

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **November 23, 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

Commissioner Hannen requested clarification as to the increase in Information Technology (IT) costs for the month of October.

Township Administrator Wall feels these costs pertain to the installation of the new backup server and email migration.

Mayor Kalnins discussed capital budget funds allocated toward the backup server and asked if this budget included costs for installation services.

Township Administrator Wall to follow up.

Discussion of legal bills was held.

Township Administrator Wall discussed the process for the review of legal bills by the Township Attorney.

Late Starter – Mayoral Appointment

Mayor Kalnins informed the Township Committee of the need to add the appointment of the Interim Superintendent of Schools to the Emergency Management Council as a late starter to the Official Meeting agenda.

Resolution No. 2015-379:

Township Attorney Dabulas discussed Resolution No. 2015-379, which authorizes a contract to Lifeline Technologies for IT services, and informed the Township Committee that the language in the resolution needs to be revised.

Community Development Fiscal Year 2016-2017 (Year 42) Proposals

Township Administrator Wall reviewed the projects to be included in year 42 Community Development Block Grant application for grant funds.

Discussion was held. The Township Committee was agreeable to the proposed projects as follows:

- | | | |
|----|--|-------------|
| 1. | Senior Citizen Nutrition Program | \$ 8,200.00 |
| 2. | Handicap Ramp Replacement Program | \$97,500.00 |
| 3. | Senior Citizen Social Services Program | \$52,330.50 |
| 4. | Senior Citizen Handyman Program | \$21,650.00 |

Mayor Kalnins opened the public hearing and asked if there were any questions or comments.

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

Resolution authorizing execution and submission of CDBG Year 42 applications to be adopted November 24, 2015.

Engineering update

North Avenue Station Pedestrian Improvement Project

Township Engineer O'Brien discussed the status of the North Avenue Station Pedestrian Improvement Project and informed the Township Committee that striping was completed, punch list items would be completed by Thanksgiving, and the traffic signal would be installed in approximately two weeks.

Mayor Kalnins expressed concern with the color of the LED lighting for the traffic signal and asked Township Engineer O'Brien to follow up.

Commissioner Hannen stated that a Philips Lighting representative lives in Cranford and is aware of the situation, and that he would provide Township Engineer O'Brien with her contact information.

Orchard Brook

Township Engineer O'Brien discussed the Orchard Brook Project and informed the Township Committee that a scope of work would be provided for the Township Committee's review and approval for the next meeting.

De-silting the Rahway River

Township Engineer O'Brien discussed potential areas for de-silting of the Rahway River in 2016 and potential funding for the project through previous grant awards.

Mayor Kalnins discussed new Department of Environmental Protection (DEP) regulations and the impact to de-silting projects.

DOT Grant-Municipal Aid

Township Engineer O'Brien discussed funding awarded through the DOT Municipal Aid Grant Program for the Lincoln Avenue East (Section 4) Improvement Project. Informed the Township Committee that the design is complete, and the project would be bid in the winter with construction scheduled to begin in the spring.

NJEIT-2016 Clean Water Project

Township Engineer O'Brien informed the Township Committee that he would be participating in a conference call on November 24, 2015 to discuss scheduling for the NJEIT 2016 Clean Water Project. Stated that he expects the project to be bid late winter/early spring. Also discussed the need for the Township Committee to adopt a bond ordinance for the project if it decides to move forward with the project.

2015 Paving Program

Township Engineer O'Brien discussed the status of the 2015 Paving Project and the roadways currently being paved. Explained that the contractor would move forward with sanitary sewer upgrades and the installation of Belgium block curbing during the winter months when paving cannot be done.

Downtown Paver Reset

Township Engineer O'Brien discussed the status of paver repairs in Downtown Cranford.

Community Rating System

Township Engineer O'Brien stated that he would be meeting with the Regional Specialist on November 25, 2015 to review the Township's information. Feels once this review is complete, the Township would be informed of its level in the CRS Program.

Elizabethtown Gas

Township Engineer O'Brien discussed roadways to be paved by Elizabethtown Gas. Also stated that he would follow up with Elizabethtown Gas as to the utility's responsibility for paver repairs.

Commissioner Giblin discussed issues with high speed roadways in Cranford, most of which are county roads, and asked if the Township has considered traffic calming measures in these areas, similar to those installed in Westfield.

Township Engineer O'Brien discussed different traffic calming measures and the process for installing them on county roadways.

Mayor Kalnins discussed the Township's efforts to address high speed roadways, such as the reduction in the speed limit to 25 miles per hour (mph) on Walnut Avenue. Feels additional enforcement might be necessary.

Discussion held.

Township Engineer O'Brien to follow up.

Crosswalk at Cranford Hotel

Township Engineer O'Brien provided an update of improvements to the crosswalk at the Cranford Hotel.

Presentation re: budget transfer for turnout gear, Fire Lieutenant Matthew Lubin

Fire Lieutenant Lubin discussed the Fire Department's inventory with respect to turnout gear and explained that this gear has an age span of ten (10) years. Explained that the department's turnout gear would need to be replaced in 2017 to meet PEOSHA standards. Requested that any surplus funds through 2015 budget transfers be allocated to the purchase of turnout gear. Also discussed the Fire Department's proposal to replace its turnout gear over a three (3) year period at \$50,000 per year, rather than a full replacement in one (one) year at a cost of \$150,000.

Discussion held.

Commissioner Hannen discussed the resolution for budget transfers and requested clarification as to whether the proposed transfer relates to the issue of turnout gear.

Township Administrator Wall explained that the budget transfer pertains to a shortfall in the Fire Department's training costs because a portion of this budget was used to purchase turnout gear for new firefighters.

Commissioner Hannen requested clarification of the Fire Department's training policy. Feels money could be saved if employees scheduled to retire within the next year did not attend training courses.

Discussion was held as to funding for turnout gear and whether the cost should be funded through the capital or operating budget.

The Township Committee was agreeable to allocating surplus funds from 2015 budget to the Fire Department for turnout gear.

Budget transfer resolution to be adopted December 15, 2015.

Fire Lieutenant Lubin discussed the Spatial Data Logic system and the module to be used by the Fire Department which would allow for the processing of Certificates of Occupancy, fire inspections and the issuance of other Fire Department permits and certificates. Also feels use of this module would improve the communications process with the Construction Code and Planning and Zoning Offices.

Municipal impervious surface reduction

Deputy Mayor O'Connor discussed the Township's commitment to reduce its impervious surface and informed the Township Committee that the Environmental Commission has requested that the parking lot across from Roosevelt Park be considered as a potential area for the reduction of impervious surface. Also informed the Township Committee that Township Engineer O'Brien is following up with Department of Public Works Superintendent Steven Wardell concerning this matter.

Further discussion December 14, 2015 Workshop Meeting.

Schedule 2016 Reorganization Meeting

Discussion was held concerning the scheduling of the 2016 Reorganization Meeting.

Township Committee consensus to hold the Reorganization meeting on January 4, 2016 at 7:00 PM.

Update re: League of Municipalities Conference

Discussion was held as to the League of Municipalities conference and sessions attended by Township Committee members and employees, which included topics such as pipelines, electronic bidding, downtowns and vacant properties.

Pipelines

Discussion was held regarding the potential adoption of an ordinance to regulate the installation of pipelines in Cranford.

Township Attorney Dabulas to follow up. Introduction of an ordinance tentatively scheduled for November 25, 2015.

Abandoned Properties

Deputy Mayor O'Connor discussed options available to the Township with respect to abandoned properties, such as the use of eminent domain. Suggested the Township Committee review its property maintenance ordinance and revise where necessary. Feels these abandoned properties pose a health and safety issue, which provides the Township with the justification needed to move forward with eminent domain.

Various

Mayor Kalnins discussed conversations he had with different vendors regarding scanning systems.

Township Administrator Wall discussed other sessions offered at the conference, which included topics on liquor licenses, and affordable housing.

Township Clerk Rowley discussed a session which covered proposed changes to the Open Public Meetings Act.

Minute approval – Closed Session Minutes of November 9 and 10, 2015

On motion of Deputy Mayor O'Connor, seconded by Commissioner D'Ambola and passed, the Closed Session Minutes of November 9 and 10, 2015 were approved by indicated vote of the Township Committee.

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

ADMINISTRATOR REPORTS**Township Administrator Wall**

Township Administrator Wall discussed recent staff meetings that were held which addressed issues regarding archives, OPRA, and insurance available to employees. The reinstatement of the Township's radio station was also discussed.

COMMISSIONER REPORTS**Commissioner Hannen****Emergency Management**

Commissioner Hannen discussed the Emergency Management drill that was held today and informed the Township Committee that he received positive feedback from outside agencies.

Commissioner D'Ambola**Emergency Management**

Commissioner D'Ambola also discussed the Emergency Management drill and stated that he feels it was very worthwhile.

Tree Advisory Board

Commissioner D'Ambola informed the Township Committee that the Tree Advisory Board (Board) discussed the proposed Tree ordinance and the suggestion to hire a forester. The Board agreed that a forester is necessary. Commissioner D'Ambola suggested the Township review the potential for a shared services arrangement with Westfield if possible.

Library Board

Commissioner D'Ambola discussed a recent Library Board meeting he attended and informed the Township Committee of the topics that were covered.

Police Department

Commissioner D'Ambola discussed a meeting he had with Detective Nazzaro and plans to schedule an active shooter training session.

Mayor Kalnins

Mayor Kalnins discussed the need for the Township Committee to adopt a resolution authorizing a cost sharing agreement in connection with the Mayors Council on the Rahway River Watershed.

Informed the Township Committee that a resolution would be added to the November 24, 2015 Official Meeting agenda.

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

Resolution No. 2015-105.37:

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

- Salary increases-various departments
- 2016 appointments to committees, boards and commissions

Contractual

- MDTV Property

Legal

- CDA v. Township of Cranford

Minute Review

- Closed Session Minutes of November 9 and 10, 2015

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

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

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

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: November 23, 2015