

## TOWNSHIP COMMITTEE MEETING

APRIL 28, 2008

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: Thomas F. Panconi, Jr., Richard Stannard, Pari Stave, Wayne Wittman and Mayor David J. Stout. Also present was: Trishka Waterbury, Esquire, Attorney, Christine Smeltzer, Administrator and Kathleen R. Cunningham, Clerk. Mayor Stout 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 3, 2007 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 3, 2007.
- (3) Was filed on December 3, 2007 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.

Proclamation – Silver Star Day –Mayor Stout read into the record, the following Proclamation:



## PROCLAMATION SILVER STAR DAY MAY 1, 2008

WHEREAS, the Township of Cranbury has always honored the sacrifice of the men and women in the Armed Forces; and

WHEREAS, the Silver Star Families of America was formed to make sure we remember the blood sacrifice of our wounded by designating and manufacturing a Silver Star Banner and Flag; and

WHEREAS, to date the Silver Star Families of America has freely given thousands of Silver Star Banners to the wounded and their families; and

WHEREAS, the members of the Silver Star Families of America have worked tirelessly to provide the wounded of this Township and Country with Silver Star Banners, Flags and care packages; and

Proclamation  
Silver Star Day  
(Continued)

WHEREAS, the Silver Star Families of America's sole mission is that every time someone sees a Silver Star Banner in a window or a Silver Star Flag flying, that people remember the blood sacrificed for this State and Nation; and

WHEREAS, the people and Mayor of the Township of Cranbury wish that the sacrifice of so many in our Armed Forces never be forgotten;

NOW, THEREFORE, I, David J. Stout, Mayor of the Township of Cranbury do hereby proclaim:

My appreciation of The Silver Star Families of America and honor their commitment to our wounded Armed Forces members. I hereby declare May 1<sup>st</sup> "Silver Star Day", the permanent and official day to honor the wounded Soldiers of the Township of Cranbury.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND CAUSED TO BE AFFIXED THE GREAT SEAL OF THE TOWNSHIP OF CRANBURY IN THE STATE OF NEW JERSEY THIS DAY, APRIL 28, 2008.

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David J. Stout  
MAYOR

Township Committee Minutes of April 7, 2008

On motion by Mr. Wittman, seconded by Mr. Stannard and unanimously carried (with Mr. Panconi abstaining), the regular Township Committee minutes of April 7, 2008 were adopted.

Reports and Communications

--Mayor

Mayor Stout reported at the last meeting the Township had begun the dialogue concerning the PNC Bank Building possible acquisition and he had incorrectly said the discussion will be held on May 12, 2008. As the Lions Club will be conducting their Annual Golf Outing that day, the Township Committee will have the PNC Bank Building possible acquisition discussion on Monday, May 19, 2008 at 7:00 p.m. so everyone can have a chance to be there.

Mayor Stout reported he had attended the Annual Arbor Day Celebration sponsored by the Shade Tree Commission which was held at the School on Friday, April 25, 2008. Ms. Audrey Smith was honored for all her years of service as a teacher at the School and a tree was planted in her honor.

Mayor Stout reported he had received two items of correspondence: One from the Stony Brook Millstone Water Shed Association who reported 33 of Cranbury's residents had volunteered to clean up the corridors along Cranbury Brook and Brainerd Lake on April 12, 2008. Mayor Stout, on behalf of the Township, thanked members of the Public Works Department, Girl Scouts, members of the Environmental Commission and other dedicated residents who attended the local clean-up and more than 200 regional volunteers who had removed over 5 tons, or 11,000 lbs. of trash along the waterways of the Stony Brook Millstone Water Shed.

Mayor Stout also reported Assemblywoman Linda Greenstein and Assemblyman Wayne DeAngelo had sent a letter to COAH on April 25, 2008, voicing their opposition to the new

#### Reports and Communications(Continued)

--Mayor(cont'd)

proposed COAH rules and their potential impact on Cranbury and South Brunswick Townships. Mayor Stout then read the letter into the record (Please see Addendum A).

--Members of Committee

Mr. Stannard reported that on Friday, April 25, 2008, he and Mr. Wittman had toured the PNC Bank Building on North Main Street and stated the building appears to be very sturdy as well as dry.

Mr. Panconi asked if the Township Committee would be going into Closed Session to discuss an item (marked "telephone call") on the Overtime Report for the Police Department. Mayor Stout indicated because the Agenda did not indicate a Closed Session item, the Township Committee could not go into Closed Session to discuss the item and would have to wait until the next scheduled meeting. Mr. Stannard, as the liaison to the Police Department, offered to discuss the matter with Chief Hansen to determine if any immediate action needs to be taken.

#### Agenda Additions/Changes

Ms. Cunningham, Clerk, announced an item (b) would be added to the Work Session; the monthly report by the Police Chief.

#### Ordinance

First Reading

#### Cranbury Township Ordinance # 04-08-10

An Ordinance entitled, "Cranbury Township Ordinance # 04-08-10, AN ORDINANCE OF THE TOWNSHIP OF CRANBURY AMENDING "AN ORDINANCE ESTABLISHING THE RANGES FOR THE SALARIES, WAGES AND BENEFITS FOR VARIOUS OFFICIALS AND EMPLOYEES OF THE TOWNSHIP OF CRANBURY PROVIDING FOR THE MANNER OF PAYMENT THEREOF", was introduced for first reading. Ms. Smeltzer explained the Township has reviewed salaries for employees that work for the Township to try to set up ranges for the positions instead of indicating exactly what that person was paid. This year's Ordinance shows ranges for the different positions. Ms. Smeltzer indicated she had used the Salary Survey produced by the State League of Municipalities every year as a guide. Ms. Smeltzer also indicated the Salary Resolution be will on the Agenda of May 19, 2008, the same evening the Salary Ordinance will have its Second Reading and Public Hearing. Mr. Panconi raised the question why the Tax Collector and Accounts Payable/Purchasing Clerk are listed as both full-time and part-time. Ms. Smeltzer responded the Township is trying to set up some other alternative positions to allow the Township to be flexible with employment opportunities. Mayor Stout added, to evaluate and optimize the operations of the Township. Ms. Smeltzer stated during the Budget process, one of the themes had been "Organization and Rightsizing". On motion by Mr. Stannard, seconded by Ms. Stave, the Ordinance was passed on first reading by vote:

Ayes: (Panconi  
(Stannard  
(Stave  
(Stout  
(Wittman

Abstain: (None  
Absent: (None

Nays: (None

Public Hearing: May 19, 2008

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, January 1, 2008 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 - Full Time	\$90,000	\$130,000		
Township Clerk/Registrar - Full Time	\$45,000	\$80,000		
Tax Assessor - Part Time	\$20,000	\$55,000		
Purchasing Agent - Part Time	\$8,000	\$10,000		
Zoning Officer - Part Time	\$5,000	\$10,000		
Tax Collector – Part Time	\$20,000	\$40,000		
Chief of Police - Full Time	\$90,000	\$130,000		
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		
Assistant Fire Official - Part Time	\$7,000	\$25,000		
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
Chief Financial Officer/Treasurer - Part Time			\$46.00	\$62.00
Dep Treasurer/Sewer Collector/Dep Registrar - FT			\$16.00	\$28.00
Accounts Payable/Purchasing Clerk - Part Time			\$16.00	\$27.00
Accounts Payable/Purchasing Clerk – Full Time			\$16.00	\$27.00
Tax Collector - Full Time			\$19.00	\$33.00
Assistant to the Assessor/Payroll Clerk - Full Time			\$16.00	\$28.00
Deputy Clerk - Full Time			\$13.00	\$31.00
Planning Admin. Officer/InfoSystems Coordinator - Full Time			\$21.00	\$32.00
Police Secretary - Full Time			\$18.00	\$30.00
School Crossing Guards - Part Time			\$11.00	\$20.00
Building Sub-Code/Building/Fire Inspector - Full			\$25.00	\$33.00

Time		
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
Public Works Foreman - Full Time	\$25.00	\$45.00
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	\$25.00
Emergency Incentive First Aid or Fire Responders	\$1.00	\$1.00
Board Secretary - Part Time	\$13.00	\$20.00
LOSAP - not to exceed 4% retroactive to year end 2007	\$1,509	\$1,509

#### **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
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,**  
Cranbury Township Ordinance # 04-08-10  
(Continued)

**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 employee commencing
2. 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, 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

Cranbury Township Ordinance # 04-08-10  
(Continued)

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.

**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.

**Full-time employees who are at least 62 years of age and who have 15 total years of service with Cranbury Township, or have 25 years of total years of service with Cranbury Township will upon retirement from Cranbury Township be entitled to full medical and dental coverage paid for by the Township. If the retiree is married, the coverage will cover the cost of "employee and spouse".**

**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.

Ordinance  
First Reading

Cranbury Township Ordinance 04-08-11

An Ordinance entitled, "Cranbury Township Ordinance # 04-08-11, AN ORDINANCE OF THE TOWNSHIP OF CRANBURY, MIDDLESEX COUNTY, NEW JERSEY, AMENDING CHAPTER 150 OF THE CODE OF THE TOWNSHIP OF CRANBURY TO ADD A NEW R-ML III-RESIDENTIAL MT. LAUREL III ZONE.", was introduced for first reading. On motion by Ms. Stave, seconded by Mr. Wittman, the Ordinance was passed on first reading by vote:

Ayes: (Panconi Abstain: (None  
(Stannard Absent: (None

(Stave  
(Stout  
(Wittman

Nays: (None

Public Hearing: June 9, 2008

**TOWNSHIP OF CRANBURY  
COUNTY OF MIDDLESEX, STATE OF NEW JERSEY**

**WHEREAS**, Chapter 150 of the Code of the Township of Cranbury ("Code"), the "Land Development Ordinance of Cranbury Township" ("LDO"), regulates land use and development in the Township; and

**WHEREAS**, in order for the Township to satisfy its third round affordable housing obligations, both the November 3, 2005 Housing Element and Fair Share Plan of the Township's Master Plan and the Planning Board's December 1, 2005 Master Plan Reexamination Report call for the construction of affordable housing on property located at 2665 Route 130 South and designated as Block 26, Lot 3 on the Cranbury Township Tax Map; and

**WHEREAS**, it is necessary to create appropriate zoning and bulk standards for the construction of said housing;

**NOW THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Cranbury, Middlesex County, New Jersey, as follows:

**Section 1. Creation of Residential – Mt. Laurel III Zone.** Chapter 150 of the Code of the Township of Cranbury ("Code"), the "Land Development Ordinance of the Township of Cranbury," is hereby amended to create the Residential-Mt. Laurel III (R-ML III) Zone by adding new section 150-25.2, which shall read as follows:

**§ 150-25.2 Residential—Mt. Laurel III (R-ML III) Zone.**

- A. Permitted Uses. All those uses permitted in the R-ML Zone.
- B. Area and Bulk Requirements<sup>1</sup>

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<sup>1</sup> In the case of a building or development comprising both townhouses and apartments, the



Cranbury Township Ordinance # 04-08-11  
(Continued)

- (1) Minimum lot area: three and a half (3.5) acres
- (2) Minimum lot width: 300 feet
- (3) Minimum lot depth: 250 feet

	<u>Apartments</u>	<u>Townhouses and Other permitted uses</u>
(4) Maximum building height:	3 stories/ 40 feet	2½ stories/ 35 feet
(5) Maximum building coverage:	25%	30%
(6) Maximum impervious coverage:	50%	50%
(7) Maximum permitted density:	12 units/acre	10 units/acre
(8) Minimum building setback:		
(a) Front:	50 feet	35 feet
(b) Side (adjacent residential):	35 feet	30 feet
Side (adjacent non-residential):	25 feet	20 feet
(c) Rear:	50 feet	40 feet
(9) Minimum driveway and parking setbacks:		
(a) Front	25 feet	35 feet
(b) Side (adjacent residential)	30 feet	25 feet
Side (adjacent non-residential)	15 feet	15 feet
(c) Rear	50 feet	40 feet

C. Other Requirements

(1) Infrastructure. All residential units shall be served by public sewer and centralized water systems

(2) (a) Where buildings are the closest structures to the side or rear property lines, the following minimum buffer area shall be provided:

- (i) Along the rear property line: 15 feet
- (ii) Along the side property lines: 10 feet

(b) Where parking, driveways or active recreation areas are located closer to the property line than buildings, the following minimum buffer areas shall be provided:

- (i) Along the rear property line: 20 feet
- (ii) Along the side property lines: 15 feet

(c) Such buffer shall consist of shrubs and trees, and may be supplemented by fencing (per Cranbury's fencing requirements) or berms, whose primary purpose shall be to screen parking and driveways and active recreational areas from the adjacent property.

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more restrictive standard shall be applied.

Cranbury Township Ordinance # 04-08-11  
(Continued)

(3) Unless otherwise specified, all site plan, landscaping, signage or other design standards of the Residential Site Improvement Standards (RSIS) and the Cranbury Land Development Ordinance, as applicable, shall apply.

(4) Site plan review. During site plan review, the following criteria shall be given consideration:

(a) The function and visual relationship between dwelling units and adjacent existing developments.

(b) Orientation of buildings so as to take advantage of passive solar heating and summer breezes while minimizing exposure to winter winds.

(c) Pedestrian walkways which are linked to off-site walkway networks.

(d) Minimization of glare, noise and visual intrusion of parking lots to external roadways and adjacent properties through grading, berms and/or plantings.

**Section 2. Zoning Map Amendment.** The Cranbury Township Zoning Map shall be amended to change the designation of the property located at 2265 Route 130 South and designated on the Cranbury Township Tax Map as Block 26, Lot 3 from Highway-Commercial (HC) to Residential – Mt. Laurel III (R-ML III).

**Section 3. Referral to Planning Board.** A copy of this ordinance will be referred to the Cranbury Township Planning Board for review following its introduction and prior to being considered for final passage.

**Section 4. Effective Date.** This ordinance shall take effect upon its passage and publication and upon the filing of a copy of said ordinance with the Middlesex County Planning Board, as required by law.

Resolutions  
Consent Agenda

On motion offered by Ms. Stave, seconded by Mr. Wittman, the following Consent Agenda Resolutions were adopted by vote:

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

Nays: (None

Cranbury Township Resolution # R 04-08-073

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

Cranbury Township Resolution # R 04-08-074

**RESOLUTION PROVIDING FOR THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE MUNICIPAL BUDGET OF THE TOWNSHIP OF CRANBURY PURSUANT TO N.J.S.A. 40A:4-87 (CHAPTER 159, P.L. 1948)**

Cranbury Township Resolution # R 04-08-074  
(Continued)

WHEREAS, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any County or Municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount,

Section 1

NOW, THEREFORE, BE IT RESOLVED that the Township Committee hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2008 in the sum of \$180,000.00 which item is now available as a revenue from the State of New Jersey DOT pursuant to the provision of statute, and

Section 2

BE IT FURTHER RESOLVED that a like sum of \$180,000.00 is hereby appropriated under the caption DOT Grant- Wynnewood & Woodview Drive.

Section 3

BE IT FURTHER RESOLVED that a copy of the Resolution, certified by the Township Clerk to be a true copy forwarded to each of the following:

- (a) Director of the Division of Local Government Services
- (b) Township Auditor
- (c) Township Chief Financial Officer

Cranbury Township Resolution # R 04-08-075

**RESOLUTION PROVIDING FOR THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE MUNICIPAL BUDGET OF THE TOWNSHIP OF CRANBURY PURSUANT TO N.J.S.A. 40A:4-87 (CHAPTER 159, P.L. 1948)**

WHEREAS, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any County or Municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount,

Section 1

NOW, THEREFORE, BE IT RESOLVED that the Township Committee hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2008 in the sum of \$20,000.00 which item is now available as a

revenue from the State of New Jersey Division of Highway Traffic Safety pursuant to the provision of statute, and

Cranbury Township Resolution # R 04-08-075  
(Continued)

Section 2

BE IT FURTHER RESOLVED that a like sum of \$20,000.00 is hereby appropriated under the caption Impaired Driver Enforcement.

Section 3

BE IT FURTHER RESOLVED that a copy of the Resolution, certified by the Township Clerk to be a true copy forwarded to each of the following:

- (a) Director of the Division of Local Government Services
- (b) Township Auditor
- (c) Township Chief Financial Officer

Cranbury Township Resolution # R 04-08-076

**RESOLUTION PROVIDING FOR THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE MUNICIPAL BUDGET OF THE TOWNSHIP OF CRANBURY PURSUANT TO N.J.S.A. 40A:4-87 (CHAPTER 159, P.L. 1948)**

WHEREAS, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any County or Municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount,

Section 1

NOW, THEREFORE, BE IT RESOLVED that the Township Committee hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2008 in the sum of \$5,625.95 which item is now available as a revenue from the State of New Jersey DEP pursuant to the provision of statute, and

Section 2

BE IT FURTHER RESOLVED that a like sum of \$5,625.95 is hereby appropriated under the caption Clean Communities.

Section 3

BE IT FURTHER RESOLVED that a copy of the Resolution, certified by the Township Clerk to be a true copy forwarded to each of the following:

- (a) Director of the Division of Local Government Services
- (b) Township Auditor
- (c) Township Chief Financial Officer

Cranbury Township Resolution # R 04-08-082

**RESOLUTION PROVIDING FOR THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE MUNICIPAL BUDGET OF THE TOWNSHIP OF CRANBURY PURSUANT TO N.J.S.A. 40A:4-87 (CHAPTER 159, P.L. 1948)**

WHEREAS, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any County or Municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount,

Section 1

NOW, THEREFORE, BE IT RESOLVED that the Township Committee hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2008 in the sum of \$273.40 which item is now available as a revenue from the State of New Jersey pursuant to the provision of statute, and

Section 2

BE IT FURTHER RESOLVED that a like sum of \$273.40 is hereby appropriated under the caption Alcohol Education, Rehabilitation & Enforcement Fund.

Section 3

BE IT FURTHER RESOLVED that a copy of the Resolution, certified by the Township Clerk to be a true copy forwarded to each of the following:

- (a) Director of the Division of Local Government Services
- (b) Township Auditor
- (c) Township Chief Financial Officer

Cranbury Township Resolution # R 04-08-083

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

A Resolution awarding a Professional Services Agreement for tax appeal legal services to the law firm of Herbert, Van Ness, Cayci & Goodell

WHEREAS, there exists a need for tax appeal legal services for the Township of Cranbury (the "Township") in the County of Middlesex, State of New Jersey; and

WHEREAS, funds are available for said services; 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:

Cranbury Township Resolution # R 04-08-083  
(Continued)

1. Ms. Rachel Doobrajh, a member of the law firm of Herbert, VanNess, Cayci & Goodell is hereby retained to provide tax appeal legal services to the Township for a one-year period, upon execution of said contract.
2. The Mayor and Township Clerk are hereby authorized and directed to execute a Professional Services Agreement with Herbert, VanNess, Cayci & Goodell 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.
4. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Township.
5. A notice of this action shall be published in the official newspaper as required by law.

Cranbury Township Resolution # R 04-08-084

TOWNSHIP OF CRANBURY  
COUNTY OF MIDDLESEX

WHEREAS, Cranbury Township adopted a Personnel Policy and Procedures Manual on February 23, 2004; and

WHEREAS, the Municipal Excess Liability Fund requires the Township to make changes to the Manual and have its Personnel Attorney review any changes every year; and

WHEREAS, revisions needed to be made to conform to new Federal and State laws such as, USSERRA (military leave requirements), CEPA (Conscientious Employee Protection Act) and other recommended procedures sections to the Manual; and

WHEREAS, the Township Committee, as appropriate authority, for the purpose of the administration of its employees, may by resolution, adopt any and all changes made to the Personnel Policy and Procedures Manual; and

WHEREAS, pursuant to certain new rules and regulations concerning said Manual, comprehensive revisions to the Manual have been added; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that the Personnel Policy and Procedures Manual is hereby adopted by this Resolution and a new copy shall be kept in the Office of the Township Clerk and one copy distributed to each employee of the Township of Cranbury; and

BE IT FURTHER RESOLVED that the Township Administrator and Township's Personnel Attorney are hereby authorized to make technical and non-material modifications to said amendment prior to its distribution; and

BE IT FURTHER RESOLVED a certified copy of this Resolution and Manual be sent to the Municipal Excess Liability Fund.

Resolution

On motion offered by Mr. Wittman, seconded by Ms. Stave, the following resolution was adopted by vote:

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

Cranbury Township Resolution # R 04-08-077

TOWNSHIP OF CRANBURY  
COUNTY OF MIDDLESEX

WHEREAS, it is mandated by the New Jersey Public Employees Occupational Safety and Health Program ("PEOSH") that person must be designated as the person responsible for Cranbury Township's compliance with said standard; and

WHEREAS, that individual will be trained and given the responsibility by Cranbury Township to make routine visual inspections, oversee preventive maintenance programs, receiving employee concerns/complaints about indoor air quality, facilitate repairs, maintain required records and update the written program annually in order to ensure compliance with said Standard;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury, it hereby appoints Greg Farrington as Cranbury Township's "Air Quality Monitor"; and

BE IT FURTHER RESOLVED that a duly authenticated copy of this Resolution be sent to the Mid-Jersey Joint Insurance Fund and Greg Farrington.

Resolution

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

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

Nays: (None

Cranbury Township Resolution # R 04-08-078

RESOLUTION APPOINTING RICKEY VARGA AS THE DEPUTY MANAGEMENT  
COORDINATOR

WHEREAS, Police Chief Jay Hansen is the Township Emergency Coordinator; and

WHEREAS, there exists a need to have a Deputy Emergency Management Coordinator;

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Cranbury that Lieutenant Rickey Varga be appointed as Deputy Emergency Management Coordinator for a three-year term; and

Cranbury Township Resolution # R 04-08-078  
(Continued)

BE IT FURTHER RESOLVED that a certified copy if this Resolution be given to:

1. Chief Jay Hansen
2. Lieutenant Rickey Varga
3. Township Administrator

Resolution

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

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

Nays: (None

Cranbury Township Resolution # R 04-08-079

TOWNSHIP OF CRANBURY  
COUNTY OF MIDDLESEX

WHEREAS on March 24, 2008 the Township Committee adopted Cranbury Township Resolution # R 03-08-060 to refund 1<sup>st</sup> and 2<sup>nd</sup> quarter taxes for Block 25, Lot 2, Assessed to Middlesex County (being tax exempt); and

WHEREAS, said Resolution should have been to cancel the taxes and not refund them;

NOW, THEREFORE, BE IT RESOLVED that the following property taxes are hereby cancelled:

Block	Lot	Assessed to	1 <sup>st</sup> qtr Taxes	2 <sup>nd</sup> qtr Taxes
25	2 QFarm	Middlesex County	\$ 176.40	\$ 176.40; and

WHEREAS, the cancellation of taxes resulted in a credit for 1<sup>st</sup> qtr 2008 property taxes that were paid by the bank;

BE IT FURTHER RESOLVED that the following tax payment is refunded for the 1<sup>st</sup> qtr:

Block	Lot	Assessed to	1 <sup>st</sup> qtr
25	2 QFarm	Middlesex County	\$ 167.76

Resolution

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



Ayes: (Panconi  
(Stannard  
(Stave  
(Stout  
(Wittman

Abstain: (None  
Absent: (None

Nays: (None

Cranbury Township Resolution # R 04-08-080

TOWNSHIP OF CRANBURY  
COUNTY OF MIDDLESEX

WHEREAS, pursuant to Cranbury Township's Code, Chapter 5, § 5-6. "Rules and regulations of the Police Department"; and

WHEREAS, the Township Committee, as appropriate authority, for the purpose of the orderly administration of the Police Department, may by resolution, adopt by reference, as if set forth at length herein, rules and regulations known as the "Cranbury Township Police Manual"; and

WHEREAS, a comprehensive revision to the Manual has been prepared to replace the prior Manual; and

WHEREAS, the Manual is ready for final adoption by the Township Committee of the Township of Cranbury;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that the Police Manual is hereby adopted by this Resolution and pursuant to § 5-6 A., "A copy shall be kept in the Office of the Township Clerk and three copies of which shall be kept on file in the Office of the Police Chief."

BE IT FURTHER RESOLVED a certified copy of this Resolution be given to the Cranbury Township Police Department.

Reports from Township staff and professionals  
There were no reports.

Reports from Township Boards and Commissions  
Marilynn Mullen, Director, Cranbury Library presented the Library's Annual Report to the Township Committee. Following is the Annual 2007 Report:

Cranbury Township Library 2007 Annual Report

**Board of Trustees**

- Approved the change from seven to eight Board members on Feb. 24, 2007.
- Financial Audit completed on May 18, 2008.
- Hired consultant to conduct a Library Service Assessment Study.

**Staffing Changes**

- Howard Zogott retired from the Director's position after serving 8 years.
- Marilyn Mullen was chosen as the new Director to begin Jan. 2, 2008.
- Douglas Baldwin was hired as the System Administrator to begin Jan. 7, 2008.
- Library Assistant Celeste Greene resigned.
- Three Library Assistants were hired: Jeanne Negin, David Zebhur and Elyse Casimir

### **Facility/Service Improvements**

- PowerSwing automatic doors were installed for handicap access.
- Sagging book shelves were repaired.
- *Children's New Books* area shelving was purchased and installed.

### **Cranbury Township Library 2007 Annual Report (Continued)**

- Color copier for patron and staff use was installed.
- Backup tape drive for the server was replaced.
- NextReads newsletters service was expanded.
- Online services expanded with Britannica Online and Gale Virtual Reference Library.

### **Adult Programming/Adult Education Series**

- Program on Identity Theft given by Dominique Fruchtman.
- The Civil Rights Movement pre-Dr. King presented by Frank Marlowe .
- The spring Adult Education Series on Global Warming programs:
  - Solar Energy, the Mayor's speech, and a demonstration of compact fluorescent lights presented by community members.
  - Global Warming and the Energy Industry with Ralph Izzo, CEO of PSE&G.
  - Global Climate Crisis – based on Al Gore's talk and slide show.
- *The Cranbury Jazz* concert on Friday, March 23<sup>rd</sup>
- Beginning Yoga classes
- Fall Social Software programs:
  - MySpace for Parents
  - Blogging for Adults
  - CPLBookTalks - Using a Wiki
- Computer classes: Basic Computing, MSWord and MSEXcel.
- Farewell reception for Howard Zogott

### **Family, Teen, and Children's Programming**

- Eileen Kennedy-Moore's program on Assertiveness Training for kids.
- Student Library Council (SLiC).
- Monthly High School game and movie nights.
- Teen Tech Week programs.
- Reading Buddies program.
- Summer Reading Club with weekly programs and events.
- Two weekly storytimes on Monday and Thursday mornings.
- Monthly PJ Storytimes.

### **Partnerships**

- Hosted movie Matinees at the Senior Community Center.
- Holiday Storytime at the Cranbury Museum.
- Stories read at local nursery schools and in Cranbury School classes.
- SLiC participation in Municipal Alliance Drug Free Fair...

Ms. Mullen, Library Director, stated she believes the Cranbury Public Library is vital to the Cranbury community. It provides quality service and materials and serves all ages from pre-school to seniors and provides personal assistance to residents with particular needs on the computer or questions. Ms. Mullen spoke about the Student Library in Counseling (SLiC) Program and explained the Program started about five years ago. The Library partnered with Princeton High School to have its Cranbury students perform a community service. High School volunteers work in the "Reading Buddies Program" working with children who are having a

problem learning to read. Ms. Mullen stated during the Winter months there are about 20 students at a time working with children in the Program. The Library also offers movie and game nights for high school students. Friday nights the Library is closed so that the teens may have a social evening. Next month the Library will be hosting a Senior Theme Event, to teach seniors how to do "Wii" bowling and golf. Ms. Mullen thanked the Township Committee for giving the

Cranbury Township Library 2007 Annual Report  
(Continued)

Library the opportunity to serve.

Work Session

a). Discussion of Powers of the Board of Recreation

Mayor Stout stated there may be some confusion about this issue, perhaps because of the way it is worded. The last time the Township Committee discussed the framework and the policies that had come along with it, and had decided at that time to give it time to test out how it was working, etc. Mayor Stout stated there had been a question concerning who enforces the policies. Ms. Stave stated she had received a phone call earlier in the day requesting the discussion be tabled as no one from the Recreation Board had been aware this discussion was going to be on the Agenda and therefore are not present to comment. Mayor Stout clarified the Township is dealing with the question of who has the authority to enforce and the issue could certainly be tabled. Ms. Waterbury, Township Attorney, offered to prepare a memo by the next meeting, a copy of which will be sent to the Recreation Board and will also address the jurisdiction of the Parks Board and the Recreation Board. The discussion will take place at the Township Committee meeting on May 12, 2008 as a Work Session item.

b). Report from Police Chief Jay Hansen on Police Department

Police Chief Jay Hansen gave the March report on the Police Department. Chief Hansen reported the overtime for the month of March had been due primarily to schools and training. Of the overtime amount, 40% was mandatory and 60% was for training of the officers which was felt was absolutely necessary. The shift coverage was limited severely and reported the Department is still within its budget and he intends it to be so for the remainder of the year. Chief Hansen reported 274 summonses were issued. 129 – Village Area, 132 – Route 130 and 13 - East of Route 130. Village Area – 64 speeding and 65 moving violations, Route 130 – 4 speeding and 128 – other violations and East of Route 130 – no speeding violations and 13 other violations. The officers were working under an Aggressive Driver Patrol Grant and it turned in for what he considered a very impressive number of summonses. Chief Hansen explained these grants are only issued to police agencies that are pro-active and have demonstrated an ability to produce substantial results. Chief Hansen added the new Traffic Safety Unit has very clearly contributed to the project and it is unfortunate it will be cut by 50% when he retires due to reduced personnel levels through attrition. Chief Hansen stated he hoped the Township Committee would reconsider and keep the Traffic Safety Bureau fully staffed. During March the officers ran radar posts on 112 occasions: Cranbury Neck Road -8, Dey Road-6, Maplewood Avenue-8, North Main Street-19, Old Cranbury Road-5, Old Trenton Road-10, Plainsboro Road-21, Route 130-18, South Main Street-10 and Station Road-5. The bike patrol had been non-existent due to the weather and lack of manpower when the weather was ok. Chief Hansen reported the Police Department had recently met with Paul Adezio, Esquire, of Mason, Griffin & Pierson, Township Attorneys, in reference to working on the truck parking issues and other possible ordinances to update the Township Code. Mayor Stout asked who had awarded the Township the "Aggressive Driver" grant. Chief Hansen responded that had been awarded by the State and that the Township has recently received numerous grants through the hard work of Sgt. Frank Dillane, the head of the Traffic Safety Bureau. Chief Hansen added, he is very pleased with his work in securing the grants for the Township. Mr. Wittman asked the top speeding violation in the Village area. Chief Hansen reported: South Main Street, 58

mph in a 40 mph, North Main Street, 58 mph in a 25 mph, Cranbury Neck Road, 48 mph in a 25 mph, Plainsboro Road, three individuals were issued summonses for driving 53 mph in a 25 mph and on Route 130 a motorist was issued a summonses for driving 86 mph in a 55 mph.

#### Mr. Stannard, Report on Successful Candidate for Police Chief:

Mr. Stannard, liaison to the Police Department, announced Captain Edward Kahler had been the successful candidate to fill the upcoming Chief of Police position when Chief Hansen retires on May 31, 2008 after many years of dedicated service. The Township Committee considered candidates with at least two-years of service to Cranbury Township with the rank of Sergeant or above. Mr. Stannard stated the Township Committee will be formally appointing Mr. Kahler to the position of Chief at its May 19, 2008 meeting and the appointment will be effective on June 1, 2008. Captain Kahler has served on the Cranbury Township Police Department since 1986 to the present and prior to that, worked for the Middlesex County College Police Department in Edison, New Jersey and had volunteered as an Auxiliary Sergeant for South Brunswick Township. Captain Kahler also has a Bachelor's Degree in Criminal Justice from The College of New Jersey. Captain Kahler is well known in Cranbury Township and frequently a guest speaker at the Lions, Fire Department, Boy Scouts, Cub Scouts, the Cranbury PTO and the Cranbury Business Community. Mr. Stannard added, the Township is fortunate to have Captain Kahler as its next Chief of Police.

#### Public Comment

The Mayor opened the meeting to public questions and comments on those items not on the agenda.

Mr. Mark Berkowsky, representing Cranbury Housing Associates, stated he was speaking on the Ordinance (04-08-11) which had been introduced earlier in the evening. Mr. Berkowsky indicated there are many conditions in the ordinance he has concerns with and felt that trying to work with this ordinance in place, once adopted, would be very difficult. Mr. Berkowsky asked that the Township consider working with Cranbury Housing Associates to come up with a mutually agreeable ordinance. There being no further comments, the Mayor closed the public part of the meeting.

#### Mayor's Notes

Mayor Stout re-iterated the Township Committee's discussion of the PNC Bank Building will take place on May 19, 2008 and not on May 12<sup>th</sup> as previously stated.

Mayor Stout reported when he had attended the New Jersey Conference of Mayors recently in Atlantic City, he had been given a lot of information and was requested to hang a banner in the Township by members of the A.B.A.T.E. (American Bikers Advocating Training and Education). They are a group of motorcyclists who give presentations to schools and civic groups to make everyone aware of motorcycle safety. A.B.A.T.E. had recently gotten the Governor to sign an Executive Order Proclaiming May as "Motorcycle Awareness Month". They asked Mayor Stout to hang the banner, take a picture and send it to them. He recommended hanging the banner on the fence at the Public Works Department Building on Dey Road. Mayor Stout added he was very impressed with the group and their cause.

On motion by Ms. Stave, seconded by Mr. Stannard and unanimously carried, the meeting adjourned at 8:07 p.m.

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Kathleen R. Cunningham, Clerk