

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **January 25, 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. Hearing no comments, Mayor Kalnins closed the public comment portion of the meeting.

OFFICIAL ACTION

RESOLUTIONS – By Roll Call Vote

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

Resolution No. 2016--108:

BE IT RESOLVED by the Township Committee of the Township of Cranford that the resignation of John Mallon as a member of the Zoning Board of Adjustment be and hereby is accepted, with regrets, effective immediately.

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 Hannen and passed, the following resolution was adopted by **roll call vote**:

Resolution No. 2016--109:

WHEREAS, Robert D'Ambola resigned from his position as Commissioner of the Cranford Township Committee effective January 5, 2016; and

WHEREAS, pursuant to the Municipal Vacancy Law (N.J.S.A. 40A:16-3), if the vacancy occurs any time subsequent to September 1 of the next-to-the last year and up to the expiration of the term of the officer whose office has become vacant, the office may be filled for its unexpired term by appointment by the governing body; and

WHEREAS, pursuant to N.J.S.A. 40A:16-11, within fifteen (15) days after the occurrence of a vacancy, the municipal committee of the political party shall present to the governing body the names of three (3) nominees for the selection of a successor to fill the vacancy; and

WHEREAS, within thirty (30) days after the occurrence of a vacancy, the Governing Body shall appoint one (1) of the nominees as a successor to fill the vacancy; and

WHEREAS, on January 11, 2016, the Cranford Republican Municipal Committee submitted a list of nominees to the Municipal Clerk as required by the Municipal Vacancy Law.

NOW, THEREFORE BE IT RESOLVED that the Township Committee of the Township of Cranford be and hereby authorizes the appointment of John V. Mallon as a member of the Township Committee to fill an unexpired term ending December 31, 2016.

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

Review Official Meeting Agenda

Payment of Bills

Commissioner Giblin requested clarification of an invoice related to the Department of Public Works.

Commissioner Hannen stated that he believes it relates to storm water management procedures.

Township Administrator Wall to follow up.

Commissioner Hannen requested clarification of bills charged to the revenue account for the Interlocal Services Agreement between Cranford and Winfield Park for 911 services. Feels this account should be used to charge back salary and wages for Communications Officers.

Chief Financial Officer Patterson stated that she agrees with Commissioner Hannen but would need to follow up with the Police Department as to their rationale for charging to this account.

Commissioner Hannen feels the Township Committee should make a policy decision as to the accounting for these charges. Stated that he is not comfortable approving these bills against this line item.

Further discussion needed.

Commissioner Hannen requested clarification of payment to Spatial Data Logic (SDL) submitted by the Fire Department.

Township Administrator Wall discussed the Township's purchase of the SDL software package which consisted of several "seats" for different departments, including the Fire Department. Explained that use of this system would eventually be expanded to include the Health Department, Department of Public Works and the Office of Administration.

Commissioner Hannen feels the cost should be charged against the Uniform Fire Code revenue account rather than the outside professional services account.

Chief Financial Officer Patterson to follow up with the Fire Department.

Commissioner Hannen requested clarification of the Fire Department's purchase of baseball caps and knit hats.

Township Administrator Wall to follow up with the Fire Department.

Commissioner Hannen discussed the purchase of office supplies from WB Mason and asked if WB Mason provides a discount to the Township.

Township Administrator Wall believes the purchases are made under state contract.

Commissioner Hannen informed the Township Committee that WB Mason provides a discount to the Gateway Chamber of Commerce. Feels the Township might qualify for a discount and suggested that this be explored.

Township Administrator stated that he would follow up with the Township's Qualified Purchasing Agent, Jennifer Burns.

Commissioner Giblin discussed the cancellation of recycling pickup due to the recent storm. Requested clarification as to whether the Township is still required to pay the hauler. Also requested clarification as to whether pick up was cancelled by the hauler or the Township.

Township Attorney Dabulas discussed the Township's agreement with the hauler and explained that the cost is charged by weight or volume, not pick up, so she does not believe the Township would be charged for the canceled pick up.

Township Administrator Wall explained that that the pickup was canceled because there is limited space to put cans at the curb and for trucks to get through due to the amount of snow on roadways.

Commissioner Hannen requested follow up as to the agency responsible for payment of electrical costs for lighting at Memorial Field.

Chief Financial Officer Patterson to follow up.

Commissioner Giblin discussed costs related to the removal of Old Peppy/protestors and requested clarification. Also questioned the delay in the payment of this bill.

Township Administrator Wall to follow up.

Commissioner Hannen discussed the need to fill the vacancy on the Zoning Board resulting from Commissioner Mallon's resignation and asked if consideration was given to moving an alternate member to the vacant seat.

Further discussion to be held in closed session.

Engineering update

Orchard Brook

Township Engineer O'Brien discussed the status of the Orchard Brook Project and explained that surveying of properties is occurring but the recent storm has delayed the process.

NJDOT Municipal Aid Grant Application

Township Engineer O'Brien discussed projects to be included in 2016 NJDOT Municipal Aid Grant application. Also discussed the potential for reallocating remaining funds from the Community Development Block Grant-Disaster Recovery Program to the Municipal Aid Grant Program.

New Jersey Environmental Infrastructure Trust

Township Engineer O'Brien discussed the status of the NJDEP/NJEIT Clean water and Drinking Water Program and informed the Township Committee that there is a meeting scheduled next week with Hatch Mott MacDonald to discuss the status of the Township's application .

2015 Paving Project

Township Engineer O'Brien discussed the status of the 2015 Paving Program. Explained that storm and sanitary sewer pipe work is occurring at this time, since paving cannot be done due to weather conditions.

Community Rating System (CRS)

Township Engineer O'Brien informed the Township Committee that he received correspondence from the Regional Specialist in connection with the CRS Program and would be providing documentation that was requested. Also discussed information to be posted on the Township's website with respect to this program.

Elizabethtown Gas

Township Engineer O'Brien discussed utility work to be done by the gas company and paving that would be required once the utility work is complete.

De-Silting of the Rahway River

Township Engineer O'Brien provided an update as to the de-silting of the Rahway River and informed the Township Committee that a proposal would be provided for Township Committee review at its next meeting.

Swim Pool Utility

Township Engineer O'Brien discussed a proposal for the replacement of pool filters that would be provided to the Township Committee for review at its next meeting.

Twin Oaks

Township Engineer O'Brien discussed the status of outstanding items related to the Twin Oaks development.

2016 Road Resurfacing

Township Engineer O'Brien informed the Township Committee that he has prepared a budget request in connection with the 2016 Paving Program and discussed the areas proposed for improvement.

Commissioner Hannen asked if the utility company would be increasing the amount of square footage it normally paves.

Township Engineer O'Brien explained that no additional square footage would be paved by Elizabethtown Gas, but the process is better from a planning perspective, and new asphalt is being put down instead of patching.

Commissioner Hannen requested clarification of paving that is needed on North Avenue.

Township Engineer O'Brien discussed patchwork that was done for the winter months and explained that infrared repairs would be done in the spring.

Township Engineer O'Brien also discussed coordination with Elizabethtown Gas with respect to emergency work.

Discussion was held as to the status of paving on Crescent Place.

Commissioner Hannen asked if the pavers that were removed on North Avenue in connection with the North Avenue Station Pedestrian Improvement Project were moved from the site.

Township Engineer O'Brien to follow up.

Township Engineer O'Brien informed the Township Committee that he received information concerning the Union County Infrastructure Grant Program for 2016. Explained that only "shovel ready" projects qualify for funding through this program.

Sustainable Jersey Small Grants Program

Township Administrator Wall discussed grant funding available through the Sustainable Jersey Small Grants Program for tree inventory. Explained that a resolution would be required if the Township Committee is agreeable to submitting an application.

The Township Committee was agreeable. Resolution authorizing submission of a grant application to be adopted January 26, 2016.

2016 Municipal Budget

Tax Assessor

Tax Assessor Peter Barnett presented 2016 budget requests for the Tax Assessor's Office.

Discussion held.

Township Administrator Wall requested that Tax Assessor Barnett discuss the last time the Township conducted a revaluation and the pros and cons of conducting a revaluation.

Township Assessor Barnett informed the Township Committee that there has not been a revaluation in Cranford in thirty (30) years. Explained that while Union County and the State of New Jersey have not ordered any revaluations, feels the Township Committee should consider a revaluation because tax payers are assessed more accurately. Also explained that conducting a revaluation is costly, but feels it would be worthwhile.

Discussion was held as to whether the average taxpayer would see an increase after a revaluation.

Tax Assessor Barnett feels taxpayers would see an increase but the burden would be more equitably shared.

TV35

TV35 Director Edward Davenport discussed the proposed 2016 budget for TV35. Also discussed plans to upgrade the equipment in Council Chambers, which would be a capital budget request.

Commissioner Hannen discussed the new radio antenna and related costs.

Discussion held.

Township Administrator Wall commended TV35 Director Davenport for his service to the Township.

Fire Department

Fire Chief Czeh presented the Fire Department's budget proposals for 2016.

Captain Andy Stratton discussed the Fire Department's proposed professional development budget for 2016. Discussed the need for increased funding for training because of the number of probationary firefighters. Also discussed training programs required by the State and possible cost sharing opportunities for training with other municipalities. In addition, discussed the training programs he feels are most necessary.

Deputy Mayor O'Connor asked if these training costs would be a one-time increase or a recurring cost.

Capital Stratton feels it would be recurring for next few years. Feels the budget should have been increased several years ago.

Discussion held regarding the budget for turnout gear.

Fire Chief Czeh explained that turnout gear is not included in the operating budget, as it is a capital expense.

Discussion held regarding the budget for Emergency Medical Services (EMS).

Lieutenant Lubin presented the EMS budget and the proposal for an additional per diem shift due to an increase in EMS calls.

Discussion held.

Chief Financial Officer Patterson discussed revenue for EMS for 2015.

Mayor Kalnins discussed the budget for Uniform Fire Code services.

Fire Chief Czeh discussed items included in the Uniform Fire Code account.

Commissioner Hannen discussed items previously charged to this account. Also discussed costs related to Spatial Data Logic and feels they should be charged to the Uniform Fire Code account rather than the professional development account.

Discussion held.

Mayor Kalnins explained that Spatial Data Logic costs were charged to the outside professional expense account for 2015 because there were insufficient funds in the Uniform Fire Code account.

Lieutenant Lubin discussed budget requests for Spatial Data Logic for 2016. Discussed those that are one-time costs and those that would be recurring. Also explained that these costs would be charged to the Uniform Fire Code account going forward. Discussed the use of Spatial Data Logic by the Fire Department and Office of Fire Prevention.

Commissioner Hannen asked when delivery of the new aerial truck is expected and the amount of 2015 maintenance and repair costs that were related to the current aerial truck.

Captain Stratton estimated maintenance costs for the current aerial truck to be approximately \$20,000 in 2015.

Commissioner Hannen discussed the cost for maintenance and repairs and feels a portion of this budget could now be allocated towards training.

Fire Chief Czeh explained that he would not recommend reallocating funds from this budget to training because there is other equipment within the department requiring maintenance and repair.

Commissioner Hannen requested clarification of the training process that occurred in 2015.

Fire Chief Czeh discussed the process and efforts to conduct as much in-house training as possible to reduce costs.

Captain Stratton discussed the new training process implemented in 2015 for each new firefighter.

Discussion held.

Discussion held regarding projected overtime for 2016.

Lieutenant Lubin provided a breakdown of overtime costs. Explained that overtime coverage for EMS and sick time are the largest components of the overtime budget.

Commissioner Hannen discussed the potential for providing EMS to other municipalities. Suggested the Fire Department obtain call volume data to determine if providing EMS to another municipality would be viable.

Commissioner Hannen discussed options to reduce overtime to allow for additional training costs.

Commissioner Giblin discussed anticipated increases in the salary and wages portion of the Fire Department's budget since many firefighters are new.

Fire Chief Czeh discussed meetings he had with the Chief Financial Officer to identify ways to fund salary increases in future years.

Township Administrator Wall discussed a meeting that is scheduled with Union County to discuss a potential cost offset for mutual aid services provided by Cranford and other paid Fire Departments.

Commissioner Hannen requested clarification as to the new policy which involves the Fire Department and the First Aid Squad.

Discussion to be held in closed session.

Minute approval – Closed Session Minutes of January 11 and 12, 2016

On motion of Deputy Mayor O'Connor, seconded by Mayor Kalnins and passed, the Closed Session Minutes of January 11 and 12, 2016 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: Commissioner Mallon

Absent: None

ADMINISTRATOR REPORTS**Township Administrator Wall**

- Discussed his recommendation for a joint meeting with the Downtown District Management Corporation;
- Discussed a joint meeting with the Board of Education as per the Best Practices checklist;
- Discussed grant opportunities through the Statewide Insurance Fund;
- Discussed a meeting scheduled with Union County to identify potential shared services opportunities.

COMMISSIONER REPORTS**Commissioner Hannen****Municipal Court Services**

Discussed an opportunity to share Municipal Court services with Winfield Park. Discussed the number of court cases handled by Winfield Park and feels it would be an additional way to increase Cranford's revenue. Suggested the Township Committee consider this request when discussing the Municipal Court's proposed budget.

Discussion held regarding the number of cases presently handled by Cranford.

Further discussion necessary.

Memorial Field Concession Stand

Commissioner Hannen provided an update regarding the construction of a concession stand at Memorial Field. Informed the Township Committee that the PAL provided \$5,000 for architectural services and the Township Committee must decide if reimbursement to the PAL through the Union County Kids Recreation Trust Fund should be considered.

Commissioner Mallon**Appointment to Township Committee**

Commissioner Mallon thanked the Township Committee for his appointment to the Township Committee.

Mayor Kalnins**Snow removal**

Mayor Kalnins commended the Department of Public Works for their snow removal efforts during the blizzard.

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, referred to her comments from a previous meeting regarding a Garwood property being considered for development. Expressed concern with the potential impact to Cranford in terms of flooding.

Township Engineer O'Brien stated that he followed up with the Engineer of Garwood but was unable to obtain information. Informed the Township Committee that he would continue to follow up on this matter.

David Solomon, Alternate No. 1 member of the Zoning Board of Adjustment, requested that the Township Committee consider him for appointment to the permanent position that is available on the Zoning Board of Adjustment due to John Mallon's resignation from the board.

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. 2016-98.2:

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

- Police Department
- Zoning Board of Adjustment
- Health Department

Contractual

- Engineering services
- Municipal court services
- Retiree health benefits

Legal

- CDA v. Township of Cranford
- Riverfront Developers v. Planning Board

Minute Review

- Closed Session Minutes of January 11 and 12, 2016

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

On motion of Deputy Mayor O'Connor seconded by Commissioner Hannen and passed, the Township Committee returned to open session at 11:41 PM.

On motion of Deputy Mayor O'Connor, seconded by Commissioner Hannen and passed, the Township Committee adjourned at 11:41 PM.

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: January 25, 2016