

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **March 7, 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 related to the Edmunds System and annual maintenance agreements for each module of the system. Expressed concern with the separate cost for each module. Also discussed backup for the system.

Chief Financial Officer Patterson explained that the Edmunds System pertains to all financial aspects of the municipality, including school revenue.

Commissioner Hannen also discussed a bill pertaining to “deer carcass removal” and explained the reason for the cost.

Cranford First Aid Squad

Kruti Brahmbhatt, President of the First Aid Squad, introduced herself and other First Aid Squad officers in attendance.

Ms. Brahmbhatt provided an overview of the Cranford First Aid Squad 2016 budget.

Deputy Mayor O’Connor asked if there might be savings if the First Aid Squad shared the cost for certain supplies with the Fire Department.

Ms. Brahmbhatt stated that she would follow up with the Fire Department.

Discussion was held regarding the First Aid Squad’s fundraising efforts.

Discussion was held regarding call volume.

Discussion was held as to trends with calls due to the Riverfront Development and other new developments in the Township.

Discussion was held regarding insurance costs for the First Aid Squad building.

Kent Lucas discussed the operation of the First Aid Squad. Also discussed mutual aid arrangements with surrounding municipalities and a request that the First Aid Squad not respond to certain mutual aid calls.

Discussion was held concerning EMT trainees that become certified through Union County College and the assistance trainees provide to the First Aid Squad. Discussion was also held as to training provided by the First Aid Squad.

Discussion was held regarding the number of First Aid Squad members and their qualifications.

Ms. Brahmbhatt discussed the ride-a-long program.

Charles Hallax discussed costs related to CPR classes.

Deputy Mayor O'Connor discussed plans to award commendations and to recognize First Aid Squad members.

Mr. Hallax discussed his tenure on the First Aid Squad. Also discussed his involvement with the Fire Department and his commitment to serving the residents of Cranford.

Engineering update

Orchard Brook Improvements

Township Engineer O'Brien discussed the Orchard Brook Improvement Project and informed the Township Committee that the property survey would be conducted next week.

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 to be funded through the NJDEP/NJEIT-Fiscal Year 2016 Clean Water and Drinking Water (Environmental Infrastructure) Program.

NJDOT Municipal Aid Grant Application

Township Engineer O'Brien provided an update of the projects to be funded through the NJDOT Municipal Aid Grant Program and informed the Township Committee of the timeframe for the advertisement for bids.

2015 Paving Program

Township Engineer O'Brien discussed the 2015 Paving Program. Explained that curbing and handicap ramp work is currently being conducted and paving would begin again as the weather improves.

Community Rating System (CRS)

Township Engineer O'Brien provided an update of the Community Rating System and informed the Township Committee that documents have been finalized for submission on March 11, 2016.

De-Silting Project

Township Engineer O'Brien discussed areas of the river scheduled for de-silting and gates that would be replaced.

Discussion was held as to the timeframe for the replacement of gates.

2016 Paving Project

Township Engineer O'Brien discussed the 2016 Paving Project and his recommendation for inclusion in the 2016 Capital Budget.

Orange Avenue Pool Filtration Upgrades

Township Engineer O'Brien informed the Township Committee that a proposal for Orange Avenue Pool filtration system upgrades should be available for discussion at the next Township Committee meeting.

Discussion was held concerning the need to expedite the project in order for work to be complete before the pool opens for the summer.

Garwood Development

Mayor Kalnins discussed the public hearing that is scheduled for March 23, 2016 in Garwood with respect to the development of property on Brookside Place.

Township Engineer O'Brien to follow up with the Borough Engineer in Garwood.

Union County Facilities Priority List

Commissioner Hannen discussed Union County College's Facilities Priority List and informed the Township Committee that a flood control project located at the tennis courts at Gallows Hills Road is the second priority on the list. Requested that Township Engineer O'Brien follow up with Union County College for information concerning this project.

Parking Committee recommendation re: South Avenue

Discussion was held concerning a proposal for additional parking spaces on South Avenue.

Commissioner Hannen requested clarification as to the funding mechanism for the additional pay station.

Police Lieutenant Davenport explained that it would be charged against the Buildings and Grounds account utilized by the Department of Public Works and the Police Department for parking expenses.

Further discussion to be held March 8, 2016.

Police Department request for vehicle purchase

Police Lieutenant Davenport discussed the Police Department's request to purchase a vehicle. Explained that since the purchase of the Chevrolet Tahoe has been cancelled, the Police Department is seeking the purchase of an additional Ford Police Interceptor.

Discussion held.

Commissioner Hannen stated that he is opposed to the purchase of the additional vehicle.

The majority of the Township Committee was agreeable to the request to purchase an additional Ford Police Interceptor.

Resolution authorizing the purchase to be adopted March 8, 2016.

Credit card contract data processing, QPA Burns

Qualified Purchasing Agent (QPA) Jennifer Burns discussed a proposal for the award of a competitive contract for credit card data processing services. Also discussed the savings to be realized with the new service provider.

Discussion was held regarding the transaction fee currently charged to the Township and the impact to projected parking revenue.

Discussion was held regarding the integration of credit card processing through the Township's website.

Commissioner Hannen requested clarification as to the timeframe for paying off the cost of the additional paystation on South Avenue. Feels the projected revenue related to the purchase of other paystations would not be realized because the credit card transaction fee was not considered.

Deputy Mayor O'Connor feels the impact the credit card transaction fee had to revenue projections cannot be determined because the amount of credit card use for parking is uncertain.

Further discussion to be held March 8, 2016.

2016 Municipal Budget

Downtown District Management Corporation (DMC)

Tom O'Brien, DMC Chairperson, discussed his prior involvement with the DMC. Also discussed problems involving the issuance of construction code and zoning permits for downtown properties and informed the Township Committee of the establishment of a Rapid Response Team to assist with these permit applications. Also discussed sanitation issues in downtown areas. Feels additional health inspectors are needed to address health issues that have increased due to the increase in restaurants downtown. Discussed other initiatives being considered for the downtown such as a Community Bulletin Board and the installation of a sound system for music during the holiday season. Explained that the DMC would be approaching various organizations for assistance with funding of these items.

Mr. O'Brien also discussed the DMC's total proposed budget for 2016 and the portion related to salaries and wages.

Michael Vendetti, DMC member, discussed the establishment of the DMC Maintenance Committee and funds requested for various maintenance items in the downtown. Stated that the first priority is paver repair and explained that the DMC is requesting \$35,000 in addition to the \$65,000 budgeted by the Township. The second priority is the replacement of benches in the downtown. The third and fourth priorities are LED lighting in the downtown and parking garage respectively and the fifth priority is tree replacement. Informed the Township Committee that the total cost for these improvements \$546,225.

Mr. O'Brien discussed the proposed funding mechanism for capital improvement projects described by Mr. Vendetti.

Nelson Dittmar, Environmental Commissioner Chairperson, discussed environmental and financial advantages related to the installation of LED lighting.

Discussion held.

Further discussion to be held on March 22, 2016.

Discussion was also held regarding salaries and wages for downtown maintenance personnel.

2016 Municipal Budget Overview

Mayor Kalnins provided an overview of the proposed 2016 Municipal Budget and decisions needed by the Township Committee. Explained that additional budget requests total approximately \$73,000.

Discussion was held.

Further discussion to be held March 8, 2016.

Discussion was also held concerning the amount to be budgeted for a down payment for capital improvements.

Further discussion to be held March 8, 2016.

Salary Step Program

Discussion of the salary step program was carried to the March 21, 2016 Workshop Meeting.

Transfer of sick time

Township Administrator Wall discussed a recommendation to allow for the transfer of sick time between employees under certain circumstances. Suggested the personnel manual be amended to allow for these requests.

The Township Committee was agreeable to amending the personnel policy and allowing Township Administrator Wall to authorize these requests.

Resolution to be adopted March 22, 2016.

Request to install fence in the Township right-of-way

Discussion was held concerning the installation of a fence in the Township right-of-way.

The Township Committee was not agreeable to the request.

Minute approval – Closed Session Minutes of February 22 and 23, 2016

On motion of Commissioner Hannen, seconded by Deputy Mayor O'Connor and passed, the Closed Session Minutes of February 22 and 23, 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 Mallon**Grease Traps

Commissioner Mallon discussed an issue with the maintenance of grease traps by certain restaurants.

Ordinance concerning the maintenance of grease traps to be amended. Introduction scheduled for March 22, 2016

Commissioner HannenCranford Soccer Club

Commissioner Hannen discussed a recent meeting with the Cranford Soccer Club regarding field improvements.

Community Rating System

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

Deputy Mayor O'ConnorRaritan Valley Rail Coalition

Deputy Mayor O'Connor discussed the need to inform citizens as to the importance of NJ Transit's one-seat-ride initiative. Also discussed the impact to parking that would need to be addressed in connection with this initiative.

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 parking in Municipal Lot No. 7 and the issuance of tickets that occurs. Feels this discourages people from parking and visiting Downtown Cranford.

Mrs. Krause discussed the DMC's capital budget proposals and stated that she agrees with those proposals.

Mrs. Krause discussed Union County's proposed budget and feels the Township should "put pressure" on Union County regarding its proposed tax increase.

Mrs. Krause discussed the Township's grant application with respect to tree inventory. Also discussed the Tree Advisory Board's request that the Township Committee budget \$20,000 for an arborist.

Lastly, Mrs. Krause discussed the public hearing scheduled for March 23 in connection with an application for the development of property in Garwood.

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. 2016-98.4:

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

- Office of Emergency Management

Contractual

- Municipal Court services
- Credit card processing services

Real Estate

- Potential sale of Township property

Legal

- Riverfront Developers v. Planning Board
- CDA v. Township of Cranford
- Edan Ben Elazar v. Macrietta Cleaners, Inc.
- Fair Share Housing Plan

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 12:10 AM.

On motion of Commissioner Hannen, seconded by Commissioner Mallon and passed, the Township Committee adjourned at 12:10 AM.

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: March 7, 2016