

TOWNSHIP COMMITTEE MEETING
February 24, 2020

The Township Committee Meeting of the Township of Cranbury was held at 7:00 p.m. in the Meeting Room of Town Hall. Answering present to roll call were Township Committee members: Michael Ferrante, Barbara Rogers, Evelyn Spann, and Mayor Matthew Scott. Absent were: Jay Taylor. Also present were Denise Marabello, Township Administrator/CFO; and Debra Rubin, Municipal Clerk. Mayor Scott led in the salute to the flag and Debra Rubin 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:

Posted on the Bulletin Board of the Municipal Office at 23-A North Main Street, Cranbury, New Jersey and remains posted at that location.

Communicated to the Cranbury Press, Home News Tribune and Trenton Times on January 10, 2020.

Filed on January 10, 2020 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.

Sent to those individuals who have requested personal notice.

--Township Committee Regular Meeting Minutes of February 10, 2020

The Township Committee Regular Meeting Minutes of February 10, 2020 on a motion by Mr. Ferrante, seconded by Mrs. Spann. On a roll call vote of the members of the Township Committee;

Ayes:	(Ferrante (Rogers (Spann (Scott	Absent: (Taylor	Nays: (None
		Abstain: (None	

the Township Committee Regular Meeting Minutes of February 10, 2020 were adopted.

--Township Committee Closed Session Minutes of February 10, 2020

The Township Committee Closed Minutes of February 10, 2020 on a motion by Mr. Ferrante, seconded by Mrs. Spann. On a roll call vote of the members of the Township Committee;

Ayes:	(Ferrante (Rogers (Spann (Scott	Absent: (Taylor	Nays: (None
		Abstain: (None	

the Township Committee Closed Session Minutes of February 10, 2020 were adopted.

Reports and Communications

- **Boards/Commissions**
 - Mr. Stephen Banks, Past Chairperson, and Mr. Tom Walsh, Current Chairperson, of the Historic Preservation Commission presented the 2019 Year End Report. The report included

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membership appointments, various works completed, education/training of members and concluded with 2020 Goals. Mayor Scott thanked Mr. Banks and Mr. Walsh for their report.

- **Members of Committee –**

- Mr. Ferrante –

Mr. Ferrante reported on attending both the Environmental Commission and Board of Health meetings. He reported on the recent Traffic Subcommittee meeting where discussions included Cranbury Station truck traffic, Safe Zone Ordinance and different locations for lighted the crosswalks. Mayor Scott elaborated that the Safe Zone discussion was in regard to topics, such as, closing Main Street during Trick-or-Treating, for example.

- Dr. Rogers –

Dr. Rogers reported on a request from Cranbury Historic Preservation Society for a photo of the structure on the Danser Property, 147 Plainsboro Road. Photo was provided by the Historic Preservation Commission. She reported the Sustainable Jersey Subcommittee met to discuss action items. She informed the Township Committee that she participated in a Sustainable Jersey webinar to help obtain silver status. Dr. Rogers reported that she submitted an article to the Cranbury Chronicle regarding Cranbury Board of Health free rabies clinic.

Dr. Rogers later added a request she received for the entire Township Committee to attend the Health and Wellness Fair. Ms. Spann will follow up with Municipal Alliance.

- Mrs. Spann –

Mrs. Spann thanked the Historic Preservation Commission for their presentation and expressed her pleasure working with them as liaison. Mrs. Spann reported for Building and Grounds that the Fire Department received quotes to complete the work on the four bay doors and it would be cost effective to perform all the work at one time. The Township Committee agreed to move forward.

Mrs. Spann reported that the Municipal Alliance will be hosting the Health and Wellness Fair on May 16th. The Zoning Committee recently met to discuss their processes and bring information to the committee members.

- Mayor Scott –

Mayor Scott reported he attended the Planning Board meeting. He also met with the Mayor of Monroe Township to discuss the weight restrictions Monroe has recently proposed to the County and State. Mayor Scott reported that Monroe is moving forward with their proposal and it is awaiting decision from the State at this time. Mayor Scott also met with the Traffic Subcommittee.

Mayor Scott introduced his proposal for a “Downtown Revitalization”. He is considering a separate committee to research further. He will arrange a presentation for the next meeting to explain his plan and possible modeling after a similar size town, such as, Bordentown.

Follow Up Items:

- Ms. Marabello stated she spoke to Mark Berkowsky of Cranbury Housing Associates and he approved the existing pathway being paved and lit. The crosswalk at Bennett Place would need striping. A hold harmless agreement would be necessary; however, the township would not need an easement. Discussion amongst members ensued regarding parks closing at dusk and suggestions for temporary lighting. The committee members agreed to table until use of current pathway is monitored.
- Mayor Scott discussed the recent request for visual aids to be displayed on the TV monitor during the meeting. It was decided that the committee will do its best to have any Work Session reports from the professionals be displayed.

Agenda Additions/Changes – Ms. Rubin stated that Cranbury Township Resolution # R 02-20-51 be added to the Consent Agenda as item 12e.

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Boards and Commissions Vacancies:

- Municipal Alliance
- Parks Commission
- Recreation Board

Community Development Block Grant – Public Hearing

Mayor Scott opened the public hearing on the Community Development Block Grant.

Michael Kaiser of the Cranbury Housing Authority and representative from Berkowsky Associates. He was in attendance to respond to any questions from the audience during the public hearing. Mr. Kaiser advised that the grant application this year is for an energy upgrade to the Bennett Place. Hearing no questions from the public, Mayor Scott closed the public hearing.

On a motion made by Mrs. Spann and seconded by Mr. Ferrante, the following resolution passed unanimously on a roll call vote of all members present.

Cranbury Township Resolution # R 02-20-044

WHEREAS, Cranbury Township has applied for \$29,506.00 from the Community Development Block Grant (CDBG) earmarked to be used for its new affordable housing; and

WHEREAS, Cranbury Township supports the need to provide affordable housing for group homes for individual with developmental disabilities;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury it hereby requests the \$29,506.00 in grant monies be used to defray some of the costs related to assist in the development of or rehabilitation of low-to-moderate income housing in the Township of Cranbury.

--Ordinances - None

Resolutions (Non-Consent)

a). Ms. Rubin read the following resolution title. Mayor Scott requested a motion to adopt the following resolution. On a motion by Mr. Ferrante, seconded by Mrs. Spann and unanimously carried, the following Resolution was adopted by a vote:

Ayes: (Ferrante
(Rogers
(Spann
(Scott

Absent: (Taylor
Abstain: (None

Nays: (None

**CRANBURY TOWNSHIP RESOLUTION R 02-20-045
2020 MUNICIPAL BUDGET**

of the Township of Cranbury, county of Middlesex for the fiscal year 2020.

Revenue and Appropriation Summaries

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Summary of Revenues	2020	Anticipated 2019
1. Surplus	\$ 3,220,000.00	\$ 1,798,000.00
2. Total Miscellaneous Revenues	\$ 3,862,289.81	\$ 4,927,039.36
3. Receipts from Delinquent Taxes	\$ 269,907.36	\$ 197,091.33
4. a) Local Tax for Municipal Purposes	\$ 6,375,699.63	\$ 6,136,987.15
b) Addition to Local District School Tax		
c) Minimum Library Tax	\$ 606,012.00	\$ 551,307.26
Tot Amt to be Raised by Taxes for Mun Budget	\$ 6,981,711.63	\$ 6,688,294.41
 Total General Revenues	 \$14,333,908.80	 \$13,610,425.10
Summary of Appropriations	2020 Budget	Final 2019 Budget
1. Operating Expenses: S&W	\$3,722,376.68	\$3,470,519.75
Other Expenses	\$6,771,573.03	\$7,899,560.59
2. Deferred Charges & Other Appropriations	\$ 0.00	\$ 0.00
3. Capital Improvements	\$1,600,000.00	\$ 105,000.00
4. Debt Service (include for School Purposes)	\$1,967,811.50	\$1,942,012.94
5. Reserve for Uncollected Taxes	\$ 272,147.59	\$ 193,331.82
 Total General Appropriations	 \$14,333,908.80	 \$13,610,425.10
Total Number of Employees	73	73

Balance of Outstanding Debt

Interest Payments in 2020	\$821,022.50
Principal Payments in 2020	\$1,146,789.00
Outstanding Balance (12/31/19)	\$18,864,702.00

Notice is hereby given that the budget and tax resolution was approved by the Township Committee of the Township of Cranbury, County of Middlesex on February 24, 2020.

A hearing on the budget and tax resolution will be held in the Committee Meeting Room, Town Hall, 23A North Main St, on March 23, 2020 at 7:00 o'clock PM at which time and place objections to the Budget and Tax Resolution for the year 2020 may be presented by taxpayers or other interested persons.

Copies of the budget are available in the office of the Township Clerk at the Municipal Building, 23A North Main St Cranbury, NJ, (609) 395-0900 ext. *234 during the hours of 8:00 AM to 4:00 PM, Monday through Friday.

Resolutions (Non-Consent)

(Contd.)

b). a). Ms. Rubin read the following resolution title. The committee members discussed wording changes to the resolution. Ultimately the final draft of the resolution was decided upon. Mayor Scott requested a motion to adopt the following resolution. On a motion by Mr. Ferrante, seconded by Dr. Rogers and unanimously carried, the following Resolution was adopted by a vote:

Ayes:	(Ferrante (Rogers (Spann (Scott
	Absent: (Taylor
	Abstain: (None
	Nays: (None

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CRANBURY TOWNSHIP RESOLUTION NO. 02-20-046

**RESOLUTION DEDICATING MUNICIPALLY-OWNED LAND FOR
PUBLIC LIBRARY USE**

WHEREAS, the Cranbury Public Library is a free public library established pursuant to the laws of the State of New Jersey, N.J.S.A. 40:54-1 et seq.; and

WHEREAS, the Cranbury Public Library is currently located at 23 North Main Street, attached to and essentially part of the Cranbury School, and serves as both the public and school library; and

WHEREAS, the Library Board would like to build a new, free-standing municipal library on property owned by the Township of Cranbury; and

WHEREAS, the planned location is a 14.19 acre, irregularly-shaped, open lot located next to the Township Municipal Building and elementary school, which is presently used for passive and active recreation; and

WHEREAS, the property in question is known as Block 23, Lot 14.03 on the Township Tax Map; and

WHEREAS, a new municipal library in this location is consistent with the 2010 Master Plan, which specifically recommends that the Township reserve land within the existing Town Hall Complex for a stand-alone library; and

WHEREAS, a new municipal library in this location is consistent with the 2019 Master Plan Reexamination Report, which continued its support for a new municipal library to be built at that location; and

WHEREAS, on August 31, 2016, the Cranbury Public Library applied to the Cranbury Township Planning Board pursuant to N.J.S.A. 40:55D-31a for capital project review of its proposal to erect a new, free-standing library; and

WHEREAS, the Planning Board reviewed the plans at hearings on September 15, 2016 and October 20, 2016; and

WHEREAS, on October 20, 2016, the Planning Board unanimously voted to endorse the plans for the proposed free-standing library, subject to certain comments and conditions; and

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WHEREAS, the Cranbury Township Committee would like to see a new municipal library built at that location; and

WHEREAS, the Library Board has applied for state funding under the “New Jersey Library Construction Bond Act,” to help finance construction of the new building; and

WHEREAS, that state funding requires that the Library Board provide “proof of ownership” of the property in question; and

WHEREAS, the funding application defines “proof of ownership” as:

Proof of Ownership. The Applicant shall be in possession of a fee simple title or such other estate or interest in the project site, including access thereto, as is sufficient to assure undisturbed use and possession of the facility(ies) for not less than twenty (20) years, or shall have met the criteria in N.J.A.C. [15:24-2.7\(a\)](#)4 and N.J.A.C. [15:24-2.7\(b\)](#) and (c). Ownership of the site by the Applicant includes ownership of the land by the municipality(ies) in which the Applicant is located, or the county(ies) in the case of a county or regional public library Application, provided that such land has been formally dedicated to public library use. The Application must include proof of ownership and copy of such resolution, dedicating land to public library use.

WHEREAS, on February 14, 2020, the New Jersey State Library published “Questions and Answers about the Bond Act - Set 9,” which stated: “When the municipality owns the site for the library building and dedicates the site to Library use for not less than 20 years the ownership requirement for the applicant is satisfied.”

NOW, THEREFORE BE IT RESOLVED that the Township Committee of the Township of Cranbury, County of Middlesex, State of New Jersey, **HEREBY DEDICATES** that property known as Block 23, Lot 14.03 on the Cranbury Township Tax Map, for public library use, for 20 years and so long as the property is being used for that purpose. The Library Board and the Township will enter a long-term agreement establishing the terms and conditions of the use of the property which has been so dedicated.

Resolutions

Consent Agenda

Mayor Scott asked the Township Committee if there were any questions or comments on the Consent Agenda. Mayor Scott requested a motion to adopt the following Consent Resolutions. On a motion by Mr. Ferrante, seconded by Dr. Rogers and unanimously carried, the following Resolutions adopted by vote:

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Ayes: (Ferrante
(Rogers
(Spann
(Scott

Abstain: (None
Absent: (Taylor

Nays: (None

Cranbury Township Resolution #R 02-20-047

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 # R 2-20-048

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 2020 in the sum of \$2,094.76 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 \$2,094.76 is hereby appropriated under the caption "Body Armor 2020"

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 Chief Financial Officer

Cranbury Township Resolution # R 02-20-049

A RESOLUTION AWARDING A PROFESSIONAL SERVICES AGREEMENT

WHEREAS, the Township wishes to hire the following firm ("Professional") to provide professional services to the Township during the calendar year 2020 as follows:

- a). Shropshire Associates, LLC- Planning and Zoning Traffic Consultant

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WHEREAS, the costs for the services to be provided by the Professional is set forth in their respective proposal submitted to the Township, which is incorporated herein as if fully restated; and

WHEREAS, the Township has a need to acquire the foregoing services without a "Fair and Open Process" as defined by P.L. 2004, c. 19, the "Local Unit Pay-to-Play Law"; and

WHEREAS, the Professional has completed and filed with the Township Campaign Contributions Affidavits as required by N.J.S.A. 19:44A-20.2 *et seq.* certifying that they have not made any prohibited contributions to a candidate's committee or municipal committee representing the elected officials of the Township of Cranbury, along with Certifications Regarding Political Contributions as required by N.J.S.A. 19:44A-20.26; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et. seq.* authorizes the award of this contract without public bidding on the basis that this is a professional services agreement; and

WHEREAS, the Cranbury Township Chief Financial Officer has certified that sufficient funds are available for this purpose and that the value of said Agreement will exceed \$16,000.00;

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

1. The Township of Cranbury hereby approves the following firm to provide professional services to the Township during the calendar year 2020:

a). Shropshire Associates, LLC- Planning and Zoning Traffic Consultant

2. The Mayor and Clerk are hereby authorized and directed to enter into a Professional Services Agreement with the aforementioned Professionals pursuant to the provisions of the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* This contract is being awarded without competitive bidding as a Professional Services Agreement under the provisions of the aforementioned law because a service will be rendered or performed by a person or persons by law to practice a recognized profession and whose practice is regulated by law.

3. A copy of this Resolution, the pay-to-play forms, and the executed Agreement and insurance certificate shall be placed on file in the Office of the Township Clerk.

4. A brief notice of this action shall be published in a newspaper of general circulation in the Township of Cranbury within ten (10) days of its passage.

Cranbury Township Resolution # R 02-20-050

A RESOLUTION AWARDING A PROFESSIONAL SERVICES AGREEMENT

WHEREAS, the Township wishes to hire the following firm ("Professional") to provide professional services to the Township during the calendar year 2020 as follows:

a). Virginia Guinta – Planning and Zoning Transcription Services

WHEREAS, the costs for the services to be provided by the Professional is set forth in their respective proposal submitted to the Township, which is incorporated herein as if fully restated; and

WHEREAS, the Township has a need to acquire the foregoing services without a "Fair and Open Process" as defined by P.L. 2004, c. 19, the "Local Unit Pay-to-Play Law"; and

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WHEREAS, the Professional has completed and filed with the Township Campaign Contributions Affidavits as required by N.J.S.A. 19:44A-20.2 *et seq.* certifying that they have not made any prohibited contributions to a candidate's committee or municipal committee representing the elected officials of the Township of Cranbury, along with Certifications Regarding Political Contributions as required by N.J.S.A. 19:44A-20.26; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* authorizes the award of this contract without public bidding on the basis that this is a professional services agreement; and

WHEREAS, the Cranbury Township Chief Financial Officer has certified that sufficient funds are available for this purpose and that the value of said Agreement will exceed \$6,300.00;

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

2. The Township of Cranbury hereby approves the following firm to provide professional services to the Township during the calendar year 2020:

a). Virginia Guinta – Planning and Zoning Transcription Services

2. The Mayor and Clerk are hereby authorized and directed to enter into a Professional Services Agreement with the aforementioned Professionals pursuant to the provisions of the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* This contract is being awarded without competitive bidding as a Professional Services Agreement under the provisions of the aforementioned law because a service will be rendered or performed by a person or persons by law to practice a recognized profession and whose practice is regulated by law.

3. A copy of this Resolution, the pay-to-play forms, and the executed Agreement and insurance certificate shall be placed on file in the Office of the Township Clerk.

4. A brief notice of this action shall be published in a newspaper of general circulation in the Township of Cranbury within ten (10) days of its passage.

Cranbury Township Resolution # R 02-20-051

WHEREAS, pursuant to the Solid Waste Management Act, N.J.S.A 13:1E-1, et seq., Each county within the State of New Jersey is deemed a solid waste management district; and

WHEREAS, each solid waste management district is responsible for developing a solid waste management plan that sets forth the strategy for disposing and/or recycling of solid waste generated within the geographic boundaries of the respective county; and

WHEREAS, the Board of Chosen Freeholders (the "Board") of the County for Middlesex ("the County") has adopted the Middlesex County Solid Waste Management Plan, as the same has been amended from time to time; and

WHEREAS, the County Plan designates the Middlesex County Improvement Authority ("the Authority") as the sole implementing agency responsible for the implementation of the County's Recycling Plan; and

WHEREAS, the Township of Cranbury, Middlesex County, State of New Jersey, is desirous of continuing with the Authority, as fully set forth in the "Agreement for the Provision of Recycling Collection and Marketing Services of Designated Recyclables";

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Cranbury, in the County of Middlesex, that the above-referenced Agreement with the Middlesex County

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Improvement Authority shall hereby commence on March 31, 2020 and continue through March 30, 2023;

Public Comment

Mayor Scott opened the meeting to general public comment.

Michael Kaiser: Cranbury Housing Associates Treasurer – The association agrees with the lights and timers on the pathway that was discussed. He stated he believes the Association is interested in allowing access, however, the insurance and legal agreements must be in place prior to any approval.

Kirstie Venanzi – President of Library Board of Trustees and Marilyn Mullen – Library Director: Ms. Venanzi and Ms. Mullen suggested the committee members have a presentation on library law. They stated the wording of the resolution was important for the grant application. Ms. Venanzi thanked the Township Committee for the adoption of the resolution this evening as it completed everything for the grant application.

Fred Dennehy: - Mr. Dennehy agreed there should be a presentation on library law. The grant application will be submitted within the next month and agrees that wording within the grants are very important.

Mayor Scott closed the meeting to public comment.

Action Items:

Mr. Ferrante prepared the following list to be noted as “Action Items”:

- Presentation on Downtown Development - Mayor Scott
- Sustainable Jersey – Dr. Rogers
- Library Law – Mayor Scott to coordinate w/Ms. Venanzi and Ms. Mullen on attending a library meeting where this may be presented.

Mayor Scott requested a motion to adjourn. On motion by Mr. Ferrante, seconded by Dr. Rogers and unanimously carried, the meeting adjourned at 8:15 p.m.

Debra A. Rubin, RMC
Municipal Clerk