

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **October 26, 2015** 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 CRANFORD CHRONICLE, THE UNION COUNTY LOCAL SOURCE, THE WESTFIELD LEADER, 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 WILL BE TAKEN AT THIS MEETING.

Present: Mayor Andis Kalnins
Deputy Mayor Mary O'Connor
Commissioner Barbara Bilger
Commissioner Robert D'Ambola
Commissioner Thomas H. Hannen, Jr.

Absent: None

PUBLIC COMMENTS

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

Frank Krause, 20 Pittsfield Street, requested information regarding changes to the North Avenue corridor, specifically renovations that allowed for the installation of a large parking area at one property and renovations being conducted at another property located at 207 North Avenue. Discussed regulations pertaining to development on North Avenue and feels the development of these properties do not comport to those regulations. Requested clarification as to the entity that granted approval of these developments.

Mayor Kalnins discussed the parking area that was installed at the property on North Avenue. Confirmed that the project was approved by the Zoning Board of Adjustment (Zoning Board) and stated that he does not agree with the Zoning Board's approval of that project. Also stated that he was unaware of a project at 207 North Avenue.

Dr. Krause suggested the Township Committee walk along both sides of North Avenue to see the changes that are occurring.

Barbara Krause, 20 Pittsfield Street, distributed copies of the National Daughters of American Revolutions (DAR) magazine which includes a photo of Mayor Kalnins. Extended her appreciation to the Township Committee for their support of DAR.

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

Review Official Meeting Agenda

Payment of Bills

Commissioner O'Connor requested clarification of a bill related to a certificate redemption.

Chief Financial Officer Lavona Patterson explained that the bill is related to a tax lien.

Commissioner Hannen discussed bills pertaining to the FEMA Elevation Project.

Township Attorney Dabulas explained that payments related to home elevations would be held until all approvals are met.

Further discussion to be held in closed session.

Commissioner Hannen requested clarification of costs related to Elizabethtown Gas Company.

Township Engineer O'Brien explained that the cost pertains to escrow payments for construction oversight of paving projects conducted by Elizabethtown Gas Company.

Commissioner Hannen discussed costs pertaining to renovations to the upper level of the Municipal Building and asked if all renovations have been completed.

Township Administrator Wall explained that the cost pertains to the close out of current renovations, not previous renovations.

Commissioner Hannen questioned a cost related to Woodmont Properties.

Township Engineer O'Brien explained that the cost relates to the return of escrow to close out the project.

Commissioner Hannen asked if all the documents were submitted with respect to stormwater management improvements required for the project.

Township Engineer O'Brien to follow up.

Pedestrian safety improvements- Brookside Place

Township Engineer O'Brien discussed the proposed pedestrian improvements to Brookside Place and Brown Terrace in the area of Brookside Place School.

Discussion held.

Sarah Santomauro, 11 Dartmouth, discussed the proposed improvements and was agreeable to the proposed location for the crosswalk but feels it would be helpful to have a path that would safely allow children to get to the crosswalk since no pathway presently exists.

Discussion held.

Michael Loikith, 17 Brown Terrace, discussed the proposed handicapped curb cut at Brown Terrace.

Township Engineer O'Brien also discussed drainage problems in the area and proposed improvements to address the drainage problem. Explained that the Township does not have a budget for the installation of drainage pipes, but feels that milling and setting the grade properly would help to correct the issue.

The Township Committee was agreeable to moving forward with improvements to Brookside Place, which would include the installation of a new sidewalk on Brookside Place from Brown Terrace to the existing crosswalk on Brookside Place, replacement of existing handicap curb cuts, and the removal of an existing crosswalk located on Brown Terrace.

Engineering update

North Avenue Station Pedestrian Improvement Project

Township Engineer O'Brien provided an update of the North Avenue Station Pedestrian Improvement Project. Discussed the status of construction and informed the Township Committee that installation of the center island would begin next week. Also discussed the installation of stamped concrete and the sealant to be applied.

Orchard Brook

Township Engineer O'Brien discussed the status of the Orchard Brook Project. Stated that a meeting was scheduled with Union County but Union County had to cancel due to a scheduling conflict.

Deputy Mayor O'Connor feels a meeting with impacted residents needs to be held.

Township Engineer O'Brien stated that he agrees with Deputy Mayor O'Connor as to the need for a meeting with residents, but explained that he needs to meet with Union County first to gain an understanding of the county's design for the project.

CDBG- Disaster Recovery Program

Mayor Kalnins discussed improvements to the Municipal Building Parking Lot and informed the Township Committee of recent changes, including improved marking of visitor spaces and the addition of two (2) visitor parking spaces at the Springfield Avenue entrance to the lot.

Twin Oaks

Township Engineer O'Brien discussed the Twin Oaks development project and informed the Township Committee that the developer has been unresponsive as to the final items that are needed to close out the project. Stated that he would continue to follow up with the developer and to provide status updates to Twin Oaks residents.

High Street and Maple Place Drainage

Township Engineer O'Brien discussed drainage improvements proposed at High Street and Maple Place.

Commissioner Hannen requested clarification as to the cause of the drainage issue.

Township Engineer O'Brien discussed steel plates in the roadway and other issues that have created the problem.

Discussion held.

Deputy Mayor O'Connor feels the developer should have addressed the drainage issue as part of the development project.

Township Engineer O'Brien to follow up.

NJEIT

Township Engineer O'Brien recommended moving forward with the proposal from the Hatch Mott MacDonald in connection with Phase 2B of the Northeast Quadrant Stormwater Management Plan.

Discussed was held regarding bidding and the construction timeframe for the project.

2015 Paving Program

Township Engineer O'Brien discussed the 2015 Paving Program and listed the roadways in which construction has started. Also informed the Township Committee that paving of these streets should be complete within two weeks.

Paver Reset

Township Engineer O'Brien discussed the Paver Reset project and informed the Township Committee that a preconstruction meeting has been scheduled with the contractor.

Commissioner Hannen requested clarification as to the pavers to be used for this project.

Commissioner D'Ambola explained that pavers retained from the North Avenue Station Pedestrian Improvement Project would be used.

Gas Company Paving

Township Engineer O'Brien discussed roadways scheduled for paving by the Elizabethtown Gas Company.

Stormwater Management Plan

Commissioner Hannen requested an update of the status of the Township's Stormwater Management Plan.

Township Engineer O'Brien provided an update of the project. Also explained that rather than bonding for the project, services are being provided as part of regular general engineering services through the operating budget.

Commissioner Hannen discussed the fact that the Township could pay for these services over a course of several years if the services were part of the capital budget.

De-silting the Rahway River

Commissioner Hannen requested an update as to the de-silting of the Rahway River. Explained that \$200,000 previously allocated for this project is still available and could be used to start de-silting another section of the river.

Township Engineer O'Brien to identify areas that could be de-silted and meet with Chief Financial Officer Lavona Patterson to determine the exact amount of funding available for the project.

Commissioner Hannen also discussed another area of the river that was de-silted and access to the river that was granted by a property owner. Explained that the Township is required to replace the lawn and conduct other improvements on this property as part of an access agreement, and requested that these improvements be finalized.

Proposed Purchasing Manual

Qualified Purchasing Agent Jennifer Burns discussed a proposed Purchasing Policy Manual to be used as a guide for all departments for the purchase of goods and services.

Discussion held.

Commissioner Hannen asked if the issue with access to the Edmunds System by the Township's satellite offices was addressed.

Chief Financial Officer Patterson explained that the issue with access to the Edmunds System is an IT issue, not an issue with the Edmunds program.

The Township Committee was agreeable to the proposed manual. Resolution approving the manual to be adopted October 27, 2015.

Proposed Fire Department Rules and Regulations

Commissioner Hannen did not participate in the discussion.

Fire Chief Czeh provided an overview of the proposed Fire Department Rules and Regulations.

Discussion held.

The Township Committee was agreeable to the proposed regulations.

Ordinance approving the Fire Department Rules and Regulations to be introduced October 27, 2015.

Staffing level- Health Department

Township Administrator Wall discussed current staffing in the Health Department and the lack of coverage when out of office inspections are being conducted. Explained that hiring a part-time employee would provide coverage for the office during inspections and could also provide back up to the Registrar and Deputy Registrar of Vital Statistics. In addition, this position could be utilized as a “floater” for coverage in other departments when they are short-staffed. Feels operations are working but would be more efficient with an additional part-time employee.

Commissioner Hannen suggested a review of the services provided through the shared services agreement with Westfield should be reviewed before hiring a part-time employee. Also stated that it was his understanding that Westfield would provide this coverage through the shared services agreement for health services.

Deputy Mayor O'Connor stated that she agrees with Commissioner Hannen, but feels if a part-time employee would help in the interim, she would support the hiring of an additional part-time employee.

Township Administrator Wall explained that Westfield does not provide office coverage as per the shared services agreement.

Discussion held.

Township Committee consensus to hire a part-time employee on a trial basis.

Commissioner Hannen stated that he was opposed to hiring a part-time employee at this time and feels the agreement with Westfield should be evaluated first to determine if the service provided is meeting Cranford's needs.

Proposed Tree Replacement Ordinance

Commissioner D'Ambola discussed recent revisions to the tree ordinance and additional information needed for the ordinance that he was unable to obtain prior to tonight's meeting. Also reiterated his suggestion that the Township hire a part-time forester.

Mayor Kalnins feels the proposal for a part-time forester should be considered as part of the 2016 Budget process.

Commissioner Hannen discussed language in the ordinance that allows for the hiring of a forester by mayoral appointment. Feels the appointment should be authorized by Township Committee resolution. Also discussed the proposed regulations as they pertain to private property versus public property.

Commissioner D'Ambola explained that the regulations, as proposed, would require that property owners replace trees that are removed from the property. A permit would also be required for removal of a tree from private property.

Further discussion necessary.

Request for Ordinance – Pilgrim Pipeline

Commissioner Hannen discussed the proposed Pilgrim Pipeline and feels the Township Attorney should review regulations to determine if the Township has any protection from this issue and if the implementation of certain approval processes by the Township would be allowed.

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

PSE&G Substation

Discussion was held concerning PSE&G's application to the Planning Board.

Township Attorney Dabulas discussed state statute which prohibits governing bodies from influencing Planning Board or Zoning Board decisions.

Maureen Strazdon, Historical Preservation Advisory Board member, requested clarification as to whether a member of an advisory board could object to a Planning Board application. Also asked if the Township Committee reviewed the project prior to PSE&G's submission of an application to the Planning Board.

Township Administrator Wall discussed Development Review Committee meetings that occur to review projects prior to an application being submitted to the Planning Board. Explained that the results of these meetings are reported to the Township Committee.

Commissioner Hannen discussed reports that are provided to the Township Committee by the Development Review Committee which essentially comprise of a review of technical completeness and general guidance for the applicant.

Deputy Mayor O'Connor explained that as a Planning Board member, she feels a presentation at the Township Committee level would be prejudicial and could influence those Township Committee members who are also members of the Planning Board.

Discussion held.

Ms. Strazdon asked if a member of the Historical Preservation Advisory Board could be a member of the Development Review Committee.

Mayor Kalnins feels that is something that could be considered.

Frank Krause, 20 Pittsfield Street, discussed an instance in which the Township Committee disagreed with the decision of the Zoning Board and considered appealing that decision to a higher court.

Township Attorney Dabulas stated that she is unaware of a process that would allow a governing body to appeal a Planning Board or Zoning Board decision to a higher court and would follow up.

Minute approval – Closed Session Minutes of October 13, 2015

On motion of Commissioner Bilger, seconded by Commissioner Hannen and passed, the Closed Session Minutes of October 13, 2015 were approved by the indicated vote of the Township Committee.

Recorded vote:

Aye: Mayor Kalnins and Commissioners Bilger, D'Ambola and Hannen

Nay: None

Abstained: Deputy Mayor O'Connor

Absent: None

COMMISSIONER REPORTS

Commissioner Hannen

Grant Awards

Commissioner Hannen discussed grant awards to the Township by Union County in the amount of \$4,500 for trees and \$55,000 for Memorial Field. Also discussed funds awarded to the Historical Society for repairs to the roof of the Hanson House.

Emergency Management

Commissioner Hannen also discussed a meeting scheduled for November 23, 2015 regarding a tabletop discussion of railroad tank car emergencies.

Commissioner D'Ambola

Downtown Cranford

Commissioner D'Ambola informed the Township Committee that a walkthrough of Downtown Cranford was conducted last week. Discussed issues that were identified during the walkthrough such as overgrown stumps that need removal. Also discussed species of trees to be planted and the areas identified for planting. In addition, trees would be planted in pots so that they may be relocated if a business owner does not want a tree in front of his/her business.

Commissioner Hannen discussed the need to ensure that the pots used for trees comport with the Special Improvement District's Streetscape plan.

North Avenue Pedestrian Project

Commissioner D'Ambola discussed the new LED lamp posts to be installed in connection with the North Avenue Station Pedestrian Improvement Project.

Eastman Plaza

Commissioner D'Ambola announced that LED lighting is being installed at Eastman Plaza and would be lit by Thanksgiving.

Pepperidge Tree

Commissioner D'Ambola provided an update of the Pepperidge tree memorial and informed the Township Committee that the Department of Public Works constructed a cradle for the tree stump. In

addition, cement was poured, the stump is being coated for protection, and the pavilion would be constructed next. Also discussed the kiosk to be installed that would include historical dates that correspond to the tree's rings.

Deputy Mayor O'Connor

Environmental Commission

Deputy Mayor O'Connor informed the Township Committee that the Environmental Commission has requested that the Township Committee adopt a resolution supporting clean water supplies.

The Township Committee was agreeable. Resolution to be adopted October 27, 2015.

Mayor Kalnins

Township Website

Mayor Kalnins provided an update of the redesign of the Township's website and informed the Township Committee that he is hoping for a launch date of November 2, 2015.

SID regulations

Mayor Kalnins discussed the downtown walkthrough and informed the Township Committee that he has requested that Business and Economic Development Director Prunty review signs in the downtown that he feels do not comport with SID regulations.

Commissioner D'Ambola informed the Township Committee that the DMC is considering a recommendation for the appointment of a historic architect as a board member.

Maureen Strazdon feels the DMC could use certain members of the Historic Preservation Advisory Board as a resource.

PUBLIC COMMENTS

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

Barbara Krause, 20 Pittsfield Street, discussed the species of trees to be planted as per Commissioner D'Ambola's comments and asked who recommended those particular species.

Commissioner D'Ambola informed Mrs. Krause that Superintendent of Public Works Steven Wardell prepared the list of trees to be planted.

Mrs. Krause discussed the Planning Board meeting in which PSE&G's application was heard and stated that she was surprised the application was approved. Feels PSE&G is sensitive to bad publicity and asked if the Township Committee could contact a Cranford resident who also works for PSE&G and express their concerns with the application.

Commissioner D'Ambola informed Mrs. Krause that she could contact PSE&G and express her concerns, but as the Township Attorney explained, the law prohibits the Township Committee from becoming involved in Planning Board applications.

Mrs. Krause discussed lighting issues in the parking lot behind St. Michaels Church. Also discussed the proposed tree ordinance and informed the Township Committee that the Tree Advisory Board was unable to review the ordinance at its last meeting and would like an opportunity to review it before the Township Committee moves forward with the ordinance. Also addressed concerns that were expressed with respect to proposed regulations pertaining to the removal of trees from private property.

Mrs. Krause provided an update regarding the Airplane Noise Advisory Board. Discussed the Federal Aviation Administration's planning study for Newark Airport and informed the Township Committee that it would not impact Cranford. Also informed the Township Committee that over the years eight (8) noise studies have been conducted that "did not go anywhere". Stated that the Port Authority is now conducting another study and she hopes it would help address airplane noise issues.

Mrs. Krause also provided Township Administrator Wall with a copy of the Cranford Chronicle from 1983.

Tina Helmstetter, 70 Burnside Avenue, informed the Township Committee that the New Jersey Department of Environmental Protection (NJDEP) has regulations with respect to forestry assistance and the Township was not in compliance with these regulations this past year. Explained that she feels this is because NJDEP's contact list is out of date and includes individuals who are no longer with the Township. Explained that the deadline for the submission of paperwork is approaching and she wants to ensure the Township is in compliance.

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

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

Resolution No. 2015-105.33:

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:

Contractual

- MDTV Property

Legal

- CDA v. Township of Cranford
- Liquor License Transfer

Minute Review

- Closed Session Minutes of October 13, 2015

Recorded vote:

Aye: Mayor Kalnins, Deputy Mayor O'Connor, Commissioners Bilger, D'Ambola and Hannen

Nay: None

Abstained: None

Absent: None

On motion of Commissioner D'Ambola seconded by Commissioner Hannen and passed, the Township Committee returned to open session at 10:55 PM.

On motion of Commissioner D'Ambola, seconded by Commissioner Hannen and passed, the Township Committee adjourned at 10:55 PM.

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: October 26, 2015