

TOWNSHIP COMMITTEE MEETING
August 22, 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, and Jay Taylor. Mr. Dan Mulligan and Mayor Win Cody were absent, and Mr. Cook led the meeting. Also present were Denise Marabello, Township Administrator; Kathleen R. Cunningham, Clerk/Assistant Administrator, and Jean Golisano, Deputy Clerk. Mr. 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 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 Township Committee Minutes of July 25, 2011

On motion by Mr. Johnson, seconded by Mr. Taylor and unanimously carried (with Mr. Mulligan and Mayor Cody being absent), the Regular Township Committee Minutes of July 25, 2011 were adopted.

Reports and Communications

-- Mayor

As Acting Mayor, Mr. Cook stated he would give his report at this time. He thanked Mr. Jerry Thorne, Public Works Manager, and his staff for their efforts during the recent heavy rains. Mr. Cook reported Cranbury had 13 inches of rain over the month, and Mr. Thorne's diligence in checking the dam prevented flooding on Main Street.

Mr. Cook reported the Township has met the Green Acres' stipulations concerning the Reinhardt North Property and should soon receive \$400,000 to \$450,000 of funding. Once the funds are received, the purchase of the property will be totally paid for by non-Township funds.

Mr. Cook reported the Sidewalk Snow Removal Ordinance will be discussed this evening and there will be opportunity for public comment. However, the Riparian Ordinance listed on the Agenda is scheduled for Second Reading and Public Comment on September 12th.

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Reports and Communications

-- Mayor

Mr. Cook reported there is a small section of Old Trenton Road collapsing over a drainage pipe near the Cranbury Swim Club. The Township Engineer viewed the roadway and has sent a letter to the Middlesex County Engineer's office for review. Mr. Cook also reported the Township Engineer is looking for grants to fund road repairs for Brickyard Road, Main Street and Petty Road.

-- Members of Committee

Mr. Johnson reported he had been contacted by the Human Services Board concerning a problem with the phone in the Senior Center. Previously the phone could take incoming calls and only the emergency 911 for outgoing calls. Mr. Johnson stated many of the seniors who use the Senior Center are dependent on others for rides and need to use the phone. Mr. Marabello, Township Administrator, confirmed the phone system has since been changed to allow outgoing calls.

Mr. Taylor reported the following construction permits were issued for the month of July: 17 building permits totaling \$6,405.00; 21 electrical permits totaling \$1,457.00; 26 plumbing permits totaling \$1,288.00; and five (5) fire permits totaling \$300.00. The inspections for July are: 66 building, 44 electrical, 27 plumbing and 21 fire inspections. There were 25 residential and 14 non-residential Certificates of Approvals.

Mr. Cook stated the Township Committee keeps track of the permit fees because the fees currently pay the inspectors' salaries. If the fees continue to decrease, inspectors' salaries will need to come from taxes.

For Public Works, Mr. Taylor reported a hydraulic pump and corroded wiring were replaced in the 2003 Dump Truck at a cost of \$1,500. The Phase monitor and relays were replaced in the Cranbury Brook Pump Station for \$1,809.

Mr. Taylor reported on chipping in the Township: 173 "first violation" chipping notices were sent on July 6th, and on July 12th, 96 "first violation notices" were sent. On August 10th, a total of 55 violation notices were mailed (31 "first" and 24 "second" notices). Mr. Taylor reported the back hoe was repaired for a leaking hydraulic tank and new seals in the front axels at a cost of \$3,100.

For the monthly Police Department Traffic Statistics, Mr. Taylor reported a total of 146 traffic summons were issued, of which 21 were for speeding violations. The Top summons locations were Route 130, Main Street, and Plainsboro Road. The top speeding summons locations were Plainsboro Road, Main Street and Route 130. Overtime man hours for July totaled 154 hours; year-to-date overtime man hours total 1,270.5 hours. Contributing factors to overtime is the extended loss of one officer due to surgery for an unrelated work injury, and a second officer is also out with similar circumstances. Mandatory CPR/AED re-certification was conducted in July.

Mr. Taylor reported there were 32 crashes during the month. He stated the Old Trenton Road widening project has been completed. The "Over the Limit Under" Campaign begins on August 19th. This grant-driven DWI campaign funds DWI patrols through September 5th. For the Detective Bureau, Mr. Taylor reported there were five (5) new criminal investigations, five (5) new administrative investigations, and four (4) closed administrative investigations.

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Reports and Communications

--Members of Committee (Mr. Taylor continued)

Mr. Taylor reported Lt. Dillane has completed CERT Instructor Training and is now a certified CERT Program Manager. There was no report for the Office of Emergency Management. There were eight (8) bicycle patrols. For primary incidents, there were 14 arrests, four (4) Driving While Intoxicated, one (1) assault, three (3) burglaries, two (2) theft/shoplifting, six (6) warrants, three (3) CDS (drugs), and 65 unfounded burglar alarms.

Mr. Taylor reported Police Department mileage of 9,954, July expenditures of \$4,979.60 and year-to-date expenditures of \$20,068.33. Car #24 required engine wiring harness, an ABS module and wiring headlamp harness. Car #16 required the replace of the AC drier and vacuum, and the AC system recharged. Cars #10 and #20 required new batteries.

Mr. Johnson asked Mr. Taylor if the mileage amount is from the odometer. Mr. Taylor stated the mileage is from the odometer and does not reflect idling time, and stated the wear and tear on the vehicles is much greater than the mileage reflects.

--Township Boards and Committees

Finance Subcommittee

Ms. Denise Marabello, Director of Finance, presented a budget review for the First and Second Quarters of 2011. A copy of the PowerPoint presentation is attached as Addendum A. Ms. Marabello stated the largest areas of Township expenses include safety and insurance and stated the Township is operating at slightly half of its yearly budget. She stated some departments, like Public Works, typically wait until the second half of the year to assess the budget before making necessary expenditures. Ms. Marabello stated the Township Committee was very careful when reviewing the budget and assessing every department's needs. She reported the Township is receiving less hotel tax revenue because of lower occupancy and also bank interest dropped ½%. Ms. Marabello reported Fire Official fees are not being paid quickly. She stated the Township surplus is important and stated \$1.7 million surplus was used to manage this year's budget. Ms. Marabello stated the Township is in a good position as operating expenses are in line, revenues are only slightly below, and the Township is being responsible managing the budget. She stated two areas of concern are the declining surplus and the decline in assessed values. Ms. Marabello reported budget reviews will start in September.

Mr. Cook asked about the effect of bank interest declining ½%. Ms. Marabello stated the budget is prepared anticipating revenues based on what was collected the previous year, and revenue will be less than anticipated. If that revenue is not made up in another area, the difference will need to come from the surplus. Mr. Johnson asked if the Township is looking at other banks, and Ms. Marabello reported the Township currently has two (2) banks analyzing Township accounts. Mr. Taylor reported the Township conducted a competitive process with banks last year, and First Constitution, where Township accounts are currently held, came in as the most competitive bank. However, the Township is now looking again at other banks for competitive rates. Ms. Marabello stated interest rates are low; however, it would be beneficial to go with another bank for a higher rate even for a six (6) month period.

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--Township Boards and Committees
Finance Subcommittee (Continued)

Mr. Cook stated almost everyone realizes the economy is no better than last year, and the 2012 budget process will be difficult. Mr. Cook stated there will be a loss in property tax given the assessed value of land has decreased. Mr. Cook stated the School Board is a separate component, and the Township has no control over the school taxes; however, the Township Committee tries to assess the aggregate effect on the Township by the amount in revenues the school tries to raise and then assess what the Township has to do. He stated the Township Committee will be looking at cutting costs wherever possible, taking into consideration first the safety and then the functioning of the Township. Mr. Cook reported the Township Committee will be working on the budget in January and welcomes the public's input. He asked the other Township Committee members for their comments. Mr. Taylor explained the budget numbers to the public stating the Township used \$1.7 million of surplus and reported, after much discussion at budget time on the amount to be received from the state, will receive approximately \$500,000 in state aid. Mr. Taylor reported this year the Township will have a loss in reserves of approximately \$1.5 million coming into next year. Mr. Taylor reported \$2 million must remain for the Township to maintain its "AAA" bond rating, and \$1 million is set aside to cover tax appeals. The Township will incur debt with the repairs of the dam, necessitating the AAA bond rating, thus leaving the Township \$1.4 million in reserve to offset the tax rate next year. He stated the Township has approximately \$300,000 less in surplus to offset the tax rate than used this year.

Mr. Taylor stated all of the Township Boards do a fantastic job volunteering for the Township, and stated all Boards and Committees need to look for grants and funding wherever possible. Mr. Taylor reported Ms. Kathleen Cunningham, Clerk, will assist the Boards with grants.

Mr. Taylor reported there are tax appeals in the amount of \$1.4 million in the Courts now, and only \$1 million was allocated for appeals. Mr. Taylor stated he does not want to raise taxes, and will look at ways to cut next year's budget. He reported the police contract is currently being negotiated, dispatch is being reviewed, and the cost of bringing the Court back to Cranbury was examined and determined to not be profitable. He reported the Fire House gutter project has been completed and came in under budget. Mr. Taylor stated Cranbury is not in a good financial position, and the economy is poor. Until the Master Plan is adopted, the Township will not be seeing any new construction and new buildings will not come on line for tax revenue purposes for the next three (3) years if the master plan is approved today. Mr. Cook stated the Township's surplus was generated from past construction. On a positive note, the two (2) major expenditures for repairs to the dam and sewer system can be currently handled without the Township borrowing money. Mr. Cook stated he does not want to start borrowing to manage the budget as other municipalities do. He then opened the discussion for public comment.

Mr. Robert Dillon, Hightstown Cranbury Station Road, stated the municipal employees' salary increases should be tied to the State's increases. He stated his taxes increased 8% last year. Ms. Marabello stated the municipal tax increase was \$0.02, while the County rate increased by \$0.04, and the school rate also increased by \$0.04.

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--Township Boards and Committees

Finance Subcommittee

(Mr. McGovern continued)

Mr. Fran McGovern, Washington Avenue, asked if the surplus included operating surplus or money that is unbudgeted income the Township has. Mr. McGovern inquired about the \$2 million reserve required by the bond company for the Township to maintain the bond rating, are unallocated funds? Mr. McGovern asked if the Township has a capital reserve budget. Ms. Marabello explained the Township has a capital budget. If the Township needs to make a capital purchase, an ordinance is done to fund the purchase through notes or bonds or by pulling from the capital surplus. Ms. Marabello clarified there is no capital reserve budget. Mr. McGovern asked if the \$40 million ceiling mentioned by Ms. Marabello is a line of credit, and Ms. Marabello confirmed it is a line of credit with the State.

Mr. Cook asked about the \$1 million for tax appeals, and Ms. Marabello confirmed the \$1 million is set aside at the Tax Assessor's request in case it is needed.

Mr. Robert Dillon, Hightstown-Cranbury Station Road asked if the sewer project is for expansion of the sewer. Ms. Marabello explained the sewer pump system is old and requires maintenance and improvements and is not being extended.

Agenda Additions/Changes

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

Ordinance

Second Reading

Cranbury Township Ordinance # 07-11-16

An Ordinance entitled, Cranbury Township Ordinance # 07-11-16, "AN ORDINANCE OF THE TOWNSHIP OF CRANBURY, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, ESTABLISHING SIDEWALK SNOW REMOVAL PROCEDURES" 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 available to the public. Mr. Johnson stated he was in favor of the Ordinance. However, he would have preferred the Ordinance have penalties attached, and will support the Ordinance as presented. Mr. Taylor stated he supports the Ordinance and stated he feels fines were not necessary. Mr. Taylor stated as evidenced by the Chipping Ordinance, residents respond to warning notices. Mr. Cook agreed, stating penalties were not necessary; however, the Ordinance gives the Police Department the ability to address sidewalk snow on Main Street and Plainsboro Road. Ms. Cunningham, Clerk, read an e-mail addressed to the Township Committee from Mrs. Mary Speer, South Main Street, expressing her strong support of the Ordinance. Mr. Cook then opened the public hearing on the Ordinance. Hearing no public comment, Mr. Cook asked for a motion. On motion by Mr. Taylor, seconded by Mr. Johnson, the Ordinance was adopted:

Ayes: (Johnson
(Taylor
(Cook

Abstain: (None
Absent: (Cody
(Mulligan

Nays: (None

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Ordinance
Second Reading

Cranbury Township Ordinance # 05-11-13

AN ORDINANCE DESIGNATING RIPARIAN ZONES AND PROVIDING FOR
LAND USE REGULATIONS TO PROTECT STREAMS, LAKES AND
OTHER SURFACE WATER BODIES OF CRANBURY TOWNSHIP

A motion to enter an Ordinance entitled, Cranbury Township Ordinance # 05-11-13, "AN ORDINANCE DESIGNATING RIPARIAN ZONES AND PROVIDING FOR LAND USE REGULATIONS TO PROTECT STREAMS, LAKES AND OTHER SURFACE WATER BODIES OF CRANBURY TOWNSHIP," 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 available to the public.

Ms. Cunningham, Municipal Clerk, announced this Ordinance was introduced in May. The Ordinance was referred to the Environmental Commission and Planning Board for recommendations. The Ordinance will be presented for Second Reading and public comment on September 12, 2011 at 7:00 p.m.

Before moving on to the Consent Agenda, Mr. Cook announced Senator Linda Greenstein was present in the room. Mr. Cook welcomed Senator Greenstein and stated the Township Committee would complete Township business before she addressed the public.

Resolutions
Consent Agenda

Mr. Cook asked if the Township Committee wished to address any of the Consent Resolutions separately. The Township Committee decided to address Cranbury Township Resolution # R 08-11-099, "Personnel Policy and Procedures Manual" separately. Mr. Cook stated the Personnel Resolution does not specify the proposed changes to the Manual. Mr. Taylor requested the Personnel Manual Resolution be addressed separately so he could explain the changes to the public.

Mr. Cook asked for a motion to adopt the Consent Agenda, with the exception of the Personnel Manual. On a motion by Mr. Taylor, seconded by Mr. Cook, the following Consent Agenda Resolutions were adopted by vote:

Ayes: (Johnson
(Taylor
(Cook

Abstain: (None
Absent: (Cody
(Mulligan

Nays: (None

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Cranbury Township Resolution # 08-11-098

NOW, THEREFORE, BE IT RESOLVED, by the Township of Cranbury that all bills and claims as audited and found to be correct be paid.

Cranbury Township Resolution # R 08-11-100

RESOLUTION APPOINTING LINDA SCOTT
CLEAN COMMUNITIES COORDINATOR

WHEREAS, Linda Scott has ably served as Clean Communities Coordinator for Cranbury Township for four years; and

WHEREAS, a formal appointment is now required to be made;

BE IT RESOLVED, that the Township Committee of the Township of Cranbury does hereby appoint Linda Scott, Clean Communities Coordinator for the Township of Cranbury; and

BE IT FURTHER RESOLVED, that the Township Clerk forwards a certified true copy of this resolution to the State of New Jersey Office of Recycling, Cranbury Township Administrator, and Linda Scott.

Cranbury Township Resolution # R 08-11-101

RESOLUTION SUPPORTING THE
"OVER THE LIMIT UNDER ARREST 2011 STATEWIDE CRACKDOWN"

WHEREAS, impaired drivers on our nation's roads kill someone every 30 minutes, 50 people per day, and almost 18,000 people each year; and

WHEREAS, 25% of motor vehicle fatalities in New Jersey are alcohol-related; and

WHEREAS, an enforcement crackdown is planned to combat impaired driving; and

WHEREAS, the summer season and the Labor Day holiday in particular are traditionally times of social gatherings which include alcohol; and

WHEREAS, the State of New Jersey, Division of Highway Traffic Safety, has asked law enforcement agencies throughout the State to participate in the *Over the Limit Under Arrest 2011 Statewide Crackdown*; and

WHEREAS, the project will involve increased impaired driving enforcement from August 19 through September 5, 2011; and

WHEREAS, an increase in impaired driving enforcement and a reduction in impaired driving will save lives on our roadways;

THEREFORE, BE IT RESOLVED, that Cranbury Township declares its support for the *Over the Limit Under Arrest 2011 Statewide Crackdown* from August 19 through September 5, 2011 and pledges to increase awareness of the dangers of drinking and driving.

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Cranbury Township Resolution # R 08-11-102

A RESOLUTION AUTHORIZING THE EXECUTION
OF A CONTRACT FOR THE PROVISION AND INSTALLATION
OF 2,556 TREES AT THE HAGERTY PROPERTY.

WHEREAS, the New Jersey Turnpike Authority has undertaken a Project familiarly known as the "New Jersey Turnpike Widening Project: Interchanges 6 to 9" ("Project"), involving property in the Township of Cranbury; and

WHEREAS, said Project requires the deforestation of certain trees and other vegetation along the turnpike both on publicly-owned and privately-owned properties, which deforestation triggers the provisions of the "New Jersey No Net Reforestation Act", N.J.S.A. § 13:1L-14.2 et seq; and

WHEREAS, the Township of Cranbury has revenue from the New Jersey Turnpike Authority pursuant to the provision of statute for the reforestation of trees in the Township; and

WHEREAS, the Township of Cranbury requires the services of a company for the purchase and installation of 2,556 trees at the Hagerty Property; and

WHEREAS, the Township of Cranbury has authorized the acceptance of bids for the purchase and installation of such trees; and

WHEREAS, the lowest responsible bid was submitted by Andy-Matt, Inc., 11 Scrub Oak Road, Mine Hill, NJ 07803 in the total lump sum amount of \$431,964.00; and

WHEREAS, Andy-Matt, Inc. will provide and plant 2,556 trees on the Hagerty Property; and

WHEREAS, the Township wishes to enter into an agreement with Andy-Matt, Inc. to provide these services; and

WHEREAS, the Township Attorney has reviewed the qualifications of Andy-Matt, Inc., and has recommended that the contract be awarded to Andy-Matt, Inc. and;

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

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 Andy-Matt for the purchase and installation of 2,556 trees on the Hagerty Property, and

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Cranbury Township Resolution # R 08-11-102
(Continued)

2. A copy of this agreement will be made available for public inspection in the Township Clerk's office during regular business hours.

Cranbury Township Resolution # R 08-11-103

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

WHEREAS, the Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Township Committee has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Middlesex; and

NOW, THEREFORE, BE IT RESOLVED on this 22nd day of August, 2011, that the Township of Cranbury, County of Middlesex State of New Jersey, hereby recognizes the following:

1. The Township Committee does hereby authorize submission of an application for the Cranbury Municipal Alliance grant for calendar year 2012 in the amount of \$5,166.
2. The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant including the administrative compliance and audit requirements.

Cranbury Township Resolution # R 08-11-104

A RESOLUTION APPROVING A CHANGE ORDER TO
THE TOWNSHIP'S PROFESSIONAL SERVICES AGREEMENT
WITH PHILLIPS, PREISS, GRYGIEL INC.

WHEREAS, a professional services agreement was awarded to Phillips, Preiss, Grygiel, Inc. for a not to exceed amount of \$13,500 on March 25, 2011; and

WHEREAS, the Township Committee has recommended a change order for the revision of the Master Plan, which would increase the agreement by \$36,500; and

WHEREAS, the Director of Finance has certified said funds are available;

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

1. Change Order for the survey is hereby approved.

TOWNSHIP COMMITTEE MEETING
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Cranbury Township Resolution # R 08-11-104
(Continued)

2. This Resolution, when counter-signed by Phillips, Preiss, Grygiel, Inc. shall serve as an amendment to the original Professional Services Agreement for the purpose of increasing the Professional Services Agreement by \$36,500 and confirming that the new amount, including all change orders will not exceed \$50,000.

Cranbury Township Resolution # R 08-11-105

A RESOLUTION APPROVING A CHANGE ORDER TO
THE TOWNSHIP'S PROFESSIONAL SERVICES AGREEMENT
WITH SHROPSHIRE ASSOCIATES

WHEREAS, a professional services agreement was awarded to Shropshire Associates for a not to exceed amount of \$2,000 on March 25, 2011; and

WHEREAS, the Township Committee has recommended a change order for the revision of the Master Plan, which would increase the agreement by \$5,500; and

WHEREAS, the Director of Finance has certified said funds are available;

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

1. Change Order for the survey is hereby approved.
2. This Resolution, when counter-signed by Shropshire Associates shall serve as an amendment to the original Professional Services Agreement for the purpose of increasing the Professional Services Agreement by \$5,500 and confirming that the new amount, including all change orders will not exceed \$7,500.

Resolution

Cranbury Township Resolution # R 08-11-099

The following discussion was held by the Township Committee prior to the vote:

Mr. Taylor explained the Personnel Manual is reviewed every year to ensure compliance with the law. He stated there were a number of items he recommended be updated this year, as follows: Work Place Policies (Page 12, Article 7, Section 5) "Donations, Gifts, Gratuities and Contributions" has always been specific to employees and is being updated to apply to Boards and Officials. On Page 13, Article 7, Subsection 9 was created to state officials sitting on boards or committees may not act as consultants thus avoiding the appearance of impropriety. Page 14, Article 9, Section 2 concerning working time for police officers was never specific in the manual and is now updated to include police hours are subject to contractual specifications in the CBA. On Page 39, Article 6, "Paid/Unpaid Time Off", Section 3 was added to state employees who tend their resignation prior to the adoption of the Salary Ordinance may not receive a salary increase that year. Mr. Taylor explained this was always an unwritten policy, however, it

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Cranbury Township Resolution # R 08-11-099
(Continued)

will now be included in the Personnel Manual Page 39, Article 2, Section 1 under Education, Tuition has been clarified to read \$3,000 for the Township in total. Mr. Taylor stated, although not in the Personnel Manual, he would like to see in the future yearly salary increases become effective upon the adoption of the Salary Ordinance and not be retroactive to January 1. This would eliminate retroactive checks. He stated this would only impact employees the first year and would remove the retroactive payment process. Mr. Taylor stated this would not be in the Personnel Manual, but he would like the Township Committee to consider changing it. Mr. Cook asked if the Salary Ordinance would address the change in date, and Ms. Marabello stated the effective salary date would be the date the Township Committee decided.

On a motion by Mr. Johnson, seconded by Mr. Taylor, the following Resolution was adopted by vote:

Ayes: (Johnson
(Taylor
(Cook

Abstain: (None
Absent: (Cody
(Mulligan

Nays: (None

TOWNSHIP OF CRANBURY
COUNTY OF MIDDLESEX

WHEREAS, Cranbury Township adopted a Personnel Policy and Procedures Manual on April 28, 2008; and

WHEREAS, the Municipal Excess Liability Fund requires the Township to make changes to the Manual and have its Personnel Attorney review any changes very year; and

WHEREAS, the Township Committee, as appropriate authority, for the purpose of administration of its employees, may be resolution, adopt any and all changes made to the Personnel Policy and Procedures Manual; and

WHEREAS, pursuant to certain new rules and regulations concerning said Manual, comprehensive revisions to the Manual have been added;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that the Personnel Policy and Procedures Manual is hereby adopted by this Resolution and a new copy shall be kept in the Office of the Township Clerk and one copy distributed to each employee of the Township of Cranbury; and

BE IT FURTHER RESOLVED that the Township Administrator and Township's Personnel Attorney are hereby authorized to make technical and non-material modifications to said amendment prior to its distribution; and

BE IT FURTHER RESOLVED a certified copy of this Resolution and Manual be sent to the Municipal Excess Liability Fund.

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Administrator's Report

--Ms. Denise Marabello, reported the Township has been working on the 9-1-1 Dispatch Agreement. Negotiations are being conducted with Hightstown who currently has the contract, and Hightstown will get back to Cranbury with the contract amounts. Mr. Cook asked if other municipalities were approached, and Mr. Taylor stated the equipment owned by Cranbury Township is compatible with Hightstown's equipment. Ms. Marabello stated Hightstown's price makes it worthwhile to stay with them. Other entities have been looked at, and if the agreement does not work out with Hightstown; then other municipalities will be contacted.

Ms. Marabello reported calls have been received from newspapers and residents inquiring if the Township is holding a ceremony to commemorate September 11th. Mr. Cook stated he was not aware of anything planned in the Township.

Reports from Township Board and Commissions

Ms. Susan Goetz, a member of the Environmental Commission, stated the Commission discussed alternative fill projects and understands there are two (2) developers seeking a variance to bring materials as fill into the Township. Ms. Goetz stated there is extra dirt from the Turnpike Widening Project. She asked the Environmental Commission be given the opportunity to look at the data concerning the fill. Ms. Goetz stated it should not be assumed the fill is clean. Ms. Cunningham, Clerk, stated there is an Ordinance already on the books concerning fill, and Ms. Goetz agreed the Ordinance addresses applying for a variance to import fill. The Environmental Commission would like to review variances, and the Township Committee welcomed the offer of assistance.

Work Session

- a). Review by the Township Committee of the Best Practices Checklist – The Township Committee reviewed the Best Practices Checklist. Ms. Marabello explained the Checklist, instituted last by the State, must be filled out annually for a municipality to receive State Aid. The Checklist must be brought to the Township Committee for review and comments at a public meeting. Ms. Marabello reported the Township should receive 100% of State Aid because almost all questions have positive "yes" responses, and a few "not applicable" responses. Ms. Marabello stated the Best Practices Checklist is a formality.

Mr. Taylor inquired about the questions concerning a Pay-to-Play Ordinance being adopted by the Township. Currently Cranbury Township does not have a Pay-to-Play Ordinance. Mr. Taylor suggested the Township adopt such an Ordinance so the answer to that question can be "yes" in the future. Ms. Cunningham stated the sitting Committee at the time was not interested in adopting the Ordinance. Mr. Johnson clarified the political contributions would be confined at the municipal level. Ms. Cunningham stated she can survey other municipalities to see if they have a Pay-to-Play Ordinance. The Township Committee agreed to look at adopting an Ordinance.

Public Comment

--Mr. Cook opened the meeting to public questions and comments and welcomed Senator Linda Greenstein. Senator Greenstein wanted to update the Township Committee on the impact the Turnpike Widening Project had on Mr. Charles Gallagher's

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Public Comment

(Senator Greenstein continued)

property on Hightstown Cranbury Station Road. Senator Greenstein and Assembly Dan Benson were contacted by the Township Committee for assistance in resolving the problem.

Senator Greenstein reported receiving a letter from Michael Herbert, Esq. requesting the three legislators get involved in the New Jersey Turnpike issue. Senator Greenstein had already been involved based on conversations with Mr. Cook, and went to Mr. Gallagher's home to view the site. She stated no other constituents contacted her. She stated she had many conversations with Mr. Keller of the New Jersey Turnpike who advised the area around Mr. Gallagher's home did not meet the requirements for concrete barriers as there are only a few homes there (40 or 50 houses are required for the barriers). She stated she was advised by Mr. Gallagher there are other towns with a small number of homes that do have concrete barriers, and she stated she will investigate that. Senator Greenstein stated she would like to approach the issue from a "noise" perspective, and asked the Township Engineer if sound equipment could be obtained inexpensively. Sound equipment is expensive, however, if it could be obtained, a noise test could be performed. Senator Greenstein stated Mr. Gallagher's situation is very difficult, and she understands why he is upset. Mr. Cook stated it will take a team effort to resolve the problem, and Senator Greenstein assured the public even "one constituent is important." The Township Committee thanked Senator Greenstein for her continuing efforts and assistance.

Mr. Robert Dillon, Hightstown Cranbury Station, reported noise levels have intensified and volume increased since the Turnpike widening began. He stated there is a major noise problem resulting from the elevated bridges.

Ms. Connie Bauder, Petty Road, stated there is literature available which states trees do not stop noise. She stated the Turnpike's claims that trees will reduce noise are not valid.

Ms. Susan Goetz, Brainerd Drive, stated she was speaking as a Cranbury resident and candidate for Township Committee. She stated she had an idea to propose to the Township Committee about increasing revenues without increasing taxes. Ms. Goetz spoke earlier on clean land fill on behalf of the Environmental Commission. She stated she understood there is a proposal concerning land mitigation on a large parcel of property currently before the Planning Board. The mitigation includes removing the most contaminated soil and bringing in several inches of clean fill to prepare the site for the construction of warehouses. Ms. Goetz stated a large quantity of fill would be needed. She stated as a result of the Turnpike Widening Project, large amounts of remaining dirt that cannot be graded near the Turnpike will need to be moved, and presumably the Turnpike will be paying developers to move the material and find a home for it. This may or may not be suitable for Cranbury; however, the Environmental Commission could evaluate the materials. Ms. Goetz stated she is not sure if this would work, but it could be substantial revenue for Cranbury Township. Mr. Cook asked if there was any precedence for this type of negotiations with municipalities. Ms. Goetz stated she is an environmental consultant professionally and has seen such negotiations, but not at the municipal level. The Township Committee thanked Ms. Goetz for her comments.

Mr. Robert Dillon, Hightstown Cranbury Station Road, recommended any fill brought in be examined closely to be sure it is good for Cranbury.

TOWNSHIP COMMITTEE MEETING
August 22, 2011

Public Comment

(Mr. Dillon continued)

Mr. Dillon discussed with the Township Committee the continuing problem on the corner of his property. Over the years black top has been put down several times and it is now three feet on his property. He removed two (2) truckloads of blacktop at one point. Mr. Dillon distributed photos of the site for the Committee to review. Mr. Dillon stated the stop sign cannot be seen. Mr. Cook asked Mr. Dillon if the Township Engineer has been in contact with him. Ms. Marabello reported she sent a letter to Mr. Dillon with Mr. Tanner's response. Ms. Marabello stated Mr. Tanner spoke with the Township Attorney, Mr. Steve Goodell, Esq. Mr. Dillon thanked the Township Committee for looking into the matter.

Mr. Mark Berkowsky, North Main Street, commented on the change in the Personnel Manual concerning members of boards not representing clients. Mr. Taylor explained an architect/planner/attorney would have to be on a project from the initial planning stages of a project and could not be hired to represent a client for a specific meeting. Mr. Berkowsky stated there are many times when a planner is hired just for a specific application. Mr. Cook stated it could be viewed as a conflict of interest. Mr. Berkowsky stated the Township Committee is doing professionals a disservice. Mr. Taylor stated the intent is to treat board members the same as employees. Mr. Berkowsky stated the Township will be eliminating many high quality professionals on boards and asked the Township Committee to reconsider. Mr. Taylor stated this would not apply to firms, only to individuals; however, Mr. Berkowsky stated they are one and the same. Mr. Berkowsky stated the Boards should be aware of this change, and their input should be evaluated.

Ms. Beverly Luck, South Main Street, stated she felt board members and officials should be in another type of manual, and not be included in the Personnel Manual. Mr. Taylor explained board members and officials act as representatives of the Township, as do employees and are subject to all the same rules and laws. Mrs. Luck stated she does not think it is appropriate for board members and officials to be in the Personnel Manual. Ms. Kathleen Cunningham, Clerk, confirmed the subject is addressed under New Jersey State Statutes under Ethics. Mr. Cook stated this can be looked at the State level.

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

On motion by Mr. Taylor, seconded by Mr. Johnson and unanimously carried, the meeting adjourned at 9:10 p.m.

Jean Golisano, Deputy Clerk