

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **October 23, 2017** 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 Patrick F. Giblin  
Commissioner Ann Dooley  
Commissioner Andis Kalnins  
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. Hearing no comments, Mayor Hannen closed the public comment portion of the meeting.

### **Engineering update**

#### Walnut Avenue Paving

Township Engineer Masol provided an update regarding the paving of Walnut Avenue by Union County and informed the Township Committee that Union County delayed the remainder of the project due to the Jewish holidays. The project should be completed by the end of this week.

#### Community Rating System

Township Engineer Masol discussed the status of the CRS Program and informed the Township Committee that Maser Consulting submitted the recertification package to the CRS Coordinator on October 11, 2017.

#### 2017 Municipal Paving Program

Township Engineer Masol provided an update of the 2017 Paving Program and discussed the streets scheduled for paving in the next few weeks. Also discussed a request by the Police Department to pave Myrtle Street in the overnight hours, which would involve an additional cost of \$17,000. Feels the additional cost is within the budget.

Commissioner Dooley feels the cost is too high.

Discussion was held as to the potential paving of this roadway when schools are closed.

The Township Committee was not agreeable to the additional cost and directed Township Engineer Masol to coordinate with the contractor and schedule paving of this roadway during days when schools are closed.

#### NJDEP/NJEIT – Fiscal Year 2016 Clean Water and Drinking Water (Environmental Infrastructure Phase 2B)

Township Engineer Masol provided an update of the Phase 2B of the Northeast Quadrant Storm Water Management Project and informed the Township Committee that Mott MacDonald anticipates submitting the hydraulic study to the NJ Department of Environmental Protection later this week.

#### Elmora Water Main Break

Township Engineer Masol discussed work conducted on Elmora Avenue by NJ American Water Company and the need to obtain a fair share contribution from NJ American Water Company for paving of this roadway.

#### Lincoln Avenue Basketball Court

Township Engineer Masol discussed an issue with the stenciling at the Lincoln Avenue Basketball Court and informed the Township Committee of efforts to resolve the matter. Stated that Engineer Carl O'Brien of Maser Consulting would be contacting the vendor to correct this issue at the vendor's cost.

#### North Union/Alden Street Improvements

Township Engineer Masol discussed improvements to the North Union Avenue/Alden Street intersection and the need for the Township Committee to adopt a resolution authorizing advertisement of a notice to

bidders for the project. Also discussed a request by the DMC to remove planters as part of the project to increase pedestrian walking space.

The Township Committee was agreeable to the request by the DMC. Resolution authorizing advertisement of a notice to bidders to be adopted October 24, 2017.

#### Victorian Lights

Township Engineer Masol discussed the status of the replacement of Victorian lights in Downtown Cranford and the schedule for installation.

#### Orchard Brook

Township Engineer Masol provided an update of the Orchard Brook Project and informed the Township Committee that, at this point, the Department of Environmental Protection believes the cost benefit does not support the project, and believes it would be more cost beneficial for the Township to purchase impacted homes.

#### **Proposed amendment to code as respects requirements for applications for development**

Discussion was held concerning a proposed amendment to the Township Code in which electronic copies of development applications would be required in addition to hard copies.

The Township Committee was agreeable to moving forward with the amendment. Ordinance to be introduced November 13, 2017.

#### **Requesting authorization to begin hiring process for Property Maintenance Officer**

Commissioner Dooley discussed the search process to fill the position of Property Maintenance Officer. Suggested the Township advertise for this position while simultaneously exploring with the Fire Department whether this responsibility could be assumed by certain Fire Department personnel.

Discussion was held.

The Township Committee was agreeable to Commissioner Dooley's suggestion.

#### **Modify hours-Springfield/West End crossing guard**

Deputy Mayor Giblin discussed the potential for a modified schedule for crossing guards at the intersection of Springfield Avenue and West End Place.

The Township Committee was agreeable to the request.

#### **User fee Based Residential Cleanup Program**

Commissioner Dooley discussed the Residential Cleanup Program and informed the Township Committee that she reviewed Garwood's program. Explained that the difference between Garwood's program and Cranford's program is that Garwood pays the tipping fee. Stated that it would be much more costly for Cranford to pay this cost and suggested amending the specifications and re-advertising for bids.

Commissioner O'Connor discussed the total permit fee charged by Garwood for this service and the portion of the cost that is paid by Garwood. Also discussed the need for separate pickups to reduce costs, and suggested that half the town have a spring pickup, and the other half have a fall program.

Discussion was held as to a permit fee amount that would cover the full cost of the program.

Discussion was held regarding the schedule for separate pickups.

The Township Committee was agreeable to revising the specifications and re-advertising for bids for this service.

#### **Minute approval – Closed Session Minutes of October 9, 10 and 11, 2017**

On motion of Commissioner Dooley seconded by Commissioner O'Connor and passed, the Closed Session Minutes of October 9, 10 and 11, 2017 were approved by indicated vote of the Township Committee.

#### Recorded vote:

Aye: Mayor Hannen, Deputy Mayor Giblin, Commissioners Dooley, Kalnins and O'Connor

Nay: None

Abstained: None

Absent: None

#### **Post Office Plaza – Flagpole**

Township Administrator Wall provided an update of the painting of the flagpole at Post Office Plaza and cost estimates that are being obtained for the project.

**PUBLIC COMMENTS**

Mayor Hannen opened the public comment 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.

Commissioner Kalnins stated that he would abstain from voting to approve the October 10, 2017 minutes since he was absent.

**COMMISSIONER REPORTS****Commissioner O'Connor****Municipal Alliance**

Commissioner O'Connor discussed the mission of the Municipal Alliance and the grant agreement related to the program. Explained that the agreement specifies that grant funds may only be used for programs that address underage alcohol use and cannot be used for programs related to the opioid epidemic. The Municipal Alliance has provided her with contact information of another group that might be able to assist with programs related to opioid use.

**Deputy Mayor Giblin****Perrotti's 50<sup>th</sup> Anniversary**

Deputy Mayor Giblin informed the Township Committee that Perrotti's is celebrating 50 years in business and suggested the Township Committee recognize this at a future meeting.

**Community Center**

Deputy Mayor Giblin discussed lights needing replacement in the municipal lot behind the Community Center.

**Municipal building phone system**

Deputy Mayor Giblin discussed the Township's audio phone directory and suggested that Bernie Wagenblast record the message for the main number of the municipal building.

The Township Committee was agreeable to Deputy Mayor Giblin's suggestion.

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

**Resolution No. 2017-91.39:**

**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**

- Township Attorney update
- Tax appeal

**Contractual**

- Birchwood Avenue property
- Shared services agreement for construction code services

**Personnel**

- Tax Collector's Office
- Township Clerk's Office
- Department of Public Works

**Minute Review**

- Closed Session Minutes of October 9, 10 and 11, 2017

**Recorded vote:**

Aye: Mayor Hannen, Deputy Mayor Giblin Commissioners Dooley, Kalnins and O'Connor

Nay: None

Abstained: None

Absent: None

On motion of Commissioner O'Connor seconded by Commissioner Dooley and passed, the Township Committee returned to open session at 9:49 PM.

On motion of Commissioner Kalnins seconded by Deputy Mayor Giblin and passed, the Township Committee adjourned at 9:49 PM.

Respectfully submitted,

Dated: October 23, 2017

Tara Rowley, RMC  
Municipal Clerk