

TOWNSHIP COMMITTEE MEETING  
November 28, 2016

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: Dave Cook, Susan Goetz, Glenn Johnson, Jay Taylor, and Mayor Dan Mulligan. Also present were Denise Marabello, Township Administrator/Director of Finance; and Kathleen R. Cunningham, Municipal Clerk/Assistant Administrator. Mayor Mulligan 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 1, 2015 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 1, 2015.
- (3) Filed on December 1, 2015 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.
- (4) Sent to those individuals who have requested personal notice.

Township Committee Minutes of November 14, 2016

On motion by Mr. Taylor, seconded by Mr. Johnson and unanimously carried, the Township Committee Minutes of November 14, 2016 were adopted.

Closed Session Minutes of November 14, 2016

On motion by Mr. Cook, seconded by Mr. Johnson and unanimously carried, the Closed Session Minutes of November 14, 2016 were adopted.

Reports and Communications

--Members of Committee

--Mr. Taylor

Mr. Taylor stated there are reports of a new highly-addictive drug called "Pink." Mr. Taylor stated he requested the Police Department to send out a Nixle report on the drug, which is more addictive and more dangerous than heroin. Mr. Taylor stated he also spoke with the Chair of the Municipal Alliance, Kevin Lowery, about the concern that some of the candidates running for Governor next year are in support of legalizing recreational marijuana. He stated due to the tax revenues the sale of marijuana would generate, it is very likely it would be legalized if those candidates were elected to office. Mr. Lowery has put together some ordinances restricting the use of marijuana that Mr. Taylor would like the Township Attorney to review.

Mr. Taylor thanked the Woman's Club and Fire Company for organizing the Christmas Tree Lighting on December 2<sup>nd</sup>. Mrs. K. will conduct the music, and Santa will be present. Mr. Taylor commended the Public Works Department for their hard work with leaf collection.

--Mr. Cook

Mr. Cook also thanked Public Works for the great job with keeping up with the leaf collection. Mr. Cook reported the Township has the permit for the Lake-edge remediation, which may be done partly in the winter with landscaping work to be completed in the spring.

Mr. Cook reported the fountain on the bridge is completed. The light has been installed and the dog bowl will be added. He thanked all the volunteers who worked on the fountain.

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Reports and Communications

--Members of Committee (cont'd.)

--Mr. Johnson

Mr. Johnson reported he attended one (1) day of the League of Municipalities Convention and looked at road repair machinery.

--Ms. Goetz

Ms. Goetz reported she also attended the League one (1) day and did see some of the equipment. She stated she also spoke with a company that sets up an app for municipalities, which would post Township news, events, and local businesses' information.

Ms. Goetz reported 15 people volunteered to prepare the garland for the bridge. She stated the weather was beautiful and they decided to hang the garland that day. Ms. Goetz reported two (2) problems: they ran short of garland, and the garland purchased had LED lights. After looking at the garland at night, it was decided the lights were too bright. She stated the company will take the garland back and send the new garland; however, it will not be delivered before the Tree Lighting. Ms. Goetz stated a wreath will be hung on Town Hall, and Public Works will hang the wreaths on the lampposts this week.

Reports and Communications

--Mayor Mulligan

Mayor Mulligan reported he visited with the Golden Agers and answered many questions about the Township. He reported he received positive feedback on the Township Committee's work.

Mayor Mulligan reported he met with the Four Seasons concerning the ash trees and stated the issue will be reviewed during budget time. Mayor Mulligan reported there was also discussion about the new development, and reported Four Seasons requested additional screening from the developer. He stated for the record the Township is not involved; rather it is a request from Four Seasons directly with the developer.

Mayor Mulligan reported the Committee is working actively on the Library agreement and hopes to have it finalized in December. Ms. Marabello stated as long as the location of the Library and parking lot is determined, it can be finalized. Mr. Cook stated the Library is crunching the numbers to come up with a figure so the Memo of Understanding can be done. Mayor Mulligan stated the Library will need to update the Committee with a drawing or picture of the new location of the parking lot; a presentation by the Library will not be necessary. Mr. Cook stated a new site plan will be drawn up to show the changes.

Reports and Communications

--Subcommittees

There were no reports from Subcommittees.

--Department Heads

There were no reports from Department Heads.

Follow-up Items

There were no follow-up items.

Agenda Additions/Changes

Ms. Cunningham reported there were no additions or changes to the Agenda.

Public Comment (For Items on the Agenda)

Mayor Mulligan opened the meeting to public comment for items on the Agenda and explained comments about the Library would be addressed during the Work Session. Hearing no comments or questions, Mayor Mulligan closed the public comment portion of the meeting.

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Ordinance  
First Reading

Cranbury Township Ordinance 11-16-23

An Ordinance entitled, Cranbury Township Ordinance # 11-16-23, "AN ORDINANCE OF THE TOWNSHIP OF CRANBURY, IN MIDDLESEX COUNTY, NEW JERSEY, AMENDING TOWNSHIP CODE, CHAPTER 82 FEES," was introduced for first reading. On motion by Mr. Taylor, seconded by Ms. Goetz, the Ordinance was passed on first reading by vote:

Ayes:	(Cook	Abstain:	(None
	(Goetz	Absent:	(None
	(Johnson		
	(Taylor		
	(Mulligan		

Nays: (None

Public Hearing: December 12, 2016 at 7:00 p.m.

WHEREAS, Chapter 82-1 of the Code of the Township of Cranbury ("Code") addresses government records; and

WHEREAS, Section C Fee schedule of this chapter sets forth the fees for copies of governmental records including the Police Department; and

WHEREAS, it is necessary to establish the fees that may be charged for discovery requests in matters pending in the Municipal Court that is consistent with the provisions of the New Jersey Open Public Records Act , N.J.S.A. 47:1A-1 et seq.; and

WHEREAS, the Township Police Department would like to add discovery fees to subsection (3) Police Department records;

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.

Section 82-1 of the Code of the Township of Cranbury ("Code"), entitled "Governmental records", is hereby amended and shall read as follows (additions are underlined; deletions are in [brackets]:

**§ 82-1 Government Records**

C. Fee schedule. The fees for copies of governmental records shall be:

(3) Police department records

(a) Videotape: \$1

(b) Audiotape: \$1

(c) Discovery fees

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Cranbury Township Ordinance 11-16-23  
(Continued)

- (1) \$.05 per page (letter size)
- (2) \$.07 per page (legal size)
- (3) \$.85 per DVD/CD
- (4) \$.20 photographs (all sizes) per page
- (5) [~~\$5.90~~] \$6.45 discovery postage (standard USPS shipping envelope)

SECTION 2. Repealer. All ordinances and resolutions, or parts thereof, inconsistent with this Ordinance, are hereby repealed.

SECTION 3. Severability. If any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and the remainder of this Ordinance shall be deemed valid and effective.

SECTION 4. Effective Date. This Ordinance shall take effect immediately upon its passage and publication, as required by law.

Resolutions  
Consent Agenda

Mayor Mulligan asked the Township Committee if there were any questions or comments on the Consent Agenda. Mr. Taylor stated he had comments on Item c)., stating George's Garage always contributes to the Township, be it financial contributions or donating cars for extrication drills for the Police and Fire Company. He stated he wanted to publicly thank George's Garage for all they do for the Town. Hearing no additional questions or comments, he requested a motion to adopt Consent Resolutions. On a motion by Ms. Goetz, seconded by Mr. Johnson and unanimously carried, the following Resolutions were adopted by vote:

Ayes: (Cook  
(Goetz  
(Johnson  
(Taylor  
(Mulligan

Abstain: (None  
Absent: (None

Nays: (None

Cranbury Township Resolution # R 11-16-166

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 11-16-167

A RESOLUTION AUTHORIZING YEAR 2016 BUDGET TRANSFERS

WHEREAS, there are 2016 Budget Accounts which require more funding due to circumstances not known at the beginning of the year; and

WHEREAS, there will be excess balances in budget accounts in which the expenditures will be less than projected at the beginning of the year, and

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Cranbury Township Resolution # R 11-16-167  
(Continued)

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Cranbury, that the following year 2016 Budget Transfers be authorized and made on the records and accounts of the Township:

	<u>Budget Account</u>	<u>From</u>	<u>To</u>
6-01-20-130-025	Finance - OE	\$.50	
6-01-36-475-661	PFRS – OE		\$.50
6-01-21-180-302	Planning – Litigation	\$15,000.00	
6-01-20-165-310	Engineering – OE		\$15,000.00

BE IT FURTHER 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 Auditor
- (b) Township Chief Financial Officer

CRANBURY TOWNSHIP RESOLUTION # R 11-16-168

A RESOLUTION AWARDDING BID TO GEORGE'S GARAGE & TOWING, INC.  
FOR CRANBURY TOWNSHIP POLICE AND MUNICIPAL VEHICLE MAINTENANCE

WHEREAS, pursuant to a duly advertised notice to bidders, three bids were received on November 10, 2016, for Cranbury Township Police & Municipal Vehicle Maintenance; and

WHEREAS, the Township wishes to enter into an agreement with George's Garage & Towing Inc. Cranbury, NJ; and

WHEREAS, George's Garage & Towing, Inc., has offered to provide these services to the Township in the maximum amount of \$63,160.00 for 2017 and \$73,500.00 for 2018 and \$73,500.00 for 2019; and

WHEREAS, the Township desires to award the contract to George's Garage & Towing, Inc.; and

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

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

1. Contract for police and municipal vehicle maintenance be awarded to George's Garage & Towing, Inc., Cranbury, New Jersey.
2. The Mayor and Clerk are hereby authorized and directed to execute an agreement with George's Garage & Towing, Inc. consistent herewith.

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Cranbury Township Resolution # R 11-16-169

A RESOLUTION AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT WITH THE  
EAST WINDSOR MUNICIPAL UTILITY AUTHORITY FOR REGULAR AND EMERGENCY OPERATION  
AND MAINTENANCE FOR CRANBURY TOWNSHIP'S SANITARY SEWER SERVICES

WHEREAS, the Township of Cranbury and the East Windsor Municipal Utility Authority entered into a shared services agreement for the regular and emergency operation and maintenance of Cranbury's sanitary sewer; and

WHEREAS, the East Windsor Utility Authority has agreed to continue said Agreement for 2017 and 2018 as set forth in the attached agreement; and

WHEREAS, the total fee for 2017 will be \$ 131,098.20 and \$ 133,720.16 for 2018; and

WHEREAS, the Chief Financial Officer has certified that there will be sufficient funds for these services during 2017; and

WHEREAS, such agreements are authorized pursuant to the Uniform Shared Services Consolidation Act, N.J.S.A. 40A:65-1 et. seq.

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

1. Said Agreement is hereby authorized for a period commencing January 1, 2017 through December 31, 2018.
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 11-16-170

WHEREAS, the Cranbury Police Department has a need to utilize the Middlesex County Police Firearms Range Facility; and

WHEREAS, the Middlesex County Prosecutor's Office and the Woodbridge Police Pistol and Rifle Association (the "governing agencies" of the facility) have agreed to enter into an annual "User Agreement Period of coverage commencing on January 1, 2017 and expiring December 31, 2017; and

WHEREAS, the Township of Cranbury desires to enter into said Agreement; and

WHEREAS, a new Agreement must be entered into on an annual basis;

NOW, THEREFORE BE IT RESOLVED, the Township Committee hereby authorizes the Agreement to be executed;

BE IT FURTHER RESOLVED, a duly authenticated copy of this Resolution be sent to the Middlesex County Prosecutor's Office and the Township of Woodbridge.

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Work Session

a). Discussion of 2017 Township Committee Meeting Dates

The Township Committee discussed the proposed 2017 Township Committee Meeting dates. Ms. Cunningham inquired if the Committee was in agreement with having the Re-Organization meeting on Thursday, January 5<sup>th</sup>, and if so, what time (6:00 p.m. or 7:00 p.m.)? The Committee agreed to January 5<sup>th</sup> at 6:00 p.m. The Committee stated it would be difficult to meet on December 26<sup>th</sup> and decided to have a meeting on December 18<sup>th</sup> instead.

Reports from Township Staff and Professionals

--Administrator's Report

Ms. Marabello stated she had nothing to report.

--Assistant Administrator

Ms. Cunningham stated she had nothing to report.

Reports from Township Boards and Commissions

The Cranbury Historical and Preservation Society reported CHPS will celebrate its 50<sup>th</sup> Anniversary in 2017. Ms. Jo D. Andrews, President of the CHPS, introduced other members of the Society present at the meeting. She stated CHPS wants to be more involved with the Township and the Township Committee. She reported many residents confuse CHPS with the Historic Preservation Commission.

Ms. Andrews described the many activities the CHPS does for the Township. She stated it is important to celebrate Cranbury, its history, its community and who the Township is. She stated next September, CHPS will sponsor another Historical House Tour, which brings more than 600 people to the Township. She reported the House Tour supports the local businesses, and some people who have come to the Tour fall in love with Cranbury and buy houses here. Ms. Andrews suggested it would be beneficial to both CHPS and the Township to work together. She requested the Township Committee let CHPS know how they can help the Township. Ms. Goetz stated the Township appreciates all CHPS has done for the Town.

Ms. Andrews stated she would appreciate more residents becoming members in CHPS. Ms. Goetz asked how the Township Committee could help CHPS, and Ms. Andrews requested support by putting the good word out about CHPS. The Committee suggested CHPS send information to Ms. Cunningham, who will post the information on the Township's Face Book page. He stated Cranbury is a Town of volunteers and he thanked CHPS for their volunteerism. Mayor Mulligan expressed the Committee's gratitude and thanks for all CHPS has done for the Town.

Ms. Andrews stated CHPS will be giving three (3) awards to people who have given much to the Town, and asked for the Township to suggest some recipients. Mayor Mulligan asked if there were criteria to receive the award, and Ms. Andrews stated service of at least 50 years.

Public Comment

Mayor Mulligan opened the meeting to public comment. Mr. Taylor asked Mr. Keith Shaw when the "Great Christmas Light Fight" would be airing on television, and Mr. Shaw gave the dates and times of the shows. Hearing no additional comments, Mayor Mulligan closed the public portion of the meeting.

Mayor's Notes

There were no Mayor's notes this evening

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Township Committee Members' Notes

There were no additional Township Committee Members' Notes.

Mayor Mulligan requested a motion to adjourn. On motion by Mr. Taylor, seconded by Mr. Johnson, and unanimously carried, the meeting adjourned at 7:39 p.m.

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Kathleen R. Cunningham  
Municipal Clerk