

TOWNSHIP COMMITTEE MEETING  
January 24, 2011

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: David Cook, Glenn Johnson, Daniel Mulligan, James Taylor, and Mayor Win Cody. Also present were Denise Marabello, Township Administrator/Director of Finance, Kathleen R. Cunningham, Clerk/Assistant Administrator, and Jean Golisano, Deputy Clerk. Mayor Cody 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 2, 2010 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 2, 2010.
- (3) Was filed on December 2, 2010 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 Committee Minutes of January 10, 2011

On motion by Mr. Taylor, seconded by Mr. Mulligan and unanimously carried, the Regular Committee Minutes of January 10, 2011 were adopted.

Closed Session Minutes of January 10, 2011

On motion by Mr. Taylor, seconded by Mr. Cook and unanimously carried, the Closed Session Minutes of January 10, 2011 were adopted.

Reports and Communications

-- Mayor

Mayor Cody reported the Township Committee met the past two Saturdays (January 15<sup>th</sup> and January 22<sup>nd</sup>) to discuss the Municipal Budget. The meetings went efficiently, and the Township Committee will meet again on Tuesday evening, February 15<sup>th</sup> at 7:30 p.m. to finish the budget for final approval in March. Mayor Cody stated the Committee worked very hard to keep expenses in line, and considering increases in costs of pensions and health benefits, will be spending less than last year while maintaining the same services. Mayor Cody stated the final number of the Township's valuation is not yet available, but the Township has seen a decrease in commercial rates and the rate may need to be adjusted. Major expenses facing the Township this year include the Brainerd Lake Dam repair, the Liberty Bridge, COAH, and costs incurred from the excessive snow removal this season.

Mayor Cody reported delayed openings or closings for Township offices due to inclement weather will be based on the recommendations of the State of New Jersey, i.e. if the State has a two-hour delay, Cranbury Township will have a two-hour delay. Mayor Cody stated he and Mr. Mulligan will meet with the School Board on January 26 to maintain a dialogue between the School Board and the Township.

Concerning the Township Committee's 2011 goals, Mayor Cody stated the beginning of the year was the time for the Committee to report their goals for the year. Mayor Cody's goals

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Reports and Communications (continued)

include maintaining spending while keeping services, as well as implementing the Master Plan. Mr. Mulligan stated he and the Technology Subcommittee will be working on computers for the Police Department and the Township. An immediate need for the Police Department will be the purchase of a server, and a second server will be required in the future. Parking, downtown redevelopment and obtaining feedback from businesses in town are other goals cited by Mr. Mulligan. For personal goals, Mr. Mulligan again cited parking and also initiating a discussion on term limits for Boards and Commissions. Mr. Cook stated for 2011 he would like to clearly and concisely address all agenda items. Three goals presented by Mr. Cook include: keeping affordable housing moving in the right direction; second, as liaison with the Township Engineer, working on the Liberty Way Bridge and repairs to the Brainerd Lake Dam; and lastly parking in town and working closely with the County and other organizations to preserve the last few properties of significant scale for open space. Mr. Taylor, as liaison to the Police, Fire Department and First Aid Squad, stated he will continue joint meetings with the three departments to coordinate emergency planning. Mr. Taylor reported due to the economy and the decrease in building and renovation in the Township, the trust fund for the Construction Department will be monitored. Mr. Taylor stated his goal for the Parks Commission is to continue supporting the Commission's projects and assignments. For Public Works, Mr. Taylor hopes to see less repair bills when equipment and trucks can be washed in the Pole Barn. Another goal is to have good communication with the residents. Mr. Johnson stated the Human Services Board has vacancies, and as liaison to the Board, he is in the process of finding folks to serve on the Board. For Shade Tree, Mr. Johnson's goal is the successful planting of the substantial number of trees the Township is receiving from the State as part of the reforestation program. Mr. Johnson also stated parking is extremely important for businesses in town. Mayor Cody thanked the Committee for sharing their goals.

Mayor Cody asked Committee Members if there were additional reports. Mr. Mulligan addressed the computers for the Police facility and inquired if the Township has funds set aside for the purchase. Mr. Mulligan stated one server needs to be replaced soon. Ideally, two servers are needed, but one can be replaced now with the funds available. Ms. Marabello stated when the Police Station was built, the Ordinance provided funds be set aside for technology. There is enough from those funds to purchase one server. Also, Mr. Mulligan stated he spoke with Josette Kratz and Jeff Graydon concerning tracking Zoning and Planning projects, and they will coordinate training for Ms. Kratz to train on Mr. Graydon's database. Mr. Mulligan reported a meeting will be set up to examine Township computers to keep the Township up and running. Concerning Scouting, Mr. Mulligan reported the Pinewood Derby was held on January 22, and the Blue and Gold Dinner will be on February 12 at 7 p.m. Mr. Mulligan stated he would be out of town for the annual awards dinner when Webelo Scouts bridge over to Boy Scouts, and requested if perhaps another Committee Member could attend the Dinner.

Agenda Additions/Changes

Ms. Cunningham, Clerk, announced an Eagle Scout Project presented by Mr. Patrick Sockler was added to the agenda.

Ordinance

Second Reading

Cranbury Township Ordinance # 01-11-01

A motion to enter an Ordinance entitled, "Cranbury Township Ordinance # 01-11-01, AN ORDINANCE AUTHORIZING THE UPGRADE OF THE TAX COLLECTOR COMPUTER SYSTEM APPROPRIATING \$7,600 THEREFORE AND AUTHORIZING THE ISSUANCE OF \$7,220 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF" was presented for second reading and final adoption. The Ordinance was published in the Cranbury Press, posted on the Township Bulletin Board and copies were made available to

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Cranbury Township Ordinance # 01-11-01  
(Continued)

the public. The Mayor opened the public hearing on the Ordinance. No one present wished to speak, so the hearing was declared closed. On motion by Mr. Taylor, seconded by Mr. Mulligan, the Ordinance was adopted by a vote:

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

Nays: (None

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 \$7,600, including the sum of \$380 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 \$7,220 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 is the upgrade of the Tax Collector computer system.

(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 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

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Cranbury Township Ordinance # 01-11-01  
(Continued)

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 7 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 \$7,220 and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$760 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.

Cranbury Township Ordinance # 01-11-02

A motion to enter an Ordinance entitled, "Cranbury Township Ordinance # 01-11-02, AN ORDINANCE OF THE TOWNSHIP OF CRANBURY, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, AUTHORIZING THE CONVEYANCE OF A CONSERVATION RESTRICTION TO THE COUNTY OF MIDDLESEX FOR PROPERTY SITUATED AT 178 PLAINSBORO ROAD AND DESIGNATED AS LOT 4 IN BLOCK 24 ON THE CRANBURY TOWNSHIP TAX MAP, was

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Cranbury Township Ordinance # 01-11-02  
(Continued)

presented for second reading and final adoption. The Ordinance was published in the Cranbury Press, posted on the Township Bulletin Board and copies were available to the public. The Mayor opened the public hearing on the Ordinance. No one present wished to speak, so the hearing was declared closed. On motion by Mr. Cook, seconded by Mr. Taylor, the Ordinance was adopted by a vote:

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

Nays: (None

Resolutions

Consent Agenda

Mayor Cody read the Consent Resolutions. He stated Public Works has been doing a great job clearing the roads, but the Temporary Budget needed an increase for snow removal. Mayor Cody asked Committee if there were any questions. Mr. Mulligan inquired if the settlement with Hatch Mott MacDonald was to have Township files returned and that was confirmed. Mr. Johnson stated he noticed Insurance Certificates for each professional's contract, except for Mr. Ghrist. Ms. Cunningham and Ms. Marabello explained that Mr. Ghrist acts on a consulting basis, not as auditor, and does not sign of on anything, thus he has no liability and does not need to provide insurance. With no further questions or comments, on motion offered by Mr. Taylor, seconded by Mr. Mulligan, the following Consent Agenda Resolutions were adopted by vote:

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

Nays: (None

Cranbury Township Resolution # 01-11-022

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 01-11-023

WHEREAS, the tax collector of this municipality has previously issued a tax sale certificate to US Bank Cust for Pro Capital I, LLC which certificate is dated October 14, 2010 covering premises commonly known and referred to as Lot 35 in Block 25 as set out on the municipal tax map then in use which certificate bears number 10-02.

WHEREAS, the purchaser of the aforesaid tax sale certificate has indicated to the Tax Collector that they have lost or otherwise misplaced the original tax sale certificate and have duly filed the appropriate Affidavit of Loss with the Tax Collector, a copy of which is attached hereto.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Cranbury, that the Tax Collector be and is hereby authorized, upon receipt of the appropriately

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Cranbury Township Resolution # R 01-11-023  
(Continued)

executed and notarized Loss Affidavit and the payment of a fee of \$100.00 per certificate, to issue an appropriate duplicate tax sale certificate to the said purchaser covering the certificate lost as previously described all in accordance with the requirements of Chapter 99 of Public Laws of 1997.

BE IT FURTHER RESOLVED that a copy of this Resolution and the Loss Affidavit be attached to the duplicate certificate to be issued to said purchaser and that said duplicate certificate shall be stamped or otherwise have imprinted upon it the word "Duplicate" as required by law.

Cranbury Township Resolution # R 01-11-024

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 2010 as follows:

- a). Edward J. McManimon & McManimon & Scotland, LLC (Bond Counsel Services)
- b). William C. Tanner, P.E. & Van Cleef Engineering Associates (Engineering Services)
- c). Ronald Ghrist, C.P.A., R.M.A. (Financial Consulting Services)
- d). Ruderman & Glickman, P.C. (Labor Attorney Services)

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:

- 1. The Township of Cranbury hereby approves the following firms to provide professional services to the Township during the calendar year 2011:

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Cranbury Township Resolution # R 01-11-024  
(Continued)

- a). Edward J. McManimon & McManimon & Scotland, LLC (Bond Counsel Services)
  - b). William C. Tanner, P.E. & Van Cleef Engineering Associates (Engineering Services)
  - c). Ronald Ghrist, C.P.A., R.M.A. (Financial Consulting Services)
  - d). Ruderman & Glickman, P.C. (Labor Attorney Services)
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 01-11-025

A RESOLUTION OF THE TOWNSHIP OF CRANBURY AUTHORIZING THE  
EXECUTION OF AN AGREEMENT BETWEEN THE TOWNSHIP OF  
CRANBURY AND THE COUNTY OF MIDDLESEX

WHEREAS, the County of Middlesex has established a program to partially fund the proper removal of chlorofluorocarbons and other ozone depleting compounds from household appliances such as refrigerators and air conditioners (hereinafter known as "CFC's") and;

WHEREAS, the County will provide partial funding for a three-year period to municipalities for each appliance form which CFC's were properly recovered; and

WHEREAS, municipalities will be required to properly collect the appliances so as to not inadvertently discharge the CFC's, use an approved vendor to recover the CFC's and to provide documentation of the CFC recovery;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cranbury that the Mayor and Clerk be authorized to execute a three-year Shared Services Agreement covering the CFC Recovery Reimbursement Program between the Township of Cranbury and the County of Middlesex.

Cranbury Township Resolution # R 01-11-026

WHEREAS, Cranbury Township Police Chief Rickey Varga is the designated "Office of Emergency Management's Coordinator ("OEM"); and

WHEREAS, there is a need for a Deputy OEM Coordinator which position was held previously by Sgt. Ryan Dworzanski whose term has expired;

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Cranbury Township Resolution # R 01-11-026  
(Continued)

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cranbury that Sgt. Ryan Dworzanski is hereby appointed, effective January 1, 2011, as Cranbury Township's Deputy OEM Coordinator, term expiring December 31, 2013.

BE IT FURTHER RESOLVED that a duly authenticated copy of this resolution be given to Sgt. Dworzanski and Chief Rickey Varga.

Cranbury Township Resolution # R 01-11-027

RESOLUTION OF THE TOWNSHIP OF CRANBURY, NJ  
A RESOLUTION AUTHORIZING THE RELEASE OF A PERFORMANCE  
GUARANTEE FOR CEDAR BROOK CAFÉ BLK 1.02 LOT 4

WHEREAS, by letter dated October 21, 2010, Cedar Brook has requested the release of their performance guarantee previously posted with the Township in accordance with Planning Board approval and

WHEREAS, the Township Engineer has, in a letter dated January 13, 2011 (attached hereto as "Exhibit A") recommended that the following performance guarantee be released:

Performance Bond	\$ 201,441.60
Cash	\$ 22,382.40

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

It has reviewed, agrees with and hereby accepts all recommendations of the Township Engineer as set forth in "Exhibit A".

1. It hereby authorizes the release of performance guarantees set forth in the Township Engineer's letter referenced above.
2. The Township hereby accepts the public improvements, if any so designated pursuant to the Planning Board's approval.

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 Chief Financial Officer
- (c) Zev Stern
- (d) Township Attorney

Cranbury Township Resolution # R 01-11-028

RESOLUTION OF THE TOWNSHIP OF CRANBURY, NJ  
A RESOLUTION AUTHORIZING THE REDUCTION OF A  
PERFORMANCE GUARANTEE FOR CEDAR BROOK BLOCK 1 LOT 5

WHEREAS, by letter dated October 21, 2010, Cedar Brook has requested the reduction of their performance guarantee previously posted with the Township in accordance with Planning Board approval and



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Cranbury Township Resolution # R 01-11-028  
(Continued)

WHEREAS, the Township Engineer has, in a letter dated January 13, 2011 (attached hereto as "Exhibit A") recommended that the performance guarantee be reduced and the amount that shall be **reduced** is as follows :

Performance Bond	\$ 247,102.75
Cash Deposit	\$ 0.00

WHEREAS, the amount that shall be **retained** until all bonded items are complete as follows:

Performance Bond	\$ 0.00
Cash Deposit	\$ 27,455.86

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

1. It has reviewed, agrees with and hereby accepts all recommendations of the Township Engineer as set forth in "Exhibit A".
2. It hereby authorizes the reduction of performance guarantees set forth in the Township Engineer's letter referenced above.
3. The Township hereby accepts the public improvements, if any so designated pursuant to the Planning Board's approval.

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 Chief Financial Officer
- (c) Zev Stern, Cedar Brook
- (d) Township Attorney

Cranbury Township Resolution # R 01-11-029

RESOLUTION OF THE TOWNSHIP OF CRANBURY, NJ

A RESOLUTION AUTHORIZING THE RELEASE OF A  
PERFORMANCE GUARANTEE FOR BLACK ROCK BLOCK 8 LOT 1.03

WHEREAS, by letter dated February 1, 2008, BlackRock has requested the reduction of their performance guarantee previously posted with the Township in accordance with Planning Board approval and

WHEREAS, the Township Engineer has, in a letter dated May 25, 2010 (attached hereto as "Exhibit A") recommended that the following performance guarantee shall be **released**:

Performance Bond	\$ 380,057.60
Cash Deposit	\$ 42,228.60

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

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Cranbury Township Resolution # R 01-11-029  
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1. It has reviewed, agrees with and hereby accepts all recommendations of the Township Engineer as set forth in "Exhibit A".
2. The Township hereby accepts the public improvements, if any so designated pursuant to the Planning Board's approval.

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. Long, Richard - BlackRock
- d. Township Attorney

Cranbury Township Resolution # R 01-11-030

2011 AMENDED TEMPORARY BUDGET RESOLUTION

WHEREAS, NJSA 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2011 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2011 and

WHEREAS, THE TOTAL APPROPRIATIONS IN THE 2010 Budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2010 budget is the sum of \$9,099,158.34

WHEREAS, 26.25% of the total appropriations in the 2010 Budget exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2010 budget is the sum of \$2,388,529.06

NOW THEREFORE, BE IT RESOLVED that to constitute the 2011 Temporary Budget the following appropriations be made:

20-100-011	Administrative & Executive - S & W	\$46,804.00
	Administrative & Executive -	
20-100-025	OE	\$28,076.00
20-110-011	Mayor & Council - S & W	\$6,486.00
	Finance Administration - S &	
20-130-011	W	\$36,538.00
20-130-025	Finance Administration - OE	\$19,248.00
20-145-011	Tax Collection - S & W	\$5,562.00
20-145-025	Tax Collection - OE	\$3,238.00
20-150-011	Tax Assessment - S & W	\$29,428.00
20-150-310	Tax Assessment - OE	\$14,508.00
20-151-025	Tax Map - OE	\$7,000.00
20-155-025	Legal - OE	\$66,668.00

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Cranbury Township Resolution # R 01-11-030  
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20-165-310	Engineering - OE	\$36,000.00
21-180-011	Planning - S & W	\$12,356.00
21-180-025	Planning - OE	\$50,016.00
21-181-025	Master Plan - OE	\$0.00
21-185-011	Zoning - S & W	\$5,044.00
21-185-025	Zoning - OE	\$7,900.00
21-190-025	Affordable Housing - OE	\$16,532.00
	Fire Official - S &	
22-200-011	W	\$11,556.00
22-200-025	Fire Official - OE	\$1,568.00
22-205-011	HPAC - S & W	\$2,840.00
22-205-025	HPAC - OE	\$1,168.00
	Other Insurance -	
23-210-652	OE	\$45,582.00
	Worker's Comp -	
23-215-651	OE	\$83,496.00
23-220-650	Group Insurance - OE	\$222,332.00
26-315-240	Vehicle Maintenance - OE	\$14,768.00
26-315-301	Vehicle Maintenance - OE	\$24,600.00
25-240-011	Police - S & W	\$483,262.00
25-240-025	Police - OE	\$51,148.00
25-252-025	Emergency Management - OE	\$1,200.00
25-256-025	LOSAP - OE	\$44,000.00
	Fire -	
25-265-600	OE	\$37,725.00
26-290-011	Roads - S & W	\$78,052.00
26-290-025	Roads - OE	\$15,332.00
26-295-011	Shade Tree - S&W	\$760.00
26-295-025	Shade Tree - OE	\$10,532.00
26-305-025	Garbage & Trash - OE	\$8,373.00
26-306-011	Recycling - S & W	\$10,998.00
26-306-025	Recycling - OE	\$2,352.00
26-310-011	Buildings & Grounds - S & W	\$8,484.00
26-310-025	Buildings & Grounds - OE	\$23,800.00
27-330-011	Health - S & W	\$558.00
27-330-025	Health - OE	\$2,100.00
27-335-011	Environmental Commission - S & W	\$790.00
27-335-025	Environmental Commission - OE	\$654.00
27-340-011	Animal Control - S & W	\$576.00
	Animal Control -	
27-340-025	OE	\$3,999.00
27-360-011	Human Services - S & W	\$1,282.00
27-360-025	Human Services - OE	\$3,501.00
28-370-011	Board of Recreation - S&W	\$6,378.00
28-375-011	Parks - S & W	\$11,676.00
28-375-025	Parks - OE	\$5,901.00
41-703-021	Municipal Alliance - Local	\$14,815.31

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Cranbury Township Resolution # R 01-11-030  
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29-390-030	Library - S & W	\$70,154.00
29-390-025	Library - OE	\$57,332.00
31-430-310	Electric - OE	\$17,332.00
31-430-240	Electric - Police	\$12,668.00
	Street Lighting -	
31-435-600	OE	\$29,668.00
31-440-100	Telephone - Admin	\$1,488.00
31-440-310	Telephone - Public Buildings	\$15,000.00
31-445-310	Water - OE	\$6,000.00
	Gas -	
31-446-310	OE	\$8,000.00
31-446-240	Gas - Police	\$3,332.00
31-455-011	Sewer - S & W	\$25,200.00
31-455-025	Sewer - OE	\$102,600.00
31-460-240	Motor Fuel - Police	\$12,000.00
31-460-290	Motor Fuel - PW	\$11,668.00
	Social Security -	
36-472-670	OE	\$70,286.00
36-477-025	DCRP - OE	\$570.00
41-702-025	Municipal Alliance Grant - OE	\$5,166.00
41-703-021	Municipal Alliance - Local	\$5,166.00
	911 -	
42-250-025	OE	\$49,952.00
	Rock Salt Shared Services -	
42-290-025	OE	\$30,000.00
42-306-025	Recycling MCIA - OE	\$15,500.00
42-331-025	County Health Contract - OE	\$4,711.75
42-340-025	Animal Control Shared Service - OE	\$0.00
42-455-025	MCUA - OE	\$106,092.00
42-456-025	MTUA - OE	\$43,749.00
	Municipal Court -	
43-490-320	OE	\$57,332.00

**2011 Temporary Budget Subtotal** **\$2,388,529.06**

**Debt Service:**

	Police Lease	
45-944-026	Interest	\$933.22
45-942-025	EDA Interest	\$450.00
45-935-027	Interest on Jan Note - January	\$46,445.00
	Interest on June Note -	
45-935-028	January	\$17,680.00
44-900-025	Capital Improvement Fund	\$380.00

**2011 Temporary Budget**  
**Total** **\$2,454,417.28**

TOWNSHIP COMMITTEE MEETING  
January 24, 2011

Cranbury Township Resolution # R 01-11-031

Resolution Authorizing Mayor and Clerk to  
Execute Agreement with Hatch Mott MacDonald

WHEREAS, the Township of Cranbury and Hatch Mott MacDonald have reached an amicable agreement;

NOW, THEREFORE, BE IT RESOLVED, the Mayor and Clerk are hereby authorized to execute said agreement on behalf of Cranbury Township; and

BE IT FURTHER RESOLVED, a duly authenticated copy of this resolution be sent to Hatch Mott MacDonald.

Resolution

Mayor Cody asked Ms. Marabello give the public some background information on the update to the Personnel Policy Manual. Ms. Marabello explained the compressed work week was offered last year on a trial basis to employees who wished to work four days. Ms. Marabello stated the compressed work week allows the Township to have extended hours for the public, while allowing employees working the four-day week to have Fridays off. Other employees not interested in working longer days are able to keep the five-day work schedule. The schedule is now being made permanent since employees and the Township would like to continue the schedule. Residents appreciate the extended hours, and Ms. Marabello stated no complaints have been received. Mayor Cody inquired if offices are covered, and Ms. Marabello stated all offices are covered, except for the rare occurrence of a vacation day, but another office would provide coverage. On a motion by Mr. Taylor, seconded by Mr. Johnson, the following Resolution was adopted by vote:

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

Nays: (None

Cranbury Township Resolution # R 01-11-032

TOWNSHIP OF CRANBURY

RESOLUTION TO AUTHORIZE AMENDMENT TO THE TOWNSHIP'S EMPLOYEE  
PERSONNEL POLICY MANUAL DATED MAY 3, 2010

WHEREAS, the Personnel Subcommittee has recommended to the Township Committee that the Township Employee Personnel Policies Manual be amended to provide a mechanism for those full time employees who wish to work four days per week, excluding Fridays; and

WHEREAS, this schedule was implemented on a trial basis and was found to be successful; and

WHEREAS, the Township Committee has determined to approve the recommended procedure, provided that it is administered in a manner that will not have a detrimental effect on any Township Department or function; and

TOWNSHIP COMMITTEE MEETING  
January 24, 2011

Cranbury Township Resolution # R 01-11-032  
(Continued)

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Cranbury in the County of Middlesex that *Article 9: Working Time and Attendance on Job; Overtime*, of the Township's Employee Personnel Policy Manual be amended as follows:

1. The following new provision shall be inserted as the final paragraph of Section 2 of Article Nine:

An employee may choose to work four days per week (Monday through Thursday), provided the employee's department head has determined that the modified schedule will not have a detrimental effect on the employee's department or any other Township department. Upon such determination, the employee's work schedule shall be as follows:

Schedule:

Monday	8:00 am – 7:00 pm (1 hour lunch)
Tuesday	8:00 am – 5:00 pm (1/2 hour lunch)
Wednesday	8:00 am – 5:00 pm (1/2 hour lunch)
Thursday	8:00 am – 4:30 pm (1/2 hour lunch)
Friday	Off

The schedule applies twelve months per year and is effective as of January 1, 2011. In the event the needs of the Township require it, the department head or the Administrator may determine that a particular employee's responsibilities require a return to the standard schedule or the use of a flex time schedule on a temporary or permanent basis.

The employee must maintain a 35 hour work week. Therefore, if a 7 hour paid holiday falls on a Monday then the employee needs to make up the other 3 hours during that week. If a 7 hour paid holiday falls on a Friday then the employee will be allowed to take off 7 hours on a Tuesday, Wednesday or Thursday as approved by the department head. If, for any other reason, the employee needs to take off on a Monday, Tuesday, Wednesday or Thursday then he or she will be charged 10, 8.5, 8.5 or 8.0 hours respectively of sick, personal or vacation leave.

Reports from Township Staff and Professionals

--Administrator's Report

Ms. Marabello reported a DEP Land Use Regulation Application Form for Liberty Way Bridge was received which would allow the County to apply to the Department of Environmental Protection to allow the County to move forward on the Liberty Bridge. Ms. Marabello stated her hesitation to sign the form because it would look like the Township wanted to proceed with the Bridge. However, signing the form would allow the County to apply for the permit. If we don't sign the form, we will not be in compliance with the original agreement, and per the Township Attorney, if we don't sign the form, we would be standing in the way of the County applying for the permit. Mayor Cody stated signing the form is a formality showing the County and the Township were in agreement at one time. The County can still talk with the DEP, and signing the form doesn't mean the Township is approving the project, but gives the County the right to explore the original project as presented to the DEP. On a motion by Mr. Cook, seconded by Mr. Taylor, approval was granted to sign the form, by the following vote:

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

Nays: (None

TOWNSHIP COMMITTEE MEETING  
January 24, 2011

Reports from Township Staff and Professionals (Continued)

-- Clerk/Assistant Administrator's Report

Ms. Cunningham reported a grant in the amount of \$13,000 is being given from the Smart Energy Program for new lights for the Public Works Building, and stated the lights will be installed in mid-February. Ms. Cunningham also stated she received a phone call saying grants of \$50,000 for this year and \$125,000 for next year are available for additional work on Township buildings. The storm windows in Town Hall need to be replaced. Ms. Cunningham stated she applied to the County in October for a \$100,000 grant for that purpose. Since there has been no decision by the County as of this date, Ms. Cunningham stated she will also apply for a Smart Energy Grant for the windows.

Work Session

--Mr. Josh Diamond presented to the Township Committee his proposed Eagle Scout Project. Mr. Diamond is proposing to build a Patrol Readiness Room in the Cranbury Police Department. Shelving will be installed in an office for radios, gear bags and other miscellaneous gear. The project will also include removing shelving in the alcove and installing hooks for coats and keys. The area will be neatly organized and be safer without gear on the floor. Sergeant Ryan Dworzanski was present and stated Mr. Diamond contacted the Police Department saying he was interested in working on a project for the Police. Sergeant Dworzanski stated the Police Department supports the project. On a motion by Mr. Taylor, seconded by Mr. Cook, Mr. Diamond's proposed Eagle Scout project was approved by the following vote:

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

Nays: (None

--Mr. Patrick Sockler then presented his proposed Eagle Scout Project to the Committee. Mr. Sockler is proposing to eradicate invasive multiflora on the West Property. Mr. Sockler explained the project is time sensitive because of the need to pull out the prickly rose bushes before the bushes have time to reseed. The project also includes updating the kiosks by the entrance to the West Property and by the trails by adding a map of the property showing the trails, benches and parking lot, as well as marking indigenous trees on the property. The goal is to identify at least eight trees. The Environmental Commission sent a letter supporting Mr. Sockler's project. On a motion by Mr. Cook, seconded by Mr. Taylor, Mr. Sockler's project was approved the by the following vote:

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

Nays: (None

The Township Committee commented Cranbury Township is lucky to have the Scouts performing such worthy projects for the Township.

Reports from Township Boards and Commissions

--Ms. Bonnie Larson of the Citizen's Committee on Cable Television reported to the Committee the new Franchise Comcast Cable Agreement states the Township receives \$12,000 for technology over the course of the 15-year agreement. The Township is investigating the

TOWNSHIP COMMITTEE MEETING  
January 24, 2011

Reports from Township Boards and Commissions (Continued)

(Ms. Larson cont'd)

possibility of a scrolling calendar for the Township on the local Comcast channel. Ms. Larson contacted Comcast to check on the availability of the funds. Ms. Smeltzer, former Township Administrator had reported in the past the funds received from Comcast were franchise fees, not the technology fee. Ms. Larson spoke with Mr. Rob Clifton at Comcast who reported he is putting the check for the Township in the mail today. Ms. Larson will contact Comcast to determine how to do the scrolling calendar, and she will report back to the Township Committee as soon as she has details on costs or requirements needed for the calendar. Ms. Larson stated since 1995, no other Township Committee seemed interested in the utilizing the technology fee. The Township receives a franchise fee of approximately \$12,000 each year from Comcast and a small amount of about \$600 from Verizon. The Township is currently in the sixth year of a 15-year contract with Comcast. The technology fee is a one-time fee for the life of the agreement. Mr. Mulligan offered his technical assistance to Ms. Larson for the scrolling calendar, and acknowledged Mr. Johnson for addressing this topic at the budget meeting.

--Ms. Bobbie Marlowe, Chairperson for the Historic Preservation Commission presented to the Township Committee the new Design Guidelines, which are strictly guidelines to accompany an ordinance adopted quite some time ago. The Design Guidelines help identify the styles and characteristics of architecture in the Township. Ms. Marlowe explained there were printing problems with the text of the Design Guidelines, and the Commission does not want to release it until the printing is corrected. The Commission is seeking the Committee's guidance on how to proceed. The original goal was to have the Guidelines printed, but because the printing is so costly, only a few copies will be printed for distribution in the Library, History Center, and Town Hall. A copy will also be posted on the Township website. Mayor Cody inquired if the Design Guidelines are an aid, and Ms. Marlowe stated the guidelines are not enforceable. Mr. Taylor inquired if HPC refers to the Design Guidelines, and Ms. Marlowe replied HPC refers to the ordinance. Mayor Cody stated as long as there are no changes to the ordinance, the Design Guidelines could be publicized. As soon as the text printing problem is resolved, the Design Guidelines will be saved as a PDF file for publication.

Concerning the Historic Preservation Commission's year-end report, Ms. Marlowe reported there were 72 completed applications with no outstanding decisions. Mr. Taylor commented he was disappointed that the State of New Jersey does not have any type of tax credit for historic renovations. Concerning education training for members, Ms. Marlowe stated it is important to maintain on-going education each year. The Commission is trying to send one or two people, especially for green technologies, and stated new materials are available all the time. As a community, the Township needs to address "going green", and stated the Township is fortunate the houses on Main Street do not face the right direction for solar panels. Ms. Marlowe reported the Commission is happy to have a new member, Debbie Driscoll, who has excellent qualifications and experience to bring to the Commission. Ms. Marlowe then inquired why the location of HPC's meetings was changed from the Gourgaud Gallery to the Second Floor Conference Room. The conference room is smaller than the Gourgaud Gallery and does not accommodate the applicants as well. Ms. Marabello replied the Committee agreed that all meetings would be held in the Second Floor Conference Room. If the Conference Room is not adequate for the amount of people, the meeting could be moved downstairs to the Gallery. Ms. Cunningham stated the Gallery was given to the Township by Baroness Gourgaud with the intent it be used for the purpose of art. Ms. Cunningham stated previous Township Committee members did not want the Town Hall Meeting Room used because they wanted to keep it in pristine condition. Ms. Marlowe explained the room was just adequate for the number of people at their last meeting. Typically, applicants come with architects, builders and plans. The room has barely enough seats for members. The Gallery has more room and is more comfortable, stated Ms. Marlowe, who then asked Mr. Johnson for his opinion of the space. Mr. Johnson stated the room was adequate for that meeting. The consensus of the Committee was the Second Floor Conference Room is to be used, and if it becomes too crowded, the meeting could be moved to the Gourgaud Gallery. Ms. Marlowe concluded her presentation by stating she



TOWNSHIP COMMITTEE MEETING  
January 24, 2011

Reports from Township Boards and Commissions (Continued)

(Ms. Marlowe cont'd)

would return when HPC has a corrected copy of the Design Guidelines for the Township Committee to review.

Public Comment

The Mayor opened the meeting to public questions and comment. Mr. Brian Schilling, Griggs Road, stated he appreciated Ms. Cunningham's knowledge of the Township's history. There being no further public comment, Mayor Cody asked for a motion to adjourn the meeting.

On motion by Mr. Taylor, seconded by Mr. Mulligan and unanimously carried, the meeting adjourned at 8:20 p.m.

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Jean Golisano, Deputy Clerk