

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **September 11, 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.

### **Review Official Meeting Agenda**

Commissioner Dooley requested clarification of Resolution No. 2017-304 which authorizes the designation of Bond Anticipation Notes (BAN).

Commissioner Kalnins stated that he believes the notes pertain to payment for the artificial turf field.

Commissioner Dooley also requested clarification of the resolution authorizing an item of revenue in connection with Bullet Proof Partners.

Commissioner Kalnins explained that it is action required for grant awards and mentioned that other similar resolutions concerning items of revenue are scheduled for adoption on September 12, 2017.

Township Clerk Tara Rowley informed the Township Committee that Resolution 2017-317 which authorizes certain tax refunds was revised as per the Tax Collector's Office.

### **Engineering update**

#### **Walnut Avenue Paving**

Township Engineer Masol provided an update concerning the paving of Walnut Avenue to be conducted by Union County.

Township Engineer Masol also addressed items requested by Commissioner O'Connor and Commissioner Kalnins during the August 14, 2017 Workshop Meeting as respects a sidewalk hazard on Walnut Avenue and the painting of driveway box outs.

#### **Victorian Light Bid Results**

Township Engineer Masol discussed the bid results for the installation of the Victorian Lights and his recommendation for an award of contract.

The Township Committee was agreeable. Resolution authorizing an award of contract to be adopted September 12, 2017.

Deputy Mayor Giblin requested clarification as to the cost differential in the bid results.

Township Engineer Masol explained that because the bid pertains to labor/installation only, costs vary depending upon the size of the vendor's organization.

#### **2017 Municipal Paving Program**

Township Engineer Masol provided an update of the roads scheduled for paving in connection with the 2017 Paving Program.

#### **Roger Avenue Repaving**

Township Engineer Masol provided an update as to the status of the paving of Roger Avenue. Stated that the project has been delayed and he has contacted the Town of Westfield's engineer for the status.

Commissioner O'Connor discussed the quality of work concerning road resurfacing and feels the quality provided by the Township's contractor is much higher.

North Union Avenue/Alden Street Intersection Improvements

Township Engineer Masol discussed improvements to the intersection at North Union and Alden Street and informed the Township Committee of the revision to the scope of services to be provided by Maser Consulting for engineering services in connection with the project.

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 Stormwater Management Project and explained that additional information requested by DEP is being addressed by Mott MacDonald.

Commissioner Dooley discussed a change in the guidelines by DEP which has delayed approval of this project.

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

Township Engineer Masol discussed unused funds in connection with improvements to Lincoln Avenue East. Discussed the grant award for this project through the NJDOT FY 2016 Municipal Aid Program and informed the Township Committee that the scope of work cannot be amended for unused funds as was suggested at the August 15, 2017 Workshop Meeting. Recommended that the unused funds be used for sidewalk improvements and to write-off expenses for engineering services related to the project.

The Township Committee was agreeable to Township Engineer Masol's suggestion.

Overall Infrastructure Plan Projects

Township Engineer Masol discussed a recommendation that the Township Committee consider an overall Infrastructure Plan and discussed the areas proposed for the plan.

Johnson Avenue Basketball Courts

Commissioner Kalnins requested clarification as to the status of improvements to the Johnson Avenue Basketball Courts.

Township Engineer Masol discussed remaining punch list items and efforts to have the contractor address them.

NJDOT FY 2018 Grant Program

Township Engineer Masol discussed the upcoming NJDOT FY 2018 Municipal Aid Grant Program. Discussed potential projects with certain Department Managers and recommended continuing with improvements to South Union Avenue. Also discussed other potential projects, such as the paving of roads that were not included in the 2017 Paving Program, Bikeway Improvements and Safe Streets to Transit.

Discussion was held.

The Township Committee was agreeable to moving forward with a grant application for continued improvements to South Union Avenue and Eastman Street.

Resolution authorizing application to be adopted September 26, 2017.

Building and Zoning fees

Township Engineer Masol discussed building permit reviews that do not require Planning or Zoning review and recommended that the Township consider requiring escrow funds or a review fee for these reviews.

Discussion was held as to the current ordinance and language revisions that would be necessary to differentiate between the types of plan review that would require a review fee.

Construction Code Official Belluscio discussed the rationale for the fee amount proposed.

Commissioner O'Connor stated that a similar recommendation was proposed a few years ago and the majority of the Township Committee was not agreeable to the recommendation.

Commissioner Dooley feels this proposal differs from the previous proposal referenced by Commissioner O'Connor and discussed the differences.

Construction Code Official Belluscio provided clarification as to the types of reviews that would require a fee versus those that were proposed with the last recommendation. Also discussed the hourly ratio and average number of hours per review.

Discussion was held.

The majority of the Township Committee was not agreeable to the recommendation.

**Escrow-private property**

Commissioner Dooley discussed a recommendation to increase the hourly rate for escrow funds required for Planning and Zoning applications for larger commercial properties.

The majority of the Township Committee was not agreeable to the recommendation at this time and requested additional information.

Township Engineer Masol to follow up.

**Proposed ordinance to adopt Code of the Township of Cranford**

Township Attorney Cooper discussed the process concerning recodification and the ordinance required to adopt the new Township Code that was provided to the Township Committee.

Discussion was held as to the changes to be approved and the need for the Township Committee to refer to the draft code manuscript to gain a full understanding of the changes proposed

Further discussion to be held September 25, 2017.

**Best Practices Checklist**

Chief Financial Officer Patterson discussed the Best Practices Checklist and efforts to improve the Township's score each year.

Mayor Hannen discussed an issue with confirming purchase orders and efforts taken to eliminate this issue.

Township Administrator Wall discussed efforts taken and informed the Township Committee that there has been a significant reduction in confirming purchase orders as a result of these efforts.

Deputy Mayor Giblin discussed the potential for a mandatory revaluation and suggested the Township consider establishing a fund in the event a mandate is issued.

Chief Financial Officer Patterson discussed the need for a written policy as respects tax appeals. Explained that if the Township Committee is agreeable to the policy proposed, a resolution to formally adopt the policy would be required.

The Township Committee was agreeable to the proposed policy. Resolution to be adopted September 12, 2017.

**Request by the Police Department to begin the hiring process, Acting Police Chief Van Bergen**

Acting Police Chief Joseph Van Bergen discussed vacancies in the Police Department due to retirements and transfers and requested Township Committee approval to move forward with the hiring process. Also discussed the testing process and the timeframe to fill vacancies.

Discussion was held as to the scoring for the written and physical tests and the verbal examination.

The Township Committee was agreeable to the request to begin the hiring process.

Mayor Hannen discussed the Police Chief search and suggested that the new Chief be in place before verbal examinations are held.

Acting Police Chief Van Bergen also discussed the paving schedule for Walnut Avenue, and provided an update regarding the installation of surveillance cameras at the train station due to bike thefts. Lastly, Acting Police Chief Van Bergen discussed the reassignment of Sergeant Nazzaro as School Resource Officer and discussed the police presence at the schools for the first few weeks of September.

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

No discussion was held.

**ADMINISTRATOR REPORTS****Township Administrator Wall****Victorian light project**

Township Administrator Wall discussed cost savings related to the Victorian light project.

Mayor Hannen discussed the potential for reallocating this savings to road projects.

FEMA Elevation

Township Administrator Wall provided an update regarding the FEMA Elevation Project. Discussed the number of residents interested and explained that funding availability might change in light of the hurricanes that have occurred in Texas and Florida.

Township website

Township Administrator Wall provided an update as to the status for launching the new Township website.

Community Rating System

Township Administrator Wall discussed the status of the Community Rating System program and recommended that the Township continue with Maser Consulting for this project.

The Township Committee was agreeable to Township Administrator Wall's recommendation to continue with Maser Consulting, depending upon the cost.

**COMMISSIONER REPORTS****Commissioner Kalnins**Bond Anticipation Not (BAN)

Commissioner Kalnins referred to Commissioner Dooley's question regarding Resolution No. 2017-304, which authorizes the designation of Bond Anticipation Notes (BAN), and informed the Township Committee that he confirmed with Chief Financial Officer Patterson that the BAN relates to a payment for the turf field.

Chapter 159 resolutions

Commissioner Kalnins discussed resolutions authorizing items of revenue and provided further clarification, stating that a resolution is required when a grant is awarded to allow that revenue to be included in the budget.

**Commissioner O'Connor**Centennial Avenue Music Fest

Commissioner O'Connor discussed the Centennial Avenue Music Fest and informed the Township Committee that the time may change due to the unveiling of the mural at the Butcher Block. Also invited the Township Committee to attend the unveiling.

Tree Advisory Board

Commissioner O'Connor informed the Township Committee that the Tree Advisory Board met to discuss the proposed tree preservation ordinance and has decided to table the ordinance.

Pepperidge Tree Saplings

Commissioner O'Connor discussed a proposal from Tina Helmstetter of the Tree Advisory Board regarding saplings from the Pepperidge tree.

Further discussion to be held September 25, 2017.

Mayor Hannen asked that Ms. Helmstetter meet with Tom Umbrello of Union County concerning the saplings.

Tina Helmstetter, Tree Advisory Board, discussed comments from residents concerning ticks at Lincoln Park. Informed the Township Committee that she investigated the matter and believes there is no issue.

**Deputy Mayor Giblin**Fire Department 125th Anniversary

Deputy Mayor Giblin mentioned that the date of the ceremony in recognition of the Fire Department's 125<sup>th</sup> Anniversary is missing from the resolution and asked that it be revised.

Prescription Drop Box

Deputy Mayor Giblin discussed the installation of the prescription drop box and feels it has been successful.

Cranford Public Schools

Deputy Mayor Giblin discussed police presence at the schools for the first few weeks of September.

Gateway Chamber event

Deputy Mayor Giblin discussed a recent Gateway Chamber of Commerce meeting that was hosted by Cranford on September 8, 2017 and provided an overview of the issues that were discussed.

**PUBLIC COMMENTS**

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

James Carvalho, 9 Orange Avenue, discussed his property which is located on Orange Avenue but explained that the driveway is located on Riverside Drive. Informed the Township Committee that he discussed the process for the selection of roads to be paved with Assistant Superintendent of Public Works Erik Hastrup and consulting engineer Carl O'Brien. Stated that it was explained to him that the engineer recommends the streets to be paved but the Township Committee ultimately approves that list.

Commissioner Dooley explained the process for selecting streets for paving.

Mayor Hannen referred to Commissioner Dooley's comments and further explained that the Township Committee approves the total funding amount for paving but the streets to be included in the program are selected through a scoring process by the Township Engineer and Superintendent of Public Works. Those employees are relied upon for determining the streets to be included in the annual program.

Commissioner Dooley discussed her efforts as Commissioner of Engineering/Public Works to coordinate the selection of streets to be paved.

Mr. Carvalho discussed records provided to him through an Open Public Records Act request as respects the annual paving program and explained that while the records were provided in a timely manner, they did not answer his questions. Requested clarification as to how residents are informed of the final list of streets to be paved and also requested clarification as to whether the streets included in the paving program were selected by a professional or by an elected official.

Commissioner Dooley discussed efforts to establish a transparent grading process for streets selected for paving.

Commissioner O'Connor discussed flood control projects that have delayed paving of certain roadways. Also discussed efforts to inform residents of streets to be paved via the Township's website and TV35.

Mr. Carvalho feels residents should know scoring criteria and the rating that determines why certain streets are selected for paving over other streets.

Mayor Hannen and Commissioner Dooley stated that they agree with Mr. Carvalho.

Mayor Hannen stated that efforts would be made to make the process as transparent as possible. Discussed the search and recent hiring of an in-house engineer and informed Mr. Carvalho that the new Township Engineer has expertise in the area of street paving and scoring systems used in the selection process.

Township Engineer Masol discussed his expertise and the scoring system he utilizes.

Commissioner Dooley discussed Elm Street as an example for repaving and the rationale for its selection.

Commissioner O'Connor explained that drainage and other factors impact the scoring process and selection is not based upon the need for paving and potholes alone.

Commissioner Dooley explained that the Township Committee is attempting to establish a transparent process to eliminate the need to research minutes and other records in order to ascertain certain information.

Mr. Carvalho requested that the Township Committee include the reasons why a street has been selected for paving in the final list. Expressed concern that streets might be selected based upon an elected official's residence.

Mayor Hannen assured Mr. Carvalho that there is no political preference as to the streets selected for paving.

Mr. Carvalho asked if it is common practice for municipalities to have a vote by residents on the budget for street paving.

Mayor Hannen explained that the budget is not approved by voters, and explained the bond ordinance/capital budget process.

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

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

**Resolution No. 2017-91.30:**

**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
- Banking services
- Shared services agreement-Construction Code Services
- Collective bargaining negotiations

**Personnel**

- Police Department
- Construction Code Office

**Minute Review**

- Closed Session Minutes of August 14 and 15, 2017

**Recorded vote:**

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

Nay: None

Abstained: None

Absent: None

**Minute approval – Closed Session Minutes of August 14 and 15, 2017**

On motion of Commissioner O'Connor, seconded by Commissioner Dooley and passed, the Closed Session Minutes of August 14 and 15, 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 Dooley and passed, the Township Committee returned to open session at 10:42 PM.

On motion of Commissioner O'Connor seconded by Commissioner Dooley and passed, the Township Committee adjourned at 10:42 PM.

Respectfully submitted,

Tara Rowley, RMC  
Municipal Clerk

Dated: September 11, 2017