The Closed Session Meeting of the Township Committee of the Township of Cranbury was held at 7:00 p.m. in the Large Group Room at The Cranbury School. The Regular Meeting started at 8:05 p.m. Answering present to the roll call were: Township Committee members: Winthrop Cody, Richard Stannard and Mayor Pari Stave. Also present were: Trishka Waterbury, Esquire, Attorney; Christine Smeltzer, Administrator and Kathleen R. Cunningham, Clerk. Mayor Stave 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:

Ms. Cunningham, Clerk, announced the notice for the changes in location and time of the meeting was noticed on November 13, 2009.

- (1) Posted on December 1, 2008 on the Bulletin Board of the Municipal Office at 23-A North Main Street, Cranbury, New Jersey and remains posted at that location.
- (2) Communicated to the Cranbury Press, Home News Tribune and Trenton Times on December 1, 2008.
- (3) Was filed on December 1, 2008 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.

Ms. Cunningham, Clerk, announced one item is being added to the Closed Session Resolution: "---"N.J.S.A.10:4-12b (5) (Land Acquisition): Discussion of possible land Acquisition" and also Cranbury Township Resolution # R 11-09-153 is being added.

Resolution

On motion offered by Mr. Stannard, seconded by Mr. Cody, the following resolution was adopted by vote:

Ayes: (Cody

(Otame

(Stannard

Abstain: (None

(Stave

Absent: (Messrs, Panconi & Stout

Nays: (None

Cranbury Township Resolution # R 11-09-144

TOWNSHIP OF CRANBURY COUNTY OF MIDDLESEX

RESOLUTION TO CLOSE MEETING TO THE PUBLIC

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

The general nature of the subject to be discussed in this session is as follows:

--- "N.J.S.A. 10:4-12b (7) and (8): Interview of candidates for Township

Cranbury Township Resolution # R 11-09-144 (Continued)

Attorney position;

---"N.J.S.A.10:4-12b (5) (Land Acquisition): Discussion of possible land Acquisition."

It is unknown at this time precisely when the matters discussed in this session will be disclosed to the public. Matters involving contract negotiations or the acquisition of land will be disclosed upon conclusion of the negotiations or upon approval of the acquisition. Matters involving personnel will be disclosed when the need for confidentiality no longer exists. Matters concerning litigation will be announced upon the conclusion of trial or settlement of that litigation or when the need for confidentiality no longer exists.

Date: November 23, 2009

On motion by Mr. Stannard, seconded by Mr. Cody and unanimously carried, the meeting returned to Open Session:

Ayes: (Cody

(Stannard

Abstain: (None

(Stave

Absent: (Messrs Panconi & Stout

Nays: (None

Resolution

On motion offered by Mr. Stannard, seconded by Mr. Cody, the following resolution was adopted by vote:

Ayes: (Cody

(Stannard

Abstain: (None

(Stave

Absent: (Messrs. Panconi & Stout

Navs: (None

Cranbury Township Resolution # R 11-09-145

WHEREAS, Eagle Scout is the highest rank attainable in the Boy Scouts of America, requiring demonstrated leadership through the organization and implementation of a service project, and;

WHEREAS, Cranbury resident and Eagle candidate, Matthew Mikula, showed outstanding leadership, and service to community by converting the storage room at the Cranbury Police Station to a Disaster Shelter, and;

WHEREAS, Matthew demonstrated organizational skills in planning the project, soliciting sponsors, circulating communications and coordinating all the boy scouts, volunteers, and police, among others, and;

WHEREAS, Matthew coordinated the efforts of volunteers in raising funds, cleaning the storage room, sanding and painting the room, and purchasing and installing shelving, cots and bedding and medical supplies, and;

WHEREAS, with the successful achievement of his goal, Matthew created a shelter for

Cranbury Township Resolution # R 11-09-145 (Continued)

the Cranbury Township Police Department and the citizens of Cranbury in the event of disaster, and;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Cranbury that Matthew Mikula be thanked and acknowledged for his outstanding service to the Township of Cranbury, and;

BE IT FURTHER RESOLVED, that a duly authenticated copy of this resolution be presented to Matthew Mikula.

Resolution

On motion offered by Mr. Stannard, seconded by Mr. Cody, the following resolution was adopted by vote:

Ayes: (Cody

(Stannard

Abstain: (None

(Stave

Absent: (Messrs. Panconi & Stout

Nays: (None

Cranbury Township Resolution # R 11-09-146

WHEREAS, Eagle Scout is the highest rank attainable in the Boy Scouts of America, requiring demonstrated leadership through the organization and implementation of a service project, and;

WHEREAS, Cranbury resident and Eagle candidate, William Rogers, showed outstanding leadership and service for the Environmental Commission by installing a kiosk and bench for a recently planted native grass area in the Cranbury Brook Preserve of Cranbury Township, and;

WHEREAS, William demonstrated organizational skills in planning the project, soliciting sponsors, circulating communications and coordinating all the boy scouts, leaders, volunteers, and members of the Environmental Commission, among others, and;

WHEREAS, William coordinated the efforts of volunteers in raising funds, collecting information about native birds, habitats, grasses, and other plants; assembling and installing a kiosk to display information; and constructing a six foot long bench, and;

WHEREAS, with the successful achievement of his goal, William created a kiosk displaying educational information to the public about the site and the importance of habitat protection for animals, and built a bench to provide a place for the citizens of Cranbury Township to sit and enjoy the outdoors, and;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Cranbury that William Rogers be thanked and acknowledged for his outstanding service to the Township of Cranbury, and;

BE IT FURTHER RESOLVED, that a duly authenticated copy of this resolution be presented to William Rogers.

Resolution

On motion offered by Mr. Stannard, seconded by Mr. Cody, the following resolution was adopted by vote:

Ayes: (Cody

(Stannard

Abstain: (None

(Stave

Absent: (Messrs. Panconi & Stout

Nays: (None

Cranbury Township Resolution # R 11-09-147

WHEREAS, Eagle Scout is the highest rank attainable in the Boy Scouts of America, requiring demonstrated leadership through the organization and implementation of a service project, and;

WHEREAS, Cranbury resident and Eagle candidate, Robert Venanzi, showed outstanding leadership and service for the Cranbury Historical and Preservation Society by installing a slate sidewalk from the fire house parking lot to the brick pathway located in the back of the History Center at the Gristmiller's House, and;

WHEREAS, Robert demonstrated organizational skills in planning the project, soliciting sponsors, circulating communications and coordinating all the boy scouts, volunteers, and members of the Historical Society, among others, and;

WHEREAS, Robert coordinated the efforts of volunteers in raising funds, working together by placing quarry dust, sand and a weed barrier under the walk to prevent unwanted weeds, and then constructing a slate sidewalk composed of historical slates from old sidewalks in Cranbury, and;

WHEREAS, with the successful achievement of his goal, Robert created a safe beautiful slate walkway, thus enhancing the Gristmiller's House and promoting Cranbury's history and preservation efforts, and;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Cranbury that Robert Venanzi be thanked and acknowledged for his outstanding service to the Township of Cranbury, and;

BE IT FURTHER RESOLVED, that a duly authenticated copy of this resolution be presented to Robert Venanzi.

Resolution

On motion offered by Mr. Stannard, seconded by Mr. Cody, the following resolution was adopted by vote:

Ayes: (Cody

(Stannard

Abstain: (None

(Stave

Absent: (Messrs. Panconi & Stout

Nays: (None

Cranbury Township Resolution # R 11-09-148

WHEREAS, Eagle Scout is the highest rank attainable in the Boy Scouts of America,

Cranbury Township Resolution # R 11-09-148 (Continued)

requiring demonstrated leadership through the organization and implementation of a service project, and;

WHEREAS, Cranbury resident and Eagle candidate, Samuel Venanzi, showed outstanding leadership, and service to community by designing and creating a stand to display a gristmill stone outside of the History Center at the Gristmiller's House in Cranbury.

WHEREAS, Samuel demonstrated organizational skills in planning the project, soliciting sponsors, circulating communications and coordinating all the boy scouts, volunteers, and Historical Society, among others, and;

WHEREAS, Samuel coordinated the efforts of volunteers in raising funds, constructing the stand and planting bulbs around the site, creating a place of beauty which requires minimal maintenance, and;

WHEREAS, with the successful achievement of his goal, Samuel created an appropriate place to install the millstone, thus enhancing the Gristmiller's House and promoting Cranbury's history and preservation efforts, and;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Cranbury that Samuel Venanzi be thanked and acknowledged for his outstanding service to the Township of Cranbury, and;

BE IT FURTHER RESOLVED, that a duly authenticated copy of this resolution be presented to Samuel Venanzi.

Mayor Stave announced The Cranbury School recently was awarded a "Blue Ribbon School" and she then read the following Resolution:

TOWNSHIP OF CRANBURY COUNTY OF MIDDLESEX

Cranbury Township Resolution # R 11-09-153

WHEREAS, the National Blue Ribbon Schools Program recognizes the academic excellence of public and private elementary, middle and high schools that are considered to be among the most successful schools in America; and,

WHEREAS, Blue Ribbon Schools are those schools whose students, regardless of background, achieve in the top 10% of their state on state tests; and,

WHEREAS, nationwide, only 314 schools receive this designation each year; and,

WHEREAS, in 2009, only 9 schools in the State of New Jersey were awarded this distinction; and,

WHEREAS, Cranbury School was one of the 9 schools in New Jersey recognized for its excellence; and,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cranbury, that we congratulate Cranbury School on becoming a 2009 National Blue Ribbon School, acknowledging the hard work and dedication of its students, teachers, administrators, Superintendent John Haney, and members of the Board of Education, as well as all the families

Cranbury Township Resolution # R 11-09-153 (Continued)

of Cranbury School students and the Cranbury community at large, who together place education at the top of our list of priorities;

AND BE IT FURTHER RESOLVED, that a duly authenticated copy of this resolution be presented to the Cranbury School Board.

Township Committeeman-elect Cook stated he had attended the celebration at the School and also in attendance were Congressman Holt and Assemblywoman Linda Greenstein.

On motion by Mr. Cody, seconded by Mr. Stannard and unanimously carried, the resolution was adopted:

Aves: (Cody

(Stannard

Abstain: (None

(Stave

Absent: (Messrs. Panconi & Stout

Nays: (None

Regular Township Committee Minutes of October 26, 2009

On motion by Mr. Cody, seconded by Mr. Stannard and unanimously carried, the regular Township Committee Minutes of October 26, 2009 were adopted.

Closed Session Committee Minutes of October 26, 2009

Ms. Cunningham, Clerk, announced the minutes were being adopted and not being released to the public until such time as the issues are resolved.

On motion by Mr. Cody, seconded by Mr. Stannard and unanimously carried, the regular Township Committee Minutes of October 26, 2009 were adopted.

Reports and Communications

--Subcommittees

Mr. Stannard and Mr. Cody presented their subcommittee report on the "Cranbury Small Business Report" (Attached as "Addendum A" at end of minutes).

Mr. Art Hasselbach, 2684 Route 130, Cranbury, stated he is glad to see someone is trying to make the process easier for small businesses. Mr. Hasselbach recommended having business owners serve on some of the volunteer boards, etc. He complained that the Township Planner gives out his recommendations concerning an application two to three hours before the meeting. He recommended it be done one week before as the applicant cannot respond immediately and has to spend more money on attorney fees. Mr. Hasselbach recommended the Township reach out to attract businesses and work with them. He requested the Township re-visit the use of Route 130, Highway Commercial w/ no retail sales as it is difficult not to have some type of retail sales in that area.

Mr. Richard Kallan, 10 Wynnewood Drive, stated the curbing on Main Street (from the intersection of Cranbury Neck Road and going to the downtown area) is in very poor condition and gives the area a "dilapidated look". Mr. Stannard responded years ago the Township asked the County to repair the curbing and they refused and offered the Township could try again. Mr. Kallan also stated the sidewalk leading to the School addition has never been fixed and suggested an apron be installed as well.

Mr. Dan Mulligan, Old Cranbury Road, stated there are no business representatives on either the Planning or Zoning Boards. He recommended the Township should have a person (volunteer) to

Reports and Communications (Continued)

--Subcommittees

Cranbury Small Business Sub-committee Report (Continued) seek businesses and the Township should consider waiving fees such as the Outdoor Dining License Fee. Mr. Mulligan also stated the curbing needs to be repaired.

Mr. Rocco D'Armiento, Vice President, Cranbury Business Association, stated for small business owners, it is important to do everything possible in the least amount of time and for the least amount of costs with their respective application process.

Mr. Art Hasselbach, 2684 Route 130, asked if there is some way to have a Zoning Officer at Town Hall to answer any questions during the day as it is very difficult for an applicant (or their attorney) for a new business to reach the Zoning Officer during the evening hours.

Mr. Stannard then read the subcommittee's recommendations for a more simplified Planning and Zoning application for a small business (attached at the end of minutes as "Addendum B").

Ordinance Second Reading

Cranbury Township Ordinance 11-09-19

A motion to enter an Ordinance entitled, "Cranbury Township Ordinance 11-09-19, AN ORDINANCE OF THE TOWNSHIP OF CRANBURY, IN MIDDLESEX COUNTY NEW JERSEY, AUTHORIZING THE TOWNSHIP TO ENTER INTO A LEASE AGREEMENT WITH THE CRANBURY HISTORICAL AND PRESERVATION SOCIETY FOR THE "PARSONAGE BARN" LOCATED ON BARN PARK (Cranbury neck road/block 21, lot 411)", 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. 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. Stannard, seconded by Mr. Cody, the Ordinance was adopted by a vote:

Ayes:

(Cody

Abstain: (None

(Stannard

Absent: (Messrs. Panconi and Stout)

(Stave

Maria

Nays: (None

Resolutions

Consent Agenda

On motion offered by Mr. Stannard, seconded by Mr. Cody, the following Consent Agenda Resolutions were adopted by vote:

Cranbury Township Resolution # R 11-09-149

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

Cranbury Township Resolution # R 11-09-150 (Continued)

WHEREAS, it is recommended that the balance of \$300.21 in the General Ledger-Payroll Payables be cancelled. These balances have been in the Township Audit for several years and should be returned to the Payroll account.

NOW, THEREFORE, BE IT RESOLVED that this balance be cancelled.

Kathleen R. Cunningham, Clerk

Cranbury Township Resolution # R 11-09-151

RESOLUTION PROVIDING FOR THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE MUNICIPAL BUDGET OF THE TOWNSHIP OF CRANBURY PURSUANT TO N.J.S.A. 40A:4-87 (CHAPTER 159, P.L. 1948)

WHEREAS, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any County or Municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount,

Section 1

NOW, THEREFORE, BE IT RESOLVED that the Township Committee hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2009 in the sum of \$29,136.37 which item is now available as a revenue from State of New Jersey pursuant to the provision of statute, and

Section 2

BE IT FURTHER RESOLVED that a like sum of \$29,136.37 is hereby appropriated under the caption 2009 Recycling Tonnage Grant.

Section 3

BE IT FURTHER RESOLVED that a copy of the Resolution, certified by the Township Clerk to be a true copy forwarded to each of the following:

- (a) Director of the Division of Local Government Services.
- (b) Township Auditor
- (c) Director of Finance

Cranbury Township Resolution # R 11-09-152

RESOLUTION OF THE TOWNSHIP OF CRANBURY, NJ

A RESOLUTION AUTHORIZING YEAR 2009 BUDGET TRANSFERS.

WHEREAS, there are 2009 Budget Accounts which require more funding due to circumstances not known at the beginning of the year; and

Cranbury Township Resolution # R 11-09-152 (Continued)

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

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Cranbury, that the following year 2009 Budget Transfers be authorized and made on the records and accounts of the Township:

	Budget Account	<u>From</u>	<u>To</u>
9-01-20-145-011 9-01-21-181-310 9-01-22-200-011 9-01-45-935-032	Tax Collector – S&W Master Plan - Planner Fire Official – S&W Bond Anticipation Note - Interest	\$9,000.00 \$10,140.00 \$6,000.00	\$25,140.00

BE IT FURTHER RESOLVED that a copy of this Resolution, certified by the Township Clerk to be a true copy forwarded to each of the following:

- (a) Township Auditor
- (b) Township Chief Financial Officer
- (c) Township Administrator

Reports from Township Staff and Professionals

Ms. Waterbury, Township Attorney, reported the first hearings on the affordable housing lawsuits are being argued in Trenton on December 1st and residents, if interested, should be able to watch the proceedings on the Internet.

Work Session

a). <u>Discussion and approval of schedule for Township Committee Meetings</u> for 2010.

The Township Committee reviewed and discussed the proposed schedule of meeting dates for 2010. On motion by Mr. Stannard, seconded by Mr. Cody and unanimously carried, the Township Committee Schedule for 2010 was approved.

Public Comment

The Mayor opened the meeting to public questions and comments on those items not on the agenda. Mr. Richard Kallan, 10 Wynnewood Drive, asked if it is possible to have the COAH changes reversed. Ms. Waterbury, Township Attorney, responded the method by which the number of required housing units required may change and stated she personally does not have any knowledge of it.

Mr. Dietrich Wahlers, 33 Hagerty Lane, asked the status of the reserve (surplus) from last year. He stated he believed it to be approximately \$1.5-million and asked if any of the monies used have been replenished. Ms. Smeltzer responded she will check with Ms. Marabello, Director of Finance. There being no further comments, the Mayor closed the public part of the meeting.

Resolution

On motion offered by Mr. Stannard, seconded by Mr. Cody, the following resolution was adopted by vote:

Cranbury Township Resolution # R 11-09-153 (Continued)

Aves: (Codv

(Stannard

Abstain: (None

(Stave

Absent: (Messrs. Panconi & Stout

Nays: (None

Cranbury Township Resolution # R 11-09-144

TOWNSHIP OF CRANBURY COUNTY OF MIDDLESEX

RESOLUTION TO CLOSE MEETING TO THE PUBLIC

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

The general nature of the subject to be discussed in this session is as follows:

- --- "N.J.S.A. 10:4-12b (7) and (8): Interview of candidates for Township Attorney position;
- --- "N.J.S.A.10:4-12b (5) (Land Acquisition): Discussion of possible land Acquisition."

It is unknown at this time precisely when the matters discussed in this session will be disclosed to the public. Matters involving contract negotiations or the acquisition of land will be disclosed upon conclusion of the negotiations or upon approval of the acquisition. Matters involving personnel will be disclosed when the need for confidentiality no longer exists. Matters concerning litigation will be announced upon the conclusion of trial or settlement of that litigation or when the need for confidentiality no longer exists.

Date: November 23, 2009

On motion by Mr. Stannard, seconded by Mr. Cody and unanimously carried, the meeting returned to Open Session:

Aves:

(Cody

(Stannard

Abstain: (None

(Stave

Absent: (Messrs. Panconi & Stout

Navs: (None

On motion by Mr. Stannard, seconded by Mr. Cody and unanimously carried, the meeting adjourned at 9:50 p.m.

Kathleen R. Cunningham, Clerk

Cranbury Small Business Sub-committee Report

Win Cody & Richard Stannard

November 23, 2009

Vision

Cranbury is an historic community that blends residential community, farming community and businesses. It is advantageous to Cranbury to have a thriving business community in the downtown business district and on the east side of Rt. 130. Businesses bring valuable services to residents, add to the tax base and provide jobs.

New businesses should be welcomed into the community. The Township Committee, Planning Board, Zoning Board, Development Review Committee, Historical Preservation Committee and Township employees should be motivated to do whatever is possible to help new businesses in town without jeopardizing the quality of life of the existing residents and businesses.

Recommendations

- The process to open a new business should be relatively easy
- Cranbury should be welcoming to new businesses that are appropriate to Cranbury
 - The Township Committee / Mayor should participate in ribbon cutting ceremonies for new businesses and they should be publicized in local media
- An EZ application for small business changes needs to be developed
- DRC should approve more minor changes
- Completeness review can and should be done by the local staff in Cranbury prior to the DRC and if the applicant prefers, they can go directly to the Planning or Zoning Board or DRC for quick decision or guidance where appropriate
- Changes that are less than 10% on small business (and residences) should not go through extensive site plan
- Planning and zoning boards should provide regular summaries to the TC via liaisons, members

Cranbury Small Business Sub-committee Report

- Parking should not be an issue for a business downtown unless they plan to bring in major changes to parking
 - The town needs to keep a close eye on the PNC property and work with the new owner to try and make most of the lot open
- We want to form a small sub-group working with the business community to keep downtown clean and fresh
 - o Work with staff to see what it takes to clean more frequently
 - Work with Cranbury Business Association on possible enhancements (flower boxes, benches, etc.)
 - o Limit funds to spend little things can be done without a lot of money
 - o Have publicized days to come downtown (i.e sidewalk sales)
 - o Main Street USA type program
- Agendas and minutes for the DRC, Zoning, Planning board should be clear in descriptive English to residents regarding the topic. All items discussed whether accepted or withdrawn and the reasons therefore should be reflected in the DRC minutes
- Minutes should be made at all meetings, including DRC, and be ready to approve at the following meeting
- The MasterPlan has good information, it should be available on line for all residents to review
 - $\circ\quad$ It needs to be reviewed and updated by residents
 - o Does it still make sense for deny retail outside of Main St.
- Incremental improvements over time can be made to improve the process

Simplified Planning/Zoning Application For small retail applications

Consider For:

- 1. No change at the site.
- 2. No USE change at the site.
- 3. Minor or insignificant USE change at the site.
 - a. Type of restaurant Italian to Chinese.
 - b. Gift shop adds a line Flowers added to gift shop.
- 4. Existing variances or Grandfathering.
 - a. On-site parking where none exists nor is any possible.
 - b. Existing canopy sign.
- 5. Irrelevant changes.
 - a. Landscaping.
 - b. Change of paving that adds nothing to the business.
- Township Committee Person to attend DRC Meetings (liaison).
- Liaison should report on results all applications to Township Committee.
- Applicant may begin process at the DRC which can approve without P.B. or Z.B.
- Failure to approve gives automatic right to go to P.B. or Z.B.
- No need for professionals at DRC level.
- No need for escrow at DRC level.
- DRC approach is to help and encourage applicant.

Planning/Zoning DRC Application for Small Business

Name and Address of Applicant: Name and Address of Property Owner (if different): **Common Property Description** Legal Property Description: Property Map or Survey: **Existing Business Description and Use:** Proposed New Business Description and Use: **Proposed Name of New Business:** Variances sought, If Any, If Known: Describe Changes to the Following: **Building Size or Footprint:** Drainage: Garbage/Recycling: Landscaping: Lighting: Noise (Music, Operations): Signs (Size or Number): Traffic Flow or Volume:

Estimated Cost to Prepare Site to Open:		
2.		
Proposed Opening Date:		
Identities of any Professionals:		
Architect:		
Attorney		
Engineer:		
Other:		