to further assist the Municipality.

### **ENVIRONMENTAL BUILDING ASSESSMENTS**

CME's subconsultant Environmental Connection Inc., (EC) will identify Asbestos Containing Materials (ACMs), suspected Lead Based Paint (LPB) and Universal Waste at the properties located at 298 River Road in Princeton. CME recommends that this study be completed during conceptual phase to analyze the existing buildings estimated cost for demolition.

#### ***Asbestos Containing Materials (ACMs)***

EC's United States Environmental Protection Agency accredited Asbestos Building Inspector(s) will inspect the interior and exterior of each building, and utilize USEPA, 40 CFR, Part 763, sampling protocols to refute or verify the presence of Asbestos Containing Materials (ACM). Where directed, EC will collect the necessary number of bulk samples required by 40 CFR, Part 763. All asbestos samples will be given a homogeneous area identification number. Each sample number will be unique to the material and area sampled. All asbestos samples extracted from the building shall be logged and tracked utilizing appropriate Chain of Custody/bulk sampling forms.

Asbestos bulk samples collected shall be analyzed in accordance with the USEPA's 40 CFR, Part 763, Polarized Light Microscopy (PLM) analytical protocol. Non-friable Organically Bound (NOB) materials identified during the course of the assessment, such as floor tile, vinyl sheet flooring, mastic, caulk, glazing, roofing, etc which reveal a negative result, or a result of less than one percent (<1%) of asbestos by weight, by Polarized Light Microscopy (PLM) methodology must be analyzed by Transmission Electron Microscopy (TEM) NOB methodology, as mandated by the State of New Jersey and as recommended by the USEPA. All samples will be submitted to EC's contracted laboratory, which participates in the National Voluntary Laboratory Accreditation Program (NVLAP).



### ***Lead Based Paint (LPB) Inspection***

EC will provide a licensed, State of New Jersey, Department of Health, Lead Inspector/Risk Assessor (LI/RA) to perform the inspection of painted surfaces throughout the referenced building, if warranted. Where directed, the inspections shall include the use of an X-Ray Fluorescence Instrument to identify lead content in paint coatings. A summary of the positive, negative and inconclusive readings will be provided in the Field Inspection Data Sheets, which shall be appended to the Report.

EC's inspection will consist of a screening of all suspect painted surfaces to determine if lead-based paint exists within any of the referenced structures, and to what extent. The inventory would serve as a basis for the potential inclusion of language into the project Specifications, if required, with respect to the requirements of "Lead in Construction" as outlined in 29 CFR, Part 1926.62.

### ***Universal Waste Inventory***

EC will perform an inventory of the control buildings and associated cat walks for other hazardous materials which may include Polychlorinated Biphenyls (PCBs). PCBs are regulated pursuant to the United States Environmental Protection Agency Code of Federal Regulations (40 CFR, Part 761) and the Toxic Substances Control Act (TSCA – 15 U.S.C. 2605). Universal Wastes such as batteries, thermostats, lamps, mercury-containing equipment, and pesticide(s) are also regulated pursuant to the USEPA Universal Waste Requirements (40 CFR, Part 273).

The Universal Waste Inventory shall include, but not be limited to, the identification of potential hazardous materials, such as those that may contain heavy metals (electronic components), fluorescent light bulbs that contain mercury vapors, and light bulb ballasts, oils/fluids, refrigerants, and batteries.

### ***Deliverables:***

A report documenting all the findings of the visual investigation will be prepared at the completion of the assessment. The report shall include a discussion of the means and methods of testing and analysis performed, as well as a review of the relevant standards associated with the results received. Analytical data, Chains of Custody and site plans, including sample locations, shall be appended to the reports.

### **OUTBOUND AND TOPOGRAPHIC SURVEY**

To depict the right-of-way, existing easements, and property lines within the project limits, CME will prepare an outbound and topographic survey to support the development of the Concept Site Plan. We recommend that the limits of the survey include Lots 2, 4, and 5 in Block 1503 within Princeton, and Lot 2.02 in Block 37002 within Montgomery. Based on our previous discussions, we have provided a separate fee to include Lot 3 within the survey.

Physical improvements within the project limits will be located including improvements within 10 feet of the project area. The survey will be based upon record documents provided by the title search company, included in this proposal, and any supporting documentation that may be



available from the Municipality. The property and topographic surveys will be depicted on a single plan sheet at a scale of a 1" = 100' or other suitable scale to fit on a standard sheet size and to support the proposed conceptual improvements.

We anticipate the topographic survey will be prepared from existing topographic AutoCAD file(s) provided by the Municipality. Field edits will be collected to update the topographic survey in the areas of the proposed conceptual design improvements only. Underground utility information shall be based on documents provided by the Municipality, miscellaneous utility company markups, utility mark-outs, where available, and those utilities visible at grade. We request that the Municipality provide all survey, design and as-built of construction drawings for the project area for use in developing the survey.

As required by NJDEP, wetland flag locations throughout the project limits, as delineated by CME, will be added to the topographic mapping, depicting the wetland line and the point identification tag. Descriptions to support the LOI process will be prepared as required. Additionally, State Open Waters, riparian zones, and Special Flood Hazard Areas will be identified by CME and included on the topographic survey. One (1) revision to satisfy NJDEP comments during the LOI submission process has been included in our scope of work.

***Deliverables:***

Two (2) signed and sealed copies of the outbound and topographic survey will be provided to the Municipality for its records, including electronic copies of the files in AutoCAD, PDF, and DXF formats, and a copy of the Title Report obtained for the subject property. Easement maps and metes and bounds descriptions or post-construction as-builts are excluded from this proposal.

**CONCEPTUAL SITE PLAN DEVELOPMENT**

Based upon the findings of CME's subject matter experts and facility needs identified in Phase 1 of the project, our site civil design team will work to develop a comprehensive plan that meets the Municipality's operational and infrastructure needs within the buildable envelope of the property.

Design recommendations depicted on the Concept Plans will be supported in the written project report. Considerations for future build-out of the site will guide the layout, function, and operation of the site will include the following:

- Existing features and physical infrastructure on the site anticipated to remain.
- Primary and secondary site ingress and egress and access control, including the development of a new driveway from Herrontown Road.
- Recommendations for either the maintenance or realignment of existing easements across the Stony Brook Regional Sewerage Authority property.
- Building siting to ensure functionality across related municipal departments, shared use areas, equipment and material storage, and internal security and access control.



- Internal site circulation to ensure safe and efficient movement of required design vehicles and pedestrians, including emergency access, rapid egress, and staging areas as necessary.
- Parking requirements for staff, fleet storage, and visitors.
- Preliminary placement of stormwater management BMPs to satisfy NJDEP requirements contained at N.J.A.C. 7:8, considering site topography, drainage patterns, soil conditions, and earthwork balance. Recommendations for specific types of BMPs that may be particularly suited to the site will be detailed within the written project report.
- Preliminary utility infrastructure layout (water, sanitary sewer, electric, and telecommunications) with considerations for future expansion.

***Deliverables:***

As outlined in the RFP, the Conceptual Plans will include the following:

- Title Sheet and Key Map
- Existing Conditions Plan, depicting:
  - Property boundary
  - Easements and rights-of-way
  - Existing features
  - Environmental constraints
- Conceptual Site Plan, depicting:
  - Available construction envelope
  - Primary and secondary access routes
  - Conceptual facilities layout
  - Existing features to remain

Plans will be presented on either 24"x36" or 30"x42" sheets as suitable to present the improvements at an appropriate scale.

**COST ESTIMATES, SCHEDULE AND FUNDING**

CME will support the Project Architect in the preparation of budgetary estimates and tentative schedules for the future development. This will include estimates related to preliminary and final design of the project, preparation of construction plans, specifications, and bid documents, bid phase, and construction phase services. The schedule will prioritize capital improvements based on urgency, code compliance, safety, and impact, with recommendations for implementation and phasing.

Based on the Concept Plan developed, we will prepare a preliminary construction cost estimate for site-related improvements, including, but not limited to demolition, clearing, earthwork, stormwater and utility improvements, site access, lighting, landscaping, and related construction work.

Construction costs will be separated by each of the facilities to permit transparent allocation of costs to each entity:

- Department of Public Works



- Fleet Garage
- Salt Storage Facility
- Vehicle Wash Facility
- Fueling Facility
- Sanitary Sewer Department
- Recreation Department O&M
- Princeton Public Schools Transportation and Facilities
- Police Indoor Multi-Purpose Training Facility
- Emergency Operations
- Stormwater Utility
- Fire Department
- Animal Control

We anticipate that the Fleet Garage and the Salt Storage Facility will be prioritized in the overall phasing and planning of the project. Any common use or shared access areas required for the development of the site will be captioned accordingly and distributed to respective entities as directed by the Municipality. To support the Municipality's planned site improvements, CME will review and make recommendations for potential State and Federal sources that may have grant or loan programs available to fund the future design and construction of the project.

***Deliverables:***

- Estimate itemized and as noted above
- Schedule with recommendations for implementation and phasing
- A list of potential State and Federal sources that may have grant or loan programs available

**FEASIBILITY ASSESSMENT REPORT**

Based on the facilities assessment and planning work conducted as part of Phase 1 and Phase 2, CME will support the Project Architect in preparation of the Feasibility Assessment Report documenting the findings necessary to advance the design and construction of the project and to meet the Municipality's current and future operational needs. The report will include the following:

- An introduction of the project goals and assessments completed to support the development.
- Discussion on the physical and environmental site constraints (wetlands, soils, existing structures, topography).
- Review of a proposed phasing plan based on input from the Sterring Committee.
- Anticipated permitting requirements from Local, State, and Federal agencies.
- Discussion of design considerations and recommendations made in development of the Concept Plan.
- Recommendations for types of funds and funding programs that can be utilized for future design and construction phases of the project.



- Budgetary estimates of preliminary and final design, construction documents, outside agency approvals, and preparation of bid documents.
- Preliminary construction cost estimates, including commissioning, broken down for each of the respective facilities.
- Development of a tentative schedule for preliminary and final design and project bidding.

***Deliverables:***

A digital copy of the Feasibility Assessment Report, inclusive of all information outlined in the scope of work.

**PHASE 3 SERVICES**

As requested by the Municipality, Phase 3 work will include the evaluation of existing utility infrastructure and our recommendations for upgrades required to support the expanded Complex. Working from as-built information obtained in Phase 2 and in coordination with utility providers, the intent of this phase is to assess existing utility capacities, identify deficiencies, and provide recommendations for adequately sized utility extensions and services to meet the anticipated demands of the expansion. This Phase will include the following:

**UTILITY ASSESSMENT AND RECOMMENDATIONS**

***Water***

- Review available record information, coordinate with New Jersey American Water (NJAW), identify the locations and sizes of existing water mains on-site and adjacent to the property, and obtain flow and pressure information from NJAW.
- Estimate future domestic and fire protection demands based on preliminary building and site use information.
- Provide recommendations for the extension of existing mains or sizing of new water services to serve the site and opportunities to provide a looped system if not already existing.
- Provide recommendations for the immediate installation of a yard hydrant to serve the Sewer Department.
- Coordinate proposed main extensions with site layout plans and in consideration for the significant variation in site topography to ensure compatibility with future development phases.

***Sanitary Sewer***

- Evaluate existing sewer infrastructure and available information regarding the downstream connection to Stony Brook Regional Sewerage Authority (SBRSA).



- Confirm whether a gravity connection is feasible; if not, provide conceptual recommendations for a pump station and force main sized to handle the site's projected wastewater flows.
- Identify potential connection points, routing constraints, and design considerations related to utility coordination, topography, and separation from other utilities.

#### ***Gas***

- Contact PSEG to obtain existing system data, confirm available capacity, and identify potential service connection points or extensions of existing infrastructure. Final sizing of mains and services are anticipated to be by PSEG.

#### ***Electric***

- Review existing electrical service at the facility to determine its adequacy relative to the combined operational requirements of all municipal functions.
- Coordinate with PSEG to confirm available service capacity, transformer locations, and options for service upgrades if required.
- Provide recommendations for any modifications or upgrades necessary to support the full build-out of the consolidated municipal complex.

#### ***Deliverables:***

A concise technical memorandum will be prepared summarizing existing utility conditions, design assumptions, coordination with utility providers, and recommended service sizes for water, sanitary sewer (including pump station and force main concept), natural gas, and electric utilities. Will serve letters will be obtained from utility providers where necessary. A discussion of anticipated permitting requirements will be included in Phase 2 and expanded upon in Phase 3 with respect to water and sanitary sewer permitting.

#### ***Exclusions***

Considerations for storm sewer infrastructure will also be reviewed in Phase 2, with recommendations for BMP locations. A detailed hydrologic and hydraulic design for stormwater, including inlet locations, pipe sizing, and hydrographs are excluded from this analysis.

Detailed sanitary pump station design calculations and details, development of detailed plans and profiles for water and sanitary, and specifications for final design and bidding purposes are excluded.



## **EXCLUSIONS AND LIMITATIONS**

This proposal does not include the following services:

1. Design of off-site improvements. It is assumed that the existing utility and roadway infrastructure are suitable to support the proposed development.
2. Design of earth retaining structure.
3. Preparation of plans and documents for agencies and permit approvals other than NJDEP Freshwater Wetlands LOI.
4. Traffic counts are excluded from this proposal. CME will use the existing traffic data from available sources or reports provided.
5. Wetland or riparian mitigation design, coordination, and approval.
6. Geotechnical and Structural Engineering Design Services for the building demolitions, as well as the proposed building footing and foundation designs.
7. Phase IB archaeological survey or additional intensive-level historic architectural survey.
8. Any/all permit fees and newspaper fees.
9. LSRP services if requested will be provided under a separate proposal.
10. Efforts associated with Green Acres approvals or diversions inclusive of surveying for or to NJDEP Green Acres standards.
11. Essential fish habitat survey.



# MUNICIPALITY <sup>of</sup> PRINCETON

Cost to Perform the Work

## FACILITIES PROGRAMMING AND CONCEPTUAL PLAN FOR VARIOUS FACILITIES IN PRINCETON, NEW JERSEY

REVISED December 17, 2025



20 North Doughty Ave.  
Somerville NJ 08876  
908.722.2300  
[usaarchitects.com](http://usaarchitects.com)

**USA Architects, Planners + Interior Designers, Ltd.**  
**Facilities Programming and Conceptual Plan for Various Municipal Facilities in Princeton, New Jersey**  
**Architectural and Engineering Total Fees**

**REVISED 11/13/25**

FEE SUMMARY	ARCH	ENG	COST	TOTALS
	USA Architects	CME Engineering	Skanska	
<b>Fee for Task No. 1</b> Phase 1 Services	\$49,350	\$13,926	\$8,780	<b>\$72,056</b>
<b>Fee for Task No. 2</b> Phase 2 Services	\$54,930	\$199,444	\$12,240	<b>\$266,614</b>
<b>Fee for Task No. 3</b> Phase 3 Services	\$3,240	\$60,432	\$3,460	<b>\$67,132</b>
<b>Fee for Task No. 4</b> Goetech, Driller	\$0	\$4,960	\$0	<b>\$4,960</b>
<b>Fee for Task No. 5</b> Title Report	\$0	\$5,000	\$0	<b>\$5,000</b>
<b>Fee for Task No. 6</b> Phase 1A Arch	\$0	\$8,100	\$0	<b>\$8,100</b>
<b>Fee for Task No. 7</b> Bldg Eviron Testing	\$0	\$24,564	\$0	<b>\$24,564</b>
<b>Fee for Task No. 8</b> Test Pits	\$0	\$4,600	\$0	<b>\$4,600</b>
<b>Fee for Task No. 9</b> GPR Allowance	\$0	\$14,375	\$0	<b>\$14,375</b>
<b>Fee for Task No. 10</b> Hist Data Report	\$0	\$1,500	\$0	<b>\$1,500</b>
<b>Reimbursables</b> Expenses	\$0	\$1,000	\$0	<b>\$1,000</b>
<b>TOTAL FEE</b>	<b>\$107,520</b>	<b>\$337,901</b>	<b>\$24,480</b>	<b>\$469,901</b>

Facilities Programming and Conceptual Plan for Various Municipal Facilities in Princeton, New Jersey		USA ARCHITECTS: PERSONNEL LEVEL OF EFFORT IN HOURS/FEE									
			Associate-in-Charge	Project Manager	Project Architect	Design 2	Design 1	Codes	Reimb	TOTAL HOURS/COST BY TASK	
TASK NO.	TASK DESCRIPTION	HOURLY RATE:	\$180.00	\$180.00	\$150.00	\$0.00	\$0.00	\$170.00	\$0.00		
1	Phase 1- Kick off and progress meetings, meeting minutes, visit properties & provide field reports, program meetings, draft and final program document	HOURS	48	72	180					300	
		\$ AMOUNT	\$8,640	\$12,960	\$27,000	\$0	\$0	\$0	\$750	\$49,350	
2	Phase 2- Progress meetings, minutes, develop one concept plan, develop one rendered view of building, develop written report, project coordination.	HOURS	48	72	190			24		334	
		\$ AMOUNT	\$8,640	\$12,960	\$28,500	\$0	\$0	\$4,080	\$750	\$54,930	
3	Phase 3- Sizing of utility connections to serve the property.	HOURS	0	8	12					20	
		\$ AMOUNT	\$0	\$1,440	\$1,800	\$0	\$0	\$0	\$0	\$3,240	
4		HOURS								0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		HOURS								0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		HOURS								0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		HOURS								0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTALS		HOURS	96	152	382	0	0	24		654	
		\$ AMOUNT	\$17,280	\$27,360	\$57,300	\$0	\$0	\$4,080	\$1,500	\$107,520	

FEE SUMMARY	ARCH	ENG	TOTALS
Fee for Task No.1	\$49,350	\$0	\$49,350
Fee for Task No.2	\$54,930	\$0	\$54,930
Fee for Task No.3	\$3,240	\$0	\$3,240
Fee for Task No.4	\$0	\$0	\$0
Fee for Task No.5	\$0	\$0	\$0
Not Used	\$0	\$0	\$0
Not Used	\$0	\$0	\$0
<b>TOTAL FEE</b>	<b>\$107,520</b>	<b>\$0</b>	<b>\$107,520</b>

**FACILITIES PROGRAMMING AND CONCEPTUAL PLAN FOR VARIOUS MUNICIPAL FACILITIES IN PRINCETON, NEW JERSEY**

**CME ASSOCIATES: PERSONNEL LEVEL OF EFFORT IN HOURS/FEE**

		TITLE	SENIOR LEADERSHIP	PROJECT MANAGER	SENIOR PROFESSIONAL ENGINEER	PROFESSIONAL ENGINEER	ENGINEER	CADD TECHNICIAN	SURVEY MANAGER	PARTY CHIEF	SURVEY TECHNICIAN	SUPPORT STAFF	TOTAL HOURS/COST BY TASK
PHASE NO.	PHASE DESCRIPTION	HOURLY RATE:	\$212.00	\$209.00	\$205.00	\$195.00	\$161.00	\$150.00	\$178.00	\$160.00	\$118.00	\$113.00	
1	STAKEHOLDER ENGAGEMENT AND COORDINATION (MEETINGS)	HOURS	40	0	0	0	0	0	0	0	0	0	2 <b>42</b>
		\$ AMOUNT	\$8,480	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$226	<b>\$8,706</b>
	STAKEHOLDER ENGAGEMENT AND COORDINATION (MOMS, AGENDAS, PRESENTATION MATERIAL)	HOURS	0	0	0	0	24	0	0	0	0	12	<b>36</b>
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$3,864	\$0	\$0	\$0	\$0	\$1,356	<b>\$5,220</b>
		<b>SUBTOTAL PHASE 1</b>	<b>\$8,480</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,864</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,582</b>	<b>\$13,926</b>
2	WETLANDS DELINEATION AND LOI	HOURS	2	0	0	56	56	40	12	60	60	0	<b>286</b>
		\$ AMOUNT	\$424	\$0	\$0	\$10,920	\$9,016	\$6,000	\$2,136	\$9,600	\$7,080	\$0	<b>\$45,176</b>
	EVALUATION OF SITE CHARACTERISTICS (GEOTECH)	HOURS	2	0	52	0	0	0	0	0	0	0	<b>54</b>
		\$ AMOUNT	\$424	\$0	\$10,660	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$11,084</b>
	EVALUATION OF ENVIRONMENTAL CONSTRAINTS AND PERMIT REQUIREMENTS	HOURS	0	4	0	40	36	0	0	0	0	0	<b>80</b>
		\$ AMOUNT	\$0	\$836	\$0	\$7,800	\$5,796	\$0	\$0	\$0	\$0	\$0	<b>\$14,432</b>
	BOUNDARY SURVEY & TITLE REPORT	HOURS	6	0	0	0	0	128	32	180	60	0	<b>406</b>
		\$ AMOUNT	\$1,272	\$0	\$0	\$0	\$0	\$19,200	\$5,696	\$28,800	\$7,080	\$0	<b>\$62,048</b>
	WETLANDS DELINEATION AND SURVEY, LOT 3	HOURS	0	0	0	0	0	0	0	0	0	0	<b>0</b>
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
3	PRELIMINARY ASSESSMENT REPORT	HOURS	2	6	0	0	50	0	0	0	0	0	<b>58</b>
		\$ AMOUNT	\$424	\$1,254	\$0	\$0	\$8,050	\$0	\$0	\$0	\$0	\$0	<b>\$9,728</b>
	CONCEPTUAL LAYOUT	HOURS	6	24	0	0	100	24	0	0	0	0	<b>154</b>
		\$ AMOUNT	\$1,272	\$5,016	\$0	\$0	\$16,100	\$3,600	\$0	\$0	\$0	\$0	<b>\$25,988</b>
	ASSESSMENT REPORT (INCLUSIVE OF COST ESTIMATE AND FINAL DESIGN SCHEDULE)	HOURS	2	16	0	24	140	0	0	0	0	0	<b>182</b>
		\$ AMOUNT	\$424	\$3,344	\$0	\$4,680	\$22,540	\$0	\$0	\$0	\$0	\$0	<b>\$30,988</b>
		<b>SUBTOTAL PHASE 2</b>	<b>\$4,240</b>	<b>\$10,450</b>	<b>\$10,660</b>	<b>\$23,400</b>	<b>\$61,502</b>	<b>\$28,800</b>	<b>\$7,832</b>	<b>\$38,400</b>	<b>\$14,160</b>	<b>\$0</b>	<b>\$199,444</b>
	WATER	HOURS	2	8	12	16	24	0	0	0	0	0	<b>62</b>
		\$ AMOUNT	\$424	\$1,672	\$2,460	\$3,120	\$3,864	\$0	\$0	\$0	\$0	\$0	<b>\$11,540</b>
	SANITARY SEWER	HOURS	2	8	16	24	32	0	0	0	0	0	<b>82</b>
		\$ AMOUNT	\$424	\$1,672	\$3,280	\$4,680	\$5,152	\$0	\$0	\$0	\$0	\$0	<b>\$15,208</b>
	GAS	HOURS	0	4	0	12	16	0	0	0	0	0	<b>32</b>
		\$ AMOUNT	\$0	\$836	\$0	\$2,340	\$2,576	\$0	\$0	\$0	\$0	\$0	<b>\$5,752</b>
	ELECTRIC	HOURS	2	12	24	0	40	0	0	0	0	0	<b>78</b>
		\$ AMOUNT	\$424	\$2,508	\$4,920	\$0	\$6,440	\$0	\$0	\$0	\$0	\$0	<b>\$14,292</b>
	ASSESSMENT REPORT	HOURS	4	8	0	24	40	0	0	0	0	0	<b>76</b>
		\$ AMOUNT	\$848	\$1,672	\$0	\$4,680	\$6,440	\$0	\$0	\$0	\$0	\$0	<b>\$13,640</b>
		<b>SUBTOTAL PHASE 3</b>	<b>\$2,120</b>	<b>\$8,360</b>	<b>\$10,660</b>	<b>\$14,820</b>	<b>\$24,472</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,432</b>
TOTALS		<b>HOURS</b>	<b>70</b>	<b>90</b>	<b>104</b>	<b>196</b>	<b>558</b>	<b>192</b>	<b>44</b>	<b>240</b>	<b>120</b>	<b>14</b>	<b>1628</b>
		<b>\$ AMOUNT</b>	<b>\$14,840</b>	<b>\$18,810</b>	<b>\$21,320</b>	<b>\$38,220</b>	<b>\$89,838</b>	<b>\$28,800</b>	<b>\$7,832</b>	<b>\$38,400</b>	<b>\$14,160</b>	<b>\$1,582</b>	<b>\$273,802</b>

<b>FEES SUMMARY</b>	<b>ARCH</b>	<b>ENG</b>	<b>TOTALS</b>
FEE FOR PHASE NO. 1	\$0.00	\$13,926.00	<b>\$13,926</b>
FEE FOR PHASE NO. 2	\$0.00	\$199,444.00	<b>\$199,444</b>
FEE FOR PHASE NO. 3	\$0.00	\$60,432.00	<b>\$60,432</b>
SUB CONTRACTOR (GEOTECH - DRILLER)	\$0.00	\$4,960.00	<b>\$4,960</b>
SUB CONTRACTOR (TITLE REPORT)	\$0.00	\$5,000.00	<b>\$5,000</b>
SUB CONTRACTOR (PH 1A ARCH)	\$0.00	\$8,100.00	<b>\$8,100</b>
SUB CONTRACTOR (BLDG ENVIRONMENTAL TESTING)	\$0.00	\$24,564.00	<b>\$24,564</b>
SUB CONTRACTOR (TEST PITS)	\$0.00	\$4,600.00	<b>\$4,600</b>
SUB CONTRACTOR (GPR - 5 DAYS ALLOWANCE)	\$0.00	\$14,375.00	<b>\$14,375</b>
REIMBURSABLE EXPENSES (HISTORICAL DATA REPORT)	\$0.00	\$1,500	<b>\$1,500</b>
REIMBURSABLE EXPENSES (PRINTING, MILEAGE)	\$0.00	\$1,000	<b>\$1,000</b>
<b>TOTAL FEE</b>	<b>\$0.00</b>	<b>\$337,901</b>	<b>\$337,901</b>

Facilities Programming and Conceptual Plan for Various Municipal Facilities in Princeton, New Jersey		CONSULTANT NAME: PERSONNEL LEVEL OF EFFORT IN HOURS/FEE												
			Engineering Director	Sr. Project Manager	Mechanical Engineer II	Sr. Electrical Engineer	Sr. Plumb / FP Engineer	Associate Engineer MEPFP	Cost Estimating PX	Cost Estimating Estimator		TBD	TOTAL HOURS/COST BY TASK	
TASK NO.	TASK DESCRIPTION	HOURLY RATE:	\$225.00	\$185.00	\$155.00	\$185.00	\$185.00	\$95.00	\$210.00	\$190.00		\$0.00		
		EMPLOYEE:	JAM	SLE					Gary W.	Jim Lane				
1	Phase 1 - Programming	HOURS	0	0	0	0	0	0	2	44			46	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$420	\$8,360	\$0	\$0	\$8,780	
2	Phase 2 - Concept	HOURS	0	0	0	0	0	0	4	60			64	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$840	\$11,400	\$0	\$0	\$12,240	
3	Phase 3 - Site Utilities	HOURS	0	0	0	0	0	0	2	16			18	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$420	\$3,040	\$0	\$0	\$3,460	
4		HOURS	0	0	0	0	0	0					0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		HOURS											0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		HOURS											0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		HOURS											0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		HOURS											0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		HOURS											0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTALS		HOURS	0	0	0	0	0						0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$1,680	\$22,800	\$0	\$0	\$24,480	

FEE SUMMARY	ARCH	ENG	TOTALS
Fee for Task No.1	\$0	\$8,780	<b>\$8,780</b>
Fee for Task No.2	\$0	\$12,240	<b>\$12,240</b>
Fee for Task No.3	\$0	\$3,460	<b>\$3,460</b>
Fee for Task No.4	\$0	\$0	<b>\$0</b>
Fee for Task No.5	\$0	\$0	<b>\$0</b>
Not Used	\$0	\$0	<b>\$0</b>
Not Used	\$0	\$0	<b>\$0</b>
<b>TOTAL FEE</b>	<b>\$0</b>	<b>\$24,480</b>	<b>\$24,480</b>

**PROFESSIONAL SERVICES AGREEMENT FOR FACILITIES PROGRAMMING AND CONCEPTUAL DESIGN FOR VARIOUS FACILITIES IN PRINCETON, NEW JERSEY**

THIS AGREEMENT ("Agreement" or "agreement") is by and between THE MUNICIPALITY OF PRINCETON ("PRINCETON"), a municipal corporation of the state of New Jersey, 400 Witherspoon Street, Princeton, New Jersey, 08540 (hereinafter referred to as "PRINCETON") and USA ARCHITECTS, with offices at 20 North Doughty Ave, Somerville, New Jersey 08876 (hereinafter referred to as "CONSULTANT".)

**WITNESS**

WHEREAS, PRINCETON desires to obtain professional services in connection with Facilities Programming and Conceptual Design for Various Facilities in Princeton, New Jersey; and

WHEREAS, on December 17, 2025, CONSULTANT provided a written proposal to PRINCETON for purposes of performing the sought-after professional services to PRINCETON, a copy of which is attached as Exhibit B hereto; and

WHEREAS, by resolution, the Council awarded an agreement for professional services to CONSULTANT without public bidding as authorized by law, in accordance with the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

NOW THEREFORE, IT IS AGREED by and between PRINCETON and CONSULTANT as follows:

1. Scope of Services.

- a. In consideration for payment of the cost set forth in Section 3 below, CONSULTANT shall use its best efforts to perform professional services and other related duties as set forth in the CONSULTANT'S proposal, a copy of which is attached hereto as Exhibit B and incorporated herein as if fully restated. Should there be any conflict between the terms of CONSULTANT'S proposal and this Agreement, the terms of this Agreement shall control.

2. Contract Term.

- a. This Agreement shall become effective upon the date of the final signature below.
- b. This Agreement shall be authorized for twelve months from the effective date, unless terminated sooner pursuant to the termination provisions set forth in subsection 2c. below.
- c. The Agreement may be terminated by either party, by giving thirty (30) days advanced written notice to the other, to the address as set forth on page 1 above.

3. Compensation; Manner of Payment.

- a. The anticipated cost of CONSULTANT'S services as described herein shall not exceed four hundred sixty-nine thousand, nine hundred one dollars and zero cents (\$469,901.00), subject to annual budgetary appropriations.

- b. CONSULTANT shall bill PRINCETON monthly on municipal vouchers for services rendered and reimbursement for such expenses incurred during the prior month, based on the hourly rates and fees set forth in Exhibit B. CONSULTANT shall give written notice to PRINCETON when the CONSULTANT has billed eighty percent (80%) of the compensation set forth in paragraph 3a.
- c. PRINCETON agrees to pay CONSULTANT within thirty (30) days of receipt of invoice and an audited and approved signed voucher.

4. Terms and Conditions.

- a. CONSULTANT shall take note of and comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 regarding Affirmative Action/ Equal Employment Opportunity and the Americans with Disabilities Act. The parties hereby incorporate into this Agreement the Affirmative Action/Non-Discrimination addendum per the attached Exhibit A.
- b. CONSULTANT shall take note of and comply with the requirements of P.L. 2004, c.57 (N.J.S.A. 52:32-44 et seq.) regarding Business Registration and Sales and Use Tax. The parties hereby incorporate into this Agreement the Business Registration and Sales and Use Tax addendum per the attached Exhibit C.
- c. The Terms and Conditions printed on the purchase order issued by PRINCETON to CONSULTANT shall be incorporated into this agreement per the attached Exhibit D.

5. Political Contributions.

- a. This Agreement has been awarded to CONSULTANT based on the merits and abilities of CONSULTANT to provide the services as described herein. This Agreement was not awarded through a “fair and open process” as that phrase is defined in N.J.S.A. 19:44A-20.7. As such, CONSULTANT hereby certifies that CONSULTANT (including persons and other business entities having an interest in CONSULTANT, as defined by N.J.S.A. 19:44A-20.7) has neither made a contribution that is reportable by the recipient under P.L. 1973, c.83, N.J.S.A. 19:44A-1 et seq. (i.e., in excess of \$200.00), in the one (1) year period preceding the award of this Agreement nor will it make a reportable contribution during the term of this Agreement to any municipal committee of a political party if a member of that political party is serving in an elective public office of the municipality of PRINCETON when the Agreement is awarded, or to any candidate committee of any person serving in an elective public office of the municipality of PRINCETON when the Agreement is awarded.
- b. CONSULTANT is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if CONSULTANT receives in a calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity. It is CONSULTANT’S responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at (888) 313-3532 or [www.elec.state.nj.us](http://www.elec.state.nj.us).

6. Insurance; Hold Harmless.

- a. Prior to commencing work, CONSULTANT shall furnish PRINCETON with a Certificate of Insurance as evidence that it has procured such commercial, automobile, workers' compensation, employer's and professional liability insurance coverage as is customary for the type and scope of services to be rendered under this Agreement. PRINCETON, and its officers, employees, agents and consultants, shall be listed as additional insured and as the certificate holder on such policies.
- b. CONSULTANT shall defend, indemnify and hold harmless PRINCETON, its officers, employees, agents and consultants from any and all claims, suits, actions, damages or costs, of any nature whatsoever, whether for personal injury, property damage or other liability, arising out of or in any way connected with the CONSULTANT'S acts or omissions, or those of its officers, employees, agents and consultants, in connection with this Agreement.
- c. It is also agreed that the acceptance of the final payment by the CONSULTANT shall be considered as a release in full of all claims against PRINCETON arising out of or by reason of performance or non-performance of the CONSULTANT'S obligations under this contract.

7. Complete Agreement.

- a. This Agreement and any attachments hereto or incorporated by reference represents the entire contract between the parties and shall take precedence over all other prior or existing understandings or agreements, if any, whether oral or written.

**IN WITNESS WHEREOF**, the parties have set their hand and seal the day and date first written above.

**ATTEST:**

**THE MUNICIPALITY OF PRINCETON**

By: \_\_\_\_\_  
Dawn M. Mount, Municipal Clerk

By: \_\_\_\_\_  
Mark Freda, Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**WITNESS:**

**USA ARCHITECTS**

By: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT A

### MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127)

N.J.A.C. 17:27 et seq.

### GOODS, GENERAL SERVICE AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [http://www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase an Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase an Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1 et seq.

## EXHIBIT B



# MUNICIPALITY <sup>of</sup> PRINCETON

Cost to Perform the Work

## FACILITIES PROGRAMMING AND CONCEPTUAL PLAN FOR VARIOUS FACILITIES IN PRINCETON, NEW JERSEY

REVISED December 17, 2025



20 North Doughty Ave.  
Somerville NJ 08876  
908.722.2300  
usaarchitects.com

**USA Architects, Planners + Interior Designers, Ltd.**  
**Facilities Programming and Conceptual Plan for Various Municipal Facilities in Princeton, New Jersey**  
**Architectural and Engineering Total Fees**

**REVISED 11/13/25**

FEE SUMMARY	ARCH	ENG	COST	TOTALS
	USA Architects	CME Engineering	Skanska	
<b>Fee for Task No. 1</b> Phase 1 Services	\$49,350	\$13,926	\$8,780	<b>\$72,056</b>
<b>Fee for Task No. 2</b> Phase 2 Services	\$54,930	\$199,444	\$12,240	<b>\$266,614</b>
<b>Fee for Task No. 3</b> Phase 3 Services	\$3,240	\$60,432	\$3,460	<b>\$67,132</b>
<b>Fee for Task No. 4</b> Goetech, Driller	\$0	\$4,960	\$0	<b>\$4,960</b>
<b>Fee for Task No. 5</b> Title Report	\$0	\$5,000	\$0	<b>\$5,000</b>
<b>Fee for Task No. 6</b> Phase 1A Arch	\$0	\$8,100	\$0	<b>\$8,100</b>
<b>Fee for Task No. 7</b> Bldg Eviron Testing	\$0	\$24,564	\$0	<b>\$24,564</b>
<b>Fee for Task No. 8</b> Test Pits	\$0	\$4,600	\$0	<b>\$4,600</b>
<b>Fee for Task No. 9</b> GPR Allowance	\$0	\$14,375	\$0	<b>\$14,375</b>
<b>Fee for Task No. 10</b> Hist Data Report	\$0	\$1,500	\$0	<b>\$1,500</b>
<b>Reimbursables</b> Expenses	\$0	\$1,000	\$0	<b>\$1,000</b>
<b>TOTAL FEE</b>	<b>\$107,520</b>	<b>\$337,901</b>	<b>\$24,480</b>	<b>\$469,901</b>

Facilities Programming and Conceptual Plan for Various Municipal Facilities in Princeton, New Jersey		USA ARCHITECTS: PERSONNEL LEVEL OF EFFORT IN HOURS/FEE									
			Associate-in-Charge	Project Manager	Project Architect	Design 2	Design 1	Codes	Reimb	TOTAL HOURS/COST BY TASK	
TASK NO.	TASK DESCRIPTION	HOURLY RATE:	\$180.00	\$180.00	\$150.00	\$0.00	\$0.00	\$170.00	\$0.00		
1	Phase 1- Kick off and progress meetings, meeting minutes, visit properties & provide field reports, program meetings, draft and final program document	HOURS	48	72	180					300	
		\$ AMOUNT	\$8,640	\$12,960	\$27,000	\$0	\$0	\$0	\$750	\$49,350	
2	Phase 2- Progress meetings, minutes, develop one concept plan, develop one rendered view of building, develop written report, project coordination.	HOURS	48	72	190			24		334	
		\$ AMOUNT	\$8,640	\$12,960	\$28,500	\$0	\$0	\$4,080	\$750	\$54,930	
3	Phase 3- Sizing of utility connections to serve the property.	HOURS	0	8	12					20	
		\$ AMOUNT	\$0	\$1,440	\$1,800	\$0	\$0	\$0	\$0	\$3,240	
4		HOURS								0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		HOURS								0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		HOURS								0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		HOURS								0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTALS		HOURS	96	152	382	0	0	24		654	
		\$ AMOUNT	\$17,280	\$27,360	\$57,300	\$0	\$0	\$4,080	\$1,500	\$107,520	

FEE SUMMARY	ARCH	ENG	TOTALS
Fee for Task No.1	\$49,350	\$0	\$49,350
Fee for Task No.2	\$54,930	\$0	\$54,930
Fee for Task No.3	\$3,240	\$0	\$3,240
Fee for Task No.4	\$0	\$0	\$0
Fee for Task No.5	\$0	\$0	\$0
Not Used	\$0	\$0	\$0
Not Used	\$0	\$0	\$0
<b>TOTAL FEE</b>	<b>\$107,520</b>	<b>\$0</b>	<b>\$107,520</b>

Facilities Programming and Conceptual Plan for Various Municipal Facilities in Princeton, New Jersey													
CME Associates: Personnel Level of Effort in Hours/fee													
		Title	Senior Leadership	Project Manager	Senior Professional Engineer	Professional Engineer	Engineer	CADD Technician	Survey Manager	Party Chief	Survey Technician	Support Staff	Total Hours/ Cost by Task
Phase No.	Phase Description	Hourly Rate:	\$212.00	\$209.00	\$205.00	\$195.00	\$161.00	\$150.00	\$178.00	\$160.00	\$118.00	\$113.00	
1	STAKEHOLDER ENGAGEMENT AND COORDINATION (MEETINGS)	Hours	40	0	0	0	0	0	0	0	0	0	2 <b>42</b>
		\$ Amount	\$8,480	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$226	<b>\$8,706</b>
	STAKEHOLDER ENGAGEMENT AND COORDINATION (MOMS, AGENDAS, PRESENTATION MATERIAL)	Hours	0	0	0	0	24	0	0	0	0	12	<b>36</b>
		\$ Amount	\$0	\$0	\$0	\$0	\$3,864	\$0	\$0	\$0	\$0	\$1,356	<b>\$5,220</b>
		<b>Subtotal Phase 1</b>	<b>\$8,480</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,864</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,582</b>	<b>\$13,926</b>
2	WETLANDS DELINEATION AND LOI	Hours	2	0	0	56	56	40	12	60	60	0	<b>286</b>
		\$ Amount	\$424	\$0	\$0	\$10,920	\$9,016	\$6,000	\$2,136	\$9,600	\$7,080	\$0	<b>\$45,176</b>
	EVALUATION OF SITE CHARACTERISTICS (GEOTECH)	Hours	2	0	52	0	0	0	0	0	0	0	<b>54</b>
		\$ Amount	\$424	\$0	\$10,660	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$11,084</b>
	EVALUATION OF ENVIRONMENTAL CONSTRAINTS AND PERMIT REQUIREMENTS	Hours	0	4	0	40	36	0	0	0	0	0	<b>80</b>
		\$ Amount	\$0	\$836	\$0	\$7,800	\$5,796	\$0	\$0	\$0	\$0	\$0	<b>\$14,432</b>
	BOUNDARY SURVEY & TITLE REPORT	Hours	6	0	0	0	0	128	32	180	60	0	<b>406</b>
		\$ Amount	\$1,272	\$0	\$0	\$0	\$0	\$19,200	\$5,696	\$28,800	\$7,080	\$0	<b>\$62,048</b>
	WETLANDS DELINEATION AND SURVEY, LOT 3	Hours	0	0	0	0	0	0	0	0	0	0	<b>0</b>
		\$ Amount	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
3	PRELIMINARY ASSESSMENT REPORT	Hours	2	6	0	0	50	0	0	0	0	0	<b>58</b>
		\$ Amount	\$424	\$1,254	\$0	\$0	\$8,050	\$0	\$0	\$0	\$0	\$0	<b>\$9,728</b>
	CONCEPTUAL LAYOUT	Hours	6	24	0	0	100	24	0	0	0	0	<b>154</b>
		\$ Amount	\$1,272	\$5,016	\$0	\$0	\$16,100	\$3,600	\$0	\$0	\$0	\$0	<b>\$25,988</b>
	ASSESSMENT REPORT (INCLUSIVE OF COST ESTIMATE AND FINAL DESIGN SCHEDULE)	Hours	2	16	0	24	140	0	0	0	0	0	<b>182</b>
		\$ Amount	\$424	\$3,344	\$0	\$4,680	\$22,540	\$0	\$0	\$0	\$0	\$0	<b>\$30,988</b>
		<b>Subtotal Phase 2</b>	<b>\$4,240</b>	<b>\$10,450</b>	<b>\$10,660</b>	<b>\$23,400</b>	<b>\$61,502</b>	<b>\$28,800</b>	<b>\$7,832</b>	<b>\$38,400</b>	<b>\$14,160</b>	<b>\$0</b>	<b>\$199,444</b>
	WATER	Hours	2	8	12	16	24	0	0	0	0	0	<b>62</b>
		\$ Amount	\$424	\$1,672	\$2,460	\$3,120	\$3,864	\$0	\$0	\$0	\$0	\$0	<b>\$11,540</b>
	SANITARY SEWER	Hours	2	8	16	24	32	0	0	0	0	0	<b>82</b>
		\$ Amount	\$424	\$1,672	\$3,280	\$4,680	\$5,152	\$0	\$0	\$0	\$0	\$0	<b>\$15,208</b>
	GAS	Hours	0	4	0	12	16	0	0	0	0	0	<b>32</b>
		\$ Amount	\$0	\$836	\$0	\$2,340	\$2,576	\$0	\$0	\$0	\$0	\$0	<b>\$5,752</b>
	ELECTRIC	Hours	2	12	24	0	40	0	0	0	0	0	<b>78</b>
		\$ Amount	\$424	\$2,508	\$4,920	\$0	\$6,440	\$0	\$0	\$0	\$0	\$0	<b>\$14,292</b>
	ASSESSMENT REPORT	Hours	4	8	0	24	40	0	0	0	0	0	<b>76</b>
		\$ Amount	\$848	\$1,672	\$0	\$4,680	\$6,440	\$0	\$0	\$0	\$0	\$0	<b>\$13,640</b>
		<b>Subtotal Phase 3</b>	<b>\$2,120</b>	<b>\$8,360</b>	<b>\$10,660</b>	<b>\$14,820</b>	<b>\$24,472</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,432</b>
TOTALS		Hours	70	90	104	196	558	192	44	240	120	14	<b>1628</b>
		\$ Amount	\$14,840	\$18,810	\$21,320	\$38,220	\$89,838	\$28,800	\$7,832	\$38,400	\$14,160	\$1,582	<b>\$273,802</b>

<b>FEES SUMMARY</b>	<b>ARCH</b>	<b>ENG</b>	<b>TOTALS</b>
FEE FOR PHASE NO. 1	\$0.00	\$13,926.00	<b>\$13,926</b>
FEE FOR PHASE NO. 2	\$0.00	\$199,444.00	<b>\$199,444</b>
FEE FOR PHASE NO. 3	\$0.00	\$60,432.00	<b>\$60,432</b>
SUB CONTRACTOR (GEOTECH - DRILLER)	\$0.00	\$4,960.00	<b>\$4,960</b>
SUB CONTRACTOR (TITLE REPORT)	\$0.00	\$5,000.00	<b>\$5,000</b>
SUB CONTRACTOR (PH 1A ARCH)	\$0.00	\$8,100.00	<b>\$8,100</b>
SUB CONTRACTOR (BLDG ENVIRONMENTAL TESTING)	\$0.00	\$24,564.00	<b>\$24,564</b>
SUB CONTRACTOR (TEST PITS)	\$0.00	\$4,600.00	<b>\$4,600</b>
SUB CONTRACTOR (GPR - 5 DAYS ALLOWANCE)	\$0.00	\$14,375.00	<b>\$14,375</b>
REIMBURSABLE EXPENSES (HISTORICAL DATA REPORT)	\$0.00	\$1,500	<b>\$1,500</b>
REIMBURSABLE EXPENSES (PRINTING, MILEAGE)	\$0.00	\$1,000	<b>\$1,000</b>
<b>TOTAL FEE</b>	<b>\$0.00</b>	<b>\$337,901</b>	<b>\$337,901</b>

Facilities Programming and Conceptual Plan for Various Municipal Facilities in Princeton, New Jersey		CONSULTANT NAME: PERSONNEL LEVEL OF EFFORT IN HOURS/FEE												
			Engineering Director	Sr. Project Manager	Mechanical Engineer II	Sr. Electrical Engineer	Sr. Plumb / FP Engineer	Associate Engineer MEPFP	Cost Estimating PX	Cost Estimating Estimator		TBD	TOTAL HOURS/COST BY TASK	
TASK NO.	TASK DESCRIPTION	HOURLY RATE:	\$225.00	\$185.00	\$155.00	\$185.00	\$185.00	\$95.00	\$210.00	\$190.00		\$0.00		
		EMPLOYEE:	JAM	SLE					Gary W.	Jim Lane				
1	Phase 1 - Programming	HOURS	0	0	0	0	0	0	2	44			46	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$420	\$8,360	\$0	\$0	\$8,780	
2	Phase 2 - Concept	HOURS	0	0	0	0	0	0	4	60			64	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$840	\$11,400	\$0	\$0	\$12,240	
3	Phase 3 - Site Utilities	HOURS	0	0	0	0	0	0	2	16			18	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$420	\$3,040	\$0	\$0	\$3,460	
4		HOURS	0	0	0	0	0	0					0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		HOURS											0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		HOURS											0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		HOURS											0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		HOURS											0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		HOURS											0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTALS		HOURS	0	0	0	0	0						0	
		\$ AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$1,680	\$22,800	\$0	\$0	\$24,480	

FEE SUMMARY	ARCH	ENG	TOTALS
Fee for Task No.1	\$0	\$8,780	<b>\$8,780</b>
Fee for Task No.2	\$0	\$12,240	<b>\$12,240</b>
Fee for Task No.3	\$0	\$3,460	<b>\$3,460</b>
Fee for Task No.4	\$0	\$0	<b>\$0</b>
Fee for Task No.5	\$0	\$0	<b>\$0</b>
Not Used	\$0	\$0	<b>\$0</b>
Not Used	\$0	\$0	<b>\$0</b>
<b>TOTAL FEE</b>	<b>\$0</b>	<b>\$24,480</b>	<b>\$24,480</b>

## **EXHIBIT C**

### **BUSINESS REGISTRATION AND SALES AND USE TAX REQUIREMENTS**

#### **A. Business Registration**

P.L. 2004, c.57, as amended by P.L. 2009, C.315 (N.J.S.A. 52:32-44) requires VENDOR (also "CONTRACTOR") to provide PRINCETON with its business registration and that of any named subcontractors prior to the time this Agreement is awarded. In addition:

1. A Subcontractor named in the proposal made by CONTRACTOR shall provide a copy of its business registration to CONTRACTOR who shall provide it to PRINCETON as provided above. No Contract with a subcontractor shall be entered into by CONTRACTOR under this Agreement with PRINCETON unless the subcontractor first provides CONTRACTOR with proof of a valid business registration.
2. PRINCETON will retain the proof of business registration in an alphabetical file.
3. CONTRACTOR shall maintain and submit to PRINCETON a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance. A complete and accurate list shall be submitted before final payment is made for goods provided or services rendered under the Agreement.

#### **B. Sales and Use Tax**

1. For the term of this Agreement, CONTRACTOR and each of its affiliates shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the "Sales and Use Tax Act," P.L. 1966, c.30 (C.54:32B-1 et seq.) on all their sales of tangible personal property delivered into this State.
2. CONTRACTOR shall include within its subcontracts the requirement that, for the term of this Agreement, the subcontractor and each of its affiliates shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the "Sales and Use Tax Act," P.L. 1966, c.30 (C.54:32B-1 et seq.) on all their sales of tangible personal property delivered into this State.

Information on the law and its requirements is available by calling (609) 292-9292.

# EXHIBIT D

## TERMS & CONDITIONS

### EXEMPTION

Princeton is exempted by statute from payment of all Federal, State, and Municipal excise, sales and other taxes.

FEDERAL I.D. 30-0746654

### LEGAL REQUIREMENTS

The vendor agrees to comply with all statutes, rules and regulations and orders set forth by the State of New Jersey, Federal Government, and ordinances of Princeton.

#### STATE REQUIREMENT (BUSINESS REGISTRATION REQUIREMENT)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

- 1) the contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor;
- 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;
- 3) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State. A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25.00 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609)292-9292

### AUTHORIZATION TO PROCEED

Princeton shall not be responsible for materials delivered or services performed delivered without authority of its written order and properly signed and executed by authorized Princeton official (s).

### QUALITY & QUANTITY

All materials or services furnished on this order must be as specified, and subject to Princeton officials' inspection and approval within a reasonable time after delivery at destination. Materials other than specified will be returned at the order must not be substituted without the review and approval of authorized Princeton official(s). Materials rejected will be returned at the vendor's risk and expense. Quantities and unit prices specified must be adhered to. In case of a change, it first requires Princeton approval or it will be paid at the quoted price and quantity.

### ASSIGNMENT

Neither party shall assign or transfer this order or any interest therein or monies payable ther under without the written consent of the other party and any assignment made without such consent shall be null and void, except that Princeton may assign this order and its interest therein to any affiliated corporation or to any corporation succeeding to Princeton's business without consent of vendor.

### MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

#### GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contact the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken with out regard to age, creed, color, national origin, ancestry marital status, affectional or sexual orientation, gender identity or expression, disability, national or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C.17:27.



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

File #: R-25-412

Agenda Date: 12/22/2025

Agenda #: 3.

---

### **Resolution of the Mayor and Council of Princeton Authorizing a Final Change Order for the 2024 Roadway Resurfacing Project to Carroccia Company in the Amount of -\$387,253.00; Authorizing a Final Payment of \$60,994.56, Resulting in a Final Contract Amount of \$1,391,323.20; Releasing the Performance Bond; and Accepting a Maintenance Bond in the Amount of \$266,786.43**

**WHEREAS**, pursuant to duly advertised Notice to Bidders in accordance with the New Jersey Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.*, six(6) bids were received, and a construction contract awarded to CCM Contracting, Inc. for the 2024 Roadway Resurfacing Project in Princeton, New Jersey for a contract amount of one million seven hundred seventy-eight thousand five hundred seventy-six dollars and twenty cents (\$1,778,576.20); and

**WHEREAS**, the quantity of various bid items was reduced based on the field conditions, resulting in a reduction in the overall contract price; and

**WHEREAS**, the Engineering Department advises that the construction project is complete and recommends the approval of a final change order amount of -\$387,253.00, which results in a final contract amount of one million three hundred ninety-one thousand three hundred twenty-three dollars and twenty cents (\$1,391,323.20); and

**WHEREAS**, the Engineering Department recommends final payment in the amount of \$60,994.56, and the release of the performance bond to CCM Contracting, Inc.

**WHEREAS**, CCM Contracting, Inc. has submitted an acceptable two-year Maintenance Bond in the amount of \$266,786.43, which is fifteen percent of the final contract amount.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of Princeton hereby approve the final payment in the amount \$60,994.56 and the release of the performance bond to CCM Contracting, Inc for 2024 Roadway Resurfacing in Princeton, New Jersey. The final revised contract amount shall be one million three hundred ninety-one thousand three hundred twenty-three dollars and twenty cents (\$1,391,323.20).



## MEMORANDUM

**To:** Mayor, Administration, and Council  
**From:** Deanna Stockton, P.E., C.M.E., *Deputy Administrator/Municipal Engineer*  
**Subject:** Final Closeout for the 2024 Roadway Resurfacing Project  
**Date:** December 16, 2025

---

Final inspection of the above-referenced project improvements has been completed, and it is recommended that a final payment in the amount of \$60,994.56 be approved to close out the 2024 Roadway Resurfacing Project construction contract with CCM Contracting, Inc. of Green Brook, New Jersey.

The amended contract amount is as follows:

Original Contract Amount	\$1,778,576.20
Total Amount Expended for the Project	\$1,391,323.20
Final Adjusted Amount	-\$387,253.00

The required closeout documents have been reviewed and accepted by the Engineering Department and transmitted to the Clerk's Office. We request that Princeton Council approve this final change order and release the Performance Bond in the amount of \$1,778,576.20 to CCM Contracting, Inc. of Green Brook, New Jersey.

A two-year maintenance period is hereby established, effective December 17, 2024, and CCM Contracting, Inc. has provided a Maintenance Bond in the amount of \$266,786.43 as a guarantee.

Please contact me if you have any questions.



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

File #: R-25-413

Agenda Date: 12/22/2025

Agenda #: 4.

---

### **Resolution of the Mayor and Council of Princeton Authorizing the Award of a Contract to SHI International Corp. for OpenGov Vertosoft Software for \$69,305.69 Utilizing New Jersey Cooperative Purchasing Alliance Contract #CK04 24-38**

**WHEREAS**, Princeton has a need to renew coverage for a software platform to allow for workflow automation for permitting and licensing; and

**WHEREAS**, this software is available on the New Jersey Cooperative Purchasing Alliance on contract #CK04 24-38, Computer Equipment and Peripherals, which was awarded to SHI International Corp (“SHI”); and

**WHEREAS**, Princeton is a member of the New Jersey Cooperative Purchasing Alliance; and

**WHEREAS**, pursuant to N.J.S.A. 52:34-6.2b.(3) and Local Finance Notice 2012-10, a New Jersey municipality may purchase goods and services without public bidding under the Local Public Contracts Law through the use of a nationally-recognized and accepted cooperative purchase contract that has been developed utilizing a competitive bidding or contracting process by another contracting unit within New Jersey; and

**WHEREAS**, on October 7, 2025, SHI provided a quotation for the desired software in the amount of \$69,305.69; and

**WHEREAS**, the Chief Financial Officer has certified that sufficient funds are available in account 01-201-20-125-23F.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Municipality of Princeton, County of Mercer, State of New Jersey, as follows:

1. The Mayor and Council, or their designee, are hereby authorized and directed to enter into an agreement with SHI International Corp for OpenGov Vertosoft Software for \$69,305.69 without public bidding as permitted by law.
2. A copy of this Resolution and the contract will be kept on file in the Office of the Clerk.



Pricing Proposal  
Quotation #: 26722446  
Created On: 10/7/2025  
Valid Until: 12/30/2025

## NJ-City of Princeton

### Dan Weissman

400 Witherspoon Street  
Princeton, NJ 08540  
United States  
Phone: (609) 921-7077 ext.1251  
Fax:  
Email: dweissman@princetonnj.gov

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Permitting & Licensing Unlimited Service Areas Vertosoft - Part#: OG-SWCI-B6080M-AR-3Y Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 24-38 Coverage Term: 1/1/2026 – 12/31/2026 <b>Note:</b> Software ESD	1	\$69,305.69	\$69,305.69
Total			\$69,305.69

### Additional Comments

Note: The New Jersey Cooperative Purchasing Alliance is a Service of the County of Bergen, County Executive James J. Tedesco III and the Board of Commissioners

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.  
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*

## Inside sales Account Executive

### Ahmed Sirdah

300 davidson avenue  
Somerset, NJ 08873  
Phone: 732-584-8240  
Fax:  
Email: ahmed\_sirdah@shi.com



# Municipality of Princeton, NJ

## Staff Report

400 Witherspoon St  
Princeton, NJ 08540

File #: R-25-414

Agenda Date: 12/22/2025

Agenda #: 5.

### **Resolution of the Mayor and Council of Princeton Authorizing a One-Year Extension to the Contract with Greater Mercer Transportation Management Association, Inc. for Transportation Services for Crosstown for an Amount Not to Exceed \$158,000.00**

**WHEREAS**, on December 18, 2023, the Municipality of Princeton (“Municipality”) passed Resolution 23-402 awarding a contract to Greater Mercer Transportation Management Association, Inc. (“Greater Mercer TMA”) for Transportation Services for Crosstown for an amount not to exceed \$269,850.00; and

**WHEREAS**, pursuant to the Bid Specifications and Agreement between the Municipality and Greater Mercer TMA the initial term of the contract was twenty-four months from January 1, 2024, through December 31, 2025, and may be extended for up to two (2) additional one (1) year terms; and

**WHEREAS**, Greater Mercer TMA has been performing the services under the Agreement in an effective and efficient manner; and

**WHEREAS**, the Municipality desires to extend the contract for an additional one (1) year term; and

**WHEREAS**, the cost for the additional one (1) year term shall not exceed \$158,000.00, pursuant to the Bid Specifications and Agreement;

**WHEREAS**, the Chief Financial Officer has certified that sufficient funds are available to pay for said services in account 01-201-27-331-298.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Municipality of Princeton, County of Mercer, State of New Jersey, as follows:

1. The current contract between the Municipality of Princeton and Greater Mercer Transportation Management Association, Inc. for Transportation Services for Crosstown is hereby extended for one year from January 1, 2026, through December 31, 2026, for an amount not to exceed \$158,000.00.
2. All other remaining provisions of the Agreement between the Municipality and Greater Mercer Transportation Management Association, Inc. not inconsistent herewith shall remain the same.
3. This Resolution, when countersigned by Greater Mercer Transportation Management Association, Inc. shall serve as the first extension of the original Agreement.

**ATTEST:**

**PRINCETON**

By: \_\_\_\_\_

By: \_\_\_\_\_

Dawn M. Mount, Municipal Clerk

Mark Freda, Mayor

**WITNESS:**

**GREATER MERCER TRANSPORTATION  
MANAGEMENT ASSOCIATION, INC.**

By: \_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Authorized Representative

**BID PROPOSAL FORM**

PROJECT NAME: TRANSPORTATION SERVICES FOR CROSSTOWN

BIDDER: Greater Mercer Transportation Management Association, Inc.

SUBMITTED TO: Municipality of Princeton  
400 Witherspoon Street  
Princeton, New Jersey 08540

BIDDER ADDRESS: 15 Roszel Road, Princeton, NJ 08540

CONTACT PERSON: Cheryl Kastrenakes

TELEPHONE: 609 452-1491

FACSIMILE: 609-452-0028

EMAIL ADDRESS: ckastrenakes@gmtma.org

1. This bid proposal must be signed in the space provided for signatures below. In the case of an entity, the title of the person signing must be stated, and the signature of said person must be duly attested.
2. The undersigned acknowledges that they have carefully examined and fully understood all Bid Documents prepared by Princeton and all conditions affecting the services.
3. The undersigned proposes to furnish and deliver the above goods/services pursuant to the bid specification and made part hereof.
4. The undersigned hereby certifies that they have full authority to make the Proposal.
5. If notified of acceptance of this Proposal within 60 days after the time set for opening bids, or any authorized extension of that time, the undersigned agrees to execute a contract for the goods/services listed above for the below stated sum in the form included in the Contract Documents, and to complete the work or supply goods according to the terms and conditions of the contract within the time established in the Specifications.
6. Bidder shall propose prices for a base bid of a two (2) year contract with provisions for two one-year extensions in the spaces provided below. The price will be a price per ride from Princeton to Princeton, Montgomery, Plainsboro, or Lawrence Townships.
7. There are no alternates in this proposal.

**PRICE SHEET**

Bid Item	Estimated Number of Rides	Unit Price per Ride in numbers	Total Base Bid Price for Rides in numbers
Rides from Princeton to Princeton, Montgomery, Plainsboro, or Lawrence Townships	Estimated Number of Rides in 2024: 7,500	\$ 17.50	\$ 131,250
	Estimated Number of Rides in 2025: 7,700	\$ 18.00	\$ 138,600

TOTAL BASE BID PRICE FOR 2024 in words: One hundred thirty one thousand two hundred fifty dollars

TOTAL BASE BID PRICE FOR 2025 in words: One hundred thirty eight thousand six hundred dollars

Bid Item	Estimated Number of Rides in 2026	Unit Price per Ride in numbers	Total Bid Price for 7,000 Rides in numbers
Rides from Princeton to Princeton, Montgomery, Plainsboro, or Lawrence Townships	7,900	\$ 20.00	\$ 158,000

TOTAL BID PRICE FOR 2026 in words: One hundred fifty eight thousand dollars

Bid Item	Estimated Number of Rides in 2027	Unit Price per Ride in numbers	Total Bid Price for 7,200 Rides in numbers
Rides from Princeton to Princeton, Montgomery, Plainsboro, or Lawrence Townships	8,200	\$ 22.00	\$ 180,400

TOTAL BID PRICE FOR 2027 in words: One hundred eighty thousand four hundred dollars

8. Bidder shall fully describe any exceptions and/or deviations. Additional sheets may be used.

---

---

---

---

---

9. In accordance with N.J.S.A. 40A:11-23.2, the undersigned Bidder hereby acknowledges receipt of the following Addenda with their initials:

<u>Addendum Number</u>	<u>Date</u>	<u>Initial</u>
------------------------	-------------	----------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Initial Here if No Addendum Were Received

CK

10. CERTIFICATION OF PROPOSAL: The undersigned hereby agrees to provide complete performance in accordance with the Contract and Specifications for the Prices listed on the Proposal Sheet.

Cheryl Kastrenakes, Executive Director

Name and Title

Cheryl Kastrenakes, 12/4/23

Signature

Date

Dolma Christie 12/4/23

Attest

Date



**MUNICIPALITY OF  
PRINCETON**  
Department of Infrastructure  
& Operations  
400 Witherspoon Street  
Princeton, NJ 08540  
(609) 921-7077  
[engineering@princetonnj.gov](mailto:engineering@princetonnj.gov)

## MEMORANDUM

**To:** Mayor and Council  
**From:** Deanna Stockton, *Deputy Administrator / Municipal Engineer*  
**Subject:** Crosstown Transportation Services Extension  
**Date:** December 15, 2025

---

Attached for Princeton Council's approval is resolution to grant a one-year extension to the Greater Mercer Transportation Management Association (GMTMA) for Crosstown transportation services.

The Crosstown Transportation Service has been a community transit option provided by the municipality and the former Borough for over thirteen years. It is a door-to-door transportation service for seniors aged sixty-five and up, and people with disabilities, who live in the municipality of Princeton. Penn Medicine wholly funds rides to Penn Medicine Princeton Health and medically prescribed rehabilitation at Princeton Fitness & Wellness Center in Montgomery Township. All other rides are subsidized by riders at the cost of \$3 per one-way ride. The Center for Modern Aging (CMAP) sells the \$3 voucher to qualifying residents and manages the billings for this service. Annual ridership is typically in the range of 6,500; the 2025 total through November is 6,101. About 18% of the rides to date in 2025 have been funded by Penn Medicine.

Please contact me if you have any questions or require additional information.



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

File #: R-25-415

Agenda Date: 12/22/2025

Agenda #: 6.

---

### **Resolution of the Mayor and Council of Princeton Authorizing an Agreement with the Princeton Farmers Market for Use of Hinds Plaza on Specified Thursdays in 2026**

**WHEREAS**, Princeton owns certain real property situate in the Municipality of Princeton, said property being designated as Block 27.02, Lot 76, on the Princeton Municipal Tax Map, and

**WHEREAS**, the municipal property is improved with Hinds Plaza and the Spring Street Garage for public use; and

**WHEREAS**, Princeton desires to allow the Princeton Farmers Market, a non-profit organization of the State of New Jersey, c/o JM Group, 12 Pine Street, Princeton, New Jersey 08542 (“Organization”) to use a portion of Hinds Plaza to operate a weekly Farmers’ Market for farmers, producers and members of the community in 2026; and

**WHEREAS**, Princeton and Organization desire to enter into a use agreement in accordance with the terms set forth therein.

**NOW, THEREFORE, BE IT RESOLVED** by the Princeton Council as follows:

1. The preamble to this resolution is hereby incorporated as if more fully set forth herein.
2. Princeton is hereby authorized to enter into a use agreement with Princeton Farmers Market to allow for use of Hinds Plaza as depicted on Exhibit “A”, attached hereto and made a part hereof.
3. The Mayor and Clerk are hereby authorized to execute the use agreement on behalf of Princeton.



**MUNICIPALITY OF  
PRINCETON**  
Department of Infrastructure  
& Operations  
400 Witherspoon Street  
Princeton, NJ 08540  
(609) 921-7077  
[engineering@princetonnj.gov](mailto:engineering@princetonnj.gov)

## MEMORANDUM

**To:** Mayor and Council  
**From:** Deanna Stockton, *Deputy Administrator*  
**Subject:** Princeton Farmers' Market Agreement for 2026  
**Date:** December 15, 2025

---

Attached for Princeton Council's authorization at its December 22, 2025 meeting is an agreement with the Princeton Farmers' Market to operate a market on Thursdays at Hinds Plaza in 2026, beginning on January 8, 2026. The following market dates are proposed by the Princeton Farmers' Market:

- Biweekly markets January 8 through April 23
- Weekly summer markets May 7 through November 19

The market times will be the same as in 2025.

The 2026 agreement includes the following parking allowances for the Farmers' Market, which are consistent with those approved by Council in 2025:

- Free parking for vendors at 6 metered on-street parking spaces from 8:00 am to 4:00 pm
- Free parking for vendors at 15 parking spaces in the Spring Street Garage from 8:00 am to 5:00 pm

If you have any questions or require additional information, please contact me. We look forward to welcoming back the Princeton Farmers' Market to Hinds Plaza for the 2026 season and beyond.

## **AGREEMENT FOR USE OF PUBLIC SPACE**

**THIS AGREEMENT** ("Agreement" or "agreement") entered into this \_\_\_ day of December, 2025 by and between the Municipality of Princeton, a municipal corporation of the State of New Jersey, 400 Witherspoon Street, Princeton, New Jersey, 08540 (hereinafter referred to as "Princeton") and Princeton Farmers Market, a non-profit organization of the State of New Jersey, c/o JM Group, 12 Pine Street, Princeton, New Jersey 08542 (hereinafter referred to as the "Organization").

### **WITNESS**

**WHEREAS**, the Organization is an I.R.S. §501(c)(3) charitable non-profit organization established for purposes of creating an economically sustainable community for local farmers, producers and residents; and

**WHEREAS**, the Organization has requested the use of, and Princeton desires to allow the Organization to use, a portion of Hinds Plaza in Princeton, which is owned by Princeton, for purposes of allowing the Organization to operate a weekly Farmers' Market for farmers, producers and members of the community in 2026; and

**WHEREAS**, Princeton has authorized the award of this Agreement without public bidding pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-6.1.

**NOW THEREFORE, IT IS AGREED** by and between Princeton and the Organization as follows:

1. **Use of Public Space.** Princeton is the owner of certain outdoor space on Witherspoon Street in Princeton known as "Hinds Plaza" (the "Property"). The Organization is hereby authorized and permitted to utilize a portion of the Property (the "Authorized Premises") for operation of an outdoor market at which local farmers and producers may bring and sell their goods to residents and members of the community (the "Farmers' Market"). The Authorized Premises is shown on Exhibit A attached hereto. The Organization shall be permitted to use the Authorized Premises specifically in accordance with the following:
  - a. The Organization shall be authorized to conduct a biweekly Farmers' Market open to the public on Thursdays beginning on January 8, 2026 and through April 23, 2026.
  - b. The Organization shall be authorized to conduct a weekly Farmers' Market open to the public on Thursdays beginning on May 7, 2026 and until November 19, 2026.
  - c. The Organization shall be authorized to conduct a weekly Farmer's Market open to the public on Thursdays in the month of December 2026 and until the Christmas holiday.
  - d. The Farmers' Market shall consist of vendors selected by the Organization, and the Organization shall be fully responsible for ensuring that the Farmers' Market and conduct of its vendors is in furtherance of the Organization's charitable purposes at all times.

- e. The Organization, through its designated vendors, shall be permitted to set up between 8 a.m. and 9 a.m. on the permitted Thursdays and complete removal of all of the Organization's and vendors' equipment and merchandise no later than 4 p.m. on the same day. The Farmers' Market shall be open to the public within these time frames.
- f. The Organization and its vendors are permitted to bring such equipment, along with their goods for sale, for use at the Authorized Premises during the Farmers' Market, such as tables, chairs and other necessary equipment to operate the Farmers' Market. All such equipment shall be removed no later than 4 p.m. each Thursday.
- g. The Organization shall apply for a Noise Permit from the Princeton Municipal Clerk in the event that music is amplified at the Farmers' Market.
- h. The Organization shall maintain the Authorized Premises in good repair. The Organization shall be responsible for ensuring that the Authorized Premises is clean and that all garbage, refuse and other waste from the Farmers' Market is removed and properly disposed of no later than 4 p.m. each Thursday. The Organization shall be permitted to utilize the same, including any available utilities, at no cost. Should there be any damage to or other issues with the Authorized Premises or the Property, the Organization shall notify Princeton as soon as reasonably possible.
- f. The Organization may also utilize temporary signage each Thursday for purposes of notifying the public of its presence and directing individuals to ingress and egress points; these signs shall be subject to the approval of Princeton prior to their use.
- g. The Organization shall be permitted to use six on-street Princeton parking spaces at no charge to the Organization for vendor parking, as identified on Exhibit A, as part of the Farmers' Market each Thursday. Princeton shall be responsible for placing meter bags on these meters, as necessary. Princeton shall also provide up to fifteen free parking transactions expiring at 5:00 p.m. at the Spring Street Garage to the Organization for purposes of enabling parking for vendors at the Farmers' Market each Thursday.
- h. The Organization shall be responsible for the conduct of its vendors and there shall be no contractual relationship between the vendors and Princeton. All communications regarding the Farmers' Market shall be between the Organization and Princeton only. The Organization shall communicate with Princeton during the term of this Agreement through the Deputy Director of Engineering and Infrastructure Operations, or their designee.
- i. The Princeton Chief of Police and Director of OEM shall each have the authority to suspend the Organization's use of the Authorized Premises or the Property, or any of the parking spaces identified in subsection g. above, for such time as may be necessary in the event of an emergency.

2. Term. This Agreement shall be effective immediately and shall continue until December 31, 2026.

3. Insurance; Indemnification.

- a. Prior to utilizing the Authorized Premises, the Organization shall furnish Princeton with a Certificate of Insurance as evidence that it has procured such commercial, automobile, workers' compensation and employer's liability insurance coverage (if

necessary) to cover injuries and damages resulting from the Organization's use of the Authorized Premises and operation of the Farmers' Market. The minimum limits shall be as follows:

- (1) Workmen's Compensation and Employer's Liability Insurance in accordance with the requirements of the General Laws of New Jersey and all other applicable laws and regulations; and
- (2) Commercial General Liability Insurance Including Contractor's Liability and Contractual Liability Insurance with a minimum combined single limit of \$1,000,000 for bodily injury and/or property damage per accident per occurrence. All liability coverage shall be on an occurrence basis; and
- (3) Comprehensive Automobile Liability Insurance, covering the Organization for claims arising from all owned, hired and non-owned vehicles with a combined single limit not less than \$1,000,000 for bodily injury and/or property damage each accident.

Princeton, and its officers, employees, agents and consultants, shall be listed as additional insured on such policies except workers' compensation and professional liability. The Organization's Certificate of Insurance, which shall be maintained for the life of this Agreement, is attached hereto as Exhibit B.

- b. The Organization agrees to defend, indemnify and hold harmless Princeton, its officers, employees, agents and consultants from any and all claims, suits, actions, damages or costs, whether for personal injury, property damage or other liability, arising out of or in any way connected with the Organization's use of the Authorized Premises.
4. Complete Agreement. This Agreement represents the entire contract between the parties and shall take precedence over all other prior or existing understandings or agreements, if any, whether oral or written.

**IN WITNESS WHEREOF**, the parties have set their hand and seal the day and date first written above.

ATTEST:

\_\_\_\_\_  
Dawn Mount, Clerk

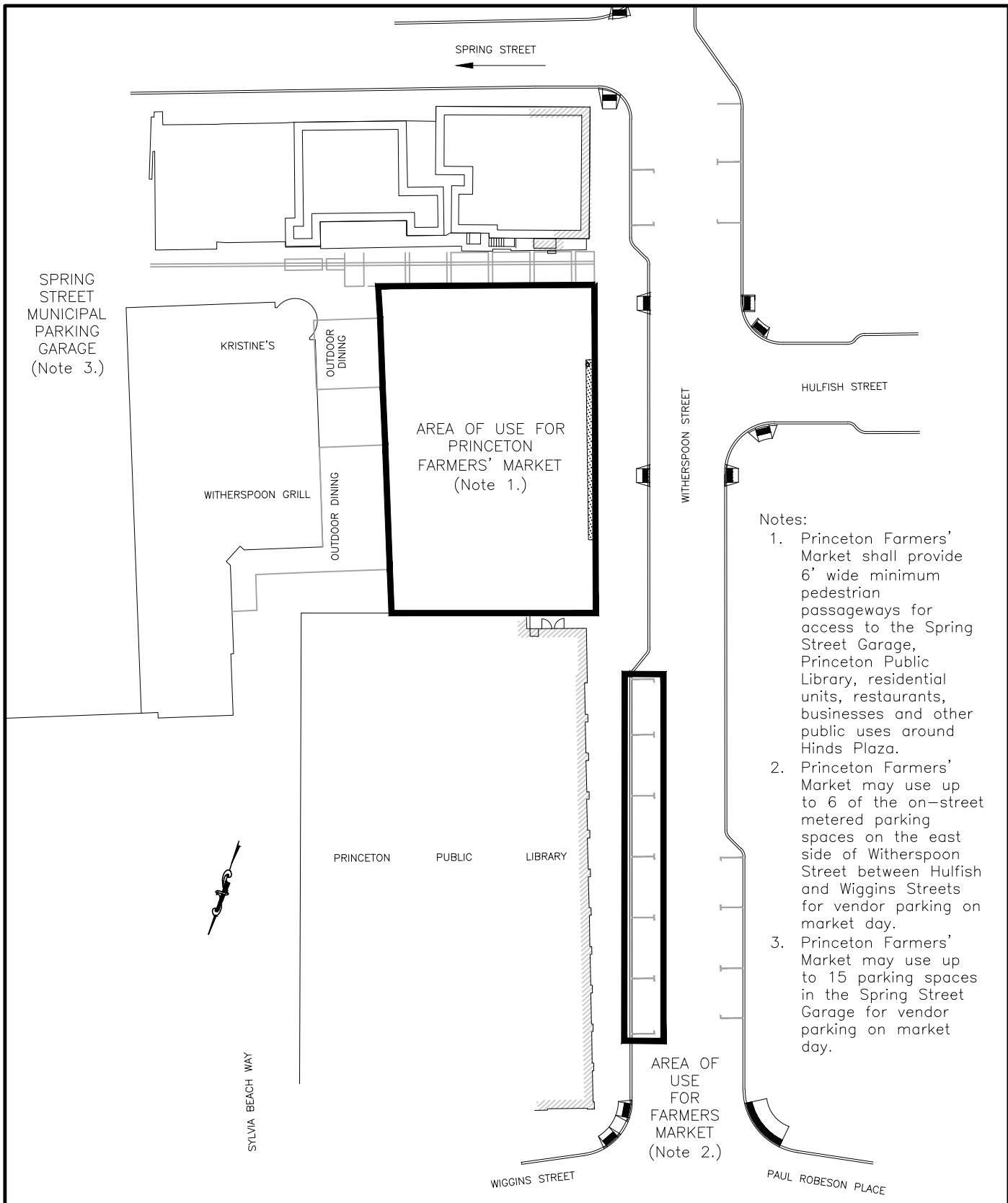
**MUNICIPALITY OF PRINCETON**

By: \_\_\_\_\_  
Mark Freda, Mayor

WITNESS:

**PRINCETON FARMERS MARKET**

By: \_\_\_\_\_



## EXHIBIT 'A'

2023 PRINCETON FARMERS MARKET LOCATION PLAN  
HINDS PLAZA ON WITHERSPOON STREET  
DATE: 5/4/23

NOT TO SCALE



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

File #: R-25-416

Agenda Date: 12/22/2025

Agenda #: 7.

### **Resolution of the Mayor and Council of Princeton Supporting a Regional Collaboration, Led by Montgomery Township, for the Preparation of a Watershed Improvement Plan for the Lower Millstone River Watershed**

**WHEREAS**, Princeton, as well as all municipalities, is required by the 2023 Municipal Separate Storm Sewer System (MS4) permit to develop a Watershed Improvement Plan (WIP) to reduce flooding, reduce water pollution, meet the pollution reduction goals in Total Maximum Daily Loads, and achieve designated uses for waterways within the municipality; and

**WHEREAS**, the Department of Environmental Protection encourages municipalities to interact with their neighboring municipalities and to develop Watershed Improvement Plans on a regional basis; and

**WHEREAS**, through Resolution 25-94, Princeton Mayor and Council authorized Princeton's regional participation in the WIP creation for the Stony Brook Watershed; and

**WHEREAS**, Princeton, through its professionals, has been engaging with the participants of the Lower Millstone River Watershed work group organized by The Watershed Institute and led by Montgomery Township since October 2024, to discuss issues of stormwater management, flooding, and water pollution; and

**WHEREAS**, it is anticipated that a regional approach for the Lower Millstone River Watershed will reduce costs in the development and implementation of a Watershed Improvement Plan by facilitating a collaborative effort, as opposed to each municipality conducting the required studies and project development independently; and

**WHEREAS**, One Water Consulting, LLC, has proposed to develop the WIP for the Lower Millstone River Watershed for a total cost of \$254,300, with Princeton's share to be \$8,370.00 (3.29% of the total proposed budget), which is the proportional share calculated in consideration of the following eight participating municipalities:

Municipality	Percentage of Cost	
	Share	Cost
Montgomery Township	35.27%	\$89,683
Franklin Township	30.56%	\$77,725
South Brunswick Township	19.12%	\$48,628
Manville Borough	5.49%	\$13,951
Princeton	3.29%	\$8,370
Hopewell Township	3.13%	\$7,972
Hopewell Borough	2.04%	\$5,182
Rocky Hill Borough	1.10%	\$2,790
<b>TOTAL</b>	<b>100%</b>	<b>\$254,300</b>

; and

**WHEREAS**, the proposed WIP would study the current status of water quality in the Lower Millstone River Watershed and its tributaries; develop a matrix of best management practices (stormwater management systems) to address the water pollution impairments and flooding; and identify potential locations, projects, and costs within the watershed to reduce water pollution and flooding; and

**WHEREAS**, Montgomery Township is seeking commitments from municipalities within the Lower Millstone River Watershed to participate in the WIP project; and

**WHEREAS**, the Montgomery Township Mayor and Clerk are authorized and directed by Resolution 25-12-418 to execute an Interlocal Services Agreement with the participating municipalities of the Lower Millstone River Watershed, which participants may include all or some of: Franklin Township, South Brunswick Township, Manville Borough, Princeton, Hopewell Township, Hopewell Borough, and Rocky Hill Borough; in order to collaboratively contract with One Water Consulting, LLC for the Lower Millstone River Watershed Management Plan for a total amount of \$254,300.00; and

**WHEREAS**, the Montgomery Township Engineer and Open Space and Stewardship Director received notice from the New Jersey Department of Environmental Protection that Montgomery Township's 2025 Water Quality Restoration Grant application was selected to receive a grant award on a reimbursement basis, potentially funding the entire WIP for all participating municipalities pending execution of a grant agreement; and

**WHEREAS**, the Princeton Municipal Engineer recommends that Princeton commit to participate in the project with a not to exceed budget of \$15,000.00 for the professional services agreement in case one of the participating municipalities fails to approve the contract, thereby increasing the fee due by the remaining municipalities; and

**WHEREAS**, the New Jersey Interlocal Services Act, N.J.S.A. 40A:65-1 et. seq. provides that local units may enter into agreement for joint and/or reciprocal services; and

**WHEREAS**, the Chief Financial Officer has certified that Princeton has appropriated sufficient funds for these services in account 04-215-24-014-076-335; and

**WHEREAS**, the term of this contract shall be for twelve (12) months.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of Princeton, County of Mercer, State of New Jersey, as follows:

1. The Mayor and Council support Princeton's participation with Montgomery Township for the Lower Millstone River Watershed Management Plan with One Water Consulting, LLC.
2. The established budget for this project is not to exceed \$15,000.
3. The term of this contract shall be for twelve (12) months.
4. A copy of this Resolution will be kept on file in the Office of the Municipal Clerk.



**MUNICIPALITY OF  
PRINCETON**  
Department of Infrastructure  
& Operations  
400 Witherspoon Street  
Princeton, NJ 08540  
(609) 921-7077  
[engineering@princetonnj.gov](mailto:engineering@princetonnj.gov)

## MEMORANDUM

**To:** Mayor and Council  
**From:** Deanna Stockton, *Deputy Administrator*  
**Subject:** Professional Services Agreement with One Water Consulting, LLC for Services Related to a Stony Brook Watershed Improvement Plan  
**Date:** December 16, 2025

---

Attached for adoption by Princeton Mayor and Council at its December 22, 2025 meeting is a resolution to commit to entering into an agreement with One Water Consulting for work related to a Watershed Improvement Plan for the Lower Millstone River watershed.

Since 2024, Princeton staff have been participating in meetings organized by the Watershed Institute, and spearheaded by Montgomery Township, for the municipalities within the Lower Millstone River watershed including Montgomery Township, Hopewell Township, Franklin Township, South Brunswick Township, Manville Borough, Hopewell Borough, and Rocky Hill Borough. These meetings have been focused on working collaboratively to create a plan for the Lower Millstone River watershed. With the new municipal separate storm sewer system (MS4) regulations that were made effective by the New Jersey Department of Environmental Protection on January 1, 2023, the municipalities are subject to a new regulation to create a Watershed Improvement Plan for each of our HUC-14 watersheds. As watershed boundaries, including the Lower Millstone River, do not coincide with municipal or county boundaries, a collaborative approach is needed to holistically review and plan for stormwater quality improvements within a watershed.

Princeton Council authorized Princeton's participation in a similar collaboration, in March 2025, for the regional Stony Brook Watershed Improvement Plan. In that case, each municipality contracted directly with One Water Consulting rather than utilizing a lead agency and interlocal agreements. For the Lower Millstone River contract, Montgomery Township has assumed the lead agency role and will request interlocal agreements with those municipalities that will collaborate on the Lower Millstone River Watershed Improvement Plan. Montgomery Township is seeking formal commitment from the municipalities regarding their participation before the interlocal agreements are drafted. Thus, the attached resolution details Princeton's anticipated contribution toward the One Water Consulting's professional services agreement.

The total contract amount is \$254,300, with Princeton's share to be \$8,370.00 (3.29% of the total proposed budget), which is the proportional share calculated in consideration of the following eight participating municipalities:

<b>Municipality</b>	<b>Percentage of Cost</b>	
	<b>Share</b>	<b>Cost</b>
Montgomery Township	35.27%	\$89,683
Franklin Township	30.56%	\$77,725
South Brunswick Township	19.12%	\$48,628
Manville Borough	5.49%	\$13,951
Princeton	3.29%	\$8,370
Hopewell Township	3.13%	\$7,972
Hopewell Borough	2.04%	\$5,182
Rocky Hill Borough	1.10%	\$2,790
<b>TOTAL</b>	<b>100%</b>	<b>\$254,300</b>

It is recommended that a not to exceed budget of \$15,000.00 be established for the professional services agreement in case one of the participating municipalities fails to approve the contract, thereby increasing the fee due by the remaining municipalities.

Watershed Improvement Plan documents are required to be submitted by January 1, 2027. We appreciate Princeton Council's support to promptly move ahead with a regional approach to this planning effort. Please contact me if you have any questions.



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

File #: R-25-417

Agenda Date: 12/22/2025

Agenda #: 8.

### **Resolution of the Mayor and Council of Princeton Authorizing Agreement With Princeton Mobile Food Pantry for Temporary Use of 237 North Harrison Street**

**WHEREAS**, in 2010 the Princeton Mobile Food Pantry (“Organization”) provides essential support to over 1,300 neighbors in Princeton, particularly families connected to Princeton Public Schools, by delivering biweekly packages of fresh, culturally relevant proteins, fruits, vegetables, and other household items, sourced from partners such as McCaffrey's Markets and Mercer Street Friends, as well as donations of shelf-stable food, books, toys, hygiene supplies, and clothing; and

**WHEREAS**, the Organization is an IRS §501(c)(3) charitable non-profit organization, and does not charge any fees in connection with operation of the food pantry; and

**WHEREAS**, the Organization currently utilizes free commercial space of the Princeton Shopping Center on Harrison Street that will no longer be available; and

**WHEREAS**, presently the Organization operates the food pantry from 8:30 a.m. to 11:30 a.m. every other Wednesday, through the use of the services of approximately 20 volunteers at any given time, who pack and distribute food every two weeks to an average of 250 homes in the Princeton area; and

**WHEREAS**, these volunteers, alongside a team of drivers, are responsible for delivering over 600 bags of groceries, ensuring that fresh food reaches families directly to their doorsteps; and

**WHEREAS**, Princeton has offered the Organization the ability to utilize a portion of the former PFARS building at 237 North Harrison Street for purposes of operating the Store on a temporary basis and until the Organization is able to secure a more permanent location for operation of same; and

**WHEREAS**, the Deputy Administrator/Director of Health and Director of Human Services recommends that Princeton provide space at 237 North Harrison Street for purposes of enabling the Organization to operate the food pantry, which provides a valuable service to members of the community who are in need of same; and

**WHEREAS**, there shall be no cost to either party for this Agreement, and the term of this Agreement shall initially continue until January 1, 2027, and thereafter, the term shall continue on a month-to-month basis but not to exceed a completion date of June 30, 2027; and

**WHEREAS**, the Local Public Contracts Law authorizes Princeton to formally award this agreement without

public bidding under N.J.S.A. 40A:11-6.1.



# MUNICIPALITY OF PRINCETON

Department of Health &  
Community Services  
Health Department

1 Monument Drive  
Princeton, NJ 08540  
(609) 497-7608  
healthdepartment@princetonnj.gov

**To:** Mayor and Council  
Bernard Hvozdovic, Jr., Administrator  
Dawn Mount, Clerk

**From:** Jeffrey C. Grosser, Deputy Administrator | Health Officer

**Date:** December 22, 2025

**Subject:** Agreement for Temporary Use of Public Space

Princeton continues to support the Princeton Mobile Food Pantry (PMFP) at its temporary location at 237 North Harrison Street, the former Princeton First Aid and Rescue Squad building. Following a successful year of operations in 2025, demonstrated by consistent service delivery, increased volunteer engagement, and sustained community need, PMFP has requested a renewal of the temporary use agreement through December 31, 2026.

In 2025, PMFP provided fresh, healthy groceries to hundreds of families throughout Princeton, welcoming approximately 50 new households and bringing the total number of families served to nearly 300. During the year, dedicated volunteers packed and delivered nearly 4,000 bags containing fresh produce, proteins, and culturally meaningful foods, supporting food access while preserving the dignity and choice of families preparing meals in their own homes. As the year concludes, PMFP has expressed gratitude for the community's continued support and looks ahead to 2026 with the goal of continuing to serve neighbors experiencing food insecurity.

PMFP leadership acknowledges that this arrangement is temporary, that future use of the property remains under evaluation, and that the agreement includes a 60-day cancellation provision should municipal needs require termination or modification.

For the term of the agreement, Human Services Director Rhodalynn Jones and I will continue to serve as the municipal liaisons to PMFP.

Sincerely,

Jeffrey C. Grosser, MHS, HO, CPM  
Deputy Administrator/Health Officer

## **AGREEMENT FOR TEMPORARY USE OF PUBLIC SPACE**

**THIS AGREEMENT** ("Agreement" or "agreement") entered into this 22<sup>nd</sup> day of December, 2025 by and between the Municipality of Princeton, a municipal corporation of the state of New Jersey, 400 Witherspoon Street, Princeton, New Jersey, 08540 (hereinafter referred to as "Princeton") and Princeton Mobile Food Pantry (hereinafter referred to as the "Organization").

### **WITNESS**

**WHEREAS**, the Organization was established in 2010 by a parent and employee of Princeton Public Schools who recognized the food insecurity faced by many students, leading to the creation of a mobile pantry that has since evolved into a vital community resource dedicated to alleviating food insecurity in Princeton, New Jersey; and

**WHEREAS**, the Organization is designated as an IRS §501(c)(3) charitable non-profit organization and does not charge any fees in connection with operation of the mobile food pantry; and

**WHEREAS**, the Organization provides essential support to over 1,300 neighbors in Princeton, particularly families connected to Princeton Public Schools, by delivering biweekly packages of fresh, culturally relevant proteins, fruits, vegetables, and other household items, sourced from partners such as McCaffrey's Markets and Mercer Street Friends, as well as donations of shelf-stable food, books, toys, hygiene supplies, and clothing; and

**WHEREAS**, the Organization relies on the dedication of community volunteers who pack and distribute biweekly packages of fresh, culturally relevant proteins, fruits, vegetables, and other household items, as well as donations of shelf-stable food, books, toys, hygiene supplies, and clothing, reaching over 1,300 neighbors in Princeton, particularly families connected to Princeton Public Schools; and

**WHEREAS**, in 2025, the Organization welcomed 50 new families, bringing its total to nearly 300 households supported. Volunteers packed and delivered almost 4,000 bags filled with fresh produce, proteins, and culturally meaningful foods, giving families the dignity of preparing home-cooked meals their way; and

**WHEREAS**, the Organization currently operates out of a free commercial space at the Princeton Shopping Center, which has been generously provided to the organization to support its mission and which will soon no longer be viable for such use; and

**WHEREAS**, Princeton has offered the Organization the ability to utilize a portion of the former PFARS building at 237 North Harrison Street for purposes of operating the Princeton Mobile Food Pantry on a temporary basis and until the Organization is able to secure a more permanent location for operation of same; and

**WHEREAS**, the Deputy Administrator/Director of Health and Director of Human Services recommends that Princeton provide space at 237 North Harrison Street for purposes of enabling the Organization to operate the pantry, which provides a valuable service to members of the community who are in need of same; and

**WHEREAS**, Princeton has authorized the award of this Agreement without public bidding pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-6.1.

**NOW THEREFORE, IT IS AGREED** by and between Princeton and the Organization as follows:

1. Use of Public Space. The Organization is hereby authorized and permitted to utilize a portion of the former PFARS building located at 237 North Harrison (“Property”) for operation of the pantry. More specifically, the Organization is permitted to use (a) one garage bay at the Property for purposes of storing its goods and materials necessary to operate the pantry, (b) the side auxiliary room for purposes of enabling the public to pick up the meals and personal products offered through the Organization and (c) the exterior of the Property for purposes of ingress and egress to and from the interior of the building, as well as for parking (collectively the “Authorized Premises”). In addition,

- a. The Organization operates from 8:30 a.m. to 11:30 p.m. on every other Wednesday. These times and days may be amended or extended by the parties.
- b. The Organization is permitted to bring equipment for use inside the Authorized Premises, such as tables, chairs, refrigerators and other necessary equipment to operate the pantry. The Organization shall notify Princeton of the equipment it will utilize and store at the pantry.
- c. The Organization may utilize signage inside the Authorized Premises, which shall be permitted to remain during the term of this Agreement.
- d. The Organization may also utilize temporary signage on the exterior of the building for purposes of notifying the public of its presence and directing individuals to ingress and egress points; these signs shall be subject to the approval of Princeton prior to their use.
- e. The Organization shall maintain the Authorized Premises in good repair. It shall be permitted utilize the same, including any available utilities, at no cost. At the end of the term of the Agreement, the Organization shall leave the Authorized Premises in the same condition it was delivered at the commencement of the Agreement, reasonable wear and tear excepted. Should there be any damage to or other issues with the Authorized Premises or the Property, the Organization shall notify Princeton as soon as reasonably possible.
- f. The Organization shall communicate with Princeton during the term of this Agreement through Jeffrey Grosser, Deputy Administrator/Health Officer or Rhodalynn Jones, Director of Human Services.

2. Term.

- a. This Agreement shall be effective immediately and shall continue until January 1, 2027, unless otherwise terminated by either party in accordance with Section 2.b. below. Commencing January 1, 2027, the Agreement shall continue on a month to month basis, unless otherwise terminated by either party in accordance with Section 2.b. below, but not exceeding an additional six-month term (and until June 30, 2027).
- b. Either party may terminate this Agreement for convenience or for cause by giving at least 60 days' prior written notice to the other party.

3. **Insurance; Indemnification.**

- a. Prior to utilizing the Authorized Premises, the Organization shall furnish Princeton with a Certificate of Insurance as evidence that it has procured such commercial, workers' compensation and employer's liability insurance coverage (if necessary) to cover injuries and damages resulting from the Organization's use of the Authorized Premises and operation of the pantry. Princeton, and its officers, employees, agents and consultants, shall be listed as additional insured on such policies except workers' compensation and professional liability.
- b. The Organization agrees to defend, indemnify and hold harmless Princeton, its officers, employees, agents and consultants from any and all claims, suits, actions, damages or costs, whether for personal injury, property damage or other liability, arising out of or in any way connected with the Organization's use of the Authorized Premises.

4. **Complete Agreement.** This Agreement represents the entire contract between the parties and shall take precedence over all other prior or existing understandings or agreements, if any, whether oral or written.

**IN WITNESS WHEREOF**, the parties have set their hand and seal the day and date first written above.

ATTEST:

\_\_\_\_\_  
Dawn Mount, Clerk

**MUNICIPALITY OF PRINCETON**

By: \_\_\_\_\_  
Mark Freda, Mayor

WITNESS:

**PRINCETON MOBILE FOOD PANTRY**

\_\_\_\_\_  
By: \_\_\_\_\_



# Municipality of Princeton, NJ

## Staff Report

400 Witherspoon St  
Princeton, NJ 08540

File #: R-25-418

Agenda Date: 12/22/2025

Agenda #: 9.

### **Resolution of the Mayor and Council of Princeton Authorizing the Purchase/ Renewal of Licenses for Microsoft Office 365 from SHI International Corp. for \$208,558.06 utilizing New Jersey Cooperative Purchasing Alliance Contract CK04 BC-BID-24-38**

**WHEREAS**, the Municipality of Princeton has a need to purchase/renew licenses for Microsoft Office 365 for the purposes of maintaining operation of Princeton's Microsoft email services, Microsoft Office services, and Microsoft Windows Server; and

**WHEREAS**, Princeton has researched available goods and services from qualified vendors that would serve its needs, and has determined that the sought-after goods and services may be purchased through New Jersey State Approved Cooperative Pricing System CK04-BERGEN, administered by the County of Bergen ("Bergen"), and known as the New Jersey Cooperative Purchasing Alliance ("NJCBA"), pursuant to N.J.S.A. 40A:11-11; and

**WHEREAS**, Bergen has awarded a Cooperative Pricing Agreement with SHI International Corp. ("SHI"), which is made available to local units through the above-referenced Cooperative Pricing System, known as BC-BID-24-38, Computer Equipment and Peripherals; and

**WHEREAS**, the Municipality of Princeton is a member of NJCPA; and

**WHEREAS**, pursuant to N.J.S.A. 52:34-6.2b.(3) (as amended by P.L. 2011, c. 139) and LFN 2012-10, a New Jersey municipality may purchase goods and services without public bidding under the Local Public Contracts Law through the use of a nationally-recognized and accepted cooperative purchasing contract that has been developed utilizing a competitive bidding or contracting process by another contracting unit within New Jersey; and

**WHEREAS**, consistent with the NJCPA Cooperative Pricing Agreement, SHI submitted a proposal dated December 1, 2025, to Princeton for Princeton's procurement of the sought-after software licenses for the not to exceed contract amount of \$104,279.03 per year for three (3) years for a total not to exceed \$312,837.09; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-15, all contracts for the provision or performance of goods or services shall be awarded for a period not to exceed 24 consecutive months, and any contract for services other than professional services may include provisions for a one-year extension; and

**WHEREAS**, the Certified Financial Officer has certified that the Municipality of Princeton has appropriated sufficient funds for this equipment in account 01-201-20-125-23A.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Municipality of Princeton, County of Mercer, State of New Jersey, as follows:

1. The Mayor and Council, or their designee, are hereby authorized and directed to enter into an agreement with SHI International Corp. to purchase/renew licenses for Microsoft Office 365 for the purposes of maintaining operation of Princeton's Microsoft email services, Microsoft Office services, and Microsoft Windows Server for a period of twenty-four months at an amount not to exceed \$104,279.03 annually, or \$208,558.06 for the term of the initial contract, with the option to extend the contract for one (1) one (1)-year term, without public bidding as permitted by law.
2. A copy of this Resolution and the contract will be kept on file in the Office of the Clerk.



Pricing Proposal  
Quotation #: 26916759  
Reference #: EA# 80062256  
Created On: 12/1/2025  
Valid Until: 12/31/2025

## NJ-City of Princeton

### Phillip DePasquale

400 Witherspoon Street  
Princeton, NJ 08540  
United States  
Phone: 609-924-4141  
Fax:  
Email: pdepasquale@princetonnj.gov

## Microsoft Inside Account Management

### Sean Galvin

290 Davidson Ave.  
Somerset, NJ 08873  
Phone: 732-584-8415  
Fax:  
Email: MSNorthEastGov@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Entra ID P2 Sub Per User - 12 Months (Year 1 of 3) Microsoft - Part#: 6E6-00003 Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 24-38 Coverage Term: 1/1/2026 – 12/31/2026 <b>Note:</b> Year 1	275	\$82.17	\$22,596.75
2 Win Server DC Core ALng SA 2L - 12 Months (Year 1 of 3) Microsoft - Part#: 9EA-00278 Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 24-38 Coverage Term: 1/1/2026 – 12/31/2026 <b>Note:</b> Year 1	60	\$139.19	\$8,351.40
3 Defender O365 P1 Sub Per User - 12 Months (Year 1 of 3) Microsoft - Part#: KF5-00002 Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 24-38 Coverage Term: 1/1/2026 – 12/31/2026 <b>Note:</b> Year 1	275	\$18.32	\$5,038.00
4 Win Server Standard Core ALng SA 2L - 12 Months (Year 1 of 3) Microsoft - Part#: 9EM-00270 Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 24-38 Coverage Term: 1/1/2026 – 12/31/2026 <b>Note:</b> Year 1	8	\$21.37	\$170.96
5 Teams AC with Dial Out US/CA Sub Add-on - 12 Months (Year 1 of 3) Microsoft - Part#: NYG-00001 Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 24-38	275	\$0.00	\$0.00

6	Power Automate Sub Per User - 12 Months (Year 1 of 3)	1	\$161.17	\$161.17
	Microsoft - Part#: SPU-00002			
	Contract Name: New Jersey Cooperative Purchasing Alliance			
	Contract #: CK04			
	Subcontract #: 24-38			
	Coverage Term: 1/1/2026 – 12/31/2026			
	<b>Note:</b> Year 1			
7	O365 E3 Sub Per User - 12 Months (Year 1 of 3)	275	\$247.13	\$67,960.75
	Microsoft - Part#: AAA-10842			
	Contract Name: New Jersey Cooperative Purchasing Alliance			
	Contract #: CK04			
	Subcontract #: 24-38			
	Coverage Term: 1/1/2026 – 12/31/2026			
	<b>Note:</b> Year 1			

Total      \$104,279.03

### Additional Comments

Note: The New Jersey Cooperative Purchasing Alliance is a Service of the County of Bergen, County Executive James J. Tedesco III and the Board of Commissioners

Due to the potential impact of any current or future tariffs, the price and availability of hardware items on this quote may be subject to change.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

#### Purchasing Microsoft Azure Services

Customer may purchase Microsoft Azure Services from SHI in one or a combination of the following ways: Azure Prepayment: Customer will have access to its entire Azure prepayment throughout the term of its Enrollment if Customer agrees to be invoiced for the full amount upfront (the "Fully Prepaid Option"). Alternatively, if Customer elects to be invoiced for its Azure prepayment on an annual basis, Customer will have access to an Allocated Annual prepayment each year of the Enrollment (the "Annually Prepaid Option"). Under the Fully Prepaid Option, any unused Azure prepayment will be forfeited at the end of the Enrollment, and under the Annually Prepaid Option, any unused Allocated Annual prepayment will be forfeited on the following Enrollment anniversary date. Using Azure prepayment: Each month, Microsoft will deduct from Customer's Azure prepayment (or Allocated Annual prepayment, if applicable) the monetary value of Customer's usage of eligible Microsoft Azure Services. Once Customer's Azure prepayment (or Allocated Annual prepayment, if applicable) balance has been exhausted, any additional usage will be invoiced at Consumption Rates (as described below).

Invoicing Azure prepayment: If Customer elects the Fully Prepaid Option, Azure prepayment will be invoiced immediately. If Customer elects the Annually Prepaid Option, the first Allocated Annual prepayment will be invoiced immediately, and future Allocated Annual prepayments will be invoiced on the anniversary of the Enrollment effective date.

Invoicing Azure prepayment overage: If Customer's usage is higher than either its Azure prepayment under the Fully Prepaid Option or its Allocated Annual prepayment under the Annually Prepaid Option, such excess will be invoiced at Consumption Rates to Customer at the end of each Enrollment month.

Consumption: Customer pays based on the amount of Microsoft Azure Services consumed during a billing period.

Consumption invoicing: If Customer provisions Microsoft Azure Services without an Azure prepayment, SHI will invoice customer in the following month of usage at Consumption Rates. All usage of the Microsoft Azure Services after the expiration or termination of Customer's subscription term will be invoiced by SHI to Customer at then-current Consumption Rates monthly.

SHI will invoice eligible Microsoft Azure Services at the contracted mark-up. Please refer to the Azure Portal or Pricing Calculator for more information on availability: <https://azure.microsoft.com/en-us/pricing/calculator/>

#### Payment Schedule

Year 1 - (01/01/2026-12/31/2026)- \$104,279.03

Year 2 - (01/01/2027-12/31/2027)- \$104,279.03

Year 3 - (01/01/2028-12/31/2028)- \$104,279.03

Total: \$312,837.09

---

*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

File #: R-25-419

Agenda Date: 12/22/2025

Agenda #: 10.

---

### **Resolution of the Mayor and Council of Princeton Authorizing the Purchase of Tasers from Axon Enterprise, LLC for an Amount Not to Exceed \$178,320.00 utilizing New Jersey State Contract 17-FLEET-00738**

**WHEREAS**, the Municipality of Princeton wishes to purchase tasers for use by the Police Department; and

**WHEREAS**, the desired equipment is available on State Contract 17-FLEET-00738 by the State of New Jersey, Department of the Treasury, Division of Purchase and Property (“Division”); and

**WHEREAS**, the Division contract term is May 15, 2019, through May 14, 2026, and was awarded to Axon Enterprise, Inc. (“Axon”); and

**WHEREAS**, in accordance with the authority set forth in N.J.S.A. 40A:11-12 of the Local Public Contracts Law, the Municipality of Princeton may, without publicly advertising for bids, purchase any goods or services under any contract for such goods and services entered into on behalf of the Division; and

**WHEREAS**, Axon provided a proposal for the desired equipment in the amount of \$35,664.00 annually for a term of five (5) years, from 2026 through 2030, resulting in a total contract amount of \$178,320.00; and

**WHEREAS**, N.J.S.A. 40A:11-5(dd) allows the Municipality to award contracts without bidding for the provision or performance of goods or services for the support or maintenance of proprietary computer hardware and software, and further N.J.S.A. 40A:11-15 (7) allows Princeton to award contracts for servicing of equipment for a period not to exceed five years; and

**WHEREAS**, to ensure that this contract may continue for the necessary five-year term, the portion of the contract for recurring services for the support, service and maintenance of the Axon equipment and provision of warranty services is also awarded pursuant to N.J.S.A. 40A:11-5(dd) and 40A:11-15(7); and

**WHEREAS**, the Certified Financial Officer has certified that the Municipality of Princeton has appropriated sufficient funds for this equipment in budget accounts 04-215-24-014-053-316, 04-215-25-007-053-315, and 01-201-25-240-231.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Municipality of Princeton, County of Mercer, State of New Jersey, as follows:

1. The Mayor and Council, or their designee, are hereby authorized and directed to enter into an agreement with Axon Enterprise, Inc. for Tasers for an amount not to exceed \$35,664.00 annually for a term of five (5) years for a total amount not to exceed \$178,320.00, subject to the availability of funds, without public bidding as permitted by law.

2. A copy of this Resolution and the contract will be kept on file in the Office of the Clerk.



Q-488956-45992MD

Issued: 12/01/2025



Quote Expiration: 12/31/2025

Estimated Contract Start Date: 03/01/2026

Account Number: 314232

Payment Terms: N30

Mode of Delivery: UPS-GND

Credit/Debit Amount: \$0.00

SHIP TO	BILL TO	SALES REPRESENTATIVE	PRIMARY CONTACT
Princeton Police Dept - NJ 1 Valley Rd Princeton, NJ 08540-3480 USA	Princeton Police Dept - NJ 1 Valley Rd Princeton NJ 08540-3480 USA Email:	Matthew Dufford Phone: 7074802550 Email: mdufford@axon.com Fax:	Matthew Solovay Phone: (609) 921-2100 Email: msolovay@princetonnj.gov Fax: (609) 924-8197

### Quote Summary

Program Length	60 Months
<b>TOTAL COST</b>	\$178,320.00
<b>ESTIMATED TOTAL W/ TAX</b>	\$178,320.00

### Discount Summary

Average Savings Per Year	\$10,377.26
<b>TOTAL SAVINGS</b>	\$51,886.28

## Payment Summary

Date	Subtotal	Tax	Total
Feb 2026	\$35,664.00	\$0.00	\$35,664.00
Feb 2027	\$35,664.00	\$0.00	\$35,664.00
Feb 2028	\$35,664.00	\$0.00	\$35,664.00
Feb 2029	\$35,664.00	\$0.00	\$35,664.00
Feb 2030	\$35,664.00	\$0.00	\$35,664.00
<b>Total</b>	<b>\$178,320.00</b>	<b>\$0.00</b>	<b>\$178,320.00</b>

Quote Unbundled Price:	\$230,208.00
Quote List Price:	\$188,814.00
Quote Subtotal:	\$178,320.00

## Pricing

**All deliverables are detailed in Delivery Schedules section lower in proposal**

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Program</b>									
C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	15	60	\$115.96	\$86.66	\$78.00	\$70,200.00	\$0.00	\$70,200.00
C00029	BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	40	60	\$49.59	\$43.33	\$43.33	\$103,992.00	\$0.00	\$103,992.00
<b>A la Carte Hardware</b>									
100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	48			\$86.00	\$86.00	\$4,128.00	\$0.00	\$4,128.00
<b>A la Carte Services</b>									
101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1			\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>							<b>\$178,320.00</b>	<b>\$0.00</b>	<b>\$178,320.00</b>

## Delivery Schedule

### Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	100126	AXON VR - TACTICAL BAG	1		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	15		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	100396	AXON TASER 10 - MAGAZINE - INERT RED	1		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	100399	AXON TASER 10 - CARTRIDGE - LIVE	230		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	110		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	100401	AXON TASER 10 - CARTRIDGE - INERT	10		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	100591	AXON TASER - CLEANING KIT	1		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	15		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	100623	ENHANCED HOOK-AND-LOOP TRAINING (HALT) SUIT (V2)	1		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	100748	AXON VR - CONTROLLER - TASER 10	1		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	101122	AXON VR - HOLSTER - T10 SAFARILAND GRAY - RH	1		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	101455	AXON TASER 10 - REPLACEMENT TOOL KIT - INTERPOSER BUCKET	1		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	101456	AXON TASER 10 - REPLACEMENT INTERPOSER BUCKET	1		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	101751	AXON VR - HEADSET - HTC FOCUS VISION	1		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	101755	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK V2	15		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	101757	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE V2	3		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	20018	AXON TASER - BATTERY PACK - TACTICAL	15		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	20018	AXON TASER - BATTERY PACK - TACTICAL	3		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1		02/01/2026

## Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100126	AXON VR - TACTICAL BAG	1		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100399	AXON TASER 10 - CARTRIDGE - LIVE	600		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	280		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100401	AXON TASER 10 - CARTRIDGE - INERT	20		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100748	AXON VR - CONTROLLER - TASER 10	1		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	101122	AXON VR - HOLSTER - T10 SAFARILAND GRAY - RH	1		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	101751	AXON VR - HEADSET - HTC FOCUS VISION	1		02/01/2026
A la Carte	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	48		02/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	80		02/01/2027
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	200		02/01/2027
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	70		02/01/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	200		02/01/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD	101012	AXON VR - TAP REFRESH 1 - CONTROLLER	1		08/01/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD	20373	AXON VR - TAP REFRESH 1 - HEADSET	1		08/01/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	101012	AXON VR - TAP REFRESH 1 - CONTROLLER	1		08/01/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	20373	AXON VR - TAP REFRESH 1 - HEADSET	1		08/01/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	80		02/01/2029
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	200		02/01/2029
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	70		02/01/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	200		02/01/2030

## Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	101180	AXON TASER - DATA SCIENCE PROGRAM	15	03/01/2026	02/28/2031
BUNDLE - TASER 10 CERTIFICATION STANDARD	101703	AXON VR - USER ACCESS - TASER SKILLS	15	03/01/2026	02/28/2031
BUNDLE - TASER 10 CERTIFICATION STANDARD	20248	AXON TASER - EVIDENCE.COM LICENSE	1	03/01/2026	02/28/2031
BUNDLE - TASER 10 CERTIFICATION STANDARD	20248	AXON TASER - EVIDENCE.COM LICENSE	15	03/01/2026	02/28/2031
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	101180	AXON TASER - DATA SCIENCE PROGRAM	40	03/01/2026	02/28/2031
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	101703	AXON VR - USER ACCESS - TASER SKILLS	40	03/01/2026	02/28/2031
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	20248	AXON TASER - EVIDENCE.COM LICENSE	40	03/01/2026	02/28/2031

## Services

Bundle	Item	Description	QTY
BUNDLE - TASER 10 CERTIFICATION STANDARD	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	15
BUNDLE - TASER 10 CERTIFICATION STANDARD	101193	AXON TASER - ON DEMAND CERTIFICATION	15
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	40
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	101193	AXON TASER - ON DEMAND CERTIFICATION	40
A la Carte	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1

## Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	100197	AXON VR - EXT WARRANTY - HEADSET	1	02/01/2027	02/28/2031
BUNDLE - TASER 10 CERTIFICATION STANDARD	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	15	02/01/2027	02/28/2031
BUNDLE - TASER 10 CERTIFICATION STANDARD	101007	AXON VR - EXT WARRANTY - CONTROLLER	1	02/01/2027	02/28/2031
BUNDLE - TASER 10 CERTIFICATION STANDARD	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	15	02/01/2027	02/28/2031

## Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	3	02/01/2027	02/28/2031
BUNDLE - TASER 10 CERTIFICATION STANDARD	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	02/01/2027	02/28/2031
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	100197	AXON VR - EXT WARRANTY - HEADSET	1	02/01/2027	02/28/2031
BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	101007	AXON VR - EXT WARRANTY - CONTROLLER	1	02/01/2027	02/28/2031

## Shipping Locations

Location Number	Street	City	State	Zip	Country
	1 Valley Rd	Princeton	NJ	08540-3480	USA
	1 Valley Rd	Princeton	NJ	08540-3480	USA

## Payment Details

### Feb 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	48	\$825.60	\$0.00	\$825.60
Year 1	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
Year 1	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	15	\$14,040.00	\$0.00	\$14,040.00
Year 1	C00029	BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	40	\$20,798.40	\$0.00	\$20,798.40
<b>Total</b>				<b>\$35,664.00</b>	<b>\$0.00</b>	<b>\$35,664.00</b>

### Feb 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	48	\$825.60	\$0.00	\$825.60
Year 2	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
Year 2	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	15	\$14,040.00	\$0.00	\$14,040.00
Year 2	C00029	BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	40	\$20,798.40	\$0.00	\$20,798.40
<b>Total</b>				<b>\$35,664.00</b>	<b>\$0.00</b>	<b>\$35,664.00</b>

### Feb 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	48	\$825.60	\$0.00	\$825.60
Year 3	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
Year 3	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	15	\$14,040.00	\$0.00	\$14,040.00
Year 3	C00029	BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	40	\$20,798.40	\$0.00	\$20,798.40
<b>Total</b>				<b>\$35,664.00</b>	<b>\$0.00</b>	<b>\$35,664.00</b>

### Feb 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	48	\$825.60	\$0.00	\$825.60
Year 4	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
Year 4	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	15	\$14,040.00	\$0.00	\$14,040.00
Year 4	C00029	BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	40	\$20,798.40	\$0.00	\$20,798.40
<b>Total</b>				<b>\$35,664.00</b>	<b>\$0.00</b>	<b>\$35,664.00</b>

### Feb 2030

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	48	\$825.60	\$0.00	\$825.60
Year 5	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
Year 5	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	15	\$14,040.00	\$0.00	\$14,040.00
Year 5	C00029	BUNDLE - TASER 10 CERTIFICATION STANDARD ADD-ON	40	\$20,798.40	\$0.00	\$20,798.40
<b>Total</b>				<b>\$35,664.00</b>	<b>\$0.00</b>	<b>\$35,664.00</b>



**Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.**

Contract State of New Jersey T0106/17-FLEET-00738 is incorporated by reference into the terms and conditions of this Agreement. In the event of conflict the terms of Axon's Master Services and Purchasing Agreement shall govern.

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

---

Signature

12/1/2025

---

Date Signed





# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

File #: R-25-420

Agenda Date: 12/22/2025

Agenda #: 11.

---

### **Resolution of the Mayor and Council of Princeton Authorizing the Purchase of APX8000 Radios from Motorola Solutions for \$57,867.30 utilizing New Jersey State Contract 83909**

**WHEREAS**, the Municipality of Princeton wishes to purchase radios for use by the Fire Department; and

**WHEREAS**, radio equipment is available on State Contract 83909 by the State of New Jersey, Department of the Treasury, Division of Purchase and Property (“Division”) and was awarded to Motorola Solutions; and

**WHEREAS**, in accordance with the authority set forth in N.J.S.A. 40A:11-12 of the Local Public Contracts Law, the Municipality of Princeton may, without publicly advertising for bids, purchase any goods or services under any contract for such goods and services entered into on behalf of the Division; and

**WHEREAS**, Motorola Solutions provided a proposal for the desired equipment in the amount of \$57,867.30; and

**WHEREAS**, the Certified Financial Officer has certified that the Municipality of Princeton has appropriated sufficient funds for this equipment in accounts 04-215-21-021-052-313, 04-215-22-019-052-318, and 04-215-25-007-052-309.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Municipality of Princeton, County of Mercer, State of New Jersey, as follows:

1. The Mayor and Council, or their designee, is hereby authorized and directed to enter into an agreement with Motorola Solutions for APX8000 Radios for \$57,867.30 without public bidding as permitted by law.
2. A copy of this Resolution and the contract will be kept on file in the Office of the Clerk.



Quote Number: QUOTE-3395264

Quote Name: APX8000XE GREEN W-XE GREEN

Billing Address: MIC-CHRGR

PRINCETON, TOWNSHIP Quote Date: 2025-11-18

1 VALLEY RD

Expiration Date: 2026-01-17

PRINCETON NJ, 08540 Contract Name: 19198 - NJ STATE OF (83909)

Agreement Name: STATE OF NEW JERSEY

Customer: PRINCETON, TOWNSHIP OF

Quote Created By:

Ann Okeefe

aokeefe@wirelessce.com

Currency: USD

Terms and Conditions: NJ STATE CONTRACT 83909 N/30

Line #	Item Number	Description	Quantity	Unit List Price	Ext. List Price	Discount %	Discount \$	Unit Sale Price	Ext. Sale Price
	APX™ 8000 Series								
1	H91TGD9PW6AN	PORTABLE RADIO APX 8000 ALL BAND MODEL 2.5.	6	\$7,392.00	\$44,352.00	25.00%	\$1,848.00	\$5,544.00	\$33,264.00
1a	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION.	6	\$567.00	\$3,402.00	25.00%	\$141.75	\$425.25	\$2,551.50
1b	Q361AN	ADD: P25 9600 BAUD TRUNKING.	6	\$330.00	\$1,980.00	25.00%	\$82.50	\$247.50	\$1,485.00
1c	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY).	6	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
1d	QA02006AC	PORTABLE RADIO ENH: APX8000XE RUGGED RADIO.	6	\$880.00	\$5,280.00	25.00%	\$220.00	\$660.00	\$3,960.00
1e	QA00580AA	ADD: TDMA OPERATION.	6	\$495.00	\$2,970.00	25.00%	\$123.75	\$371.25	\$2,227.50
1f	Q58AL	ADD: 3Y ESSENTIAL SERVICE.	6	\$184.00	\$1,104.00	0.00%	\$0.00	\$184.00	\$1,104.00
1g	QA09000AA	ADD: DIGITAL TONE SIGNALING.	6	\$165.00	\$990.00	25.00%	\$41.25	\$123.75	\$742.50
1h	H38BS	ADD: SMARTZONE OPERATION.	6	\$1,650.00	\$9,900.00	25.00%	\$412.50	\$1,237.50	\$7,425.00
1i	QA09113AB	ADD: BASELINE RELEASE SW.	6	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
1j	G996AP	ADD: PROGRAMMING OVER P25 (OTAP).	6	\$110.00	\$660.00	25.00%	\$27.50	\$82.50	\$495.00
	Standalone Items								
2	PMMN4152B	XVE500 DIV 1 REMOTE SPEAKER MIC, HIGH IMPACT GREEN WITHOUT KNOB, UL.	6	\$756.00	\$4,536.00	20.00%	\$151.20	\$604.80	\$3,628.80
	Standalone Items								
3	NNTN8860ATAA	CHARGER TAA, DESKTOP SINGLE UNIT IMPRES 2, US PLUG.	6	\$205.00	\$1,230.00	20.00%	\$41.00	\$164.00	\$984.00

Net Total \$57,867.30

Estimated Tax \$0.00

Estimated

Freight \$0.00

Grand Total \$57,867.30



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

File #: R-25-421

Agenda Date: 12/22/2025

Agenda #: 1.

---

### **Resolution of the Mayor and Council of Princeton Authorizing the Payment of Bills and Claims**

**WHEREAS**, Chief Financial Officer, Sandra Webb has forwarded the bills and claims received for payment by the Municipality of Princeton for review and approval by the Mayor and Council.

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and Council of Princeton approve the attached bill list.

## List of Bills - Clearing Claims

Meeting Date: 12/22/2025 For bills from 12/09/2025 to 12/18/2025

Vendor	Description	Payment	Check Total
5320 - 200 NASSAU STREET LLC	PO 47911 ESCROW REFUND 17-290-20-024-505	476.11	476.11
1170 - 21st CENTURY MEDIA - PHILLY CLUSTER	PO 46834 Public Notice of Closed Session AD #271	17.50	17.50
4958 - 338 NASSAU STREET LLC	PO 47988 ESCROW REFUND 17-290-20-024-473	445.71	445.71
569 - ABLE MECHANICAL INC.	PO 45329 BLANKET/FIRE FACILITIES	9,277.29	9,277.29
2034 - ALL HANDS FIRE EQUIPMENT, LLC	PO 46238 BLANKET - SUPPLIES	830.06	830.06
5163 - ALMETEK INDUSTRIES, INC.	PO 46387 BLANKET	3,790.56	3,790.56
2630 - APRUZZESE, MCDERMOTT, MASTRO	PO 45381 2025 LABOR COUNSEL QPA & RESO 25-338	2,323.00	2,323.00
4375 - ARCADIS US, INC.	PO 46706 RESOLUTION 25-192 MINI SYSTEM 36 A,B,C,	9,765.00	9,765.00
57 - AT&T	PO 48013 Telephone - FIRE Acct 030 519-3823 001 -	28.52	28.52
58 - AUTOMATIC COMMUNICATIONS	PO 45368 BLANKET/BUILDINGS AND GROUNDS ALARM SYST	2,758.00	2,758.00
4586 - B BISTRO LTD	PO 48023 Retirement Celebration for Elizabeth Sch	638.50	638.50
2642 - BEANS, FRED PARTS, INC	PO 45239 BLANKET PARTS TV	1,015.65	1,015.65
5110 - BENEDICT ARTHUR	PO 47847 2025 MEDICAL REIMBURSEMENT - COMPLETE	450.00	450.00
63 - BISH SALES & SERVICE	PO 45374 BLANKET/DPW EQUIPMENT AND PARTS	443.60	443.60
4269 - BLACK ROCK ENTERPRISES, LLC	PO 45164 RESO 24-353 & 25-147 TERHUNE RD ROADWAY	311,412.86	311,412.86
4603 - BLOODGOOD LAW ENFORCEMENT TRAINING GROUP	PO 45399 TRAINING	195.00	195.00
3315 - BOWMAN CONSULTING GROUP, LTD.	PO 47968 TRAFFIC REVIEW FOR 344 NASSAU ST.- MIXE	3,990.00	3,990.00
1342 - BURLINGTON COUNTY EMERGENCY SERVICE	PO 45581 BLANKET - TRAINING	193.00	193.00
86 - CAOLA COMPANY	PO 45391 BLANKET/BUILDINGS AND GROUNDS MAINTENANC	80.00	80.00
4286 - CAPITAL HEALTH SYSTEM, INC.	PO 46180 WELL BABY/HEALTHY CHILD CLINIC	159.72	159.72
4882 - CATHOLIC CHARITIES DIOCESE	PO 46841 HOMELESSNESS PREVENTION	10,891.03	10,891.03
4997 - CCM CONTRACTING, INC.	PO 44390 RESOLUTION 2024-230: 2024 ROADWAY RESURF	60,994.56	60,994.56
1446 - CENTRAL JERSEY EQUIPMENT, LLC.	PO 45241 BLANKET PARTS TV	57.68	57.68
3359 - CHAMPION DISPOSAL SERVICES. LLC	PO 45395 BLANKET/TRASH REMOVAL	777.96	777.96
2685 - CHERRY VALLEY TRACTOR SALES INC.	PO 45249 BLANKET PARTS TV	189.53	189.53
364 - CINTAS FIRST AID & SAFETY 105	PO 45402 BLANKET/BUILDINGS AND GROUNDS FIRST AIR	2,492.10	
	PO 45404 BLANKET/FIRE FACILITIES FIRST AID	235.84	
	PO 45406 BLANKET/SPRING STREET GARAGE AND METERS	474.58	3,202.52
3244 - CLARKE CATON HINTZ	PO 45273 RESO 25-36/25-251 AFFORDABLE HOUSING MON	15,590.68	15,590.68
1818 - CLEAN AIR COMPANY, INC.	PO 46236 ANNUAL MAINTENANCE CONTRACT FOR THE PLYM	178.80	178.80
1732 - COMCAST BUSINESS	PO 47943 Internet - Account 900019299 - Bill Date	3,268.37	3,268.37
263 - COMCAST CORPORATION	PO 47960 Comcast - Acct. 8499 05 310 0062793 - Bi	241.65	241.65
263 - COMCAST CORPORATION	PO 48027 Comcast - Acct. 8499 05 311 0021672 - Se	172.12	172.12
2437 - COMMITTEE FOR THE ADVANCEMENT OF ARBORICU	PO 47348 ARBORICULTURE 1 AND 2 CLIMBING SCHOOL FO	2,150.00	2,150.00
1879 - COMMUNITY GRANTS, PLANNING & HOUSING	PO 47131 CONTRACT AFFORDABLE HOUSING MANAGEMENT A	148.50	148.50
1872 - CONTES BAR/PIZZA	PO 45609 2025 BLANKET EXPENSE	190.00	190.00
4604 - COSTELLO'S ACE HARDWARE	PO 45410 BLANKET/BUILDINGS AND GROUNDS SUPPLIES A	14.99	
	PO 45411 BLANKET/SEWER SUPPLIES AND MATERIALS	146.47	
	PO 45414 BLANKET/OPEN SPACE SUPPLIES AND MATERIAL	83.97	
	PO 45415 BLANKET/SPRING STREET GARAGE METERS SUPP	29.97	
	PO 45417 BLANKET/DPW SUPPLIES AND MATERIALS	94.41	
	PO 45531 BLANKET/SUPPLIES	109.96	
	PO 45672 2025 BLANKET	229.91	
	PO 46862 BLANKET/PAPER LAWN AND LEAF BAGS FOR PRI	1,196.00	1,905.68
5265 - COULTER VENTURES LLC	PO 47619 ROGUE FM-690 FUNCTIONAL TRAINER - MG ROG	6,333.25	6,333.25
1093 - CRANBURY CUSTOM LETTERING	PO 46953 VEHICLE DECALS	60.00	60.00
3137 - CRAVEN, CHRISTOPHER	PO 47973 2025 MEDICAL REIMBURSEMENT - COMPLETE	900.00	900.00
117 - CRESTON HYDRAULICS INC.	PO 45237 BLANKET TV	616.97	616.97
3130 - CROWN CASTLE	PO 48018 ESCROW REFUND 17-290-20-023-397	4,330.38	4,330.38
1453 - DANIEL DOBROMILSKY & ASSOCIATES	PO 47901 344 NASSAU ST. - LANDSCAPE ARCHITECTURAL	375.00	
	PO 47945 PROFESSIONAL LANDSCAPE ARCHITECTURAL SER	375.00	
	PO 47947 PROFESSIONAL LANDSCAPE ARCHITECTURAL SER	312.50	1,062.50
1097 - DAVEY RESOURCE GROUP INC.	PO 46391 COMMUNITY FORESTRY MANAGEMENT PLAN	15,500.00	
	PO 46537 RENEWAL - TREE KEEPER - ONE YEAR SUBSCRI	2,500.00	18,000.00
1839 - DEER CARCASS REMOVAL SERVICE L	PO 45754 2025 DEER CARCASS REMOVAL	300.00	300.00
1836 - DELAWARE VALLEY PAYROLL, INC.	PO 48008 AUGUST 2025 PAYROLL CHARGES INV#677525	1,896.50	1,896.50
4288 - DTN, LLC	PO 46941 BRIEFING/CONSULTING FORM; WEATHERSENTRY	1,292.80	
	PO 47723 WEATHER SERVICE - QUARTERLY BILLING ACC	1,292.80	
	PO 48024 WEATHERSENTRY QUARTERLY BILLING - JANUAR	1,236.00	3,821.60
2929 - DYNTek SERVICES, INC.	PO 47714 #INV-ARQ-08986	500.00	500.00
4005 - EARLE ASPHALT COMPANY	PO 47049 RESOLUTION 25-247 IMPROVEMENTS TO MT LUC	376,863.96	376,863.96

## List of Bills - Clearing Claims

Meeting Date: 12/22/2025 For bills from 12/09/2025 to 12/18/2025

Vendor	Description	Payment	Check Total
3835 - EASTERN WAREHOUSE DISTRIBUTORS	PO 45233 BLANKET PARTS/OILS TV	2,393.09	2,393.09
2037 - EMERGENCY EQUIPMENT SALES LLC	PO 46932 LABOR TO REMOVE EXISTING ELECTRIC DECK G	7,445.61	7,445.61
4333 - ENTERPRISE FM TRUST	PO 45561 RESOLUTION 21-67 - YEAR 4 OF 5	1,992.65	
	PO 45561 RESOLUTION 21-67 - YEAR 4 OF 5	3,174.78	5,167.43
4021 - ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE	PO 47560 CONTRACT ARCGIS	30,780.00	30,780.00
5196 - FARHAT SUBUHI ASHEER	PO 46964 RESOLUTION 25-238 COMMUNITY NEEDS ASSESS	3,640.00	3,640.00
1858 - FEDERICO, DANIEL	PO 47963 2025 MEDICAL REIMBURSEMENT - COMPLETE	900.00	900.00
148 - FIRE & SAFETY SERVICES, LTD.	PO 45589 BLANKET - SERVICES	3,540.55	3,540.55
3342 - FIREFLOW SERVICES, INC.	PO 47341 ANNUAL GROUND, LADDER AND PUMP TEST ON T	3,364.00	3,364.00
371 - FIRST SECURITY MUNICIPAL ADVISORS, INC.	PO 47937 Financial Consultant for the Bond Antici	2,800.00	2,800.00
1786 - FLEET PRIDE	PO 45308 BLANKET PARTS/OILS TV	52.73	52.73
3549 - FMHUB, LLC	PO 47936 Electronic Posting & Distribution of Bon	500.00	500.00
158 - GALLS LLC	PO 45463 UNIFORMS	818.88	
	PO 45463 UNIFORMS	3,239.98	
	PO 45463 UNIFORMS	2,230.40	6,289.26
158 - GALLS LLC	PO 45590 BLANKET - UNIFORMS	1,881.96	1,881.96
2383 - GARDEN STATE APPRAISERS &	PO 45534 RESIDENTIAL APPRAISAL SERVICES FOR TAX A	3,450.00	3,450.00
3890 - GATES, DALE	PO 47895 2025 Eyeglass Reimbursement Glenn Sherm	150.00	
	PO 47905 WORK BOOTS	239.90	389.90
3536 - GAYLORD, ASHLEY	PO 47894 2025 MEDICAL REIMBURSEMENT - COMPLETE	450.00	450.00
4354 - GENERAL CODE, LLC	PO 47548 Code Analysis	2,345.00	2,345.00
170 - GRAINGER	PO 45471 BLANKET/BUILDINGS AND GROUNDS	460.68	460.68
172 - GREATER MERCER TMA	PO 45985 RESOLUTION 23-402 TRANSPORTATION SERVICE	8,478.00	8,478.00
4863 - GREENMAN-PEDERSEN, INC.	PO 42375 RESOLUTION # 2023-358 + 25-271	18,662.60	18,662.60
2098 - GROFF TRACTOR MID ATLANTIC	PO 45234 BLANKET PARTS/SERVICE	374.14	374.14
5327 - HAASHIM SMITH-JOHNSON	PO 47969 PYP - YOUTH OUTREACH GUEST SPEAKER	200.00	200.00
4593 - HD SUPPLY FACILITIES MAINTENANCE LTD	PO 46692 BLANKET	350.81	350.81
4251 - HEYER, GRUEL & ASSOCIATES, P.A.	PO 47917 BLANKET	4,662.50	4,662.50
191 - HOME DEPOT CREDIT SERVICES	PO 45490 BLANKET/BUILDINGS AND GROUNDS HARDWARE A	135.20	
	PO 45492 BLANKET/SEWER	389.47	524.67
932 - HOUSING INITIATIVES OF	PO 47982 132 BRICKHOUSE - WASHER/DRYER UNIT REIMB	1,542.42	1,542.42
193 - HYDRA-NUMATIC SALES COMPANY	PO 45498 BLANKET/SEWER PUMPING STATIONS	368.25	368.25
4761 - IAN HENDERSON	PO 47923 Reimbursement	31.49	31.49
3960 - INDUSTRIAL WELDING SUPPLY, INC.	PO 45252 BLANKET WELDING SUPPLY TV	162.00	162.00
4920 - INGA REICH	PO 47941 REIMBURSEMENT-LEAGUE OF MUNICIPALITIES N	114.30	114.30
194 - INSTITUTE FOR PROFESSIONAL DEVELOPMENT	PO 47961 Webinar for Sandra Webb 12/17/25 Year-En	100.00	100.00
2690 - INTERSTATE BATTERY OF PRINCETON	PO 45238 BLANKET BATTERIES TV	433.85	433.85
4640 - INTERSTATE WASTE SERVICES, INC	PO 45792 RESOLUTION 25-45 SOLID WASTE & BULK WAST	117,719.50	117,719.50
3729 - IPS GROUP INC.	PO 46776 RESOLUTION 25-204 PARKING METER CHARGES	11,398.57	11,398.57
3991 - ISLAND TECH SERVICES LLC	PO 47014 CARGORAXX 202-2023 FORD PIU - LARGE (43"	649.00	
	PO 47277 FED SIG PATHFINDER, 100/200W, REMOTE	1,161.00	1,810.00
207 - J & J STAFFING RESOURCES	PO 47836 DELEON, BRADLEY w/e 11/9/2025	567.00	567.00
613 - J.B. REDDING & SON, INC.	PO 47986 ESCROW REFUND 17-290-20-024-487	427.40	427.40
201 - JAMMER DOORS	PO 45501 BLANKET/BUILDINGS AND GROUNDS MAINTENANC	1,490.00	1,490.00
4974 - JAYDEN COHEN-BOYCE	PO 47955 REFEREE FOR DODGEBALL TOURNAMENT	100.00	100.00
204 - JEFCO	PO 45502 BLANKET/SEWER SAFETY SUPPLIES	234.85	
	PO 46060 BLANKET/DPW SAFETY SUPPLIES	795.00	1,029.85
1649 - JERSEY ELEVATOR, LLC	PO 45503 BLANKET/BUILDINGS AND GROUNDS MAINTENANC	1,300.09	1,300.09
5232 - JOHANNA PETERS	PO 47966 REIMBURSEMENT FOR 2025 NJLOM CONFERENCE	62.60	
	PO 47989 2025 Mileage Reimbursement - J. Peters	297.36	
	PO 47993 REIMBURSEMENT FOR 2025 AHPNJ ANNUAL MEET	51.67	411.63
2282 - JOHN F MCCARTHY III	PO 47942 Judge's Robe, Dry Cleaning, Mayflower Cl	41.20	41.20
5212 - JOHN LAKE JR.	PO 47898 CELL PHONE REIMBURSEMENT JULY THROUGH DE	120.00	120.00
1238 - JOHNSON, MIRMIRAN & THOMPSON, INC.	PO 44324 RESOLUTION 2024-186 + 25-189	3,065.07	3,065.07
3831 - JPMONZO MUNICIPAL CONSULTING	PO 47861 Year-End Payroll & HR Matters Seminar fo	50.00	50.00
4179 - JUSTIN LESKO	PO 47981 2025 League of Municipalities Reimburs	158.56	158.56
5158 - KENNETH GREENBERG	PO 46305 PRINCETON PODCAST PRODUCTION & PUBLICATI	1,800.00	1,800.00
4440 - KROESCH, JOHN	PO 47897 CELL PHONE REIMBURSEMENT - JANUARY THROU	240.00	240.00
2903 - KYOCERA DOCUMENT SOLUTIONS	PO 45413 2025 Blanket - Kyocera Document Solution	6,707.74	6,707.74
227 - LANGUAGE LINE SERVICES	PO 45833 LANGUAGE LINES	22.10	
	PO 45839 BLANKET / INTERPRETING SERVICES	523.60	545.70
228 - LAWSON PRODCTS, INC	PO 45243 BLANKET PARTS/SUPPLIES TV	464.07	464.07
			269

## List of Bills - Clearing Claims

Meeting Date: 12/22/2025 For bills from 12/09/2025 to 12/18/2025

Vendor	Description	Payment	Check Total
5051 - LGB MECHANICAL INC	PO 44900 RESOLUTION 2024-301 ENERGY & HVAC SYSTEM	4,900.00	4,900.00
4672 - LOBIANCO, VERA	PO 45274 RESOLUTION 25-37: SUPPLEMENTAL NURSING S	2,600.00	2,600.00
379 - MAGIC TOUCH CONSTRUCTION CO IN	PO 45692 BLANKET/ELECTRICAL BUILDINGS AND GROUNDS	2,127.00	2,127.00
3919 - MAIN ACCESS SYSTEMS	PO 45540 BLANKET/BUILDINGS AND GROUNDS EQUIPMENT	210.00	210.00
1570 - MAJESTIC OIL COMPANY	PO 45551 BLANKET/FUEL	10,958.54	10,958.54
1568 - MAJOR CAR WASH	PO 45300 BLANKET CAR WASH BOOKS TV	900.00	900.00
1100 - MASON, GRIFFIN & PIERSON	PO 45268 RESOLUTION 25-26: MUNICIPAL ATTORNEY	33,802.64	
	PO 45268 RESOLUTION 25-26: MUNICIPAL ATTORNEY	1,949.50	35,752.14
1555 - MAYFLOWER CLEANERS LLC	PO 46137 DRY CLEANING/LAUNDRY	418.19	418.19
1553 - MCCAFFREYS MARKET	PO 45608 PRINCETON HUMAN SERVICES EXPENSES 2025	590.99	590.99
488 - MCELWEE & QUINN, LLC	PO 48021 Printing of the Official Statement for t	1,000.00	1,000.00
265 - MCMLANIMON SCOTLAND BAUMANN	PO 47938 Legal Services Related to Pirhl	6,329.37	
	PO 47938 Legal Services Related to Pirhl	3,910.50	10,239.87
266 - MCMASTER-CARR	PO 45315 BLANKET PARTS TV	121.75	
	PO 45545 BLANKET/DPW ROAD SUPPLIES	80.93	202.68
270 - MEHTA, MUKUL	PO 47852 2025 Eyeglass Reimbursement	150.00	150.00
1534 - MERCER COUNTY FIRE ACADEMY	PO 45594 BLANKET - TRAINING	575.00	575.00
282 - MERCER COUNTY IMPROV AUTHORITY	PO 45552 BLANKET/TRASH TONNAGE	45,959.68	45,959.68
285 - MERCER ENGINE CO. NO. 3	PO 47872 2024 COMPANY STIPEND	3,000.00	
	PO 47876 2024 COMPANY DISBURSEMENT	2,050.00	
	PO 47944 REIMBURSEMENT FOR COMCAST CABLE FOR THE	1,500.00	6,550.00
752 - MES SERVICE COMPANY, LLC	PO 45595 BLANKET - SERVICES	1,604.00	1,604.00
4714 - MICHAEL BAKER INTERNATIONAL, INC.	PO 44654 RESOLUTION 2024-282 HAMILTON AVE CORRIDO	5,054.94	5,054.94
5313 - MICHAEL P. KLEMA, INC.	PO 47893 Canon Image Runner Advance C-5540i toner	579.85	579.85
5322 - MJZ SERVICE LLC. DBA MAXIMUM FIRE ESCAPE	PO 47913 ESCROW REFUND 17-290-20-025-673	306.79	306.79
4767 - MOTOROLA SOLUTIONS INC	PO 47416 MOBILE RADIO APX6500 ENHANCED UHF R2	6,803.00	6,803.00
4260 - MULLER & BAILLIE, P.C.	PO 45564 GENERAL LEGAL SERVICES TO THE PLANNING B	6,600.00	
	PO 46603 BLANKET LEGAL	2,145.00	
	PO 46620 CONTRACT PCRD LITIGATION 5/15/2025 - 5/1	330.00	
	PO 47171 CONTRACT LEGAL SERVICES FOR DEED RESTRIC	440.00	
	PO 47924 OCTOBER 2025 - LEGAL SERVICES - 21 WIGGI	55.00	
	PO 47925 OCTOBER 2025 - LEGAL SERVICES - 900 HERR	110.00	9,680.00
1489 - NAPA AUTO PARTS	PO 45240 BLANKET PARTS	569.18	569.18
4600 - NASSAU ELECTRIC LLC - PRINCETON	PO 45688 BLANKET/CONTRACTED SERVICES	526.59	526.59
5233 - NATHAN FOOTE	PO 47980 2025 League of Municipalities Reimburs	242.78	242.78
162 - NATIONAL HIGHWAY PRODUCTS, INC.	PO 45558 BLANKET/DPW MATERIAL AND SUPPLIES	205.20	205.20
338 - NC JEFFERSON PLUMBING HEATING & A/C	PO 47307 REC MAINTENANCE BUILDING - INSTALL 3" G	3,850.00	
	PO 47762 3" ASCO GAS VALVE W/ SOLENOID - REC MAIN	2,100.23	
	PO 47834 RESO 25-361 AFFORDABLE HOUSING REHABILIT	8,500.00	
	PO 47835 RESO 25-361 AFFORDABLE HOUSING REHABILIT	10,490.00	
	PO 48003 RELEASE OF PERFORMANCE BOND 103 LEIGH AV	1,600.00	26,540.23
3090 - NETWORK BUILDING + CONSULTING	PO 48016 ESCROW REFUND 17-290-20-019-713	1,498.60	1,498.60
832 - NEW JERSEY AMERICAN WATER	PO 47908 Water - SOC - Acct 1018-210051252446 - B	466.74	
	PO 47908 Water - SOC - Acct 1018-210051252446 - B	4,103.84	4,570.58
832 - NEW JERSEY AMERICAN WATER	PO 47928 Westminster Properties - Bundled Acct.#1	3,031.68	3,031.68
1033 - NEW JERSEY AMERICAN WATER	PO 47978 CP NORTH ACCT: 1018-210019280447	3,281.62	3,281.62
2470 - NEW JERSEY ASSOCIATION OF CHIEFS OF	PO 47330 BUDGETTING AND FINANCIAL ADMINISTRAITON F	250.00	250.00
343 - NEW JERSEY STATE LEAGUE OF MUNICIPALITIE	PO 45441 Blanket 2025	275.00	275.00
330 - NEW JERSEY WATER ENVIRONMENT	PO 47896 NJWEA SEMINAR-OCTOBER 22, 2025	155.00	155.00
3730 - NEW VENTURE BENEFITS GROUP, INC.	PO 45443 Blanket 2025	4,425.00	4,425.00
5329 - NJ EZ PASS	PO 47979 ATLANTIC CITY EXPRESSWAY ON 11/18/25	51.45	51.45
4975 - NRTCTA	PO 47783 Enhancing Tax Office Efficiency with Adv	20.00	20.00
2134 - OFFICE BASICS INC.	PO 45788 2025 BLANKET - COPY PAPER	1,340.00	1,340.00
474 - ONE CALL CONCEPTS, INC.	PO 45560 BLANKET/SEWER MARK OUTS	538.60	538.60
5125 - ONE WATER CONSULTING LLC	PO 46156 RESOLUTION 25-94 STONY BROOK WATERSHED M	117.16	117.16
666 - PANNELL, HENRY	PO 47879 2024 CHIEF STIPEND	1,500.00	1,500.00
3718 - PASSPORT LABS, INC.	PO 45878 BLANKET/SPRING STREET GARAGE MOBILE PARK	11,806.65	11,806.65
4717 - PAULUS, SOKOLOWSKI & SARTOR LLC	PO 46075 CONSTRUCTION ADMINISTRATION - TERHUNE RO	885.47	885.47
370 - PCH DEVELOPMENT CORPORATION	PO 45266 RESOLUTION 25-23: ADMINISTRATIVE AGENT S	3,883.33	3,883.33
1055 - PENN MEDICINE PRINCETON HEALTH	PO 45597 BLANKET - SERVICES	2,646.00	2,646.00
1390 - PESMC - C/O MEGAN ORTIZ	PO 47899 PESMC Meeting - Wednesday, December 10,	110.00	110.00
4018 - POLLARD, WESLEY	PO 47864 CELL PHONE STIPEND AUGUST 2025	100.00	100.00

## List of Bills - Clearing Claims

Meeting Date: 12/22/2025 For bills from 12/09/2025 to 12/18/2025

Vendor	Description	Payment	Check Total
1144 - PREMIER MANAGEMENT ASSOCIATES	PO 47657 RESOLUTION # 2025-369	28,482.19	<b>28,482.19</b>
5186 - PRIME LUBE INC.	PO 46785 BLANKET OILS/LUBRICANTS/DEF FLUID TV	632.95	<b>632.95</b>
5325 - PRINCETON	PO 47932 CASH DEPOSIT SHORTAGE 12/04/2025	100.00	<b>100.00</b>
830 - PRINCETON	PO 47967 BL-802 LT-1.1512 C134 134 GRIGGS DR. 4TH	1,101.57	
	PO 47967 BL-802 LT-1.1512 C134 134 GRIGGS DR. 4TH	402.40	<b>1,503.97</b>
587 - PRINCETON ENGINE CO. #1	PO 47873 2024 COMPANY STIPEND	3,000.00	
	PO 47874 2024 COMPANY DISBURSEMENT	2,050.00	<b>5,050.00</b>
589 - PRINCETON HOOK & LADDER CO.	PO 47871 2024 COMPANY STIPEND	3,000.00	
	PO 47875 2024 COMPANY DISBURSEMENT	2,050.00	<b>5,050.00</b>
1348 - PRINCETON HYDRO, LLC	PO 42106 (Contract #1: Reso 23-313 + 24-85) (Cont	3,856.80	
	PO 47122 CONTRACT MT LUCAS RD STORMWATER CONSTRUC	38,648.80	<b>42,2505.60</b>
1626 - PRINCETON MERCER REGIONAL CHAMBER	PO 47794 November Membership Luncheon Ticket-11/5	60.00	<b>60.00</b>
592 - PRINCETON PUBLIC LIBRARY	PO 47904 Pennington Quilt Works PO 25748	7,194.00	<b>7,194.00</b>
592 - PRINCETON PUBLIC LIBRARY	PO 47926 11/25/2025 Amazon Capital PO 25926	21,240.57	<b>21,240.57</b>
592 - PRINCETON PUBLIC LIBRARY	PO 47929 Swift Electrical Supply PO 25480	1,413.81	<b>1,413.81</b>
592 - PRINCETON PUBLIC LIBRARY	PO 47930 Scozzari Builders PO 25258 includes reta	4,983.40	<b>4,983.40</b>
1277 - PRINCETON SUPPLY CORPORATION	PO 45622 BLANKET/DPW JANITORIAL SUPPLIES	974.10	
	PO 45623 BLANKET/SSG JANITORIAL SUPPLIES	355.47	
	PO 45624 BLANKET/BUILDINGS AND GROUNDS JANITORIAL	854.00	<b>2,183.57</b>
2392 - PRINCETON UNIVERSITY CAMPUS DINING	PO 47125 PREVENTION/LEADERSHIP RETREAT CATERING	3,752.38	<b>3,752.38</b>
445 - PSE&G CO - SUMMARY ACCOUNT	PO 47909 Electric - Bundled Acct 13 013 030 03 -	13,768.83	
	PO 47909 Electric - Bundled Acct 13 013 030 03 -	3,146.59	
	PO 47909 Electric - Bundled Acct 13 013 030 03 -	10,590.38	<b>27,505.80</b>
445 - PSE&G CO - SUMMARY ACCOUNT	PO 48014 WESTMINSTER - Electric and Gas - Acct. 4	2,450.12	<b>2,450.12</b>
445 - PSE&G CO - SUMMARY ACCOUNT	PO 48020 Electric - Bundled Acct #13 000 010 03 -	33,876.71	<b>33,876.71</b>
445 - PSE&G CO - SUMMARY ACCOUNT	PO 48026 Electric and Gas - Traffic Lights - Bill	18.09	<b>18.09</b>
630 - R & R RADAR, INC.	PO 46564 SAFETY	240.00	<b>240.00</b>
5218 - R&R REPAIRS INC	PO 47711 Invisible Shield Warranty	12.00	<b>12.00</b>
5308 - RADIOTRONICS, INC.	PO 47799 ACEWATCHDOG SERVICE, 1 YEAR TERM PER UNI	168.00	<b>168.00</b>
4086 - REMINGTON & VERNICK ENGINEERS, INC	PO 45758 GIS PARCEL MAINTENANCE FOR TAX YEAR 2023	50.00	
	PO 46596 RESOLUTION 2025-181 MS4 GIS MAPPING & GP	1,980.00	<b>2,030.00</b>
4428 - RHODALYNN JONES	PO 47996 REIMBURSEMENT FOR 2025 AHPNJ ANNUAL MEET	51.67	
	PO 47998 REIMBURSEMENT FOR 2025 NJLOM CONFERENCE	255.08	
	PO 47999 WELCOMING WEEK 2025 SHIRTS REIMBURSEMENT	184.00	<b>490.75</b>
1204 - RIGGINS INC.	PO 45626 BLANKET/FUEL	6,313.56	<b>6,313.56</b>
5328 - ROBERT M JEAN-PIERRE	PO 47970 PYP - YOUTH OUTREACH GUEST SPEAKER	200.00	<b>200.00</b>
1302 - ROBERTS, JACK	PO 47903 4th Qtr - Medicare Retiree	2,657.60	<b>2,657.60</b>
427 - RUTGERS UNIVERSITY - CENTER FOR GOVERNME	PO 47543 FAIR HOUSING	448.00	<b>448.00</b>
4789 - SAM NELSON	PO 47995 YOUTH OUTREACH GROUP SUPPLIES REIMBURSEM	15.98	<b>15.98</b>
4748 - SAMANTHA BEER	PO 47902 Retirement Gift for Ed Schmierer	149.26	
	PO 47985 Cookies for Human Services Gift Drive	97.86	<b>247.12</b>
4617 - SANDRA GARRITY	PO 47933 REIMBURSE FOR REHS LICENSE RENEWAL	50.00	<b>50.00</b>
1274 - SANDUSKY, GREGORY	PO 47161 ON CALL SURVEYING SERVICES	310.00	<b>310.00</b>
4223 - SEAN BRADLEY	PO 47865 CELL PHONE STIPEND AUGUST 2025	100.00	<b>100.00</b>
2965 - SERVICE TIRE TRUCK CENTER, INC	PO 45253 BLANKET TIRES/ ROAD SERVICE TV	520.00	<b>520.00</b>
467 - SEWPHISTICATION LLC	PO 45598 BLANKET - APPAREL	510.50	<b>510.50</b>
3982 - SHAFTS & SLEEVES, INC.	PO 46309 NORTH RIDGE PUMP STATION REPLACEMENT PUM	18,250.00	<b>18,250.00</b>
5099 - SHAH & RUBENSTEIN, LLC	PO 45794 RESOLUTION 25-48: 2025 TAX APPEAL COUNSE	7,175.00	<b>7,175.00</b>
2817 - SMART STITCH INC	PO 46878 2025 HUMAN SERVICES YOUTH APPAREL	1,927.00	<b>1,927.00</b>
702 - STAPLES BUSINESS ADVANTAGE	PO 47900 Business Cards	51.99	
	PO 47900 Business Cards	259.95	
	PO 47906 Business Cards	527.98	<b>839.92</b>
355 - STATE OF NJ DIV OF EMPLOYER ACCT	PO 48022 Quarter Ending 09/30/25 EIN: 0-300-746-	7,000.00	<b>7,000.00</b>
5321 - STATE PERMITS INC.	PO 47912 ESCROW REFUND 17-290-20-024-546	428.56	<b>428.56</b>
5264 - STOVER'S WELLS & PUMPS, INC.	PO 47437 915 MOUNT LUCAS ROAD - OBTAIN STATE APPR	6,200.00	<b>6,200.00</b>
2368 - SUBURBAN CHIEFS ASSOCIATION	PO 47598 2025 ASSOCIATION DUES	200.00	<b>200.00</b>
989 - SUBURBAN PROPANE	PO 45639 BLANKET/SEWER PROPANE	1,626.14	<b>1,626.14</b>
647 - SUSAN SHAPIRO	PO 47098 League of Municipalities, Wednesday Nove	100.00	
	PO 47946 Certified Municipal Court Administrator	25.00	<b>125.00</b>
1206 - TAMASI, MARIANNE	PO 47927 Retiree - 3rd Quarter Medicare	608.65	<b>608.65</b>
3741 - TAYLOR SAPUDAR	PO 47851 2025 Eyeglass Reimbursement 11/25/2025,	150.00	<b>150.00</b>
5219 - TERHUNE DEVELOPMENT LLC C/O WINN DEVEL	PO 48028 Reimbursement to Winn for Access Road	380,149.05	<b>380,149.05</b>

## List of Bills - Clearing Claims

Meeting Date: 12/22/2025 For bills from 12/09/2025 to 12/18/2025

Vendor	Description	Payment	Check Total
5153 - THE NEW JERSEY STATE BAR ASSOCIATION	PO 47934 Redevelopment of Stranded Assets in 2025	199.00	199.00
5323 - THE UNIVERSITY COTTAGE CLUB	PO 47914 ESCROW REFUND 17-290-20-025-672	417.42	417.42
5326 - TIFFANY J. RICE	PO 47971 WOWY - YOUTH OUTREACH GUEST SPEAKER	200.00	200.00
5118 - TOPOLOGY NJ, LLC	PO 45953 RESOLUTION 25-67 PLANNING SERVICES FOR W	2,350.00	2,350.00
1182 - TOUCHTONE COMMUNICATIONS	PO 47939 Acct 6099212100 - Interexchange Carrier	188.77	188.77
838 - TRAP ROCK INDUSTRIES, LLC	PO 45649 BLANKET/DPW STONE SUPPLIES	206.15	206.15
1459 - TREASURER, STATE OF NEW JERSEY	PO 47088 MARRIAGE LICENSES ISSUED APRIL THRU JUNE	1,075.00	1,075.00
1459 - TREASURER, STATE OF NEW JERSEY	PO 47733 MARRIAGE LICENSES ISSUED JULY THRU SEPT	950.00	950.00
4836 - TRENTON RENEWABLE POWER, LLC	PO 46094 BLANKET/FOOD WASTE PROGRAM	221.65	221.65
2592 - UNIFIRST CORPORATION	PO 46960 RESOLUTION 25-234 UNIFORMS	315.36	
	PO 46960 RESOLUTION 25-234 UNIFORMS	2,435.54	2,750.90
923 - UNITED PARCEL SERVICE	PO 48011 Acct. 8Y2A91 - Service Charge - 12/6/25	168.72	168.72
211 - UNITED SITE SERVICES	PO 45327 BLANKET/MISC. RENTAL	425.26	425.26
4102 - V J LANDSCAPING, LLC	PO 45662 BLANKET/2025 MARQUAND PARK MULCH RING MA	2,200.00	2,200.00
408 - VECTOR SECURITY	PO 45657 BLANKET/BUILDINGS AND GROUNDS ALARMS	322.94	322.94
962 - VERIZON	PO 45387 TELEPHONE EXPENSE	403.04	403.04
20 - VERIZON	PO 48019 Phone - Acct. Y2803099 - Long Distance -	42.65	42.65
4895 - VERIZON COMMUNICATIONS INC.	PO 46222 BLANKET/SEWER DEPARTMENT VEHICLE TRACKIN	284.25	
	PO 46232 VEHICLE TRACKING SUBSCRIPTION MULTI-YEAR	2,034.67	2,318.92
959 - VERIZON WIRELESS	PO 47954 Acct #642046325-00001 - Wireless - Bill	6,101.52	6,101.52
1146 - VOIP NETWORKS	PO 48025 Phone System - Acct #CORP-000105 - Bill	125.00	125.00
1024 - W.E. TIMMERMAN CO., INC.	PO 45323 BLANKET PARTS/SERVICE TV	2,216.09	2,216.09
4959 - WALTER R. EARLE BURLINGTON, INC	PO 46170 BLANKET/DPW ASPHALT	750.00	750.00
4545 - WATERS & BUGBEE, INC.	PO 47753 EMERGENCY SEWER REPAIR	20,246.93	20,246.93
2 - WB MASON CO	PO 45385 OFFICE SUPPLIES	1,032.29	
	PO 45601 BLANKET - SUPPLIES (CK09MERCER2023-13)	145.48	
	PO 45646 2025 OFFICE SUPPLIES - BLANKET PO (FINAN	123.78	
	PO 45664 BLANKET/BUILDINGS AND GROUNDS 2025 OFFIC	104.43	
	PO 45665 BLANKET/SEWER 2025 OFFICE SUPPLIES (CK09	265.68	
	PO 45673 2025 BLANKET (CK09MERCER2023-13)	777.63	
	PO 45767 BLANKET / OFFICE SUPPLIES 2025 (CK09MERC	12.66	
	PO 45790 BLANKET FOR 2025 - ENGINEERING (CK09MERC	252.28	
	PO 45830 2025 Supplies - Blanket	20.56	
	PO 45842 BLANKET / OFFICE SUPPLIES	260.96	2,995.75
4331 - WEDRIVEU, INC.	PO 45280 RESOLUTION 24-354: 2025 PRINCETON TRANSI	31,430.33	31,430.33
4468 - WEGMANS FOOD MARKETS, INC.	PO 46482 BLANKET 2025	238.00	238.00
3677 - WELLS FARGO VENDOR FIN SERV.	PO 45499 2025 Blanket - Wells Fargo Printer Lease	2,958.97	2,958.97
1039 - WILLIAMS SCOTSMAN, INC.	PO 40526 RESOLUTION # 2022-218 (MULTIPLE YEARS) +	904.00	904.00
4869 - WINCAN LLC	PO 47813 2026 ANNUAL WINCAN WEB FLEX +500GB PER S	5,450.00	5,450.00
1950 - WINDSTREAM	PO 47881 Phone - Acct 215238964 - Invoice Date No	17,026.34	17,026.34
1950 - WINDSTREAM	PO 47962 Account 214287263 - Invoice Date Decembe	72.72	72.72
2677 - WIRELESS ELECTRONICS, INC.	PO 47741 SETCOM HELMET BYPASS CABLE FOR 63 SERIES	172.00	172.00
998 - WM CORPORATE SERVICES, INC.	PO 45868 BLANKET/CONTRACT NO.T2665	4,048.52	4,048.52
3351 - ZONE STRIPING	PO 46503 RESOLUTION 25-160 TRAFFIC STRIPING & PAV	6,223.98	6,223.98
TOTAL			2,082,365.29

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-105-200	PERSONNEL - OE	3,532.89			
01-201-20-110-200	MAYOR & COUNCIL OE	413.77			
01-201-20-111-200	ADMINISTRATIVE & EXECUTIVE OE	29,519.61			
01-201-20-112-200	FLU PROGRAM OE	238.00			
01-201-20-120-200	MUNICIPAL CLERK OE	3,473.39			
01-201-20-125-200	INFORMATION TECHNOLOGY - OE	12,947.08			
01-201-20-125-233	COMPUTER EXPENSE-SOFTWARE MAINT AND FEES	31,280.00			
01-201-20-145-200	COLLECTION OF TAXES OE	32.45			
01-201-20-150-200	ASSESSMENT OF TAXES OE	3,450.00			
01-201-20-151-200	DEFENSE OF TAX APPEALS OE	7,175.00			

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-155-200	LEGAL SERVICES & COSTS OE	41,693.51			
01-201-20-165-200	ENGINEERING SERVICES OE	303.73			
01-201-21-180-200	REGIONAL PLANNING BD. - TWP - OE	6,839.45			
01-201-23-220-200	EMPLOYEE GROUP INSURANCE OE	6,416.25			
01-201-25-240-200	POLICE OE	7,834.14			
01-201-25-252-200	EMERGENCY MANAGEMENT OE	1,292.80			
01-201-25-265-200	FIRE OE	22,997.36			
01-201-25-267-200	FIRE FACILITIES OE	8,408.19			
01-201-25-268-200	FIRE INSPECTOR OE	1,881.96			
01-201-26-290-200	ROAD REPAIRS & MAINTENANCE OE	8,983.60			
01-201-26-305-200	GARBAGE & TRASH REMOVAL OE	167,727.70			
01-201-26-310-200	PUBLIC BUILDINGS & GROUNDS OE	16,557.67			
01-201-26-315-200	VEHICLE MAINT. - ADMIN. OE	10,801.84			
01-201-27-330-200	BOARD OF HEALTH OE	2,922.38			
01-201-27-331-200	SUZANNE PATTERSON CENTER OE	8,478.00			
01-201-27-345-200	HUMAN SERVICES OE	7,554.72			
01-201-28-370-200	JOINT RECREATION BOARD OE	1,614.44			
01-201-28-375-200	PARK MAINTENANCE OE	4,021.79			
01-201-31-430-200	ELECTRICITY & GAS OE	17,882.98			
01-201-31-431-200	NATURAL GAS OE	5,545.26			
01-201-31-435-200	STREET LIGHTING OE	17,399.79			
01-201-31-440-200	TELEPHONE OE	23,982.14			
01-201-31-455-200	SEWER FACILITIES OPERATING OE	13,578.88			
01-201-31-460-200	GASOLINE OE	17,272.10			
01-201-43-490-200	MUNICIPAL COURT OE	850.76			
01-203-25-265-200	(2024) FIRE OE	10,500.00			
01-203-26-325-200	(2024) CONDO REIMBURSEMENT OE	28,482.19			
01-203-28-375-200	(2024) PARK MAINTENANCE OE	1,236.00			
01-207-55-100-000	HEALTH DEPARTMENT FEES			2,025.00	
01-260-05-100	DUE TO CLEARING/CLAIMS			0.00	557,146.82

TOTALS FOR	CURRENT FUND	514,903.63	40,218.19	2,025.00	557,146.82
		=====	=====	=====	=====

02-213-44-903-301	PRINCETON UNI. STREET LIGHTING	10,590.38
02-213-44-909-301	BODY ARMOR	2,230.40
02-213-44-911-301	CLEAN COMMUNITIES	1,196.00
02-213-44-915-301	FOOD WASTE RECYCLING	221.65
02-213-44-967-301	NATIONAL OPIOID SETTLEMENT	3,752.38
02-260-05-100	DUE TO CLEARING/CLAIMS	0.00
		17,990.81

TOTALS FOR	GRANT FUND	0.00	0.00	17,990.81	17,990.81
		=====	=====	=====	=====

04-215-17-031-000-000	Ordinance 2017-31 Sewer Trust	4,318.74
04-215-19-019-000-000	Ordinance 2019-19 Sewer Trust	2,271.24
04-215-19-021-000-000	Ordinance 2019-21 Various Capital Imprv	2,537.25
04-215-21-021-000-000	Ordinance 2021-21 Various Capital Improvements	429,733.45
04-215-22-018-000-000	Ordinance 2022-18 NJ I-Bank	34,179.42
04-215-22-019-000-000	Ordinance 2022-19 Various Capital Improvements	6,273.98
04-215-23-017-000-000	Ordinance 2023-17 Sewer Improvements	3,065.07
04-215-23-020-000-000	Ordinance 2023-20 Open Space Improvements	6,200.00
04-215-23-021-000-000	Ordinance 2023-21 Various Capital Improvements	399,515.68
04-215-24-014-000-000	Ordinance 2024-14 Various Capital Improvements	2,407.16
04-215-24-017-000-000	Ordinance 2024-17 Sewer Improvements (I-Bank)	9,765.00
04-215-24-019-000-000	Ordinance 2024-19 Acquisition of Open Space	4,300.00
04-215-24-034-000-000	Ordinance 2024-34 Acq of Westminster	2,350.00
04-215-25-007-000-000	Ordinance 2025-07 Various Capital Improvements	44,379.38
04-221-55-000-031	RES FOR TERHUNE ROAD - TOLL BROS-DONT RELEASE	44,601.49
04-221-55-000-032	RES FOR 375 TERHUNE RD SECTION A-BARSKY-DONT RELEA	335,547.56
04-260-05-100	DUE TO CLEARING/CLAIMS	0.00
		1,331,445.42

TOTALS FOR	GENERAL CAPITAL FUND	0.00	0.00	1,331,445.42	1,331,445.42
		=====	=====	=====	=====

05-201-02-007-200	PARKING OE	28,193.93
05-201-02-009-000	JITNEY EXPENSES	31,430.33
05-260-05-100	DUE TO CLEARING/CLAIMS	0.00
		59,624.26

TOTALS FOR	PARKING UTILITY OPERATING FUND	59,624.26	0.00	0.00	59,624.26
		=====	=====	=====	=====

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
12-201-20-125-200	OPEN SPACE - OTHER EXPENSE - PARK MAINT	22,548.27			
12-260-05-100	DUE TO CLEARING/CLAIMS		0.00	22,548.27	
<b>TOTALS FOR</b>	<b>OPEN SPACE FUND</b>	<b>22,548.27</b>	<b>0.00</b>	<b>0.00</b>	<b>22,548.27</b>
17-260-05-100	Due To Claims/Clearing		0.00	21,203.97	
17-290-20-000-000	PROFESSIONAL FEES		19,603.97		
17-290-30-000-000	CERTIFICATE OF OCCUPANCY/STREET OPENINGS		1,600.00		
<b>TOTALS FOR</b>	<b>ESCROW</b>	<b>0.00</b>	<b>0.00</b>	<b>21,203.97</b>	<b>21,203.97</b>
18-260-05-100	DUE TO CLAIMS		0.00	7,000.00	
18-301-00-000-000	RESERVE FOR UNEMPLOYMENT TRUST		7,000.00		
<b>TOTALS FOR</b>	<b>UNEMPLOYMENT TRUST FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>7,000.00</b>	<b>7,000.00</b>
21-201-12-110-200	CONSTRUCTION EXPENSES - OE	3,292.08			
21-260-05-100	DUE TO CLAIMS/CLEARING		0.00	20,333.11	
21-285-20-081-000	FIRE EQUIPMENT DONATIONS		6,150.00		
21-285-56-077-333	HUMAN SERVICES SPECIAL ASSISTANCE TRUST		10,891.03		
<b>TOTALS FOR</b>	<b>TRUST FUND</b>	<b>3,292.08</b>	<b>0.00</b>	<b>17,041.03</b>	<b>20,333.11</b>
40-201-20-105-200	AFFORDABLE HOUSING BOARD OE	26,082.63			
40-221-55-000-001	RESERVE FOR REHAB PROGRAM		18,990.00		
40-260-05-100	DUE TO CLAIMS/CLEARING		0.00	45,072.63	
<b>TOTALS FOR</b>	<b>AFFORDABLE HOUSING UTILITY</b>	<b>26,082.63</b>	<b>0.00</b>	<b>18,990.00</b>	<b>45,072.63</b>

Total to be paid from Fund 01 CURRENT FUND 557,146.82  
 Total to be paid from Fund 02 GRANT FUND 17,990.81  
 Total to be paid from Fund 04 GENERAL CAPITAL FUND 1,331,445.42  
 Total to be paid from Fund 05 PARKING UTILITY OPERATING FUND 59,624.26  
 Total to be paid from Fund 12 OPEN SPACE FUND 22,548.27  
 Total to be paid from Fund 17 ESCROW 21,203.97  
 Total to be paid from Fund 18 UNEMPLOYMENT TRUST FUND 7,000.00  
 Total to be paid from Fund 21 TRUST FUND 20,333.11  
 Total to be paid from Fund 40 AFFORDABLE HOUSING UTILITY 45,072.63  
 ====== 2,082,365.29

**Checks Previously Disbursed**

1210	PRINCETON PUBLIC SCHOOLS	PO# 47910	8,153,420.00	12/10/2025
1215	DEPOSITORY TRUST CO/CHASE	PO# 47814	1,977,700.00	12/15/2025
1215	NJSHBP ACT	PO# 47953	468,888.99	12/15/2025
1216	NJSHBP ACT	PO# 47952	181,264.52	12/15/2025
			10,781,273.51	

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 01 CURRENT FUND	10,781,273.51	557,146.82	11,338,420.33
Fund 02 GRANT FUND		17,990.81	17,990.81
Fund 04 GENERAL CAPITAL FUND		1,331,445.42	1,331,445.42
Fund 05 PARKING UTILITY OPERATING FUND		59,624.26	59,624.26
Fund 12 OPEN SPACE FUND		22,548.27	22,548.27
Fund 17 ESCROW		21,203.97	21,203.97
Fund 18 UNEMPLOYMENT TRUST FUND		7,000.00	7,000.00

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
Fund 21	TRUST FUND	20,333.11	<b>20,333.11</b>		
Fund 40	AFFORDABLE HOUSING UTILITY	45,072.63	<b>45,072.63</b>		
BILLS LIST TOTALS		10,781,273.51	2,082,365.29	<b>12,863,638.80</b>	=====



# Municipality of Princeton, NJ

400 Witherspoon St  
Princeton, NJ 08540

## Staff Report

---

File #: R-25-422

Agenda Date: 12/22/2025

Agenda #: 2.

---

### **Resolution of the Mayor and Council of Princeton Approving Transfers in Accordance with N.J.S.A. 40A:4-58 Current Fund & Parking Utility Fund Appropriations**

**WHEREAS**, there appears a surplus in the following attached accounts over and above the demand deemed to be necessary for the balance of the current year.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of Princeton, County of Mercer, State of New Jersey that in accordance with the provisions of N.J.S.A. 40A:4-58, part of the surplus in the accounts heretofore mentioned be and are hereby transferred to the accounts mentioned as being insufficient to meet the current demands, and the Chief Financial Officer is hereby authorized to do so.

**From:**

Information Technology - S&W  
Group Insurance for Employees  
Administration - OE

**To:**

Information Technology - OE\$	30,000
Information Technology - OE\$	75,000
Water	\$ 2,000

Parking Utility  
Parking - S&W

Parking - OE	\$ 30,000
--------------	-----------

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded by the Municipal Clerk to the Chief Financial Officer.



# MUNICIPALITY OF PRINCETON

Office of the Chief Financial Officer

400 Witherspoon Street

Princeton, NJ 08540

(609) 924-5176

[swebb@princetonnj.gov](mailto:swebb@princetonnj.gov)

Date: December 15, 2025

To: Mayor & Council

FROM: Sandra Webb  
Chief Financial Officer

Re: Resolution for Transfers

On Mayor & Council's agenda for December 22<sup>nd</sup> is a resolution authorizing transfers between current appropriations & parking utility appropriations. This type of resolution is only allowed by State Statute to be done the last two months of the year.

The transfers into accounts are necessary due to the following:

Information Technology OE is for Microsoft Window Licenses that haven't been paid for this year.

Water is for additional costs in water.

Parking OE is for additional costs related to equipment & repairs.