

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **January 11, 2016** 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 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.

Barbara Krause, 20 Pittsfield Street, discussed town homes being considered for construction in the Borough of Garwood on the Cranford border. Also discussed the property being considered for development and her concerns with the proposed project and the potential impact to Cranford.

Township Engineer O'Brien to follow up with the Borough Engineer in Garwood to determine if there are any storm water management issues the project might create for Cranford.

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

### **Review Official Meeting Agenda**

#### **Ordinance No. 2016-02**

Discussion was held regarding the amendment to the salary ordinance for non-union personnel. Mayor Kalnins explained that the only change at this point pertains to the Fire Chief's salary. Discussion to be held later this evening as to other salary ranges that might require amendments.

#### **Resolution No. 2016-100:**

Discussion was held regarding the shared services agreement with the City of Linden for use of the Linden Firearms Range.

#### **Resolution No. 2016-101:**

Discussion was held regarding the final payment to Paley Construction in connection with renovations to the upper level of the Municipal Building.

Township Engineer O'Brien provided an update of the work that has been completed.

All items approved for action.

### **Selection of candidate to temporarily fill vacancy on the Township Committee**

Mayor Kalnins discussed the resignation of Commissioner D'Ambola from the Township Committee. Also discussed three (3) individuals nominated by the Cranford Republican Municipal Committee to fill the vacancy.

Deputy Mayor O'Connor nominated John Mallon to fill the vacancy.

Mayor Kalnins agreed with Deputy Mayor O'Connor's nomination of John Mallon to fill the vacancy.

Commissioner Giblin feels additional time is needed to make a decision concerning this matter. Stated that he would like to contact the three (3) candidates to discuss their qualifications.

Commissioner Hannen stated that he agrees with Commissioner Giblin and would also like the opportunity to contact the individuals nominated to fill the vacancy.

The Township Committee was agreeable. Further discussion to be held during the Conference Meeting of January 12, 2016.

Commissioner Hannen also requested clarification as to the need to fill the vacancy by election.

Township Clerk Tara Rowley explained that an election to fill the vacancy would have been required if the resignation had occurred prior to September 1, 2015. Stated that she would confirm this and provide a copy of the statute to Commissioner Hannen.

Mayor Kalnins informed the Township Committee that he would be traveling to Washington DC on January 26, 2016 with Deputy Mayor O'Connor and Commissioner Hannen for a meeting concerning funding in connection with Rahway River Flood Risk Reduction Study being undertaken by the U.S. Army Corps of Engineers. Suggested that the January 26, 2016 Official Meeting be rescheduled to 8:30 PM and the Conference Meeting be canceled.

The Township Committee was agreeable. Township Clerk Tara Rowley to notice the newspapers of the change.

### **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 the project is complete.

#### **Municipal Aid Grant**

Township Engineer O'Brien discussed the Township's application to the NJ Department of Transportation in connection with the Municipal Aid Grant Program for funding for improvements for the next phase of Lincoln Avenue East. Informed the Township Committee that the bid process is expected to begin in January with construction to commence in the spring. Also explained that coordination with the water company is needed with respect to water main replacements.

#### **Stormwater Management Plan Phase 2B**

Township Engineer O'Brien discussed the next phase of the Northeast Quadrant Storm Water Management Project and informed the Township Committee that Hatch Mott MacDonald is submitting revisions to the Department of Environmental Protection. The next step for the Township Committee is to adopt a bond ordinance to fund the project.

#### **2015 Paving Project**

Township Engineer O'Brien discussed curbing and drainage improvements to occur in connection with the 2015 Paving Project. Explained that paving could not continue due to the cold weather and would resume when the weather becomes warmer.

#### **Community Rating System**

Township Engineer O'Brien discussed the status of the Township's participation in the Community Rating System. Explained that the project is ongoing and discussed public outreach that is planned. Discussed deadlines for the submission of documentation to the ISO/CRS Regional Specialist.

#### **Elizabethtown Gas**

Township Engineer O'Brien provided an update of roadways to be paved by Elizabethtown Gas.

#### **De-Silting of the Rahway River**

Township Engineer O'Brien discussed areas along the river that he has recommended for de-silting. Informed the Township Committee that a proposal for survey design would be available for the next Township Committee meeting.

#### **Twin Oaks**

Township Engineer O'Brien discussed the Twin Oaks development project and informed the Township Committee of the items to be addressed by the developer.

Deputy Mayor O'Connor feels the Township needs to be more aggressive in ensuring that this is addressed because these items have been outstanding for a significant amount of time.

#### **Rehabilitation Plan-North Avenue from Centennial Avenue to Alden Street**

Discussion of a proposed Rehabilitation Plan on North Avenue to be held in closed session due to a related contractual matter.

#### **2016 Road Resurfacing**

Township Engineer O'Brien provided an update of roadway improvements planned for 2016.

#### **Late Starter – Union County College Special Meeting**

Township Administrator Wall discussed Union County College's Special Meeting that was held with respect to a building expansion and requested that Township Engineer O'Brien follow up on this matter.

### **Request for additional per diem EMS shift, Fire Chief Czeh**

Township Attorney Dabulas informed the Township Committee that Commissioner Hannen would not be participating in the discussion related to the Fire Department's request for an additional per diem EMS shift. Township Attorney Dabulas also stated that Commissioner Hannen does not agree with this opinion, which is being noted for the record.

Fire Chief Czeh discussed a request for an additional per diem shift during weekdays due to an increase in EMS calls.

Lieutenant Lubin referred to a report prepared in July and explained that the data in this report substantiates the need for an additional per diem shift.

Discussion held regarding increased enforcement of billing for out-of-town EMS calls.

Discussion held regarding a request by Winfield Park and Kenilworth for the provision of EMS.

Discussion held regarding the stipend paid to firefighters in connection with the transporting of EMS calls.

Mayor Kalnins feels the request for an additional EMS shift should be addressed during the budget process.

The Township Committee was agreeable. Further discussion to be held during budget discussions.

### **Update re: Memorial Field concession stand**

Commissioner Hannen informed the Township Committee that there is a meeting scheduled on Wednesday, January 13, 2016 between the PAL, the Cranford Booster Club, and the contractor to finalize the details in connection with the construction of a concession stand at Memorial Field. Also discussed the sewer line portion of the project which is not necessary, and the option to reallocate those funds. Discussed the potential use for those funds and feels additional discussion should be held in closed session due to related contractual matters.

Deputy Mayor O'Connor suggested that a representative from the Health Department attend the meeting on January 13 as well.

### **Union County deer hunt**

Mayor Kalnins discussed the Union County Deer Management Program. Explained that he has received many calls of concern with the hunt scheduled in Nomahegan Park and requested input from the Township Committee.

Commissioner Giblin informed the Township Committee that he discussed this matter with a representative from Union County, who explained the program and safety precautions that are put into place.

Mayor Kalnins feels the Township Committee should consider a resolution requesting Union County discontinue the hunt at Nomahegan Park due to the proximity to residential areas and playgrounds.

Discussion held regarding the need for signage to notify the public when hunting is in session.

Township Attorney Dabulas to draft a resolution requesting that Union County discontinue the deer hunt at Nomahegan Park. If Union County is not agreeable to the request, the resolution should also request that signs be posted informing citizens of the hunt, and that the parking lot in Nomahegan Park be closed during the time that hunting is occurring.

Resolution scheduled for adoption January 12, 2016.

### **Salary step program**

Mayor Kalnins discussed the salary step ordinance for non-union personnel and the reason for the establishment of the ordinance. Explained that several employees have reached the maximum step and many are close to the maximum step. Feels certain questions need to be addressed, such as whether step advancements/increases should be authorized on the same date annually or on anniversary dates. Also feels the Township Committee needs to determine how to address those at the top step as to future increases.

Discussion held.

Commissioners Hannen suggested a bi-annual evaluation process with the effective date of increase dependent upon satisfactory job performance.

Mayor Kalnins recommended an annual increase in July after the budget is adopted.

Chief Financial Officer Patterson discussed increase programs and the best timeframe for effectuating increases from a financial standpoint.

Further discussion to be held at a later date.

Discussion held as to potential increases for those who have reached the maximum step.

Mayor Kalnins feels some sort of increase, such as a cost of living adjustment, should be considered.

Further discussion necessary.

## **2016 Municipal Budget**

### **Township Administrator**

Township Administrator Wall provided an update of the 2016 Municipal Budget. Also provided an overview of the requested 2016 Budget for the Township Administrator's Office.

Commissioner Hannen feels a portion of the DMC Director's salary budgeted within the Administration budget should be moved back to the DMC account.

### **Township Clerk**

Township Clerk Tara Rowley presented budget requests for the Township Clerk's Office for 2016.

## **ADMINISTRATOR REPORTS**

### **Township Administrator Wall**

- Provided an update concerning the status of employee performance evaluations.

## **COMMISSIONER REPORTS**

### **Commissioner Hannen**

#### **Pool Renovations**

Commissioner Hannen discussed upcoming renovations to the pool and a recommendation to raise fees \$5.00 per membership to help defray the cost. Seeking direction from the Township Committee concerning the increase in order to include the change in the upcoming publication of the Township's newsletter.

The Township Committee was agreeable to the recommendation. Senior citizen membership fees to remain unchanged.

Ordinance to be introduced January 26, 2016.

### **Commissioner Giblin**

#### **2016 Budget**

Commissioner Giblin discussed the 2016 Municipal Budgets and the status of meetings with department managers to review budget requests.

### **Commissioner O'Connor**

#### **DMC Meeting**

Commissioner O'Connor informed the Township Committee that the DMC Board would hold its first meeting on January 19, 2016.

## **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 clarification as to the date of the next Workshop meeting. Also requested clarification as to the area of the river scheduled for de-silting. Feels the area near Hampton Park should be considered.

Township Administrator Wall to follow up with Township Engineer O'Brien as to Mrs. Krause's request concerning river de-silting.

Mayor Kalnins discussed the upcoming schedule for Township Committee Workshop, Conference and Official Meetings.

Mrs. Krause discussed the increase in EMS calls and the fact that Fire Chief Czeh contributes the increase to the aging population and an increase in multi-unit homes in Cranford.

Mrs. Krause also discussed the Union County Deer Management Program and stated that the population of deer in Nomahegan Park is greater than the population in Watchung Reservation because of landscaping in the area of Nomahegan Park and other factors.

Mrs. Krause also discussed the 2016 Municipal Budget and requested clarification as to the department in which a budget for a Certified Tree Expert would be included.

Mayor Kalnins explained that it has not been decided but if the Township Committee agrees to fund the position, it would be included in either the Department of Public Works or the Recreation and Parks Department's budget.

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

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

**Resolution No. 2016-98:**

**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

**Contractual**

- Engineering services
- Risk Management Consultant services

**Legal**

- CDA v. Township of Cranford
- Riverfront Developers v. Planning Board
- Livery license application

**Minute Review**

- Closed Session Minutes of December 14, 15 and 21, 2015

**Recorded vote:**

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

Nay: None

Abstained: None

Absent: None

On motion of Deputy Mayor O'Connor seconded by Commissioner Giblin and passed, the Township Committee returned to open session at 11:02 PM.

**Minute approval – Closed Session Minutes of December 14, 15 and 21, 2015**

On motion of Deputy Mayor O'Connor, seconded by Commissioner Hannen and passed, the Closed Session Minutes of December 14, 15 and 21, 2015 were approved by indicated vote of the Township Committee.

**Recorded vote:**

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

Nay: None

Abstained: None

Absent: None

On motion of Deputy Mayor O'Connor, seconded by Commissioner Giblin and passed, the Township Committee adjourned at 11:02 PM.

Respectfully submitted,

Tara Rowley, RMC  
Municipal Clerk

Dated: January 11, 2016