

TOWNSHIP COMMITTEE MEETING
APRIL 25, 2005

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: Thomas Panconi, Jr., Richard Stannard, David J. Stout, and Mayor Beauregard. Ms. Stave arrived at 7:10 p.m. Also present were: Lisa Randazzese, Esquire, Attorney, Frederick C. Carr, Administrator and Kathleen R. Cunningham, Clerk. Mayor Beauregard 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 6, 2004 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 6, 2004.
- (3) Was filed on December 6, 2004 with a Deputy Municipal Clerk at the Cranbury Municipal Office, 23-A North Main Street, Cranbury, New Jersey and remains on file for public inspection, and
- (4) Sent to those individuals who have requested personal notice.

Committee Minutes of March 28 and April 11, 2005.

On motion by Mr. Stout, seconded by Mr. Panconi and unanimously carried, the minutes for March 28 and April 11, 2005 were adopted.

Reports and Communications

--Mayor

Mayor Beauregard reported on the survey which had been recently sent out to residents. Mayor Beauregard indicated ten (10) surveys had been sent back to the Township and she would do a summary of comments and write a hand-written note to the residents who returned the surveys.

--Members of Committee

Mr. Stannard reported he had attended a Planning Board Meeting the previous week and it had been suggested he approach the Township Committee concerning creating an ordinance for the purpose of addressing eating out doors in the Township. A recent decision concerning the issue had been handed down by the Planning Board and Mr. Stannard reported it had been difficult without having such an ordinance. Mr. Stannard made a recommendation the Township Committee discuss the issue as a Work Session item and then if recommended the Planning Board and the Township Attorneys would be involved. Mayor Beauregard suggested having Ms. Randazzese and Mr. Stonaker discuss the issue and also ask Mr. Preiss, Township Planner for a short paragraph on his suggestions and then have a Work Session discussion to determine if the Township would want such an ordinance.

Mr. Stannard also reported the Personnel subcommittee had discussed a number of issues, one being the dress code—"casual Fridays". Mr. Panconi read the suggested language to be included in the Employee Manual. The recommended language was, "Non-uniformed employees would be allowed to observe casual days on Fridays—employees would be allowed to wear tasteful blue jeans or denim wear, along with sneakers or athletic footwear". Mr.

Reports and Communications

--Members of Committee(Continued)

Stannard made a motion, seconded by Mr. Panconi and unanimously carried, to adopt the language quoted, for a dress code change to be inserted in the Employee Manuel at the earliest possible date.

Mr. Stannard reported the Personnel subcommittee had also discussed the 2005 Salary Ordinance, which was being considered on second reading at the meeting. The Personnel subcommittee also recommended doing a resolution, appointing Denise Marabello as the Chief Financial Officer. The resolution was added to the Agenda.

Mr. Panconi indicated he had requested that each employee receive his/her benefit package in dollar amount, when the letters go out for the retroactive pay increases. A "Statement Of Compensation" will be included with each letter.

Mayor Beauregard asked that this issue be added to the Work Session.

Mr. Panconi indicated the Personnel subcommittee had received a letter from a Township employee and were taking the letter under advisement.

--Subcommittees and Ad Hoc Committees

Ms. Stave reported the web site subcommittee had been making good progress and asked to go "live" (to demo the web site to the Township Committee) with the web site at the next Township Committee Meeting on May 9, 2005. Ms. Stave also reported earlier that evening she had met with the traffic signage subcommittee and indicated Ms. Marcelli would be asking at the Core Meeting how and whether to agenize certain items which were discussed. Ms. Stave indicated up for discussion in the very near future would be the traffic consultant's recommendations for signage placements on Route 130 to better identify for vehicles the commercial district and downtown district to eliminate some of the confusion, a discussion of the feasibility of the Township taking over the management of Station Road and some discussion as a follow-up to a letter sent by residents concerning improving pedestrian safety at the Evans and Main Street area. Ms. Stave indicated the subcommittee was ready to bring these items to the Township Committee for discussion at the next meeting, allowing the Township to get some of the items completed.

Mr. Panconi reported he had been approached by a resident of Shadow Oaks concerning having a sign indicating the crosswalk area by the Cranbury Pool. Ms. Stave indicated the signage subcommittee had been discussing the issue and would be giving a report.

Agenda Additions/Changes

The Clerk announced Resolution # 04-05-097 was added to the Consent Resolutions and Item f., Discussion of Employee Statement Of Compensation Form to the Work Session. Ms. Stave requested Item g., "Discussion of policy with regard to the web site and guidelines for groups concerning the community calendar".

Ordinance

Second Reading

Cranbury Township Ordinance # 04-05-09

A motion to enter an Ordinance entitled, "Cranbury Township Ordinance # 04-05-09, A BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS OF THE TOWNSHIP OF CRANBURY, IN THE COUNTY OF MIDDLESEX, NEW JERSEY, APPROPRIATING THE AGGREGATE AMOUNT OF \$1,063,155 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$1,003,650 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 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 Ms. Stave, seconded by Mr. Stout, the Ordinance was adopted by a vote:

Ayes:	(Beauregard (Panconi (Stannard (Stave (Stout	Absent: (None
		Abstain: (None
Nays:	None	

The several improvements described in Section 3 of this bond ordinance are hereby respectively authorized to be undertaken by the Township of Cranbury, New Jersey as general improvements. For the several improvements or purposes described in Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriation made for each improvement or purpose, such sums amounting in the aggregate to \$1,063,155, including the aggregate sum of \$59,505 as the several down payments for the improvements or purposes required by the Local Bond Law, \$53,065 of which is to be provided from the Capital Improvement Fund and \$6,440 of which is to be provided from the Surplus Fund. The down payments have been made available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

In order to finance the cost of the several improvements or purposes not covered by application of the several down payments, negotiable bonds are hereby authorized to be issued in the principal amount of \$1,003,650 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.

The several improvements hereby authorized and the several purposes for which the bonds are to be issued, the estimated cost of each improvement and the appropriation therefor, the estimated maximum amount of bonds or notes to be issued for each improvement and the period of usefulness of each improvement are as follows:

<u>Purpose</u>	<u>Appropriation and Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds or Notes</u>	<u>Period Of Usefulness</u>
a) Police moving expenses and the installation of Comcast for the Police Building, including all related costs	\$ 6,440	\$0	N/A

(Continued)

and expenditures incidental thereto.

- b) Acquisition of equipment and furniture for the Police Bldg., acquisition of a Toro mower and replacement of the truck bay exhaust system, including all related costs and expenditures thereto, and further including all work and materials necessary therefore and incidental thereto. \$ 284,715 \$ 270,250 5 years
- c) Acquisition of an equipment storage barn, including all related costs and expenditures incidental thereto, and further including all work and materials necessary therefore an incidental thereto. \$ 75,000 \$ 71,250 10 years

The excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefor, as above stated, is the amount of the down payment for each purpose.

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 N.J.S.A. 40A:2-8(a). 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.

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

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

(a) The purposes described in Section 3 of this bond ordinance are not current expenses. They are all improvements that the Township may lawfully undertake as general improvements, and no part of the costs thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The average period of usefulness, computed on the basis of the respective amounts of obligations authorized for each purpose and the reasonable life thereof within the limitations of the Local Bond Law, 21.06 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 \$1,003,650, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$150,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated costs indicated herein for the purposes or improvements.

Any grant moneys received for the purposes described in Section 3 hereof shall be applied either to direct payment of the cost of the improvements 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.

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.

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.

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

Ordinance
Second Reading

A motion to enter an Ordinance entitled, "Cranbury Township Ordinance # 04-05-10, AN ORDINANCE OF THE TOWNSHIP OF CRANBURY AMENDING "AN ORDINANCE FIXING THE SALARIES AND WAGES FOR VARIOUS OFFICIALS AND EMPLOYEES OF THE TOWNSHIP OF CRANBURY PROVIDING FOR THE MANNER OF PAYMENT THEREOF, AND RATIFYING SALARIES AND PAYMENTS TO EMPLOYEES AND OFFICIALS PREVIOUSLY PAID", 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. Mayor Beauregard indicated it had been discovered there were a few inconsistencies with the language at the end of the Ordinance, concerning benefits and the information which was in the Employee Manual. Mayor Beauregard had sought Counsel's and the Township Administrator's advice and it had been agreed upon to adopt the Ordinance and if need be, the Employee Manual and/or Ordinance would be amended at a later date. Mayor Beauregard also indicated the retroactive checks would be distributed to all employees after the 20-day waiting period. No one present wished to speak, so the hearing was declared closed. On motion by Ms. Stave, seconded by Mr. Stannard, the Ordinance was adopted by a vote:

Ayes:	(Beauregard (Panconi (Stannard (Stave (Stout	Absent: (None
Nays:	None	Abstain: (None

Resolutions/Proclamations
Arbor Day Proclamation

Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planning of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our Township increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees wherever they are planted, are a source of joy and spiritual renewal, and

Cranbury Township Proclamation
(Continued)

NOW THEREFORE, I, Rebecca D. Beauregard, Mayor of the Township of Cranbury, do hereby proclaim April 29, 2005 as

Proclamation

Arbor Day

In the Township of Cranbury, I urge all citizens to support efforts to protect our trees and woodlands to support our Township's forestry program, and

Further, I urge all citizens to plant trees to gladden hearts and promote the well-being of present and future generations.

Dated this 29th Day of April, 2005.

Rebecca D. Beauregard, Mayor

Resolution
Consent

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

Ayes:	(Beauregard (Panconi (Stannard (Stave (Stout	Absent: (None Abstain: (None
Nays:	None	

Cranbury Township Resolution # R 04-05-089

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 04-05-090

TOWNSHIP OF CRANBURY
COUNTY OF MIDDLESEX

A RESOLUTION SUPPORTING THE "CLICK IT OR TICKET" NATIONWIDE MOBILIZATION OF MAY 23 – JUNE 5, 2005

Whereas, there were 42,815 motor vehicle fatalities in the United States in 2002, and 773 motor vehicle fatalities in New Jersey in 2002; and

Whereas, more than half of the motor vehicle occupants killed in traffic crashes were not wearing a safety belt; and

Whereas, use of a safety belt remains the most effective way to avoid death or serious injury in a motor vehicle crash; and

Cranbury Township Resolution # R 04-05-090
(Continued)

Whereas, the Division of Highway Safety estimates that 2, 242 lives have been saved by safety belt use in the State since 1985; and

Whereas, the State of New Jersey will participate in the nationwide *Click It or Ticket* safety belt mobilization from May 23 – June 5, 2005 in an effort to raise awareness and increase safety belt usage through a combination of enforcement and education; and

Whereas, the Division of Highway Traffic Safety has set a goal of increasing the safety belt usage rate in the State; and

Whereas, a further increase in safety belt usage in New Jersey will save lives on our roadways;

NOW THEREFORE BE IT RESOLVED that the Township Committee of the Township of Cranbury declares its support for the *Click It or Ticket* safety belt mobilization both locally and nationally from May 23 – June 5, 2005 and pledges to increase awareness of the mobilization and the benefits of safety belt use.

CERTIFICATION

I, Kathleen R. Cunningham, Clerk, hereby certify that this is a true copy of a Resolution which was adopted on April 25, 2005.

Kathleen R. Cunningham, Clerk

Cranbury Township Resolution # R 04-05-091

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury that the following salaries, wages and fees shall be paid to the various Township Officials and employees of the Township of Cranbury effective January 1, 2005 unless otherwise noted:

<u>POSITION</u>	<u>SALARY OR HOURLY RATE</u>
Mayor	\$ 7,150.48
Township Committee	\$ 5,720.78
Township Administrator	\$ 96,513.33
Township Clerk	\$ 67,816.36
CFO/Treasurer	\$ 77,053.45
Tax Assessor	\$ 44,994.56
Tax Collector	\$ 52,499.94
Board of Health Attorney	\$ 2,999.88
Chief of Police	\$ 109,671.41
Zoning Officer	\$ 8,158.63
Construction/Bldg. Sub-Code Official	\$ 12,708.73
Building Inspector (f/t)	\$ 50,304.21
Building Inspector (p/t)	\$ 29,102.49

Cranbury Township Resolution # R 04-05-091
(Continued)

Plumbing Inspector	\$ 26,936.00
Electrical Inspector	\$ 33,024.85
Fire Sub-code Official	\$ 5,791.36

Fire Official	\$	16,617.12
Assistant Fire Inspector	\$	3,328.00
Superintendent of Public Works	\$	49,089.60
Sewer Superintendent	\$	25,742.15
Recycling Coordinator	\$	8,581.13
Animal Control Officer	\$	6,749.18
Director of Recreation	\$	11,388.12
Summer Recreation Supervisor**		PER MEMO
Summer Programs Employees**		PER MEMO
Chief Financial Officer/Treasurer	\$	41.60
Technical Assistant/Alternate Deputy Registrar	\$	20.28 per hour
Recreation Secretary	\$	18.24 per hour
Assessing Clerk/Sewer Collector	\$	20.80 per hour
Police Secretary	\$	24.14 per hour
Police Secretary	\$	18.00 per hour
School Crossing Guards**		PER MEMO
Accounts Payable/Purchasing Clerk	\$	20.51 per hour
Planning Administrative Officer/Zoning Board Secretary	\$	24.34 per hour
Public Works Assistant/HPAC/EC Secretary		
Construction Auditor/Owners' Rep	\$	46.77 per hour
Building Inspector II	\$	24.76 per hour
Deputy Registrar/Office Assistant	\$	19.50 per hour
Fire Inspector	\$	2.47 per hour
Public Works Foreman	\$	23.69 per hour
Heavy Equipment Operator/Public Works	\$	20.53 per hour
Sewer Assistant	\$	20.65 per hour
Public Works Employees**	\$	18.57 per hour
Small Animal Control Officer**	\$.86 per hour
Municipal Alliance Program Providers	\$	25.00 per hour
Part-Time Clerical Help*	\$	15.79 per hour
Part-Time Board Secretaries*	\$	14.04 per hour
Other Part-Time or Temporary Help*	\$	PER MEMO
Emergency Services Incentive*	\$	1.00 per hour

- Set by memo of the Administrator

Cranbury Township Resolution # R 04-05-091
(Continued)

** Set by memo of the Department head with approval of the Administrator

CERTIFICATION

I, Kathleen R. Cunningham, Clerk, hereby certify that the above is a true copy of a resolution adopted by the Township Committee of the Township of Cranbury at a regular meeting held on April 25, 2005.

Kathleen R. Cunningham, Clerk

Cranbury Township Resolution # R 04-05-092

RESOLUTION OF THE TOWNSHIP OF CRANBURY, NJ

RESOLUTION AWARDING SERVICES AGREEMENT

WHEREAS, in January, 1999, W.C. Peters Fire Apparatus Consulting Services, LLC ("W.C. Peters") completed on the Township's behalf a report that evaluated the Cranbury Volunteer Fire Company's ("Fire Company") fire apparatus and equipment and made recommendations for the Fire Company's future needs related to same ("Cranbury Fire Company Apparatus Evaluation Report" or "Report"); and

WHEREAS, the Township seeks to again retain the services of W.C. Peters to update the Report, which shall include an evaluation of the Fire Company's completion of the recommendations set forth in said Report and recommendations for the future; and

WHEREAS, W.C. Peters has submitted a proposal dated April 9, 2005 to provide the sought-after services on the Township's behalf; and

WHEREAS, because the proposed contract amount does not exceed the bid threshold, this contract award is exempt from public bidding pursuant to N.J.S.A. 40A:11-3a. and 40A:11-6.1a;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Cranbury, in the County of Middlesex, that the Mayor and Clerk are hereby authorized and directed to execute and Agreement with W.C. Peters Fire Apparatus Consulting Services, LLC for the completion of an update to its January, 1999 Cranbury Fire Company Apparatus Evaluation Report for a fee of \$750.00.

CERTIFICATION

I, Kathleen R. Cunningham, Clerk of the Township of Cranbury, do hereby certify that the foregoing resolution is a true copy of a resolution passed by the Township of Cranbury at a meeting duly held on April 25, 2005.

Kathleen R. Cunningham, Clerk

Cranbury Township Resolution # R 04-05-093

TOWNSHIP OF CRANBURY
COUNTY OF MIDDLESEX

A Resolution Adopting Street Addresses

WHEREAS, the Tax Collector has determined there is a need for the following street addresses to be established:

Cranbury Township Resolution # R 04-05-093
(Continued)

<u>BLOCK</u>	<u>LOT</u>	<u>ADDRESS</u>
25.01	84.01	6 Orchardside Drive
25.01	84.02	4 Orchardside Drive
25.01	84.03	2 Orchardside Drive

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Cranbury that the above street addresses be established.

CERTIFICATION

I, Kathleen R. Cunningham, Clerk of the Township of Cranbury, hereby certify that this is a true copy of a Resolution, adopted by the Township Committee on April 25, 2005.

Kathleen R. Cunningham, Clerk

Cranbury Township Resolution # R 04-05-094

RESOLUTION OF THE TOWNSHIP OF CRANBURY, NJ

**A RESOLUTION AUTHORIZING THE RELEASE OF A PERFORMANCE GUARANTEE FOR
CABOT/VOLKSWAGEN- PRIVATE IMPROVEMENTS**

WHEREAS, by letter dated February 18, 2005, Trammell Crow 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 March 30, 2005 (attached hereto as "Exhibit A") recommended that the following performance guarantee be released:

Performance Bond	\$1,346,910.80
Cash	\$ 44,110.00

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 release 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) Rosemary Hall, Trammell Crow Services
- (d) Township Attorney

Cranbury Township Resolution # R 04-05-094
(Continued)

CERTIFICATION

I, Kathleen R Cunningham do hereby certify that the foregoing is a true copy of a Resolution passed by the Township of Cranbury at a meeting duly held on April 25, 2005.

Kathleen R. Cunningham, Clerk

Cranbury Township Resolution # R 04-05-095

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 2005 in the sum of \$830.85 which item is now available as a revenue from the State of New Jersey pursuant to the provision of statute, and

Section 2

BE IT FURTHER RESOLVED that a like sum of \$830.85 be and the same is hereby appropriated under the caption Drunk Driving Enforcement Fund.

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) Township Chief Financial Officer

CERTIFICATION

I, Kathleen R. Cunningham, Clerk of the Township of Cranbury, NJ, hereby certify that the above is a true of a Resolution adopted by the Township Committee of the Township of Cranbury at a regular meeting held on April 25, 2005

Kathleen R Cunningham, Township Clerk

Cranbury Township Resolution # R 04-05-096

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 2005 in the sum of \$2500.00 which item is now available as a revenue from the State of New Jersey pursuant to the provision of statute, and

Section 2

BE IT FURTHER RESOLVED that a like sum of \$2500.00 be and the same is hereby appropriated under the caption Surface Water Sampling and Evaluation.

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) Township Chief Financial Officer

CERTIFICATION

I, Kathleen R. Cunningham, Clerk of the Township of Cranbury, NJ, hereby certify that the above is a true copy of a Resolution adopted by the Township Committee of the Township of Cranbury at a regular meeting held on April 25, 2005

Kathleen R Cunningham, Township Clerk

Cranbury Township Resolution # R 04-05-097

NOW THEREFORE BE IT RESOLVED, BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CRANBURY, that Denise Marabello shall be appointed Chief Financial Officer/Treasurer, effective May 1, 2005.

CERTIFICATION

I, Kathleen R. Cunningham, Township Clerk of the Township of Cranbury, hereby certify that this is a true copy of a Resolution which was adopted at a regular meeting on April 25, 2005.

Kathleen R. Cunningham, Clerk

Reports from Township Staff and Professionals

Mr. Carr, Township Administrator reported the first quarter budget reports had been distributed to members of the Township Committee the previous week and would continue to be distributed every quarter. Mr. Carr reported the budget lines were within the 25% per quarter margin.

Mr. Panconi asked Mr. Stout about the recent Environmental Commission's minutes and reference made to the D.E.P. standards in regard to soil testing. Mr. Stout indicated the model given by Mt. Laurel was most consistent with the recommendations of the State report.

Reports from Township Boards and Commissions

There were no reports.

Work Session

a. Common Level Ratio (Steve Benner)

Steve Benner, Township Assessor discussed the Township's Common Level Ratio, explaining it indicates the average level of each municipality's overall assessed value to its true market which has been calculated by the State during a sampling period year. Those particular results are then averaged with the prior year's sampling to calculate the municipality's Common Level Ratio. The Township's Common Level has declined from 72.68% in 1997 to currently 49.7%. The residential properties in the Township have been increasing in value at a substantial greater pace than the balance of the community. Currently, based on this year sampling period to date, the unweighted ratio, or just the improved residential properties is now down to 35%, while the unweighted ratio for commercial properties is averaging approximately 53%. This imbalance has lead directed to the filing of several tax appeals by the commercial property owners and unless the real estate market changes direction and the Township doesn't act to address this issue, the Township will have to incur in all probability, additional appeals in this coming year. Mr. Benner indicated there were several ways to address the problem. Let the appeals take their course, which is rather expensive. The other alternative is to go to the County and State and ask for a maintenance of the municipal assessment records. The Township's ability to do that would be difficult due to the fact that the Township has not had an overall change in assessment since 1986 and given that length of time, as well as the common level ratio being down to 49.7%, the State likes to set its threshold for maintenance at 75%, the Township's ability to argue would be difficult. The other option would be to discuss this situation with the County Board of Taxation and see if they would recommend the Township doing a revaluation. Mr. Benner discussed with the Township Committee the process and fielded questions from members of the Township Committee. Several members of the Township Committed raised a question as to what the Township could do to be "pro-active". Mr. Carr, Township Administrator, indicated approximately three (3) years ago, the Township hired a full-time Tax Assessing Clerk and updated all of the tax maps, laying the groundwork for the possibility of revaluation. Mr. Benner indicated he had gone as far as he could without seeking help and he was now seeking help. Mr. Benner also indicated he would discuss the pending litigation with the Township Committee in Closed Session.

b. Police Station Update

Mark Berkowsky of Berkowsky and Associates, Inc. updated the Township Committee on the status of the construction of the new Police Building. Mr. Berkowsky indicated progress was being made due to the weather improving. The masonry block had been completed, exterior wall and interior metal stud work had been completed. The rough electrical conduit was 90% complete. Mr. Berkowsky also mentioned the flat portion of

Work Session (Continued)

b. Police Station Update (Continued)

the roof had almost been completed and when it was the building would be "weather enclosed". Mr. Berkowsky gave his report on costs, indicating one contract change had been approved by the Township Committee the previous month and that had been for the hot water heater going from electric to gas. Mr. Berkowsky then gave his recommendations for the two requested contract cost changes: Conduits and security measures. A few months ago, Public Service, Verizon and Comcast had requested additional conduits. Mr. Berkowsky had negotiated with Public Service and they do not need any additional conduits and Verizon had indicated they would only need one additional conduit and Comcast one. Mr. Berkowsky recommended the

Township go for Change Order # 3--the most expensive, explaining the most expensive is so minimally higher than the some of the cheaper alternatives, it seemed more prudent to do that. The Township Committee members concurred with Mr. Berkowsky's recommendations and a resolution will be considered for adoption at the May 23rd meeting.

Mr. Berkowsky addressed the Township Committee concerning security issues for the new police building. Mr. Berkowsky indicated there was a need for additional card readers at the "sally port", a need for an exterior telephone when the Station would not be manned and a need for two additional cameras and a four or eight-channel recorder. Mr. Berkowsky recommended adding these items now so that there is no need to come back at a later date. The total cost would be \$24,000. The Township Committee agreed with Mr. Berkowsky's recommendation on the items. Mr. Berkowsky reported with the 21-day extension the building would be ready by September 18, 2005.

c. Interaction Data Base

The Township Committee discussed the need to develop a system for tracking communications from constituents and others. Mr. Stout recommending having a spreadsheet file for interactions— for constituents and government interaction.

d. Increase in Fees for Certified Documents

At the recommendation of the Clerk/Registrar, Ms. Cunningham, due to time involved in preparing and costs of the special numbered paper which must be used, the Township Committee discussed raising the current fee for certified copies from the Registrar's Office. The Township Committee unanimously agreed to raise the fee from \$2.00 to \$4.00 for certified copies and indicated they would be introducing an ordinance at the May 9, 2005 meeting.

e. Sale of E. Barclay Farm

Township Committee discussed the pending sale of the E. Barclay Farm owned by the Township. Ms. Stave reported Max Spann Associates had provided a proposal for professional auction services to the Township Committee for consideration. The Township Committee unanimously agreed to have a resolution prepared for the next meeting authorizing a Professional Services Agreement with Max Spann Associates for auction services.

f. Discussion of Statement of Compensation For Township Employees

The Township Committee discussed including a Statement of Compensation for Township Employees to be included with their letters with the Cost-of-Living Increase checks. Mr. Stout recommended including an employee's contribution to the Public Employees Retirement System in the Statement. Mr. Panconi recommended showing the Township's cost for each employee on the Statement for various items.

Work Session (Continued)

g. Discussion Of Web Site Policy Concerning Groups

Ms. Stave asked the Township's Committee opinion on how far back the minutes should be listed on the web site. The unanimous consensus of the Committee was 2004. Ms. Stave indicated a Community Bulletin Board would be provided on the web site for a calendar of events in the Township and asked the Township Committee to make a determination of what types of groups should be allowed to utilize the Bulletin Board. The Township Attorney indicated use should really be limited to the non-profit organizations. It was suggested that a statement could be provided indicating the event must take place in Cranbury Township. The Township Committee indicated they wanted the Bulletin Board to be specific only to Cranbury residents' events and organizations and open to all to attend.

Public Comment

The Mayor opened the meeting to public questions and comments on those items not on the agenda. Ms. Linda Scott, North Main Street, asked if it were possible to charge an administrative fee and offer links for the organizations to be on the web site. Ms. Stave indicated the subcommittee did not wish to charge as there was no cost involved for administering the fact that there would be a link listed to click on. Ms. Stave also indicated there would be on the web site, a huge list, put together by John Ritter, offering links for a lot of information. Ms. Scott also thanked Mr. David Stout for bringing the idea to the Township Committee for the "Statement of Compensation", indicating she had always considered the benefits at the Township to be a large bonus in working for the Township and in addition, thanked the Township Committee for passing the 2005 Salary Ordinance and the Personnel subcommittee for addressing the issue of amending the Employee Manual to allow "casual Fridays". Mayor Beauregard mentioned that she had had a staff meeting that morning with employees to discuss various issues, and hoped in the coming months to conduct interaction with employees to learn about each other's respective jobs and build a working team.

Mr. Patrick O'Grady, South Main Street, asked the status of the survey sent out by the Recreation Department. Ms. Stave, liaison to the Recreation Board, responded the last she had heard, a couple of months ago, there only had been 60 responses and the statistics had not been compiled yet. However, within the next six months, Richard Preiss, Township Planner, along with the Recreation subcommittee and Planning Board will be doing a Recreational Master Plan, so the comments in the surveys will come forward at that time, to be considered part of a larger plan. Ms. Stave suggested should the Township want to do such a survey in the future, it would be able to be done on the web site. Mr. O'Grady recommended putting lights on the soccer fields. There being no further comments, the Mayor closed the public part of the meeting.

Ms. Stave asked Mr. Carr, Township Administrator, the status of the baseball field construction project. Mr. Carr reported he had not seen the final version of the proposed contract between Bob Brown, the Township and EDAW. Mr. Carr indicated he believed the proposed contract was with the Township Attorney's office for review, but would follow up on it. Mayor Beauregard responded Ms. Marcelli, Township Engineer, would be circulating a memo to Township Committee regarding the status of the cleanup on the site.

Resolution

Cranbury Township Resolution # R 04-05-078

Township of Cranbury
County of Middlesex

RESOLUTION TO CLOSE MEETING TO THE PUBLIC

Cranbury Township Resolution # R 04-05-078
(Continued)

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

The Township Committee will now convene in a closed session that will be limited only to consideration of items with respect to which the public may be excluded pursuant to Section 7B of the Open Public Meetings Act, P.L. 1975, c. 231.

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

----Review of Closed Session Minutes from March 28, 2005;

----Advice of Counsel regarding tax assessment methodology and potential

litigation related thereto;

----Advice of Counsel with respect to pending Danser
v. Township of Cranbury litigation (Docket No. MID-C-267-04), and matters related thereto
involving negotiation of terms of agreement with auctioneer for sale of Barclay North and South property.

----Land Acquisition: Discussion of possible land acquisitions.

2. 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.

It is possible that at the conclusion of the closed session the Township Committee will reconvene in open session for the purpose of taking action with respect to the sale of the Barclay North and South property and the engagement of an auctioneer for the purpose of marketing and conducting the sale of the property.

Date: April 25, 2005

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

Ayes:	(Beauregard (Panconi (Stannard (Stave (Stout	Absent: (None
		Abstain: (None

Nays: (None

On motion by Ms. Stave, seconded by Mr. Panconi and unanimously carried, the Closed Session Minutes of March 28, 2005 were adopted.

A motion was made by Ms. Stave, seconded by Mr. Stannard, that the Township hire a structural engineer to provide a complete report on the structural viability of the Barclay Farm South:

Ayes:	(Beauregard (Panconi (Stannard (Stave (Stout	Absent: (None
		Abstain: (None

Nays: (None

A motion was made by Ms. Stave, seconded by Mr. Stannard, to hire Max Spann to conduct an auction for the Barclay property:

Ayes:	(Beauregard (Panconi (Stannard (Stout	Absent: (None
-------	--	---------------

Abstain: (Stave
Nays: (None

A motion was made by Mr. Stout, seconded by Mr. Stannard to authorize Mr. Fred Carr, Township Administrator, to execute a Professional Services Agreement for the appraisal of the Reinhardt property, located on the North Side of Plainsboro Road:

Ayes: (Beauregard
(Panconi
(Stannard
(Stout
Absent: (None
Abstain: (Stave

Nays: (None

Ms. Stave asked the status of remediation of Wright South and the status on the H.P.A.C. Ordinance. Mayor Beauregard indicated she had spoken with Ms. Waterbury, who presently is on a leave-of-absence, requested that she still be able to handle this issue. Mayor Beauregard will call Ms. Waterbury and find out when the next meeting will convene.

Mr. Carr gave an update on the Wright South, indicating last week, Ms. Marcelli, Township Engineer, had noticed a white pole in the middle of the property. Mr. "Chip" Wright had been testing for ground-water contamination and placed the pole on the property, as part of his removal of an oil tank many years before. The Township Attorney will be discussing this issue with Mr. Wright's Attorney, as well as Ms. Marcelli, concerning the possible soil contamination. Ms. Marcelli will be sending a report to the Township Committee.

Ms. Stave asked the status on the parks signage project. Ms. Randazzese reported she had followed up with Ms. Dossin, Parks Chairperson, along with Ms. Veghte, Recreation Chairperson and they were waiting for one individual to get back to them.

Ms. Stave commended Ms. Randazzese for her swift assistance with the web site.

On motion by Ms. Stave, seconded by Mr. Stout and unanimously carried, the meeting adjourned at 10:25 p.m.

Kathleen R. Cunningham, Clerk