

The Minutes of the **Special Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **January 27, 2018** at 8:03 a.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 Maisonneuve
Commissioner Mary O'Connor

Absent: None

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.

2018 Municipal Budget

Department of Public Works (DPW)

Superintendent of Public Works Steven Wardell discussed the proposed budget for the Department of Public Works for 2018.

Discussion was held regarding terminal pay, professional development, outside professional work (for tree work,) the expense of replacing trucks, decreasing the printing and postage budget, the Brookside lease and Conrail lease, the chemical supply budget, whether the tree planting budget should be increased, backup personnel for the Conservation Center, the possibility of an annual Styrofoam drop-off, the Township's janitorial contract award and garbage (solid waste) bids.

Police Department

Police Chief Ryan Greco and Captain Joseph Van Bergen discussed the proposed budget for the Police Department for 2018.

Discussion was held regarding personnel costs, retirements, expected net new hire needs and promotions. Further discussion ensued regarding professional development, budget code 280 (insurance claims, traffic lights, vehicles, etc.) Winfield's move from Cranford's dispatch system to the County's dispatch system, and the parking garage.

Fire Department, and Emergency Medical Services(EMS)

Chief Daniel Czeh discussed the proposed budgets for the Fire and Emergency Medical Services Departments for 2018

Fire Department

Chief Czeh provided an overview of the proposed budget for the Fire Department for 2018. Discussion was held regarding personnel overtime costs, anticipated terminal pay, professional development, volunteer requirements, safety supplies, portable radios, rising gasoline costs, and (vehicle) maintenance and repairs. Further discussion ensued regarding the Water Company's Hydrant Service and whether Union County municipalities could work together to develop an alternative hydrant service solution.

Emergency Medical Services (EMS)

Chief Czeh provided an overview of the proposed budget for the Emergency Medical Services Department for 2018. Discussion ensued regarding EMS personnel costs and the use and cost of Narcan and EMS billing company administrative fees. Chief Czeh noted that the Office of Emergency Management budget was flat, i.e., no change requested for 2018.

Recreation and Parks and Swim Pool Utility

Recreation and Parks

Discussion was held regarding Temporary/Seasonal Personnel, grass cutting at Cranford West, the Youth Budget (Code 130) and the Community Center.

Swim Pool Utility

Discussion was held regarding the decline in pool revenue and membership. Further discussion ensued regarding the refurbished indoor pool, outdoor pool renovations, personnel costs, chemical supplies, and the miscellaneous budget code (280.) CFO Lavona Patterson provided a brief overview of the unique nature of the Swim Pool Utility budget and the Pool's financials. Further discussion ensued regarding the HVAC system and ways to generate interest in the pool, i.e., an outside splash pad.

Engineering Department

Township Engineer Bill Masol discussed the proposed budget for the Engineering Department for 2018. He spoke about proposed personnel costs, i.e., for an Engineering Assistant and a summer intern. Mr. Masol discussed his interest and need for the purchase of a plotter/scanner. Further discussion ensued including the proposed purchase of a tax map.

Planning and Zoning Departments

Mr. Ron Johnson discussed the proposed budget for the Planning and Zoning departments for 2018. Discussion was held regarding the Advertising Legal budget for the Planning and Zoning Board, professional development budgets, outside professional expenses budgets, the personnel budget, professional expenses, postage and office supplies.

Health Department

Health Officer Michael Fitzpatrick discussed the proposed budget for the Health Department for 2018. Discussion ensued regarding salaries, the maintenance and repair budget, the SDL program, the Vital Statistics budget, dog and cat licensing and personnel positions.

On motion of Commissioner O'Connor, seconded by Commissioner Maisonneuve and passed, the Township Committee adjourned at 11:36 a.m.

Respectfully submitted,

Patricia Donahue
Municipal Clerk

Dated: January 27, 2018