

The Minutes of the **Official Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **July 14, 2015** at 8:00 p.m. in Council Chambers.

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, UNION COUNTY LOCAL SOURCE, AND THE STAR LEDGER, 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 Andis Kalnins  
Deputy Mayor Lisa M. Adubato  
Commissioner Mary O’Connor  
Commissioner Thomas H. Hannen, Jr.

**ABSENT:** Commissioner Robert D’Ambola

#### **INVOCATION AND FLAG SALUTE**

The invocation was led by Commissioner O’Connor, followed by the flag salute lead by Girl Scout Daisy Troop No. 40688.

#### **MINUTE APPROVAL**

On motion of Commissioner Hannen, seconded by Commissioner O’Connor and passed, the minutes of the Workshop Meeting of June 22, 2015 and the Conference and Official Meetings of June 23, 2015, were approved by the indicated vote of the Township Committee:

Recorded vote:

Aye: Mayor Kalnins, Deputy Mayor Adubato, Commissioners O’Connor and Hannen

Nay: None

Abstained: None

Absent: Commissioner D’Ambola

#### **PAYMENT OF BILLS**

On motion of Deputy Mayor Adubato, seconded by Commissioner O’Connor and passed, the bills list dated July 14, 2015 totaling \$718,639.07, were approved for payment by recorded vote and are on file in the Office of the Township Clerk.

Recorded vote:

Aye: Mayor Kalnins, Deputy Mayor Adubato and Commissioners O’Connor and Hannen

Nay: None

Abstained: None

Absent: Commissioner D’Ambola

#### **FIRE DEPARTMENT ANNOUNCEMENTS**

Oath of Office administered to Firefighter Mark Wills as a probationary Firefighter within the Cranford Fire Department by Township Clerk Tara Rowley

Oath of Office administered to Firefighter Carmen Giordino as a probationary Firefighter within the Cranford Fire Department by Township Clerk Tara Rowley

#### **FIVE MINUTE RECESS**

#### **INFORMAL MEETING**

Mayor Kalnins opened the informal meeting portion of the meeting and asked if there were any questions or comments. Hearing no comments, Mayor Kalnins closed the informal meeting portion of the meeting.

#### **ORDINANCES – Final Reading and Public Hearing**

##### **Ordinance No. 2015-24:**

The Township Clerk read by title only Ordinance No. 2015-24 entitled, “BOND ORDINANCE TO AUTHORIZE THE MAKING OF VARIOUS PUBLIC IMPROVEMENTS AND THE ACQUISITION OF NEW ADDITIONAL OR REPLACEMENT EQUIPMENT AND MACHINERY, NEW COMMUNICATION AND SIGNAL SYSTEMS EQUIPMENT, NEW INFORMATION TECHNOLOGY EQUIPMENT AND A NEW AUTOMOTIVE VEHICLE, INCLUDING ORIGINAL APPARATUS AND EQUIPMENT, IN, BY AND FOR THE TOWNSHIP OF CRANFORD, IN THE COUNTY OF UNION, STATE OF NEW JERSEY, TO APPROPRIATE THE SUM OF \$4,435,000 TO PAY THE COST THEREOF, TO APPROPRIATE VARIOUS GRANTS, TO MAKE A DOWN PAYMENT, TO AUTHORIZE THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION AND TO PROVIDE FOR THE ISSUANCE OF BOND ANTICIPATION NOTES IN ANTICIPATION OF THE ISSUANCE OF SUCH BONDS ”

Said ordinance having been advertised and posted in accordance with law, Deputy Mayor Adubato opened the public hearing. Hearing no comments, Deputy Mayor Adubato closed the public hearing. On motion of Deputy Mayor Adubato, seconded by Commissioner O'Connor and passed, said ordinance was adopted by indicated vote of the Township Committee:

Recorded vote:

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

Nay: None

Abstained: None

Absent: Commissioner D'Ambola

**Ordinance No. 2015-25:**

The Township Clerk read by title only Ordinance No. 2015-25 entitled, "AN ORDINANCE FIXING THE SALARIES AND WAGES OF CERTAIN OFFICIALS AND EMPLOYEES OF THE TOWNSHIP OF CRANFORD, NEW JERSEY FOR THE YEAR 2015"

Said ordinance having been advertised and posted in accordance with law, Deputy Mayor Adubato opened the public hearing. Hearing no comments, Deputy Mayor Adubato closed the public hearing. On motion of Deputy Mayor Adubato, seconded by Commissioner O'Connor and passed, said ordinance was adopted by indicated vote of the Township Committee:

Recorded vote:

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

Nay: None

Abstained: None

Absent: Commissioner D'Ambola

**Ordinance No. 2015-26:**

The Township Clerk read by title only Ordinance No. 2015-26 entitled, "BOND ORDINANCE TO AUTHORIZE THE UNDERTAKING OF VARIOUS IMPROVEMENTS TO THE ORANGE AVENUE AND CENTENNIAL AVENUE POOLS IN, BY AND FOR THE SWIM POOL UTILITY OF THE TOWNSHIP OF CRANFORD, IN THE COUNTY OF UNION, STATE OF NEW JERSEY, TO APPROPRIATE THE SUM OF \$1,000,000 TO PAY THE COST THEREOF, TO APPROPRIATE COUNTY GRANTS, TO MAKE A DOWN PAYMENT, TO AUTHORIZE THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION AND TO PROVIDE FOR THE ISSUANCE OF BOND ANTICIPATION NOTES IN ANTICIPATION OF THE ISSUANCE OF SUCH BONDS"

Said ordinance having been advertised and posted in accordance with law, Deputy Mayor Adubato opened the public hearing. Hearing no comments, Deputy Mayor Adubato closed the public hearing. On motion of Deputy Mayor Adubato, seconded by Commissioner Hannen and passed, said ordinance was adopted by indicated vote of the Township Committee:

Recorded vote:

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

Nay: None

Abstained: None

Absent: Commissioner D'Ambola

**ORDINANCES – Introduction**

**Ordinance No. 2015-27:**

The Township Clerk read by title only Ordinance No. 2015-27 entitled, "BOND ORDINANCE TO AUTHORIZE THE MAKING OF VARIOUS PUBLIC IMPROVEMENTS AND THE ACQUISITION OF A NEW FIRE TRUCK, INCLUDING ORIGINAL APPARATUS AND EQUIPMENT, IN, BY AND FOR THE TOWNSHIP OF CRANFORD, IN THE COUNTY OF UNION, STATE OF NEW JERSEY, TO APPROPRIATE THE SUM OF \$1,330,000 TO PAY THE COST THEREOF, TO MAKE A DOWN PAYMENT, TO AUTHORIZE THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION AND TO PROVIDE FOR THE ISSUANCE OF BOND ANTICIPATION NOTES IN ANTICIPATION OF THE ISSUANCE OF SUCH BONDS"

Said ordinance was approved on first reading on motion of Deputy Mayor Adubato, seconded by Commissioner O'Connor, and passed by the indicated vote of the Township Committee:

Recorded vote:

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

Nay: None

Abstained: None

Absent: Commissioner D'Ambola

**Final Reading and Public Hearing for Ordinance No. 2015-27 to be held August 11, 2015.**

**Ordinance No. 2015-28:**

The Township Clerk read by title only Ordinance No. 2015-28 entitled, "AN ORDINANCE AMENDING SECTIONS 179-4 OF CHAPTER 179, "REVISED ORDINANCES OF THE TOWNSHIP OF CRANFORD, NEW JERSEY (1988)," TO ALLOW MEMBERSHIP FOR TOWNSHIP OF CRANFORD EMPLOYEES AND BUSINESS OWNERS AND PERSONS WITH DISABILITIES"

Said ordinance was approved on first reading on motion of Commissioner Hannen, seconded by Deputy Mayor Adubato, and passed by the indicated vote of the Township Committee:

Recorded vote:

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

Nay: None

Abstained: None

Absent: Commissioner D'Ambola

**Final Reading and Public Hearing for Ordinance No. 2015-28 to be held August 11, 2015.**

**Ordinance No. 2015-29:**

The Township Clerk read by title only Ordinance No. 2015-29 entitled, "AN ORDINANCE AMENDING ARTICLE IV EMERGENCY NO PARKING OF CHAPTER 219 VEHICLES AND TRAFFIC "REVISED ORDINANCES OF THE TOWNSHIP OF CRANFORD, NEW JERSEY (1988)," BY AMENDING SECTIONS 219-28 , 219-29 AND SCHEDULE XXII"

Said ordinance was approved on first reading on motion of Commissioner O'Connor, seconded by Deputy Mayor Adubato, and passed by the indicated vote of the Township Committee:

Recorded vote:

Aye: Mayor Kalnins, Deputy Mayor Adubato and Commissioner O'Connor

Nay: Commissioner Hannen

Abstained: None

Absent: Commissioner D'Ambola

**Final Reading and Public Hearing for Ordinance No. 2015-29 to be held August 11, 2015.**

**Ordinance No. 2015-30:**

The Township Clerk read by title only Ordinance No. 2015-30 entitled, "AN ORDINANCE AMENDING SECTIONS 250-9 B. OF CHAPTER 250, "REVISED ORDINANCES OF THE TOWNSHIP OF CRANFORD, NEW JERSEY (1988)," TO PROVIDE FEE FOR FARMERS MARKET"

Said ordinance was approved on first reading on motion of Commissioner O'Connor, seconded by Commissioner Deputy Mayor Adubato, and passed by the indicated vote of the Township Committee:

Recorded vote:

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

Nay: None

Abstained: None

Absent: Commissioner D'Ambola

**Final Reading and Public Hearing for Ordinance No. 2015-30 to be held August 11, 2015.**

**RESOLUTIONS – By Consent Agenda**

On motion of Commissioner Hannen, seconded by Commissioner O'Connor and passed, the following resolutions were adopted by consent agenda:

**Resolution No. 2015-246:**

**BE IT RESOLVED** by the Township Committee of the Township of Cranford, at a meeting held July 14, 2015, that the resignation of Christian Pasternak as Communications Officer within the Cranford Police Department be and hereby is accepted, with regrets, effective July 19, 2015.

**Resolution No. 2015-247:**

**BE IT RESOLVED** by the Township Committee of the Township of Cranford, at a meeting held July 14, 2015, that the resignation of Jaclyn Benkovich as Communications Officer within the Cranford Police Department be and hereby is accepted, with regrets, effective July 15, 2015.

**Resolution No. 2015-248:**

**BE IT RESOLVED** by the Township Committee of the Township of Cranford, at a meeting held July 14, 2015, that the resignation of Michael Urbanski as Communications Officer within the Cranford Police Department be and hereby is accepted, with regrets, effective July 21, 2015.

**Resolution No. 2015-249:**

**REMOVED FROM AGENDA**

**Resolution No. 2015-250:**

**BE IT RESOLVED** that the Township Committee of the Township of Cranford be and hereby approves an unpaid leave of absence for Maria Maramonte from August 10, 2015 to September 11, 2015.

**Resolution No. 2015-251:**

**BE IT RESOLVED** by the Township Committee of the Township of Cranford that the salary for the Municipal Judge, Mark J. Cassidy, Esq., be and hereby is increased to \$37,800 effective immediately.

**Resolution No. 2015-252:**

**WHEREAS**, the Division of Local Government Services has promulgated a regulation that each municipality shall prepare and submit a Corrective Action Plan that “shall cover all findings and recommendations in the audit report, including state, federal, and general findings, as well as the status of all prior year findings and recommendations” and that the governing body shall approve said Corrective Action Plan.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Cranford, on this 14<sup>th</sup> day of July 2015, hereby approves the Corrective Action Plan as submitted by the Chief Financial Officer as follows:

**TOWNSHIP OF CRANFORD**  
**CORRECTIVE ACTION PLAN FOR THE 2014 AUDIT REPORT**

**1. Recommendation:**

That accurate General Ledgers be maintained for all funds and reconciled with subsidiary ledgers.

**Corrective Action Plan:**

General Ledgers are maintained for all funds. New procedures have been put in place to develop adjusting entries to address proper balances to the subsidiary ledgers.

**2. Recommendation:**

That a Dedication by Rider be obtained for all Other Trust Reserve accounts.

**Corrective Action Plan:**

All resolutions for Trust Accounts have been adopted and submitted to the DLGS. All required Dedication by Riders are properly maintained for Other Trust reserve accounts.

**3. Recommendation:**

That grant/loan receivables in the Trust and Capital Funds be investigated for collectability.

**Corrective Action Plan:**

Working with all parties to maximize all collectibles.

**4. Recommendation:**

That the 2014 Net Payroll and Payroll Deduction bank reconciliation balances be analyzed on a timely basis.

**Corrective Action Plan:**

Due to new procedures put in place in 2014 both Net Payroll and Payroll Deductions accounts are reconciled and analyzed monthly.

**5. Recommendation:**

That the practice of issuing confirming purchase orders be discontinued.

**Corrective Action Plan:**

Confirming purchase orders have been addressed with all Department Heads and purchases are being assessed for compliance.

**Resolution No. 2015-253:**

**RESOLUTION AUTHORIZING TRANSFER OF PROPERTY**

**WHEREAS**, the Township of Cranford (the “Township”) is the owner of certain realty situate at Block 219 Lot 18, on the Tax Map of the Township of Cranford which address is commonly known as 26 Elmora Avenue, Township of Cranford, Union County, State of New Jersey (the “Property”); and

**WHEREAS**, the Property owned by the Township is vacant; and

**WHEREAS**, it is the desire of the Township of Cranford to transfer said property to the adjoining landowner, pursuant to N.J.S.A. 40A:12-13(b)(5) since the property has no value or use for the Township of Cranford; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Cranford that the aforesaid premises identified on the Township Tax Map as Block 219, Lot 18, also known as 26 Elmora Avenue, Cranford, New Jersey, will be transferred to Colin and Cheryl McConnell, for consideration received of Forty Three Thousand Dollars (\$43,000.00), and the Mayor or designee and the Township Clerk are authorized to execute, attest and deliver said deed and any other required documents to effectuate this purpose.

**BE IT FURTHER RESOLVED** that the Township of Cranford will retain, if necessary, any easement permitting the right of access and entry to the property for the purpose of inspecting, repairing or replacing existing water and/or storm and sanitary sewer lines or any other easement.

**Resolution No. 2015-254:**

**RESOLUTION AUTHORIZING TRANSFER OF PROPERTY**

**WHEREAS**, the Township of Cranford (the “Township”) is the owner of certain realty situate at Block 562 Lot 1.01, on the Tax Map of the Township of Cranford which address is commonly known as 1 Dietz Street, Township of Cranford, Union County, State of New Jersey (the “Property”); and

**WHEREAS**, the Property owned by the Township is vacant; and

**WHEREAS**, it is the desire of the Township of Cranford to transfer said property to the adjoining landowner, pursuant to N.J.S.A. 40A:12-13(b)(5) since the property has no value or use for the Township of Cranford; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Cranford that the aforesaid premises identified on the Township Tax Map as Block 562, Lot 1.01, also known as 1 Dietz Street, Cranford, New Jersey, will be

transferred to Emilio DiFabio, for consideration received of One Hundred Fifty Thousand Dollars (\$150,000.00), and the Mayor or designee and the Township Clerk are authorized to execute, attest and deliver said deed and any other required documents to effectuate this purpose.

**BE IT FURTHER RESOLVED** that the Township of Cranford will retain, if necessary, any easement permitting the right of access and entry to the property for the purpose of inspecting, repairing or replacing existing water and/or storm and sanitary sewer lines or any other easement.

**Resolution No. 2015-255:**

**RESOLUTION AUTHORIZING CONTRACT CHANGE ORDER FOR AS-BUILT FINAL QUANTITIES FOR THE RECONSTRUCTION OF CURB AND SIDEWALK ALONG CENTENNIAL AVENUE, FOR THE TOWNSHIP OF CRANFORD, UNION COUNTY, NEW JERSEY**  
**WHEREAS**, M. Sky Construction Corp, 830 Route15 South, Lake Hopatcong NJ 07849 was awarded a construction contract for the Reconstruction of Curb and Sidewalk along Centennial Avenue, with a Total Bid Price in the amount of \$32,520.00; and  
**WHEREAS**, the project has been completed in the total dollar amount of \$34,425.00, with a total net increase of \$1,905.00 that reflects the as-built construction quantities necessary to properly construct the project; and  
**WHEREAS**, the Township Engineer has reviewed the as-built final quantities and finds that the request has merit and is in the best interest of the Township; and  
**WHEREAS**, the Chief Financial Officer has certified that sufficient funds are available within the current and/or previously adopted budget for said purpose.  
**NOW THEREFORE BE IT RESOLVED**, by the Township Council of the Township of Cranford, Union County, New Jersey that the above referenced as-built change order for the Reconstruction of Curb and Sidewalk along Centennial Avenue is awarded to M. Sky Construction Corp, 830 Route15 South, Lake Hopatcong NJ 07849 for the total net increase amount of \$1,905.00 (final contract value of \$34,425.00).  
**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

**Resolution No. 2015-256:**

**WHEREAS**, the Chief Financial Officer has certified to the availability of funds which is on file in the Office of the Township Clerk.  
**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Cranford, this 21st day of April 2015 that the contract with Paley Construction Company at 154 Stelton Road, Suite #4, Piscataway, NJ 08854, for Contract entitled “Renovations to the Upper Level of the Municipal Building” be revised as follows:  
CHANGE ORDER NO. 3

<u>ITEM NUMBER &amp; DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
<u>ADD THE FOLLOWING NEW ITEMS TO THE CONTRACT:</u>			
Concrete Removal, Water Proofing, Fill Concrete Vault Beneath the Police Entrance Stairs and Existing Sidewalks	1	\$24,450.01	\$ 24,450.01
Stairway Adjacent to the Second Police Entrance Remove and Replace	1	\$ 4,194.50	\$ 4,194.50
TOTAL ADDITIONS			\$ 28,644.51
ORIGINAL CONTRACT SUM.....			\$766,708.00
NET CHANGE BY PREVIOUS CHANGE ORDER #1.....			\$ 9,229.00
NET CHANGE BY PREVIOUS CHANGE ORDER #2.....			\$ 13,555.95
CONTRACT SUM PRIOR TO THIS CHANGE ORDER.....			\$789,492.95
CONTRACT SUM DECREASED BY THIS CHANGE ORDER (#3).....			\$ 0.00
CONTRACT SUM ADDED BY THIS CHANGE ORDER (#3).....			\$ 28,644.51
NEW CONTRACT SUM INCLUDING THIS CHANGE ORDER (#3).....			\$818,137.46
TOTAL OF THIS CHANGE ORDER (+)			\$ 28,644.51

**Resolution No. 2015:257:**

**RESOLUTION AUTHORIZING CONTRACT CHANGE ORDER FOR AS-BUILT FINAL QUANTITIES FOR THE CRANFORD’S NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE FINANCING PROGRAM (NJEIFP) – VARIOUS SANITARY SEWER PROJECTS KNOWN AS CONTRACT #1 – SANITARY SEWER RECONSTRUCTION/RECONSTRUCTION OF OLD 15” LINE TO RVSA 39” MAIN FOR THE TOWNSHIP OF CRANFORD, UNION COUNTY, NEW JERSEY**  
**WHEREAS**, Jo-Med Contracting Corp, 300 South Second Street, Elizabeth NJ 07206 was awarded a construction contract for the Sanitary Sewer Reconstruction/Replacement of Old 15” line to RVSA 39” Main, with a Total Bid Price in the amount of \$199,430.00; and  
**WHEREAS**, the project has been completed in the total dollar amount of \$217,477.51, with a total net increase of \$18,047.51 that reflects the as-built construction quantities necessary to properly construct the project; and

**WHEREAS**, the Township Engineer has reviewed the as-built final quantities and finds that the request has merit and is in the best interest of the Township; and

**WHEREAS**, the Chief Financial Officer has certified that sufficient funds are available within the current and/or previously adopted budget for said purpose.

**NOW THEREFORE BE IT RESOLVED**, by the Township Council of the Township of Cranford, Union County, New Jersey that the above referenced as-built change order for the Sanitary Sewer Reconstruction/Replacement of old 15" line to RVSA 39" Main is awarded to Jo-Med Contracting Corp, 300 South Second Street, Elizabeth NJ 07206 for the total net increase amount of \$18,047.51 (final contract value of \$217,477.51).

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

**Resolution No. 2015:258:**

**RESOLUTION AWARDDING CONSTRUCTION CONTRACT FOR THE NORTH AVENUE SANITARY SEWER PROJECT FUNDED BY THE TOWNSHIP OF CRANFORD, UNION COUNTY, NEW JERSEY**

**WHEREAS**, sanitary sewer replacements are necessary on North Avenue East within the vicinity of Springfield Avenue as detailed in Maser Consulting's letter dated June 18, 2015; and

**WHEREAS**, Tuesday, June 16, 2015, the request for quotations was sent to three (3) potential contractors; and

**WHEREAS**, there were two (2) quotations received with the lowest proposal for the project being Jo-Med Contracting Corp., 300 South Second Street, Elizabeth, NJ 07206, with a Base Bid of \$130,883.00; and

**WHEREAS**, Maser Consulting P.A. and other appropriate Township Officials have reviewed the quotations and recommend award of contract for this project to Jo-Med Contracting Corp.; and

**WHEREAS**, the Chief Financial Officer has certified as to the availability of funds, which is on file in the Office of the Township Clerk; and

**WHEREAS**, this project is in the best interest of the health, safety and welfare of the general public in the Township of Cranford.

**NOW THEREFORE BE IT RESOLVED**, by the Township Council of the Township of Cranford, Union County, New Jersey that the above referenced construction project is awarded to Jo-Med Contracting Corp., 300 South Second Street, Elizabeth, NJ 07206, with a total bid price of \$130,883.00; and

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

**Resolution No. 2015:259:**

**RESOLUTION AWARDDING CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES FOR THE NORTH AVENUE SANITARY SEWER PROJECT FUNDED BY THE TOWNSHIP OF CRANFORD, UNION COUNTY, NEW JERSEY**

**WHEREAS**, sanitary sewer replacements are necessary on North Avenue East within the vicinity of Springfield Avenue as detailed in Maser Consulting's letter dated June 18, 2015; and

**WHEREAS**, the Township of Cranford advertised a Request for Proposals (RFP) for engineering services through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the Township of Cranford deemed that the background, experience and qualifications of the respondent herein satisfy the criteria set forth in the RFP; and

**WHEREAS**, the Chief Financial Officer has certified as to the availability of funds, which is on file in the Office of the Township Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Cranford, New Jersey, as follows:

1. **Maser Consulting, 400 Valley Road, Suite 304, Mount Arlington, New Jersey 07856** be and hereby are awarded a contract to perform engineering construction administration services in connection with the aforementioned project at a fee not to exceed \$15,000; and
2. The Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Maser Consulting; and
3. This contract is awarded pursuant to the "fair and open" process (N.J.S.A. 19:44A-20.5 et seq.).

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

**Resolution No. 2015:260:**

**RESOLUTION AWARDDING CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES FOR THE NORTH AVENUE TRAIN PLAZA PEDESTRIAN IMPROVEMENTS FUNDED BY THE TOWNSHIP OF CRANFORD, UNION COUNTY, NEW JERSEY**

**WHEREAS**, construction administration and inspection services are necessary as per NJDOT for the services of a Resident Engineer specific to the engineering services necessary for the North Avenue Train Plaza Pedestrian Improvements Project within the vicinity of North Avenue and Alden Street as detailed in Maser Consulting's letter dated July 6, 2015; and

**WHEREAS**, the Township of Cranford advertised a Request for Proposals (RFP) for engineering services through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the Township of Cranford deemed that the background, experience and qualifications of the respondent herein satisfy the criteria set forth in the RFP; and

**WHEREAS**, the Chief Financial Officer has certified as to the availability of funds, which is on file in the Office of the Township Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Cranford, New

Jersey, as follows:

1. **Maser Consulting, 400 Valley Road, Suite 304, Mount Arlington, New Jersey 07856** be and hereby are awarded a contract to perform engineering construction administration services in connection with the aforementioned as delineated within Maser Consulting's July 6, 2015 correspondence for a fee not to exceed \$123,900; and
  2. The Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Maser Consulting; and
  3. This contract is awarded pursuant to the "fair and open" process (N.J.S.A. 19:44A-20.5 et seq.).
- BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

**Resolution No. 2015:261:**

**WHEREAS**, the Township of Cranford needs to engage an expert to provide planning services for an update of the Township of Cranford's Housing Element and Fair Share Plan; and

**WHEREAS**, the proposed cost is below the threshold of \$17,500; and

**WHEREAS**, two (2) formal quotes were solicited; and

**WHEREAS**, **Matrix New World Engineering, Inc., 442 State Route 35, 2<sup>nd</sup> Floor, Eatontown, New Jersey 07724**, was the apparent lowest responsive and responsible respondent; and

**WHEREAS**, the Chief Financial Officer has certified to the availability of funds which is on file in the office of the Township Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Cranford, New Jersey, as follows:

1. **Matrix New World Engineering, Inc., 442 State Route 35, 2<sup>nd</sup> Floor, Eatontown, New Jersey 07724**, be and hereby is awarded a contract to provide planning services in connection with an update of the Township of Cranford's Housing Element and Fair Share Plan at a cost not to exceed \$8,250; and
2. The Mayor and Municipal Clerk are hereby authorized and directed to execute a contract and other relative documents with Matrix New World Engineering, Inc.

**Resolution No. 2015:262:**

**RELEASE OF PERFORMANCE GUARANTEE FOR TWIN OAKS REALTY DEVELOPMENT, LLC**

**WHEREAS**, Maser Consulting as the Township Engineer and per correspondence dated March 18, 2015, is recommending the full and final release of the original Performance Guarantee in the form of a bond dated January 18, 2006 in the amount of \$485,902.00 issued by The Service Insurance Company, Inc.; and

**WHEREAS**, the developer of Twin Oaks Realty Development, LLC has posted a new Performance Guarantee for construction work and activity to be performed at the aforementioned address; and

**WHEREAS**, The Developer has provided the 10% cash portion for the new Performance Guarantee equal to \$21,316.71 as per Section 136-18 of the Township Ordinance and 90% bond portion of the new Performance Guarantee equal to \$191,850.37 dated April 20, 2015 in the form of a bond issued by National Casualty Company; and

**WHEREAS**, prior to final and full release of the new Performance Guarantee, the developer will be required to obtain final approval and recommendation of all releases from the Township Engineer, Building Department and any other approvals that may be necessary and required by the Township; and

**NOW, THEREFORE, BE IT RESOLVED**, that the new Performance Guarantee posted by the developer in the total amount of \$213,167.10 including 10% in cash (\$21,316.71) and 90% in bond (\$191,850.37) dated April 20, 2015 remain in possession of the Township until all work is completed to the satisfaction of the Township Engineer and be release upon completion of all construction.

**Resolution No. 2015:263:**

**BE IT RESOLVED**, by the Township Committee of the Township of Cranford, that the Township Clerk be, and hereby is, authorized to advertise for bids for animal control services.

**Resolution No. 2015:264:**

**BE IT RESOLVED** by the Township Committee of the Township of Cranford at a meeting held July 14, 2015, that the following alcoholic beverage licenses be, and hereby are, renewed for the term 2015-2016:

**RETAIL CONSUMPTION LICENSES**

2003-32-010-009	PRR Hospitality Group T/A River & Rail Cantina 210-230 South Avenue East
2003-33-007-006	Spirits Cafe, Inc. T/A Ye Olde Rathskeller 523 Centennial Avenue

2003-33-008-010      The Office of Cranford, LLC  
 T/A The Office Beer Bar and Grill  
 3-7 South Avenue, West

### **RETAIL DISTRIBUTION LICENSES**

2003-44-012-006      The Butcher Block Market & Deli, Inc.  
 T/A The Butcher Block  
 209 Centennial Avenue

### **CLUB LICENSES**

2003-31-013-001      Cranford Lodge #2006, B.P.O. Elks  
 951 Lincoln Avenue, East

2003-31-015-001      Capt. Newel Rodney Fiske Post No. 335,  
 Veterans of Foreign Wars of the U.S.  
 T/A Cranford VFW  
 479 South Avenue, East

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution be forwarded to the NJ Division of Alcoholic Beverage Control.

#### **Resolution No. 2015:265:**

**WHEREAS** at a meeting held June 23, 2015, the Township Committee of the Township of Cranford authorized renewal of Alcoholic Beverage License 2003-33-009-004 issued to Victuals & Libations LLC, T/A Garlic Rose, 28 North Avenue, West for the term 2015-2016; and

**WHEREAS**, said license is subject to the following condition, in accordance with the Code of the Township of Cranford: "Restaurant - Conditional License".

**NOW, THEREFORE, BE IT RESOLVED**, that the renewal of the aforementioned alcoholic beverage license be and hereby is amended to include a special condition indicated as "Restaurant – Conditional License"; and

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the NJ Division of Alcoholic Beverage Control.

#### **Resolution No. 2015:266:**

**BE IT RESOLVED** by the Township Committee of the Township of Cranford, that the Cranford Police Department be, and hereby is, authorized to utilize Patrolman Robert F. Hand Plaza in connection with the celebration of *National Night Out*, an annual event held nationwide to promote awareness of crime prevention, on Tuesday, August 4, 2015 from 6:00 PM to 9:00 PM; and

**BE IT FURTHER RESOLVED** that the event will require the closing of Springfield Avenue (County Route 615) between North Avenue and North Union Avenue from 5:00 PM to 10:00 PM; and

**BE IT FURTHER RESOLVED** that the County of Union requires a concurring resolution by the Board of Chosen Freeholders, Certificate of Insurance, and Hold Harmless Agreement prior to the closure; and

**BE IT FURTHER RESOLVED** that the Cranford Police Department is permitted to post signs on municipal property to promote the aforementioned event, and that said signs shall be posted not more than ten (10) days prior to the event, and shall be removed the day following the event.

#### **Resolution No. 2015:267:**

**WHEREAS**, an application has been filed by Christopher Quigley, 5 Normandie Place, Cranford, New Jersey, for a limousine/livery service vehicle license for Quigley Transportation, Inc.; and

**WHEREAS**, the submitted vehicle license application form is complete in all respects, the fees have been paid, and a favorable recommendation has been provided by the Chief of Police; and

**WHEREAS**, the applicant has complied with the provisions of N.J.S.A. 48:16-13 et seq. with respect to proof of insurance.

**NOW, THEREFORE BE IT RESOLVED** that the Township Committee of the Township of Cranford does hereby approve, effective July 14, 2015, the issuance of a limousine/livery service vehicle license to Christopher Quigley (dba Quigley Transportation Inc.) for a license term ending December 31, 2015.

#### **Resolution No. 2015:268:**

**BE IT RESOLVED** by the Township Committee of the Township of Cranford on the 14<sup>th</sup> day of July 2015 that the Tax Collector be and hereby is authorized to refund the following payments of 2015 real estate taxes for reasons noted:

#### **Overpayment of 2015 Taxes:**

Block 312 Lot 1  
 Armand Pastine & Sadvhee Hansraj  
 2396 N.W. 49<sup>th</sup> Lane  
 Boca Raton, Fl. 33431

**Refund: \$ 4,910.67**



Block 528 Lot 6  
Jose & Tressa Aguilung  
301A Centennial Ave.  
Cranford, N.J. 07016-3138

**Refund: \$ 169.82**

**Resolution No. 2015:269:**

**BE IT RESOLVED** by the Township Committee of the Township of Cranford on the 14<sup>th</sup> day of July 2015 that the following checks will be refunded by the Tax Collector to the lien holder according to statutory requirements:

**Redemption of Certificate# 11-00041**

Block 484 Lot 23  
Trade Money, LLC  
29 Palisades Road  
Old Bridge, N.J.08857

**Refund: \$ 1,432.35**

**Redemption of Certificate# 13-00051**

Block 603 Lot 3  
US Bank Custodian for BV001 Trust  
50 South 16<sup>th</sup> St. Suite 1950  
Philadelphia, Pa. 19102-2513

**Refund: \$ 529.67**  
**Premium: \$ 200.00**

**Resolution No. 2015:271:**

**A RESOLUTION APPROVING SALARY STEP PROGRESSION FOR EMPLOYEES PURSUANT TO THE TOWNSHIP’S SALARY ORDINANCE**

**WHEREAS**, at a meeting held March 10, 2015, the Township Committee adopted Ordinance No. 2015-05, which established ranges with minimum and maximum salaries and progressive salary steps for certain job titles within the Township of Cranford; and

**WHEREAS**, pursuant to Ordinance No. 2015-05, the Township Committee reserves the right and discretion to make salary adjustments at any time as it deems it to be in the public interest and in the interests of good management; and

**WHEREAS**, the Township has appropriated funds in the 2015 municipal budget sufficient to offset the costs of any salary adjustments effectuated hereby.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee be and hereby approves the progression in steps for the following employees in the following job titles as recommended by the Township Administrator:

<i>Effective July 20, 2015:</i>				
Name	Title	Range #	Step #	Salary
Steve Robertazzi	Recreation and Park Director	6	5	110,200
Peter Barnett	Tax Assessor	6	3	94,479
<i>Effective July 15, 2015:</i>				
Jennifer Burns	Purchasing Agent/ Financial Specialist	11	3	62,586

**Resolution No. 2015:272:**

**RESOLUTION INCREASING BID THRESHOLD AND APPOINTING A QUALIFIED PURCHASING AGENT, PURSUANT TO N.J.S.A. 40A:11-3a AND N.J.A.C. 5:34-5 ET. SEQ.**

**WHEREAS**, the Local Public Contracts Law provides local contracting units with the ability to increase their bid threshold up to \$40,000.00; and

**WHEREAS**, N.J.S.A. 40A:11-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed, as well as grants the authorization to negotiate and award such contracts below the bid threshold; and

**WHEREAS**, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

**WHEREAS**, at a meeting held January 1, 2015, the Township Committee of the Township of Cranford adopted Resolution No. 2015-19, which authorized the designation of the Township Administrator as Qualified Purchasing Agent, as he possessed the required certification; and

**WHEREAS**, Jennifer Burns of the Cranford Finance Department has since obtained the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et. seq.; and

**WHEREAS**, the Township Committee feels an employee of the Finance Department designated as the Qualified Purchasing Agent best serves the Township.

**NOW THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Cranford, Union County, State of New Jersey hereby appoints Jennifer Burns as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 40A:11-2(30) with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Township of Cranford; and

**BE IT FURTHER RESOLVED**, that the Township Committee of the Township of Cranford, Union County, State of New Jersey hereby increases its bid threshold to \$40,000.00; and

**BE IT FURTHER RESOLVED** that Resolution No. 2015-19 be and hereby is rescinded.

Recorded vote:

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

Nay: None

Abstained: None

Absent: Commissioner D'Ambola

**RESOLUTIONS – By Roll Call Vote**

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

**Resolution No. 2015-270:**

**BE IT RESOLVED** by the Township Committee of the Township of Cranford that the following individuals be and hereby are appointed as per diem Emergency Medical Technicians (EMT's) effective immediately:

Christopher Didzbalis  
Elizabeth Buckridge  
Jessica Augustyniak  
Elisabeth Fournier  
Ryan Scott

Recorded vote:

Aye: Mayor Kalnins, Deputy Mayor Adubato and Commissioner O'Connor

Nay: None

Abstained: Commissioner Hannen

Absent: Commissioner D'Ambola

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

**Resolution No. 2015-273:**

**BE IT RESOLVED** by the Township Committee of the Township of Cranford that the salaries for the following Emergency Medical Technicians (EMT's) be and hereby are set at \$18.00 per hour effective immediately:

Mike Jediny  
Jason Cruz  
Karolyn Buckridee  
Charles Hallax

Recorded vote:

Aye: Mayor Kalnins, Deputy Mayor Adubato and Commissioner O'Connor

Nay: None

Abstained: Commissioner Hannen

Absent: Commissioner D'Ambola

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

**Resolution No. 2015-274:**

**WHEREAS**, the Township of Cranford needs to engage a contractor to install an Irrigation System for the Municipal Building; and

**WHEREAS**, the proposed cost is below the threshold of \$17,500; and

**WHEREAS**, two (2) formal quotes were solicited; and

**WHEREAS**, Proscap Sprinkler was the apparent lowest responsive and responsible respondent; and

**WHEREAS**, the Chief Financial Officer has certified to the availability of funds which is on file in the office of the Township Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Cranford, New Jersey, as follows:

1. **Proscap Sprinkler, 26 Keith Jeffries Ave., Cranford, New Jersey**, be and hereby is awarded a contract to provide a complete irrigation system for the Municipal Building at a cost not to exceed \$12,310; and
2. The Mayor and Municipal Clerk are hereby authorized and directed to execute a contract and other relative documents with Proscap Sprinkler.

Recorded vote:

Aye: Mayor Kalnins, Deputy Mayor Adubato and Commissioner O'Connor

Nay: Commissioner Hannen

Abstained: None

Absent: Commissioner D'Ambola

## **PUBLIC COMMENTS**

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

Tina Helmstetter, 70 Burnside Avenue, discussed the Pepperidge tree and new growth in the area where the tree was removed. Also discussed efforts by Commissioner D'Ambola concerning a memorial for the tree and suggested the memorial be installed in a location in Lincoln Park that would allow the Pepperidge Tree to reforest itself.

Mayor Kalnins stated that the Township has received various ideas to memorialize the Pepperidge tree, all of which are being reviewed and considered.

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

## **PROFESSIONAL COMMENTS**

### **Township Administrator Terence M. Wall**

- Congratulated the newly appointed firefighters and welcomed them to Cranford;
- Announced that renovations to the Municipal Building are nearly complete and the improvements to the parking lot would begin shortly. Stated that he appreciates everyone's patience during construction;
- Discussed the new Township newsletter to be distributed in the near future.

### **Township Attorney Diane U. Dabulas**

- Provided an update of litigation involving Cranford Development Associates (CDA). Stated that a final briefing has been filed with respect to the Township's appeal of the Department of Environmental Protection's (DEP) issuance of a Flood Hazard Area Permit to CDA, and the Appellate Division would schedule a hearing for both arguments.

## **COMMISSIONER REPORTS/COMMENTS**

### **Commissioner Thomas H. Hannen, Jr.**

No comments.

### **Commissioner Mary O'Connor**

- Discussed various events being hosted by the Friends of the Public Library and provided contact information for those interested in attending;
- Discussed the memorial for the Pepperidge tree. Explained that the Township Committee is currently reviewing various options and she is hopeful that a decision would be made next month. Feels Ms. Helmstetter should remain involved with the process and agrees that something should be done with the saplings;
- Provided an update regarding the North Avenue Pedestrian Safety Improvement Project. The project is scheduled to begin at the end of July and information would be provided to residents and business owners through the DMC, the Chamber of Commerce, the Township's website and TV35;
- Discussed the National Night Out event to be hosted by the Cranford Police Department. Explained that this is an annual event that promotes police and community partnership and would include entertainment for children and adults. Provided contact information for those interested in attending;
- Discussed the 6<sup>th</sup> Annual Citizens Police Academy. Explained that this program provides its participants with insight as to the issues police officers face every day. Encouraged residents to participate and provided information for those interested;
- Congratulated and welcomed the newly appointed firefighters;
- Discussed the Farmer's Market and explained that the proceeds help to fund different community activities. Encouraged residents to visit the market.

### **Deputy Mayor Lisa M. Adubato**

- Thanked Girl Scout Daisy Troop No. 40688 for leading the flag salute;
- Congratulated the newly appointed firefighters;
- Discussed the resolution approving the Corrective Action Plan for the 2014 Municipal Audit. Commended Chief Financial Officer Patterson and her staff for their efforts;
- Congratulated Jennifer Burns on her appointment as Qualified Purchasing Agent.

### **Mayor Andis Kalnins**

- Congratulated the newly appointed firefighters and Emergency Management Technicians (EMT's);
- Discussed the constant turnover with Communications Officers and EMT positions and explained that the Township Committee is addressing potential salary disparities in an effort to eliminate turnover and retain quality employees. Discussed the need to maintain a safe community at a reasonable rate for taxpayers;

- Discussed the adoption of various bond ordinances in connection with the capital budget. Feels the adoption of these ordinances was a responsible action that would allow improvements to continue for the next few years;
- Discussed the passing of Dr. Paul Lioy and Dr. Lioy's active involvement in the Cranford community. Also stated that Dr. Lioy was a world renowned environmental scientist and discussed the various books Dr. Lioy authored and projects Dr. Lioy was involved with, such as the environmental impact of 9/11.

On motion of Commissioner Hannen, seconded by Commissioner O'Connor and passed, the Township Committee adjourned at 9:00 PM.

Respectfully submitted,

Date: July 14, 2015

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Tara Rowley, RMC  
Township Clerk