

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **July 17, 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

CLOSED SESSION

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

Resolution No. 2017-91.26:

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

Contractual

- Birchwood Avenue property
- FEMA Hazardous Mitigation Assistance Grant
- Website design services
- Labor attorney services
- Collective Bargaining Agreements

Personnel

- Police Department

Minute Review

- Closed Session Minutes of June 26 and 27 and July 10, 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 Kalnins and passed, the Township Committee returned to open session at 7:45 PM.

PUBLIC COMMENTS

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

Mark Zucker, 19 Pershing Avenue, discussed the application filed for the development of 750 Walnut Avenue and informed the Township Committee of his questions and concerns with the proposed development, specifically the traffic study conducted by the property owner and potential impact to the school system, municipal services and property values. Also feels the proposal is not consistent with the Township's Master Plan, and feels there is conflicting evidence as to the type of residents the development would attract.

Kristen Gamba, 34 Crane Parkway, informed the Township Committee that she is a lifelong resident of Cranford. Also stated that she attended the community meeting held by Hartz Mountain, as well as the Township Committee meeting in June. Explained that Hartz Mountain is comparing its proposal to developments constructed in Edgewater, Jersey City and Secaucus. Feels Cranford is a different community than the aforementioned communities because Cranford is not urban. Also feels the proposed development would drastically change the Cranford community, and would impact all residents within the Township, regardless of which area of Cranford they reside. Also informed the Township Committee that

a question was posed to Hartz Mountain during the community meeting as to whether a smaller development or age restricted housing was considered for the site, to which Hartz Mountain indicated that those options would not be viable. Feels Hartz Mountain is focused on profit only.

Kent Lucas, 17 Beech Street, requested clarification as to the resolution authorizing the purchase of an ambulance and the bid process that was conducted.

Deputy Mayor Giblin explained that the cost is higher because of certain requirements that must be met by professional squads versus volunteer squads.

Mayor Hannen explained that a bid process was not required because the purchase is being authorized through a cooperative pricing system.

Mr. Lucas feels the standards are the same for both professional and volunteer EMS squads and also feels the ambulance being purchased is the "Cadillac" of ambulances. Also, feels the Township should have gone through the bid process to obtain the best price possible.

Deputy Mayor Giblin to follow up with Fire Chief Czeh.

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

Review Official Meeting Agenda

Payment of Bills

Deputy Mayor Giblin discussed issues with Municipal Alliance bills that were considered for approval at a previous Township Committee meeting, and the decision of the Township Committee to hold payment of those bills. Informed the Township Committee that those bills were inadvertently paid.

Township Administrator Wall discussed the process concerning the payment of invoices. Confirmed that payment was inadvertently made and would need to be voided because the invoice included costs related to alcoholic beverages, which are not eligible for reimbursement.

Discussion was also held as to invoices that were submitted by the Municipal Alliance in connection with public relations services.

Commissioner O'Connor informed the Township Committee that Municipal Alliances in other municipalities have paid Directors and reimburse for public relations services.

Township Administrator Wall to follow up on this matter.

Engineering update

William Masol, Township Engineer, was present.

Township Engineer Masol discussed the transition from Maser Consulting to in-house engineering services. Also provided an update of projects that were completed by Maser Consulting, and those he would begin managing.

2017 Paving Program

Township Engineer Masol provided an update of the 2017 Paving Program and informed the Township Committee that bids were received last week. Explained that the project was split into two phases and discussed aspects of the project to be handled by Maser Consulting and those to be handled in-house. Also informed the Township Committee of the bid results for the project.

North Union Avenue and Alden Traffic Signal

Township Engineer Masol provided an update of improvements to the traffic signal at North Union Avenue and Alden Street. Discussed design work and the need to contact the NJ Department of Transportation in connection with this project.

Deputy Mayor Giblin discussed the paving of Alden Street and requested that Township Engineer Masol follow up as to whether there is an opportunity to gain additional parking spaces when the road is re-stripped.

Township Engineer Masol to follow up as requested by Deputy Mayor Giblin.

NJDEP/NJEIT Fiscal Year 2016 Clean Water and Drinking Water

Township Engineer Masol informed the Township Committee that Mott MacDonald has been working with the Department of Environmental Protection (DEP) in connection with Phase 2B of the Northeast

Quadrant Storm Water Management Project, and has submitted data that was required by DEP. Discussed the timeline for the project once it is approved by DEP.

Orchard Brook Improvements

Township Engineer Masol discussed the Orchard Brook Improvement Project and informed the Township Committee that DEP will not consider moving forward with the Orchard Brook Project until Phase 2B of the Northeast Quadrant Storm Water Management Project is approved.

NJDOT Municipal Aid Grant Application

Township Engineer Masol discussed grant funds awarded to the Township through the NJDOT Municipal Aid Grant Program for improvements to South Union Avenue.

Elizabeth Gas Company Utility Upgrades

Township Engineer Masol informed the Township Committee that Elizabethtown Gas provided a list of roadways to be paved, which was rejected by Maser Consulting because Maser Consulting feels more roads should have been included. Stated that he would follow up with Maser Consulting, and that construction is anticipated in the fall.

Commissioner O'Connor discussed a construction staging area being used by Elizabethtown Gas.

Township Engineer Masol to follow up.

New Jersey American Water Company Utility Upgrades

Township Engineer Masol discussed water line upgrades conducted by New Jersey American Water Company, and informed the Township Committee that the work has been completed. Stated that he would be contacting NJ American Water Company to coordinate fair share paving.

Union County Roadwork

Township Engineer Masol discussed Union County roadwork that has been scheduled to occur during evening hours.

Roger Avenue Paving

Township Engineer Masol discussed the proposed paving of a portion of Roger Avenue, and potential cost sharing with the Town of Westfield.

Mayor Hannen discussed bid results for Cranford's 2017 Paving Program and requested that Township Engineer Masol calculate the cost per square foot for the paving of Roger Avenue to determine if it would be less costly to have Westfield pave the roadway, or to pave through Cranford's program.

Official Meeting Agenda-Twin Oaks

Discussion was held concerning the Twin Oaks Development Project and the status of the maintenance bond.

Township Engineer Masol to follow up.

Resolution 2017-287, authorizing release of the Performance Bond for the Twin Oaks Development Project was removed from the agenda.

Late Starter-MDTV Parking

Police Lieutenant Edward Davenport was present.

Deputy Mayor Giblin discussed a comment made at the last Township Committee meeting regarding parking at the MDTV lot, and requested clarification as to the revenue collected by NJ Transit for the use of that lot.

Police Lieutenant Davenport discussed the fee charged to NJ Transit for use of the MDTV parking lot. Explained that the lot is not included in the Township's Code, so no revenue has been generated in the past. As such, the fee structure has been based on the fee structure used when contractors lease space for construction projects. Based upon that fee structure, approximately \$1,000 per month has been generated as respects the MDTV parking lot.

Discussion was held as to the number of spaces being utilized by NJ Transit and those that are unused.

Police Lieutenant Davenport recommended designating those spaces as 12-hour permit parking because there would be no cost to the Township involved. If those spaces are designated as metered parking, a pay station would need to be purchased.

Mayor Hannen suggested designating spaces in the MDTV lot as 12-hour permit parking, effective through December 31, 2017 only, in the event the Township sells the property.

Discussion was held regarding the potential conversion of certain 9-hour spaces to 12-hour spaces, since the demand for 12-hour spaces is higher.

Late Starter-Commuter Parking

Police Lieutenant Davenport discussed complaints of commuter parking on West Holly Street. Explained that the only option available to the Township would be to restrict parking the entire length of West Holly Street, which would result in commuter parking being moved to other streets. Feels the commuter parking currently occurring on West Holly Street does not create traffic issues because the roadway is wide. Discussed parking restrictions recently enacted on Second Avenue in Garwood, which has caused an increase in commuter parking on West Holly Street. Suggested that he contact Garwood to request that they reconsider its parking restrictions on Second Avenue, which would alleviate the number of vehicles being parked in Cranford.

Request re: Paving of Roger Avenue (continued)

Mayor Hannen referred to his previous suggestion concerning a cost analysis in connection with the paving of Roger Avenue and asked the Township Committee if it would be agreeable to paving the roadway through a shared services agreement with Westfield, if it is the less costly option.

The Township Committee was agreeable to a shared services agreement with the Town of Westfield if it is the less costly option.

Request to install fence on Township right-of-way

The Township Committee discussed a request to install a fence in the Township's right-of-way on Spruce Street.

The Township Committee was agreeable to the request. A resolution authorizing a right-of-way agreement to be adopted July 18, 2017.

Website Design Services

Sal Urbano of Virtual Towns & Schools discussed the proposal submitted in response to the Township's Request for Proposals (RFP) for website design services. Discussed the infrastructure to be used and the level of customer support. Also discussed search and filtering capabilities, interactive calendar features, ADA accessibility, hosting services and training. Mr. Urbano also discussed clients of Virtual Towns & Schools.

Commissioner O'Connor feels training is the most important aspect of the site.

Deputy Mayor Giblin discussed Virtual Towns & Schools' clients and administrative rights for Cranford employees.

Mr. Urbano feels the size of the group to be permitted administrative rights would be at the discretion of the Township.

Discussion was held regarding public portals and the online process for the issuance of different permits and licenses.

Commissioner Kalnins requested clarification of storage capability.

Mr. Urbano stated that there are no limitations regarding storage. Also discussed internal and external uses which are provided at no additional cost.

Discussion was held as to the process for designing the site and the timeframe for "going live".

Deputy Mayor Giblin discussed the need for accessibility for mobile devices. Also discussed the need to link the website to social media in order to highlight special events and announcements.

Mayor Hannen discussed the need to allow for the posting of large documents. Also discussed site enhancements and associated costs.

Mr. Urbano stated that there would be no additional cost for enhancements.

Further discussion to be held in closed session, as the item relates to a contractual matter.

Proposed ordinance to amend Land Development Ordinance as respects Affordable Housing requirements

Discussion was held concerning a proposed ordinance to amend the Land Development Ordinance as respects affordable housing requirements.

Further discussion to be held in closed session as a legal matter.

Proposed ordinance re: Puppy Mills

Commissioner O'Connor discussed a proposed ordinance to prohibit puppy mills.

Mayor Hannen requested clarification as to how a resident would acquire a pet of a special breed.

Commissioner O'Connor explained that a resident should acquire special breeds through a licensed breeder, and feels prohibiting the sale through pet stores would require acquisition through a breeder.

Mayor Hannen suggested language be included in the ordinance concerning acquisition through licensed breeders.

Further discussion to be held August 14, 2017.

TOWNSHIP ADMINISTRATOR REPORTS

Township Administrator Wall discussed a request to paint a mural on the wall of the Butcher Block.

Commissioner O'Connor explained that the paint on the building would not last so the proposal is to transfer a photo to canvas and affix the canvas to the building. The mural would serve as a "Welcome to Cranford" beautification project.

Mayor Hannen asked if the mural would be in compliance with the Township's sign regulations.

Commissioner O'Connor confirmed that it would be in compliance with sign regulations.

The Township Committee was agreeable to the proposal in concept, but requested an opportunity to see the design.

COMMISSIONER REPORTS

Deputy Mayor Giblin

Prescription Dropbox

Deputy Mayor Giblin informed the Township Committee that the prescription drop box has been installed.

PUBLIC COMMENTS

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

[Cranford resident, Pershing Avenue](#), requested clarification as to whether the Township Committee would be voting on the Hartz Mountain proposal on July 18, 2017.

Township Attorney Cooper discussed the process and confirmed that no decision would be made on July 18, 2017.

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

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

Resolution No. 2017-91.26:

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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Personnel

- Police Department

Minute Review

- Closed Session Minutes of June 26 and 27 and July 10, 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 Dooley seconded by Commissioner O'Connor and passed, the Township Committee returned to open session at 10:41 PM.

Minute approval – Closed Session Minutes of June 26, 2017

On motion of Commissioner Kalnins, seconded by Commissioner O'Connor and passed, the Closed Session Minutes of June 26, 2017 were approved by the indicated vote of the Township Committee.

Recorded vote:

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

Nay: None

Abstained: Commissioner Dooley

Absent: None

Minute approval – Closed Session Minutes of June 27, and July 10, 2017

On motion of Commissioner Kalnins, seconded by Commissioner O'Connor and passed, the Closed Session Minutes of June 27, 2017 and July 10, 2017 were approved by the 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

On motion of Commissioner O'Connor seconded by Commissioner Kalnins and passed, the Township Committee adjourned at 10:45 PM.

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: July 17, 2017