

TOWNSHIP COMMITTEE MEETING
March 26, 2012

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: Susan Goetz, Glenn Johnson, Daniel Mulligan, Jay Taylor and Mayor David Cook. Also present were Denise Marabello, Township Administrator/Director of Finance; and Jean Golisano, Deputy Clerk. Mayor Cook led in the salute to the flag, and Ms. Golisano 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 November 29, 2011 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 November 29, 2011.
- (3) Was filed on November 29, 2011 at the Cranbury Municipal Office, 23-A North Main Street, Cranbury, New Jersey, posted on the Township's web site and remains on file for public inspection, and
- (4) Sent to those individuals who have requested personal notice.

Regular Township Committee Minutes of March 12, 2012

On motion by Mr. Mulligan, seconded by Ms. Goetz and unanimously carried, the Regular Township Committee Minutes of March 12, 2012 were adopted.

Closed Session Minutes of March 12, 2012

On motion by Mr. Taylor, seconded by Mr. Johnson and unanimously carried, the Closed Session Minutes of March 12, 2012 were adopted.

Reports and Communications

--Mayor

Mayor Cook stated the Township Budget was being addressed and he stated he felt the Township Committee did a great job with the Budget. Mayor Cook summarized an article about the budget problems Lawrenceville is facing now because of using up surplus in the past. Lawrenceville also lost over \$130 million of tax revenue due to a decline in property values, their fifth decline in five (5) years. Mayor Cook explained if Lawrenceville does not raise taxes to the level where they must go to public referendum, they may face bankruptcy in the next two (2) years. Mayor Cook explained Cranbury, with a small increase in taxes and managing the surplus, will not run into the budget problems being experienced by Lawrenceville and other municipalities.

Mayor Cook reported the Township submits for many grants; however, it is now tougher to get funding. He reported Cranbury Township did receive a \$220,000 grant for the beautification of Downtown from the Department of Transportation, and Mayor Cook stated he wanted to acknowledge the following for their efforts in obtaining the grant: Dan Mulligan; Assemblyman Dan Benson; Bill Tanner, Township Engineer; and Ms. Marabello, Township Administrator. The grant funds will be applied towards brick sidewalks and curbing.

--Members of Committee

Mr. Taylor stated he wanted to thank the public, and especially Mr. Richard Kallan, for bringing the condition of curbs to the Township Committee's attention. Mr. Taylor stated it is important for residents to voice their concerns to the Township.

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Reports and Communications (Continued)

--Members of Committee

(Mr. Taylor con't.)

Mr. Taylor reported the Cranbury Police Department's statistics for February as follows: 88 summonses were issued (16 speeding) with top summons locations being Route 130, Main Street, Old Trenton Road and top speeding summons locations being Main Street, Old Trenton Road and Plainsboro Road. Mr. Taylor reported there were 168 overtime man hours in February (year-to-date 331.5) due to shift coverage, training and DARE. The Traffic Bureau reported 37 motor vehicle crashes. The Detective Bureau had eight (8) new criminal investigations; four (4) closed criminal investigations; five (5) new administrative investigations; six (6) closed administrative investigations; and three (3) patrol assists. Mr. Taylor reported for February there were 14 arrests, three (3) DUIs, six (6) theft/shoplifting and 11 warrants. The vehicle mileage for February was 11,015 (year-to-date 19,229) and vehicle maintenance expenditures were \$2,895.53 (year-to-date \$4,769.64).

--Subcommittees

There were no reports from Subcommittees.

Agenda Additions/Changes

There were no additions or changes to the agenda.

Presentation of the 2012 Municipal Budget

Ms. Denise Marabello, Township Administrator and Director of Finance gave a PowerPoint presentation on the 2012 Municipal Budget, which is attached as Addendum A.

Public Hearing on the 2012 Municipal Budget

The Mayor then opened the meeting to public questions and comment on the Municipal Budget.

Mr. Dee Wahlers, Hagerty Lane, requested for the public's knowledge an explanation of how residential and commercial properties are evaluated. Mr. Steve Benner, Township Tax Assessor, was called to the meeting. He stated the tax rate is applied equally and the methodology applied to each is the same. Mr. Benner explained there are three (3) approaches to value: cost, income and market. For residential properties, the market is most applicable with comparable sales establishing the base. For commercial properties, the income approach is represented by analyzing rents received by property owners over the years. Vacancy rates are also taken into consideration. Mr. Benner stated capitalization rates, mortgage financing and risks involved with various enterprises within the Township are considered when evaluating properties. All three (3) approaches are considered and then the one (1) approach most applicable is used in determining the best way to provide to the public, purchasers and owners what is most reflective of the market.

Mr. Richard Kallan, Wynnewood Drive, stated the presentation shows nine (9) members of the Clock Winding Committee listed which gives the impression there are nine (9) employees when in fact all nine (9) clock winders probably equal less than one (1) employee. Ms. Marabello explained for advertising purposes, the total number of employees must be listed. She stated since the nine (9) clock winders were posted in the advertising, she did not want to exclude them in the Budget presentation.

Ms. Bonnie Larson, Cranbury Neck Road, stated in the past a breakdown of all departments was distributed. Ms. Marabello reported a line-by-line breakdown is posted on the website.

Mr. Richard Kallan, Wynnewood Drive, asked Mr. Benner if the large apartment building on the southeast corner of Main Street and Plainsboro Road is treated as a business or as a residential property. Mr. Benner stated the building is treated as a rental/income-producing commercial property.

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Public Hearing on the 2012 Municipal Budget (Continued)

Mr. David Thomsson, Washington Drive, asked what generates the Township surplus. Ms. Marabello explained the surplus is replenished by added assessments, unanticipated miscellaneous revenue, and appropriations not spent from the two years prior operating budget. Ms. Marabello stated the operating budgets are now being tightened, the amount of unspent appropriations is becoming less each year, and added assessments have almost been non-existent. Mr. Thomsson asked if the surplus would be used next year to balance the budget. Mayor Cook stated the Township Committee does not want to create a scenario where taxes would have to be raised drastically or services decreased. Mayor Cook stated if the surplus is not currently addressed, the Township could face a larger problem in a few years. Mayor Cook stated Lawrenceville is going to referendum to raise taxes above the cap. Mr. Thomsson asked if a better use of the surplus would be to pay down debt rather than pay current expenses. Mayor Cook stated the reason for keeping the surplus at the 20% minimum is to maintain the "AAA" rating which allows the Township to borrow at the lowest rates possible. Mayor Cook stated next year the Township Committee may need to consider reducing headcount.

Mr. Mulligan stated the budget is very tight, and the Township Committee worked very hard to tighten it even further. Mr. Mulligan stated he does not see what else can be cut next year except for headcount. He explained this year, through attrition, a police officer was not replaced. Mr. Mulligan stated it was beneficial for Cranbury Township to have the surplus during the economic downturn or huge cuts in services would have been done. He stated the surplus is being used to get the Township through this difficult time and hopefully the economy will improve or even deeper cuts will be needed. Mr. Mulligan stated the amounts cut are being negated by increasing insurance costs and pension costs, which the Township has no control over. However, the Township will see some offset next year when employees contribute more to health care costs. He stated the Township is not receiving its fair share of energy tax receipts, which this year is approximately \$300,000. He stated if we received that \$300,000, the Township would not be looking at a tax increase and would have a flat budget.

Mr. Taylor stated there are state-mandated items in the budget which are beyond the Township's control. Mayor Cook stated the burn rate on the surplus is a big issue which needs to be considered during the budget process. Ms. Marabello explained bonds cannot be paid down ahead of schedule; however, the Township has been paying down notes.

Mr. Mike Dulin, Wynnewood Drive, thanked the Township Committee for their hard work on the budget and keeping the spending level flat. Mr. Dulin stated many things are outside of the Committee's control, and agreed surplus cannot be depleted each year. Mr. Dulin stated the Township will have to raise more revenue. He stated the tax rate must be changed based on assessed value and urged the Township Committee to not focus on the tax rate, but rather on the expenditures and the amount

Ms. Connie Bauder, Petty Road, stated the rising school, municipality and county taxes will drive older residents out of the Township. She stated she is worried about Cranbury's future, and stated there is no restraint in school spending.

Mr. Richard Kallan, Wynnewood Drive, agreed the School has less desire to control costs than the municipal government.

Ms. Kirstie Venanzi, Brainerd Drive, reported the School enrollment numbers were obtained when the Library study was conducted. She reported in 1968 there were 200 students in Grades K to 8th compared to 701 in 2011. She reported the Cranbury's population in 1968 was approximately 2,000 and now the Township is approaching 4,000. Mayor Cook stated the demographics changed when Cranbury started sending students to Princeton High School.

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Public Hearing on the 2012 Municipal Budget (Continued)

Ms. Lynne Fox, 19 Liedtke Drive, responded to comments concerning School spending and stated the School Board faces the same fiscal issues as the Township with unfunded state mandates. She stated the School Board is dedicated to controlling costs and is fiscally responsible.

Ms. Fox asked what approach was used by the Township Committee during budget process on "need to have" versus "nice to have". She asked what "nice to have" were removed from the budget. Mayor Cook explained deeper cuts were made this year than ever before. Only one (1) police officer will replace the two (2) officers who recently retired. The Public Works Department has been operating down two (2) persons for almost three (3) years. Ms. Goetz explained various Boards and Commissions came to the Saturday budget meetings to explain their budgets and were asked if they could operate with less funding. Unfortunately, budgets for Recreation and the Municipal Alliance were reduced. Ms. Goetz stated everybody was very cooperative during the Budget process.

Mr. Mulligan stated the Township did not knowingly increase anything in the Budget. Any increases listed are increases forced upon the Township. He stated everything remained flat or was decreased. Mayor Cook stated the budget number is within \$3,000 of last year's number. Ms. Fox inquired about the fireworks, which she stated she would hate to see stopped. Ms. Goetz stated the fireworks were looked at and it was decided the fireworks were important to the community; however, the decision was made not to fund the band, which the Historical Society has now offered to fund. Mayor Cook stated the fireworks bring foot traffic into the Town.

Ms. Regina Gallagher, Washington Drive, asked about the percentages of taxes from residential and commercial properties. Mr. Benner reported about 51% to 52% of taxes are from commercial properties. Ms. Gallagher asked about tax appeals, and Mr. Benner stated most appeals are from commercial properties. Mr. Benner explained at the peak of the market, rents on warehousing space exceeded \$5.50/square foot; now in some instances the rates are in the \$2.00 to \$3.00/square foot range. Mr. Benner stated the vacancy rates have increased. He stated the market changes over the past several years hit the residential properties first, and changes were made there first. Mr. Benner explained warehouses sign leases for five (5) to ten (10) years, and as leases expire, new leases are negotiated at a lower price. He stated this cycle will continue for another few years through the lease cycle. Mr. Benner reported previously commercial properties contributed 55% toward taxes and now that amount has decreased to about 51%.

A motion was made by Mr. Taylor, seconded by Ms. Goetz, and unanimously carried to close the Public Hearing.

Resolution

On a motion offered by Mr. Mulligan, seconded by Mr. Johnson, the following Resolution was adopted by vote:

Ayes:	(Goetz	Abstain:	(None
	(Johnson	Absent:	(None
	(Mulligan		
	(Cook		
Nays:	(Taylor		

Mr. Taylor requested the record reflect he was not opposed to an increase in the tax rate, just the level of increase.

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Resolution

**CRANBURY TOWNSHIP RESOLUTION # R 03-12-050
2012 MUNICIPAL BUDGET**

of the Township of Cranbury, county of Middlesex for the fiscal year 2012.

Revenue and Appropriation Summaries

Summary of Revenues	2012	Anticipated 2011
1. Surplus	\$1,371,000.00	\$1,704,000.00
2. Total Miscellaneous Revenues	\$2,996,479.59	\$3,551,833.28
3. Receipts from Delinquent Taxes	\$123,789.00	\$113,000.00
4. a) Local Tax for Municipal Purposes	\$5,777,464.79	\$5,754,735.06
b) Addition to Local District School Tax		
c) Minimum Library Tax	\$554,069	\$572,604
Tot Amt to be Raised by Taxes for Mun Budget	\$6,331,533.79	\$6,327,339.06
Total General Revenues	\$10,822,802.38	\$11,696,172.34
Summary of Appropriations	2012 Budget	Final 2011 Budget
1. Operating Expenses: S&W	\$3,167,610.22	\$3,276,389.38
Other Expenses	\$5,190,646.57	\$6,055,630.30
2. Deferred Charges & Other Appropriations	\$25,000.00	\$25,000.00
3. Capital Improvements	\$20,000.00	\$40,000.00
4. Debt Service (include for School Purposes)	\$2,246,530.59	\$2,149,726.86
5. Reserve for Uncollected Taxes	\$173,015.00	\$149,425.80
Total General Appropriations	\$10,822,802.38	\$11,696,172.34
Total Number of Employees	68	70
<u>Balance of Outstanding Debt</u>		
Interest in 2012	\$364,498.88	
Principal in 2012	\$1,506,127.05	
Outstanding Balance (12/31/11)	\$20,019,133	

Resolutions

Consent Agenda

Mayor Cook summarized the Consent Agenda Resolutions and asked the Township Committee if there were any questions or comments. Ms. Goetz asked for clarification on Resolution # R 03-12-053, the Cooperative Pricing Agreement with Middlesex Regional Educational Services Commission. Ms. Marabello explained Cranbury Township can realize savings on many items, including DPW equipment and electricity, by purchasing through the Co-op. She stated Jamesburg purchases electricity through the Co-op.

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Resolutions
Consent Agenda (Continued)

On a motion offered by Mr. Mulligan, seconded by Mr. Johnson, the following Consent Agenda Resolutions were adopted by vote:

Ayes: (Goetz
(Johnson
(Mulligan
(Taylor
(Cook

Abstain: (None
Absent: (None

Nays: (None

Cranbury Township Resolution # R 02-12-051

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 # 03-12-052

A RESOLUTION AUTHORIZING THE RELEASE OF ESCROW

WHEREAS, Advanced Green Technologies has deposited planning escrow with Cranbury Township

WHEREAS, Advanced Green Technologies has requested the release of the balance of said escrow in the amount of \$686.00.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Cranbury authorizes the release of the above escrow deposit.

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 Attorney
- (b) Township Director of Finance
- (c) Advanced Green Technologies

Cranbury Township Resolution R #03-12-053

A RESOLUTION AUTHORIZING THE TOWNSHIP OF CRANBURY
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Middlesex Regional Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on March 26, 2012 the governing body of the Township of Cranbury, County of Middlesex, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

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Resolutions

Cranbury Township Resolution R #03-12-053
(Continued)

NOW, THEREFORE BE IT RESOLVED as follows:

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Township of Cranbury

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Township Administrator and Director of Finance is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage.

Cranbury Township Resolution # R 03-12-054

WHEREAS, THE Middlesex County Prosecutor has received funds in 2010 and may receive additional funds from Office of Homeland Security and Preparedness (OHS&P) for the purpose of purchasing Automatic License Plate Recognition System (ALPRS); and

WHEREAS, Middlesex County wishes to purchase said ALPRS and distribute them to municipalities which are the home of recognized transportation sector and/or commercial asset sector sites, as determined by OHS&P; and

WHEREAS, the Township of Cranbury wishes to participate in this Program;

NOW, THEREFORE BE IT RESOLVED that the Mayor and Clerk are hereby authorized to execute a Shared Services Agreement for the "ALPRS" – Automatic License Plate Recognition System; and

BE IT FURTHER RESOLVED a duly authenticated copy of this Resolution be sent to Middlesex County.

Reports from Township Staff and Professionals

--Administrator's Report

Ms. Marabello stated she had no additional reports.

Reports from Township Boards and Commissions

There were no reports from Township Boards and Commissions.

Public Comment

The Mayor opened the meeting to public questions and comment.

Mr. Stuart Long, South Main Street, asked the Township Committee if any further consideration was given to the fishway for the new Brainerd Lake Dam. Mayor Cook stated Mr. Bill Tanner, Township Engineer; and County Engineers Najarian Associates are the leads on the project and suggested Mr. Long follow up with them. Mr. Long stated the health of Brainerd Lake has been changing over the years. He suggested the possibility of a "removable" fishway, which could be removed during hurricane season to allow water to flow through quicker. Ms. Goetz stated a retrofit could be done later and the Township could apply for a grant to reduce costs. Mr. Long
Public Comment (Continued)

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Mr. Long (cont.d)

stated he has contacted many people, and stated fishways are slated for dams on the Millstone and Carnegie Lake. Mr. Long stated he will provide additional information to the Township Committee concerning the fishway. Mayor Cook closed the public portion of the meeting.

Mayor's Notes

Mayor Cook appointed Antonio Evidente as 2nd Alternate of the Board of Recreation Commissioners for a term to expire on December 31, 2013.

Resolution

On a motion offered by Mr. Mulligan, seconded by Mr. Johnson, the following Resolution was adopted by vote:

Ayes:	(Goetz Johnson Mulligan Taylor Cook	Abstain: (None Absent: (None
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Nays: (None

Cranbury Township Resolution # R 03-12-056

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) (Land Acquisition): Discussion of possible open space acquisition.

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

Date: March 26, 2012

On motion by Mr. Johnson, seconded by Ms. Goetz, and unanimously carried, the meeting returned to Open Session.

On a motion by Mr. Taylor, seconded by Ms. Goetz, and unanimously carried, the meeting adjourned at 9:00 p.m.

Kathleen R. Cunningham, RMC
Municipal Clerk