

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **November 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 Mary O'Connor
Commissioner Robert D'Ambola
Commissioner Patrick F. Giblin
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. Hearing no comments, Mayor Kalnins closed the public comment portion of the meeting.

Review Official Meeting Agenda

Payment of Bills

Discussion held regarding costs related to the Fire Department due to the title change from Captain to Battalion Chief.

Commissioner Hannen discussed costs related to the Swim Pool Utility that should be directed to the Recreation and Parks budget going forward.

Commissioner Giblin requested clarification of costs for brush grinding to be paid to Riversedge Contracting.

Commissioner Hannen explained that the cost pertains to the grinding of brush and debris that is dropped off at the Conservation Center.

Resolution No. 2015- 366: Rehabilitation of Sherman Field

Resolution No. 2015-366, which authorizes an award of contract for the rehabilitation of Sherman Field, was discussed. Discussion also included the proposed improvements to the field.

2015/2016 Municipal Alliance Update, William Ilaria, Municipal Alliance Chairperson

William Ilaria, Municipal Alliance Chairperson, provided an update of 2015/2016 Municipal Alliance goals. Explained that the Municipal Alliance is dedicated to efforts to reduce and prevent teen alcohol and substance abuse. Also discussed the message the Municipal Alliance is communicating to students and parents, and programs supported by the school district to help prevent underage substance abuse. Informed the Township Committee of 2016 programs and promotional events that are planned. In addition, Mr. Ilaria discussed enforcement and the Municipal Alliance budget, and informed the Township Committee of feedback received from parents, students and people from out-of-town as to the Municipal Alliance's efforts.

Mr. Ilaria also introduced Maryann Mason who is the new Municipal Alliance Program Coordinator.

Engineering update

North Avenue Station Pedestrian Improvement Project

Township Engineer O'Brien provided an update of the North Avenue Station Pedestrian Improvement Project. Discussed the progress of construction and stated that he anticipates completion of the project by the end of the month.

Discussion was held as to the delay in the delivery of new signal equipment in connection with the project.

Commissioner Giblin discussed the narrowing of the roadway on the Northwest area of North Avenue. Stated that larger vehicles are going over the curb because the roadway is too narrow.

Township Engineer O'Brien feels this would not be an issue once the project is complete and the barricades are removed. Informed the Township Committee that the Township's fire trucks were able to get through without an issue.

Commissioner Hannen stated that he has also observed larger trucks going over the curb because they are having difficulty getting through the narrower portion of the roadway. Requested that Township Engineer O'Brien have the barricades removed to determine if the barricades are the actual cause. Also discussed the project and its impact to fire calls. Explained that the new island that was installed prevents fire trucks from going around traffic when necessary.

Deputy Mayor O'Connor informed the Township Committee of the discussion she had with the Fire Chief concerning this matter, and the Fire Chief feels it will not be an issue.

Commissioner Hannen expressed concern with the impact to the response time for fire calls because he feels the Fire Department will need to change its route when exiting the Firehouse.

Orchard Brook

Township Engineer O'Brien discussed the Orchard Brook Project and a recent meeting he had with Union County concerning the project. Explained that he expects to have a proposal for the next meeting now that he has information regarding Union County's portion of the project.

High Street and Maple Place Drainage

Township Engineer O'Brien discussed drainage improvements proposed at High Street and Maple Place. Explained that he plans to include this project in the 2016 Capital Budget.

NJEIT-2016 Clean Water Project

Township Engineer O'Brien provided an update of the status of the New Jersey Environmental Infrastructure Trust Program. Informed the Township Committee that Hatch Mott MacDonald would be moving forward with revisions for submission to the New Jersey Department of Environmental Protection for review and input.

2015 Paving Program

Township Engineer O'Brien discussed the 2015 Paving Program and plans to continue with paving as weather allows.

Downtown Paver Reset

Township Engineer O'Brien discussed the Paver Reset project in Downtown Cranford and informed the Township Committee that a preconstruction meeting has been scheduled with the contractor.

De-silting the Rahway River

Township Engineer O'Brien informed the Township Committee of improvements to the driveway at the residence where access was allowed for de-silting of the Rahway River.

Staffing-Office of Planning and Zoning

Director of Planning and Zoning Robert Hudak was present.

Discussion was held regarding staffing in the office of Planning and Zoning.

Mr. Hudak recommended that the existing full-time office assistant's position and the part-time scribe's position be combined to one position, with a title change to Assistant Zoning Officer.

The Township Committee was agreeable to the recommendation to combine the positions and the title change.

Engineering update (continued)

CRS Program

Township Engineer O'Brien provided an update regarding the Community Rating System Program. Informed the Township Committee that he has a meeting scheduled with a Regional Specialist later this month.

Paving by Elizabethtown Gas Company

Township Engineer O'Brien discussed the schedule of road resurfacing to be conducted by Elizabethtown Gas Company and informed the Township Committee that this paving is expected to begin in the spring.

Twin Oaks

Township Engineer O'Brien informed the Township Committee that there has been no progress with the developer with respect to the Twin Oaks development.

Willow Street

Deputy Mayor O'Connor discussed the potential for paving and the installation of curbing at Willow Street in an effort to prevent issues with blocked driveways that is occurring on this roadway.

Township Engineer O'Brien discussed the paving and curbing plan for Willow Street which is expected to begin in the spring.

Deputy Mayor O'Connor discussed the potential extension of driveway aprons on Willow Street to assist with parking problems.

Township Engineer O'Brien discussed options to prevent the blocking of driveways, such as striping. Also feels curbing would help with this issue once it is installed.

Walnut Avenue street parking

Mayor Kalnins discussed an issue with parking on Walnut Avenue in the area of the Community Center and the potential for striping at driveway aprons.

Township Engineer O'Brien to follow up.

Brookside Place

Deputy Mayor O'Connor thanked Township Engineer O'Brien for the installation of the sidewalk at Brookside Place. Discussed striping needed to prevent parking at the corners and the need to black out the crosswalk that was removed.

Township Engineer O'Brien discussed plans to address the remaining items at Brookside Place.

Proposed amendments to Flood Hazardous Mitigation Regulations

Township Engineer O'Brien discussed the Township's current regulations with respect to its Base Flood Elevation level. Feels the Township might want to consider an increase from one (1) foot to two (2) feet to be in line with FEMA regulations and the national standard.

Commissioner Hannen believes the Township discussed increasing its Base Flood Elevation after Hurricane Irene.

Further discussion necessary.

Schedule special meeting for year-end items

Discussion held regarding a potential special meeting to address year-end items.

On motion of Commissioner D'Ambola, seconded by Deputy Mayor O'Connor and passed, a Special Meeting of the Township Committee was scheduled for December 21, 2015 at 7:00 PM in Room 108 to address year-end items.

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

Proposed 2016 Township Committee meeting schedule

Commissioner Hannen suggested the 2016 Reorganization Meeting be scheduled for the evening of January 4, 2016.

Further discussion necessary.

The Township Committee also suggested that the combined meeting proposed for October 11, 2016 be held on October 4, 2016 due to the Jewish holiday.

The Township Committee was agreeable. Combined meeting to be held on October 4, 2016, Workshop Meeting on October 24 and Official Meeting October 25, 2016.

Late Starter – Mayors Council on the Rahway River Watershed

Mayor Kalnins provided an update of the Mayors Council on the Rahway River Watershed (Council). Informed the Township Committee that Former Mayor Achenbach is requesting a commitment from the Township of Cranford as to its participation in the Council and its commitment to provide funding for lobbying services. Also informed the Township Committee that a commitment from Cranford for \$100,000 in surveying costs is also being requested.

The Township Committee was agreeable to participating in the Council and to providing funding as requested.

COMMISSIONER REPORTS

Commissioner Hannen

Commissioner Hannen discussed his request for a proclamation for St. Mark's AME Church in recognition of its upcoming anniversary.

Commissioner Giblin

Commissioner Giblin thanked the Township Committee and Township employees for welcoming him to the Township Committee.

Commissioner D'Ambola

Commissioner D'Ambola provided an update regarding the Pepperidge Tree Memorial.

Deputy Mayor O'Connor

Deputy Mayor O'Connor announced that she would be establishing office hours once per month for residents wishing to discuss issues or provide input on Township matters.

Mayor Kalnins

Mayor Kalnins discussed budget transfers.

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, discussed the fire in Edgemont and the potential for more stringent fire code regulations. Stated that the legislature has done nothing in this regard and asked if the Township could take action.

Commissioner Hannen discussed the aerial truck the Fire Department purchased which would help in the event of a large fire.

Mayor Kalnins explained that the 555 South Avenue East project exceeded current standards with respect to fire code regulations.

Mrs. Krause requested clarification as to those towns that have committed to participation in the Mayors Council on the Rahway River Watershed and commended former Mayor Daniel Aschenbach for his efforts with the Council.

Mayor Kalnins discussed the number of municipalities that participate in the Council and informed Mrs. Krause that full participation by all municipalities is expected in 2016.

Mrs. Krause discussed the North Avenue Station Improvement Project and requested clarification as to who is funding the project.

Mayor Kalnins explained that the project is being funded jointly by the Township and the State of New Jersey.

Mrs. Krause feels many residents are unhappy with the project.

Mrs. Krause requested clarification as to the plans for the Pepperidge Tree Memorial.

Commissioner D'Ambola discussed the cutting of the stump and pieces to be distributed to the Historical Society and the Community Center for display. Also discussed the kiosk proposed which would include historic dates to correspond with the rings on the tree.

Mrs. Krause discussed pieces of the tree that her husband brought to a local merchant who preserved them and feels the Township Committee should consider using this merchant.

Mrs. Krause also discussed the Airplane Noise Committee and information obtained by Shirley Gazsi in an effort to reduce airplane noise and establish a dialogue with the Federal Aviation Administration.

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

Minute approval – Closed Session Minutes of October 26 and 27, 2015

On motion of Commissioner Hannen, seconded by Commissioner D'Ambola and passed, the Closed Session Minutes of October 26 and 27, 2015 were approved by the indicated vote of the Township Committee.

Recorded vote:

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

Nay: None

Abstained: Commissioner Giblin

Absent: None

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

Resolution No. 2015-105.35:

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

- Finance Department
- Police Department
- Tax Assessor's Office
- 2016 appointments to committees, boards and commissions

Contractual

- MDTV Property

Legal

- CDA v. Township of Cranford

Minute Review

- Closed Session Minutes of October 26 and 27, 2015

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

On motion of Commissioner Hannen seconded by Deputy Mayor O'Connor and passed, the Township Committee returned to open session at 10:45 PM.

Late Starter – DMC

Deputy Mayor O'Connor provided an update regarding the proposed restructure of the DMC.

Commissioner Hannen discussed certain repair work needed in the downtown that he suggested be handled by the Department of Public Works. Also feels funding for this repair work should be included in the 2016 budget process.

Further discussion December 15, 2015.

Late Starter – Office of Emergency Management

Commissioner Hannen informed the Township Committee of new software Union County is providing for emergency management purposes. Explained that he has scheduled a demonstration of the software.

On motion of Commissioner Hannen, seconded by Deputy Mayor O'Connor and passed, the Township Committee adjourned at 11:00 PM.

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: November 9, 2015