

TOWNSHIP COMMITTEE REGULAR MEETING  
February 8, 2021

The Township Committee Regular Meeting of the Township of Cranbury was held at 7:00 pm. by remote access videoconferencing in response to COVID-19 and the updated Open Public Meeting Act guidelines. Answering present to roll call were Township Committee members: Barbara Rogers, Matthew Scott, Evelyn Spann, Jay Taylor and Mayor Michael Ferrante. Also present were Denise Marabello, Township Administrator/CFO; and Debra Rubin, Municipal Clerk. Mayor Ferrante led in the salute to the flag, and Ms. Rubin read 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 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 January 8, 2020 and remote access information added on April 24, 2020, updated on June 18, 2020.

Filed on January 8, 2021 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. Township website was updated with remote access information on April 24, 2020, updated June 18, 2020.

Sent to those individuals who have requested personal notice.

Ms. Rubin read the following additional statement:

**Cranbury Township**

**Statement on Public Comment during Remote Meeting**

The public may electronically submit questions or comments to [twpcclerk@cranbury-nj.com](mailto:twpcclerk@cranbury-nj.com) or in written letter form via mail to Cranbury Township Town Hall no later than 4:00 p.m. the day of the scheduled Committee Meeting. Name, address and phone or email must be included. Timely submitted questions or public comment shall be read aloud and addressed during the public meeting. Duplicate written comments may be summarized and noted for the record in a consistent manner.

To eliminate background noise so that all meeting participants may hear, please mute your microphone and remain in listening mode only. The Clerk will place all remote attendees on this platform on mute as well and will manage the order of the remote participant's comments. During public comment period(s), the Clerk will make an announcement that any remote participant seeking to comment must signify their intent by using the "raise hand" feature on Zoom. The Clerk will then unmute each participant individually when it is their designated time to speak. If you do not have a question or comment, please keep your microphone muted. Please unmute yourself only at the direction of the Clerk. All remote users must state their name and address at the beginning of his/her public comment.

Should a member of the public using the Zoom platform become disruptive, that individual will be kept on mute and receive a warning that continued disruption may result in their being prevented from speaking or removed from the meeting entirely. If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to speak.

The Township Committee will facilitate a dialogue with all commenters to the extent permitted by Zoom technology.

**Approval of Minutes:** Mayor Ferrante asked if any members of the Township Committee would like to address changes or amendments to the following minutes. Hearing none, Mayor Ferrante asked for a motion to adopt the following minutes as presented:

--Township Committee Regular Meeting Minutes of January 25, 2021

--Township Committee Budget Meeting Minutes of January 30, 2021

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On a motion by Mrs. Spann, seconded by Dr. Rogers, along with the following roll call vote of the members of the Township Committee;

Ayes: (Rogers  
(Scott  
(Spann  
(Taylor  
(Ferrante

Abstain: (None  
Absent: (None

Nays: (None

the Township Committee Regular Meeting Minutes of January 11, 2021 and the Township Committee Budget Meeting Minutes of January 30, 2021 were adopted.

**Reports and Communications**  
**Members of Committee**

- Dr. Rogers – Dr. Rogers attended the Middlesex County Planning Board meeting and the township Board of Health meeting. Dr. Rogers provided information regarding a COVID-19 vaccination hub and call center for residents. She reported on the Cranbury Historic Preservation Society board meeting and provided an update on Shade Tree Commission's 2021 plans for Arbor Day. Dr. Rogers added the free local energy audit is part of the Sustainability Program.
- Mr. Scott – Mr. Scott met with the members of Economic Development Advisory Committee, Cranbury Business Associates and Lions Club in an effort for the groups to collaborate in the future to publicize and market events. He also attended the Board of Education meeting.
- Mrs. Spann – Mrs. Spann attended the Historic Preservation Commission and Zoning Committee meetings. She reported the Zoning Committee is now fully staffed with the addition of the recent appointment of a Zoning Board Member.
- Mr. Taylor – Mr. Taylor requested the snow removal sidewalk ordinance be reviewed for updates to be made and the responsibility of enforcement to be made clear. He also requested that blocked crosswalks be cleared by Department of Public Works. Mr. Taylor added, after request for information, that the Board of Recreation is anticipating having in person Summer camp.

**Mayor**

- Mayor Ferrante – Mr. Ferrante began by stating the items below will be added to his Mayoral Update which is posted on the township website and emailed to residents whom have subscribed. He began with sharing positive feedback he received regarding the snow removal completed by the Department of Public Works throughout the township. Mayor Ferrante reminded all dog owners that dog must be on leashes and cleaned up after. The township has received complaints of dogs running off leashes in the Cranbury Brook Preserve. It was also confirmed that there are no trails or designated area in the Preserve for cross country skiing. Mayor Ferrante announced information on a scavenger hunt being held by the Cranbury Educational Foundation.  
Mayor Ferrante reported on Traffic Subcommittee. He announced that a new 14-year-old resident had suggested the painting of visible house numbers on the curbs. The proposal for the project will be presented at a Township Committee meeting for approval. Residents will be able to opt out of the program, if they prefer not to participate. The goal is to have a pilot program started in the Spring. Other topics discussed by the subcommittee were various street light outages and speeding concerns.  
Mayor Ferrante reported on Resident Subcommittee efforts of raising email alert subscriptions to residents, which realized an increase of over 1,000 new email subscriptions since March of 2020. He added all paper correspondence to residents should publicize the email blast subscription information.

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**Department Head – None**

**Follow up Items –**

- Economic Development Advisory Council Appointments – Resolution complete
- Wynnewood Drive – Crosswalk – Traffic Subcommittee reviewed and does not recommend.

**Agenda Additions/Changes – None**

**Boards and Commission – Vacancies**

- Historic Preservation Commission – Alternate
- Municipal Alliance - Alternate

**Ordinances –**

**First Reading – None**

**Second Reading –**

– Ms. Rubin read the following ordinance by title only.

Mayor Ferrante opened for public comment on the ordinance only. Hearing no public comment, Mayor Ferrante closed public comment for the ordinance.

Hearing no additional discussion from the Township Committee members, Mayor Ferrante requested a motion to adopt Ordinance #01-21-02. Mr. Scott made a motion to adopt Ordinance # #01-21-02. Dr. Rogers seconded the motion. On a roll call vote, the ordinance was adopted.

Ayes: (Rogers  
(Scott  
(Spann  
(Taylor  
(Ferrante

Abstain: (None

Absent: (None

Nays: (None

**TOWNSHIP OF CRANBURY  
ORDINANCE # 01-21-02**

**CALENDAR YEAR 2021  
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO  
ESTABLISH A CAP BANK  
(N.J.S.A. 40A: 4-45.14)**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 1% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

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**WHEREAS**, the governing body of the Township of Cranbury in the County of Middlesex finds it advisable and necessary to increase its CY 2021 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the governing body hereby determines that a 2.5% increase in the budget for said year, amounting to \$202,713.59 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the governing body hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the governing body of the Township of Cranbury, in the County of Middlesex, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2021 budget year, the final appropriations of the Township of Cranbury shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$283,799.02, and that the CY 2021 municipal budget for the Township of Cranbury be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

**Resolutions – Consent**

Mayor Ferrante asked the Township Committee if there were any questions or comments on the Consent Agenda items. Mr. Taylor requested more information on item "F" - "**Cranbury Township Resolution #R 01-21-044**" be removed from Consent and voted on separately. Mrs. Spann made a motion to table item "F" Cranbury Township Resolution #R 02-21-044 – Authorizing the Release of a Performance Guarantee for Ingerman – Willows and Birchwood. Mr. Taylor seconded. On a roll call vote, all members voted unanimously to table the resolution to the February 22<sup>nd</sup> 2021 meeting. Mayor Ferrante therefore requested a motion to adopt the existing Resolutions. On a motion by Dr. Rogers, seconded by Mr. Taylor the following Consent Resolutions were adopted by the following vote:

Ayes: (Ferrante  
(Rogers  
(Spann  
(Scott  
(Taylor

Abstain: (None  
Absent: (None

Nays: (None

**Cranbury Township Resolution #R 02-21-0039**

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

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**Cranbury Township Resolution # R 02-21-040**

**A RESOLUTION AWARDING A PROFESSIONAL SERVICES AGREEMENT**

WHEREAS, the Township wishes to hire the following firm ("Professionals") to provide professional services to the Township during the calendar year 2021 as follows:

- a). Van Cleef Engineering Associates – Engineering Services

WHEREAS, the costs for the services to be provided by the Professional is set forth in their respective proposal submitted to the Township, which is 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 this is a professional services agreement; and

WHEREAS, the Cranbury Township Chief Financial Officer has certified that sufficient funds are available for this purpose and that the value of said Agreement will exceed \$211,000.00;

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 2021:

- a). Van Cleef Engineering Associates – Engineering Services

2. The Mayor and Clerk are hereby authorized and directed to enter into a 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 is 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 a recognized profession and whose practice is regulated by law.

3. A copy of this Resolution, the pay-to-play forms, and the executed Agreement and insurance certificate 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 02-21-041**

**A RESOLUTION AWARDING A PROFESSIONAL SERVICES AGREEMENT**

WHEREAS, the Township wishes to hire the following firm ("Professional") to provide professional services to the Township during the calendar year 2021 as follows:

- a). Ruderman, Horn & Esmerado, P.C. - Labor Counsel Services

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WHEREAS, the costs for the services to be provided by the Professional is set forth in their respective proposal submitted to the Township, which is 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 this is a professional services agreement; and

WHEREAS, the Cranbury Township Chief Financial Officer has certified that sufficient funds are available for this purpose and that the value of said Agreement will not exceed \$10,000.00;

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

2. The Township of Cranbury hereby approves the following firm to provide professional services to the Township during the calendar year 2021:

a). Ruderman, Horn & Esmerado, P.C. - Labor Counsel Services

2. The Mayor and Clerk are hereby authorized and directed to enter into a 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 is 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 a recognized profession and whose practice is regulated by law.

3. A copy of this Resolution, the pay-to-play forms, and the executed Agreement and insurance certificate 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 02-21-042**

**A RESOLUTION AWARDING A PROFESSIONAL SERVICES AGREEMENT**

WHEREAS, the Township wishes to hire the following firm ("Professionals") to provide professional services to the Township during the calendar year 2021 as follows:

a). Parker McCay PA – Legal Services

WHEREAS, the costs for the services to be provided by the Professional is set forth in their respective proposal submitted to the Township, which is 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

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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 this is a professional services agreement; and

WHEREAS, the Cranbury Township Chief Financial Officer has certified that sufficient funds are available for this purpose and that the value of said Agreement will exceed \$137,620.00;

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

3. The Township of Cranbury hereby approves the following firm to provide professional services to the Township during the calendar year 2021:

a). Parker McCay, PA – Legal Services

2. The Mayor and Clerk are hereby authorized and directed to enter into a 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 is 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 a recognized profession and whose practice is regulated by law.

3. A copy of this Resolution, the pay-to-play forms, and the executed Agreement and insurance certificate 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 02-21-043**

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

WHEREAS, the Township of Cranbury is in need for animal impoundment services; and

WHEREAS, "Save, A Friend to Homeless Animals" (SAVE) complies with all New Jersey State Health Department regulations and Mercer County and Middlesex County Health Department regulations; and

WHEREAS, SAVE has agreed to provide to Cranbury Township full-time kennel services at their Shelter for the term of the Agreement; and

WHEREAS, SAVE will bill the Township on a monthly basis for services provided to the Township based upon the fee schedule as outlined in the Agreement (attached herewith); and

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Cranbury it hereby directs the Mayor and Clerk to execute an Agreement with SAVE for animal impoundment services;

BE IT FURTHER RESOLVED, a duly authenticated copy of this Resolution to be sent to SAVE along with a fully-executed Agreement.

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**Cranbury Township Resolution # R 02-21-045**

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A BID WITH  
FISCHER CONTRACTING INC. – ANCIL DAVISON ROAD RESURFACING PROJECT II

**WHEREAS**, twelve (12) bids were received on January 12, 2021 for Ancil Davison Road Resurfacing Project II and;

WHEREAS, the Township wishes to enter into an agreement with Fischer Contracting Inc., Scotch Plains, NJ and

WHEREAS, Fischer Contracting, Inc. has offered to provide these services to the Township for cost of \$166,729.09; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A: 11-4.1 et seq., authorizes the award for purposes for which a competitive bid may be used by local units; and

WHEREAS, the Chief Financial Officer has certified that there will be sufficient funds for this contract;

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

1. The Mayor and Clerk are hereby authorized and directed to execute an agreement with Fischer Contracting, Inc. for Ancil Davison Road - Road Improvements II for \$166,729.09; and
2. A copy of the Agreement shall be available for public inspection in the Township Clerk's Office during regular business hours.

**Cranbury Township Resolution # R 02-21-046**

WHEREAS, it is necessary to make the following appointments,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury that the following individuals are appointed to the positions and terms noted effective February 8, 2021:

**TOWNSHIP COMMITTEE APPOINTMENTS**

| <b>NAME</b>                  | <b>APPOINTMENT</b>                      | <b>TERM ENDING</b> |
|------------------------------|---|--------------------|
| Darek Hahn                   | Economic Development Advisory Committee | 12/31/21           |
|                              | Chairperson                             |                    |
| Lisa Kneirim<br>(CBA Member) | Economic Development Advisory Committee | 12/31/22           |
| Anjan Lahri                  | Economic Development Advisory Committee | 12/31/21           |
| Nancy Witt                   | Economic Development Advisory Committee | 12/31/21           |
| Pam Walker                   | Economic Development Advisory Committee | 12/31/22           |
| Tamara Vostok                | Economic Development Advisory Committee | 12/31/22           |
| Delpha Georges               | Economic Development Advisory Committee | 12/31/22           |



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**Public Comment**

Mayor Ferrante opened the meeting to general public comment.

- Nancy McAdam- Introduced her son, Jack, who is the resident that suggested the pilot program of making residential house numbers more visible for safety purposes. She added they will prepare a prototype for an upcoming meeting for the committee members review and thanked everyone for the opportunity to serve the community.

Hearing no other public comment, Mayor Ferrante closed the meeting to public comment.

**Action Items:**

- House Number Pilot Program – Jack McAdam to work with Traffic Subcommittee
- Snow covered walkways – Ms. Marabello to work with Department of Public Works
- Speed limit review – Main Street – Traffic Subcommittee
- PSE&G Streetlights – South Main Street – Ms. Marabello
- Bond Release – Ms. Marabello
- Mayor's Update – Mayor Ferrante

**Adjourn**

Mayor Ferrante requested a motion to adjourn. On motion by Mr. Taylor, seconded by Mrs. Spann and unanimously carried, the meeting adjourned at 7:54 p.m.

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Debra A. Rubin, RMC  
Municipal Clerk