

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **April 11, 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 WESTFIELD LEADER, THE UNION COUNTY LOCAL SOURCE, 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 MAY 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.

Michael Norman, 12 Colby Lane, requested an update of Union County College's capital projects. Stated that it is his understanding that Union County College is considering construction of a detention basin and asked if the Township has information concerning this project.

Engineer Jacqueline Dermann stated that the Township's Engineering Department has not received plans or information regarding this matter.

Commissioner Hannen stated that the project is on Union County College's priority list as an "unfunded" project. He contacted Union County College for details and was informed that no funding source has been identified to date.

Mr. Norman feels the property has not been maintained since the sports field did not move forward. Suggested a possible volunteer cleanup of the property be done by the Boy Scouts or another volunteer group.

Mayor Kalnins stated that he would contact the Boy Scouts.

Barbara Krause, 20 Pittsfield Street, provided an update concerning the efforts of the Union County Airplane Noise Advisory Board. Discussed adjustments to plane routes which means planes are flying lower over Cranford creating more noise.

Mrs. Krause also referred to Mr. Normann's comments concerning Union County College's proposed detention basin and feels a large number of trees would be removed if that project were to move forward.

Mrs. Krause also discussed the Hidi Property in Garwood and her attendance at Garwood's Planning Board meeting. Informed the Township Committee that the meeting was rescheduled because the location could not accommodate the large number of people in attendance. Also stated that the property proposed for development is located on the bank of a detention basin. Discussed Cranford's construction of the Brookside Detention Basin to mitigate flooding in the northwest quadrant of the Township and expressed concern with the impact the development in Garwood would have to Cranford's flood mitigation efforts. Also discussed Garwood's need to comply with state stormwater regulations.

Commissioner Mallon discussed the plans for the project and the need for Cranford's Township Engineer to receive a copy in advance of the hearing.

Deputy Mayor O'Connor discussed another development being proposed in Garwood that could also impact Cranford.

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 requested that it be moved to a separate bills list.

The Township Committee was agreeable to a second bills list.

Deputy Mayor O'Connor discussed the cost for the purchase of a smartboard.

Commissioner Hannen discussed the purchase of the smartboard through a cooperative pricing system. Also discussed the benefits of the product and its capabilities.

Deputy Mayor O'Connor discussed technology available that would allow projection on a white board, which would have been less costly. Also discussed the purchase of this product through the Office of Emergency Management (OEM) and the potential for transferring ownership to the Fire Department since it is used for Fire Department training.

### **Engineering update**

#### **North Avenue Train Station Project**

Engineer Dirmann provided an update of the North Avenue Station Pedestrian Improvement Project.

Business and Economic Development Director Kathleen Prunty presented a landscaping proposal for the area. Informed the Township Committee that the DMC Board is in support of a landscaping plan and is willing to allocate reserve funds toward an artistic element of the project, and the Garden Club would maintain flowers as a civic project.

Engineer Dirmann informed the Township Committee that the cost for landscaping design services in connection with this proposal would be approximately \$50,000. Mentioned that bond ordinances are being reviewed for potential funding sources.

Deputy Mayor O'Connor discussed fencing included in the proposal, which would require that pedestrians cross at the crosswalks.

Commissioner Hannen requested clarification as to the cost for landscaping design services. Feels it is high.

Additional information as to the cost and funding source is necessary. Further discussion to be held April 25, 2016.

#### **NJDOT Municipal Aid Grant Application-FY 2015**

Engineer Dirmann informed the Township Committee that bids for projects funded through the NJDOT Municipal Aid Grant Program are due April 20, 2016. These projects include improvements to Lincoln Avenue East (Section 4) and drainage improvements at High Street and Maple Place.

#### **2015 Paving Program**

Engineer Dirmann discussed roadways that are scheduled for paving in connection with the 2015 paving program.

#### **Paver Reset Program**

Engineer Dirmann informed the Township Committee that pavers have been reset and explained that nearly double the amount of pavers were able to be reset because funding allowed for it.

Discussion was held concerning the need to continue with paver resetting for 2016.

Township Administrator Wall to follow up as to a potential contract extension with the current vendor.

#### **Community Rating System**

Engineer Dirmann discussed the status of the Community Rating System and informed the Township Committee that she is awaiting a decision concerning the Township's rating in the program.

Township Administrator Wall discussed the Township's outreach efforts concerning the Community Rating System and the Township Engineer's notification to residents. Requested that the Township Committee advise him if they receive correspondence in response to the Township Engineer's notification.

#### **Twin Oaks Development**

Engineer Dirmann discussed items completed in connection with the Twin Oaks development and those that are outstanding. Informed the Township Committee that the developer would be contacted for a status update of outstanding items.

#### **Lincoln Avenue water main**

Engineer Dirmann informed the Township Committee that the water main project at Lincoln Avenue is complete.

Deputy Mayor O'Connor stated that sufficient notice to residents to move vehicles from the roadway was not provided for this project and discussed the need to improve the notification process to ensure that at least 48 hour notice is provided.

*Paving Project (continued)*

Commissioner Hannen discussed the proposed paving of the pool's parking lot and a suggestion to include a drainage system as part of this project in order to reduce impervious surface coverage and water runoff.

Engineer Dirmann stated that she is unaware of a drainage system as part of the project and would follow up as to the cost to include a drainage system.

**FY 2016 Flood Mitigation Assistance (FEMA) Grant Program**

Police Chief Wozniak discussed the FY 2016 Flood Mitigation Assistance (FEMA) Grant Program. Explained that the Township's application for funding through this program in 2015 for Phase 5 of the Northeast Quadrant Stormwater Management Project was denied, and it is suggested that the Township reapply for funding for 2016. Also informed the Township Committee that FEMA is interested in acquiring property in Cranford.

Police Captain Patterson discussed funding available for home elevation through this program and the deadline for submission of an application.

Commissioner Hannen suggested the Township solicit Requests for Proposals (RFP's) for grant writing services for the preparation of these applications.

Discussion was held.

The Township Committee was agreeable to moving forward with submission of an application for funding for Phase 5 of the Northeast Quadrant Stormwater Management Project.

Discussion was held regarding participation in the home elevation program.

Commissioner Hannen feels the Township should submit an application for funding for home elevation.

Commissioner Hannen departed the meeting at 8:30 PM.

Mayor Kalnins requested a cost estimate for preparation of a grant application for home elevation.

Police Captain Patterson mentioned that certain administrative costs would be reimbursed to the Township if grant funding is awarded.

A cost estimate to be provided for discussion during the April 12, 2016 Conference meeting.

**2016 Capital Budget**

Township Administrator Wall provided an overview of the latest version of the proposed 2016 Capital Budget.

Discussion was held.

Township Administrator Wall to obtain additional information concerning certain capital budget requests.

Further discussion to be held April 12, 2016.

**Proposed auction for electricity and natural gas**

Michael Stoller of Emex (Energy Marketing Exchange) was present and discussed the process for an energy auction. Explained that Emex would handle the Request for Proposals (RFP) process for the Township. Also explained that an auction is scheduled for April 12, 2016 but the Township is not obligated to move forward if the results are not acceptable.

Discussion was held.

The Township Committee was agreeable to moving forward with participation in the auction.

**Recommendation re: dumpsters in Municipal Lot No. 7**

Township Administrator Wall discussed a recommendation to remove the dumpster in Municipal Lot No. 7 and utilize the space for two (2) additional parking spaces. Each business owner would be responsible for obtaining a garbage container for his/her property.

Commissioner Hannen returned to the meeting at 9:35 PM.

Commissioner Hannen feels some business owners do not have adequate space on his/her property for a garbage container and expressed concern with the recommendation to remove the dumpster from the parking lot.

Discussion was held.

Business and Economic Development Director Kathleen Prunty to attend the April 12, 2016 Conference meeting to discuss locations for individual containers.

#### **Proposed amendments to ordinance re: salary steps**

Township Administrator Wall discussed amendments to the salary step ordinance, which include revisions to the Fire Chief's salary, removal of the title of Assistant to the Tax Assessor, and the addition of a provision to allow for Cost of Living Adjustments (COLA).

The Township Committee was agreeable to the proposed amendments however no specific percentage would be included with respect to COLA.

Township Attorney Dabulas to make revisions as discussed. Introduction of the ordinance scheduled for April 26, 2016.

#### **Late Starter – Request re: home offices**

Deputy Mayor O'Connor discussed Planning and Zoning Director Robert Hudak's recommendation to update the Township's ordinance with respect to home offices. Mr. Hudak feels the ordinance is too restrictive and should comport to modern day actualities. Also explained that this recommendation was considered in response to a request by a resident for a home office.

Planning and Zoning Director Hudak joined the meeting and provided input concerning his recommendation to amend the Township's home office restrictions. Feels research is necessary but believes the Township Committee should consider amending its ordinance.

Further discussion necessary.

#### **Minute approval – Closed Session Minutes of March 21 and 22, 2016**

On motion of Commissioner Hannen, seconded by Deputy Mayor O'Connor and passed, the Closed Session Minutes of March 21 and 22, 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

### **TOWNSHIP ADMINISTRATOR REPORTS**

#### **Union County Infrastructure Grant Program**

Township Administrator Wall informed the Township Committee that the Township has been awarded \$76,000 in funding through the Union County Infrastructure Grant Program.

#### **Agreement with First Aid Squad**

Township Administrator Wall discussed the status of contract negotiations with the First Aid Squad.

#### **MDTV Property**

Township Administrator Wall discussed the planner's report received with respect to the MDTV property.

#### **Credit Card processing**

Township Administrator Wall informed the Township Committee that credit card processing for construction code permits and other services is now available through the Spatial Data Logic portal.

### **COMMISSIONER REPORTS**

#### **Commissioner Hannen**

##### **Memorial Field complex**

Commissioner Hannen requested that the Township solicit Requests for Proposals (RFP's) for engineering design services for improvements to the Memorial Field complex.

The Township Committee was agreeable.

##### **SPU**

Commissioner Hannen informed the Township Committee that Parks and Recreation Director Stephen Robertazzi was recertified as a Certified Pool Operator.

### **Commissioner Giblin**

#### **Historic Preservation Advisory Board**

Commissioner Giblin informed the Township Committee that the Historic Preservation Advisory Board is requesting a name change to Preservation Advisory Board.

#### **Union County Library**

Commissioner Giblin discussed an event to be held by the Libraries of Union County Consortium at the Cranford Community Center on Friday, April 15, 2016 and stated that the Township Committee is invited to attend.

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

#### **Garwood Developments**

Deputy Mayor O'Connor discussed Garwood Planning Board hearing dates with respect to proposed development in Garwood that would impact Cranford.

#### **Youth Recognition Program**

Deputy Mayor O'Connor informed the Township Committee that the nomination process has started for the Youth Recognition Program. Award recipients have been selected for a presentation at both the April 26 and May 10, 2016 Official Meetings.

### **PUBLIC COMMENTS**

Mayor Kalnins opened the public comments portion of the meeting and asked if there were any questions or comments.

Tina Helmstetter, 70-72 Burnside Avenue, requested that the Township Committee include a proclamation for Arbor Day on the April 26, 2016 Official Meeting agenda.

Ms. Helmstetter discussed requirements of the Community Forestry Program and stated that the Township's contacts for this program are out-of-date.

Ms. Helmstetter discussed the status of a proposed project to raise community awareness concerning the preservation and maintenance of older trees. This project would also include maintenance of the new growth that sprouted from the roots of the Pepperidge tree that was removed from Lincoln Park.

Ms. Helmstetter also requested an update as to the plans to carve the wood salvaged from the Pepperidge tree. Feels this needs to be addressed or the wood will deteriorate. Informed the Township Committee that she could recommend a vendor if the Township Committee has not selected one.

Deputy Mayor O'Connor discussed efforts to protect the wood from deterioration.

Barbara Krause, 20 Pittsfield Street, discussed an issue with the dumping of debris in the Gallows Hill Brook and suggested that the Township notify contiguous property owners, in writing, that this is prohibited and the consequences for doing so. Feels it might help deter those who are illegally dumping debris in the brook.

Mrs. Krause referred to the discussion held with respect to home offices and expressed concern with the recommendation to amend the current ordinance. Explained that residential neighborhoods with parking issues could be further impacted if home offices were allowed.

Mrs. Krause also referred to the recommendation for landscaping at North Avenue. Feels the cost estimate of \$50,000 is high. Also feels landscaping this area is not a worthwhile investment if water is not available. Explained that these types of areas are exposed to much more heat because of the exhaust from vehicles and the black top, thereby making it very difficult to maintain any landscaping.

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. 2016-98.7:**

**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**

- Fire Department
- Police Department

**Public Safety Techniques**

- Active Shooter Program

**Contractual**

- First Aid Squad
- Hyatt Hills Golf Course

**Real Estate**

- Potential sale of Township property

**Legal**

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

**Minute Review**

- Closed Session Minutes of March 21 and 22, 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 11:48 PM.

On motion of Commissioner Hannen, seconded by Deputy Mayor O'Connor and passed, the Township Committee adjourned at 11:48 PM.

Respectfully submitted,

Tara Rowley, RMC  
Municipal Clerk

Dated: April 11, 2016