

The Minutes of the **Official Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **May 19, 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 Robert D’Ambola
Commissioner Mary O’Connor
Commissioner Thomas H. Hannen, Jr.

ABSENT: None

INVOCATION AND FLAG SALUTE

The invocation was led by Commissioner O’Connor, followed by the flag salute led by Brownie Troop No. 40693.

MINUTE APPROVAL

On motion of Commissioner Hannen, seconded by Commissioner D’Ambola and passed, the minutes of the Workshop Meeting of May 4, 2015 and the Conference and Official Meetings of May 5, 2015, were approved by the indicated vote of the Township Committee:

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

PAYMENT OF BILLS

On motion of Deputy Mayor Adubato, seconded by Commissioner O’Connor and passed, the bills list dated May 19, 2015 totaling \$818,315.73, 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 D’Ambola, O’Connor and Hannen

Nay: None

Abstained: None

Absent: None

MAYORAL ANNOUNCEMENTS

Emergency Medical Services (EMS) Week

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, firefighters, educators, administrators, emergency nurses, emergency physicians and other; and

WHEREAS, the members of emergency services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week;

NOW, THEREFORE BE IT RESOLVED that I, Andis Kalnins, Mayor of the Township of Cranford, County of Union, New Jersey, do hereby proclaim the week of May 17-23, 2015 as Emergency Medical Services Week with the theme, EMS Strong.

FIRE DEPARTMENT ANNOUNCEMENTS

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

Resolution No. 2015-204:

BE IT RESOLVED by the Township Committee of the Township of Cranford at a meeting held May 19, 2015 that Brian Ingraham be, and hereby is, advanced to the rank of Captain in the Cranford Fire Department effective May 20, 2015.

Recorded vote:

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

Nay: None

Abstained: Commissioner Hannen

Absent: None

(Oath of Office administered by Township Clerk Tara Rowley)

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

Resolution No. 2015-205:

BE IT RESOLVED by the Township Committee of the Township of Cranford at a meeting held May 19, 2015 that Matthew Lubin be, and hereby is, advanced to the rank of Lieutenant in the Cranford Fire Department effective May 20, 2015.

Recorded vote:

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

Nay: None

Abstained: Commissioner Hannen

Absent: None

(Oath of Office administered by the Honorable Jerome M. St. John, NJ Appellate Division, Essex County)

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

Resolution No. 2015-206:

BE IT RESOLVED by the Township Committee of the Township of Cranford at a meeting held May 19, 2015 that John Dillon be, and hereby is, advanced to the rank of Lieutenant in the Cranford Fire Department effective May 20, 2015.

Recorded vote:

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

Nay: None

Abstained: Commissioner Hannen

Absent: None

(Oath of Office administered 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.

2015 DMC BUDGET**PUBLIC HEARING ON 2015 DMC BUDGET**

Commissioner D'Ambola opened the public hearing on the 2014 DMC Budget and asked if there were any questions or comments from the public. Hearing no comments, Commissioner D'Ambola closed the public hearing on the 2015 DMC Budget.

ADOPTION OF THE 2015 DMC BUDGET

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

Resolution No. 2015-207:

BE IT RESOLVED, by the Township Committee of the Township of Cranford, in the County of Union that the Special Improvement District Budget herein before set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of

\$189,828.00 FOR SPECIAL IMPROVEMENT PURPOSES**Summary of Revenues**

Miscellaneous Revenue

Amount to be raised by Special

Improvement District tax

Total Revenue	\$189,828.00.
---------------	---------------

Summary of Appropriations

Operating

\$189,828.00.

Total Appropriations

\$189,828.00.

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

ORDINANCES – Final Reading and Public Hearing**Ordinance No. 2015-17:**

The Township Clerk read by title only Ordinance No. 2015-17 entitled, “AN ORDINANCE AMENDING ARTICLE V, SECTION 219-73 OF CHAPTER 219 "REVISED ORDINANCES OF THE TOWNSHIP OF CRANFORD, NEW JERSEY (1988)," BY AMENDING SCHEDULE XXIII AND REMOVING CERTAIN PORTIONS OF ROADWAYS AS INDICATED IN SECTION 1 BELOW AND DESIGNATING SAME AS “*PARKING METER ZONES*” (South Avenue)

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

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

Ordinance No. 2015-18:

The Township Clerk read by title only Ordinance No. 2015-18 entitled, “AN ORDINANCE AMENDING ARTICLE V, SECTION 219-75 OF CHAPTER 219 "REVISED ORDINANCES OF THE TOWNSHIP OF CRANFORD, NEW JERSEY (1988)," BY AMENDING SCHEDULE XXV AND ADDING CERTAIN PORTIONS OF ROADWAYS AS INDICATED IN SECTION 1 BELOW AND DESIGNATING SAME AS “*PERMIT PARKING AREAS*” (South Avenue)

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

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

Ordinance No. 2015-19:

The Township Clerk read by title only Ordinance No. 2015-19 entitled, “AN ORDINANCE AMENDING ARTICLE VIII, SECTION 219-67 OF CHAPTER 219 "REVISED ORDINANCES OF THE TOWNSHIP OF CRANFORD, NEW JERSEY (1988)," BY AMENDING SCHEDULE XVII AND REMOVING CERTAIN PORTIONS OF ROADWAYS AS INDICATED IN SECTION 1 BELOW AND DESIGNATING SAME AS “*TIME LIMIT PARKING*” (South Avenue)

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

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

Ordinance No. 2015-20:

The Township Clerk read by title only Ordinance No. 2015-20 entitled, “AN ORDINANCE GRANTING RENEWAL OF MUNICIPAL CONSENT TO COMCAST TO CONSTRUCT, CONNECT, OPERATE AND MAINTAIN A CABLE TELEVISION AND COMMUNICATIONS SYSTEM IN THE TOWNSHIP OF CRANFORD, NEW JERSEY

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

Recorded vote:

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

Nay: None

Abstained: Mayor Kalnins

Absent: None

ORDINANCES – Introduction**Ordinance No. 2015-23:**

The Township Clerk read by title only Ordinance No. 2015-23 entitled, “AN ORDINANCE TO AMEND THE TOWNSHIP OF CRANFORD CODE: CHAPTER 204- STREETS AND SIDEWALKS, ARTICLE VIII — STREET EXCAVATION AND OPENINGS AND ARTICLE X PUBLIC UTILITY POLE OR UNDERGROUND FACILITY PLACEMENT; NOTICE REQUIRED ”

Said ordinance was approved on first reading on motion of Commissioner D’Ambola, seconded by Commissioner Hannen, and passed by the indicated vote of the Township Committee:

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

Final Reading and Public Hearing for Ordinance No. 2015-23 to be held June 23, 2015.

RESOLUTIONS – By Consent Agenda

On motion of Deputy mayor Adubato, seconded by Commissioner D’Ambola and passed, the following resolutions were adopted by consent agenda:

Resolution No. 2015-208:

BE IT RESOLVED that the Township Committee of the Township of Cranford hereby authorizes the appointment of Jordan Gassmann as a probationary Laborer/Driver within the Department of Public Works effective May 26, 2015; and

BE IT FURTHER RESOLVED that the aforementioned appointment is contingent upon a satisfactory background investigation.

Resolution No. 2015-209:

BE IT RESOLVED that the Township Committee of the Township of Cranford hereby authorizes the appointment of Steven Pocaro as a probationary Laborer/Driver within the Department of Public Works effective June 1, 2015; and

BE IT FURTHER RESOLVED that the aforementioned appointment is contingent upon a satisfactory background investigation.

Resolution No. 2015-210:

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

WHEREAS, at a meeting held October 22, 2013, the Township Committee adopted Ordinance No. 2013-21, 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. 2014-21, 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:

Effective June 1, 2015:				
Name	Title	Range #	Step #	Salary
Heather Capone	Deputy Municipal Clerk	11	4	67,593.
Lavona Patterson	Chief Financial Officer	4	4	123,810.
Lorie Powell	Court Administrator	11	3	62,586.
Tara Rowley	Municipal Clerk	7	4	90,476.
Monika Jencik	Registered Environmental Health Specialist	11	5	73,000.
Kelly Demcher	Senior Payroll/Financial Specialist	11	2	57,950.

Resolution No. 2015-211:

BE IT RESOLVED, by the Township Committee of the Township of Cranford that a title change for Cathy Scotti from Executive Secretary to Assistant to the Township Administrator with the following salary:

Effective June 1, 2015:				
Name	Title	Range #	Step #	Salary
Cathy Scotti	Assistant to the Township Administrator	11	1	\$53,657

Resolution No. 2015-212:

BE IT RESOLVED by the Township Committee of the Township of Cranford that the salary for the TV35 Station Manager, H. Edward Davenport, be and hereby is set at \$40,000 effective June 1, 2015.

Resolution No. 2015-213:

WHEREAS, it is desirous to establish a Petty Cash Fund for the Office of Administration.
NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cranford that the Office of Administration be and hereby is authorized and permitted to establish a Petty Cash Fund in the amount of \$100.00.

Resolution No. 2015-214:

WHEREAS, the Local Finance Board of the State of New Jersey adopted rules regarding "Electronic Disbursement Controls for Payroll Purposes" in order to provide authority for local governments to hire third-party payroll services and disbursing services to disburse funds to payroll agencies; and
WHEREAS, the Township of Cranford wishes to permit a third-party service to have access to Township funds, to formally assign responsibility to an official to oversee the process, and to authorize a contract for third-party payroll services as permitted by and in compliance with NJAC 5:30-17.1 et seq.
NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Township of Cranford, County of Union, State of New Jersey, as follows:

1. The Township is authorized to use a payroll service to prepare payment documentation, take possession of Township funds, and make such disbursements itself on behalf of the Township, as permitted by and in compliance with NJAC 5:30-17.1 et seq.
2. The Township previously contracted with ADP payroll service and is pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. and shall require the contractor to do the following, not by way of limitation: data collection, agency report preparation, calculation of withholding, direct deposit of payroll disbursements, and/or transfer of Township funds to contractor's account for subsequent disbursement of payment; preparation of the necessary payment documentation and execution of disbursements from the Township's bank account on behalf of the Township.
3. The Chief Financial Officer is hereby appointed the approval officer and is responsible for authorizing and supervising the activities of the payroll service.
4. If required by the contract between the Township and ADP payroll service, ADP payroll service is permitted to hold Township funds pending transmittal to a payee.
5. ADP payroll service is obligated to report any irregularities that may indicate potential fraud, noncompliance with appropriate laws, dishonesty or gross incompetence on the part of the approval officer, and to report any circumstances that could jeopardize its ability to continue operations or otherwise interrupt the services provided to the Township.
6. ADP payroll service must meet the requirements of N.J.A.C. 5:3017.5, requiring that the approval officer be assured that the servicer has its own internal controls and appropriately guard against theft and other adverse conditions.
7. All contracts for ADP payroll services shall comply with the requirements of N.J.A.C. 5:30-17.6, which sets out a series of mandatory contractual terms and conditions.
8. Upon the adoption of this resolution, the appropriate Township personnel are hereby authorized and directed to continue under the current contract with ADP payroll service in accordance with all local public contracting laws and N.J.A.C. 5:3017.1 et seq.

Resolution No. 2015-215:**RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION – N.J.S.A. 40A: 4-87**

WHEREAS, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an appropriation for the equal amount;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Cranford in the County of Union, New Jersey hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2014 in the sum of \$4,000.00, which is now available as a revenue from the State of New Jersey, pursuant to the provision of the statute; and

BE IT FURTHER RESOLVED that the like sum of \$4,000.00 is hereby appropriated under the caption “Click It or Ticket It”; and

BE IT FURTHER RESOLVED that the above is a result of a State grant of \$4,000.00 from the State of New Jersey Click It or Ticket It”

Resolution No. 2015-216:

BE IT RESOLVED by the Township Committee of the Township of Cranford on the 19th day of May 2015 that the following checks will be refunded by the Tax Collector to the lien holder according to statutory requirements:

Redemption of Certificate# 14-00013

Block 243 Lot 8

Refund: \$ 9,559.26

US Bank Custodian for BV001 Trust

Premium: \$ 12,300.00

50 South 16th St. Suite 2050

Philadelphia, Pa. 19102-2513

Resolution No. 2015-217:

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 that the Township Committee of the Township of Cranford be and hereby authorizes the purchase of two (2) Barracuda Backup 490 servers for a total cost of \$15,695.40.

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

PUBLIC COMMENTS

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

PROFESSIONAL COMMENTS**Township Administrator Wall**

- Congratulated the Fire Department personnel promoted this evening and thanked EMS professionals for their service.

Township Attorney Dabulas

- Announced that the Township is currently waiting for a hearing date in connection with the litigation involving Cranford Development Associates (CDA).

COMMISSIONER REPORTS/COMMENTS**Commissioner Thomas H. Hannen, Jr.**

- Discussed notification to the Township that publication of the Cranford Chronicle would end May 29, 2015. Feels the Cranford Chronicle was a “beacon of information” for the residents of the Township for many years. Expressed his appreciation to the newspaper’s staff and wished them well. Stated that he is hopeful that Cranford’s new representative would cover future Township business in the same spirit of journalism that Stewart Arbury brought to the Cranford Chronicle.

Commissioner Robert D’Ambola

- Thanked Brownie Girl Scout Troop No. 40693 for leading the flag salute;
- Congratulated Fire Department personnel on their promotions. Feels Cranford has a great Fire Department with great leadership. Also feels it is a young department that will grow together;
- Discussed EMS Week and his experience when he served on the First Aid Squad;

- Discussed the upcoming Memorial Day holiday and commended all armed forces and veterans for their service;
- Discussed various events being hosted by the Friends of the Public Library and provided contact information for those interested in attending;
- Provided an update of engineering projects as follows:
 - Informed residents that the 2014 Paving Project should be complete within three (3) weeks. Also announced that West Holly Street was paved and discussed the list of roadways next on the schedule;
 - Announced that improvements to the Municipal Building parking lot and improvements to the Carpenter Place Detention Basin would begin in late June;
 - Announced that Union County would be completing paving on Springfield Avenue once the utility company has finished working in the area;
 - Informed residents that bids were received and are being reviewed for the North Avenue Station Pedestrian Project.

Commissioner Mary O'Connor

- Discussed the upcoming Centennial Village 5K;
- Discussed the opening of the Farmers Market at the train station parking lot;
- Discussed the first Cranford cookout being hosted by the Cranford Municipal Alliance and Cranford Community Connection;
- Discussed the history of EMS Week and thanked all EMT's for their valuable service;
- Discussed Memorial Day and encouraged residents to thank veterans for their service. Also invited residents to attend the Cranford Memorial Day Parade;
- Congratulated Fire Department personnel on their promotions. Feels they are all an asset to the Fire Department and she looks forward to working with them in their new capacity.

Deputy Mayor Lisa M. Adubato

- Thanked EMT's for their service;
- Congratulated the Fire Department personnel on their promotions;
- Congratulated 2015 graduates and extended congratulations to her daughter on her recent college graduation;
- Wished everyone a safe and thoughtful Memorial Day.

Mayor Andis Kalnins

- Thanked all EMT's and public safety personnel for their service to Cranford;
- Congratulated the Fire Department personnel on their promotions. Feels the Fire Department has great leaders with great futures;
- Discussed the Army Corps of Engineers' study and informed residents that the Army Corps of Engineers would be in the Cranford area tomorrow to review the areas proposed for a flood control project. Mentioned that full funding has provided for completion of the study and feels this is a sign of progress. Explained that once the dates for public information meetings are announced they would be posted on the Township's website;
- Discussed his attendance at the Cranford VFW induction ceremony and congratulated the new Commander. Also thanked the outgoing Commander, Jim D'Arcy, for his service to the VFW and to Cranford;
- Announced that the Memorial Day Ceremony and Parade would be held on May 26, 2015 and encouraged residents to attend.

On motion of Commissioner Hannen, seconded by Commissioner D'Ambola and passed, the Township Committee adjourned at 8:55 PM.

Respectfully submitted,

Tara Rowley, RMC
Township Clerk

Date: May 19, 2015