

TOWNSHIP COMMITTEE MEETING  
September 10, 2018

The Township Committee Meeting 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: Mike Ferrante, Matt Scott, Jay Taylor, Dan Mulligan and Mayor Glenn Johnson. Also present were Kevin Van Hise, Township Attorney, Tom Decker Township Engineer, Janice Talley Township Planner, Denise Marabello, Township Administrator/CFO and Debra Rubin, Municipal Clerk. Mayor Johnson led in the salute to the flag, and Ms. Rubin 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:

Posted on December 4, 2017 on the Bulletin Board of the Municipal Office at 23-A North Main Street, Cranbury, New Jersey and remains posted at that location.

Communicated to the Cranbury Press, Home News Tribune and Trenton Times on December 4, 2017.

Filed on December 4, 2017 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.

Sent to those individuals who have requested personal notice.

--Township Committee Regular Meeting Minutes of August 27, 2018

The Township Committee Regular Meeting Minutes of August 27, 2018 on a motion by Mr. Taylor, seconded by Mr. Ferrante, and unanimously carried; the Township Committee Regular Meeting Minutes of August 27, 2018 were adopted.

--Township Committee Closed Session Meeting Minutes of August 27, 2018

The Township Committee Closed Session Meeting Minutes of August 27, 2018 on a motion by Mr. Taylor, seconded by Mr. Scott, and unanimously carried; the Township Committee Regular Meeting Minutes of August 27, 2018 were adopted.

--Reports and Communications

--Mayor – Mayor Johnson attended the Porch Fest hosted by former committee member, David Cook. Mayor Johnson attended Cranbury Day which he reported was well received. He officiated for a wedding earlier in the day. Mayor Johnson also presented certificated and gift cards to the children who participated in the sign contest. The Committee wished to thank Gil & Bert's, Teddy's Restaurant and the Cranbury FOP for their support and sponsorship.

--Reports and Communications

--Members of Committee

--Mr. Scott

Mr. Scott reported he participated in the Dunk Tank at Cranbury Day. He had been asked if the parking lot at the Reinhardt Preserve could be plowed in the winter for cross country skiing. Ms. Marabello will discuss with the Department of Public Works.

He discussed the lack of literature for the committee table on Cranbury Day. Ms. Rubin advised that correspondence had been sent to all members and discussed at previous meetings to decide on a theme for table. The committee agreed to plan earlier next year for the content and also to have members of the committee present at the table. Mayor Johnson suggested that next year the street lighting information be a topic for Cranbury Day.

TOWNSHIP COMMITTEE MEETING  
September 10, 2018

Mr. Scott also inquired about the future updating of the website. Ms. Marabello responded that this is a future project.

-- Mr. Taylor

Mr. Taylor congratulated Mrs. Johnson on her musical performance on Cranbury Day.

Mr. Taylor discussed High Point Development property and the areas needing mowing. Ms. Marabello stated that the health inspector has inspected the site.

Mr. Taylor informed all of the upcoming "Candidates Night".

Mr. Taylor questioned if there had been any response from the document sent to High Point Developers and he was advised that no response has been received.

--Mr. Mulligan

Mr. Mulligan began that the owner for the warehouse property off Route 130 had declined interest in farmland preservation. Mayor Johnson had spoken to the property owner directly. The township has not seen a concept plan at this time.

Mr. Mulligan added that High Point Development is continuing and moving forward with building additional structures. Mr. Decker responded that the developers have been advised that the certificates of occupancy are contingent upon addressing the discrepancies.

--Mr. Ferrante

Mr. Ferrante attended Cranbury Day. He added that a Cranbury resident won the Helene Cody 5K Race. The library had a train to take participants around the property to view the area for the proposed new library. The property was staked out and a 6<sup>th</sup> grade student utilized a drone to take images of the property. The video will be posted in the future. Residents had also inquired about the herbicide information and the fishing effect. The information is posted on the website.

--Subcommittees

There were no reports from Subcommittees.

--Departments Heads --

There were no reports from Department Heads.

--Follow-up Items - None

--Public Comment (For Items on the Agenda) --

Mayor Johnson opened the meeting to public comment.

Mayor Johnson closed the portion to public comment.

Resolutions

Consent Agenda

Mayor Johnson asked the Township Committee if there were any questions or comments on the Consent Agenda. Hearing no questions or comments, Mayor Johnson requested a motion to adopt the Consent Resolutions. On a motion by Mr. Mulligan, seconded by Mr. Ferrante and unanimously carried, the following Resolutions adopted by vote:

Ayes:	(Ferrante	Abstain: (None
	(Mulligan	Absent: (None
	(Scott	
	(Taylor	

TOWNSHIP COMMITTEE MEETING  
September 10, 2018

(Johnson

Nays: (None

Cranbury Township Resolution #R 08-18-122

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 08-18-123

NOW, THEREFORE, BE IT RESOLVED, by the Township of Cranbury authorizing the release of extra duty escrow – Fischer Contracting;

WHEREAS, Fischer Contracting has outstanding credits of \$2260.00 in their Extra Duty escrow account previously posted with the Township.

WHEREAS, the Police Department has no outstanding bills

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cranbury that the Township of Cranbury release outstanding credits in Fischer Contracting's extra duty escrow account.

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

- (a) Township Director of Finance
- (b) Fischer Contracting

Cranbury Township Resolution #R 08-18-124

NOW, THEREFORE, BE IT RESOLVED, by the Township of Cranbury authorizing the release of escrow – Sweetwater/Witt;

WHEREAS, Sweetwater/Witt has deposited planning escrow with Cranbury Township

WHEREAS, Nancy Witt has requested the release of the balance of said escrow in the amount of \$928.67

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Cranbury authorizes the release of the above escrow deposit.

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

- (a) Township Director of Finance
- (b) Sweetwater/Witt

Cranbury Township Resolution #R 08-18-125

NOW, THEREFORE, BE IT RESOLVED, by the Township of Cranbury awarding professional services agreement for certain professional planning and zoning services – Talley Planning Associates, LLC;

TOWNSHIP COMMITTEE MEETING  
September 10, 2018

WHEREAS, the Township wishes to hire the following firm to provide professional services to the Township during the calendar year 2018 as follows:

a). Talley Planning Associates, LLC

WHEREAS, the costs for the services to be provided by the Professionals are set forth in their respective proposals submitted to the Township, which are incorporated herein as if fully restated; and

WHEREAS, the Township has a need to acquire the foregoing services without a "Fair and Open Process" as defined by P.L. 2004, c. 19, the "Local Unit Pay-to-Play Law"; and

WHEREAS, the Professional has completed and filed with the Township Campaign Contributions Affidavits as required by N.J.S.A. 19:44A-20.2 *et seq.* certifying that they have not made any prohibited contributions to a candidate's committee or municipal committee representing the elected officials of the Township of Cranbury, along with Certifications Regarding Political Contributions as required by N.J.S.A. 19:44A-20.26; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* authorizes the award of this contract without public bidding on the basis that it is a professional services agreement; and

WHEREAS, the Cranbury Township Chief Financial Officer has certified that sufficient funds are available for these purposes by virtue of Planning and Zoning escrows;

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

1. The Township of Cranbury hereby approves the following firm to provide professional services to the Township during the calendar year 2018:

a). Talley Planning Associates, LLC

2. The Mayor and Clerk are hereby authorized and directed to enter into Professional Services Agreement with the aforementioned professionals pursuant to the provisions of the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* This contract are being awarded without competitive bidding as a Professional Services Agreement under the provisions of the aforementioned law because a service will be rendered or performed by a person or persons by law to practice recognized professions and whose practice is regulated by law.

3. A copy of this Resolution, the pay-to-play forms, and the executed Agreements and insurance certificates shall be placed on file in the Office of the Township Clerk.

4. A brief notice of this action shall be published in a newspaper of general circulation in the Township of Cranbury within ten (10) days of its passage.

Cranbury Township Resolution #R 07-18-126

NOW, THEREFORE, BE IT RESOLVED, by the Township of Cranbury approving Employee & Board Member Handbook and PPPM for Managerial/Supervisory Employees;

WHEREAS, it is the policy of the Township of Cranbury to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair

TOWNSHIP COMMITTEE MEETING  
September 10, 2018

Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Cranbury Township Committee has determined that there is a need for an Employee and Board Member Handbook and Personnel Policies and Procedures Manual for Managerial/Supervisory Employees to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Cranbury Township Committee that the Employee and Board Member Handbook and the Personnel Policies and Procedures Manual for Managerial/Supervisory Employees attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that the Employee and Board Member Handbook shall apply to all Township officials, appointees, board members, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail;

BE IT FURTHER RESOLVED that the Personnel Policies and Procedures shall apply to all Managerial/Supervisory Township officials and employees. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail. In all other cases, these policies and procedures shall prevail;

BE IT FURTHER RESOLVED that the manuals are intended to provide guidelines covering public service by Township employees and are not contracts. The provisions of the manuals may be amended and supplemented from time to time without notice and at the sole discretion of the Cranbury Township Committee;

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Township shall operate under the legal doctrine known as "employment at will";

BE IT FURTHER RESOLVED that the Township Administrator and all managerial/supervisory personnel are responsible for these employment practices.

--Reports from Township Staff and Professionals

--Administrator's Report – Ms. Marabello followed up with a resident that had inquired about the potential warehouse. She also spoke to Monroe Township officials regarding the area. They are not prepared to provide sewer to that property. Ms. Marabello followed up with the Police Department and they will be making more rounds in the area. The owners of the private property where the trucks are parking after hours must make a complaint regarding the parking for action to be taken. The storm

TOWNSHIP COMMITTEE MEETING  
September 10, 2018

drain that was reported has been found to not be the responsibility of the township. Chamberlin and Barclay must maintain the storm drain unless they are able to provide documentation to prove otherwise.

Ms. Marabello closed with a comment that the Local Freight Grant is not awarding any grants due to lack of funding.

--Public Comment

Mayor Johnson opened the meeting to public comment.

Betty Conover – Asked if the township had done anything about the property she had reported on in 2017 that was in poor repair. She stated there is tremendous overgrowth and other issues. Ms. Marabello requested confirmation of address. Ms. Conover stated that it is across from Gateway Development. Mr. Mulligan advised that the health inspector will be sent to inspect. She stated this is a terrible sight to the entrance of Cranbury.

Richard Kallan – Mr. Kallan added a property on Station Road that is in disrepair. He stressed to the committee that he feels if there is an ordinance in place the public should not have to make a written complaint about another property being in disrepair. He asked who enforces the property maintenance code for the township. Ms. Marabello explained that the Department of Public Works enforces the property maintenance code. Mr. Taylor suggested more enforcement may be needed. Ms. Marabello to research the amount of written notices or violations by Department of Public Works. Mr. Mulligan suggested that the committee may revisit the property maintenance code. Mr. Mulligan stated at this time we will begin with the health inspector doing an inspection, then following with an inspection of the property maintenance code.

Mayor Johnson closed the meeting to public comment.

--Mayor's Notes

Mayor Johnson stated he had no additional information.

--Township Committee Members' Notes

None

Mr. Taylor made a motion to go into Closed Session seconded by Mr. Scott. The meeting was closed to the public at 7:53 p.m.

Mayor Johnson made a motion to open the meeting to the public at 8:58 p.m.

Mayor Johnson requested a motion to adjourn. On motion by Mr. Taylor, seconded by Mr. Ferrante and unanimously carried, the meeting adjourned at 8:59 p.m.

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Debra A. Rubin, RMC  
Municipal Clerk