

TOWNSHIP COMMITTEE REGULAR MEETING
June 22, 2020

The Township Committee Regular Meeting of the Township of Cranbury was held at 7:00 pm. by remote access videoconferencing in response to COVID-19 and the updated Open Public Meeting Act guidelines. Answering present to roll call were Township Committee members: Michael Ferrante, Barbara Rogers, Evelyn Spann, Jay Taylor and Mayor Matthew Scott. Also present were Denise Marabello, Township Administrator/CFO; Steven Goodell, Township Attorney; Thomas Decker, Township Engineer; Richard Preiss, Township Planner; and Debra Rubin, Municipal Clerk. Mayor Scott called the meeting to order and Ms. Rubin read 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 and remote access information added on April 24, 2020, updated on June 18, 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. Township website was updated with remote access information on April 24, 2020, updated June 18, 2020.

Sent to those individuals who have requested personal notice.

--Township Committee Regular Meeting Minutes of June 8, 2020

The Township Committee Regular Meeting Minutes of June 8, 2020 on a motion by Mr. Taylor, seconded by Dr. Rogers. On a roll call vote of the members of the Township Committee;

Ayes: (Ferrante
(Rogers
(Spann
(Taylor
(Scott

Absent: (None
Abstain: (None

Nays: (None

the Township Committee Regular Meeting Minutes of June 8, 2020 were adopted as revised.

Reports and Communications

- Mr. Ferrante - Mr. Ferrante attended the Environmental Commission meeting, where the EC received a comprehensive overview of stormwater management from the Watershed. Mr. Ferrante acknowledged the terrible fire at Cranbury Pizza, and expressed relief that no one was hurt. He thanked the members of the Township Committee for contributing towards the \$500 Target Gift Card presented to the family that evening. He also thanked the members of the community who contributed to the GoFundMe that Laura Zurfluh arranged that evening, that currently has \$38,800 raised. He also asked Ms. Rubin to address the primary process when it came to departmental updates.
- Dr. Rogers – Dr. Rogers requested Mr. Goodell explain the process when an individual make changes to township property. Mr. Goodell explained the township cannot maintain improvements made by residents and can inadvertently cause a liability. He expressed that all requests are to be made to the township's proper governing body in order to be properly vetted, regardless of size of request.

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- Mrs. Spann – She reported she attended the Middlesex 2040 Strategic Planning meeting. She also reported on attending the Zoning Committee, Municipal Alliance and Historic Preservation Commission meetings respectively.
- Mr. Taylor – Mr. Taylor announced the Cranbury Business Association agreed to conduct the Town Wide Garage Sale.
Mr. Taylor then requested the members approve the expenditure of funds currently budgeted for the township fireworks to be used on the newly scheduled Drive-In Movie Night sponsored by the Board of Recreation Commission. Ms. Marabello questioned the cancellation of the annual township fireworks. Mayor Scott commented the intent is to postpone the fireworks until the Fall. Mr. Taylor reported the Recreation Commission was also planning on offering Summer Camp to Cranbury residents. He supplied the starting dates and the plan for closure of portion of park with snow fences being erected. Mr. Ferrante asked that Mr. Taylor extend the committee's gratitude to Tim Brennan for his exemplary work on preparing for Summer Camp.
Mr. Taylor to provide Ms. Marabello with contact information to send Cranbury Township flag with Kevin Lowery to be flown in Antarctica.
- Mayor Scott – Mayor Scott will be participating in the upcoming public portion of Bicycle Network Plan meeting on June 23rd.
He reported the Mandala event, organized by resident Eman El-Badawi, was a successful event and attended by many community members. He added that the Candle Light vigil that followed was equally well attended and thanked everyone for making it successful, including the Cranbury Township Police Department.
Mayor Scott discussed the recent fire devastating local business, Cranbury Pizza. He reported on how the community reacted by starting a GoFundMe page for the displaced residents, spearheaded by resident Laura Zurfluh, and the action of the Cranbury Presbyterian Church by assisting in housing the family with a donation from an anonymous donor.

Subcommittees –

- Ms. Marabello discussed her follow up item on how to move forward with future Township Committee meetings. Information she received shows that maintaining virtual public meetings is currently the best option. In person meetings would require participants wearing masks and must allow for social distancing. Virtual meetings allow for more members of the public to attend. The suggestion of the using the Large Group Room is not an option as it is currently not open to the public and the Township Committee meetings would not take precedence for scheduling purposes. She recommended continuing all future meetings virtually until masks are no longer a requirement for attendees.

Department Heads -

- Ms. Rubin provided information on the upcoming Primary Election being held on July 7th. She discussed material regarding the vote by mail process and locations for drop boxes. She reported on the weekly communications, which include all Middlesex County Clerks, the Board of Elections and the County Clerk's Office. Ms. Rubin added that material has been placed on the township website, sent to residents via email blast, a video placed on the township cable channel and Nixle alerts will be sent, all in an effort to help voters be informed on the process for the election.
- Ms. Marabello read report from Sam DiStasio, Fire Chief date June 19th 2020.

Follow up Items –

- Mr. Decker reported letters were previously sent to all violators of the sump pump ordinance within the last (7) days. He is currently working with Department of Public Works as the point of contact. Mrs. Spann questioned if there would be any difficulty in complying by the deadline due to the public health emergency. Mr. Decker expressed there may be a need for flexibility and Mr. Ferrante added it should be taken into consideration if there is good faith effort made for compliance on behalf of the residents.

Agenda Additions/Changes – Mayor Scott made the following Mayoral Appointment changes to the Parks Commission membership;

- Brendan Hanson from Alternate #1 to FULL member – expiration date 12/31/20

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- Michele Kemper from FULL member to Alternate #1 – expiration date 12/31/20

Boards and Commission – Vacancies:

Ms. Rubin read the following vacancies:

- Environmental Commission – Waiting on recommendation from Chairperson
- Board of Recreation Commissioners – (2)
- Municipal Alliance – (1)

Ms. Rubin also added that any recent applications received during the campaign for EDAC appointments were sent to the various board secretaries for follow-up.

Ordinances –

First Reading – None

Second Reading – None

Resolutions – Consent

Mayor Scott requested that Consent Item “g” entitled “Cranbury Township Resolution #R 06-20-084” be pulled from voting under Consent and requested it be voted upon separately.

Mayor Scott asked the Township Committee if there were any questions or comments on the remaining Consent Agenda items. Mayor Scott requested a motion to adopt the following Resolutions. On a motion by Mr. Ferrante, seconded by Mr. Taylor and carried for items A-F adopted by the following vote:

Ayes: (Ferrante
(Rogers
(Taylor
(Spann
(Scott

Abstain: (None
Absent: (None

Nays: (None

Cranbury Township Resolution # 06-20-078

**A RESOLUTION APPROVING A CHANGE ORDER TO THE
TOWNSHIP'S CONTRACT WITH T.R. WENIGER, INC.**

WHEREAS, a contract was awarded to T.R. Weniger, Inc. for a not to exceed amount of \$230,000.00 on August 9, 2017; and

WHEREAS, the Township Engineer has recommended a change order for additional items which would increase the agreement by \$2,500.00;

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

1. The Change Order for T.R. Weniger, Inc. is hereby approved.
2. This Resolution shall serve as an amendment to the original contract and will increase the agreement amount by \$2,500.00

Cranbury Township Resolution #R 07-20-079

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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 06-20-080

Resolution Authorizing Electronic Tax Sale

WHEREAS, N.J.A.C. 5:33-1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Local Government Service; and

WHEREAS, the Director of the Division of Local Government Services has promulgated rules and regulations for an electronic tax, and

WHEREAS, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complete tax sale process, and

WHEREAS, the Township of Cranbury wishes to hold an electronic tax sale.

Cranbury Township Resolution #R 06-20-081

**Authorizing and Directing
Charge of Fee for Each Notice of Tax Sale in Conjunction with
Electronic Tax Sale**

WHEREAS, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Local Government Services, and

WHEREAS, the rules and regulations state a municipality may to send two (2) notices of tax sale to all properties included in said sale in lieu of advertising; and

WHEREAS, the rules and regulations allow said municipality to charge a fee of \$25.00 per notice for the creation, printing and mailing of said notice; and

WHEREAS, in an effort to more fairly assign greater fiscal responsibility to delinquent taxpayers, the Township of Cranbury wishes to charge \$25.00 per notice mailed which will be assessed specifically to the delinquent accounts that are causing the need for a tax sale and not to the general tax base.

BE IT RESOLVED by the Council of the Township of Cranbury that a fee of \$25.00 per notice be established and is hereby authorized and directed to be charged for each notice of tax sale that is sent in conjunction with the electronic tax sale.

CRANBURY TOWNSHIP RESOLUTION #R 06-20-082

Authorizing Plumbing Subcode Official Salary Adjustment

NOW, THEREFORE, BE IT RESOLVED, BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CRANBURY, that Keith Will, Plumbing Subcode Official, who was appointed to the position, for a four-year term, beginning on March 1, 2019 at an annual salary of \$12,480.00 for 6 hours per week is being required by the Construction Official to work 9 hours per week at a salary of \$18,720.00 effective June 21, 2020.

CRANBURY TOWNSHIP # R 6-20-083

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**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 \$10,782.76 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 \$10,782.76.00 is hereby appropriated under the caption "Clean Communities 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

Mayor Scott explained the background and purpose for creating the Ad Hoc Economic Development Advisory Committee. He shared the names of the seven (7) names to be appointed and their various backgrounds.

Mayor Scott requested a motion to adopt the following Resolution. On a motion by Mr. Ferrante, seconded by Dr. Rogers. The following resolution was adopted by the following vote:

Ayes: (Ferrante
(Rogers
(Spann
(Taylor
(Scott

Abstain: (None
Absent: (None

Nays:

Cranbury Township Resolution # R 06-20-084

**Appointment of Economic Development Advisory
Committee Membership**

WHEREAS, it is necessary to make the following appointments to the Economic Development Advisory Committee for the Township of Cranbury:

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NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury that the following individuals are appointed to the positions and terms noted effective June 22, 2020:

TOWNSHIP COMMITTEE APPOINTMENTS

NAME	APPOINTMENT	TERM ENDING
Matthew A. Scott	Township Committee Liaison	12/31/2020
Delpha Georges	Member	12/31/2020
Derek Hahn	Member	12/31/2020
Lisa Knierim	Member	12/31/2020
Anjan Lahri	Member	12/31/2020
Tamara Vostok	Member	12/31/2020
Pam Walker	Member	12/31/2020
Nancy Witt	Member	12/31/2020

Reports from Township and Professionals –

Cranbury Township Land Development Ordinance § 150 – 43 Parking and loading areas:

Richard Preiss, Township Planner, explained this is the first of two proposed township ordinance amendments. Mr. Goodell explained that both will be prepared in formal ordinance format when they are prepared for first reading. Mr. Preiss explained the changes within the ordinance and how it will affect the current Code. The committee agreed with the current contents of the parking and loading area draft ordinance and agreed to move forward for first reading on the next agenda.

Cranbury Township Scenic Corridor Ordinance:

Mr. Preiss explained the contents of the Scenic Corridor Ordinance. He stated the 2019 Master Plan reaffirms the need to address the overlay. The members discussed the need for the farmers in the affected area to have input and have that information prepared for discussion at the next meeting. Mr. Goodell explained that the ordinance may be scheduled for first reading once the input is received and discussed at the same meeting. After introduction the ordinance is then sent to the Planning Board for review and comment before the second reading and public comment notice.

Public Comment

Mayor Scott opened the meeting to general public comment.

- Derek Hahn – Thanked the Township Committee for his appointment to the recently created Economic Development Advisory Committee. He added that he was interested in the CATV Commission as well and referred to Comcast Cable as the only company offered in town. Mr. Goodell, Township Attorney, explained the cable contract renewal process.

Hearing no other public comment, Mayor Scott closed the meeting to public comment.

Action Items:

- Scenic Overlay Ordinance – Speak to Farmers – Evelyn Spann
- Village Park Pathway Hours– Tom Decker
- Email Blast to Residents for Cranbury Bicycle Plan Public Input – Barbara Rogers

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Closed Session

Ms. Rubin read the following resolution by 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
 (Taylor
 (Scott
 Absent: (None
 Abstain: (None
 Nays: (None

- a). Closed Session – Cranbury Township Resolution – # R 06-20-085
- Brainerd Lake Dredging Project

Cranbury Township Resolution # R 06-20-085

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(5) matter involving the purchase, lease, or acquisition of real property with public funds, the setting of banking rates, or investment of public funds, if it could adversely affect the public interest if discussion of the matters were disclosed;

--- N.J.S.A. 10:4-12b(7) pending or anticipated litigation or contract negotiation other than in subsection b. (4) herein in which the public body is, or may become, a party, or matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;

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.

The meeting moved into Closed Session at 9:11 p.m.

Mayor Scott made a motion to close the Closed Session and return to public session. Mrs. Spann seconded the motion. The motion passed unanimously on a voice vote of all members present. The meeting returned to public meeting at 10:00 p.m.

Adjourn

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Mayor Scott requested a motion to adjourn. On motion by Mr. Taylor, seconded by Mr. Ferrante and unanimously carried, the meeting adjourned at 10:00 p.m.

Debra A. Rubin, RMC
Municipal Clerk