

TOWNSHIP COMMITTEE MEETING  
November 12, 2013

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: Susan Goetz, Daniel Mulligan, Jay Taylor and Mayor Glenn Johnson. Mr. David Cook was absent. Also present were Denise Marabello, Township Administrator/Director of Finance and Kathleen Cunningham, Municipal Clerk/Assistant Administrator. Mayor Johnson 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, 2012 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, 2012.
- (3) Filed on December 3, 2012 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.

Regular Township Committee Minutes of October 28, 2013

On motion by Mr. Taylor, seconded by Ms. Goetz, and unanimously carried (with Mr. Cook being absent), the Regular Township Committee Minutes of October 28, 2013 were adopted.

Closed Session Minutes of October 28, 2013

On motion by Mr. Taylor, seconded by Ms. Goetz, and unanimously carried (with Mr. Cook being absent), the Closed Session Minutes of October 28, 2013 were adopted.

Reports and Communications

--Mayor

Mayor Johnson extended congratulations to Jay and Kristen Taylor on the birth of their twin boys last Thursday. Mayor Johnson reported he attended meetings with a developer, the DRC, Recreation Board, Planning Board, and the Zoning Board hearing. He stated he also attended the pumpkin carving event at the school.

--Township Committee

Mr. Mulligan offered his congratulations to Mr. Taylor on the birth of his sons and offered his congratulations to Mayor Johnson on his re-election to the Committee. Mr. Mulligan stated resident, Walter Gay, passed away. He stated he was a resident who made a great positive impact in a short amount of time. Mr. Mulligan stated Mr. Gay was a friend and stated he attended a celebration of Mr. Gay's life with neighbors and friends at Teddy's.

Mr. Mulligan stated there is the drainage issue on Plainsboro Road and inquired if Mr. Tanner established a timeline yet for the project. Ms. Marabello stated survey work is currently being done; however, a start date has not yet been established. Mr. Mulligan stated the residents on Plainsboro Road were voicing their concerns about large trucks using the roadway, and stated the police have placed signs stating over 4-ton trucks should not be on the road.

Mr. Mulligan stated he and Mayor Johnson worked with Ms. Marabello and Public Works to place a barrier at the end of Old Hightstown Road (located at the intersection of South Main

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Reports and Communications

--Township Committee (Continued)

(Mr. Mulligan cont'd.)

Street and Old Trenton Road). He stated people were driving on the road and residents living there complained the traffic was becoming heavy. Mr. Mulligan stated he has seen many cars now turning around at the barriers and did not realize how many cars were using the road.

Mr. Taylor offered his congratulations to Mayor Johnson and Mr. Mulligan on their re-election. Mr. Taylor reported there will be a pumpkin roll on November 16<sup>th</sup> at Village Park. The event is a fundraiser for an Eagle Scout project. Mr. Taylor stated he has been contacted several times by Mr. Frank Brennan concerning a Township pipe that runs behind houses on North Main Street to Bunker Hill. Mr. Taylor inquired if funds could be set aside at budget time to have a camera study done. He stated if the pipe does not go anywhere, perhaps it could be closed to prevent further flooding in residents' backyards. Mr. Taylor explained the pipe has either been blocked by a foundation or debris over time. He suggested a camera survey would be less costly than taking on a bigger construction project to identify the problem. Ms. Cunningham suggested Township Engineer, Bill Tanner, be contacted because she believed a camera study may have been done by the previous Township Engineer. Ms. Goetz asked if the cost associated with that study would also be available to give the Township Committee an idea of cost in case the study has to be done again. Mr. Mulligan summarized, stating the Township Engineer should be contacted to see if there are existing records, determine who owns the pipe, what the actual problem is, and then go forward from there.

Mr. Taylor reported \$6,000 construction permits were issued during the previous month, including permits for "Sandy" repair, downtown beautification, and bridge/dam work.

Ms. Goetz reported the "Downtown Beautification" work is a little behind schedule as some details are still being reviewed. She stated there is meeting this week with the Fire Company, the Township Engineer and Chief Varga, and the bump outs are being pulled back a little to allow for the trucks to make the turns. She stated the work should start soon and stated there have been a lot of questions concerning the bump outs. She stated the bump outs are not just for aesthetics, but are to make the Township ADA compliant. She reported the bump outs are marked on the streets, and clarified the inside line is where the bump out will actually be.

Reports and Communications

--Subcommittees

There were no Subcommittee reports.

Agenda Additions/Changes

Ms. Cunningham reported there were no agenda additions or changes.

Public Comment (For Items on the Agenda)

Mayor Johnson asked if the public had any comments on agenda items.

Mr. Tom Connolly, Petty Road, inquired what the "Special Services Apparatus" was listed on Resolution # R 11-13-140. Ms. Marabello explained it is a truck for the Fire Company, which was approved in the 2013 Capital Plan. Mr. Taylor clarified a number of years ago the water tanker needed replacement and the Fire Company funded the purchase of the tanker out of their funds in return for the Township at a later date purchasing a special services truck and a brush truck. Hearing no public additional comment, the Mayor closed the public portion of the meeting.

Resolution

Ms. Cunningham explained it is necessary for the Township Committee to adopt a Policy and Procedures Manual in order for the Township to receive federal highway grants. Ms.

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Resolution (Continued)

Cunningham stated the grant will be used for the "Safe Sidewalk Project" which is slated to begin in spring 2014. She explained she and Bill Tanner, Township Engineer, have attended classes on filling out the grant paperwork. On motion by Mr. Mulligan, seconded by Mr. Taylor and unanimously carried (with Mr. Cook being absent), the following Resolution was adopted by vote:

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

Nays (None

Cranbury Township Resolution # R 11-13-133

Township of Cranbury

ADOPTION OF A POLICY AND PROCEDURES MANUAL  
FOR LOCALLY-ADMINISTERED FEDERAL HIGHWAY GRANT PROJECTS

WHEREAS, the Township of Cranbury has received a grant from the New Jersey Department of Transportation, Division of Local Aid which is funded by a Federal Highway Grant; and

WHEREAS, it is required that projects containing Federal Highway Funds have in place, or adopt, an approved Policy and Procedure Manual; and

WHEREAS, the Township has prepared a Policy and Procedures Manual in accordance with State and Federal requirements; and

WHEREAS, the Department of Transportation Division of Local Aid has reviewed and approved the Township of Cranbury's Draft Policy and Procedure Manual.

NOW THEREFORE IT BE RESOLVED that the Township of Cranbury formally approves and adopts the attached document entitled "CRANBURY TOWNSHIP- POLICY AND PROCEDURES MANUAL FOR LOCALLY ADMINISTERED FEDERAL HIGHWAY GRANT PROJECTS", and

BE IT FURTHER RESOLVED that the Mayor and Clerk are authorize to submit the above Manual to the New Jersey Department of Transportation on behalf of the Cranbury Township.

Consent Agenda  
Resolutions

Mayor Johnson asked the Committee if they wished to address any Consent Resolutions separately. Mr. Taylor stated the Fire Chief was in attendance and asked him if he had any comments concerning Resolution #R 11-13-140, "Special Services Apparatus." Mr. Mike Kervan, Fire Chief, thanked the Township and Ms. Erin Lysy for the hard work through the purchasing process. There being no further questions or comments, the Mayor asked for a motion to approve the Consent Agenda Resolutions. On motion by Mr. Taylor, seconded by Ms. Goetz, the Resolutions were passed by vote:

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Consent Agenda (Continued)

Ayes: (Goetz  
(Mulligan  
(Taylor  
(Johnson

Abstain: (None  
Absent: (Cook

Nays (None

Cranbury Township Resolution # R 10-13-134

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 11-13-135

Governor's Council on Alcoholism and Drug Abuse  
Fiscal Grant Extension January 1, 2014 to June 30, 2014

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, The Township Committee of the Township of Cranbury, County of Middlesex, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

WHEREAS, Township of Cranbury was approved for a Municipal Alliance grant for the January 1, 2013 through December 31, 2013 grant term; and

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse has extended the 2013 grant term until June 30, 2014, in order to transition the grant to a fiscal year rather than calendar year cycle; and

WHEREAS, funding has been made available to Cranbury Municipal Alliance in the amount of 50% of its approved 2013 grant total for the six-month extension period of January 1, 2014 to June 30, 2014, contingent upon meeting the 25% Cash Match and 75% In-Kind Match grant requirement for the extension funding;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee does hereby authorize the submission of the grant extension for the Cranbury Municipal Alliance grant in the amount of:

DEDR	\$ 2,583.00
Cash Match	\$ 2,583.00
In-Kind	\$ 1,937.25

The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

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CRANBURY TOWNSHIP # R 11-13-136

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 2013 in the sum of \$3,880.79 which item is now available as a revenue from State of New Jersey pursuant to the provision of statute, and

Section 2

BE IT FURTHER RESOLVED that a like sum of \$3,880.79 is hereby appropriated under the caption "Drunk Driving 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) Director of Finance

CRANBURY TOWNSHIP RESOLUTION # 11-13-137

RESOLUTION OF THE TOWNSHIP OF CRANBURY, NJ

A RESOLUTION AUTHORIZING THE RELEASE OF ROAD OPENING ESCROW

WHEREAS, Nigel Moll has \$5,000.00 in a road opening escrow account previously posted with the Township.

WHEREAS, the Township Engineer has approved the release of this money

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cranbury that the Township of Cranbury release Nigel Moll's road opening escrow account.

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 Director of Finance
- (b) Nigel Moll

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CRANBURY TOWNSHIP RESOLUTION R 11-13-138

A RESOLUTION AUTHORIZING THE RELEASE OF ESCROW

WHEREAS, Nigel Moll has deposited engineering escrow with Cranbury Township; and

WHEREAS, Nigel Moll has requested the release of the balance of said escrow in the amount of \$295.25.

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 Engineer
- (b) Township Director of Finance
- (c) Nigel Moll

Cranbury Township Resolution # R 11-13-139

A RESOLUTION AUTHORIZING YEAR 2013 BUDGET TRANSFERS

WHEREAS, there are 2013 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

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Cranbury, that the following year 2013 Budget Transfers be authorized and made on the records and accounts of the Township:

	<u>Budget Account</u>	<u>From</u>	<u>To</u>
3-01-20-130-011	Finance – S&W	\$7,000.00	
3-01-20-130-200	Finance - OE		\$7,000.00
3-01-20-150-011	Tax Assessment – S&W	\$6,000.00	
3-01-20-135-310	Audit - OE		\$5,000.00
3-01-31-455-011	Sewer – S&W	\$4,700.00	
3-01-31-455-315	Sewer – Bioxide	\$4,000.00	
3-01-42-340-025	Animal Control – OE		\$2,000.00
3-01-26-310-320	Public Buildings – OE		\$6,700.00
3-01-31-455-071	Sewer – OE	\$10,000.00	
3-01-21-180-313	Planning – Ordinance Changes	\$9,000.00	
3-01-21-180-302	Planning – Legal Litigation	\$13,000.00	
3-01-21-180-322	Planning – Traffic	\$925.00	
3-01-21-185-300	Zoning – Legal		\$8,500.00
3-01-21-185-311	Zoning – Planner		\$16,500.00
3-01-21-185-312	Zoning – Engineer		\$1,200.00
3-01-21-185-100	Zoning – Advertising		\$225.00
3-01-21-185-310	Zoning – Litigation		\$6,300.00
3-01-21-185-320	Zoning – Court Reporter		\$1,200.00

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Cranbury Township Resolution # R 11-13-139  
(Continued)

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 11-13-140

A RESOLUTION AUTHORIZING THE AWARD OF A BID FOR THE PURPOSE OF  
PURCHASING A SPECIAL SERVICES APPARATUS

WHEREAS, the Township of Cranbury requires the services of a company to furnish the Township's Fire Company with a Special Services Apparatus and;

WHEREAS, FOUR (4) bids were received on October 16, 2013 for a Special Services Apparatus and;

WHEREAS, the Township of Cranbury has authorized the acceptance of a bid for said services and;

WHEREAS, KME/1<sup>st</sup> Priority Emergency Vehicles was the lowest responsible, responsive bidder and;

WHEREAS, KME/1<sup>st</sup> Priority Emergency Vehicles will supply a Special Services Apparatus to the Township for cost of \$391,220.00; 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 KME/1<sup>st</sup> Priority Emergency Vehicles for a Special Services Apparatus for \$391,220.00; and
2. A copy of the Agreement shall be available for public inspection in the Township Clerk's Office during regular business hours.

Work Session

a). Discussion of 2014 Township Committee Meeting Schedule

The Township Committee discussed the 2014 Township Committee meeting schedule. Mayor Johnson commented if the Reorganization Meeting was scheduled too late, it interfered with the scheduling of the meetings of all the other Boards and Commissions. Mayor Johnson asked if the evening of January 1<sup>st</sup> would work for the Committee, and the consensus was that was a family day. Ms. Cunningham asked if a reorganization meeting could be scheduled during the day; however, it was thought Thursday at 6:00 p.m. would be the best date and time. Ms. Cunningham stated she will notice the meeting.

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Work Session

a). Discussion of 2014 Township Committee Meeting Schedule (Continued)

Meetings on Monday holidays will continue to be scheduled on the Tuesday instead as the Committee agreed it was better meeting the next day than waiting three (3) weeks for the next meeting. The meeting schedule lists the second meetings in July and August as "optional." Ms. Cunningham stated the Township holidays are listed on the bottom of the schedule. Mr. Mulligan suggested changing the August 25<sup>th</sup> meeting to Tuesday, August 26<sup>th</sup> because that is the tentative date of the Mayor's Golf Tournament. The Township Committee reviewed and agreed on the 2014 Meeting Schedule.

Reports from Township Boards and Commissions

Mr. Mike Kervan, Chief of Cranbury Fire Company, reported 33 incidents in October (year-to date 276 calls). He reported, including drills, the Company had 228 man hours in October. Mr. Kervan reported the Fire Company is using their new radios and stated the siren had to be reprogrammed to work with the new radios. Ms. Goetz thanked Mr. Kervan for meeting to discuss the proposed bump outs, and Mr. Kervan stated the Fire Company was satisfied with the compromise. Mr. Taylor asked how many hours were required to obtain Fire Fighter 1, and Mr. Kervan stated he believed it was 160 hours. Mr. Kervan explained the State requires every fire fighter attend a mandatory minimum of one (1) drill quarterly and one (1) live fire training exercise annually. Mr. Kervan stated the Fire Company will make an effort to have a member present at the first Township Committee of every month to give report or answer questions.

Reports from Township Staff and Professionals

--Administrator's Report

Ms. Marabello reported the Township received a rate of 2.875% at the recent bond sale, a phenomenal low rate which will save the Township over \$1 million in interest over 30 years.

Reports from Township Staff and Professionals

--Assistant Administrator's Report

Ms. Cunningham stated she had nothing to report.

Public Comment

The Mayor opened the meeting to public questions and comment. Mr. Tom Connolly, Petty Road, recommended items on the agenda be more clear and should have in parentheses a definition of what the item is. Mr. Connolly asked if the Township is paying for the light posts for the Bridge/Dam Project, and Ms. Goetz explained the Township is leasing the light posts through PSE&G. Ms. Marabello stated the upfront cost of the light posts is approximately \$10,000. Ms. Goetz stated extras such as the benches, planters, etc. may be funded by the Woman's Club plus an HPC grant (which Mr. Tanner and Ms. Cunningham are working on.) Ms. Goetz stated the Woman's Club and Historical Society approached the Committee and are interested in making contributions to the Downtown Beautification Project.

Mr. Connolly stated Village Haircutters is moving to West Windsor, and he asked if the Committee knew why they were leaving Cranbury and who is moving in. Mr. Mulligan stated Teddy's Restaurant owns the building; however, they have not decided if they will be renting the property or what they will do with the space.

Mr. Connolly asked when the construction work on Petty Road will begin. Mayor Johnson explained there are a number of steps that must be first taken, i.e., a drainage study will determine how much of the roadway will have to be redone. Mr. Mulligan stated the Township will have to seek grants to assist with the funding of the project. The Township Engineer has discussed this issue with the Township Committee and a study has not been authorized yet.



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Public Comment (Continued)

There being no additional comment, the Mayor closed the public portion of the meeting.

Mayor's Notes

Mayor Johnson reported he had no Mayor's Notes.

On a motion by Mr. Taylor, seconded by Mr. Mulligan and unanimously carried, the meeting adjourned at 7:38 p.m.

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Kathleen R. Cunningham, RMC  
Municipal Clerk