

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **March 21, 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.

Barbara Krause, 20 Pittsfield Street, discussed proposed development in Garwood and provided a newspaper article that included renderings of the proposed development. Also provided a copy of the proposed plans for development of the property that was submitted with the original application. Discussed her concerns with this proposed development.

Mayor Kalnins informed the Township Committee that he discussed this matter with governing body members in Garwood. Explained that those he spoke with could not provide much comment because the matter is before the Planning Board, but they did indicate that they feel the project would be an over development of that area.

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

### **Review Official Meeting Agenda**

#### **Payment of Bills**

Commissioner Hannen discussed a payment involving the reimbursement of health benefits to a retiree and feels it should be removed from the bills list.

Commissioner Giblin stated that he agrees with Commissioner Hannen's request to remove that item from the bills list.

Further discussion to be held in closed session as it relates to a contractual matter.

Deputy Mayor O'Connor requested clarification of a payment for labor attorney services.

Township Administrator Wall explained that the payment pertains to several different personnel matters.

Commissioner Mallon requested clarification of a payment to the Township of Millburn.

Mayor Kalnins explained that the payment is related to services for the Mayors Council on the Rahway River Watershed.

#### **Ordinance No. 2016-03:**

Mayor Kalnins discussed the ordinance to establish a CAP Bank scheduled for introduction on March 22, 2016.

#### **Resolution No. 2016-160:**

Discussion was held regarding the proposed award of contract to Maser Consulting in connection with the replacement of the filtration system for Orange Avenue Pool.

Commissioner Hannen feels the contract amount is high.

Township Engineer O'Brien discussed the scope of services involved with the project.

Further discussion to be held March 22, 2016.

Commissioner Giblin requested clarification of the designation of Maser Consulting as the entity responsible for compliance with Indoor Air Quality (IAQ) standards.

Township Administrator Wall discussed the Public Employees Occupational Safety and Health Agency's (PEOSHA) requirement to designate an individual or entity for compliance with the IAQ standard. Explained that the Township made no designation in the past. Also explained that there is no cost related to the designation at this time.

Commissioner Hannen asked if the Westfield Regional Health Department could be responsible for compliance with the IAQ standard.

Township Administrator Wall explained that the Westfield Regional Health Department does not provide this service.

Discussion was held regarding an award of contract to Maser Consulting for Licensed Site Remediation Professional (LSRP) services in connection with an underground storage tank at the Cranford Firehouse.

### **2016 Municipal Budget**

Chief Financial Officer Patterson discussed the budget and the fact that this is the first year the Township would be introducing the User-Friendly Budget in conjunction with the municipal budget.

Discussion was held regarding the shared service agreement with Winfield Park for 911 dispatch services.

Chief Financial Officer Patterson discussed the projected increase in the school budget.

Commissioner Hannen stated that he would follow up with the Board of Education concerning the proposed school budget.

Discussion was held concerning the requirement for an election on the school budget if the increase exceeds the levy cap.

Discussion was held regarding interest payments on bonds.

Township Administrator Wall thanked Chief Financial Officer Patterson and all departments for their efforts with the budget.

### **Engineering update**

#### **Orchard Brook Improvements**

Township Engineer O'Brien discussed the Orchard Brook Improvement Project and informed the Township Committee that field work for the project is complete and concept work would begin next.

#### **De-Silting Project**

Township Engineer O'Brien discussed the de-silting project and explained that a pre-application meeting with the Department of Environmental Protection is needed before a cost proposal can be submitted to the Township Committee for consideration.

#### **NJDOT Municipal Aid Grant Application-FY 2015-Lincoln Avenue East, Section 4**

Township Engineer O'Brien informed the Township Committee that a notice to bidders would be advertised for improvements to Lincoln Avenue East (Section 4) project.

#### **High Street and Maple Place Drainage**

Township Engineer O'Brien informed the Township Committee that a notice to bidders would be advertised for drainage improvements at High Street and Maple Place.

#### **2015 Paving Program**

Township Engineer O'Brien discussed roadways that are scheduled for paving in connection with the 2015 paving program.

#### **Paver Reset Program**

Township Engineer O'Brien discussed the paver reset program and informed the Township Committee that the project is progressing. Explained that coordination with the Department of Public Works (DPW) and the Downtown District Management Corporation (DMC) would occur in order to identify additional areas for paver resetting.

#### **Elizabethtown Gas**

Township Engineer O'Brien informed the Township Committee that a meeting with the gas company is scheduled for next week to discuss the coordination of roadwork to be done by the Township and utility work to be done by the gas company.

Discussion was held regarding utility improvements that occurred in Cranford in 2015.

#### Twin Oaks

Township Engineer O'Brien discussed the status of the Twin Oaks project and informed the Township Committee of debris that was removed from the site and other work that has been completed.

#### 2016 Paving Project

Township Engineer O'Brien discussed the 2016 Paving Program and explained that roadways to be included in the program would be determined once the capital budget is approved.

Discussion was held as to road improvements that were completed over the past two (2) to three (3) years.

Township Engineer O'Brien discussed capital projects proposed by Union County College and informed the Township Committee that he is still in the process of conducting due diligence with respect to those projects.

#### Garwood Development

Township Engineer O'Brien discussed the development proposed in Garwood and informed the Township Committee that he still has not received the revised plans for the project. Stated that he has a conference call scheduled for March 22, 2016 with representatives of Garwood and would provide an update after the call.

#### Community Development Block Grant (CDBG)

Commissioner Giblin requested an update of the Community Development Block Grant Program.

Township Engineer O'Brien informed the Township Committee that he received a letter today indicating that Cranford has been recommended for a grant award of approximately \$20,000 for the sidewalk program.

#### Salary Step Program

Mayor Kalnins discussed Township Administrator Wall's recommendation regarding the timeframe for the approval of salary step advancements for non-union personnel. Also discussed the recommendation for addressing those at the top step.

Township Administrator Wall recommended that a resolution authorizing advancement to the next salary step be adopted twice per year, once in June and once in November. The resolution would specify the effective date for advancement to the next salary step, depending on the employee's anniversary date. Also discussed his recommendation for the addition of a new step above the maximum step which would provide for a two (2%) percent cost of living adjustment for those employees who have reached the top step.

Deputy Mayor O'Connor requested clarification as to whether increases would need to be prorated in order to comport to the June/November schedule.

Township Administrator Wall explained that while a resolution would only be adopted twice per year, they would include specific effective dates for salary increases for each employee.

The Township Committee was agreeable to Township Administrator Wall's recommendation concerning step increases.

Discussion was held regarding the proposed amount for cost of living adjustments.

Commissioner Hannen feels the percentage amount for cost of living adjustments should be handled in the same manner as those approved for collective bargaining units.

#### 2016 Capital Budget

Township Administrator Wall discussed 2016 capital budget requests and informed the Township Committee of several requests that could be moved to 2017.

Discussion was held regarding proposed improvements to Council Chambers.

Commissioner Giblin expressed concern with the cost for those improvements.

Discussion was held regarding the capital projects requested by the DMC.

Mayor Kalnins feels the replacement of street light heads in the downtown could be done over a period of three (3) years.

Discussion was held.

Commissioner Mallon feels the cost savings associated with the replacement of street light heads needs to be confirmed.

Commissioner Hannen feels the amount for turnout gear should be fully funded as requested. Also requested clarification of the video surveillance project requested by the Police Department.

Township Administrator Wall explained that it pertains to the video surveillance at the parking garage.

Discussion was held regarding proposed basketball court improvements.

Discussion was held regarding the cost for professional services associated with the capital projects.

Further discussion regarding the capital budget to be held April 11, 2016.

### **2016 Municipal Budget (continued)**

Commissioner Hannen provided an update regarding the school board budget and those items contributing to the proposed increase.

### **Union County taxes**

Deputy Mayor O'Connor discussed the budget increase proposed by Union County and suggested that the Township Committee adopt a resolution requesting that the Union County budget remain within the cap. Also feels Union County should be more accountable for its spending.

Commissioner Giblin discussed his attendance at a Union County Freehold meeting. Explained that budget discussion was not open for public comment, but he would be meeting with Freeholders Kowalski and Mirabella to discuss the county's proposed budget. Feels adoption of a resolution by the Township Committee would not be worthwhile because the cap requirements were set by the governor.

Deputy Mayor O'Connor feels if Cranford adopts a resolution and other municipalities follow, the cap requirement could be revisited by the governor.

Commissioner Hannen feels the Township should be more specific as to where it feels Union County should make budget reductions. Expressed concern that reductions could occur in areas he feels should not be reduced, such as the county jail, if the Township's request is not specific.

Discussion was held.

Township Attorney Dabulas to draft a resolution for the Township Committee's review.

### **Minute approval – Closed Session Minutes of March 7, 2016**

On motion of Commissioner Hannen, seconded by Deputy Mayor O'Connor and passed, the Closed Session Minutes of March 7, 2016 were approved by indicated vote of the Township Committee.

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

## **TOWNSHIP ADMINISTRATOR REPORTS**

### **Cranford First Aid Squad**

Township Administrator Wall informed the Township Committee that he is working with the First Aid Squad on items to be included in the agreement between the Township and the First Aid Squad. Stated that he would forward these items to Township Attorney Dabulas for review.

### **Energy auction**

Township Administrator Wall informed the Township Committee that an energy auction is being considered.

### **Downtown Cranford**

Township Administrator Wall provided an update of downtown matters.

### **Collective Bargaining Agreements**

Township Administrator Wall discussed the expiration of several Collective Bargaining Agreements in 2017 and feels the Township Committee should consider commencing with negotiations.

## COMMISSIONER REPORTS

### Commissioner Giblin

#### Community Development Block Grant

Commissioner Giblin provided an update of the proposed award of funds in connection with the Community Development Block Grant program.

### Deputy Mayor O'Connor

#### Exceptional Youth program

Deputy Mayor O'Connor informed the Township Committee that she met with the School Resource Officer to discuss her suggestion for an Exceptional Youth Program and recommended that the first award recognition be scheduled for the second meeting in April.

## 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 Union County's proposed budget and stated that she agrees with Deputy Mayor O'Connor's suggestion that the Township Committee adopt a resolution requesting that Union County's budget remain within the cap. Feels Cranford should take a leadership role in this regard and expressed concern with Union County's potential tax increase.

Mrs. Krause also discussed the Township's street paving program and feels the roadways in the area of Cranford High School are in disrepair because of increased traffic with the pickup and drop off of students. Also discussed issues that occur because the streets in this area have no curbs.

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

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

### Resolution No. 2016-98.5:

**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

- Property Maintenance
- Police Department

#### Contractual

- Affordable Housing Planning Services

#### Real Estate

- Various real estate matters

#### Legal

- Riverfront Developers v. Planning Board
- CDA v. Township of Cranford
- Hyatt Hills Golf Course

#### Minute Review

- Closed Session Minutes of March 7, 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 10:42 PM.

On motion of Commissioner Hannen, seconded by Deputy Mayor O'Connor and passed, the Township Committee adjourned at 10:42 PM.

Respectfully submitted,

Tara Rowley, RMC  
Municipal Clerk

Dated: March 21, 2016