

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **February 22, 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.

### **Review Official Meeting Agenda**

#### **Payment of Bills**

Commissioner Hannen discussed a bill involving the pay station in the parking garage. Stated that the Township paid for repairs for that pay station recently and feels the matter should be addressed.

#### **Resolution No. 2016-140:**

Township Attorney Dabulas discussed the resolution to enter into an agreement with Serv Behavioral Health System, Inc. for the expenditure of affordable housing trust funds and informed the Township Committee of the need to amend the resolution.

Township Attorney Dabulas to revise for adoption on February 23, 2016.

#### **Ordinance re: Swim Pool Utility:**

Township Attorney Dabulas discussed the need to add an ordinance to amend Swim Pool Utility membership fees to the February 23, 2016 Official Meeting agenda as a late starter.

#### **Resolution No. 2016-141:**

Commissioner Giblin requested clarification as to the resolution authorizing a tax refund, specifically the address of the property.

Township Administrator Wall to follow up.

### **Engineering update**

#### **North Avenue Station Pedestrian Improvement Project**

Township Engineer O'Brien informed the Township Committee that he would be meeting with the Department of Transportation next week to finalize the North Avenue Station Pedestrian Improvement Project.

#### **Orchard Brook Improvements**

Township Engineer O'Brien discussed the Orchard Brook Improvement Project and informed the Township Committee that alternative technology is being used to conduct the survey of property in which access to the Township was denied by the property owner.

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

Township Engineer O'Brien discussed the status of Phase 2B of the Northeast Quadrant Stormwater Management Project and explained that a bond ordinance would be necessary for funding. Recommended introduction of a bond ordinance in March.

#### **Capital Budget Projects**

Township Engineer O'Brien informed the Township Committee that he would be working with Chief Financial Officer Lavona Patterson to discuss funds that are currently available for capital projects.

Community Rating System (CRS)

Township Engineer O'Brien provided an update of the Community Rating System and discussed the paperwork to be provided to the Regional Specialist. Also discussed information to be provided to residents in connection with the program.

Commissioner Hannen requested that Township Clerk Tara Rowley forward the public outreach information to the Township Committee and Township Attorney Dabulas for input and comment.

Elizabethtown Gas Company paving

Township Engineer O'Brien informed the Township Committee that he attended a meeting with the gas company to discuss areas in which utility work would occur. Also discussed paving that would be done by the gas company once utility work is complete.

De-Silting Project

Township Engineer O'Brien discussed the river de-silting project and recommended that additional sections of the river be included and that the gates be replaced. Feels funding for these items should be included in the 2016 Capital Budget.

Commissioner Hannen discussed funding that might be available for the replacement of the gates through a bond ordinance previously adopted for river de-silting.

Township Engineer O'Brien to follow up.

Twin Oaks

Township Engineer O'Brien informed the Township Committee that he would be meeting with Twin Oaks development residents and their attorney next week.

Downtown Paver Reset Project

Commissioner Hannen requested an update of the location of the pavers that were removed during construction of the North Avenue Station Pedestrian Improvement Project.

Township Engineer O'Brien stated that, per Superintendent of Public Works Steven Wardell, the pavers are still stacked on North Avenue and are scheduled to be reset.

Commissioner Hannen believes they were removed from North Avenue and asked Township Engineer O'Brien to confirm.

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 the applicant has yet to resubmit the plans for this development.

**2016 Municipal Budget**Health Department

Regional Environmental Health Specialist Monika Jencik presented 2016 budget requests for the Health Department.

Health Officer Megan Avallone discussed the 2016 proposed budget for public health services to be provided by the Westfield Regional Health Department.

Library

Library Director John Malar presented 2016 budget requests for the Cranford Library.

Parks and Recreation/Swim Pool Utility

Parks and Recreation Director Stephen Robertazzi presented 2016 budget requests for the Parks and Recreation Department. Discussed the proposed increase for salary and wages which relates to maintenance personnel. Also discussed a proposed increase in the budget for outside professional services to provide for bus trips for different organizations.

Discussion held regarding the rehabilitation of cabins at Cranford West.

Discussion held regarding Police Department staffing at the Community Center on Friday evenings.

Parks and Recreation Director Robertazzi discussed the budget for the senior citizen bus and a proposal for a salary increase of \$0.50 an hour for the bus drivers.

Discussion was held regarding the Community Center's HVAC system.

*Swim Pool Utility*

Aquatics and Fitness Center Operations Manager Stephen Robertazzi discussed 2016 budget requests for the Swim Pool Utility. Also discussed renovations scheduled for both pool facilities.

*General*

Township Administrator Wall discussed his recommendation that the Township Committee introduce the 2016 Municipal Budget on March 22, 2016.

Township Administrator Wall also discussed the presentation of the Downtown District Management Corporation's budget scheduled for March 7, 2016.

**Snow removal ordinance**

Commissioner Hannen discussed a resident who received a summons for failing to remove the snow from the sidewalk abutting his residence. Explained that the summons required a mandatory court appearance. Feels a court appearance should not be required for this type of summons and suggested that the Township Committee consider some type of policy to address this issue.

Township Attorney Dabulas discussed the Township's code as it pertains to snow removal and explained that the Police Department should notify the Engineering Department when a resident fails to remove snow from the sidewalk. The Engineering Department would then arrange to have the snow removed and bill the resident.

Mayor Kalnins informed the Township Committee that he contacted Court Administrator Lorie Powell concerning this matter and explained that it was the police officer who issued the summons that required a court appearance.

Township Administrator Wall to discuss enforcement of this regulation with the Police Chief.

**Request to install entranceway awing in the Township Right of Way**

Planning and Zoning Director Robert Hudak discussed a request by a business owner on North Union Avenue for an awning in the Township right-of-way.

The Township Committee was not agreeable to the request.

**Late Starter – Police Department Purchase of Vehicle**

Mayor Kalnins discussed the Township Committee's approval for the purchase of a Chevrolet Tahoe by the Police Department on the condition that the vehicle be marked and used for Police Department operations.

Commissioner Giblin asked if a policy exists regarding the personal use of Township vehicles.

Township Administrator Wall discussed employment contracts between the Township and the Chiefs of Police and Fire that allow for the use of a Township vehicle.

Commissioner Giblin asked if a policy exists which allows for Township vehicles to be used as take-home vehicles.

Township Administrator Wall to follow up.

**COMMISSIONER REPORTS****Commissioner Hannen***Memorial Field Concession Stand*

Commissioner Hannen informed the Township Committee that they are invited to a "Meet and Greet" with the Cranford Soccer Club on March 3, 2016.

*Community Rating System*

Discussed the Community Rating System and community outreach information that he would like the Township Committee to review.

**Commissioner Giblin***Train Station*

Commissioner Giblin discussed improvements to the west side platform of the train station that are necessary and requested Township Committee authorization to work on this issue with Township Administrator Wall.

The Township Committee was agreeable to Commissioner Giblin's request.

Township Administrator Wall discussed the fact that NJ Transit was supposed to bid for these improvements at the time the Township bid the North Avenue Station Pedestrian Improvement Project.

Mayor Kalnins discussed issues with the Transportation Trust Fund and NJ Transit's explanation that the project has not moved forward because of these issues. Informed the Township Committee that he spoke with Cranford's State legislators who confirmed that issues with the Transportation Trust Fund are not related to this project and the project should move forward.

### **Deputy Mayor O'Connor**

#### **Parking Committee**

Commissioner O'Connor discussed a recent Parking Committee Meeting and a proposal to add metered parking along South Avenue. Also feels a pedestrian crosswalk is needed in this area.

Further discussion to be held March 7, 2016;

Commissioner O'Connor also discussed the need to address parking for employees of the Riverfront Development.

#### **Citizen recognition**

Deputy Mayor O'Connor discussed an individual who is a Cranford Explorer and a World Champion in Tae Kwan Do and suggested that this individual be recognized by the Township Committee at an upcoming meeting.

Deputy Mayor O'Connor also discussed Cranford resident Rita Mason's comments at the last Township Committee meeting with respect to the tax appeal process and discussed her recommendation to establish a volunteer program comprised of local accountants and other professionals to assist senior citizens on financial and legal issues.

The Township Committee was agreeable to Deputy Mayor O'Connor's suggestion.

### **Mayor Kalnins**

Mayor Kalnins discussed a letter from a resident to the Township Committee with respect to noise complaints and the need to address this issue.

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

#### **Resolution No. 2016-98.4:**

**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

#### **Contractual**

- Engineering services
- Emergency Medical Services
- Custodial Services

#### **Legal**

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

#### **Minute Review**

- Closed Session Minutes of February 8, 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 Commissioner Mallon and passed, the Township Committee returned to open session at 12:03 PM.

**Minute approval – Closed Session Minutes of February 8, 2016**

On motion of Commissioner Hannen, seconded by Commissioner Mallon and passed, the Closed Session Minutes of February 8, 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

**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 Commissioner Hannen, seconded by Commissioner Mallon and passed, the Township Committee adjourned at 12:03 AM.

Respectfully submitted,

Tara Rowley, RMC  
Municipal Clerk

Dated: February 22, 2016