

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **September 28, 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.

Jolynn Judak, 711 Brookside Place, discussed the work proposed for Brookside Place and expressed concern with the potential installation of sidewalks because of the maintenance that would be required by property owners. Also discussed an issue with parking in the area during school pick up and drop off and speeding that occurs in the area. Feels there is no problem with the current pedestrian crosswalk at the school.

Township Engineer O'Brien discussed plans to improve the intersection at the school. Mentioned that two (2) to three (3) concept plans would be brought to the Township Committee for its review and consideration at the next meeting.

Deputy Mayor O'Connor discussed public safety concerns in the area that need to be addressed.

Donna Erianne, 2 Brown Terrace, informed the Township Committee that she received a letter to remove landscaping near her property. Explained that the landscaping was installed because of issues with the corner where her house is located.

Township Engineer O'Brien discussed the potential impact to landscaping to certain properties that could be impacted by the proposed improvements to Brookside Place.

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

### **Review Official Meeting Agenda**

#### **Payment of Bills**

Commissioner Hannen discussed bills related to furniture for Winfield Park and asked if it was an erroneous post.

Township Administrator Wall feels the costs are related to the Township's shared service agreement with Winfield Park for 911 services, but would follow up.

Further discussion to be held during the September 29, 2015 Conference Meeting.

Commissioner Hannen discussed costs charged to the gasoline- maintenance and repair account.

Township Administrator Wall to follow up. Further discussion September 29, 2015 Conference Meeting.

Commissioner Hannen discussed costs related to improvements to the Municipal Building parking lot and asked if the cost to widen the driveway was included in this cost.

Township Engineer O'Brien confirmed that the invoices do include costs related to widening of the exit driveway.

Commissioner Hannen feels the costs should be separated as part of the grant administration process for the Community Development Block Grant – Disaster Recovery Grant Program.

Commissioner Hannen discussed the bill for the North Avenue Station Pedestrian Project and asked if it is a progress payment.

Township Engineer O'Brien confirmed that it is a progress payment, and is approximately ten (10%) percent of the project's total cost.

Deputy Mayor O'Connor requested clarification regarding costs related to animal control services.

Township Administrator Wall explained that it is the monthly payment for animal control services pursuant to the Township's agreement for this service.

#### **Proposed website redesign**

Bill Tipton of Cranford.com was present.

Mr. Tipton presented the Township's new website design and informed the Township Committee that it is expected to launch within the next couple of weeks. Also discussed a mobile application that is being designed in conjunction with the new website design.

#### **Engineering update**

Township Engineer O'Brien provided an update of engineering projects.

##### **North Avenue Station Pedestrian Improvement Project**

Township Engineer O'Brien provided an update of the North Avenue Station Pedestrian Project. Discussed progress with construction and informed the Township Committee that a majority of the demolition is complete. Also discussed the coordination of certain construction aspects with business owners to reduce disruption to those businesses as much as possible.

##### **CDBG-DR Grant**

Township Engineer O'Brien informed the Township Committee that the Municipal Building Parking Lot Improvement Project and the Carpenter Place Detention Basin Improvement Project, projects which received funding through the Community Development Block Grant-Disaster Recovery Program, are now complete.

##### **Orchard Brook**

Township Engineer O'Brien discussed the status of the Orchard Brook Project and informed the Township Committee that a proposal for the Township Committee's consideration would be available October 13, 2015. Also stated that a meeting with impacted residents would be held. In addition, informed the Township Committee that he was contacted by the Borough of Garwood regarding the project because of the project's impact to Garwood.

Discussion was held as to potential funding from Garwood for a portion of the project.

##### **NJDOT Municipal Aid Grant**

Township Engineer O'Brien discussed the submission of a grant application to the New Jersey Department of Transportation (NJDOT) for funding for improvements to the next section of Lincoln Avenue in connection with the NJDOT Municipal Aid Grant Program.

##### **High Street and Maple Place Drainage**

Township Engineer O'Brien discussed drainage improvements at High Street and Maple Place and informed the Township Committee that the final design and engineering estimate should be complete soon. Also discussed his recommendation that this project be included in the 2016 Capital Budget.

##### **Northeast Quadrant Stormwater Management Plan**

Township Engineer O'Brien discussed Phase 2B of the Northeast Quadrant Stormwater Management Project. Discussed plan modifications and the bidding process that is scheduled for January. Also discussed the need for a bond ordinance in order to solicit bids in January.

##### **2015 Paving Program**

Township Engineer O'Brien discussed bids received for the 2015 Paving Program and informed the Township Committee that his recommendation for an award of contract for the project is scheduled for approval during the September 29, 2015 Official Meeting. Also discussed roads included in the 2015 Paving Program.

##### **Road Resurfacing-Elizabethtown Gas Company**

Township Engineer O'Brien discussed the line improvements that were done on roadways by the gas company and discussed coordination efforts with the gas company for paving of these roadways.

Commissioner Hannen discussed pavers that have not yet been reset due to work conducted by the gas company and requested an update as to when they would be reset.

Township Engineer O'Brien to follow up with the gas company.

Community Rating System

Township Engineer O'Brien informed the Township Committee that a meeting is scheduled in November with a Regional Specialist in connection with the National Flood Insurance Program-Community Rating System. Feels the Township should be at the level for a ten to fifteen (10% - 15%) percent discount after this step in the process.

Twin Oaks Development

Township Engineer O'Brien discussed outstanding items that need to be done by the developer in connection with the Twin Oaks Development. Also discussed maintenance required by the Homeowners Association. Discussed plans to follow up with the developer as well as residents of the development to resolve these issues.

**Proposed tree ordinance**

Commissioner D'Ambola discussed the latest version of the proposed tree ordinance and those components of the ordinance that need to be addressed. Also informed the Township Committee that he has not received a response from the Tree Advisory Board concerning the latest version of the ordinance.

Further discussion October 13, 2015.

**Ordinance to amend Chapter 98 of the Township Code, Dogs and Other Animals as respects rabies vaccinations**

Township Attorney Dabulas discussed a proposed ordinance to amend the Township's Code with respect to rabies vaccination requirements. Explained that proof of rabies vaccination is required in order to obtain a dog license, however the code only includes this requirement for cat licenses.

Commissioner Hannen discussed the need for the Police Department to have access to the dog licensing system in the event a dog bite occurs during the weekend when the Health Department is closed.

**Pepperidge Tree Memorial**

Commissioner D'Ambola provided an update of the memorial for the Pepperidge tree and informed the Township Committee that the remainder of the Pepperidge tree was removed in order to move forward with the memorial. Also discussed efforts to accommodate new growth that has occurred in the area. In addition, discussed costs for the construction of the pavilion and the timeline for installation of the foundation and the pavilion. Informed the Township Committee of the next phase of the project, which is the proposed construction of benches from parts of the tree, and the development of a kiosk containing historic information related to the Township and the Pepperidge tree.

**Proposed amendments to Fire Department Rules and Regulations**

Fire Chief Czeh discussed the title change of Captain to Battalion Chief and the need to update the Fire Department's Rules and Regulations to reflect this change. Explained that the regulations were last updated in the late 1970's and need to be revised in their entirety. Discussed plans to have them updated by October for the Township Committee's consideration.

**Late Starter – Escrow Fees-Building and Zoning Applications**

Township Engineer Dabulas discussed the need for an ordinance to authorize the collection of fees for the engineer's review of building and zoning permit applications.

Commissioner Hannen discussed escrow fees currently charged to developers and the fact that a fee would now be charged to residents wishing to improve their homes. Stated that this service was previously provided to residents by the Engineering Department at no fee.

Discussion held as to the number of permit applications pending engineering review.

Commissioner D'Ambola discussed efforts to improve the permit process to make it more efficient and to ensure permits are issued in a timely manner.

Township Administrator Wall discussed issues with certain permits that have been delayed and the efforts to address these issues.

Discussion held.

Township Engineer O'Brien discussed the expansion of Maser Consulting's hours for the last quarter of the year on a trial basis in an effort to determine the number of hours that are necessary.

Commissioner Hannen stated that it was his understanding that these types of engineering reviews would be included in the fee for day-to-day engineering services as per the agreement between the Township and Maser Consulting. Discussed his opposition to the ordinance.

Discussion held.

Further discussion to be held during the September 29, 2015 Conference Meeting.

**Minute approval – Closed Session Minutes of September 14, 2015**

On motion of Commissioner O'Connor, seconded by Commissioner D'Ambola and passed, the Closed Session Minutes of September 14, 2015 were approved by the indicated vote of the Township Committee.

**Recorded vote:**

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

Nay: None

Abstained: Commissioner Hannen

Absent: None

**ADMINISTRATOR REPORTS**

Township Administrator Wall provided an update of the following:

**Email migration**

Township Administrator Wall discussed the status of the migration of the Township's email to an in-house server and informed the Township Committee that the project is nearly complete. Also discussed the location for backup servers.

Commissioner Hannen feels the backup servers should be off-site or moved from the lower level of the Municipal Building, at a minimum.

Township Administrator Wall to review options and present to the Township Committee for consideration at a future meeting.

Deputy Mayor O'Connor discussed the potential for an agreement with another municipality for the storage of backup servers.

**Municipal Office Redesign**

Township Administrator Wall informed the Township Committee that he received a cost estimate of approximately \$180,000 in connection with the proposed office space redesign.

Commissioner Hannen discussed his opposition to the redesign and offered a motion to table the proposed redesign.

No action was taken.

**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, provided an update regarding Airplane Noise Committee issues and informed the Township Committee that the FAA has decided not to move forward with its proposed air traffic routes at this time. Also discussed health effects of airplane noise.

Mrs. Krause also discussed various property maintenance issues that have been addressed by the Property Maintenance Officer and commended him for his efforts.

Mrs. Krause commended the DMC on the flowers installed on the fencing at various municipal parking lots.

Mrs. Krause also commended Township Administrator Wall for his efforts concerning landscaping issues.

Mrs. Krause referred to discussion of the Pepperidge Tree Memorial that was held during the September 15, 2015 Workshop Meeting and feels a volunteer was treated unfairly.

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. 2015-105.30:**

**BE IT RESOLVED** that the Township Committee will go into closed session to discuss the following, the minutes of which will be released at some time in the future at the discretion of the Township Committee:

**Contractual**

- MDTV Property
- FEMA Elevation Project

**Legal**

- CDA v. Township of Cranford

**Minute Review**

- Closed Session Minutes of September 14, 2015

**Personnel**

- Finance Department
- Police Department
- Fire Department

**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 Bilger and passed, the Township Committee returned to open session at 10:50 PM.

On motion of Commissioner D'Ambola, seconded by Commissioner Bilger and passed, the Township Committee adjourned at 10:50 PM.

Respectfully submitted,

Dated: September 28, 2015

Tara Rowley, RMC  
Municipal Clerk