

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

James Anderson, 219 Walnut Avenue, discussed parking issues on Walnut Avenue because of the Community Center. Distanced instances in which his driveway was blocked and suggested the roadway be painted which would require that parked vehicles be a certain distance from a driveway.

Mayor Kalnins feels painting the roadway is a good idea, but informed Mr. Anderson that the Township does not have authority to paint Walnut Avenue because it is a county road.

Township Administrator Wall to follow up with Lieutenant Davenport concerning this issue.

Mayor Kalnins also suggested Mr. Anderson submit his request to the Union County Engineer.

Barbara Krause, 20 Pittsfield Street, invited the Township Committee to the National Society of the Daughters of the American Revolution’s (DAR) presentation of the Historic Preservation Recognition National Award, to honor those citizens involved with the Cranford Township Historic Murals Restoration Project.

Mrs. Krause also discussed the passing of Robert Fridlington of the Cranford Historical Society and discussed Mr. Fridlington’s involvement with the Cranford Historical Society and the Cranford community. Discussed the various awards presented to Mr. Fridlington and other Cranford residents, such as Larry Fuhro and Dr. Paul Liroy, and feels these awards were very meaningful to these individuals.

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

Review Official Meeting Agenda

Parking Ordinances for South Union Avenue:

Discussion was held regarding the proposed parking ordinances for South Union Avenue.

The Township Committee was agreeable to moving forward with introduction of the ordinances.

Resolution No. 2015-122:

Discussion held regarding Resolution No. 2015-122, which pertains to the designation of Bond Anticipation Notes (BAN).

Discussion was held regarding the interest rate for the BAN’s and the cost to the Township for financial advisors.

Engineering update

Phase 2B and 5 – Northeast Quadrant Storm Water Management Project

Kevin Nollstadt of Hatch Mott MacDonald was present for discussion concerning Phase 2B and Phase 5 of the Northeast Quadrant Storm Water Management Project.

Township Engineer O'Brien discussed Phase 2B and Phase 5 of the Northeast Quadrant Storm Water management Project. Township Engineer O'Brien also discussed decisions the Township Committee would need to make concerning the phases of this project.

Mr. Nollstadt discussed various options available to the Township with respect to Phase 5 of the project.

Commissioner Hannen feels a presentation needs to be made to the Flood Control Advisory Committee before the Township submits a design to the New Jersey Department of Environmental Protection.

Township Engineer O'Brien to follow up with Leo Coakley of Hatch Mott MacDonald for scheduling of a presentation to the Flood Control Advisory Committee.

Discussion was held regarding the establishment of a subcommittee to consider the details of the design.

The Township Committee was agreeable to the establishment of a subcommittee and designated Commissioner O'Connor and Commissioner Hannen to serve on the subcommittee.

Township Engineer O'Brien provided an update of the following engineering projects:

- North Avenue Station Pedestrian Improvements Project;
- Storm water management permits;
- Orchard Brook Project;
- Community Development Block Grant –Disaster Recovery projects;
- Elm Street Drainage Improvements;
- Sustainable Jersey Grant through PSE&G for the i-Tree Inventory System; and
- FEMA Elevation Program

Commissioner Hannen discussed concerns with the loss of parking spaces that would occur with the North Avenue Station Pedestrian Improvement Project. Also informed the Township Committee that some citizens feel the original purpose of the project has changed, and that the project is now being done to accommodate NJ Transit.

Township Engineer O'Brien discussed the main purposes of the project, which involve pedestrian safety and beautification. Explained that amendments to the design became necessary because of the need to allow for the proper turning radius for NJ Transit buses.

Update by School Resource Officer Matthew Nazzaro

Detective Nazzaro of the Cranford Police Department provided an update of the School Resource Officer Program. Discussed the goals of the program which include:

- Information sharing;
- Providing training;
- Implementing necessary changes; and
- Community outreach for students and parents.

Discussion was held regarding the involvement of Clergy Council to counsel students when tragic incidents occur.

Discussion held regarding drug resistance training for students of St. Michael's School.

The Township Committee thanked Detective Nazzaro for his presentation.

2015 Municipal Budget

Construction Code Office

Construction Code Official Belluscio discussed the proposed 2015 budget for the Construction Code Office. Also discussed revenue incurred in 2014. Discussed the budget increase within the salary and wages line item due to additional staffing and salary increases. Also discussed increased costs due to the purchase of the Spatial Data Logic software program and expansion of the program to include additional modules. Lastly, Construction Code Official Belluscio discussed his recommendation concerning 2015 construction code revenue.

Planning and Zoning

Planning and Zoning Director Hudak discussed the proposed budget for the Office of Planning and Zoning.

Municipal Court

Judge Cassidy and Municipal Court Administrator Lorie Powell discussed the requested budget for the Municipal Court for 2015.

Judge Cassidy discussed his recommendation for an additional court session.

Discussion held regarding potential salary increases for Court personnel and revenue realized in 2014.

Fire Department

Fire Captain Andrew Stratton discussed current staffing levels within the Cranford Fire Department. Provided data related to residential fires and the increase in more complex fires due to modern furnishings. Discussed the recommended minimum staffing level per the National Fire Protection Association. Discussed Cranford's staffing level and explained that increasing each platoon by one firefighter would reduce the amount of time needed to put water on a fire, to ladder and ventilate a fire and to conduct a search for trapped occupants by twenty (25%) percent. Respectfully requested that the Township Committee consider increasing Fire Department personnel to eight (8) man platoons and discussed the benefits of increased staffing. Also requested that the Township Committee consider reinstatement of the Administrative Officer's position.

Fire Chief Dolan discussed the proposed 2015 budget for the Fire Department.

Discussion held regarding salaries and wages, overtime and costs related to Emergency Medical Services.

Discussion held regarding the addition of the position of Administrative Officer or Deputy Fire Chief.

Discussion held regarding the Fire Department's Capital Budget.

Finance Department

Chief Financial Officer Lavona Patterson discussed the proposed 2015 budget for the Finance Department and Tax Collector's Office.

Mayor Kalnins discussed the 2014 Annual Financial Statement.

Municipal Clerk

Municipal Clerk Tara Rowley discussed the proposed 2015 budget for the Municipal Clerk's Office. Discussed changes to the budget with respect to postage and codification costs.

Administration Office

Township Administrator Wall discussed the proposed 2015 budget for the Administrator's Office.

Discussion held regarding outside professional expenses within the Administrator's budget.

Additional Departmental Presentations

Discussion was held regarding the scheduling of additional budget presentations.

The Township Committee was agreeable to scheduling additional presentations for the February 10, 2015 Conference Meeting.

Proposed Ordinance- No parking when road is snow covered

Commissioner D'Ambola discussed a proposed ordinance to prohibit parking on snow covered roads. Feels an ordinance is necessary to assist with plowing efforts. Informed the Township Committee that Police Chief Wozniak has expressed concern with the proposed ordinance, as some residents do not have driveways and must park vehicles on the street.

Further discussion February 23, 2015.

Township Committee Bylaws

Discussion held regarding a proposed amendment to the Township Committee bylaws with respect to potential conflicts of interest.

Commissioner Hannen requested clarification as to who would determine if a potential conflict of interest exists. Also stated that he is concerned with future Township Committees using this provision in the bylaws as a "political bludgeon" to prohibit certain commissioners from participating in discussions.

Township Attorney Dabulas explained that the language being considered was cited from law that is currently in effect.

Commissioner O'Connor feels the language is needed in the bylaws in order to provide the Township Committee with guidance when a potential conflict of interest arises.

Township Committee consensus to amend the bylaws.

Commissioner Hannen was opposed to the proposed amendment to the bylaws.

Minute approval – Closed Session Minutes of January 26,, 2015

Commissioner Hannen requested discussion of the Closed Session Minutes of January 26, 2015 in closed session before moving forward with minute approval.

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

Commissioner Hannen also discussed a request to amend the Conference meeting minutes of January 13, 2015 to indicate that he was opposed to renovations to the Mayor's restroom.

ADMINISTRATOR REPORTS

Historic Preservation Advisory Board

Township Administrator Wall discussed a project being conducted by Historic Preservation Advisory Board which involves the display of photos of historical Cranford landmarks in the hallways of the municipal building. Also discussed proposals for framing costs in connection with this project that are being obtained.

COMMISSIONER REPORTS

Commissioner O'Connor

- Informed the Township Committee that the Artisan Market began on February 7, 2015 at the Community Center and feels it was very successful.

Commissioner D'Ambola

- Informed the Township Committee that he would be attending a seminar pertaining to hazardous trees with Superintendent of Public Works Steven Wardell on February 26, 2015;
- Informed the Township Committee that Paul Ricci is scheduled to attend the February 23, 2015 Workshop Meeting to discuss the proposed tree ordinance;
- Discussed the grant application submitted to Sustainable Jersey in connection with the i-Tree Inventory project.

Deputy Mayor Adubato

- Discussed the successful season of the Cranford High School Women's Swim Team;
- Discussed the 2015 Municipal Budget and thanked Township Administrator Wall and Chief Financial Officer Patterson for their efforts.

Mayor Kalnins

- Discussed the press conference he attended concerning the Army Corps of Engineers' study of the Rahway River Watershed and additional funding that was awarded to continue with this effort;
- Provided an update regarding improvements to the PSE&G substation;
- Discussed the Cranford High School Hockey Team's advancement to the State playoffs.

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, requested information concerning the improvements to the PSE&G substation.

Mayor Kalnins explained that the improvements relate to the elevation of the substation to prevent future flooding of the facility.

Mrs. Krause discussed the i-Tree program and commended the Township for participating.

Mrs. Krause also discussed the Fire Department's presentation and expressed concern with the construction materials being used for the project at 555 South Avenue East. Feels the Township Committee needs to consider increasing the Fire Department's staffing level as a result of the various development projects being constructed within the Township. Also discussed a proposed amendment to

State code concerning construction materials and feels the Township Committee should support amendments to this legislation.

Mrs. Krause also discussed the American flag that was flown in Iraq and donated to the Township and informed the Township Committee that certification of the flag is currently being framed.

Mayor Kalnins referred to Mrs. Krause's comments regarding construction materials and explained that inspections are conducted by Construction Code Officials to ensure that all buildings under construction are in compliance with code.

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

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

Resolution No. 2015-3:

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:

Personnel

- 2015 appointments to committees, boards and commissions
- Various Departments

Legal

CDA v. Township of Cranford

- Edan Ben Elazar v Marcietta Cleaners, Inc.
- Dietz Street

Contractual

- FEMA Elevation Project
- Information Technology

Minute Review

- Review of Closed Session Minutes of January 26, 2015

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

On motion of Commissioner O'Connor seconded by Commissioner D'Ambola and passed, the Township Committee returned to open session at 12:40 AM.

Minute approval – Closed Session Minutes of January 26., 2015 (continued)

On motion of Commissioner O'Connor seconded by Commissioner D'Ambola and passed, the Closed Session Minutes of January 26, 2015 were approved by indicated vote of the Township Committee.

Recorded vote:

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

Nay: Commissioner Hannen

Abstained: None

Absent: None

On motion of Commissioner O'Connor seconded by Commissioner D'Ambola and passed, the Conference Minutes of January 13, 2015 were approved **AS AMENDED** by indicated vote of the Township Committee.

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

Commissioner Hannen and Mayor Kalnins departed the meeting at 12:40 AM due to potential conflicts of interest.

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

Resolution No. 2015-3:

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:

Personnel

- Fire Department

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

On motion of Commissioner O'Connor seconded by Commissioner D'Ambola and passed, the Township Committee returned to open session at 12:45 AM.

On motion of Commissioner O'Connor, seconded by Commissioner D'Ambola and passed, the Township Committee adjourned at 12:45 AM.

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: February 9, 2015