

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **September 25, 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.

Barbara Krause, 20 Pittsfield Street, requested clarification as to Hartz Mountain's presentation and stated that she was unaware that the meeting was cancelled.

Township Attorney Cooper explained that the meeting was not cancelled but Hartz Mountain's appearance was cancelled as per Hartz Mountain's request.

Mrs. Krause discussed a car accident that involved damage to a utility pole and requested that the matter be addressed.

Township Engineer Masol to follow up.

Mrs. Krause requested clarification as to improvements to the flagpole at Post Office Plaza.

Mayor Hannen confirmed that the flagpole would be painted within the next few months.

Mrs. Krause discussed the development proposed at the Hidi property at the border of Garwood and Cranford and informed the Township Committee that the court's decision denying the proposed development was overturned. The Garwood Planning Board recently approved the application and feels Cranford should follow this issue due to potential flooding concerns it could pose for Cranford.

Township Engineer Masol to follow up with Garwood's Borough Engineer.

Mrs. Krause discussed issues with the condition of Pittsfield Street. Feels traffic to Cranford High School and parking on the roadway has caused it to deteriorate and requested that the Township Committee consider including Pittsfield Street in an upcoming paving program.

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

Review Official Meeting Agenda

Deputy Mayor Giblin discussed the resolutions related to the purchase of police vehicles and explained that they authorize pricing for the purchase of vehicles by participating municipalities through the Police Department's Cooperative Purchasing System.

Engineering update

Rahway River Desilting & Dam Gate Replacement

Township Engineer Masol discussed engineering design services that are necessary for de-silting and replacement of the dam gates at the Rahway River and recommended that the Township Committee authorize an award of contract to Mott MacDonald for this service.

The Township Committee was agreeable. Resolution to be adopted September 26, 2017.

Community Rating System

Township Engineer Masol discussed a proposal submitted by Maser Consulting for engineering services in connection with the recertification required for the Township to continue its participation in the

Community Rating System. Recommended that the Township Committee award a contract to Maser Consulting for 2018 recertification, and he would handle recertification in subsequent years.

Discussion was held regarding the average savings to homeowners provided through the Community Rating System.

The Township Committee was agreeable to the recommendation to award a contract to Maser Consulting. Resolution to be adopted September 26, 2017.

Walnut Avenue Paving

Township Engineer Masol provided an update regarding the paving of Walnut Avenue by Union County. Also informed the Township Committee that driveway box outs would be included as part of the project.

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.

Commissioner Dooley also discussed terms of the contract as respects the construction schedule and feels the Township Committee might want to consider revising these terms in future contracts.

Roger Avenue Repaving

Township Engineer Masol provided an update of the paving of Roger Avenue by the Town of Westfield. Informed the Township Committee that he is waiting for confirmation of the schedule from Westfield's Town Engineer and is hopeful that the project would be complete by the end of the month.

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

Township Engineer Masol provided an update of the project and informed the Township Committee that he anticipates a response next week from the New Jersey Department of Environmental Protection (NJDEP) as to whether a formal hydraulic study would be required.

Edgar Avenue

Commissioner Dooley discussed a request to release escrow funds for property located on Edgar Avenue.

Office space redesign

Township Administrator Wall discussed the proposal for office space redesign which would include renovations to the Engineer's office, Tax Assessor's office and Construction Code Office. A cost estimate totaling \$12,475 was received and explained that this includes costs for construction and materials only, and does not include costs associated with carpeting and other finishes. Discussed efforts to obtain additional cost proposals and informed the Township Committee that a second quote from another vendor was approximately \$40,000, and a third vendor did not submit a proposal.

Township Administrator Wall to provide a cost estimate for carpeting. Further discussion to be held September 26, 2017.

Resident/Stakeholder recommendation collection

Deputy Mayor Giblin discussed a recent decision to install suggestion boxes in the Municipal Building and recommended that the Township Committee consider implementing an electronic suggestion box on the Township's website to allow residents to share their thoughts on Township issues and operations.

Pepperidge tree saplings

Commissioner O'Connor informed the Township Committee that she has no update to provide concerning Pepperidge tree saplings and that she would follow up with Tina Helmstetter of the Tree Advisory Board.

Discussion tentatively scheduled for October 10, 2017 Workshop Meeting.

Proposed ordinance to adopt Code of the Township of Cranford

Discussion was held regarding the ordinance required in connection with the adoption of the new Township Code.

Township Clerk Tara Rowley discussed the recodification process and explained that substantive changes to the code were previously approved by the Township Committee through the adoption of separate ordinances. The ordinance adopting the new code would allow for the codification of those previously adopted ordinances, and would also allow for the correction of conflicting language and references to outdated statutes that currently exist within the code.

The Township Committee was agreeable. Ordinance authorizing adoption of the new Township Code to be introduced September 26, 2017.

Minute approval – Closed Session Minutes of September 11 and 12, 2017

On motion of Commissioner O'Connor, seconded by Commissioner Dooley and passed, the Closed Session Minutes of September 11 and 12, 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

COMMISSIONER REPORTS

Commissioner O'Connor

Bulk Pickup

Commissioner O'Connor discussed the bulky waste program conducted in Garwood and explained that Garwood's pick-up is town-wide rather than being divided into sections. Feels this difference might be the reason for the increased cost proposal for Cranford's program that was received through the last bid process.

Township Administrator Wall to follow up.

Late Starter-Document Management System

Township Clerk Tara Rowley provided an update regarding the installation of a document management system. Informed the Township Committee that the Laserfiche system was installed last week and training sessions were held. Stated that she would follow up with TV35 Station Manager Davenport as to DVD's and electronic copies of the training session that was recorded for those unable to attend in person.

PUBLIC COMMENTS

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

Barbara Krause, 20 Pittsfield Street, read an article that appeared in the Westfield Leader regarding tree preservation regulations implemented in the Town of Westfield. Stated that she cannot understand why Cranford cannot implement tree preservation regulations and expressed concern that the ordinance recommended by the Tree Advisory Board did not move forward.

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. 2017-91.32:

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
- First Aid Squad
- Shared services agreement for construction code services
- Garbage hauling services

Personnel

- Police Department
- Tax Collector's Office
- Office of Planning and Zoning

Minute Review

- Closed Session Minutes of September 11 and 12, 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 Kalnins seconded by Commissioner O'Connor and passed, the Township Committee returned to open session at 10:45 PM.

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

Respectfully submitted,

Dated: September 25, 2017

Tara Rowley, RMC
Municipal Clerk