

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **March 26, 2018** at 7:30 p.m. in Room 108.

THIS MEETING IS IN COMPLIANCE WITH THE "OPEN PUBLIC MEETINGS ACT" AS ADEQUATE NOTICE OF THIS MEETING HAS BEEN PROVIDED BY MAILING THE ANNUAL SCHEDULE OF MEETINGS TO THE WESTFIELD LEADER, THE UNION COUNTY LOCAL SOURCE, THE STAR LEDGER, AND TAP INTO CRANFORD, BY POSTING SUCH ANNUAL MEETING SCHEDULE ON A BULLETIN BOARD IN THE TOWN HALL RESERVED FOR SUCH ANNOUNCEMENTS AND THE FILING OF SAID NOTICE WITH THE TOWNSHIP CLERK OF CRANFORD. FORMAL ACTION MAY BE TAKEN AT THIS MEETING.

Present: Mayor Thomas H. Hannen, Jr.  
Deputy Mayor Ann Dooley  
Commissioner Patrick Giblin  
Commissioner Jean-Albert Maisonneuve  
Commissioner Mary O'Connor

Absent: None

### **PUBLIC COMMENTS**

Mayor Hannen opened the public comment portion of the meeting and asked if there were any questions or comments.

Ms. Barbara Krause of 20 Pittsfield Street inquired whether we have a code enforcement officer. The Mayor responded that this role is currently housed in the Fire Department and briefly elaborated. Ms. Krause inquired whether tree cutters were required to be arborists. In regards to the upcoming Capital Budget discussions, Ms. Krause requested that Pittsfield Street be included.

Hearing no further comments, Mayor Hannen closed the public comment portion of the meeting.

On motion of Deputy Mayor Dooley, seconded by Commissioner O'Connor and passed, the following resolution was adopted by roll call vote:

#### **Resolution No. 2018-94.9:**

**BE IT RESOLVED** that the Township Committee will go into closed session to discuss the following, the minutes of which will be released at some time in the future at the discretion of the Township Committee:

#### **Personnel**

- Collective Bargaining
- Public Works
- Code Enforcement

#### **Real Estate Matter**

- Birchwood PILOT Application
- Vacant Property List

#### **Legal Matters**

- Legal Update
- Third Round Affordable Housing Obligations
- Foreclosure of Property Tax Liens
- Tax Refunds

#### **Minute Review**

- Closed Session Minutes of March 12 and 13, 2018

#### **Recorded vote:**

Aye: Mayor Hannen, Deputy Mayor Dooley, Commissioners Giblin, Maisonneuve & O'Connor  
Nay: None  
Abstained: None  
Absent: None

On motion of Commissioner O'Connor, seconded by Commissioner Maisonneuve and passed, the Township Committee returned to open session at 7:41 p.m.

### **Environmental Goals and Objectives**

Mr. Nelson Dittmar distributed a two-page "Cranford Environmental Commission Goals for 2018" report. He then discussed the report.

### **Review Official Meeting Agenda**

Deputy Mayor Dooley stated that she still needed to review the Bill List. Mr. Cooper stated that the proposed Engineering Fees Ordinance should be pulled from the Official Meeting Agenda for the next night. Deputy Mayor Dooley noted that the Bond Refunding Ordinance would be discussed later.

### **Engineering Update**

Township Engineer Bill Masol reviewed his March 26<sup>th</sup> Engineering Status Report with the Committee. He noted that the Contractor was working with PSE&G to coordinate electrical service for the new traffic signal at North Union Avenue and Alden Street. Mr. Masol stated that after the in-house design of Phase 2 of the 2017 Municipal Paving Program was completed, the construction work bid would go "out" in the spring of 2018. Mr. Masol noted that the 2018 New Jersey American Water Main Replacements were expected to be completed by April or May 2018. Deputy Mayor Dooley inquired about the protocol between the Police and utility companies. Discussion ensued. Referencing the FY 2016 NJDEP/NJEIT Program, Phase 2B Flood Control Project, Mr. Masol stated that the awaited revised plans/specs/estimate from Mott had arrived. In regards to the Rahway River Desilting /Dam Gate Replacement program, Mr. Masol that Mott McDonald had already received some comments from NJ DEP. He noted that NJ DEP is under obligation to respond in 90 days while the "dam" people are not under deadline, and noted, therefore, that we are "on" them.

Deputy Mayor Dooley inquired about the status of the Basketball Court. Mr. Masol responded that it was moving along. Commissioner Giblin inquired about the Manor Avenue and Lenox Avenue road improvements. Mr. Masol responded. Further discussion ensued.

### **2018 Capital Budget**

#### *Department of Public Works*

Mr. Steve Wardell spoke about Capital Budget needs for the Department of Public Works. Discussion ensued regarding the need for a John Deere 544k Loader, a F250 Ford pickup truck, a F450 Utility Body, a trailer and a Bucket Truck. Further discussion ensued regarding leasing versus buying, the life span of a loader and whether a specific vehicle could be driven to an employee's home.

#### *Engineering*

Mr. Masol spoke about the Capital Budget needs for Capital Improvement projects throughout the Township, including road improvement and road resurfacing projects, South Union Avenue improvements, and the Eastman Avenue pedestrian improvements, Handicap Ramp improvements, Desilting and the Blake Avenue Easement project.

#### *Police*

Police Chief Ryan Greco spoke about Capital Budget needs for the Police Department, specifically a copy machine, Video Camera replacement in the parking garage and Radio Replacement. Further discussion ensued regarding the Radio Replacement initiative including the requirement to move to a digital system, various types of radios, federal guidelines, flooding contingency plans, "rollout" replacement, state contract purchase and whether there would be a savings if radios were not put in the cars.

#### *Fire*

Police Chief Czeh and Fire Official Matthew Lubin stated that the Fire Department sought to replace Engine No. 2 and elaborated about both the engine and body-related issues with the Fire Truck. Discussion ensued regarding the financing of such a purchase. CFO Lavona Patterson and Administrator Terence Wall responded. Further discussion ensued regarding whether there was a generator, steel versus aluminum, whether it would be purchased through a cooperative, whether the Pumper could be co-owned and the amount of time it takes to order such truck.

### Recreation

Mr. Steve Robertazzi spoke about Capital needs for the Parks in Cranford. Discussion ensued regarding the Adams and Buchanan parks and basketball courts, whether a park renovation was more or less preferable than a playground renovation and whether the parks and playgrounds were being utilized. Mr. Robertazzi stated that the Security camera update capital request could be omitted, as he would work to get grant funding for that item. Further discussion ensued regarding the resurfacing work at the Johnson basketball court.

### Library

Mr. Michael Maziekien spoke about the New Jersey Library Construction Bond Act and the Capital needs for the Library, specifically the Children's Room expansion. Throughout his presentation, Mr. Maziekien focused on three themes as they related to the Children's Room Expansion: 1) Literacy, 2) Safety, and 3) Accessibility. Mr. Maziekien noted that the State also focuses on these three themes and further elaborated. He noted that the population of Cranford children is growing and spoke about overcoming our space limitations. Mr. Maziekien stated that the Library receives 830 visitors a day, of which half are children. Further discussion ensued regarding our chances of winning State grant money for the proposed project, amount of proposed additional space, the expected decline in print material demand and the increase in digital material demand, whether the grant required a municipal match, a Capital Campaign, expected timing if the expansion received the "go ahead" and financing the expansion. Mr. Maziekien encouraged the Committee to visit the Library and tour the space.

### 2018 Capital Budget

Discussion ensued on the amount of the proposed Capital Budget (i.e., \$4 million,) whether the Capital Budget could be adopted that night, the importance of adopting the Capital Budget earlier so that the Road improvements could begin and focusing on the Capital "musts." Further discussion ensued. Commissioner Giblin inquired about the Township's Bond rating and the Township's debt. Further discussion ensued regarding the Police radio replacement project and the needed focus on roads and flooding.

On motion of Deputy Mayor Dooley, seconded by Commissioner O'Connor and passed, the following resolution was adopted by roll call vote:

### **Resolution No. 2018-94.9:**

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### **Legal Matters**

- Legal Update
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- Foreclosure of Property Tax Liens
- Tax Refunds

### **Minute Review**

- Closed Session Minutes of March 12 and 13, 2018

### Recorded vote:

Aye: Mayor Hannen, Deputy Mayor Dooley, Commissioners Giblin, Maisonneuve & O'Connor  
Nay: None  
Abstained: None  
Absent: None

On motion of Deputy Mayor Dooley, seconded by Commissioner O'Connor and passed, the Township Committee returned to open session at 10:13 p.m.

### **Bond Refinancing**

Ms. Rita LaBrutto of inquired about the debt associated with the Public Garage.

The Committee then discussed the Official Meeting's (March 27<sup>th</sup>) proposed Final Reading of the Refunding Bond Ordinance.

### **Email Policy for Planning Board and Zoning Board**

Mr. Wall spoke about the proposed cost of the SHI program, i.e., about \$80 to \$100 per email. He noted that the program was good for record keeping and OPRAs. Committee consensus was reached that the cost was prohibitive.

### **Flood Control**

Mayor Hannen spoke about 1) the importance of planning for flood control, and 2) that the responsibility for managing flood control was with us. He read aloud from a Millennium Strategies proposal. Discussion ensued as to whether this was a grant search proposal and whether the Administrator or the Administrator and the Engineer could accomplish some of the work associated with the proposal. . Further discussion ensued regarding grant writing companies and looking at other proposals.

### **Review Process for Non-Uniformed Department Heads, Senior Administrators and Township Administrators**

Deputy Mayor Dooley spoke about making a more formal review process. She suggested the following: 1) having Commissioners complete a portion of the review; 2) setting goals by both the employee and a Commissioner; 3) moving away from a uniform per cent salary increase, i.e., some Senior staff would receive more than 2 per cent and some would receive less than 2 per cent; 3) incorporating standardized reviews; 4) Documentation to be sent to the Committee when an employee's salary is under consideration for an increase.

Discussion ensued. Mayor Hannen asked Mr. Wall to follow up with Deputy Mayor Dooley.

### **Township Administrator Report**

Mr. Wall stated that he had nothing to report. He stated that he would have an update in Closed Session.

### **Commissioner Reports**

#### **Commissioner O'Connor**

Commissioner O'Connor proposed a Summer Schedule for Township Employees. She proposed a shortened lunch period (i.e., from 60 minutes to 30 minutes,) to accommodate an early Friday dismissal Discussion ensued.

#### **Mayor Hannen**

Mayor Hanner noted that he recently sat for an interview with the TV 35 department. He encouraged everyone who was interested in working with TV 35 to do so.

On motion of Deputy Mayor Dooley, seconded by Commissioner O'Connor and passed, the following resolution was adopted by roll call vote:

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**Recorded vote:**

Aye: Mayor Hannen, Deputy Mayor Dooley, Commissioners Giblin, Maisonneuve & O'Connor

Nay: None

Abstained: None

Absent: None

On motion of Deputy Mayor Dooley, seconded by Commissioner O'Connor and passed, the Township Committee returned to open session at 12:36 a.m.

On motion of Commissioner O'Connor, seconded by Commissioner Maisonneuve and passed, the Township Committee adjourned at 12:36 a.m.

Respectfully submitted,

Patricia Donahue, RMC  
Municipal Clerk

Dated: March 26, 2018