

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **March 9, 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 Lisa M. Adubato
Commissioner Robert D'Ambola
Commissioner Mary O'Connor
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.

Barbara Krause, 20 Pittsfield Street, reminded the Township Committee of the award ceremony concerning the historic murals to be held March 14, 2015.

Mrs. Krause also discussed the proposed tree ordinance and referenced an article that appeared in the Westfield Leader in December of 2014 that pertained to Westfield's tree ordinance, and the need for it to be amended to prevent the clear cutting of trees.

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 costs related to Lifeline Technologies.

Township Administrator Wall explained that the costs pertain to monthly invoices for its email server. Once the Township moves its email to a local server, there would no longer be a monthly cost for this service.

Ordinance Nos. 2015-02, 2015-03, and 2015-04

Commissioner D'Ambola discussed the parking ordinances scheduled for adoption.

Resolution No. 2015-145:

Mayor Kalnins requested that Resolution No. 2015-145 with respect to the Red Cross Shelter Agreement be removed from the agenda. Feels additional time to consider the terms of the agreement is necessary.

The Township Committee was agreeable. Resolution No. 2015-145 was carried to the meeting of March 23, 2015.

Late Starters:

Township Attorney Dabulas discussed late starters for the March 10, 2015 Official Meeting which included an ordinance to vacate Dietz Street, and an ordinance to amend property maintenance regulations regarding the removal of hazardous trees.

Commissioner Hannen feels the Township Committee should discuss the proposed tree ordinance before moving forward with the amendment to the property maintenance regulations to ensure that there is no conflict and to ensure that no further amendments to the tree ordinance would be necessary.

Commissioner Hannen also requested clarification of the ordinance concerning Dietz Street.

Township Committee consensus to move forward with the introduction of both ordinances as suggested by Township Attorney Dabulas. Ordinances to be added to the March 10, 2015 official meeting agenda.

Engineering Update

North Avenue Station Pedestrian Improvement project

Township Engineer O'Brien provided an update of the North Avenue Station Pedestrian Improvement project and discussed the timeline for the bid process.

Community Development Block Grant-Disaster Recovery Program

Township Engineer O'Brien provided an update of the Community Development Block Grant Disaster Recovery Program. Informed the Township Committee that a Notice to Bidders would be published on March 12, 2015 for both the Cranford Municipal Building Parking Lot and the Carpenter Detention Basin projects. Explained that federal law requires that the advertisement be published a minimum of twenty (20) days before the receipt of bids.

Northeast Quadrant Stormwater Management Plan

Township Engineer O'Brien provided an update of Phase 2B of the Northeast Quadrant Stormwater Management Project.

Drainage upgrades

Township Engineer O'Brien provided an update regarding proposed drainage upgrades. Informed the Township Committee that he is following up with the Finance Department as to potential funding available through previous bond ordinances. Contracts would be awarded for engineering services on March 24, 2015 if it is determined that funding is available.

Engineering Department staffing levels

Discussion held regarding proposed staffing of the Engineering Department.

Commissioner D'Ambola feels the Township should consider utilizing Maser Consulting's field inspectors for office coverage, which would allow Township Engineer O'Brien to reduce his office hours and provide cost savings to the Township.

Commissioner Hannen feels residents should be able to walk in at any time to speak to Engineering staff. Feels office hours should be expanded rather than reduced.

Deputy Mayor Adubato feels "walk-ins" are minimal and increased office hours in the Engineering Department are unnecessary.

Deputy Mayor Adubato also discussed Maser Consulting's invoicing and requested a breakdown from Township Engineer O'Brien as to capital charges versus operating costs.

Commissioner Hannen discussed potential storm water management efforts in connection with the improvements to the Municipal Building parking lot.

Township Engineer O'Brien explained that using pervious materials would require a complete redesign of the project. Also explained that it would not be feasible to use pervious materials in a location that is in such close proximity to the river.

Commissioner Hannen discussed other options that would help reduce impervious surface coverage on Township properties.

Proposed Tree Ordinance

Paul Ricci of Ricci Planning was present.

Paul Ricci discussed the proposed tree ordinance. Explained that the main intent of the ordinance is to provide a method of monitoring the number of trees being removed. Also explained that this ordinance does not pertain to development projects because the removal of trees as part of a development application would be subject to different regulations.

Deputy Mayor Adubato feels the ordinance is unclear as to the criteria that must be met in order for a resident to obtain a tree removal permit. Feels the criteria needs to be clearly defined. Also feels the Township Committee has not discussed what it wishes to accomplish with these regulations and feels this needs to be determined as well.

Commissioner D'Ambola feels the main concern with the proposed ordinance is regulating what a property owner may do on his/her own property.

Commissioner Hannen requested clarification as to the Tree Advisory Board's intent with respect to the proposed tree ordinance.

Commissioner D'Ambola explained that the Tree Advisory Board feels a monitoring tool and regulations that would prevent the clear cutting of trees are needed.

Commissioner Hannen suggested the Township Committee obtain a list of bullet points from the Tree Advisory Board as to what it wishes to accomplish with a tree ordinance. The Township Committee could then review the list and come to a consensus as to those points it agrees with and have an ordinance drafted around those points.

Barbara Krause, Tree Advisory Board member, commended Paul Ricci on his efforts. The Tree Advisory Board felt the proposed regulations would be effective without being overly restrictive. Discussed her concern with the loss of trees as a result of Superstorm Sandy. Feels it is important for the Township to monitor the number of trees being removed.

Michael Venditti, Tree Advisory Board, stated that the goals of the Tree Advisory Board were to implement a monitoring process, and to ensure that residents are making an educated decision before removing a tree. Also feels it is important to ensure that contractors that are removing trees are properly licensed. Feels a permitting requirement would provide for this.

Commissioner O'Connor discussed potential regulations for non-residential property owners.

Further discussion to be held March 23, 2015.

Environmental Commissioner – 2014 Accomplishments/2015 Goals, Nelson Dittmar, Environmental Commission Chairman

Nelson Dittmar, Environmental Commissioner Chairman, discussed the Environmental Commission's Annual Report for 2015 which included the following:

- Installation of a rain garden on the Municipal Building's property;
- Reforestation project which involved tree planting at Hanson Park;
- Pilgrim Pipeline resolution;
- Educational sessions on rain barrels, rain gardens and river cleanup;
- Green Business Program; and
- My Green Cranford website and Facebook page.

Mr. Dittmar also discussed 2015 goals of the Environmental Commission as follows:

- Continue efforts to reduce impervious surfaces at school and municipal facilities;
- Request that the Township Committee review the Master Plan to expand public use zones and adopt an open space tax;
- Conduct rain barrel building program;
- Continue with an annual Earth Day Fair;
- Continue with the "Rake for the Planet" resolution;
- Potential outsourcing for a Recycling program; and
- NJ PACE Program.

Proposed ordinance – No parking when road is snow covered

Commissioner D'Ambola discussed the proposed ordinance that would prohibit parking on roadways when snow covered. Stated that the intent of the ordinance is not to be too prohibitive but there are cars that have not been moved since the first snow storm that occurred more than one (1) month ago. Discussed a potential alternate side parking system for those residents without a driveway.

Further discussion to be held March 23, 2015.

2015 Municipal Budget

Discussion held regarding anticipated revenue for 2015.

Mayor Kalnins discussed a request by the Fire Department for additional personnel and the impact to the budget. Also discussed proposed changes to the Fire Department, TV35, gasoline and Engineering Department budgets.

Mayor Kalnins also discussed the proposed down payment for the capital budget which would allow for a \$5 million capital budget.

Discussion held regarding the potential establishment of an Administrative Lieutenant's position in the Fire Department.

Commissioner O'Connor discussed property maintenance and the potential for this function to be handled by the Administrative Lieutenant in the Fire Department.

Deputy Mayor Adubato feels the need for the position of Administrative Lieutenant should be determined by the new Fire Chief for the next budget cycle.

Commissioner Hannen suggested that the Township Committee include funds as a “place holder” and address this matter with the new Fire Chief once appointed.

Township Committee consensus to include funds in the budget for an Administrative Lieutenant.

Deputy Mayor Adubato was opposed to funding the position at this time.

Discussion held regarding the Fire Department’s request for additional firefighters.

The Township Committee was agreeable to the hiring of one (1) additional firefighter which would allow for seven (7) man platoons.

Discussion held regarding the Police Department’s request for an additional parking enforcement officer and two (2) police officers.

Township Administrator Wall discussed the potential for hiring two (2) part time enforcement officers rather than one full time officer.

Commissioner Hannen feels additional funding should be provided to another department such as the Department of Public Works.

Township Committee consensus to hire one (1) part-time parking enforcement officer.

Discussion held regarding the Police Department’s request for two (2) additional police officers.

The Township Committee was agreeable to hiring one (1) police officer.

Commissioner D’Ambola discussed a request for a full-time employee in the Department of Public Works (DPW) to assist the Downtown Management Corporation (DMC) with maintenance, which is currently handled by a part-time employee.

The Township Committee was agreeable to hiring a full-time DPW employee to be shared with the DMC for maintenance.

Discussion held regarding funds budgeted for salary increases.

Minute approval – Closed Session Minutes of February 9, 10, 17, 23 and 24, 2015

On motion of Commissioner D’Ambola, seconded by Commissioner O’Connor and passed, the Closed Session Minutes of February 9, 10, 17, 23 and 24, 2015 were approved by the indicated vote of the Township Committee.

Recorded vote:

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

Nay: None

Abstained: Commissioner Hannen

Absent: None

COMMISSIONER REPORTS

Commissioner Hannen

- Informed the Township Committee that the Flood Control Advisory Board discussed Phase 5 of the Northeast Quadrant Storm Water Management Project. Informed the Township Committee that the Flood Control Advisory Board does not recommend the proposed crossover to the pump station. Also feels the Township Committee should pursue funds for a design study and discussed the need for a revised proposal from Hatch Mott MacDonald.
- Discussed the concept drawings for the concession stand at Memorial Field. Feels the Township Committee should request additional funds for this project through the Kids Recreation Trust Fund.

Commissioner O’Connor

- Discussed Emergency Medical Services coverage and the hiring of new Emergency Medical Technicians.

Commissioner D'Ambola

- Discussed a mutual aid situation that occurred recently and requested that the Township Committee be informed when these situations occur.
- Discussed issues with potholes.

Deputy Mayor Adubato

- Discussed the power outage that occurred last week and expressed concern that a downed wire was left unsecured.
- Thanked Chief Financial Officer Patterson for her efforts with the budget.

Mayor Kalnins

- Mentioned that he would be attending a meeting in Washington DC with the Mayors Council on the Rahway River Watershed.

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.

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

Resolution No. 2015-8:

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

Legal

- CDA v. Township of Cranford
- Edan Ben Elazar v Marcietta Cleaners, Inc.

Contractual

- FEMA Elevation Project

Real Estate

- Potential sale of Township property

Minute Review

- Review of Closed Session Minutes of February 9, 10, 17, 23 and 24, 2015

Personnel

- Fire Department
- Zoning Board of Adjustment

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

Mayor Kalnins and Commissioner Hannen departed the meeting at 11:05 PM due to potential conflicts of interest.

On motion of Commissioner O'Connor seconded by Commissioner D'Ambola and passed, the Township Committee returned to open session at 11:15 PM.

On motion of Commissioner O'Connor, seconded by Commissioner D'Ambola and passed, the Township Committee adjourned at 11:15 PM.

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: March 9, 2015