

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **July 16, 2018** at 7:01 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 F. Giblin
Commissioner Jean-Albert Maisonneuve
Commissioner Mary O'Connor

Absent: None

Commissioner Giblin stated that he would like to amend the Closed Session Agenda, specifically under Personnel with an item, "Administrator job performance and qualifications." Mayor Hannen objected to the procedure. Township Attorney Ryan Cooper advised that a procedure for motion to vote on the Agenda amendment was allowable and appropriate and briefly elaborated. Commissioner Giblin made a motion to amend the Closed Session agenda to add the Agenda item, "Administrator job performance and qualifications." Commissioner Maisonneuve seconded the motion. Deputy Mayor Dooley, Commissioners Giblin and Maisonneuve voted in favor of the motion. Mayor Hannen opposed the motion. Commissioner O'Connor abstained.

Public Comments

Mayor Hannen opened the public comments portion of the meeting and asked if there were any questions or comments. Hearing no comments, Mayor Hannen closed the public comment portion of the meeting.

Closed Session

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

Resolution No. 2018-94.23:

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:

Legal Matters

- Legal update

- Third Round Affordable Housing Obligations

Real Estate Matter

- Abandoned Property Act
- Redevelopment and Affordable Housing

Minute Review

- Closed Session Minutes of May 7th, June 25th and June 26th

Personnel

- Engineer
- Non-Uniformed Department Heads
- Finance
- Salary Ordinance Update
- Per Diem Medical Emergency Technicians
- Fire Call List
- Collective Bargaining Negotiations

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 7:38 p.m.

Engineering update

Deputy Mayor Dooley stated that Engineer Bill Masol was unable to attend the meeting due to a medical appointment. She referred to his July 16th Engineering Status report and briefly elaborated about the timing and completion of the Alden Street improvements.

Proposed Driveways and Porches Ordinance

Mayor Hannen inquired whether members of the Committee had comments regarding the proposed Driveways and Porches ordinance. Committee consensus was reached to move forward with a first reading of the ordinance at the following evening's Official Meeting.

Proposed Off-Site Improvements and Fees Ordinance

Construction Code Official Rich Belluscio noted that he worked in other municipalities which had an ordinance similar to the proposed Off-Site Improvements and Fees ordinance. Discussion ensued. Deputy Mayor Dooley and Mr. Belluscio noted that the Ordinance still needed work.

Deputy Mayor Dooley suggested the proposed Ordinance be placed on the August Official Meeting Agenda.

Chestnut Street and High Street Infrastructure/ Infrastructure Expenditures and Financing

Committee consensus was reached to speak about the Chestnut Street and High Street and Infrastructure agenda items at the same time. In regards to the recent flooding which occurred at Chestnut and High Streets, Deputy Mayor Dooley stated that she had spoken with the Office of Emergency Management as to whether the incident was considered an emergency. She stated that their determination was that it was not an emergency. Deputy Mayor Dooley inquired whether the Committee could authorize spending above the capital allocation to fix the intersection area's flooding. Discussion ensued regarding the amount of monies needed (i.e., approximately \$800,000 to \$1.2 million,) the brevity with which the water receded after the storm, the business owners' requests to fix the issue immediately, whether capital monies could be utilized and including this intersection in standard operating capital request procedures for the future. Further discussion ensued regarding the current development in the area, whether the surge flood had resulted in damage to property or danger to life. CFO Patterson provided a brief finance analysis. Mayor Hannen stated that we need a Committee to authorize a study.

Garwood – North Avenue and South Avenue Redevelopment

Mr. Belluscio spoke about two projects in Garwood. He handed out Garwood's Planning Board public notice regarding the redevelopment at North Avenue and South Avenue. Mr. Belluscio noted that it was a large project. He stated that one impact for Cranford would be increased traffic. Mr. Belluscio then spoke about the proposed development at Lincoln Avenue. A brief discussion ensued including comments about flood concerns.

Deputy Mayor Dooley suggested that in light of the development occurring in Garwood, a Township subcommittee be formed which would work to protect Cranford's interests, i.e., with regards to flood mitigation and traffic issues.

Late Starter – Birchwood Update

Mr. Belluscio gave a brief update regarding the foundation for Building B at Birchwood. He noted that all necessary requirements were being met.

Zoning Board Communication

Deputy Mayor Dooley inquired whether the Township Committee could communicate with the Zoning Board regarding the impervious statute and its enforcement, specifically to review the ordinances. Commissioner Giblin inquired whether the Zoning Board was granting too many exceptions. Mayor Hannen stated that he was concerned regarding the method with which the communication was made. Discussion ensued.

Late Starter – 20 North Union Avenue

Commissioner Giblin inquired whether the Township could do something about the building conditions at 20 North Union Avenue. Administrator Terence Wall noted that the owner had been “written up.” Discussion ensued.

Township Hall Second Floor Office Layout and Improvements

Commissioner O’Connor stated that there were two proposals regarding layout and improvements to Township Hall’s second floor offices. Discussion ensued regarding 1) whether the Township would hire an outside professional, 2) the space, 3) funding for the project, 4) assessing whether the proposal was a “band aid” fix, and the 5) large footprint of the furniture.

Mayor Hannen stated that he was opposed to using insurance money for this purpose in light of street flooding and roads that don’t get repaired. Deputy Mayor Dooley stated that the insurance monies were (previously) utilized for Township building damages. She suggested that the Township arm the workers with decent work spaces. Deputy Mayor Dooley stated that it disconcerted her that the building wasn’t being improved. She noted that such improvements would be good for the residents also. Further discussion ensued regarding use of the insurance monies (Commissioner O’Connor and Mayor Hannen.) Chief Financial Officer Lavona Patterson stated that the insurance monies had been utilized to fix the bathrooms but the Finance, Zoning and Building departments had never been improved. She noted that the bond ordinance was fully funded. Commissioner Giblin inquired whether the money could be used to hire an architect. Ms. Patterson responded yes.

Commissioner O’Connor motioned to move forward with hiring an outside firm for work on Township Hall’s layout and improvements. Discussion ensued regarding developing a Request for Proposal (RFP) for design and construction, the amount of money to authorize for such RFP and whether previous proposals for second floor layout and improvements could be digitized. Deputy Mayor Dooley seconded the motion. Mayor Hannen voted against the motion. Deputy Mayor Dooley and Commissioners Giblin, Maisonneuve and O’Connor voted in favor of the motion.

Paperless Initiative Status

Referencing the previous Friday email she sent to Mayor Hannen and Deputy Mayor Dooley, Municipal Clerk Patricia Donahue stated that there had not been any progress in getting the Township’s use of Laserfiche certified by the State of New Jersey. She noted that the Clerk’s office had made contact with the correct department with the State and now would initiate the application process. Further discussion ensued regarding use of the Laserfiche product in the various departments of the Township.

Sycamore Tree

Deputy Mayor Dooley motioned to table the Sycamore tree request (regarding resident allergies and potential tree cut down) to the August meeting. Commissioner O'Connor seconded the motion. Members of the Committee voted in favor of tabling the matter until the August meeting.

Minutes Approval – May 7th, May 21st, June 25th and June 26th Closed Sessions

Deputy Mayor Dooley stated that she had suggested edits to the Minutes which she would review in Closed Session.

Review Official Meeting

Deputy Mayor Dooley requested that the following evening's Conference Agenda items include carry-over items from the evening.

Municipal Clerk Patricia Donahue stated that there was a Township Audit resolution on the Official Meeting Agenda for the following evening which would require each of the Committee members to sign the resolution. Chief Financial Officer Lavona Patterson briefly reviewed the 2017 Township Audit and Corrective Action Plan. Members of the Committee commended Ms. Patterson for the audit's results.

Mayor Hannen noted that he had a question about Legal Bills on the Bill List.

Ms. Donahue stated that it wasn't necessary to amend two June 26th Meeting Resolutions (regarding Capital Improvement purchases for the Recreation and TV 35 departments) and therefore, those two resolutions would be removed from the Official Meeting Agenda.

Township Administrator Report

Mr. Wall spoke about FEMA's decision to award funding for a Cranford project. Mr. Wall elaborated briefly about FEMA's request to publish notice of the award and the 6 (six) parcels for funding consideration. He noted that the application submitted last fall proposed the elevation of 6 (six) homes. A brief discussion ensued.

Commissioner Reports

Mayor Hannen stated that he would be meeting with the Army Corps of Engineers and the New Jersey Department of Environmental Protection the following week to review flood mitigation.

Public Comments

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

Mr. Mark Zucker of 19 Pershing Avenue inquired whether The Township had a backup server and whether it was offsite. Mr. Wall responded that the Township's backup server was Barracuda and it was onsite.

Mr. Zucker inquired about the Recycling contract with Giordano. He noted that the website was confusing. Deputy Mayor Dooley noted that the Recycling changes didn't stem from Giordano, i.e., the whole industry was changing. Mr. Zucker stated that the community couldn't meet the demands of recycling and that it was simply easier to put all stuff in the garbage. Deputy Mayor Dooley stated that there was currently no market for recyclables numbers 3 (three) to 7 (seven.) Further discussion ensued.

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

Closed Session

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

Resolution No. 2018-94.23:

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:

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- Collective Bargaining Negotiations

Recorded vote:

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

Nay: None

Abstained: None

Absent: Absent

On motion of Commissioner O'Connor, seconded by Commissioner Giblin and passed, the Township Committee returned to open session at 12:30 a.m.

On motion of Commissioner O'Connor, seconded by Commissioner Giblin and passed, the Township Committee adjourned at 12:30 a.m.

Respectfully submitted,

Dated: July 17, 2018

Patricia Donahue
Municipal Clerk