

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **February 8, 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 John Mallon
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.

Mayor Kalnins stated that Township Administrator Wall would not be in attendance this evening due to illness.

Review Official Meeting Agenda

Payment of Bills

Commissioner Hannen discussed the payment of a bill involving the reimbursement of health benefits premium to a retiree and requested clarification as to the process for voting separately for this bill payment.

Township Attorney Dabulas stated that she would follow up as to the process for a separate vote.

Further discussion to be held in closed session.

Commissioner Giblin requested clarification of payments to Verizon.

Mayor Kalnins to ask Township Administrator Wall to follow up as to Commissioner Giblin's question.

Environmental Commission – 2016 Goals, Nelson Dittmar, Environmental Commission Chairperson

Mr. Dittmar provided an overview of the Environmental Commission's goals for 2016. Feels flooding is the biggest environmental issue in Cranford and discussed potential projects to help address this issue. Also discussed the process for Sustainable Jersey recertification, Earth Day events, the Green Business Program, LEED Standards, a recommendation for the purchase of more fuel efficient Township vehicles, and the My Green Cranford website.

Commissioner Hannen discussed Sustainable Jersey recertification and requested clarification of Resolution 2016-133 which authorizes the adoption of a Land Use Pledge as required by the Sustainable Jersey Program. Expressed concern with the section in the resolution as respects parking regulations and feels the regulations proposed might be too restrictive.

Mr. Dittmar was agreeable to amending this section to provide for less restrictive parking regulations.

Deputy Mayor O'Connor discussed the impact the Land Use Pledge might have to the Master Plan and the need to ensure that the items proposed in the Land Use Pledge comport to the Master Plan.

Commissioner Hannen discussed the loss of parking spaces in the downtown as a result PSE&G's substation upgrade and the North Avenue Station Pedestrian Improvement Project. Feels it might be necessary to amend the Master Plan to comport with these changes.

Engineering update

NJDEP/NJEIT-Fiscal Year 2016 Clean Water and Drinking Water (Environmental Infrastructure)

Township Engineer O'Brien discussed Phase 2B of the Northeast Quadrant Storm Water Management Project and the application for funding for this project through the NJDEP/NJEIT-Fiscal Year 2016 Clean Water and Drinking Water (Environmental Infrastructure) Program. Informed the Township Committee that the permit application was submitted to the Department of Environmental Protection and stated that funding options need to be determined by the Township next. Explained that once a funding mechanism is determined, the project would be advertised for bids.

Resolution authorizing advertisements for bids

Township Engineer O'Brien discussed upcoming engineering projects and the need to adopt a resolution to authorize the advertisement for bids.

Mayor Kalnins feels this resolution should not be adopted until the capital budget is approved.

Community Rating System (CRS) Program

Township Engineer O'Brien informed the Township Committee that documents required in connection with the CRS Program are near completion. Also discussed information to be posted on the Township's website and published in the spring newsletter.

Elizabethtown Gas Company Utility Upgrades

Township Engineer O'Brien discussed an upcoming utility project in the area of Lexington Avenue and the need for coordination of road improvements with Elizabethtown Gas once the utility work is complete.

Water Mains

Township Engineer O'Brien discussed New Jersey Water Company's plans to improve water mains and a preconstruction meeting that has been scheduled with both New Jersey American Water Company and Elizabethtown Gas to discuss roadway improvements that would be needed.

2016 Capital Projects

Township Engineer O'Brien discussed his development of a list of 2016 Capital Budget projects that he submitted to Township Administrator Wall.

2016 Union County Infrastructure and Municipal Aid Grant Application

Township Engineer O'Brien discussed the 2016 Union County Infrastructure and Municipal Aid Grant Program and the Township's participation in the program.

Orchard Brook Improvements

Township Engineer O'Brien discussed the Orchard Brook Improvement Project and informed the Township Committee that he is following up with an impacted homeowner with respect to survey work.

Pedestrian lighting-Walnut Avenue

Deputy Mayor O'Connor requested an update as to the status of the installation of pedestrian lighting on Walnut Avenue near the underpass.

Township Engineer O'Brien stated that he would follow up with the Department of Public Works and the Police Department as to the status of this project.

Rahway River

Commissioner Giblin discussed the recent lowering of the Rahway River and asked who has the authorization to make this decision.

Township Engineer O'Brien discussed the protocol for the lowering of the river and the involvement of the Office of Emergency Management with this process.

Garwood Development

Commissioner Giblin requested an update of the proposed development in Garwood on Brookside Place.

Township Engineer O'Brien informed the Township Committee that he spoke with the Garwood Engineer with respect to this proposed development and was informed that the applicant needs to resubmit plans. Once the plans are received, Cranford would be provided with a copy.

Paver repairs

Commissioner Hannen discussed the resetting of pavers needed because of utility work. Explained that the pavers had been stacked on North Avenue and expressed concern that if they were not removed before the storm they might have been removed and lost during plowing. Requested that Township Engineer O'Brien follow up on this issue.

NJDOT Municipal Aid Grant Application-FY 2015

Kelsey Howard of Maser Engineering was present.

Ms. Howard discussed grant opportunities available to the Township and provided the Township Committee with a spreadsheet listing various grant programs and eligible projects.

Mayor Kalnins requested that Township Clerk Tara Rowley provide a copy of the spreadsheet to all departments.

Tier A Municipal Separate Storm Sewer System (MS4) NJPDES Permit

Commissioner Hannen discussed recent notification regarding the Preliminary Draft Renewal of the Tier A Municipal Separate Storm Sewer System (MS4) NJPDES Permit and asked Township Engineer O'Brien if Cranford needs to submit comments.

Township Engineer O'Brien informed the Township Committee that he received the documents today and that he would be reviewing them and providing comments.

Late Starter – FEMA Elevation

Township Attorney Dabulas discussed the Flood Elevation Program and informed the Township Committee that the last property owner rejected the bids received for the project and is withdrawing from the program. Also informed the Township Committee that the close out process for the project would now begin.

Garbage collection

Discussion carried to February 22, 2016.

2016 Municipal Budget

Office of Planning and Zoning

Director of Planning and Zoning Robert Hudak discussed 2016 budget requests for the Office of Planning and Zoning. Explained that the only change in the budget pertains to outside professional services, and that the change is dependent upon the Public Employment Relations Commission's (PERC) decision regarding the status of the Zoning Board Attorney. Also discussed the recent hiring of an Assistant Zoning Officer and the impact to the budget.

Construction Code

Construction Code Official Belluscio discussed 2016 budget requests for the Construction Code Office. Informed the Township Committee that the budget remains flat with the exception of a request to purchase a vehicle.

Discussion held regarding projected revenue for Construction Code permits for 2016.

Municipal Court

Court Administrator Lorraine Powell and Judge Cassidy discussed 2016 budget requests for the Municipal Court.

Discussion held regarding proposed bail reform and the impact to the Municipal Court's budget.

Commissioner Hannen discussed the potential for an Interlocal Services Agreement with Winfield Park for municipal court services.

Further discussion to be held in closed session because the matter is contractual.

On motion of Commissioner Hannen, seconded by Deputy Mayor O'Connor 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:

Contractual

- Interlocal Services Agreement-Municipal Court Services

Recorded vote:

Aye: Mayor Kalnins, Deputy Mayor O'Connor, Commissioners Mallon, 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 9:15 PM.

Police Department

Police Chief Wozniak discussed the Police Department's 2016 budget requests.

Discussion was held regarding terminal pay and step increases as per the collective bargaining agreement.

Lieutenant Davenport discussed the purchase of police vehicles.

Captain Van Bergen discussed a request for an increase in salaries for crossing guards and part-time seasonal employees. Explained that the impact to the budget would be approximately \$15,000.

Police Chief Wozniak discussed a request to change the part-time parking enforcement officer to full-time status.

Discussion held.

Commissioner Giblin requested a breakdown of revenue generated from permit parking versus metered parking.

Discussion was held regarding the use of funds received through the Shared Services Agreement between Winfield Park and Cranford for communication services.

Finance Department

Chief Finance Officer Patterson presented 2016 municipal budget requests for the Finance Department and Tax Collector's Office.

Minute approval – Closed Session Minutes of January 25 and 26, 2016

On motion of Deputy Mayor O'Connor, seconded by Commissioner Mallon and passed, the Closed Session Minutes of January 25 and 26, 2016 were approved by indicated vote of the Township Committee.

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

COMMISSIONER REPORTS

Commissioner Hannen

- Provided an update regarding a recent Flood Control Advisory Committee Meeting;
- Informed the Township Committee that a Recreation and Parks Advisory Board meeting has been scheduled.

Commissioner Giblin

- Discussed his attendance at the presentation of projects in connection with the Union County Community Development Block Grant Program;
- Discussed his attendance at a recent Historic Preservation Advisory Board meeting and feels the Township Committee might want to consider having the board attend a Workshop Meeting to present its 2016 goals.

Commissioner Mallon

- Informed the Township Committee that he has a meeting scheduled with the Superintendent of Public Works;
- Requested clarification of the snow emergency parking ordinance as to the length of time cars need to be moved from the street.

Deputy Mayor O'Connor

- Informed the Township Committee that a Parking Committee meeting has been scheduled;
- Informed the Township Committee that she has contacted the Chairperson of the Tree Advisory Board to continue discussions regarding the proposed tree ordinance.

Mayor Kalnins

- Discussed the meeting he would be attending with Deputy Mayor O'Connor and Commissioner Hannen in Washington DC on February 10, 2016 to discuss flood control efforts in Cranford.

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, feels TV35 is an important asset to the Township and discussed the need to continue funding the department.

Mrs. Krause also informed the Township Committee that they would be invited to attend the National Daughters of the American Revolution's Recognition Ceremony to be held on March 12, 2016

Mrs. Krause also spoke about proposed development in Garwood on Brookside Place and requested clarification as to the status of this issue as reported by the Township Engineer. Discussed reasons why Cranford should be concerned with this development.

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

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

Resolution No. 2016-98.2:

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
- DMC

Contractual

- Engineering services
- Emergency Medical Services
- Custodial Services

Legal

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

Minute Review

- Closed Session Minutes of January 25 and 26, 2016

Recorded vote:

Aye: Mayor Kalnins, Deputy Mayor O'Connor, Commissioners Mallon, 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 11:45 PM.

Review Official Meeting Agenda (continued)

Resolution No. 2016-131:

Commissioner Hannen discussed his concerns with the Police Department's request to purchase a new Chevrolet Tahoe. Feels the cost is high and that two (2) additional Ford Utility Police Interceptors should be purchased instead.

Resolution No. 2016-131, authorizing an award of contract to Mall Chevrolet for the purchase of police vehicles, to be moved from consent agenda to roll call vote.

Resolution No. 2016-127:

Discussion was held regarding the resolution to designate a \$9,700,000 Bond Anticipation Note.

On motion of Commissioner Hannen, seconded by Deputy Mayor O'Connor and passed, the Township Committee adjourned at 11:45 PM.

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: February 8, 2016