

TOWNSHIP COMMITTEE RE-ORGANIZATION MEETING
January 3, 2011

The regular meeting of the Township Committee of the Township of Cranbury was held at 7:00 p.m. in the Town Hall Meeting Room. Answering present to the roll call were: Township Committee members: Win Cody, David Cook, Glenn Johnson, Dan Mulligan and Jay Taylor. Also present were Denise Marabello, Township Administrator/Director of Finance, Steven P. Goodell, Esquire, Township Attorney and Kathleen R. Cunningham, Assistant Administrator/Clerk. Ms. Marabello welcomed everyone and led in the salute to the flag and Ms. Cunningham gave the following Open Public Meetings Act statement:

In accordance with Section 5 of the Open Public Meetings Act, it is hereby announced and shall be entered into the minutes of this meeting that adequate notice of this meeting has been provided:

- (1) Posted on December 2, 2010 on the Bulletin Board of the Municipal Office at 23-A North Main Street, Cranbury, New Jersey and remains posted at that location.
- (2) Communicated to the Cranbury Press, Home News Tribune and Trenton Times on December 2, 2010.
- (3) Was filed on December 2, 2010 at the Cranbury Municipal Office, 23-A North Main Street, Cranbury, New Jersey, posted on the Township's web site and remains on file for public inspection, and
- (4) Sent to those individuals who have requested personal notice.

Ms. Marabello recognized the following guests:
Former Mayor Alan Danser
Newly-elected State Senator Linda Greenstein
Former Mayor Wayne Wittman
Former Township Committeeman Art Hasselbach

Ms. Marabello asked Mr. Glenn Johnson to come forward to be sworn in by Mr. Thomas Weidner, Esquire.

Mr. Johnson then joined the Township Committee members at the dais.

Ms. Marabello asked Mr. Dan Mulligan to come forward to be sworn in by Ms. Kathleen R. Cunningham, Assistant Administrator/Municipal Clerk.

Mr. Mulligan then joined the Township Committee members at the dais.

Ms. Cunningham called the roll and announced there is a quorum:

Present:	(Cody	
	(Cook	
	(Johnson	Absent: (None
	(Mulligan	
	(Taylor	

Ms. Marabello entertained nominations for the position of Mayor. Mr. Taylor made a motion to nominate Mr. Cody for Mayor. Mr. Mulligan seconded the motion and Ms. Marabello asked if there were any other nominations. Mr. Glenn Johnson nominated Mr. Cook and Mr. Taylor seconded the motion. On the nomination of Mr. Cody for the office of Mayor, the Clerk called the roll:

Ayes: (Cody

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Nomination of Mr. Cody for Mayor (Continued)
Roll Call (cont'd):

Ayes: (Mulligan	Absent: (None
(Taylor	Abstain: (None
(Cook	

Nays: (Johnson

The Clerk announced on Mayor Cody's nomination there were 4 yeas and 1 nay. Mayor Cody was then sworn in by Mr. David Thomsson.

Following is Mayor Cody's speech:

"I would like to thank the members of the township committee for having confidence in me to serve as Mayor in 2011. It is an honor to be able to serve Cranbury. I would like to welcome both Glenn Johnson and Dan Mulligan to the committee; they are a great addition to the team. Bringing on new people to the committee adds vital different perspectives that keep the team healthy. I am thankful my predecessor, Dave Stout, and previous committees left Cranbury in a strong position. I also look forward to working with our Township Administrator, Denise Marabello and Kathy Cunningham, our Clerk and Assistant Administrator as well as the rest of the Township employees and professionals. Their commitment and professionalism has served the community very well. I would like to thank all the volunteers that serve on committees or help in other ways for their service to Cranbury. Your past and future service is greatly appreciated. I would also like to thank my wife Linda and daughter Jenna for the support I will need from them in upcoming year. Everyone working together makes Cranbury a special place.

There are many areas that I would like to focus on during the upcoming year. We are in tight financial times. We need to work on keeping an efficient running township without overtaxing the residents. I want to work with our legislators in Trenton to look at things we can do to help relieve unnecessary expenses. We need help identify unfunded mandates. We have worked hard on a Master Plan last year and need to now put in the regulations to implement that plan. We need to give the potential developers clear guidelines so new buildings will fit with the goals of Cranbury. Even though there will be some changes in parts of the town, we need to work hard to ensure and thriving and vital downtown district which is the heart of Cranbury.

During the year, I welcome feedback from everyone on how to help Cranbury. There is a lot to do and I hope to have a lot of input from everyone making our decision making a very open process.

Thank you."

Mayor Cody then made the following appointments:

_____ 2 nd Alternate, Board of Recreation	
Commissioners (Unexpired Term)	12/31/13
Winthrop Cody, Class I, Planning Board Member	12/31/11
Arthur Hasselbach, Class IV, Planning Board Member	12/31/13
Thomas Harvey, Class IV, Planning Board Member	12/31/13
Jason Stewart, Class IV, Planning Board Member	12/31/13
James Gallagher, Chairman, Environmental Commission	12/31/11
Paul Mullen, Member, Environmental Commission	12/31/13

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Mayoral Appointments (Continued)

Debbie Driscoll, 2 nd Alternate, Class C, Historic Preservation Commission	12/31/12
Wayne Girardet, Member, Class C, Historic Preservation Commission	12/31/14
 Kathleen R. Cunningham, Mayor's Rep: Housing & Community Development Commission	 12/31/11
Betty Conover, Member, Human Services Board	12/31/15
Marie Perrine, Member, Human Services Board	12/31/15
Edith Dlugokencki, Member, Human Services Board	12/31/15
Vacancy, Member, Human Services Board	12/31/15
Vacancy, Member, Human Services Board	12/31/15
Vacancy, Member, Human Services Board (Unexpired Term)	12/31/11
 David Mauger, Mayor's Rep, Library Board of Trustees	 12/31/11
 Kirstie Venanzi, Library Board of Trustees	 12/31/15
 Patricia Scott, Member, Alternate, Parks Commission	 12/31/11
Thomas Weidner, Member, Parks Commission	12/31/13
Beth Veghte, Member, Parks Commission	12/31/13
Bill Schraudenbach, Member, Parks Commission	12/31/13
 Vacancy, Shade Tree Commission	 12/31/15

Agenda Additions/Changes

Ms. Cunningham indicated she had a request the Township Committee members discuss the meeting dates in February 2011 as several members have a conflict with the date of February 14th. Mayor Cody stated the options are to meet on February 7th and then again on the 28th. All Township Committee members unanimously agreed to change the schedule.

Resolutions

Consent

On motion offered by Mr. Taylor, seconded by Mr. Johnson, the following Consent Agenda Resolutions were adopted by vote:

Ayes: (Cook	
(Johnson	
(Mulligan	Abstain: (None
(Taylor	
(Cody	Absent: (None
 Nays: (None	

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Township of Cranbury
County of Middlesex

Cranbury Township Resolution #R-01-11-001

ADOPTING TEMPORARY CAPITAL BUDGET FOR 2011

WHEREAS, the Township of Cranbury desires to constitute the 2011 Temporary Capital Budget of said municipality,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury as follows:

SECTION 1. The 2011 Temporary Capital Budget of the Township of Cranbury is hereby constituted by the adoption of the following schedule:

PROJECTS SCHEDULED FOR 2011

<u>Project</u>	<u>Method of Financing</u>		
	<u>Estimated Costs</u>	<u>Capital Improvement Fund</u>	<u>Debt Authorized</u>
Tax Collector Computer System Upgrade	\$7,600	\$380	\$7,220

SECTION 2. The Clerk be and is authorized and directed to file a certified copy of this Resolution with the Division of Local Government Services, Department of Community Affairs, State of New Jersey, within three days after adoption of these projects for the 2011 Temporary Capital Budget, to be included in the 2011 Permanent Capital Budget as adopted.

Cranbury Township Resolution # R 01-11-002

WHEREAS, it is necessary to make the following appointments,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury that the following individuals are appointed to the positions and terms noted effective January 3, 2011:

TOWNSHIP COMMITTEE APPOINTMENTS

NAME	APPOINTMENT	TERM ENDING
Sudipta Roychowdhury	Board of Health	12/31/13
George Smith	Board of Health	12/31/12
George Arpajian	Clock Winding Committee	12/31/11
Richard Kallan	Clock Winding Committee	12/31/11
William Kanawyer	Clock Winding Committee	12/31/11
Sara Kleinman	Clock Winding Committee	12/31/11
Rob McMahon	Clock Winding Committee	12/31/11

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Cranbury Township Resolution # R 01-11-002
(Continued)

Timothy Norland	Clock Winding Committee	12/31/11
Anita O'Meara	Clock Winding Committee	12/31/11
Robert O'Meara	Clock Winding Committee	12/31/11
Robert Rogers	Clock Winding Committee	12/31/11
Craig Steir	Clock Winding Committee	12/31/11
Donna Steir	Clock Winding Committee	12/31/11
Paul Venanzi	Clock Winding Committee	12/31/11
Audrey Smith	Cultural & Heritage Comm.	12/31/11
	Township Historian	12/31/11
Greg Farrington	Housing & Community Dev.	12/31/11
Daniel Black	Alternate, Municipal Alliance Comm.	12/31/11
Renee Welch	Alternate, Municipal Alliance Comm.	12/31/11
Chief Rickey Varga	Municipal Alliance Comm.	12/31/13
Melanie Johnson	Municipal Alliance Comm.	12/31/13
Vacancy (School Rep.)	Municipal Alliance Comm.	12/31/13
David Cook (T.C. Member)	Class III, Planning Board	12/31/11
Brian Schilling	1 st Alternate, Zoning Board	12/31/11
John Hoffman	2nd Alternate, Zoning Board	12/31/11
Marilee Meacock	Member, Zoning Board	12/31/12
James Gerberich	Member, Zoning Board	12/31/14
Frank Shea	Member, Zoning Board	12/31/14

CRANBURY TOWNSHIP RESOLUTION #R-01-11-003

WHEREAS, it is necessary to reopen Petty Cash Funds which have been closed at the end of 2010,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that the following Petty Cash Funds be opened:

Clerk's Petty Cash Fund
Recreation Petty Cash Fund
Public Works Petty Cash Fund
Police Petty Cash Fund

CRANBURY TOWNSHIP RESOLUTION # R-01-11-004

WHEREAS, it is advisable to utilize the State Contract, Middlesex or Mercer County Contract and Plainsboro Cooperative Purchasing awards to procure goods and services at a low price;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that the Township departments are authorized to purchase goods and services using the entities mentioned above when it appears that these means provide for the least expenses;

BE IT FURTHER RESOLVED that this policy shall continue, for the entirety of 2011.

TOWNSHIP COMMITTEE RE-ORGANIZATION MEETING
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Cranbury Township Resolution #R 01-11-005

TOWNSHIP OF CRANBURY
COUNTY OF MIDDLESEX

A RESOLUTION AUTHORIZING FINANCE DIRECTOR TO PAY REQUIRED BILLS

BE IT RESOLVED by the Township Committee of the Township of Cranbury, County of Middlesex, State of New Jersey, that the Finance Director is hereby authorized to pay the following required bills prior to the approval of the bill list:

Debt Service, School Taxes, County Taxes, Utilities, Payroll, Cell Phone Payments, Payment to Professionals, insurance Premiums, Reimbursement of Petty Cash, Contracts, Recreation Program Payments and other statutory obligations.

BE IT FURTHER RESOLVED, that this resolution be effective as of January 1, 2011.

TOWNSHIP OF CRANBURY
COUNTY OF MIDDLESEX

Cranbury Township Resolution # R 01-11-006

WHEREAS, pursuant to N.J.S.A. 40A:9-139, a municipality must appoint a municipal attorney for a term of one (1) year; and

WHEREAS, pursuant to N.J.S.A. 40A:9-140, a municipality must appoint a municipal engineer for a three (3)-year term; and

WHEREAS, pursuant to N.J.S.A. 40A:5-4, the governing body of every local unit shall cause an annual audit of its books, accounts and financial transactions to be made and completed within six months after the close of its fiscal year by a Registered Municipal Accountant; and

WHEREAS, the governing body is required to appoint a Commissioner to the Joint Insurance Fund ("JIF") as well as an Alternate Commissioner;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury that the following individuals be appointed:

William Tanner, Jr., P.E., C.M.E., and VanCleaf Engineering (Expiration Date: 12/31/13)

Steven P. Goodell, Esquire, and Herbert, Van Ness, Cayci and Goodell (Expiration Date: 12/31/11)

Trishka Waterbury, Esquire and Mason, Griffin & Pierson, Township Attorney for COAH (Expiration Date: 12/31/11)

John J. Maley, Jr., C.P.A., R.M.A., Auditor (Expiration Date: 12/31/11)

Ronald Ghrist, C.P.A., R.M.A., Financial Consultant (Expiration Date: 12/31/11)

Kathleen R. Cunningham, Joint Insurance Fund Commissioner (Expiration Date: 12/31/11)

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Cranbury Township Resolution # R 01-11-006
(Continued)

Greg Farrington, Alternate Joint Insurance Fund Commissioner, (Expiration Date: 12/31/11); and

BE IT FURTHER RESOLVED that a copy of this resolution be given to the above-named individuals.

Cranbury Township Resolution # R 01-11-007

CRANBURY TOWNSHIP RESOLUTION

CRANBURY TOWNSHIP CASH MANAGEMENT PLAN

The following items do hereby constitute the cash management plan of the Township of Cranbury:

Deposits and Depositories

All Township depositories must be FDIC insured and show a current certificate of conformance with the New Jersey Government Unit Deposit Protection Act (GUDPA)

The authorized Township Depositories as currently:

PNC Bank
1st Constitution Bank

New qualifying depositories may be added to the above list by a resolution of the Township Committee.

Investments

It is desirable to maximize the interest earnings on idle funds of the Township through a safe investment program.

Township funds may be invested in any type of investment approved for municipalities by the State of New Jersey such as:

- U.S. Obligations (Treasury Bills, Notes and Bonds)
- Certificates of Deposit
- Statement Savings Accounts
- Bonds or other obligations of counties, municipalities and school districts
- New Jersey Cash Management Fund

Those authorized to make investments on behalf of the Township are the Director of Finance and Treasurer.

Expenditures

The Township follows the purchasing system required by the New Jersey Fiscal Affairs Law.

TOWNSHIP COMMITTEE RE-ORGANIZATION MEETING
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Cranbury Township Resolution # R 01-11-007
(Continued)

Current and Capital Funds

Expenditures must first be authorized by a purchase order signed by the Administrator, Director of Finance, Treasurer, Chief Financial Officer or Purchasing Official. Upon certification on a voucher by the department head and vendor that goods or services have been received and the bill is in the correct amount, the bill may be listed for approval by the Township Committee at any meeting. Upon approval of the Township Committee a check with not less than two signatures will be issued for payment of a claim. Those authorized to sign checks are the Mayor, designated members of Township Committee, the Director of Finance, Administrator, Assistant Administrator and Treasurer.

Other Funds and Accounts

Payroll account checks which do not require a voucher need only one signature by the Director of Finance, Payroll Clerk or Payroll Supervisor.

All inter-fund transfer checks or bank transfers require one signature or one authorization by the Director of Finance or Treasurer.

Departmental Accounts including:

- All Current Accounts
- All Capital Accounts
- All Trust Accounts
- All Petty Cash Fund Accounts
- Clerk's Account
- Dog License Account
- Registrar Account
- Construction Official Accounts including the Construction Trust Fund
- Tax Collector Account
- Sewer Fee Collector Accounts
- Fire Official Trust Account

Expenditures can be made with a check with one signature as noted on the attached list.

Reporting

A quarterly report shall be submitted to the governing body by the Director of Finance by the 20th of the month following the end of a Quarter. The report at a minimum shall include the following:

Capital and Current Budget Balances, Revenue Balances

Insurance

The Treasurer, Chief Financial Officer, Tax Collector and Sewer Collector and any other employee noted by the Auditor must be bonded in an amount indicated by the auditor

The auditor must list the employees required to be individually bonded and the minimum amount of their bond after each year's audit is completed or no later than July 10th.

All other employees must be insured by an "Employee Dishonesty Blanket Bond" In the amount of \$25,000 or more.

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Cranbury Township Resolution # R 01-11-008

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that the attached schedule of meetings with times, dates and locations be authorized for 2011 **(See Addendum Page A)**.

Cranbury Township Resolution # R 01-11-009

TOWNSHIP OF CRANBURY
COUNTY OF MIDDLESEX

WHEREAS, it is necessary to designate the official newspapers of the Township of Cranbury, in which meetings and Land Use Development Application notices will be published;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that the following be designated as the official newspapers:

The Cranbury Press
The Home News & Tribune
The Trenton Times

Cranbury Township Resolution # R 01-11-010

WHEREAS, it is necessary to authorize an official to file Treatment Works Application Forms, or equivalent forms required by NJDEP, every year;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that the Township Engineer, William C. Tanner, P.E., is so authorized.

Cranbury Township Resolution # R 01-11-011

WHEREAS, it is necessary each year to designate a Public Agency Compliance Officer who is charged with ensuring Affirmative Action compliance in public contracts; and

WHEREAS, it is necessary each year to designate a Public Compliance Officer who is charged with ensuring Affirmative Action compliance for personnel matters;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that Kathleen R. Cunningham, is hereby appointed as the Public Agency Compliance Officer charged with ensuring Affirmative Action compliance in public contracts; and

BE IT FURTHER RESOLVED, by the Township Committee of the Township of Cranbury, that Denise Marabello, is hereby appointed as the Public Compliance Officer who is charged with ensuring Affirmative Action compliance for personnel matters.

Cranbury Township Resolution # R 01-11-012

**RESOLUTION SETTING INTEREST AND PENALTIES FOR
DELINQUENT TAXES UNDER N.J.S.A. 54:4-67**

WHEREAS, N.J.S.A. 54:4-67 authorizes and permits a municipality to set penalties and rates of interest to be charged for non-payment of delinquent taxes and other municipal liens and charges; and

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Cranbury Township Resolution # R 01-11-012
(Continued)

WHEREAS, N.J.S.A. 54:4-67 has been amended to allow for a 6% penalty on all amounts owed in excess of \$10,000.00 at the end of the year; and

WHEREAS, in accordance with N.J.S.A. 54:5-61 when the tax title certificate amount shall exceed the sum of two hundred dollars, the holder of the tax title shall be entitled to collect from the owner or other person having an interest in the lands an additional sum equal to two percent of the amount so paid for the tax title certificate. When the amount shall exceed the sum of \$5,000, such additional sum shall be equal to 4% of such amount paid; and when the tax title certificate exceeds \$10,000, such additional sum shall be equal to 6% of such amount paid. This section shall also apply to all existing certificates held by municipalities on the effective date of this act; and

WHEREAS, in accordance with N.J.S.A 54:4-66.3d, the third installment of current year taxes shall not be subject to interest until the later of August 1, the additional interest-free period authorized pursuant to R.S. 54:4-67, or the twenty-fifth calendar day after the date that the tax bill or estimated tax bill for the third quarter installment was mailed or otherwise delivered. Any payment received after the later of August 1st, the additional interest-free period authorized pursuant to R.S. 54:4-67, or the twenty-fifth calendar day after the date that the tax bill or estimated tax bill for the third installment was mailed or otherwise delivered may be charged interest back to August 1. The tax bill shall contain a notice specifying the date on which the interest may begin to accrue;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cranbury, County of Middlesex, State of N.J., that:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any sum in excess of \$1,500.00
2. The Tax Collector is hereby authorized and directed to charge the 6% year end penalty on delinquent taxes greater than \$10,000.00
3. Effective January 1, 2011 there shall be a ten (10) calendar day grace period after the due date of each quarterly tax installment in which payments will be not be subject to interest charges.
4. Any tax payment not made in accordance with paragraph 3 of this resolution shall be charged interest from the due date.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the charges on account of delinquent properties as set forth herein remain in effect from year to year until such time as the Township Committee adopts a new resolution setting forth new or different rates.

Cranbury Township Resolution # R 01-11-013

WHEREAS, in accordance with N.J.S.A 54:5-54 the tax collector shall provide to any party entitled to redeem at certificate two calculations of the amount required for redemption within a calendar year at no cost. For each subsequent calculation requested from the tax collector there shall be a \$50.00 fee. A request for a redemption calculation shall be in writing to the tax collector; and

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Cranbury Township Resolution # R 01-11-013
(Continued)

WHEREAS, in accordance with N.J.S.A 54:5-97.1 the tax collector may charge a lien holder of a tax lien \$50.00 for the calculation of the amount due to redeem the tax lien. Any request for a redemption calculation shall specify the date to be used for the calculation, which shall be the date of the notice, and shall be made in writing to the tax collector. Neither the tax collector nor the municipality shall be liable for an incorrect calculation. The fee paid to the municipality shall not become a part of the lien and shall not be passed on to any party entitled to redeem pursuant to N.J.S.A 54:5-54; and

WHEREAS, in accordance with N.J.S.A 54:5-26 the tax collector may charge for mailing in lieu of advertising for tax liens, with a maximum of \$25.00 per mailing;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Cranbury that the tax collector is authorized to collect the above-mentioned fees.

Cranbury Township Resolution # R 01-10-014

RESOLUTION TO CANCEL TAX REFUNDS OR DELINQUENCIES UNDER TEN DOLLARS

WHEREAS, pursuant to N.J.S.A. 40A:5-17.1, the governing body of a municipality may adopt a resolution authorizing a municipal employee chosen by the governing body to process without further action on the part of the governing body, the cancellation of any property tax refund or delinquency of less than \$10.00; and

WHEREAS, it is the recommendation that the Tax Collector be designated to perform the above; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cranbury, County of Middlesex, State of New Jersey that the Tax Collector be authorized to process, without further action on the part of the governing body, the cancellation of any property tax refund or delinquency of less than \$10.00.

Public Comment

The Mayor opened the meeting to public questions and comment. There being no comments, the Mayor closed the public part of the meeting.

Mayor's Notes

Mayor Cody thanked everyone for coming out and stated he and everyone else appreciates everyone's support for the coming year and the Township Committee intends to provide Cranbury's residents with the best service they can.

On motion by Mr. Taylor, seconded by Mr. Mulligan and unanimously carried, the meeting adjourned at 7:40 p.m.

Kathleen R. Cunningham, Clerk