

TOWNSHIP COMMITTEE MEETING  
MARCH 30, 2009

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: Winthrop Cody, Thomas F. Panconi, Jr., David J. Stout and Mayor Pari Stave. Mr. Stannard arrived at 7:07 p.m. Also present were: Trishka Waterbury, Esquire, Attorney; Richard Preiss, Township Planner; Christine Smeltzer, Administrator and Kathleen R. Cunningham, Clerk. Mayor Stave 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 February 11, 2009 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 February 11, 2009.
3. Was filed on February 11, 2009 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.

Special Budget Township Committee Minutes of February 17, 2009

Ms. Cunningham, Clerk, announced the minutes of February 17, 2009 will be considered at the next Township Committee meeting on April 13, 2009.

Regular Committee Minutes of March 2, 2009

On motion by Mr. Cody, seconded by Mr. Panconi and unanimously carried, the regular minutes of March 2, 2009 were adopted.

Reports and Communications

--Mayor Stave reported she and Mr. Cody had met with Dr. Notterman, Chairman of the Board of Health regarding the pending ordinance on cat licensing for the purpose of making sure cats get vaccinated for rabies. She and Mr. Cody conveyed information to Dr. Notterman that they had received from some of their constituents. Dr. Notterman indicated he will take those remarks back to the Board of Health. There will be a public hearing on the issue and notice of the hearing date, time and place will be posted on the web site. Mayor Stave urged residents to come out and speak either against or for the proposed ordinance. Mr. Cody also urged everyone to come out and speak on the issue.

--Members of Committee

Mr. Panconi reported he has had a couple residents ask him about George Davison Road. He stated he is aware that the road is shared by both Cranbury and Plainsboro Townships and reported Cranbury Township's side is in terrible shape. Ms. Smeltzer indicated she will talk to our Public Works Manager to determine who is responsible for the road and let the Township Committee know.

Mr. Stannard reported he had attended a meeting on the Turnpike Widening Project in East Windsor on March 18, 2009. He stated the Project is in the planning stages and the meeting pertained to individuals' properties rather than municipalities' issues and concerns. Mr. Stannard reported Mr. Dee Wahlers from the Environmental Commission had also attended.

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Reports and Communications (Continued)  
--Members of Committee (cont'd)

Mr. Stout reported the Township is required to submit to the County its Wastewater Management Plan and that the deadline has now been moved to November, 2009.

Agenda Additions/Changes

Ms. Cunningham, Clerk, announced Resolution # R 03-09-045 is being added to the Agenda and Resolution # R 03-09-041 is being removed. In addition, the Work Session is being removed.

**PUBLIC HEARING ON 2009 MUNICIPAL BUDGET**

Mayor Stave opened the public hearing on the Proposed Budget for 2009 by stating it was part of a very long process. Over 20 hours of budget meetings were held and a lot of good feedback was received from the public. She added a lot of hard work with "sharp pencils" was done to cut out as much expenses as the Township Committee could to take a hard line on keeping our expenditures down and keep services at their usual outstanding performance, especially on the part of the staff. Mayor Stave thanked Christine Smeltzer, Township Administrator and Denise Marabello, Finance Director for putting this together. Mayor Stave reported that as a result of the hard work the tax rate will remain stable and because of the re-valuations some people will see their taxes decrease this year. Mayor Stave turned the meeting over to Ms. Marabello:

Following is the complete text of Ms. Marabello's presentation of the proposed 2009 Budget:

*"Good evening. Tonight we are here to adopt the 2009 Municipal Budget. This year's budget was especially challenging for all of us due to the state of the economy. The decisions concerning this budget were a collaborative effort between me, the Township Committee, Administrator and the Department Heads. The Township Committee's goal with the 2009 budget was to keep the municipal tax rate at a 0 cent increase while still maintaining the level of service that Cranbury residents are accustomed to. After many hours of discussion and analysis we have accomplished this goal.*

*The municipal tax rate in 2008 was .375 per \$100 of assessed value and it will remain the same in 2009. Due to the housing market this year the Tax Assessor's office was required to reassess 30% of the Township. This in conjunction with the settlement of tax appeals caused the total assessed value to go down in 2009 by approximately \$64,000,000. Revenues have decreased and the operating budget has increased from 2008 to 2009. During the course of this presentation these increases and decreases will be explained.*

*There are five major components to the Municipal Budget – Revenues, Appropriations, Debt, Surplus and Taxes. The 2009 total municipal budget is \$11,345,187. This slide shows the breakdown of dollars by department.*

*The three areas with the highest expenses are public safety which is a contractual obligation, government related expenses which are mandated by the government and debt which we will discuss later on.*

*A large part of any municipal budget is salaries and wages. Cranbury Township has 36 full time and 37 part time people. 52% of the full time staffing is Police. 8% of the total staffing is for the Construction Department which is not paid for by tax dollars. Another 8% of total staffing is for statutory positions. Currently our salary and wage budget has increased due to several factors:*

*First we are in police arbitration and therefore we have had to budget for 2 years worth of estimated increases.*

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**PUBLIC HEARING ON 2009 MUNICIPAL BUDGET**

Text of Remarks made by Denise Marabello, Finance Director on the 2009 Proposed Budget  
(Continued)

*Second all employees other than Police with medical benefits were given a 1.5% salary increase which is being used to premium share toward the cost of health insurance.*

*Third 2009 is an unusual year in that there are 27 rather than 26 bi-weekly pay periods. For those employees who are paid hourly it increases the amount of money they will earn in 2009.*

*Fourth we estimate overtime for Public Works in case of bad weather or an emergency. 2008 happened to be a mild year. However, we must always have enough overtime money in the budget if it becomes necessary to use it.*

*Fifth there is an increase in OT for the state mandated dog census*

*Sixth there is the retired Police Chiefs vacation and sick payout.*

*The Township administration realizes that these are difficult times and has made every effort to combine positions where necessary as well as analyzing if a position should be full or part time.*

*There are salaries and wages and then there are other expenses. 9% of the municipal total operating budget consists of costs beyond the control of the Township. These are state mandated expenses which are not offset by any State funding.*

*This next slide shows you the trend of the highest state mandated expenses – pension and library. As you can see the pension payments were non existent or minimal until the State realized the pension fund was in trouble. At this point the State required that the municipalities replenish the fund over a 4 year period. With the Library payment we are required by the State to pay a calculated amount to the Library every year. As you can see over the last 9 years this amount has increased by approximately \$450,000.*

*The good news is that 14.5% of the total operating budget is offset directly by revenues. This means that these particular expenses in 2009 are not putting an additional burden on the taxpayer.*

*This brings us to our second component of the budget – Revenues. There are five revenue categories. Miscellaneous which includes bank interest, sewer service fees, fire fees, court fines and interest on taxes. Then there is State Aid which has decreased this year by \$25,571. Grants which can be seen on the expense side as well as the revenue side. Special items of revenue which include hotel tax, franchise fees, sewer fair share. Construction indirect costs reimbursement and the reserve to pay notes or bonds. Lastly, there is the amount of money collected in taxes.*

*From the revenue trend it is obvious that the tax revenue will increase as other areas of revenue decrease. Cranbury was fortunate in 2008 to have secured a 4% interest rate with the bank on our cash accounts. This allowed for an increase in the Miscellaneous revenue in 2008 but is not anticipated to happen again in 2009. Also, State Aid will most likely not increase in the years to come. And with most of the building in the Township being complete there are no more sewer fair share payments or large construction permit fees. Therefore, in the future we must look to see if there are other ways we can increase our miscellaneous revenues if we want to keep taxes down.*

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**PUBLIC HEARING ON 2009 MUNICIPAL BUDGET**

Text of Remarks made by Denise Marabello, Finance Director on the 2009 Proposed Budget  
(Continued)

*The third component of the budget is debt. Cranbury Township's picture of debt is a very good one.*

*Right now we are at a place where the amount of debt we can incur far exceeds the amount of debt we have outstanding. Which is why for the first time Cranbury Township was able to get the highest AAA bond rating from Standard and Poor's.*

*To further help with debt this year we did a refunding of two bonds which will save us a total of \$654,476 over the life of the bond. We also continue each year to pay down additional debt and to control capital spending which would further increase our debt.*

*A large portion of the debt we incurred in the past was for the purchase of land for Open Space and Recreation and Farmland Preservation. In just 9 years we have increased the acres per person for Open Space and Recreation by .05 and for Farmland Preservation by .07.*

*The fourth component to the Township budget is the use of surplus. In 2009 we are using \$1,580,350 in surplus to keep the tax rate steady. This leaves the surplus fund with \$3,352,650.*

*Major contributors to surplus are excess tax collections (i.e. added assessments), excess revenues and the cancellation of prior year reserves.*

*Unanticipated revenues play a major role in surplus. As you can see from the history on the slide the rise and decline of the two have a direct correlation. Unfortunately the declining trend for both will most likely continue. The days of major development in Cranbury are gone and with that there are no more large sewer connection fees. There are no more large added assessments. Also the sale of land at a profit is a thing of the past. With this in mind the Township Committee is carefully tracking the balance between the use of surplus with the replacement of surplus per year.*

*After revenues, appropriations and the use of surplus are calculated the Township arrives at the last component of the budget – the Amount to be Raised by Taxation. In 2009 that amount is \$6,707,955 which equates to a local purpose tax rate of 37.5 cents. Combined with the 2 cent open space tax rate the total municipal tax rate is 39.5 cents.*

*As you can see the municipal portion of the tax rate is remaining steady.*

*Also, with the average assessed value of a house in 2009 being \$635,781 the municipal portion of tax dollars from 2008 to 2009 has gone down slightly for the average assessed household.*

*Lastly, this pie chart brings it all together **(a copy of this pie chart can be obtained by contacting the Clerk's Office)**. This is how your 37.5 cent municipal tax rate is being spent. I believe this shows that Cranbury strives to maintain its quality services while allowing the Township to function in an environment with increasing expenses many of which are beyond our control. With the difficulties that lie ahead for the economy we have worked diligently to come up with a budget in 2009 that will help Cranbury to continue to grow while ensuring fiscal responsibility. This ends our 2009 budget presentation and if you have any questions we would be happy to hear them now."*

Mayor Stave asked for comments from the Township Committee. Mr. Stout stated he is pleased the Township Committee is keeping the tax rate the same as well as re-financing of bonds which

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**PUBLIC HEARING ON 2009 MUNICIPAL BUDGET**

**(Continued)**

will save the Township over \$600,000 in interest payments. This is a significant adjustment. Mr. Stout reported the one item that worries him the most is the one graph showing the relationship between unanticipated growth, revenue and surplus. The Township has had, unlike our Federal government, the magical ability to operate in a surplus and that has given it a lot of flexibility. However, those days are closing, and the Township is "now on the wrong side of the curve" in that unanticipated revenues are declining. He explained this is due to a slow down in building and a decline in buildable space. In addition, the State is further reducing its tax relief assistance and at the same time adding more unfunded mandates.

Mr. Stout reported he is pleased with the staff—for the first time the Township Committee has asked them to share in the costs of benefits. This year all full-time employees in the Township will receive a 1 ½ % salary increase and will give that increase back to the Township to help pay for their medical benefits. Mr. Stout reported the "pension catch up" is another State cost which is a huge cost to the Township. For years the State did not make municipalities pay into the pension system for its employees and now the municipalities have to make up those payments. As a result of this, the Township has had to pay triple the normal amount both last year and this year into the pension system for its employees. Mayor Stave stated she is pleased with the Budget. There will be no cuts in staffing either administratively or public safety. At a time when we are seeing a lot of municipalities cutting their staffing which compromises public service, we can be proud we are able to keep our staff employed.

Mayor Stave opened the Budget Hearing for public comments: Mr. Dietrich Wahlers, 33 Hagerty Lane, stated the Township has always been successful in the past with generating money to surplus from the Operating Budget. He stated he hopes this year the Township will be able to do the same. He added Ms. Marabello had indicated in her remarks that this year the Township would be tracking it and stated that information should be shared with the public. Mr. Wahlers also stated there are going to be decreases in the assessed values and the budget is particularly tight this year and raised his concern with the Township having problems. Mr. Stout urged the members of the public to go to the Township's web site and look at the pie chart and presentation Ms. Marabello had given. He stated to please let the Township know if anyone can come up with any ideas on saving money. Mayor Stave reported she has received some feedback from residents and would like to offer those ideas: If the Township loses an employee either through retirement or they move on, there be no hiring or promoting done without Township Committee approval. There are certain positions that could be promoted without the Township Committee approval; however, given these tough economic times, we would ask that they be brought to the Township Committee for review. At some point as the year progresses a subcommittee be created to review the professionals just as the Township reviews its employees. Mayor Stave thanked the Library again for the \$18,000 contribution recently to the Township from their surplus funds and for taking on so many community activities such as the Senior Center. Mr. Cody stated he is glad the Township kept the tax rate flat as it is very important and also pleased the Township Committee had "sharpened its pencils" in reviewing the Budget. Mr. Cody added he is concerned with spending which could tap into the Township's surplus funds. Mr. Cody recommended before hiring anyone as a new employee, the Township needs to look to see if present staff can take on those duties instead. He also echoed Mayor Stave's remarks concerning the Township's professionals and added before hiring professionals, a Request for Proposals (RFPs) be done to make sure the Township gets the best services for the monies spent. Mr. Cody referenced this year a 40% increase in professionals' expenses. Mr. Stout responded a lot of the increase was because of COAH issues and stated he, as a taxpayer, will support the Township spending money to defend its position in regard to COAH. Mr. Stout agreed with Mr. Cody as far as doing RFPs. Mr. Stout stated along the line of "efficiencies", one item the Township should give some thought to is that if Town Hall really needs to be open five (5) days a week. He urged the Township to think about it perhaps making the hours more convenient for the residents who are not home during the day. Mayor Stave stated later on in the

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**PUBLIC HEARING ON 2009 MUNICIPAL BUDGET**

(Continued)

meeting the Township Committee will be adopting a resolution to study how the Township might become more sustainable environmentally resulting in the long term cost-savings not only in monies that may be available in green initiatives but what green initiatives the Township might take to lower its expenses such as utilities. She added we live in a time when we can no longer do things because that is how they have been done; we have to think "outside of the box" on every single initiative that we take. And, as Mr. Stout said, we welcome the residents' comments and ideas. Mr. Cody stated he wanted to make it clear to everyone that the tax rate which is being discussed as remaining flat is only the Municipal tax rate. There are two (2) other tax rates; the School tax rate and the County tax rate which are both unknown at this time. Mayor Stave reported in the last nine to ten (9-10) years the Township has been able to preserve in open space (Township owned) more than ½ acre per resident in the Community. Factoring in how much farmland the taxpayer has helped to preserve (.07) the two combined is more than one (1) acre of preserved land per resident. She added that saves the Community by not having that land developed. Mr. Stout stated the Sustainability Plan is another way to make Cranbury Township shine. The fact that its "footprint" in that regard will look very good as the Township has done a lot to preserve open space. On motion offered by Mr. Stout, seconded by Mr. Cody, the following resolution was adopted by vote:

Ayes: (Cody  
Panconi  
Stannard  
Stave  
Stout

Abstain: (None  
Absent: (None

Nays: (None

Cranbury Township Resolution # R 03-09-022

TOWNSHIP OF CRANBURY  
2009 Municipal Budget

**of the Township of Cranbury, County of Middlesex for the calendar year 2009.**

**Revenue and Appropriation Summaries**

Summary of Revenues	Anticipated	
	2009	2008
1. Surplus	1,555,000.00	1,543,326.00
2. Total Miscellaneous Revenues	2,917,662.53	3,757,277.82
3. Receipts from Delinquent Taxes	162,000.00	155,000.00
4. a) Local Tax for Municipal Purposes	6,710,524.30	6,950,727.00
b) Addition to Local District School Tax	0	0
Tot Amt to be Raised by Taxes for Sup of Muni Bud	6,710,524.30	6,950,727.00
Total General Revenues	11,345,186.83	12,406,330.82

Summary of Appropriations	2009 Budget	Final 2008 Budget
1. Operating Expenses: Salaries & Wages	3,193,415.00	3,162,922.00
Other Expenses	5,450,492.13	4,957,008.32
2. Deferred Charges & Other Appropriations	621,118.00	597,560.00
3. Capital Improvements	50,000.00	60,000.00
4. Debt Service (Include for School Purposes)	1,814,161.70	3,428,840.50
5. Reserve for Uncollected Taxes	216,000.00	200,000.00
Total General Appropriations	11,345,186.83	12,406,330.82
Total Number of Employees	74	74

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Cranbury Township Resolution # R 03-09-022  
(Continued)

2009 Dedicated _____		Utility Budget	
Summary of Revenues		Anticipated	
		2009	2008
1. Surplus			
2. Miscellaneous Revenues			
3. Deficit (General Budget)			
Total Revenues			
Summary of Appropriations		2009 Budget	Final 2008 Budget
1. Operating Expenses: Salaries & Wages			
Other Expenses			
2. Capital Improvements			
3. Debt Service			
4. Deferred Charges & Other Appropriations			
5. Surplus (General Budget)			
Total Appropriations			
Total Number of Employees			

  

Balance of Outstanding Debt				
	General	Water Utility	Sewer Utility	Utility - Other
Interest	354,258.25			
Principal	1,459,903.45			
Outstanding Balance	21,361,732.69			

Resolutions

On motion offered by Mr. Stannard, seconded by Mr. Stout, the following resolution was adopted by vote:

Ayes: (Cody  
(Panconi  
(Stannard  
(Stave  
(Stout

Abstain: (None  
Absent: (None

Nays: (None

Cranbury Township Resolution # R-03-09-033

SELF-EXAMINATION OF BUDGET RESOLUTION

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the *Township of Cranbury* has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2009 budget year.

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Cranbury Township Resolution # R-03-09-033  
(Continued)

NOW THEREFORE BE IT RESOLVED by the governing body of the *Township of Cranbury* that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
  - a. Payment of interest and debt redemption charges
  - b. Deferred charges and statutory expenditures
  - c. Cash deficit of preceding year
  - d. Reserve for uncollected taxes
  - e. Other reserves and non-disbursement items
  - f. Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
  - a. All estimates of revenue are reasonable, accurate and correctly stated,
  - b. Items of appropriation are properly set forth
  - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

Approved:

Vote recorded as follows:

Ayes: Cody, Panconi, Stannard, Stout and Mayor Stave

Abstain: NONE

Nays: NONE

Absent: NONE

Resolutions

On motion offered by Mr. Stannard, seconded by Mr. Stout, the following resolution was adopted by vote:

Ayes: (Cody



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(Panconi  
(Stannard  
(Stave  
(Stout

Abstain: (None  
Absent: (None

Nays: (None

Mr. Stout explained this resolution is to amend the Budget. Ms. Marabello explained the Budget needs to be amended because State aid has been cut. When the Budget was introduced, the Township did not have final State aid numbers.

Cranbury Township Resolution No. R-03-09-034

Date of Adoption: March 30, 2009

RESOLUTION OF THE TOWNSHIP OF CRANBURY, NJ

RESOLUTION TO AMEND THE LOCAL MUNICIPAL 2009 BUDGET.

WHEREAS, the local municipal budget for the year 2009 was approved on the 30th of March, and

WHEREAS, the public hearing on said budget has been held as advertised, and

WHEREAS, it is desired to further amend said budget, now

THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Cranbury, County of Middlesex, that the following amendments to the approved budget of 2009 be made:

Recorded Vote	Ayes ( Cody )	Nays ( NONE )	Abstained ( NONE )
	( Panconi )	( )	( )
	( Stannard)	( )	( )
	( Stave )	( )	Absent ( NONE )
	( Stout )	( )	( )

From                      To

General Revenues:

1. Surplus Anticipated	\$1,555,000.00	\$1,580,350.00
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2. Total Surplus Anticipated	\$1,555,000.00	\$1,580,350.00
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3 . Miscellaneous Revenues-Section B:

State Aid Without Offsetting Appropriations:

Legislative Initiative Municipal Block Grant	\$0	\$0
Consolidated Municipal Property Tax Relief	\$65,203.00	\$25,275.00
Energy Receipts	\$544,165.00	\$558,743.00
Supplemental Energy Receipts Tax	\$24,375.00	\$24,375.00
Garden State Preservation Trust Fund	\$1,833.50	\$1,833.50

Total Section B: State Aid Without Offsetting Appropriations	\$635,576.50	\$610,226.50
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Total Miscellaneous Revenues	\$2,917,662.53	\$2,905,282.03
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Cranbury Township Resolution # R 03-09-034  
(Continued)

4. Receipts from Delinquent Taxes	\$162,000.00	\$151,600.00
5. Subtotal General Revenues	\$4,637,232.03	\$4,611,882.03
6. Amount to be Raised By Taxes		
a) Local Tax for Municipal Purposes	\$6,710,524.30	\$6,707,954.80
7. Total General Revenues	\$11,345,186.83	\$11,345,186.83

BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services for his certification of the Local Municipal budget so amended.

Resolutions

On motion offered by Mr. Stannard, seconded by Mr. Stout, the following resolution was adopted by vote:

Ayes: (Cody	
(Panconi	Abstain: (None
(Stannard	Absent: (None
(Stave	
(Stout	

Nays: (None

Ms. Smeltzer stated as Mr. Stout indicated earlier, the employees that have health benefits are taking a 1 ½% salary increase and giving it back to pay for their health benefits. The Township is also able to allow the employees a "Cafeteria Plan" to shelter those payments. All the employees met; no one had anything negative to say. We have very good employees who are happy to work for the Township.

Cranbury Township Resolution # R 03-09-035

TOWNSHIP OF CRANBURY  
RESOLUTION TO AUTHORIZE ADOPTION OF IRC SECTION 125 PREMIUM ONLY PLAN

WHEREAS, the Township Committee has determined that it is in the best interests of the employees of the Township to adopt an IRC Section 125 Premium Only Plan, which allows for the payment of certain medical benefit premiums on a pre-tax basis; and

WHEREAS, the Township Administrator has performed the necessary calculations and tests and has determined that the Township is eligible to adopt the Plan;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Cranbury in the County of Middlesex, State of New Jersey as follows:

1. The IRC Section 125 Premium Only Plan (also known informally as a "cafeteria plan") is hereby adopted and shall be known as the "Township of Cranbury Premium Only Plan".

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Cranbury Township Resolution # R 03-09-035  
(Continued)

2. The Plan shall conform to the requirements of the Internal Revenue Service, and to the Summary Plan Description, which plan is on file in the office of the Township Clerk, and which will be distributed to all participating employees.
3. The Mayor and Clerk are hereby authorized and directed to execute the appropriate documents for implementation of the Plan, effective March 30, 2009, and the Township Administrator is hereby directed to take all further actions necessary to implement and administer the Plan.

Ordinances  
First Reading

CRANBURY TOWNSHIP ORDINANCE 03-09-06

An Ordinance entitled, "AN ORDINANCE OF THE TOWNSHIP OF CRANBURY AMENDING "AN ORDINANCE FIXING THE SALARIES, WAGES AND BENEFITS FOR VARIOUS OFFICIALS AND EMPLOYEES OF THE TOWNSHIP OF CRANBURY PROVIDING FOR THE MANNER OF PAYMENT THEREOF, AND RATIFYING SALARIES AND PAYMENTS TO EMPLOYEES AND OFFICIALS PREVIOUSLY PAID" was introduced for first reading. On motion by Mr. Stannard, seconded by Mr. Cody, the Ordinance was passed on first reading by vote:

Ayes: (Cody	
(Panconi	Abstain: (None
(Stannard	Absent: (None
(Stave	
(Stout	

Nays: (None

Public Hearing: April 13, 2009

SECTION 1. The following salaries, wages and fees shall be paid to the various Township Officials and employees of the Township of Cranbury as hereinafter specified, effective, April 1, 2009 unless otherwise noted:

TITLE	ANNUAL SALARY RANGE		Minimum Hourly Rate	Maximum Hourly Rate
	Minimum Salary	Maximum Salary		
Mayor - Part Time	\$5,000	\$10,000		
Township Committee - Part Time	\$4,000	\$8,000		
Township Administrator/CFO - Full Time	\$90,000	\$130,000		
Township Clerk/Registrar - Full Time	\$45,000	\$80,000		
Tax Assessor - Part Time	\$20,000	\$55,000		
Tax Collector – January Only	\$3,700	\$3,800		
Zoning Officer - Part Time	\$5,000	\$10,000		
Chief of Police - Full Time	\$90,000	\$130,000		

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Construction Official/Building Inspector - Full Time	\$60,000	\$90,000		
Building Sub-Code/Building/Fire Inspector – Full Time	\$50,000	\$80,000		
Building Inspector - Part Time	\$20,000	\$50,000		
Plumbing Inspector - Part Time	\$20,000	\$50,000		
Electrical Inspector/Asst Fire Inspector - Part Time	\$20,000	\$50,000		
Fire Sub Code Official - Part Time	\$6,000	\$7,000		
Sewer Superintendent	\$5,000	\$10,000		
Fire Official - Part Time	\$15,000	\$30,000		
Director of Recreation - Part Time	\$8,000	\$20,000		
Summer Recreation Supervisor – Seasonal	\$4,000	\$5,000		
Summer Program Director – Seasonal	\$6,000	\$7,000		
Summer Program Employees – Seasonal			\$5.00	\$9.00
Assistant Fire Official – Part Time			\$15.00	\$20.00
Assistant Administrator/Director Of Finance/Treasurer - Part Time			\$46.00	\$62.00
Deputy Treasurer/Payroll Clerk/Tax Clerk – FT			\$16.00	\$28.00
Accounts Payable/Sewer Collector - FT			\$16.00	\$27.00
Assistant to the Assessor/Payroll Supervisor – FT			\$16.00	\$28.00
Deputy Clerk - Full Time			\$13.00	\$31.00
Tax Collector – Part Time			\$25.00	\$35.00
Planning Admin.Officer/InfoSystems Coord - FT			\$21.00	\$32.00
Police Secretary - Full Time			\$18.00	\$30.00
School Crossing Guards - Part Time			\$11.00	\$20.00
Technical Assistant/Alt Deputy Registrar - FT			\$13.00	\$31.00
Public Works Mgr/Small Animal Control Officer – FT			\$19.00	\$43.00
Public Works Admin Asst/ Recycling Coordinator - FT			\$20.00	\$32.00
Heavy Equipment Operator/Acting Foreman - Full Time			\$20.00	\$45.00
Public Works Mechanic - Full Time			\$15.00	\$35.00
Sewer Assistant - Full Time			\$15.00	\$35.00
Public Works Employees - Full Time			\$15.00	\$35.00
Part Time Help			\$18.00	\$50.00
Temporary Help			\$12.00	\$30.00
Emergency Incentive First Aid or Fire Responders			\$1.00	\$1.00
Board Secretary - Part Time			\$13.00	\$25.00
LOSAP - not to exceed 4% retroactive to year end 2008	\$1,481	\$1,481		

**A. PAID HOLIDAYS**

**All full-time employees (except members of the bargaining unit whose salaries, benefits and working conditions are governed by a separate agreement), shall be entitled to eleven (11) paid holidays annually as follows:**

1. New Years Day

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(Continued)

2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Friday after Thanksgiving Day
11. Christmas

**B. PERSONAL DAYS**

All full-time employees shall be entitled to three (3) personal days per year (they cannot be carried over) and must be approved by the Department Head. Any personal time of less than one-half hour shall be charged as one-half hour.

All part-time employees receive personal days on a pro-rata basis where such part-time personnel normally work at least 15 regularly scheduled hours per week (or based on employment agreement with the Township Administrator).

**C. SICK PAY**

All full-time employees shall be entitled to sick days in accordance with the following standards:

During the first calendar year of employment, Township employees shall be entitled to 1.75 sick days for each calendar quarter or portion thereof that they have actually worked for the Township. Thereafter, Township employees shall be entitled to seven (7) sick days per calendar year that they have actually worked. **Said sick days may be accumulated to a maximum of 120 days. There would be a one – time buyout of 50% of accumulated sick leave upon retirement, with one year written notice, not to exceed \$15,000.00.** The purpose hereof is to ensure that employees will be compensated within the framework hereof for days during which they shall become ill and unable to work. It is not intended that sick days will be considered days off as a matter of right and unrelated to illness.

In the event any employee is required to be absent because of sickness in excess of three (3) consecutive days, a doctor's certificate evidencing said illness will be required to be furnished to the Township at the time said employee returns to work. In the event that any such day or portion thereof is taken on the day prior to, or the day immediately after a vacation or holiday, said employees will likewise furnish a doctor's certificate evidencing said illness to the Township at the time of returning to work. Sick time is to be taken in no less than one half hour increments. Any sick time of less than one half hour shall be charged as one-half hour.

All part-time employees receive sick days on a pro-rata basis where such part-time personnel normally work at least 15 regularly scheduled hours per week (or based on employment agreement with the Township Administrator).

**D. VACATION PAY**

All full-time employees of the Township of Cranbury shall be entitled to annual vacation days in accordance with the following formula:

1. Any full-time employee commencing employment after July 1<sup>st</sup> of a given year shall not be entitled to receive a vacation during the first calendar year of employment. Any

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(Continued)

2. employee commencing employment before July 1<sup>st</sup> of a given year shall be entitled to receive one-half (1/2) day vacation for each full month of employment during said first calendar year,
3. During the second through the fifth years of employment, all employees shall be entitled to receive a vacation totaling ten (10) working days per year.
4. During the sixth through the fifteenth years of employment, all employees shall be entitled to receive a vacation totaling fifteen (15) working days per year.
5. From the sixteenth year and thereafter, all employees shall be entitled to receive a vacation totaling twenty (20) working days per year.
6. All vacation days must taken during the particular year, except that not exceeding five (5) vacation days may be taken within the first six months or, by July 1<sup>st</sup>, of the following year.
7. No employee shall be entitled to receive additional compensation for vacation days not taken in accordance with the above.
8. Other leave negotiated as part of an offer of employment shall be approved by the Township Committee and set by letter of the Administrator.

Any vacation time of less than one-half hour shall be charged as one-half hour.

All part-time employees receive vacation days on a pro-rata basis where such part-time personnel normally work at least 15 regularly scheduled hours per week (or based on employment agreement with the Township Administrator).

**E. BEREAVEMENT LEAVE**

In the event of the death of a husband, wife, parent, sibling, son, daughter, grandparent, or individual who was primarily responsible for raising the employee, the employee will be granted up to a five (5) day leave. For the death of a mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, domestic partner, civil union status, aunt, uncle, niece or nephew, the employee will be granted up to a four (4) day leave. This leave will be with pay. This bereavement leave, if scheduled during a time when other excused leave has been granted, will not be in addition to that leave. A one-day leave of absence with pay may be granted by the Township Administrator, at his/her discretion, to an employee in case of death of other relative(s) or friends, as appropriate, in order to attend funeral or burial services. The Township Administrator may extend bereavement leave if such extension is in the best interest of the employee and the Township. Each case will be considered on a case-by-case basis and shall not establish a precedent.

**F. APPROVAL OF LEAVE**

Leave shall not be taken unless approved by the department head. The leave of a department head must be approved by the Administrator.

**G. POLICE DEPARTMENT**

The Police Chief shall receive salary increases, longevity, perfect attendance payments, sick leave, holidays or holiday pay, physical exams and clothing allowances in accordance with the Police Salary Ordinance. The Police Chief is an overtime exempt employee. The Police Secretary shall receive a clothing allowance of \$700.00 per year and the School Crossing guards shall receive a clothing allowance of \$275.00 per year. These expenses will be reimbursed by voucher and approved by the Chief of Police.

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(Continued)

**H. HEALTH BENEFITS**

Full-time employees are eligible to enroll in the Township's health benefit programs. For purposes of determining eligibility, a full-time employee is defined as one who works a minimum of thirty-hours a week.

Effective April 1, 2009 all employees who are enrolled in the health benefits program will be premium sharing. One and a half percent of the employee's annual salary will go toward the cost of their insurance premium.

See Employee Personnel Policy Manual Section 6 A (4) for Retiree Benefits.

**SECTION II.**

If any section, paragraph, sentence, clause or phrase in the Ordinance is for any reason held or determined to be unconstitutional or invalid, the same shall not affect the remainder of this Ordinance.

**SECTION III.**

All ordinances, or parts of ordinances, inconsistent herewith are hereby repealed.

**SECTION IV.**

This ordinance shall take effect upon its passage and publication according to law.

Ordinances  
Second Reading

Cranbury Township Ordinance 03-09-02

A motion to enter an Ordinance entitled, "Cranbury Township Ordinance 03-09-02, CALENDAR YEAR 2009 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)", was presented for second reading and final adoption. The Ordinance was published in the Cranbury Press, posted on the Township Bulletin Board and copies were available to the public. The Mayor opened the public hearing on the Ordinance. Mr. Stout explained this ordinance is a financial mechanism to cover any unforeseen expenses and the monies are not utilized will go into the Township's surplus fund at the end of the year. No one else present wished to speak, so the hearing was declared closed. On motion by Mr. Stout, seconded by Ms. Cody, the Ordinance was adopted by a vote:

Ayes: (Cody	Abstain: (None
(Panconi	Absent: (None
(Stannard	
(Stave	
(Stout	

Nays: (None

Ordinance  
Second Reading

Cranbury Township Ordinance 03-09-03

A motion to enter an Ordinance entitled, Cranbury Township Ordinance 03-09-03, AN ORDINANCE OF THE TOWNSHIP OF CRANBURY IN MIDDLESEX COUNTY, NEW JERSEY, CREATING THE POSITION OF MUNICIPAL HOUSING LIAISON AND ADMINISTRATIVE

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Cranbury Township Ordinance 03-09-03  
(Continued)

AGENT FOR THE PURPOSE OF ADMINISTERING THE CRANBURY TOWNSHIP AFFORDABLE HOUSING PROGRAM PURSUANT TO THE NEW JERSEY FAIR HOUSING ACT", was presented for second reading and final adoption. The Ordinance was published in the Cranbury Press, posted on the Township Bulletin Board and copies were available to the public. The Mayor opened the public hearing on the Ordinance. Mr. Cody asked if the Township was proposing to hire someone new to this position or just appointing someone on staff to the role. Mayor Stave confirmed the later is correct. Mr. Mark Berkowsky, Cranbury Housing Associates, asked if it is the intent of the Township Committee to continue to use Cranbury Housing Associates as its Administrative Agent for its affordable housing. Mayor Stave responded in the affirmative. Ms. Waterbury, Township Attorney, explained the position was filled before the Township had actually adopted the formal chapter. The requirement to have an Administrative Agent has been in effect for quite a while. She added as everyone knows COAH changes its rules constantly in the form of ordinances. This is formalizing and creating the position of an Administrative Agent. For this ordinance the Township is not changing nor designating who that is. This is just codifying the Administrative Agent role because COAH mandates it be done. Mr. Berkowsky stated he just wants to make sure that C.H.A. has the role and it meets all of the requirements as indicated in the ordinance. Mr. Berkowsky reported one of the items that has not been done in a few years is the COAH Monitoring Report and indicated in the past C.H.A. used Piazza & Associates and wants to make sure it is filling all of the requirements. No one else present wished to speak, so the hearing was declared closed. On motion by Mr. Stout, seconded by Ms. Cody, the Ordinance was adopted by a vote:

Ayes: (Cody	
(Panconi	Abstain: (None
(Stannard	Absent: (None
(Stave	
(Stout	

Nays: (None

Ordinance  
Second Reading

Cranbury Township Ordinance 03-09-04

A motion to enter an Ordinance entitled, "Cranbury Township Ordinance 03-09-04, AN ORDINANCE OF THE TOWNSHIP OF CRANBURY, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, and CONCERNING AFFORDABLE HOUSING DEVELOPMENT FEES" was presented for second reading and final adoption. The Ordinance was published in the Cranbury Press, posted on the Township Bulletin Board and copies were available to the public. The Mayor opened the public hearing on the Ordinance. No one present wished to speak, so the hearing was declared closed. On motion by Mr. Stannard, seconded by Cody, the Ordinance was adopted by a vote:

Ayes: (Cody	
(Panconi	Abstain: (None
(Stannard	Absent: (None
(Stave	
(Stout	

Nays: (None



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Ordinance  
Second Reading

Cranbury Township Ordinance 03-09-05

A motion to enter an Ordinance entitled, "Cranbury Township Ordinance 03-09-05, AN ORDINANCE OF THE TOWNSHIP OF CRANBURY, IN MIDDLESEX COUNTY, NEW JERSEY, AMENDING AND SUPPLEMENTING ARTICLE I, "STREET EXCAVATIONS," OF CHAPTER 130 OF THE CODE OF THE TOWNSHIP OF CRANBURY", was presented for second reading and final adoption. The Ordinance was published in the Cranbury Press, posted on the Township Bulletin Board and copies were available to the public. The Mayor opened the public hearing on the Ordinance. No one present wished to speak, so the hearing was declared closed. On motion by Mr. Stout, seconded by Cody, the Ordinance was adopted by a vote:

Ayes: (Cody	Abstain: (None
(Panconi	Absent: (None
(Stannard	
(Stave	
(Stout	

Nays: (None

Resolution  
Consent

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

Ayes: (Cody	Abstain: (None
(Panconi	Absent: (None
(Stannard	
(Stave	
(Stout	

Nays: (None

Cranbury Township Resolution # 03-09-036

NOW, THEREFORE, BE IT RESOLVED, by the Township of Cranbury that all bills and claims as audited and found to be correct be paid.

TOWNSHIP OF CRANBURY  
COUNTY OF MIDDLESEX

Cranbury Township Resolution # R 03-09-037

WHEREAS, Joseph Seip, Fire Official has retired effective March 30, 2009; and

WHEREAS, pursuant the New Jersey Uniform Fire Safety Act (N.J.S.A. 52:27D-202) every municipality must have a designated Fire Official; and

WHEREAS, Salvatore DiStasio meets all of the qualifications pursuant to N.J.A.C. 5:71:4;

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Cranbury Township Resolution # R 03-09-037  
(Continued)

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cranbury that Salvatore DiStasio is hereby appointed as Fire Official for the Township of Cranbury, effective March 31, 2009.

Cranbury Township Resolution # R 03-09-038

WHEREAS, The Mandatory Source Separation and Recycling Act, P.L. 1987, c. 102, has established a recycling fund from which tonnage grants may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection has promulgated recycling regulations to implement to Mandatory Source Separation and Recycling Act; and

WHEREAS, a resolution authorizing this municipality to apply for such tonnage grants (for calendar year 2008) will memorialize the commitment of this municipality to recycling and to indicate the assent of the Township Committee of the Township of Cranbury to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

WHEREAS, such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed;

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Cranbury that Cranbury Township hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates Linda Scott to ensure that the application is properly filed; and

BE IT FURTHER RESOLVED that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

Cranbury Township Resolution # R 03-09-039

**RESOLUTION OF THE TOWNSHIP OF CRANBURY  
MIDDLESEX COUNTY, NEW JERSEY**

A RESOLUTION ACCEPTING THE HIGHEST BID AT THE LEASE BY AUCTION OF  
TOWNSHIP PROPERTY KNOWN AS THE "FISCHER" FARM

WHEREAS, pursuant to Resolution R-03-09-030, and in accordance with the Local Lands and Buildings Law, N.J.S.A. 40A:12-14, the Township of Cranbury authorized the lease by public auction of property located on North Main Street and shown on the Cranbury Township Tax Maps as Block 19, Lot 11 (0.7231 acres) & Block 19, Lt 12 (52.88 acres) and known as the "Fischer Farm" ("the Property"); and

WHEREAS, said public auction was duly advertised in accordance with the requirements of the Local Lands and Buildings Law; and

WHEREAS, said public auction was held at 10:00 a.m. on March 20, 2009; and

TOWNSHIP COMMITTEE MEETING  
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Cranbury Township Resolution # R 03-09-039  
(Continued)

WHEREAS, Michael Protinick was present and qualified to bid on the Property at said auction; and

WHEREAS, there were no other bidders; and

WHEREAS, Mr. Protinick's bid for the lease of the Property was the rental amount of five-hundred dollars (\$ 500.00) per year; and

WHEREAS, the Local Lands and Buildings Law requires the Township to award lease of the Property to the highest bidder unless all bids are rejected;

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

1. In accordance with the Local Lands and Buildings Law, N.J.S.A. 40A:12-14, the Property described hereinabove shall be leased to Michael Protinick as the highest bidder at the public auction held on March 20, 2009.
2. The Mayor and Township Clerk are hereby authorized and directed to enter into a Lease Agreement with Michael Protinick, in the form of the agreement attached to the bid documents, for the lease of the Property in the amount of five-hundred dollars (\$ 500.00) per year, said amount being the amount of the highest bid, and to undertake any and all acts and execute any and all documents as may be necessary to effectuate the terms set forth herein and in Resolution 03-09-030.

Cranbury Township Resolution # R 03-09-040

**RESOLUTION OF THE TOWNSHIP OF CRANBURY  
MIDDLESEX COUNTY, NEW JERSEY**

A RESOLUTION ACCEPTING THE HIGHEST BID AT THE LEASE BY AUCTION OF  
TOWNSHIP PROPERTY KNOWN AS THE "FROSZTEGA' FARM

WHEREAS, pursuant to Resolution R-03-09-031, and in accordance with the Local Lands and Buildings Law, N.J.S.A. 40A:12-14, the Township of Cranbury authorized the lease by public auction of property located on North Main Street and shown on the Cranbury Township Tax Maps as Block 25, Lot 60.01 (31.25 acres) and known as "the Frosztega Farm" ("the Property"); and

WHEREAS, said public auction was duly advertised in accordance with the requirements of the Local Lands and Buildings Law; and

WHEREAS, said public auction was held at 10:00 a.m. on March 20, 2009; and

WHEREAS, Michael Protinick was present and qualified to bid on the Property at said auction; and

WHEREAS, there were no other bidders; and

WHEREAS, Mr. Protinick's bid for the lease of the Property was the rental amount of five-hundred dollars (\$ 500.00) per year; and

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Cranbury Township Resolution # R 03-09-040  
(Continued)

WHEREAS, the Local Lands and Buildings Law requires the Township to award lease of the Property to the highest bidder unless all bids are rejected;

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

1. In accordance with the Local Lands and Buildings Law, N.J.S.A. 40A:12-14, the Property described hereinabove shall be leased to Michael Protinick as the highest bidder at the public auction held on March 20, 2009.
2. The Mayor and Township Clerk are hereby authorized and directed to enter into a Lease Agreement with Michael Protinick, in the form of the agreement attached to the bid documents, for the lease of the Property in the amount of five-hundred dollars (\$ 500.00) per year, said amount being the amount of the highest bid, and to undertake any and all acts and execute any and all documents as may be necessary to effectuate the terms set forth herein and in Resolution 03-09-031.

Cranbury Township Resolution # R 03-09-042

**RESOLUTION OF THE TOWNSHIP OF CRANBURY  
MIDDLESEX COUNTY, NEW JERSEY**

A RESOLUTION AWARDING A PROFESSIONAL SERVICES AGREEMENT FOR  
COUNSELING SERVICES TO THE CHILDREN'S HOME SOCIETY OF NEW JERSEY

WHEREAS, there exists a need for counseling services under the Municipal Alliance in the Township of Cranbury (the "Township") in the County of Middlesex, State of New Jersey; and

WHEREAS, The Children's Home Society of New Jersey has submitted a proposal to perform said services; and

WHEREAS, the Chief Financial Officer has certified funds are available; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq., requires that notice with respect to contracts for Professional Services awarded without competitive bids must be publicly advertised.

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

1. The Children's Home Society of New Jersey is hereby retained to provide counseling services to the Township for the period commencing September 1, 2008 through June 15, 2009.
2. The Mayor and Township Clerk are hereby authorized and directed to execute an agreement with The Children's Home Society of New Jersey subject to approval of the Township Committee.
3. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a), because it is for services performed by persons authorized by law to practice a recognized profession.

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Cranbury Township Resolution # R 03-09-042  
(Continued)

4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Township.
5. Notice of this action shall be published in the official newspaper with ten (10) days of said contract as required by law.

Discussion on Cranbury Township Resolution # R 03-09-043

Mr. Stout explained the Township will have to pay its share if the grant should be awarded. He added the Township has a good relationship with ANJEC as they had paid for the majority of the Township's Environmental Resource Inventory. Mayor Stave added this was brought to the Township's attention (to the Township Planner) a few weeks ago after the Township Committee meeting and the deadline for filing the grant is tomorrow. Mr. Preiss, Township Planner, explained he had some preliminary discussions with Mayor Stave about doing a green sustainability plan for Cranbury Township last year and his firm had put together a preliminary scope of work and budget although they never had finalized it. He then became aware of the availability of the ANJEC grant. Mr. Preiss stated the grant is a matching grant. The maximum amount that can be applied for is \$40,000. \$20,000 would come from ANJEC and \$20,000 from Cranbury. Mr. Preiss reported as a basis for the application he used the Scope of Work he had previously prepared. He stated he will work with both the Township Committee and Environmental Commission in refining the Scope of Work should the grant be awarded. The grant application is due tomorrow, and everything has been submitted with the exception of the resolution which will be sent out tomorrow. Mayor Stave stated it might be useful to think about how the Township will create the sustainability committee and recommended it contain members of the Environmental Commission, Planning and Zoning Boards and perhaps the Chair of the Board of Health since some of what is covered in the scope are public health items. Mayor Stave also recommended Mr. Stout be the "team leader". Mr. Stout indicated he will be happy to serve as the team leader and stated the Public Works Department should also be included as they play a key role in maintaining the Township's properties. Mr. Cody asked how the recent Energy Audit would tie into this grant. Mr. Stout responded this would be a broader scope, however, the Energy Audit will tie into this grant should the Township be awarded it. Mayor Stave added the Chair of the Environmental Commission wrote a letter in support of the grant which is consistent with the Environmental Commission's 2009 goals. Mayor Stave reported the Township is also looking into a grant to study green affordable housing and reported Ms. Smeltzer, Township Administrator, is working on the application.

Resolution

On motion offered by Mr. Stout, seconded by Mr. Stannard, the following resolution was adopted by vote:

Ayes:	(Cody	Abstain:	(None
	(Panconi	Absent:	(None
	(Stannard		
	(Stave		
	(Stout		

Nays: (None

Cranbury Township Resolution # R 03-09-043

**RESOLUTION ENDORSING  
ANJEC SMART GROWTH APPLICATION**

TOWNSHIP COMMITTEE MEETING  
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Cranbury Township Resolution # R 03-09-043  
(Continued)

**WHEREAS**, the Township of Cranbury has had an Environmental Commission since 1972; and

**WHEREAS**, the Association of New Jersey Environmental Commissions (ANJEC) has provided Smart Growth Planning Assistance Grants funded by the Geraldine R. Dodge Foundation to municipalities since 2002, with preference given to municipalities with environmental commissions; and

**WHEREAS**, the Township of Cranbury seeks to retain a consultant to prepare a Sustainability Plan for the Township; and

**WHEREAS**, the cost of preparing such a plan would be \$40,000 based upon a proposal submitted to the Township by Phillips Preiss Shapiro Associates; and

**WHEREAS**, the ANJEC Smart Growth Planning Assistance Grants are matching, reimbursement grants, with a limit of \$20,000 for a municipality, meaning that after award of the ANJEC Smart Growth Planning Assistance Grant, but before disbursement of the matching funds, the Township would be required to provide funds in the amount of \$15,000, and \$5,000 of in-kind services for the preparation of the Sustainability Plan; and

**WHEREAS**, the Township Committee of the Township of Cranbury has determined that it would be in the best interest of the Township to apply for an ANJEC Smart Growth Planning Assistance Grant to help fund a Sustainability Plan for the Township and to appropriate and allocate its share of the cost of the project, at such time as the Grant is awarded to the Township; and

**WHEREAS**, the Chief Financial Officer has certified that sufficient funds are available for the Township share of the project, and will be encumbered for that purpose subject to further action by the Township Committee;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Cranbury, County of Middlesex, State of New Jersey that it fully supports the application to ANJEC for a Smart Growth Planning Assistance Grant to help fund a Sustainability Plan for the Township, and that the above "WHEREAS" clauses are incorporated into this section of this Resolution as if inserted herein.

**BE IT FURTHER RESOLVED** that the Township Committee hereby appropriates \$15,000 to match the ANJEC Grant, to be expended only if the Grant is awarded to the Township.

**BE IT FURTHER RESOLVED** that the Township Administrator is directed to allocate in-kind services to the project in the amount of \$5,000, if the Grant is awarded to the Township.

**BE IT FURTHER RESOLVED** that a copy of this resolution be included with the Township's application to ANJEC for this Grant.

Resolution

Mayor Stave explained the Township had previously adopted a resolution to go to bid for the irrigation of the soccer fields based on a bid requirement that a source of water be from the municipality's source of supply. Since that time, Mr. Cody recommended and it was also endorsed by the Township's new Director of Fields, Jeff Graydon (who is also the Township's Zoning Officer and an expert in fields' construction and management as an employee of Princeton University), that a well be dug as the source of water instead. Mr. Graydon stated in the long run well water will be more cost effective and sustainable for irrigating the fields. The

TOWNSHIP COMMITTEE MEETING  
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Township will now be putting out to bid the drilling of a well as part of RFPs. Mr. Graydon is doing this at no charge to the Township. This resolution is to reject the former resolution.

On motion offered by Mr. Cody, seconded by Mr. Panconi, the following resolution was adopted by vote:

Ayes: (Cody	Abstain: None
(Panconi	
(Stannard	Absent: None
(Stave	
(Stout	

Cranbury Township Resolution # R 03-09-045

**TOWNSHIP OF CRANBURY  
RESOLUTION TO AUTHORIZE REJECTION OF ALL BIDS FOR SOCCER FIELD IRRIGATION**

WHEREAS, on February 3, 2009, in accordance with the requirements of the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) the Township received 12 bids for Contract No. 37, Extension of the Irrigation System to Service Existing Township Soccer Fields; and

WHEREAS, the Township Committee has determined that a better and less expensive method for providing the soccer field irrigation is to drill a well, and install the necessary pump and other appurtenances; and

WHEREAS, N.J.S.A. 40A:11-13.2c permits municipalities to abandon a project and to all reject bids that have been received for it;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Cranbury in the County of Middlesex, State of New Jersey as follows:

1. The project known as Contract No. 37, Extension of the Irrigation System to Service Existing Township Soccer Fields, for which bids were received on February 3, 2009, is hereby abandoned in favor of another method of irrigation, namely, the use of well water.
2. Pursuant to the determination made in paragraph 1, all bids received for Contract No. 37 are hereby rejected, and the Township Clerk and/or Township Engineer are hereby directed to return to the bidders all bid documents are currently being held, along with a certified copy of this Resolution.

Reports from Township Staff and Professionals  
Chief Edward L. Kahler, III

Police Chief Kahler presented and discussed his monthly report for February, 2009 with the Township Committee. Chief Kahler reported the Police Department had received two (2) letters of commendation over the past month—one for an incident where an officer helped someone who was having difficulty getting a wrecker and was able to facilitate it. The second was in reference to a serious motor vehicle accident on Route 130. The victim sent a very nice letter commending the Township's officers on their professionalism and calming demeanor following the accident. Mayor Stave reported she had hit a telephone pole last month on Cranbury Neck Road with her vehicle and seconded the author of the letter on the police officers' calming and professional manner.

Chief Kahler reported there were 129 traffic summonses during the previous month; five (5) speeding, eight (8) cell phone violations and three (3) for D.W.I. Expenditures, highest to lowest for the month were training and shift extensions. Chief Kahler stated bad weather, prisoner

TOWNSHIP COMMITTEE MEETING  
MARCH 30, 2009

Reports from Township Staff and Professionals (Continued)  
Chief Edward L. Kahler, III (Cont'd)

transportations and D.A.R.E. added to the expenditures as well. He reported from the Traffic Bureau: There were 19 accidents for the month. Sgt. Frank Dillane participated in a press conference in reference to the new "Move it Over" law. Chief Kahler explained the new law requires drivers to change lanes or move away from a vehicle that is stopped on the road, whether it be an emergency vehicle, ambulance, etc. or utility work going on to create a "safe haven" for those on the side of the road. He reported the Detective Bureau had nine (9) new investigations and had closed nine (9) investigations. He stated the Police Department is hoping to have the bicycle patrol go out as soon as the weather gets better. There were fourteen arrests including theft, controlled dangerous substances and active warrants. Mayor Stave requested Chief Kahler provide to the Township Committee a report on overtime allocation and for distribution at future meetings. Chief Kahler responded he has a spreadsheet available and will send it to the Township Committee. Mayor Stave also stated when the Personnel subcommittee was interviewing Rickey Varga for the Captain's position, he had given the subcommittee some valuable insight about shift coverage and Police Department work in general and suggested presenting those facts to the Community. She requested a presentation at the next monthly meeting. She stated many residents tend to forget that there are many businesses on Route 130, which are out of the Village area, that take up a lot of specialized police time and work. It would be valuable to the residents to be aware of it. Mr. Cody asked about the total number of summonses as the Chief's report did not add up to the total. Chief Kahler responded many were for driving while suspended, careless driving (in conjunction with motor vehicle accidents), pedestrian violations, document violations, driving without insurance, etc. Chief Kahler reported he has a spreadsheet of those as well and offered to provide it to the Township Committee.

Reports from Township Boards and Commissions  
Cranbury Library Report

Mayor Stave stated that before Ms. Mullen gives her report, she requested Mr. Preiss, Township Planner, be sure that the plan for Wright South include a dedicated area for a future free-standing library.

Ms. Marilynn Mullen, Director presented to the Township Committee the Annual Report for the Library. Ms. Mullen reported a needs' assessment study had been performed that looked at the library five (5) to ten (10) years in the future with the School and Township. The study created a lot of change this year; the overall appearance of the library has been made more "friendly". The Library tried to improve and broaden its services such as the Summer Reading Program included families and adults and ended with a "library fest" (inviting everyone in the Community and provided music and food). The Library hired a new systems administrator, Doug Baldwin, to improve the Library's web site which is now more interactive and improved. Mr. Baldwin is also conducting monthly computer courses. Mr. Baldwin also has "tech hours" should anyone have any questions. Ms. Mullen reported in August the School Board approached the Library concerning the set up of the Library. At first the School requested limited hours of the Library be instituted. The Library Board, however, did not see that as a good solution and worked with the School Board to come up with a new configuration of Library space. The children's area is now housed on one side of the Library and the adults on the other side. Ms. Mullen stated the Library has now worked with the School Board to come up with a lease agreement. The agreement will formalize the joint facility and will enable each organization to reach their respective missions effectively. Ms. Mullen reported the Library has enjoyed an increase in funds however it is about 1% or \$100.00 of taxpayers' money annually that goes to the Public Library. In addition, the Library serves the informational needs of the Community. There were over 61,000 visitors to the Library last year, and the staff has answered over 5,000 questions over the past year. A total of 38,489 items were checked out while over 9,000 items were used in the Library. Ms. Mullen



TOWNSHIP COMMITTEE MEETING  
MARCH 30, 2009

Reports from Township Boards and Commissions (Continued)  
Cranbury Library Report (cont'd)

reported she had attended a meeting last week concerning green buildings. She stated one of the items presented at the meeting (and the Library purchased) was a "kilowatt" which is a device that plugs into an outlet and another device to determine how much wattage one is using. It will be packaged with a book on how to cut your energy use. It can be taken out from the Library for one (1) week. Ms. Mullen reported the Library's "Reading Buddies Program" is a very useful program that helps students with their reading problems. Ms. Mullen reported the Library offered 158 programs. The Library meets cultural needs and this year had speakers on Mozart and Martin Luther King. In addition, the Library also has two (2) book discussion groups that meet regularly. Ms. Mullen reported the Library now has on its web site an interactive map of Cranbury and includes the Historical Society's walking tour of Cranbury. Mayor Stave thanked Ms. Mullen for her presentation.

Historic Preservation Commission Report  
Ms. Bobbie Marlowe, Chairperson

Ms. Bobbie Marlowe, Chairperson of the Historic Preservation Commission, discussed with the Township Committee the Township's recent "CLG Designation" as well as the Commission's yearly report. Ms. Marlowe explained last year the Commission had a meeting with the State Historic Preservation Office and Township Administrator, Christine Smeltzer to find out how to apply for a Certified Local Government designation. The Commission has now received the CLG designation and will now be eligible to apply for funding and assistance for grant monies. Ms. Marlowe reported the Commission has now applied for a grant for assistance in reviewing its historic properties as the current report is very old. Ms. Marlowe reported many members have been attending conferences on CLG.

Ms. Marlowe reported the Commission has received 53 applications to date. Mayor Stave commended Ms. Marlowe on her and the other members for a fantastic job of communicating the value of the Commission and making sure the process works. Mr. Stout recommended whoever came up with the format for the report should be commended as it is very easy to read and is a remarkable way to present everything in summary form. Ms. Marlowe indicated Linda Scott prepared the Commission's Report. Ms. Beverly Luck also commended Ms. Scott on her work. Mayor Stave stated the Township has the "best staff and volunteers in the world".

Updates on Township Projects

Ms. Smeltzer reported Linda Scott is the Township's Recycling Coordinator and is doing an outstanding job. Ms. Scott has recently determined there are a lot of items that can be picked up with the Township's "White Goods" service and requested amending the Township's Fee Ordinance to list these items. Ms. Smeltzer asked the Township Committee if they agree. Mr. Stout agrees as long as the Township is cognizant that it will not be picking up any hazardous materials. All of the Township Committee members agreed on amending the Fee Ordinance.

Ms. Smeltzer also reported Mr. Greg Farrington represented the Township at a recent Housing Community Development meeting in New Brunswick. All the representatives discussed the availability of funding and voted to provide additional monies to each municipality. Cranbury is getting \$8,760 more than the original amount of \$29,700 to be used for its affordable housing.

Mayor Stave asked a discussion take place concerning the Howarth Barn. She explained several years ago the Township acquired a historic barn from a resident named Howarth a historic barn. The barn was taken down and the structural remains are being housed by The New Jersey Barn Company. The Township has been paying storage fees on the barn for many years. Since the Township is not in a position to restore the barn, it has been suggested to approach the Historical Society to see if they are interested in restoring the barn and taking ownership. The preferred location is on Township-owned land (the Updike property). The question now is how to

TOWNSHIP COMMITTEE MEETING  
MARCH 30, 2009

Howarth Barn Discussion (Continued)

erect the barn and find out the costs associated with it. Also, there is a complicated history, having to do with The Holland House and the fact the proceeds from the sale should have gone to the Historical Society. Ms. Stave reported it has always been her understanding the Township would participate in some way with the re-construction of the Howarth Barn. The Township is presently looking into how it may assist in the cost of laying the foundation for the Barn and asked the Construction Official for his opinion as to what it may cost. Ms. Smeltzer stated the Construction Official estimated the most expensive foundation would be approximately \$25,000 (having a raised stone face foundation) and without the raised stone face foundation the cost would be approximately \$21,000. Mayor Stave asked members of the Historical Society to take the information back to the Society for discussion and then get back to the Township. Ms. Beverly Luck, 34 South Main Street, stated the Historical Society really needs ideas on how to raise funds to be able to re-construct the Barn. Mr. Dietrich Wahlers, 33 Hagerty Lane, recommended approaching Cranbury Landmarks for fund-raising ideas.

Public Comment

The Mayor opened the meeting to public questions and comments. Ms. Pamela Parseghian, Evans Drive, asked how much the Township is paying for the storage of the Barn. Ms. Marabello responded approximately \$2,500 per year. Mr. Richard Kallan, Wynnewood Drive, asked the status of the removal of the trees from the Brainerd Lake area. Mr. Stout and Mayor Stave both responded they have heard nothing further from the State. There being no further comments, the Mayor closed the public part of the meeting.

Mayor's Notes

Mayor Stave appointed John Ziegler to the Historic Preservation Commission to fill the unexpired term left by Alana Stops, with a term expiring December 31, 2009.

Resolution

On motion offered by Mr. Panconi, seconded by Mr. Cody, the following resolution was adopted by vote:

Ayes: (Cody

(Panconi

(Stannard

(Stave

(Stout

Abstain: (None

Absent: (None

Nays: (None

Cranbury Township Resolution # R 03-09-044

TOWNSHIP OF CRANBURY  
COUNTY OF MIDDLESEX

RESOLUTION TO CLOSE MEETING TO THE PUBLIC

BE IT RESOLVED, by the Township Committee of the Township of Cranbury, Middlesex County, New Jersey as follows:

The general nature of the subject to be discussed in this session is as follows:

TOWNSHIP COMMITTEE MEETING  
MARCH 30, 2009

Cranbury Township Resolution # R 03-09-044  
(Continued)

--- "N.J.S.A.10:4-12b (5) (Land Acquisition): Discussion of possible land acquisition.

It is unknown at this time precisely when the matters discussed in this session will be disclosed to the public. Matters involving contract negotiations or the acquisition of land will be disclosed upon conclusion of the negotiations or upon approval of the acquisition. Matters involving personnel will be disclosed when the need for confidentiality no longer exists. Matters concerning litigation will be announced upon the conclusion of trial or settlement of that litigation or when the need for confidentiality no longer exists.

Date: March 30, 2009

On motion by Mr. Stannard, seconded by Mr. Cody and unanimously carried, the meeting returned to Open Session:

Ayes: (Panconi	Abstain: (None
(Stannard	Absent: (None
(Stave	
(Stout	
(Wittman	

Nays: (None

On motion by Mr. Panconi, seconded by Mr. Stannard and unanimously carried, the meeting adjourned at 9:07 p.m.

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Kathleen R. Cunningham, Clerk