

A Regular Meeting of the Township Committee of the Township of Plainsboro was called to order by Mayor Peter A. Cantu on April 7, 2020 at 5:30 p.m. in the Municipal Center via teleconference located at 641 Plainsboro Road, Plainsboro, New Jersey.

The Township Clerk certified that the meeting was noticed as a Regular Meeting on January 2, 2020. Notices were sent to the Home News/Tribune, Princeton Packet and Trenton Times and were posted at the Municipal Center, Municipal website and the Library at least 48 hours prior to the meeting. All requirements of the Sunshine Law were met.

Present were: Mayor Peter A. Cantu, Deputy Mayor Neil Lewis and Committeeperson David Bander, Nuran Nabi and Ed Yates were present via teleconference. Township Attorney Michael Herbert was also present via teleconference. Also present were: Township Administrator Anthony Cancro, Township Clerk Carol J. Torres, Chief Financial Officer Greg Mayers, Chief of Police Fred Tavener and Lester Varga, Director of Planning and Zoning. There were no interested citizens and no member of the press present.

It was MOVED by LEWIS and seconded by NABI that the minutes from March 11, 2020 be approved.

VOTE: CANTU, YES; LEWIS, YES; NABI, YES; BANDER, YES; YATES, ABSTAIN.

It was MOVED by YATES and seconded by NABI that the minutes from March 25, 2020 be approved.

VOTE: CANTU, YES; LEWIS, YES; NABI, YES; BANDER, YES; YATES, YES.

The Mayor opened the meeting for comments from the public.

There being no further comments, it was MOVED by LEWIS and seconded by NABI to close the public comment portion of the meeting.

VOTE: CANTU, YES; LEWIS, YES; NABI, YES; BANDER, YES; YATES, YES.

This being the time and place for a public hearing on, CALENDAR YEAR 2020 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14), the Mayor opened the meeting for comments from the public.

There being no comments, it was MOVED by YATES and seconded by NABI that the public comment portion of the meeting be closed.

VOTE: CANTU, YES; LEWIS, YES; NABI, YES; BANDER, YES; YATES, YES.

It was MOVED by NABI and seconded by YATES that the Ordinance be adopted.

VOTE: CANTU, YES; LEWIS, YES; NABI, YES; BANDER, YES; YATES, YES.

O-20-03

**CALENDAR YEAR 2020
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION
LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S.A 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year’s final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Committee of the Township of Plainsboro in the County of Middlesex finds it advisable and necessary to increase its CY 2020 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

HEREAS, the Township Committee hereby determines that a 3.5% increase in the budget for said year, amounting to \$ 198,809.33 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS, the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Plainsboro, in the County of Middlesex, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2020 budget year, the final appropriations of the Township of Plainsboro shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5 %, amounting to \$ 695,832.66, and that the CY 2020 municipal budget for the Township of Plainsboro be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

It was MOVED by YATES and seconded by LEWIS that the following Resolutions be approved as a Consent Agenda:

**R-20-90 RESOLUTION TO REFUND RECREATION FEES AND
WAIVE ADMINISTRATIVE FEE**

WHEREAS, Ordinance Number 0-94-13 authorizes, upon written request, refunds of program fees less an administrative fee; and

WHEREAS, a written request has been received for a refund due to dissatisfaction with class and instructor for Soccer Squirts (ages 3-5) for Aaradhya Surelia; and for Soccer Squirts (ages 5-6) Arihant Surelia.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Plainsboro hereby authorizes the following program fee refund:

| <u>Refund To</u> | <u>Fee Paid</u> | <u>Refund</u> |
|--|-----------------|---------------|
| Suresh Kumar Surelia 59 York Road Princeton Junction, NJ 08550 | \$ 292.88 | \$ 292.88 |

BE IT FURTHER RESOLVED that the administrative fee is hereby waived.

**R-20-91 RESOLUTION TO REFUND RECREATION FEES AND
 WAIVE ADMINISTRATIVE FEE**

WHEREAS, Ordinance Number 0-94-13 authorizes, upon written request, refunds of program fees less an administrative fee; and

WHEREAS, a written request has been received for a refund of Teen Volleyball (Thursday) – Summer 2019 for Reena Tandon for class cancellation due to low enrollment.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Plainsboro hereby authorizes the following program fee refund:

| <u>Refund To</u> | <u>Fee Paid</u> | <u>Refund</u> |
|--|-----------------|---------------|
| Roma Tandon 64 Krebs Road Plainsboro, NJ 08536 | \$ 32.00 | \$ 32.00 |

BE IT FURTHER RESOLVED that the administrative fee is hereby waived.

R-20-92 RESOLUTION TO REFUND RENTAL APPLICATION FEE

BE IT RESOLVED that the Township Committee of the Township of Plainsboro hereby authorize the following refund for Rental Certificate number 5913-20 at location 1903 Aspen Drive, Plainsboro NJ 08536:

| <u>Reason</u> | <u>Refund to</u> | <u>Amount</u> |
|---|--|---------------|
| Rental Fees paid Instead of Re-Insp Cert. 5913-20 | Vikram Rathi 601 Mill Grove Drive Norristown, PA 19403 | \$25.00 |

R-20-93 RESOLUTION TO REFUND RAFFLE PERMIT PAYMENT

BE IT RESOLVED that the Township Committee of the Township of Plainsboro hereby authorize the following refund for a cancelled raffle permit, Carol J. Torres, Township Clerk:

| <u>Reason</u> | <u>Refund to</u> | <u>Amount</u> |
|------------------|--|---------------------|
| Raffle Cancelled | WomanSpace Inc 1530 Brunswick Avenue Lawrenceville, NJ 08648 | Off Premise \$20.00 |

**R-20-94 RESOLUTION ACCEPTING INSPECTION FEES FOR PSEG – 94 PARKER RD
 ROAD OPENING PERMIT NO. 1317**

WHEREAS, the Township Engineer has set forth the posting of inspection fees for PSE&G Road Opening Permit No. 1317 – 94 Parker Road; and

WHEREAS, PSE&G has posted check no. 8358 for inspection fees in the amount of \$500.00; and

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Plainsboro hereby accepts the inspection fees as presented by PSE&G.

R-20-95 RESOLUTION ACCEPTING INSPECTION FEES AND PERFORMANCE GUARANTEE FOR CROWN CASTLE FIBER INC. ROAD OPENING PERMIT NO. 1319

WHEREAS, the Township Engineer has set forth the posting of inspection fees and performance guarantee for Crown Castle Fiber Inc. - Road Opening Permit No. 1319 – College Road East; and

WHEREAS, Crown Castle Fiber Inc. has posted check no. 30025958 for inspection fees in the amount of \$500.00 and check no. 30025957 for performance guarantee in the amount of \$1,500.00; and

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Plainsboro hereby accepts the inspection fees and performance guarantee as presented by Crown Castle Fiber Inc.

R-20-96 RESOLUTION ACCEPTING INSPECTION AND PERFORMANCE GUARANTEE FEES FOR ROP # 1315 MATRIX DESIGN GROUP – 2 RESEARCH WAY

WHEREAS, Plainsboro Township requires posting of performance guarantee and inspection fee to ensure proper performance; and

WHEREAS, the Township Engineer has set forth the posting of a performance guarantee in the amount of \$2,500.00 and an inspection fee of \$950.00 for ROP # 1315 Matrix Design Group; and

WHEREAS, Chickasaw Network Services, LLC posted bond no. NJ5192870 as performance guarantee in the amount of \$2,500.00, and Matrix Design Group posted check no. 9447 for inspection fees in the amount of \$950.00; and

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Plainsboro hereby accepts Performance Guarantee from Chickasaw Network Services, LLC. and inspection fees from Matrix Design Group.

R-20-97 RESOLUTION ACCEPTING INSPECTION AND PERFORMANCE GUARANTEE FEES FROM EXECUTREK SYSTEMS LLC FOR P19-08 FIRMENICH WASTEWATER TREATMENT

WHEREAS, Plainsboro Township requires posting of performance guarantee and inspection fee to ensure proper performance; and

WHEREAS, the Township Engineer has set forth the posting of a performance guarantee in the amount of \$10,080.00 and an inspection fee of \$5,087.65 for Firmenich wastewater treatment minor site plan; and

WHEREAS, Executrek Systems, LLC posted check no. 2291 as performance guarantee in the amount of \$10,080.00, and posted check no. 2290 for inspection fees in the amount of \$5,087.65; and

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Plainsboro hereby accepts Performance Guarantee from Executrek Systems, LLC.

R-20-98 RESOLUTION RELEASING INSPECTION ESCROW FOR ZAYO ROAD OPENING PERMIT NO. 1291

WHEREAS, the Township Engineer has certified that the improvements are complete and the inspection escrow can be release for Zayo - Road Opening Permit No. 1291 – 755 College Road East as presented by SPI Communications LLC.; and

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Plainsboro hereby releases inspection escrow account no. 19007 in the amount of \$320.00 to SPI Communications LLC. (Amount subject to change slightly due to interest not yet credited).

R-20-99 RESOLUTION RELEASING DEVELOPER’S ESCROW FEES FOR P19-04 SUEZ WASTE WATER TREATMENT PLAN ADMINISTRATIVE REVIEW APPLICATION BLOCK 1801, LOT 117

WHEREAS, the Township has certified that the review is complete and the developer’s escrow fees can be released to SUEZ Water.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Plainsboro hereby releases the developer’s escrow fees in account no. 16-19-04 in the amount of \$724.83 (amount subject to change due to interest not yet credited) to SUEZ Water.

R-20-100 RESOLUTION AWARDDING THE CONTRACT FOR SOIL REMEDIATION & RESTORATION AT 179 CRANBURY NECK ROAD, PLAINSBORO, NEW JERSEY

WHEREAS, the Township of Plainsboro has advertised for bids for Soil Remediation & Restoration at 179 Cranbury Neck Road, Plainsboro, New Jersey in three area newspapers:

Trenton Times 1/27/20
Home News 1/27/20

; and

WHEREAS, fourteen sets of specifications were distributed upon request; and

WHEREAS, six bids were received at the bid opening held on Tuesday, February 25, 2020 at 11:00a.m.at the Municipal Center, 641 Plainsboro Road, Plainsboro, New Jersey 08536 in the Administration Building, Conference Room F; and

WHEREAS, The Ambient Group, LLC was the lowest responsible responsive bidder with a bid of \$ 185,725.00; and

WHEREAS, the Chief Financial Officer certified that funds are available in Open Space Trust Expenditures: T-18-56-850-001-801 for such purpose.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Plainsboro that the contract for Soil Remediation & Restoration at 179 Cranbury Neck Road, Plainsboro is hereby awarded to The Ambient Group, LLC, 222 Thies Road, Sewell, New Jersey 08080.

BE IT FURTHER RESOLVED, that the Mayor and Township Clerk are hereby

authorized to execute the necessary contracts and the Purchasing Specialist is hereby authorized to issue purchase orders as needed per bid proposal and specifications on behalf of the Township.

(SEE EXHIBIT “A” PAGE 1 of 2 INCLUSIVE)

R-20-101 RESOLUTION AWARDING THE CONTRACT FOR HVAC MAINTENANCE

WHEREAS, bids for HVAC Maintenance were advertised in two area newspapers:

Trenton Times 2/7/20
Princeton Packet 2/7/20

; and

WHEREAS, twelve packets of specifications were distributed upon request; and

WHEREAS, one bid was received at the bid opening held on Friday, February 21, 2020 at 11:00 am in the Administration Building, Conference Room F, at the Municipal Center, 641 Plainsboro Road, Plainsboro, New Jersey 08536; and

WHEREAS, Fluidics, Inc. was the lowest responsible responsive bidder for the twenty-four month contract; and

WHEREAS, the Chief Financial Officer has certified that funds are available in the 2020 Municipal Budget under Buildings & Grounds Maintenance – HVAC Maintenance 0-01-26-310-001-250; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Plainsboro that the contract for HVAC Maintenance is hereby awarded to Fluidics, Inc. 9815 Roosevelt Boulevard, Suite A, Philadelphia, Pennsylvania 19114 in accordance with bid specifications and prices listed in Schedule A and made part of this Resolution.

BE IT FURTHER RESOLVED, that the Mayor and Township Clerk are hereby authorized to execute the necessary contracts and the Purchasing Specialist is hereby authorized to issue purchase orders as needed per bid proposal and specifications on behalf of the Township.

(SEE EXHIBIT “B” PAGE 1 OF 2 INCLUSIVE)

R-20-102 RESOLUTION AUTHORIZING THE DISPOSITION OF SURPLUS PROPERTY

WHEREAS, Local Public Contracts Law, N.J.S.A. 40A: 11-36, provides for the disposition of personal property owned by a municipality; and

WHEREAS, there are two vehicles that have become public property as a result of not being claimed in accordance with the law; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Plainsboro that the vehicles contained on Schedule “A” is hereby declared surplus property and are no longer needed for public use; and

BE IT FURTHER RESOLVED that the Township Clerk and Police Department are hereby authorized to dispose of the property in accordance with the law by participating in a public auction on April 21, 2020, 10am at the Cranbury Service Center, 44 Hightstown Cranbury Station Road, Cranbury, New Jersey 08512.

(SEE EXHIBIT “C” PAGE 1 INCLUSIVE)

R-20-103 RESOLUTION AUTHORIZING THE DISPOSITION OF SURPLUS PROPERTY

WHEREAS, the Department of Community Affairs of the State of New Jersey permits the sale of surplus property no longer needed for public use through the use of on-line auction services pursuant to the Local Unit Electronic Technology Pilot Program and Study Act, P.L.2001,c.30; and

WHEREAS, there are township vehicles listed on Schedule “A” which are surplus and no longer needed for public purposes; and

WHEREAS, the Township of Plainsboro desires to sell the property listed on Schedule “A” online at USGovbid.com.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Plainsboro that the list of personal property contained on Schedule “A” is hereby declared surplus property and is no longer needed for public use; and

BE IT FURTHER RESOLVED that the Township Clerk and Purchasing Specialist is hereby authorized to dispose of the property in accordance with the law by holding an on-line auction at USGovBid.com within ten days of the adoption of this resolution.

(SEE EXHIBIT “D” PAGE 1 INCLUSIVE)

R-20-104 RESOLUTION FOR AN EMERGENCY TEMPORARY APPROPRIATION TO AMEND THE 2020 TEMPORARY BUDGET

WHEREAS, an emergent condition has arisen wherein the appropriations set forth in the 2020 temporary budget are insufficient to meet the financial obligations as set forth below; and

WHEREAS, the permanent budget for the year 2020 has not yet been adopted, and

WHEREAS, the total emergency appropriations adopted in the year 2020 pursuant to the provisions of N.J.S.A. 40A:4-20 included in this resolution total \$5,369,976.00.

NOW, THEREFORE BE IT RESOLVED, (not less than two-thirds of all the members thereof affirmatively concurring) that in accordance with the aforementioned statute the 2020 temporary fiscal budget attached hereto be and the same is hereby amended to provide for an emergency temporary appropriation in the amount of \$5,369,976.00.

*****See Attached for details *****

(SEE EXHIBIT “E” PAGE 1 OF 2 INCLUSIVE)

R-20-105 RESOLUTION CONCURREING THE PAYMENT OF BILLS

WHEREAS, there exists the need to pay certain claims in a timely manner; and

WHEREAS, the Chief Financial Officer has deemed it proper to pay these claims as needed; and

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Plainsboro, County of Middlesex, State of New Jersey concurs with the

payment of the following bills by the CFO:

| | | | | |
|----------|--------|--------------|-----------------------------|---------|
| 03/02/20 | ACH | 150.00 | Heartland Fee | Current |
| 03/06/20 | 228110 | 385.02 | Prudential Retirement | Current |
| 03/11/20 | 228113 | 5,350,462.00 | West Windsor-Plainsboro BOE | Current |
| 03/13/20 | 1725W | 227,780.87 | State Health Benefits | Current |
| 03/27/20 | 228244 | 264.57 | Richard Wolak | Current |

Payroll

| | | | |
|----------|----------|------------|------------------------------|
| 03/04/20 | Transfer | 475,027.39 | Gross Payroll-Employer Taxes |
| 03/17/20 | Transfer | 462,282.92 | Gross Payroll-Employer Taxes |

VOTE: CANTU, YES; LEWIS, YES; NABI, YES; BANDER, YES; YATES, YES.

The Township Administrator gave an update on staff duties during the pandemic.

Old Business:

None

New Business:

Cantu – coronavirus update

Lewis – commented on residents following state protocols

Correspondence was reviewed and no further action was required.

It was MOVED by YATES and seconded LEWIS that the bills on the following list be ratified:

(SEE EXHIBIT “F” PAGE 1 OF 9 INCLUSIVE)

VOTE: CANTU, YES; LEWIS, YES; NABI, YES; BANDER, YES; YATES, YES.

There being no further business, it was MOVED by NABI and seconded by CANTU that the meeting was adjourned at 5:44 p.m.

VOTE: CANTU, YES; LEWIS, YES; NABI, YES; BANDER, YES; YATES, YES.

Carol J. Torres, Township Clerk