

TOWNSHIP COMMITTEE MEETING
January 9, 2012

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, Glenn Johnson, Daniel Mulligan, Jay Taylor and Mayor David Cook. Also present were Steven Goodell, Esq., Township Attorney; and Kathleen R. Cunningham, Municipal Clerk/Assistant Administrator. Ms. Cunningham announced to the public Ms. Denise Marabello, Township Administrator/Director of Finance, was participating in the meeting via teleconference. Mayor Cook 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 November 29, 2011 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 November 29, 2011.
- (3) Was filed on November 29, 2011 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, and
- (4) Sent to those individuals who have requested personal notice.

Regular Township Committee Minutes of December 12, 2011

On motion by Mr. Taylor, seconded by Mr. Mulligan, with Ms. Goetz abstaining as she was not a member of the Township Committee at the time, the Regular Township Committee Minutes of December 12, 2011 were adopted.

Reports and Communications

-- Mayor

Mayor Cook reported he wanted to complete some appointments from the January 4th Re-organization Meeting. Mayor Cook reported for the Historic Preservation Commission Allan Kehrt will be 1st Alternate, Class C; and, Jennifer Cooke is appointed as a member of Human Services. Mayor Cook announced the following appointments for Municipal Alliance: Jane Holland, Cynthia Coppatelli, and Renee Welch as members, Fay Kobland as 1st Alternate, and Daniel Black as 2nd Alternate. For Board of Recreation Commissioners, Mayor Cook appointed Lynne Fox as a regular member and Dominique Jones is appointed as 1st Alternate. There is still one (1) vacancy on the Board of Recreation. Ms. Cunningham clarified the vacancy is for 2nd Alternate, which is a four (4)-year term, and the vacancy will be posted on the Township website.

-- Members of Committee

Mr. Mulligan stated he was not present at the Re-organization Meeting and wanted to offer his congratulations to Mayor Cook and Ms. Goetz. Mr. Mulligan reported there is currently legislation in the Senate concerning sewer-serving areas and Master Plans being adopted by Counties which, he feels, may negatively impact Cranbury Township. Mayor Cook asked if the purpose of the bill is to accelerate development, and Mr. Mulligan agreed, stating Cranbury wants "controlled" development.

Mr. Taylor reported for 2011, the Police Department assessed Cranbury Court and determined Cranbury Court remaining with Plainsboro Court was cost neutral. Mr. Taylor stated the 9-1-1 contract was re-negotiated at a \$40,000 savings for this year with an option to renew next year at a 0% increase for 2013. He also reported a five (5)-year police contract was negotiated, saving

TOWNSHIP COMMITTEE MEETING
January 9, 2012

-- Members of Committee (continued)
(Mr. Taylor cont'd.)

the Township about \$60,000 in legal/negotiation fees. Mr. Taylor reported Chief Rickey Varga and Lieutenant Frank Dillane worked on the Enforsys System, which allows officers to fill out paperwork, complete speed control and accident reports while on the road from their vehicles. Previously reports were done manually at the scene and then typed up back at the office. This system allows the police officers to be on the road more often rather than in the Police Station. Mr. Taylor reported that two (2) out of the four (4) shifts have two (2) man patrols, which results in overtime whenever there is a sick, vacation or drop day. Mr. Taylor reported there is currently only one (1) detective in the Detective Bureau.

Mr. Taylor reported there were many changes in 2011 for the Fire Company, including a new tanker which the Fire Company purchased with its own funds (approximately \$500,000). Mr. Taylor reported from the Fire Company's annual report: 329 fire calls (20 calls from Hurricane Irene). Mr. Taylor stated this is an unprecedented number as the "300" mark had never been broken. He stated this requires monitoring as the amount of gasoline usage has increased and the Fire Company is using donations to supplement the funds received from the Township. Mr. Taylor stated false alarms are a large part of why the Fire Company goes out, as well as mutual aid calls. Mr. Taylor reported the First Aid Squad also had an unprecedented year (803 calls which translated to about 4,000 gallons of gasoline, or about \$12,000 cost to the First Aid Squad.) Mr. Taylor stated the First Aid Squad is also using donations to cover their costs. Mr. Taylor reported both the Fire Company and First Aid Squad reported donations are significantly lower this year. Ms. Goetz asked if the increase in calls is related to the snow storms this past winter and to Hurricane Irene. Mr. Taylor replied the calls were general calls throughout the year. He reported 46% of the calls were volunteer (night and weekend crew), and 44% were day-time (paid) crew.

For Public Works, Mr. Taylor reported last year two (2) dump trucks were replaced.

Mr. Taylor reported the Construction Department has been giving a lot of expertise and guidance on work needed in the Township buildings. He thanked Construction and Public Works for going beyond their typical duties to assist the Township. Mr. Taylor reported \$1,370 of permit fees were waived for work directly related to damages caused by Hurricane Irene.

Mr. Taylor reported the Parks Planning Commission worked on the Civil War Monument and will be reporting the parks' inventory to the Township Committee early first quarter. The report will include what needs to be done in the parks, i.e., replacement of damaged equipment and damaged trees in the parks.

Mayor Cook asked if the 9-1-1 contract was year-to-year, and Mr. Taylor replied the Township has another year; however, there were some issues with the 9-1-1 service during Hurricane Irene and the Township wants to be sure problems are resolved.

Mr. Taylor reported there will be a Signage Committee on January 25th at 6:30 p.m. in the Town Hall Meeting Room. Mr. Taylor stated he hopes residents and commercial businesses will attend the meeting to offer their input concerning signage in the Township. After this meeting, a meeting will be held with Ms. Val Kimson, Planning Board Attorney, and Mr. Richard Preiss, Planner, to draft up new language for sign ordinances. Mr. Taylor stated the goal of the first meeting is to obtain feedback and to funnel down the issues before meeting with Ms. Kimson and Mr. Preiss. Mr. Taylor reported the Fire Company and First Aid Squad will attend a subsequent meeting to address the signage on warehouses.

Agenda Additions/Changes

Ms. Kathleen R. Cunningham, Clerk, reported there are no additions/changes to the agenda.

TOWNSHIP COMMITTEE MEETING
January 9, 2012

Ordinances
First Reading

Cranbury Township Ordinance # 01-12-01

An Ordinance entitled, Cranbury Township Ordinance # 01-12-01 "AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45.14)" was introduced on first reading. On motion by Mr. Taylor, seconded by Mr. Mulligan, the Ordinance was passed on first reading by vote:

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

Nays: (None

Second Reading: January 23, 2012

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 to 2.5% 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,

WHEREAS, the governing body of the Township of Cranbury in the County of Middlesex finds it advisable and necessary to increase its CY 2012 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 1.0 % increase in the budget for said year, amounting to \$66,465.42 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 2012 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 1.0 %, amounting to \$66,465.42, and that the CY 2011 municipal budget for the Township of Cranbury be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, 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.

TOWNSHIP COMMITTEE MEETING
January 9, 2012

Ordinances
First Reading

Cranbury Township Ordinance # 01-12-02

An Ordinance entitled, Cranbury Township Ordinance # 01-12-02, "A SUPPLEMENTAL BOND ORDINANCE AUTHORIZING THE CONSTRUCTION OF AN EQUIPMENT STORAGE BARN APPROPRIATING \$150,000 THEREFORE AND AUTHORIZING THE ISSUANCE OF \$142,500 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF" was introduced on first reading. On motion by Mr. Mulligan, seconded by Mr. Johnson, the Ordinance was passed on first reading by vote:

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

Nays: (None

Second Reading: January 23, 2012

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CRANBURY, IN THE COUNTY OF MIDDLESEX, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The several improvements described in Section 3 of this bond ordinance is hereby authorized to be undertaken by the Township of Cranbury, in the County of Middlesex, New Jersey (the "Township") as a general improvement. For the several improvements or purposes described in Section 3, there is hereby appropriated the sum of \$150,000, including the sum of \$7,500 as the down payment required by the Local Bond Law. The down payment is available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvement or purpose not covered by application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$142,500 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for financing of which the bonds are to be issued to supplement prior ordinances for the construction of an equipment storage barn.

(b) The estimated maximum amount of bonds or notes to be issued for the improvement or purpose is stated in Section 2 hereof.

(c) The estimated cost of the improvement or purpose is equal to the amount of the appropriation herein made therefore.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with notes issued pursuant to this ordinance, and the chief financial officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The chief financial officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this ordinance is made. Such report must include the amount, the description, the interest rate and

TOWNSHIP COMMITTEE MEETING
January 9, 2012

Ordinances
First Reading

Cranbury Township Ordinance # 01-12-02
(Continued)

the maturity schedule of the notes sold, the price obtained and the name of the purchaser.

Section 5. The Township hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 3 of this bond ordinance is not a current expense. It is an improvement or purpose that the Township may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this ordinance, is 30 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$142,500 and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$15,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

Section 7. Any grant moneys received for the purpose described in Section 3 hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 8. The chief financial officer of the Township is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Township and to execute such disclosure document on behalf of the Township. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Township pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Township and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Township fails to comply with its undertaking, the Township shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 9. The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy ad valorem taxes upon all the taxable real property within the Township for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 10. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

TOWNSHIP COMMITTEE MEETING
January 9, 2012

Ordinances
First Reading

Cranbury Township Ordinance # 01-12-03

An Ordinance entitled, Cranbury Township Ordinance # 01-12-03, "A CAPITAL ORDINANCE OF THE TOWNSHIP OF CRANBURY AUTHORIZING THE PURCHASE OF A FIRE BRUSH TRUCK BY THE TOWNSHIP OF CRANBURY, IN THE COUNTY OF MIDDLESEX, NEW JERSEY, APPROPRIATING \$22,690 FROM CRANBURY TOWNSHIP'S FIRE COMPANY TO COVER THE COST THEREOF" was introduced on first reading. On motion by Mr. Johnson, seconded by Ms. Goetz, the Ordinance was passed on first reading by vote:

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

Nays: (None

Second Reading: January 23, 2012

BE IT ORDAINED by the Township Committee of the Township of Cranbury as follows:

SECTION 1: There is hereby approved as a capital project within the Township of Cranbury not to exceed the costs noted below:

Project/Purpose	Cost
Fire Brush Truck	\$22,690

SECTION 2: There is hereby appropriated from the Cranbury Township's Fire Company the sum of \$22,690 to cover the cost of the capital projects as described in Section 1 hereof.

SECTION 3: This Ordinance shall take effect upon final adoption and publication according to law.

SECTION 4: The capital budget of the Township of Cranbury is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director of Local Government Services is on file with the clerk and is available there for public inspection.

Ordinances
First Reading

Cranbury Township Ordinance # 01-12-04

An Ordinance entitled, Cranbury Township Ordinance # 01-12-04, "AN ORDINANCE OF THE TOWNSHIP OF CRANBURY MAKING AN AMENDMENT TO THE CRANBURY LAND DEVELOPMENT ORDINANCE WHICH WAS RECENTLY ADOPTED TO § 150-19 'VILLAGE COMMERCIAL (VC) ZONE' " was introduced on first reading. On motion by Mr. Johnson, seconded by Mr. Taylor, the Ordinance was passed on first reading by vote:

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

TOWNSHIP COMMITTEE MEETING
January 9, 2012

Cranbury Township Ordinance # 01-12-04
(Continued)

Nays: (None)

Second Reading: January 23, 2012

WHEREAS, on November 28, 2011, the Cranbury Township Committee adopted Ordinance 10-11-19, amending the Land Development Ordinance (LDO) as recommended by the Planning Board's Master Plan reexamination report; and

WHEREAS, Ordinance 10-11-19 included an amendment to LDO Section 150-19.C(6), the section that addressed the maximum side yard width permitted in the Village Commercial (VC) Zone; and

WHEREAS, the Township Committee has determined that the amendment to Section 150-19.C(6) is no longer necessary because circumstances have changed since the Planning Board's recommendation was first made, and those changed circumstances have fulfilled the chief purpose of the amendment; and

WHEREAS, the Township Committee noted at its November 28, 2011 meeting that it would clarify this section at its first regular business meeting in January, 2012.

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

SECTION 1. The Cranbury Township Land Development Ordinance is amended as follows:

§ 150-19 Village Commercial (VC) Zone

C. Area and bulk regulation

Delete the following:

~~(6) Maximum side yard width: no building shall be set back more than 20 feet from the side property line, except that where a driveway is provided, such setback may be increased to 4 feet plus the width of such driveway.~~

Renumber the following:

~~(6)~~(7) Minimum rear yard depth: 40 feet.

~~(7)~~(8) Maximum building height: 35 feet.

~~(8)~~(9) Maximum building coverage shall not exceed 30%.

~~(9)~~(10) Maximum impervious coverage shall not exceed 60%.

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

On a motion offered by Mr. Taylor, seconded by Mr. Cook, the following Consent Agenda Resolutions were adopted by vote:

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

Resolutions (Continued)

TOWNSHIP COMMITTEE MEETING
January 9, 2012

Consent Agenda

Ayes: (Taylor
Cook

Nays: (None

Cranbury Township Resolution # R 01-12-016

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 01-12-017

TOWNSHIP OF CRANBURY
MIDDLESEX COUNTY, NEW JERSEY

A RESOLUTION AWARDING PROFESSIONAL SERVICES AGREEMENTS

WHEREAS, the Township wishes to hire the following firms (collectively "Professionals") to provide professional services to the Township during the calendar year 2012 as follows:

- a). Steven P. Goodell, Esquire & Herbert, Van Ness, Cayci and Goodell
- b). Trishka Waterbury, Esquire & Mason, Griffin & Pierson
- c). Mary Beth Lonergan & Clarke Caton Hintz
- d). Edward McManimon & McManimon & Scotland LLC – Bond Counsel
- e). Marc Ruderman & Ruderman & Glickman – Labor Counsel
- f). John Maley, C.P.A. – Township Auditor
- g). Ronald Ghrist, C.P.A. – Financial Consultant
- h). William C. Tanner & Van Cleef Engineering

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 Professionals have 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 these contracts without public bidding on the basis that they are professional services agreements; and

WHEREAS, the Cranbury Township Chief Financial Officer has certified that sufficient funds are available for these purposes and that the value of each Agreement will exceed \$17,500.00;

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

Cranbury Township Resolution # R 01-12-017

TOWNSHIP COMMITTEE MEETING
January 9, 2012

(Continued)

- a). Steven P. Goodell, Esquire & Herbert, Van Ness, Cayci and Goodell
 - b). Trishka Waterbury, Esquire & Mason, Griffin & Pierson
 - c). Mary Beth Lonergan & Clarke Caton Hintz
 - d). Edward McManimon & McManimon & Scotland LLC – Bond Counsel
 - e). Marc Ruderman & Ruderman & Glickman – Labor Counsel
 - f). John Maley, C.P.A. – Township Auditor
 - g). Ronald Ghrist, C.P.A. – Financial Consultant
 - h). William C. Tanner & Van Cleef Engineering
- 1. The Township of Cranbury hereby approves the following firms to provide professional services to the Township during the calendar year 2012:
 - 2. The Mayor and Clerk are hereby authorized and directed to enter into Professional Services Agreements 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.* These contracts are being awarded without competitive bidding as Professional Services Agreements 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 01-12-018

A RESOLUTION AUTHORIZING THE EXECUTION OF AN
AGREEMENT WITH CITY CONNECTIONS, LLC.
FOR WEB SITE SERVICES FOR CALENDAR YEAR 2012

WHEREAS, the Township of Cranbury requires the services of a consultant to host and maintain its website; and

WHEREAS, the Township entered into contract with City Connections, LLC to provide said services during the calendar years 2007, 2008, 2009, 2010 and 2011; and

WHEREAS, the Township wishes to enter into an agreement with City Connections, LLC to provide these services from January 1, 2012 to December 31, 2012; and

WHEREAS, City Connections, LLC has offered to provide these services to the Township for cost of \$ 8,611.00; and

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-1 *et seq.*, authorizes the award of a services contract without competitive bids when the cost of the contract does not exceed the applicable bid threshold; and

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

Cranbury Township Resolution # R 01-12-018

TOWNSHIP COMMITTEE MEETING
January 9, 2012

(Continued)

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 City Connections, LLC to host and maintain Cranbury Township's web site for \$ 8,611.00; and
2. A copy of this agreement will be made available for public inspection in the Township Clerk's Office during regular business hours, and
3. A notice of this Contract shall be advertised within 10 days of the award of said contract.

Reports from Township Staff and Professionals

--Administrator

Ms. Marabello reported the Township Committee's first budget meeting will be on January 21st at 9:00 a.m. at the Town Hall Meeting Room and the public is invited to attend the meeting.

Ms. Marabello reported she has been working on an animal-control contract with the Borough of Helmetta. The contract would be shared services for animal-control officers and use of pound facilities. Ms. Marabello stated Helmetta was asking for \$5,000/year for the services; however, she was able to negotiate down to \$3,600/year which is the amount Cranbury Township is currently spending each year with Blumig Kennels. Ms. Marabello stated Cranbury is entering into a one-year agreement as Helmetta wants to be sure the \$3,600 will cover their costs over the year. Ms. Marabello stated the Shared Services agreement is beneficial because the State is encouraging Shared Services agreements and it takes the cost outside of the cap for Cranbury Township. The agreement also provides the Township with animal-control officers; however, Cranbury's Public Works will still pick up small strays or dead animals. Helmetta's animal-control officers will take care of any vicious animals and will attend any necessary court appearances. Mr. Taylor inquired if Helmetta were to increase the cost next year, would Cranbury be able to go back to Blumig Kennels. Ms. Marabello stated she does not anticipate Helmetta greatly increasing their costs; however, she stated it would not be a problem to return to Blumig Kennels. Mr. Taylor stated currently we incur vet bills for animals needing care, and he asked if the agreement would cover this cost. Ms. Marabello stated currently the Township sets aside \$500 for vet care and those funds will still be available if needed by Helmetta. Ms. Marabello stated Mr. Jerry Thorne, Public Works Manager, is working on the process with Helmetta. She stated the Resolution for the Shared Services agreement will be on the January 23rd agenda.

Ms. Marabello reported Mr. Greg Farrington, Construction Official, prepared a sketch of railings for the Township Committee to review. Ms. Marabello stated railings would be installed on the right and left sides of the front steps of Town Hall. She asked the Township Committee for approval on the design of the railings. Mayor Cook asked Mr. Johnson if he had looked at railings, and Mr. Johnson stated many buildings similar to Town Hall had railings that were added on and were not original to the period. Ms. Marabello stated these railings were a very basic design, would be constructed of aluminum and powder-coated. The color choices would be black or white. The Township Committee unanimously agreed black railings as depicted in the sketch.

--Municipal Clerk/Assistant Administrator

Ms. Cunningham reported since she started in her position back in 2000, there were two Minute Books dating back from 1872 to 1912 and 1913 to 1930. The books could not be handled because the spines were disintegrating and pages were falling apart. Ms. Cunningham reported every year she tried to obtain funds to have the Minute Books restored, but could never obtain funds. Ms. Cunningham reported one year she had applied for and received "Paris Grant" funds for the restoration through the State, only to have the State pull back the grant funding to balance

TOWNSHIP COMMITTEE MEETING
January 9, 2012

Reports from Township Staff and Professionals (Continued)

(Ms. Cunningham con't.)

the State budget. Ms. Cunningham credits Ms. Marabello for her assistance in allocating the funds to make the restoration happen and stated these Minute Books are a part of Cranbury's history. She asked the Township Committee's opinion about displaying the Minute Books in a locked display case at the Cranbury Public Library. Ms. Cunningham stated the Township will be celebrating its 315th anniversary, and Mrs. Betty Wagner, former Township Historian, suggested showcasing the oldest Minute Book as part of the celebration. The Township Committee agreed to displaying the Minute Books. Ms. Goetz asked if residents could look through the books, and Ms. Cunningham stated it would be better if the books were not handled too much. Ms. Cunningham read a narrative describing the preservation process, which was provided by Browns River, a company in Vermont that specializes in preserving old documents. Ms. Cunningham suggested Cranbury Township should further investigate preserving all of its records as none are on microfilm or digitized. She stated it would be expensive. Mr. Mulligan suggested funds could be set aside over several years to pay for the preservation.

Work Session

a). Discussion of Appointing a Deputy Mayor

Mayor Cook stated the position of Deputy Mayor is new as of last year. Mayor Cook nominated Mr. Johnson as Deputy Mayor, and he opened the floor to other nominations. Mr. Taylor stated he agreed with the nomination since he and Mayor Cook's terms are up this year and continuity is important. All Township Committee members agreed, and Mayor Cook, hearing no other nominations, asked for a vote to appoint Mr. Johnson as Deputy Mayor:

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

Nays: (None

b). Discussion of Township Committee Subcommittees

The Township Committee discussed and made the following Subcommittee assignments:

Downtown Revitalization – Mr. Mulligan and Mayor Cook

COAH – Mayor Cook and Mr. Johnson

Master Plan Ordinances – Mayor Cook and Ms. Goetz

Personnel Subcommittee – Mayor Cook and Mr. Taylor

Open Space – Mayor Cook and Mr. Taylor

Technology – Mr. Mulligan

Professional Review – Mr. Mulligan and Mr. Johnson

Sewer – Mr. Taylor and Ms. Goetz

Mayor Cook requested a motion to adopt the Township Committee Subcommittees. On a motion by Mr. Mulligan, seconded by Mr. Taylor, the Subcommittees were adopted by vote:

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

Nays: (None

Work Session (Continued)

TOWNSHIP COMMITTEE MEETING
January 9, 2012

c). Discussion of Township Committee Liaisons

The Township Committee discussed and made the following Township Committee Liaisons:

Mr. Mulligan: Scouts, Board of Education, Business and Professional Association, Development Review Committee, Human Services, Municipal Alliance, Recreation, and Planning Board.

Ms. Goetz: Business and Professional Association, League of Municipalities, Middlesex County Solid Waste, Board of Health, and Environmental Commission.

Mr. Johnson: Zoning Board, Historical Preservation Commission, Shade Tree.

Mr. Taylor: Cranbury Court, Police, Office of Emergency Management, Buildings and Grounds, Construction, Fire Company, First Aid, Parks, and Public Works.

Mayor Cook: Planning Board, Cranbury Housing Associates, Administrative and Executive, Finance and Tax Assessor, and Engineering.

Mayor Cook asked for comments concerning the liaison appointments, and hearing none, asked for a motion to adopt the liaisons. On a motion by Mr. Mulligan, seconded by Mr. Johnson, the liaisons were adopted by vote:

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

Nays: (None

Reports from Township Boards and Commissions

There were no reports from Township Boards and Commissions this evening.

Public Comment

The Mayor opened the meeting to public questions and comment.

Ms. Connie Bauder, Petty Road, addressed the animal-control officer issue, reporting her experience with a rabid animal, and urged the Township Committee to provide the police with a proper weapon to shoot a rabid animal. She stated by the time an animal-control officer can respond, the rabid animal would be gone. She recommended the protocol for rabid animals be reviewed and a Cranbury police officer be trained to handle rabid animals since the response time from Helmetta could be lengthy. Ms. Goetz asked Ms. Marabello what the procedure would be for getting an animal-control officer. Ms. Marabello stated Mr. Thorne, Public Works Manager, is working with Helmetta on the procedure. Mr. Taylor stated police officers did shoot rabid animals in the past depending on the level of threat. Ms. Goetz asked about bears, and Mr. Taylor stated the State Wildlife Department would be called, as was the case with the bear on the Turnpike. Ms. Marabello stated the Animal Control Officer will deal with small animals. Ms. Bauder stated it is very expensive to be medically treated for exposure to rabies, and the Township needs to be prepared to deal with rabid animals.

TOWNSHIP COMMITTEE MEETING
January 9, 2012

Public Comment (Continued)

(Ms. Bauder con't.)

Ms. Bauder also reported the Presbyterian Church digitized their records which go back to the 1700's. The records are available on line for review. She stated it would be very nice if the Township records were available for residents to view. She stated the Presbyterian Church ran a fund-raising drive to raise the money to preserve their records. Ms. Cunningham stated the State of New Jersey has to approve any preservation of records the Township does. She stated the State must certify the machine that will preserve the documents. Mr. Taylor stated the Township cannot do fund raising; however, donations can be made toward the preservation. Ms. Cunningham stated the project would be very costly, and the Division of Archives and Records Management must approve the project.

Ms. Bauder recommended the lighting for holiday displays in the Township should be matched in brightness. She stated the lighting for any holidays needs to be monitored as length of displays, brightness and flashing lights can be very disruptive to neighbors. Mayor Cook agreed the bulbs on the Menorah were too bright and stated the issue could be brought up with the Rabbi. Mr. Taylor reported 75 families attended the Menorah lighting ceremony, and stated it was appropriate the Township Committee approved the Menorah in the Park.

Mr. Stuart Long, South Main Street, requested the Township Committee assist Mr. Bill Tanner, Township Engineer, to get some answers from St. David's Church. Ms. Marabello stated the Church has provided Mr. Tanner with information concerning asbuilt and are requesting their performance money back. Mr. Tanner is not willing to sign off on St. David's asbuilt which means the Church cannot receive their final Certificate of Occupancy. Mayor Cook stated the Church is not withholding information; however, it appears Mr. Tanner is behind on processing the report. Mr. Long stated there is a problem with the sidewalk and the elevations, and the issue remains unresolved. Mayor Cook stated the Township will follow up on the issue with the Engineer. Mr. Long stated Mr. Tanner has agreed with his assessment of the problem; however, he has not seen a correction to the problem. Mr. Long stated the overflow from the Church's property comes on his property. Mayor Cook stated he is the liaison with the Engineer and stated he will personally follow up with Mr. Tanner.

Mr. Long asked the Township Committee to consider reducing the limit for bow hunting especially for deer from 425 feet to 300 feet. He stated the deer population is out of control in his neighborhood, and deer cause a lot of damage to property.

Mr. Long asked for an update on the dam project. Mayor Cook stated there will be a public meeting in conjunction with the County and the Township Engineer sometime in February. The meeting date will be announced. Mayor Cook stated the plans for the dam will be described at the February meeting. Mr. Long asked if the engineers are currently planning for the dam, and Mayor Cook confirmed the planning is currently being done. Mr. Long stated the dam needs a "fishway" and consideration for the "fishway" should be done during the engineering planning. Mr. Long stated historically there were many fish in Cranbury Brook, and he urged the Township Committee to consider installing a "fishway" while planning the dam. Mayor Cook stated he will convey Mr. Long's concerns to the engineers planning the project. Mr. Long stated, if planned correctly, the Lake will replenish itself.

Mr. Long stated there should be some directives made regarding pollution resulting from car wash fundraisers. He stated the runoff from the car washes should not be allowed to go into the drainage system to the Lake. Ms. Goetz confirmed soap suds can be seen going into the Lake during a car wash, and she stated she will speak to the Environmental Commission concerning the runoff. She stated if a car wash is done on a grassy field, runoff on the grass would be fine versus runoff on asphalt which ends up in the Lake. Ms. Goetz confirmed it is a legitimate problem worth looking into.

TOWNSHIP COMMITTEE MEETING
January 9, 2012

Public Comment (Continued)

(Mr. Long con't.)

Mr. Long suggested retention basins should be allowed to go "natural". He stated it is not necessary to have "dandelion-free" grass which needs to be mowed. Mayor Cook asked if Mr. Long was talking about retention basins near the warehouses, and Mr. Long stated all retention basins should be allowed to be "natural". Mayor Cook stated Mr. Long's question could be referred to the Environmental Commission. Mayor Cook stated there has been a significant increase in runoff the last few years, and decisions made by townships upstream can greatly affect flooding to other townships downstream. Ms. Goetz stated she will look into if the State has best management practices concerning retention basins, and she agreed with Mr. Long about the retention basins looking "natural." Mayor Cook thanked Mr. Long for his input and suggestions.

There being no further comments, the Mayor closed the public part of the meeting.

Mayor's Notes

Mayor Cook stated the focus of the Township Committee for 2012 will be fiscal responsibility, which is a carryover from the previous administration as well. Mayor Cook stated the Township also as the large dam and bridge project coming up, which will be closely monitored. He stated the Township Committee will continue to assess open space in the Township. Mayor Cook asked if the other members had any comments, and hearing none, asked for a motion to adjourn. On a motion by Mr. Taylor, seconded by Mr. Mulligan, and unanimously carried, the meeting adjourned at 8.42 p.m.

Kathleen R. Cunningham, RMC
Municipal Clerk