

TOWNSHIP COMMITTEE REGULAR MEETING  
September 14, 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; 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 August 24, 2020

The Township Committee Regular Meeting Minutes of August 24, 2020 were presented on a motion by Mr. Ferrante, seconded by Mr. Taylor. On a roll call vote of the members of the Township Committee;

Ayes:           (Ferrante  
                    (Rogers  
                    (Spann  
                    (Taylor  
                    (SCott  
                    Abstain: None  
                    Absent: (None

Nays: (None

the Township Committee Regular Meeting Minutes of August 24, 2020 were adopted.

### Reports and Communications

- Mr. Ferrante – Mr. Ferrante reported his attendance at the Traffic Subcommittee meeting where the crosswalk, which was previously planned and approved, will be installed at the intersection of Westminster and North Main Street in the future. Mr. Ferrante began discussion regarding the Cranbury Library and read his written comments (see attached). He ended stating the Township Committee members need to make a final, public determination that there is no suitable existing Township office space for the Library, and they (Library) should continue to aggressively pursue other options. After further discussion by all committee members, they unanimously agreed that Town Hall is not a viable option for the Library to use as a temporary area.
- Mrs. Spann – Mrs. Spann reported on her attendance at the recent Planning Board, Historic Preservation Commission and the Zoning Committee meetings. Upcoming Zoning Committee meetings will focus efforts on the sign ordinance and stormwater ordinance. Information to be received from the Watershed Institute and Environmental Commission for the upcoming stormwater

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management ordinance and will be brought to the Township Committee for review. Mrs. Spann added that contact has not been made with appointee, David Nissan, in regards to his appointment to the Zoning Committee and therefore has not attended any recent meetings. She suggested contacting the Zoning Board Chairperson for assistance.

- Dr. Rogers – Dr. Rogers reported she did not attend the most recent Parks Commission meeting; however, she had a discussion with the Chairperson regarding items to discuss with the Township Committee. The Parks Commission made a request to be placed on a recent upcoming Township Committee meeting.

Dr. Rogers added the Bike Network Plan should have the draft complete by end of September for review.

- Mr. Taylor – Mr. Taylor thanked the Department of Public Works for their efforts regarding chipping throughout the township. He then discussed that permits for the Construction Department have not increased since the 1990's and are 30% less than neighboring towns are the due to the benefit of the construction of the warehouses within the township.

Mr. Taylor asked that sewer hookup be reconsidered in the Shadow Oaks section. He suggested a survey be sent to residents to gauge their desires to connect. Ms. Marabello explained the current capacity should be reviewed by the Township Engineer before surveying residents to confirm if possible. Other members also questioned township cost. Ms. Marabello to follow up with Township Engineer.

- Mayor Scott – Mayor Scott began with commending the Library Board and staff for their efforts regarding their search for a temporary space for the Library to utilize.

Mayor Scott reported on the recent meet and greet held by the Economic Development Advisory Committee. They will make a presentation at the September 28<sup>th</sup> Township Committee meeting.

He reported on the Lions Club GoFundMe for Skeets Pantry Campaign which ends on September 24<sup>th</sup>. Mayor Scott advised businesses are actively preparing for a Octoberfest.

Mayor Scott appointed the incoming Chief of Police, Michael Owens as the OEM Coordinator upon Chief Rickey Varga's retirement effective October 1<sup>st</sup>.

He ended with an announcement for Candidates Night in October.

**Department Heads -**

- Ms. Marabello discussed the opening of Town Hall to the public. She advised that she was prepared to open with new procedures and guidelines, however, planned to wait until after the Fall numbers were reported. Ms. Marabello advised all boards and commission meetings will remain virtual to abide by social distancing guidelines. The Senior Room and Boy Scout Room will not be open to the public until after the General Election on November 3<sup>rd</sup>. She discussed all the preventative measures in place to keep the employees safe and previously reviewed with the Chief of Police/Office of Emergency Management. Mr. Ferrante discussed his desire for the building to open with Dr. Rogers asking if all CDC guidelines were being followed. Mr. Taylor agreed with opening, if public are kept to the Main Office area and Mrs. Spann asked for PPE for employees and questioned if employees were concerned. Ms. Marabello reported that hand sanitizing is available at each office, face masks were distributed and gloves, where needed. The Department of Public Works erected stanchions throughout the building in an effort to keep all public business to be completed at the Main Office. The Township Committee agreed on Town Hall opening to the public on Wednesday, September 16<sup>th</sup> with the new procedures in place.

**Follow up Items –**

- PSE&G Wynnewood Outage Follow-up- Mayor Scott spoke to a PSE&G representative who confirmed the power outage was secondary to the tree falling on the line.

**Boards and Commission – Vacancies:**

Ms. Rubin announced the current vacancies as;

- Clock Winding Committee
- Board of Recreation Commissioners
- Municipal Alliance

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**Ordinances –**

**First Reading - None**

**Second Reading – None**

**Resolutions – Consent**

Mayor Scott asked the Township Committee if there were any questions or comments on the Consent Agenda items. Hearing none, Mayor Scott requested a motion to adopt the existing Resolutions. On a motion by Mr. Ferrante, seconded by Mr. Taylor the following Consent Resolutions were adopted by the following vote:

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

Abstain: (None  
Absent: (None

Nays: (None

**Cranbury Township Resolution #R 09-20-104**

**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 09-20-105**

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). Holt McNally & Associates – Auditing 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

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 not exceed \$33,500.00.

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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). Holt McNally & Associates - Auditing 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 09-20-106**

**RESOLUTION CANCELING OUTSTANDING CHECKS**

**WHEREAS**, the Director of Finance has requested that checks outstanding for more than a year be cancelled; and

**WHEREAS**, the Director of Finance has advised that it would be appropriate for the Township Committee to authorize the cancellation of said checks as follows:

**RECREATION  
BERKSHIRE BANK  
ACCOUNT # 857168879**

3882	\$47.57	03/11/19	Ready Refresh by Nestle
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**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Cranbury, County of Middlesex, hereby authorizes the cancellation of said checks.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the Director of Finance.

**Cranbury Township Resolution # R 09-20-107**

**Resolution Authorizing the Renewal of Plenary Retail Consumption Alcoholic Beverage Licenses and Alcoholic Beverage Plenary Distribution Licenses for 2020-21**

**WHEREAS**, all of the following applicants have applied for renewal of existing licenses for the year 2020-21:

- JK Mart, Inc.  
Buy-Rite Liquors  
Route 130

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Cranbury, New Jersey 08512  
(1202-32-001-010)

- Mr. Thomas C. Ingegneri  
Ms. Gloria A. Ingegneri  
The Cranbury Inn  
21 South Main Street  
Cranbury, New Jersey 08512  
(1202-32-002-005)

**WHEREAS**, all applicants for Plenary Retail Consumption Alcohol Beverage Licenses and applicants for Alcoholic Beverage Plenary Distribution Licenses have submitted applications to the Division of ABC and the Township Clerk, which forms are complete in all requests; and

**WHEREAS**, these applicants are qualified to be licensed according to all statutory, regulatory and local governmental Alcoholic Beverage Control laws; and

**NOW, THEREFORE, BE IT RESOLVED** on this 14th day of September 2020, by the Township Committee of the Township of Cranbury, County of Middlesex, State of New Jersey, that:

Each of the aforesaid applications is hereby approved and the Township Clerk is authorized and directed to issue the appropriate licenses applied for by each of said applicants.

### **Public Comment**

Mayor Scott opened the meeting to general public comment.

- Mary Jean Mucciarone – She advised the Township Committee that she was never notified on the work to the storm drains. Residents were not notified that were directly impacted by the work. She spoke of the work with a large curb that was installed and has already spoken to Tom Decker, Township Engineer regarding it. He responded he would follow up with the contractor. She stated she wanted the members to be aware of the mess that has been created in front of her home on Plainsboro Road. The Mayor asked Ms. Marabello to follow up with Mr. Decker.
- Richard Kallan – He stated he disagrees with the answer from PSE&G regarding the outage on Wynnewood Drive. Mr. Kallan further stated that since Hurricane Sandy the development has had numerous power outages and many issues with the circuit breakers.

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

Action Items:

- Shadow Oaks – Follow up with Tom Decker, Township Engineer – Ms. Marabello
- Plainsboro Road- follow up with Tom Decker, Township Engineer- Ms. Marabello

### **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

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**Cranbury Township Resolution # R 09-20-108**

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(8) matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public meeting; or

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 8:29 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 8:53 p.m.

**Adjourn**

Mayor Scott requested a motion to adjourn. On motion by Mr. Taylor, seconded by Mr. Ferrante and unanimously carried, the meeting adjourned at 8:55 p.m.

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Debra A. Rubin, RMC  
Municipal Clerk

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(Attachment)

On July 15 of this year, the Cranbury School Board informed the Cranbury Library Board that, due to its need for additional space to accommodate social distancing in September when school starts, it was terminating the Library's lease of the shared school/public library space. The School Board allowed the Library one month, until August 15, to vacate the premises.

In the first 30 days, the Library focused on un-merging the school and public collections, arranging for a place to store the "back collection" and packed up the "front collection" of new and high-circulating items, on the assumption that a short-term solution could be found. They secured a small retail location at 109 S. Main for the back collection, and the "front collection" remains in storage until it can be delivered to its eventual destination. The retail location at 109 S. Main St is approximately \$20,000 per year.

In parallel to moving out of the shared space, the library also had to find a suitable location that could work for 18-24 months until either the library wins the NJCBA grant and can start construction at 30 Park Place West, or the NJCBA is further delayed, or the library does not win the grant.

As you know, the Library is funded by the taxpayers of Cranbury at the state-mandated minimum – a "third of a mill". This is roughly \$600,000 this year. Prior to 2008, the library incurred a small operating surplus that was put into capital reserve, earmarked for a new building. Since 2008, the library has been running a balanced budget, paying approximately \$50,000 to the Cranbury School in annual rent.

So, \$50,000 is the benchmark for operating expenses for any interim solutions, as well as for a new library, without using more of the budget allocated to staff salaries (which translates to operating hours), books and other materials, and programming. For the new library at 30 Park Place West, operating expenses are approximately \$40,000 to operate.

To minimize the amount of taxpayer funds used for rents, the Library explored if any Township-owned spaces would be feasible, as well as reaching out to TC members, Ms. Marabello, and several local organizations to find a suitable, "in-town" location for curbside service and eventually limited in-person services.

The library explored the **Old Firehouse**, a Township-owned building that has housed Township offices in the past, has a strong floor, and could be climate-controlled. However, the Fire Company objected strongly to that option, and the library did not pursue that option over their vocal objections.

The library also explored **Town Hall** spaces, but the township leadership did not find any space acceptable, as the spaces needed to be used for other purposes: the Scout Room needs to be used as a polling location, and the Senior Center is grant-restricted for use by seniors, as well as used as a polling location.

The library also explored several other locations, including the **Presbyterian Church**, the **Historical Society**, and **21 Park Place West**. Each was problematic for reasons of size or load bearing capacity.

From July, the library has also explored two options for trailers: one along Park Place West on CHA property granted to the Township for a parking easement; the other option situating the trailer on the Township-owned property at 30 Park Place West. Both of these options have a high amount of fixed-and set-up costs that make it the most expensive option --- up to \$50,000 annually. Expenses include delivery, electrical hook-up, internet hook-up, sanitation, and pedestrian access.

Finally, the library continues to explore other retail options. The leading option is a downtown retail option that would cost approximately \$33,000 annually to operate. The lease on that location, as well as 109 S. Main St where the back-collection resides, comes with a 24-month term and a 90-day termination, which matches the time horizon all outcomes of the NJCBA.

The library board needs to provide critical library services to Cranbury residents while operating within the budget allocation.

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**What we need to do tonight: we need to make a final, public determination that there is no suitable existing Township office space for the library, and they should continue to aggressively pursue other options.**

Michael Ferrante  
Cranbury Township Committee