

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **April 25, 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.

Rick Martinelli, 138 Mohawk Drive, discussed an abandoned property at 133 Mohawk Drive and the Township's short-term solution to correct the issue. Expressed his appreciation to the Township Committee for its assistance, but feels a long-term solution is needed.

Mayor Kalnins discussed the Township Committee's adoption of the property maintenance code to allow for better enforcement. Also discussed the legal process involved with property maintenance issues.

Township Attorney Dabulas explained that this property is in the early stages of foreclosure and discussed efforts to contact the property owner. Also explained that the property taxes were paid by the property owner, which complicates the matter. Assured Mr. Martinelli that the Township is attempting to resolve the issue.

Mayor Kalnins discussed enforcement that would continue until the matter is resolved.

Barbara Krause, 20 Pittsfield Street, reminded the Township Committee that the Garwood Planning Board meeting to discuss the Hidi property is scheduled for April 27, 2016. Stated that the architect for the developer has commented on this matter and feels residents should not have concerns because the development meets regulations. Mrs. Krause feels the fact that the development might meet regulations does not make it appropriate. Also informed Township Engineer O'Brien that the location for the proposed development would be along the berm of a detention basin.

Township Engineer O'Brien informed the Township Committee that he received information this evening informing him that the meeting scheduled for April 27, 2016 has been postponed.

Mrs. Krause discussed Union County's proposed tax increase. Discussed the Open Space and Recreation Trust Fund and its upcoming expiration. Feels Union County should consider suspending this program in an effort to lower taxes. Also discussed the fact that Union County has no CAP on its budget.

Deputy Mayor O'Connor discussed her support for a resolution urging Union County to abide by the two (2%) percent CAP, even though it is not required to do so.

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

### **Review Official Meeting Agenda**

#### **Resolution No. 2016-180:**

Chief Financial Officer Patterson informed the Township Committee that the State required no amendments to the 2016 Municipal Budget and adoption could move forward on April 26, 2016.

#### **Resolution No. 2016-182:**

Chief Financial Officer Patterson discussed the resolution authorizing the cancellation of general capital fund receivable balances. Explained that the balance pertains to a specific project and the Township Committee is not permitted to spend the unused funds, making it necessary to cancel the balance.

Resolution No. 2016-181:

Commissioner Mallon discussed the resolution authorizing the transfer of property on Dietz Street. Feels he should abstain on this matter because he was not a member of the Township Committee and was not involved in discussions to transfer the property.

Engineering updateTwin Oaks Development

Township Engineer O'Brien discussed the Twin Oaks Development and informed the Township Committee that paving was completed and the landscaper would be at the site on April 29, 2016. Also informed the Township Committee that the developer is requesting a reduction in the performance bond since some work has been completed.

Township Attorney Dabulas feels this request should be addressed when all work has been completed.

North Avenue Train Station Project

Township Engineer O'Brien discussed a proposal for landscaping at the North Avenue Station and informed the Township Committee that the cost is estimated at \$20,000 to \$30,000. Also discussed the possible installation of waterless potted plants and the extension of the fence immediately in front of the train station.

Deputy Mayor O'Connor informed the Township Committee that the Downtown District Management Corporation (DMC) is willing to provide funding in the amount of \$15,000 and discussed her support for moving forward with the project.

Township Engineer O'Brien stated that he needs to meet with Chief Financial Officer Patterson to identify available funding.

Commissioner Hannen feels if the DMC has available funds it should be allocated toward paver repairs. Stated that he is not in favor of spending more money on the North Avenue Station area and he is not in favor of the proposal to extend fencing.

Deputy Mayor O'Connor feels \$15,000 would have little impact on paver replacement because it is an insufficient amount of money for that type of project. Also explained that the fence extension was proposed for public safety reasons. Also discussed the potential for planting shrubbery rather than extending the fence.

Further discussion to be held once cost estimates are obtained.

Commissioner Hannen discussed the decision to use DMC reserves for capital projects and questioned whether the DMC has \$15,000 available for landscaping at the North Avenue Station.

DMC Chairperson Tom O'Brien to address later in the meeting.

Centennial Avenue Pool Parking Lot

Township Engineer O'Brien provided a timeframe for the paving of the Centennial Avenue Pool parking lot. Also discussed the Environmental Commission's request that the Township consider a reduction in impervious surface coverage when designing certain paving projects. Informed the Township Committee of options that would allow for a reduction in impervious surface coverage as part of this project.

The Township Committee was agreeable to the option of using gravel in a portion of the parking lot as described by Township Engineer O'Brien.

Elizabethtown Gas Company Utility Upgrades – Township Wide

Commissioner Hannen informed the Township Committee that residents are requesting that utility work begin later in the morning because road closures are causing traffic issues during the morning rush hour.

Township Engineer O'Brien to follow up on this matter.

FY 2016 Flood Mitigation Assistance (FEMA) Grant Program

Engineer Jacquelyn Dirmann of Maser Consulting was present.

Township Administrator Wall discussed the FEMA grant program and the Township's application for funding of Phase 5 of the Northeast Quadrant Stormwater Management Project. Also discussed an application for funding for home elevation. Discussed the process for the home elevation application and notification to qualified homeowners that is required. Explained that once a reply from homeowners as to their interest in the program is received, the application would be submitted.

Further discussion of Phase 5 to be held in closed session due to the potential property acquisition that is involved.

**Request by Environmental Commissioner to implement a “Monarch Meadow” in Roosevelt Park**

Donald Jones, Environmental Commission member, discussed a request to implement a Monarch Meadow at Roosevelt Park. Explained that this would be a diverse wildflower habitat for butterflies, bees and other pollinators.

Mayor Kalnins asked if the Environmental Commission’s proposal was presented to the Roosevelt Park Committee.

Mr. Jones informed the Township Committee that the Roosevelt Park Committee was contacted.

Discussion was held.

The Township Committee was agreeable to the proposal.

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

DMC Chairperson Thomas O’Brien introduced the DMC members in attendance and the qualifications of various DMC board members. Also discussed his contact with the Health Department since he has been the DMC Chairperson and commended the Township Committee on adopting an ordinance regarding grease trap regulations.

DMC Chairperson O’Brien also discussed the dumpster in Municipal Lot No. 7 and feels a solution has been reached concerning this issue. Discussed a meeting that was held with DMC members and impacted business owners and explained that all of the authorized users of the dumpster would be provided with a key allowing them access to the dumpster. Those not authorized to use the dumpster would have to make arrangements with their private hauler. Also explained that the large dumpster currently located in Municipal Lot No. 7 would be replaced with two smaller dumpsters that could be closed and locked more easily. Also mentioned that a business owner has installed a surveillance camera which has assisted with the situation.

Deputy Mayor O’Connor asked if the hauler would clean the area, and if more frequent maintenance would occur in the summer months.

DMC Chairperson O’Brien explained that the hauler would be responsible for maintenance and that the matter would be readdressed if adequate maintenance does not occur.

DMC member, Michael Venditti, feels this plan will be successful because the dumpsters can be locked and the surveillance camera allows for enforcement.

DMC Chairperson O’Brien discussed the proposal for landscaping at the North Avenue Station area. Explained that the DMC feels it is important to landscape this area for aesthetic reasons. Discussed cost estimates provided by the Township Engineer and feels landscaping could be done for \$10,000 - \$15,000. Feels this should not be a controversial issue and should move forward with bipartisan support. Also feels that since he is aware of the Township Committee’s funding intentions concerning the DMC 2016 Capital Budget, the DMC is better able to identify available funding for other projects.

Commissioner Hannen explained that his concerns are with the prioritization of projects and feels if additional funds are available, they should be used for paver repair.

**Recommendation to amend Parks and Recreation program fees**

Commissioner Hannen discussed the Parks and Recreation Director’s proposal to increase playground fees.

The Township Committee was agreeable to the requested increase in the fee from \$10 to \$20.

Commissioner Hannen stated that he would follow up with Parks and Recreation Director Robertazzi as to whether other fee revisions are necessary.

Ordinance to amend fees tentatively scheduled for introduction on April 26, 2016.

**Proposed ordinance to amend construction code fees**

Construction Code Official Belluscio discussed his proposal to amend construction code permit fees.

Discussion was held.

Deputy Mayor O’Connor stated that she is not supportive of raising fees for residential alterations.

Construction Code Official Belluscio explained that permits are essentially a user fee so taxpayers make up the difference if the permit fee does not cover the cost of departmental operations.

Construction Code Official Belluscio to reduce the proposed fee increase for residential alterations and present to the Township Committee for consideration.

Further discussion May 9, 2016.

#### **Recommendation to amend ordinance re: home-based businesses**

Deputy Mayor O'Connor discussed a proposal to amend the Township's code to allow for home-based businesses. Informed the Township Committee that she met with Commissioner Hannen and certain residents to discuss home-based businesses. Also mentioned that Westfield has adopted an ordinance that is similar to what Cranford is considering.

Director of Planning and Zoning Hudak discussed Cranford's current ordinance and its restrictions.

Director of Planning and Zoning Hudak to review Westfield's ordinance and make a recommendation for Township Committee consideration.

Further discussion May 9, 2016.

#### **Update re: recodification of Township Code**

Township Attorney Dabulas provided an update of the recodification of the Township's Code and discussed policy decisions required by the Township Committee. The following decisions were made:

- The Township Committee was agreeable to allowing barbershops to be open on Sundays;
- The Township Committee was not agreeable to increasing the age for the purchase of tobacco products from 19 to 21. Feels it should be consistent with State law.
- The Township Committee was agreeable to regulations concerning underage drinking and immunity for those who contact 9-1-1 remaining consistent with State statute;
- The Township Committee was not agreeable to the recommendation to prohibit the attachment of guy wires and stay lines to trees; and
- The Township Committee was agreeable to the ordinance pertaining to sex offenders remaining in the code.

Township Attorney Dabulas also informed the Township Committee that several changes to the Land Development Ordinance would be necessary.

#### **2016 Capital Budget**

Township Administrator Wall discussed the most recent version of the 2016 Capital Budget.

Discussion was held regarding the Fire Department and its request for a new server and heating system.

Commissioner Mallon discussed proposed road surfacing for 2016. Feels the Township Committee should consider reducing the proposed capital budget, including the budget for road resurfacing, in order to reduce the Township's overall debt.

Deputy Mayor O'Connor also discussed the potential for reducing the capital budget for 2016 in an effort to reduce the Township's overall debt for the future.

Discussion was held regarding the Police Department's request to purchase a pickup truck.

Discussion was held regarding TV35's request for improvements to Council Chambers.

Discussion was held regarding the Department of Public Works' request to purchase a backhoe.

Further discussion necessary regarding proposed improvements to Council Chambers. TV35 Station Manager Davenport to attend the Conference Meeting of April 26, 2016.

#### **Minute approval – Closed Session Minutes of April 11, 2016**

On motion of Commissioner Hannen, seconded by Commissioner Mallon and passed, the Closed Session Minutes of April 11, 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

### Summer hours

Township Administrator Wall discussed a proposal for summer hours. Details to be provided to the Township Committee via email.

### Signage for Municipal Building

Township Administrator Wall discussed proposed signage for the Municipal Building.

## COMMISSIONER REPORTS

### Commissioner Mallon

#### Active Shooter

Commissioner Mallon informed the Township Committee that he attended the Active Shooter Training provided by the Police Department and recommended that Township Committee members participate when the program is offered again.

#### Westfield Leader article

Commissioner Mallon discussed the Westfield Leader's article regarding Union County's taxes. Stated that Chief Financial Officer Patterson explained to him that Cranford's tax increase is related to the increase in the Township's ratables.

### Deputy Mayor O'Connor

#### Sign Ordinance

Deputy Mayor O'Connor discussed the need to address inconsistencies with the Township's sign ordinance.

## 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, referred to Deputy Mayor O'Connor's comments regarding the sign ordinance and agrees that there is a need to address inconsistencies.

Mrs. Krause also discussed the Union County Open Space Trust Fund. Believes a significant amount of these funds are not used and suggested the Township request an accounting of the fund.

Mrs. Krause also discussed the improvement project at the North Avenue Station. Discussed the left-turn lane/signal near Alden Street and stated that she was unaware that it was the entrance to the train station. Feels the traffic lanes are very confusing.

Mrs. Krause also discussed the proposal to amend the Township's ordinance to allow for home-based businesses. Feels if home-based businesses are permitted in residential neighborhoods it would negatively impact property values. Also expressed concern with the impact to parking in the neighborhoods near Cranford High School.

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

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

### Resolution No. 2016-98.8:

**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

#### Contractual

- Hyatt Hills Golf Course

#### Legal

- Riverfront Developers v. Planning Board

- CDA v. Township of Cranford

**Minute Review**

- Closed Session Minutes of April 11, 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 11:04 PM.

On motion of Commissioner Hannen, seconded by Commissioner Mallon and passed, the Township Committee adjourned at 11:04 PM.

Respectfully submitted,

Tara Rowley, RMC  
Municipal Clerk

Dated: April 25, 2016