

TOWNSHIP COMMITTEE REGULAR MEETING  
August 14, 2023

The Township Committee Meeting of the Township of Cranbury was held at 7:00 p.m. in the Meeting Room of Town Hall. Answering present to roll call were Township Committee members: Eman El-Badawi, Lisa Knierim, Dr. Barbara Rogers, Matthew Scott 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 6, 2023.

Filed on January 6, 2023 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.

**Agenda Additions/Changes:**

Mayor Ferrante proposed canceling the August 28, 2023 Township Committee meeting listed as "optional" on the annual calendar. It will be discussed later in the meeting.

**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:

**-- Township Committee Regular Meeting Minutes July 10, 2023**

On a motion by Ms. El-Badawi, seconded by Ms. Knierim, along with the following roll call vote of the members of the Township Committee;

Ayes: (El-Badawi  
(Knierim  
(Rogers  
(Ferrante

Abstain: (Scott  
Absent: (None

Nays: (None

the Township Committee Regular Meeting Minutes of July 10, 2023 were adopted by the majority of members present.

**Reports and Communications:**

**Members of Committee**

- Mr. Scott – Mr. Scott was unable to attend his liaison meetings but received reports from the Chairs. He inquired about the next steps for the proposed pickleball courts and inclusive playground projects. Mayor Ferrante requested Mr. Scott and Ms. El-Badawi meet as she is the liaison to the Open Space Master Plan update.
- Ms. Knierim – Ms. Knierim reported on her attendance at the EDAC and Historic Preservation Commission meetings.

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- Dr. Rogers – Dr. Rogers reported on her attendance at the Shade Tree Work Session and Environmental Commission meetings. She reported on her anticipated attendance at the Board of Education meeting.
- Ms. El-Badawi – Ms. El-Badawi reported the boards and committees she is liaison to either did not meet since the last report or she was unable to attend.

**Mayor**

Mayor Ferrante – Mayor Ferrante reported on his attendance at the Planning Board meeting. He reported on the completion of the Village Park walking trail and connecting path between Birchwood and Village Park. He additionally reported on a meeting with Ms. El-Badawi and the Golden Age Neighbors. He requested Township Committee members to participate at Cranbury Day. He will circulate a schedule amongst the members for coverage. He also reported on the status of the Petty Road project.

**Reminders:**

- **August 22<sup>nd</sup>** – Outdoor Concert featuring Spanky's Garage
- **August 24<sup>th</sup>** – Pop-Up Family Game Night
- **September 9<sup>th</sup>** – Helene Cody 5K and Fun Run
- **September 9<sup>th</sup>** – Cranbury Day
- **September 23<sup>rd</sup>** – Rabies Clinic
- **Free Narcan Training every month**

**Department Heads:** None.

**Follow-up Items:** None.

**Boards** – None.

**Boards and Commissions** – Mayoral Appointments/Vacancies

**Mayoral Appointments:**

- Historic Preservation Commission:
  - Sarah Sawant – 2<sup>nd</sup> Alternate, Class C, expiring 12/31/23
- Planning Board:
  - Deanna Anderson – Class IV, expiring 12/31/23
- Recreation Commission:
  - Deepak Ramakrishnan – 2<sup>nd</sup> Alternate, expiring 12/31/24

**Vacancies:**

- Municipal Alliance
  - Member, expiring 12/31/23 – Resolution for appointment will be prepared for upcoming September meeting.

**Ordinances:**

**First Reading – None.**

**Second Reading –**

Prior to Ms. Rubin reading the following ordinance by title only, Mayor Ferrante summarized the ordinance for the public. Ms. Rubin then read the following ordinance by title only:

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**CRANBURY TOWNSHIP ORDINANCE 07-23-10**

**AN ORDINANCE AMENDING THE CODE OF THE TOWNSHIP OF CRANBURY,  
MIDDLESEX COUNTY, NJ, CHAPTER 72 ENTITLED "CONSTRUCTION CODES,  
UNIFORM"**

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

SECTION 1. The recitals contained in the foregoing preamble are incorporated herein as if fully restated.

Chapter 72, Sections 72-4 of the Code of the Township of Cranbury ("Code"), shall be replaced in whole by the following:

§ 72-4 Fees.

A. Building Subcode Fees.

(1) Fees for new construction shall be based on volume and use groups as follows, for all of construction, and shall be rounded off the nearest whole dollar amount:

- (a) H, I, M, R-1, R-2, A, E and B: \$.04 per C.F.
- (b) F, S and U: \$.03 per C.F.
- (c) R-3, R-4, R-5: \$.040 per C.F.
- (d) Farm buildings exclusively used for food or sheltering livestock: \$.015 per C.F.
- (e) C.F. = cubic foot.
- (f) The Minimum fee for new or added volume shall be \$200.

(2) Permit fees for renovations, alterations and repairs:

(a) Fees for renovations, alterations, re-roofing and the installation and foundation systems of premanufactured construction and external utility connections for premanufactured construction and external utility connections for premanufactured systems shall be based upon estimated cost of said work. The fee shall be computed as a unit rate per \$1,000 of estimated costs.

[1] One thousand dollars up to \$50,000: \$30 per \$1,000.

[2] Fifty thousand dollars to \$100,000: \$25 per \$1,000.

[3] Above \$100,000: \$20 per \$1,000.

[4] Minimum fee: \$75.

(3) Temporary structures and all structures for which volume cannot be computed, such as swimming pools and open structural towers, shall be charged a flat rate:

[a] Swimming pools, above ground: \$75 building fee.

[b] Swimming pools, inground: \$150 building fee.

[c] Open structural towers:

[1] Less than 20 feet in height of structural tower: \$75.

[2] Twenty-one feet to 30 feet: \$150.

[3] Greater than 30 feet: \$200.

[d] Tents: \$75.

[e] Signs. To construct a sign, a flat fee of \$75 (except foundation costs).

[f] Retaining walls; \$75

[g] Fences / Pool Barrier: \$75.

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(4) Additions. To be the same as new construction. Combinations of renovations and additions shall be computed as the sum of the fees computed separately.

(5) Demolition. For complete demolition of use group R-5 and buildings of less than 5,000 square feet and less than 30 feet in height: \$75. All other use groups shall be \$150. For a partial demolition in anticipation of construction shall be calculated as an alteration, see fees for alteration work. Any demolition work undertaken through a writ of condemnation procedure; the fee shall be \$200.

**B. Plumbing Subcode Fees.**

(1) The fee for each of the following fixtures shall be \$20 per fixture: toilets, urinals, bidets, sinks, lavatories, basins, bibbs, oil pipe connection per unit, gas pipe connection per unit, washer, fountain, shower, floor drain, receptor, main stack, backflow preventers - less than two inches.

(2) The fee for each of the following shall be \$50 each:

- (a) Hot water/steam boiler.
- (b) Water and/or sewer connections.
- (c) Sewer pump.
- (d) Hot water heaters.

(3) The fee for each of the following shall be \$75:

- (a) Grease traps.
- (b) Interceptors/separators.
- (c) Main backflow preventers, sizes two inches and above.
- (d) Special commercial device - pre-engineered.

(4) The minimum fee shall be \$75.

**C. Electrical Subcode Fees**

(1) The fee for Fixtures and Receptacles; 1 to 25, the fee shall be \$50. For each 25 receptacles or fixtures in addition to this, the fee shall be \$20 for the purpose of computing this fee. Receptacles or fixtures shall include lighting outlets, wall switches, fluorescent fixtures, convenience receptacle and motors or devices, one horsepower or less or one kilowatt or less.

(2) Motor or Devices. For each motor or device greater than one horsepower and less than or equal to 10 horsepower and for transformers and generators greater than one kilowatt hour or less than or equal to 10 kilowatt hours, the fee shall be \$10.

(a) For each motor or device greater than 10 horsepower to 50 horsepower, for each service panel, service entrance or subpanel less than or equal to 200 amp [and transformers/generators greater than 10 kilowatts to 45 kilowatts, the fee shall be \$50.

(b) For each motor or device greater than 50 horsepower to 100 horsepower, for each service entrance, subpanel or panel greater than 200 ampere to 400 ampere and for transformers/generators greater than 45 kilowatts to 75 kilowatts for all electric equipment or device mentioned above that exceeds above ratings, the fee shall be \$125 per device, motor or equipment.

(c) For each service entrance, subpanel or panel greater than 400 ampere to 1,000 ampere and for transformers/generators over 75 kilowatts and for motors over 100 horsepower the fee shall be \$200 per device, motor or equipment.

(d) For each service entrance, subpanel, or panel greater than 1,000 ampere, the fee shall be \$500 per device.

(e) For the purpose of computing fees, all motors (except plug-in appliances) shall be counted, including control equipment, generators, transformers and all heating, cooking or other devices generating or consuming electrical current.

(3) Photovoltaic systems, the fee shall be based on the designed kilowatt rating for the solar photovoltaic systems as follows:

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- (a) One (1) to fifty (50) kilowatts, the fee shall be (\$65) dollars.
- (b) Fifty-One (51) to one hundred (100) kilowatts, the fee shall be (\$129) dollars.
- (c) Greater than one hundred (100) kilowatts, the fee shall be (\$640) dollars.

(4) The minimum fee shall be \$75.

D. Fire Subcode Fees. Fire and hazardous equipment. Sprinklers, standpipes, detectors (smoke and heat), pre-engineered suppression systems, gas and oil-fired appliances not connected to plumbing systems, kitchen exhaust systems, incinerators, and crematoriums.

(1) Heads or detectors:

(a) The fees shall be as follows:

- [1] One to 20 heads or detectors: \$90.
- [2] Twenty-one to 100 heads or detectors: \$150.
- [3] One hundred one to 200 heads or detectors: \$300.
- [4] Two hundred one to 400 heads or detectors: \$750.
- [5] Four hundred heads to 1,000 heads or detectors: \$1000.
- [6] For over 1,000 heads or detectors, the fee shall be: \$75 per 100 additional heads or detectors.

(b) In computing the fees, the number of each shall be computed separately and two fees, one for heads and one for detectors, shall be charged.

(2) The fee for each standpipe, Fire Department connection shall be \$100.

(3) The fee for each independent pre-engineered system shall be \$100.

(4) The fee for each gas/oil-fired appliance shall be \$50.

(5) Commercial kitchen exhaust system fee: \$50 per unit.

(6) Incinerator or crematorium system, each fee shall be \$300.

(7) Prefab fireplaces: \$50 per unit.

(8) Removal of an Aboveground Storage Tank (AST) \$50 per tank.

(9) Removal of an Underground Storage Tank (UST) \$100 per tank.

(10) The minimum fee shall be \$75.

E. Mechanical fees.

(1) For R-3 and R-5 residential replacement installations, the fee shall be \$75 for the first device and \$15 for each additional device.

(2) The minimum fee shall be \$75

F. Elevator inspections shall be as per mandate of the UCC Act per N.J.A.C. 5:23-4.20 and N.J.A.C. 5:23-12.6. A copy is on file with the Construction Official.

G. Change of Contractor shall be charged as a minimum fee of \$75.

H. Variations.

(1) The fees associated with requests of variations of the Code shall be as follows:

- (a) Class I Buildings: \$500.

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(b) Class II and III Buildings: \$120.

(2) Resubmission fees shall be:

(a) Class I: \$200.

(b) Class II and III: \$100.

I. Annual permits. As provided by N.J.A.C. 5:23-4.20(c)5.

J. Cross connections and backflow preventers. The fees for these items shall be as follows:

(1) Annual inspection: \$75 each device.

K. Certificates.

(1) The fee for a certificate of occupancy shall be as follows:

(a) R-5 use groups: \$75.

(b) All others shall be \$200.

(2) The fee for a certificate of continued occupancy or change of use group occupancy shall be as follows:

(a) R-5 and farm structures: \$75 per Subcode.

(b) All other use groups: \$150.

(3) The fee for the first issuance and renewals of a temporary certificate of occupancy shall be \$30.

There shall be no fee for the first issuance of the temporary certificate of occupancy provided the certificate of occupancy fee is paid at that time.

L. Plan review fees. The amount of the plan review fees shall be 20% of the amount to be charged for overall permit fees associated with new construction excluding elevator devices. The Construction Official may waive the requirement of the payment of plan review fees when deemed minor in nature or prior to the completion of said plan review.

**§ 72-5 Recommendation of fee schedule.**

The Construction Official shall, with the advice of the subcode officials, prepare and submit to the Township Committee, biannually, a report recommending a fee schedule based on the operating expenses of the agency and any other expenses of the municipality fairly attributable to the enforcement of the State Uniform Construction Code Act.

**§ 72-6 Surcharge fee; report.**

(a) In order to provide for the training and certification and technical support programs required by the Act, an enforcing agency, including the Department when acting as the local agency, shall collect a surcharge fee to be based upon the volume of new construction within the municipality. Said fee shall be accounted for and forwarded to the Division of Codes and Standards in the manner herein provided.

(b) Amount: This fee shall be in the amount of \$ 0.00371 per cubic foot volume of new buildings and additions. Volume shall be computed in accordance with 5:23-2.28. The fee for all other construction shall be \$ 1.90 per \$ 1,000 of value of construction.

1. No fee shall be collected for pre-engineered systems of commercial farm buildings.

2. No fee shall be collected for permits to perform asbestos abatement or lead abatement.

3. No fee shall be collected for permits for the construction or rehabilitation of residential units that are to be legally restricted to occupancy by households of low or moderate income, as defined in 5:43-1.5.

4. No fee shall be collected for demolition of buildings or structures.

5. No fee shall be collected for work consequential to a natural disaster when the local code enforcement agency is waiving its fee.

6. The minimum permit surcharge fee shall be \$ 1.00.

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(c) Said surcharge fee shall be remitted to the Bureau of Housing Inspection, Department of Community Affairs, on a quarterly basis for the fiscal quarters ending September 30, December 31, March 31 and June 30, and not later than one month next succeeding the end of the quarter for which it is due. In the fiscal year in which the regulations first become effective, said fee shall be collected and remitted for the third and fourth quarters only.

**Section 2. Severability.** If any section or subsection of this ordinance is adjudged invalid by a court of competent jurisdiction, such adjudication shall apply only to the specific section(s) or subsection(s) so adjudged, and the remainder of the ordinance shall be deemed valid.

**Section 3. Repealer.** All ordinances or resolutions or parts thereof inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

**Section 4. Effective date.** This ordinance shall take effect upon its passage and publication, as required by law.

Mayor Ferrante opened for public comment on the ordinance only.

- Richard Kallan – Mr. Kallan requested clarification regarding provisions for trailers and tents.

Hearing no one else, Mayor Ferrante closed the public comment on the ordinance.

Mayor Ferrante opened for township committee members to comment on the ordinance only.

Ms. Marabello clarified the sections of the ordinance Mr. Kallan was inquiring about.

Hearing no one else, Mayor Ferrante closed the township committee comments on the ordinance.

Mr. Scott made a motion to adopt the ordinance. Ms. Knierim seconded the motion. On a roll call vote, the ordinance was unanimously adopted by the members present.

Ayes: (El-Badawi  
(Knierim  
(Rogers  
(Scott  
(Ferrante

Abstain: (None  
Absent: (None

Nays: (None

**Resolutions – Consent**

Mayor Ferrante asked the Committee if there were any questions or comments on the Consent Agenda items. Hearing none, Mayor Ferrante asked for a motion to approve the Consent Agenda resolution(s). On motion by Ms. El-Badawi, seconded by Dr. Rogers, the following Consent Resolution(s) were adopted unanimously by the following vote:

Ayes: (El-Badawi  
(Knierim  
(Rogers  
(Scott  
(Ferrante

Abstain: (None  
Absent: (None

Nays: (None

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**CRANBURY TOWNSHIP RESOLUTION # R 08-23-079**

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 08-23-080**

**RESOLUTION EXTENDING THE GRACE PERIOD FOR  
2023 THIRD QUARTER PROPERTY TAXES**

**WHEREAS**, the Township Committee of the Township of Cranbury determined that it is impossible to send out the regular third quarter tax bills for 2023 in a timely fashion, for reason beyond the control of the Township of Cranbury; and

**WHEREAS**, it is anticipated that the tax bills will be prepared and sent to (mailed) to taxpayers on or about July 19, 2023, and

**WHEREAS**, the Township Committee of the Township of Cranbury has determined that taxpayers are entitled to a reasonable extension of time to make the payments of the third quarter 2023 taxes, without imposition of penalties;

**NOW, THEREFORE, BE IT RESOLVED**, the Township Committee of the Township of Cranbury assembled in public session this 14<sup>th</sup> day of August, 2023 that the Tax Collector of the Township of Cranbury is hereby authorized to extend the grace period for the third quarter 2023 property taxes to August 15, 2023.

**CRANBURY TOWNSHIP RESOLUTION # R 08-23-081**

**GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

**WHEREAS**, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year 2022 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

**WHEREAS**, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and



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**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, That the Committee of the Township of Cranbury, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

**CRANBURY TOWNSHIP RESOLUTION # R 08-23-082**

**A RESOLUTION APPROVING A CHANGE ORDER TO THE  
TOWNSHIP'S CONTRACT WITH TOP LINE CONSTRUCTION CORP.**

**WHEREAS**, a contract was awarded to Top Line Construction Corp. for a not to exceed amount of \$607,308.10 on July 10, 2023; and

**WHEREAS**, the Township Engineer has recommended a change order for additional items which would increase the agreement by \$816.40;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Cranbury that:

1. The Change Order for Top Line Construction Corp. is hereby approved.
2. This Resolution shall serve as an amendment to the original contract and will increase the agreement amount by \$816.40

**CRANBURY TOWNSHIP RESOLUTION # R 08-23-083**

**APPOINTMENT OF CONSTRUCTION OFFICIAL**

**WHEREAS**, on June 1, 2023 Gregory Farrington, Construction Official, retired from the Township of Cranbury; and

**WHEREAS**, pursuant to N.J.A.C. 5:23-4.3, the Township of Cranbury must appoint a Construction Official for a four-year term; and

**WHEREAS**, Gary Junkroft meets all the qualifications to be appointed to the position of Construction Official to the Township of Cranbury;

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Cranbury, that Gary Junkroft be appointed as Construction Official to the Township of Cranbury, effective June 1, 2023, and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be sent to the following: 1. Department of Community Affairs 2. Township Administrator 3. Gary Junkroft

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**Public Comment**

Mayor Ferrante reminded the public of the three (3) minute time limit for public comment. Mayor Ferrante then opened the meeting to public comment.

- Bill Bauder – Mr. Bauder reported his concerns about the Petty Road project.
- Connie Bauder – Ms. Bauder reported her concerns about the Petty Road project.
- Bridget Giarusso – Ms. Giarusso thanked the Cranbury Township Police Department for their speed enforcement measures at Station Road. She reported three potholes located on the road.
- Richard Kallan – Mr. Kallan read a prepared comment on behalf of the Bauder's highlighting their concerns about the Petty Road project.
- Vasliti Gorham – Ms. Gorham thanked Mayor Ferrante and Ms. Marabello for their work to complete the paved path between Birchwood and Village Park. She stated the residents at Birchwood are grateful.

Hearing and seeing no one else, Mayor Ferrante closed public comment.

Mayor Ferrante discussed the Petty Road project. The project was closely monitored by the Township Engineer and his Field Inspector.

**Action Items –**

- August 28, 2023 Optional Meeting – The Township Committee unanimously agreed to cancel the optional meeting.
- Mr. Scott and Ms. El-Badawi will meet to discuss Parks Commission, Recreation Commission and Open Space Master Plan specifications.
- Township Committee to generate questions for EDAC to follow upon.
- Department of Public Works to contact the County regarding potholes on Station Road.
- Cranbury Day Township Committee schedule.
- Municipal Alliance Appointment Resolution.

**Adjourn**

Mayor Ferrante requested a motion to adjourn. On a motion by Mr. Scott, seconded by Ms. El-Badawi and unanimously carried, the meeting adjourned at 8:45 p.m.

Debra A. Rubin

Debra A. Rubin, RMC  
Municipal Clerk