

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **August 14, 2017** at 7:00 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

Township Administrator Wall was not in attendance.

### **CLOSED SESSION**

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

#### **Resolution No. 2017-91.28:**

**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
- Banking services

#### **Personnel**

- Office of Downtown Business and Economic Development
- Office of Planning and Zoning
- Fire Department
- Department of Public Works
- Police Department

#### **Minute Review**

- Closed Session Minutes of July 17 and 18, 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 7:55 PM.

### **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.

### **Review Official Meeting Agenda**

#### **Payment of Bills**

Commissioner Dooley requested clarification of certain bills submitted by Maser Consulting.

Township Clerk Tara Rowley to follow up with the Administrator's Office.

Mayor Hannen expressed concern with a bill due to Grotto Engineering that was not included on the bills list.

### **Engineering update**

#### **Lincoln Avenue Basketball Court**

Township Engineer Masol discussed the status of improvements to the Lincoln Avenue Basketball Courts and listed remaining items to be completed.

2017 Municipal Paving Program

Township Engineer Masol provided an update of the 2017 Municipal Paving Program and discussed those roadways scheduled for paving next week.

Roger Avenue Repaving

Township Engineer Masol discussed the proposed paving of a portion of Roger Avenue and a potential cost sharing opportunity with the Town of Westfield. Informed the Township Committee that the cost would be lower through a cost sharing agreement with Westfield and feels this is the best course of action.

The Township Committee was agreeable. Resolution authorizing a shared services agreement with the Town of Westfield to be adopted August 15, 2017.

North Union Avenue and Alden Street Traffic Signal Improvements

Township Engineer Masol discussed the status of improvements to the traffic signal at North Union Avenue and Alden Street and informed the Township Committee that he is waiting for a revised scope of work and reduced pricing from Maser Consulting.

Discussion was held as to the need to coordinate the timeline for construction with downtown businesses.

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

Township Engineer Masol discussed the status of Phase 2B of the Northeast Quadrant Storm Water Management Project and informed the Township Committee that Mott MacDonald received information from the Army Corps of Engineers that was required to satisfy New Jersey Department of Environmental Protection's requirements.

NJDOT FY 2016 Municipal Aid-Improvements to Lincoln Avenue East (Retford Avenue to South Avenue)

Township Engineer Masol discussed improvements to Lincoln Avenue East through the NJDOT FY 2016 Municipal Aid Grant Program. Informed the Township Committee that construction is complete, but grant funds remain. Discussed a recommendation to use remaining funds for sidewalk improvements, or to offset engineering costs.

Mayor Hannen asked if the peripheral road that interests with Lincoln Avenue would qualify as a use for the remaining grant funds, rather than using them for sidewalks, if sidewalk improvements are not necessary.

Township Engineer Masol believes the intersecting roadway would not qualify, but would follow up.

NJDOT FY 2017 Municipal Aid-Improvements to South Union Avenue (Lincoln Avenue to March Street)

Township Engineer Masol discussed an award of \$195,000 to the Township in connection with NJDOT FY 2017 Municipal Aid Grant Program for improvements to South Union Avenue, and discussed the next step for the project.

Mayor Hannen discussed the potential for amending the Township's application to include an additional roadway if favorable pricing through bid submissions continue.

NJDOT FY 2018 Grant Program

Township Engineer Masol informed the Township Committee that the application in connection with the NJDOT FY 2017 Grant Program is due October 6, 2017. Discussed different projects that would qualify for funding, such as resurfacing, drainage, transit improvements through the Township's Transit Village designation, bikeway improvements, and certain roadway and intersection improvements through the Safe Streets to Transit Program.

Miscellaneous

Commissioner O'Connor discussed additional engineering issues to be addressed, including improvements to the Johnson Avenue Basketball Courts, a sidewalk hazard on Walnut Avenue, and the need to clear downed trees in the river.

Commissioner Dooley discussed efforts underway to address some of the issues raised by Commissioner O'Connor.

Commissioner Kalnins also discussed the need to paint box outs at driveways in the area of the Community Center.

Update re: replacement of Victorian lights

Mayor Hannen provided an update of the replacement of the Victorian lights. Explained that materials could be purchased via state contract but the Township would be required to solicit bids for the labor associated with the project.

Deputy Mayor Giblin discussed a proposal submitted by Vision Line that Township Administrator Wall forwarded to him via email. Believes this product was already considered by the Township Committee, but was not selected.

The Township Committee was agreeable to soliciting bids for installation/labor services associated with the replacement of Victorian lights and requested that Township Engineer Masol begin preparing bid specifications.

**Proposed ordinance re: Puppy Mills**

Commissioner O'Connor discussed various ordinances adopted in other municipalities as respects the prohibition of puppy mills and feels a combination of the ordinances adopted by the Township of Livingston and the Borough of Roselle Park should be considered by Cranford.

Mayor Hannen discussed correspondence he received concerning alternative methods for obtaining pets through licensed breeders.

The Township Committee was agreeable to moving forward with an ordinance as recommended by Committee O'Connor. Introduction scheduled for September 12, 2017.

**Proposed ordinance re: Tree Preservation**

Mayor Hannen informed the Township Committee that he spoke with Tom Umbrello from Union County Parks regarding the saplings from the Pepperidge Tree.

Commissioner O'Connor discussed the proposed Tree Preservation ordinance and explained that there have been many revisions to the original draft. Requested that the Township Committee review the new version, rather than comparing it to previous versions, and provide comments and questions.

Mayor Hannen discussed certain requirements included in the draft ordinance related to a Licensed Tree Expert, and questioned whether the Township would be required to hire a Licensed Tree Expert, or if this function could be handled by the Department of Public Works.

Commissioner Dooley stated that she supports the ordinance in concept but expressed concern with some aspects, specifically those related to the removal of unhealthy trees. Feels these regulations should not pertain to unhealthy trees. Also feels credit should be given for new trees that were allowed to grow from saplings.

Commissioner O'Connor requested that the Township Committee forward their comments and she would share them with the Tree Advisory Board.

**Proposed Mural, Butcher Block**

Commissioner O'Connor discussed the sample mural proposed for the side of the Butcher Block.

The Township Committee was agreeable to the mural.

**Proposed training re: minute preparation**

Commissioner Dooley discussed minutes for Township Committee meetings versus minutes for Planning Board and Zoning Board meetings and suggested that a best practices approach be considered for minute preparation so they are uniform for all boards. Also discussed a suggestion to have Township Clerk Rowley provide minute preparation training to the Planning and Zoning Board scribe.

**Minute approval – Closed Session Minutes of July 17 and 18, 2017**

On motion of Commissioner Kalnins, seconded by Commissioner O'Connor and passed, the Closed Session Minutes of July 17 and 18, 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

**COMMISSIONER REPORTS**

**Commissioner Kalnins**

**Estimated Tax Bills**

Commissioner Kalnins informed the Township Committee that the estimated tax bill was accurate and sent to property owners.

**Commissioner O'Connor****Mini gardens**

Commissioner O'Connor discussed a recommendation to install mini-gardens in public spaces to which residents would have access. Feels this is a project that could be considered for next summer.

**Commissioner Dooley****Road resurfacing**

Commissioner Dooley discussed roadwork to be completed before schools open.

**Deputy Mayor Giblin****Prescription drop box**

Deputy Mayor Giblin announced that the prescription drop box was installed and requested that a Nixle message be sent to inform residents.

**PUBLIC COMMENTS**

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

Mayor Hannen asked Township Attorney Cooper to check the hallway to ensure there was no public waiting outside wishing to make a comment.

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

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

**Resolution No. 2017-91.28:**

**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**

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**Contractual**

- Birchwood Avenue property
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**Personnel**

- Office of Downtown Business and Economic Development
- Office of Planning and Zoning
- Fire Department
- Department of Public Works
- Police Department

**Recorded vote:**

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

Nay: None

Abstained: None

Absent: None

On motion of Deputy Mayor Giblin seconded by Commissioner O'Connor and passed, the Township Committee returned to open session at 10:20 PM.

On motion of Deputy Mayor Giblin seconded by Commissioner O'Connor and passed, the Township Committee adjourned at 10:20 PM.

Respectfully submitted,

Tara Rowley, RMC  
Municipal Clerk

Dated: August 14, 2017