

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **May 9, 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.

Jay Boxwell, Commander, Veterans of Foreign Wars (VFW), and Martha Garcia, VFW member, were present.

Mr. Boxwell provided the Township Committee with photographs of nonfunctioning arsenal the VFW has been attempting to acquire and place on its property.

Mayor Kalnins stated that the Township Committee could consider the request once it is determined whether a zoning permit or other approval through the Office of Planning and Zoning is required.

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

Review Official Meeting Agenda

Ordinance No. 2016-10:

Commissioner Hannen informed the Township Committee that he has concerns with Ordinance No. 2016-10 which allows for amendments to the Township Code as respects the Police Department. Requested that the ordinance be removed from the Official Meeting agenda and carried for further discussion at the next meeting.

Discussion was held as to the redlined version of this ordinance and the number of changes required.

Township Attorney Dabulas explained that the entire ordinance was not provided to the Township Committee; only those sections requiring revisions were provided.

Ordinance No. 2016-09:

Commissioner Giblin discussed Ordinance No. 2016-09 which amends regulations pertaining to vicious dogs and asked if the Health Department reviewed the proposed ordinance.

Township Attorney Dabulas confirmed that Ordinance No. 2016-09 was recommended and reviewed by the Health Department. The amendment is also required as a result of the Township's recodification of its code because current regulations conflict with State Statute.

The Township Committee was agreeable to postponing the introduction of Ordinance Nos. 2016-09 and 2016-10. Ordinances to be removed from the agenda for further discussion during the Workshop Meeting of May 23, 2016.

Ordinance No. 2016-11:

Township Attorney Dabulas discussed Ordinance No. 2016-11 which would provide for an amendment of fees for public records. Explained that this chapter of the Township Code does not comply with State Statute and revisions are necessary as part of the recodification process.

Resolution No. 2016-189

Township Engineer O'Brien discussed Resolution No. 2016-189 which authorizes an award of contract for improvements to Lincoln Avenue East (Section 4). Also discussed the scope of the project.

Workshop Meeting Minutes of April 25, 2016

Commissioner Mallon discussed the minutes of the Workshop Meeting of April 25, 2016. Explained that he had recommended that the Township Committee consider a reduction in the budget for road resurfacing, and the capital budget in total, in an effort to reduce overall debt in the future. Requested that the minutes be amended to include these comments.

The Township Committee was agreeable to Commissioner Mallon's request. Revised copy of the April 25, 2016 Workshop Meeting minutes to be provided to the Township Committee for approval during the Official Meeting of May 10, 2016.

Engineering updateLincoln Avenue East (Section 4) and High Street and Maple Drainage Improvements

Township Engineer O'Brien discussed upcoming projects involving Lincoln Avenue East and High Street and Maple Place. Discussed grant funding that was awarded for these projects.

2015 Paving Program

Township Engineer O'Brien discussed the status of road resurfacing included in the 2016 Paving Program.

Discussion was held as to the timeframe for completion of the paving program.

Commissioner Hannen feels roadways included in the program should be completed by year-end of said year.

Township Engineer O'Brien explained that the level of funding for road resurfacing allocated by the Township Committee allows for the resurfacing of many roads. Discussed the timeframe for the availability of funds, completion of an engineering design and the bidding process for construction. Once these items are in place, only three (3) to four (4) months remain for construction, and the amount of roads included in the program cannot be completed in that timeframe.

Elizabethtown Gas Company Utility Upgrades

Township Engineer O'Brien discussed the schedule of roads to be paved by Elizabethtown Gas Company.

Paving of Centennial Avenue Pool Parking Lot

Township Engineer O'Brien discussed the paving of the Centennial Avenue Pool Parking Lot. Discussed design options available to the Township Committee which would allow for a ten (10%) reduction in impervious surface coverage, and requested Township Committee direction as to which option is preferred.

Commissioner Mallon discussed the condition of the parking lot closest to the baseball field and feels paving of this lot should be a priority. Discussed the suggestion to use stone/gravel in a portion of this lot to reduce impervious surface coverage. Explained that the proposal involves gravel for parking spaces only and would not be used in "traveling" areas of the parking lot.

Commissioner O'Connor explained that that a ten (10%) reduction in impervious surface coverage does not have to be included all in one (1) project. Smaller amounts could be included in several projects with the combined amount totaling ten (10%) percent.

Commissioner Giblin expressed concern with using gravel in this parking lot. Feels this lot is too heavily used.

Discussion was held concerning the use of grass pavers instead of gravel or stone.

Township Engineer O'Brien feels grass pavers would work but expressed concern that the material would not be available in time to have the project completed by Memorial Day.

Commissioner Mallon discussed the maintenance involved with the use of gravel.

Commissioner Hannen discussed the impact the change in weather would have to the pavement below the gravel area.

Discussion was held.

Township Engineer O'Brien discussed other opportunities for stormwater management in addition to a reduction in impervious surface coverage, such as the installation of another raingarden on Township property.

Commissioner O'Connor feels the option presented which involves the use of stone over eleven (11) parking spaces, allowing for a five (5%) percent reduction in impervious surface coverage, is the best approach.

The majority of the Township Committee was agreeable to moving forward with the use of gravel over eleven (11) parking spaces in the parking lot closest to the baseball field.

Commissioner Giblin was not in favor of using gravel in this parking lot. Feels it is too heavily used and should be paved.

Landscaping of the North Avenue Station area

Township Engineer O'Brien discussed the request for landscaping in the North Avenue Station area and informed the Township Committee that he is preparing a plan which would include cost proposals for discussion on May 23, 2016.

Air Quality

Township Engineer O'Brien discussed air quality regulations and the need to conduct air quality testing in the Municipal Building. Discussed the cost involved and testing procedures.

Township Administrator Wall explained the requirement to designate an Air Quality Specialist and the Township's designation of Maser Consulting at a previous meeting.

Twin Oaks Development

Township Engineer O'Brien discussed the Twin Oaks Development Project and informed the Township Committee of items scheduled for close out.

Hidi Property-Garwood

Township Engineer O'Brien provided an update of the hearing concerning the Hidi property in Garwood and stated that he was informed that there were noticing issues with the hearing. Additional information would be provided as it is received.

Crescent Place

Township Attorney O'Brien provided an update involving a property located on Crescent Place and informed the Township Committee that all contractual matters have been closed out.

Orchard Brook

Township Engineer O'Brien discussed the status of the Orchard Brook project and the meeting with residents to be coordinated.

Police Department request to hire police officers

Police Chief Wozniak discussed upcoming retirements within the Police Department and a request to begin the hiring process to replace those retiring, and to hire one (1) additional officer. Discussed increases in financial crimes, narcotics, underage drinking and redevelopment projects which have created a need for additional manpower. Also discussed a plan to reestablish the Crime Prevention Unit within the department.

Commissioner Hannen requested clarification of current staff levels. Believes officers were recently hired to replace those retiring in 2016.

Police Chief Wozniak discussed headcount and explained that the request would allow for an increase of one (1) employee in total. Also stated that there would be no budget impact.

Commissioner Giblin requested statistics of those crimes discussed by Chief Wozniak.

Commissioner Hannen discussed a potential overlap in salaries if new officers are hired before retirements become effective. Also discussed the Police Department's request for an increase in its investigations unit. In addition, feels those officers currently assigned to the Union County Prosecutor's Office should be reassigned to Cranford if additional manpower is needed.

Police Chief Wozniak discussed the need to cooperate with Union County and the Prosecutor's Office. Also believes the training provided by the Union County Prosecutor's Office is very valuable. Feels if increasing manpower has no budget impact, it would be beneficial to continue assigning Cranford officers to the Prosecutor's Office.

Commissioner Giblin stated that while there might be no impact to the budget in 2016, there would be an impact in future years.

Commissioner Hannen feels Cranford should not bear the financial burden of an additional officer. Feels if the Prosecutor's Office needs assistance, it should request an increase in its manpower from the Board of Chosen Freeholders.

Commissioner Mallon requested clarification of the assignment of officers to the Union County Prosecutor's Office.

Discussion was held.

Deputy Mayor O'Connor requested information concerning overtime. Also asked if the Police Department has received additional calls due to recent development projects.

Police Chief Wozniak informed the Township Committee that overtime has decreased. Also discussed the number of calls related to new development.

Deputy Mayor O'Connor stated that she supports the request to hire two (2) officers to replace those retiring and the request to hire one (1) additional officer.

The majority of the Township Committee was agreeable to the request to hire two (2) officers to replace those retiring. Commissioners Hannen and Giblin were opposed to the request without additional information.

Mayor Kalnins asked if the Township Committee supports the request to hire one (1) additional officer.

Deputy Mayor O'Connor discussed her support for the request.

Commissioner Mallon stated that he would like additional information before making a decision concerning the request to hire one (1) additional officer.

No action was taken concerning the request to hire one (1) additional officer. Further discussion necessary.

Request by Police Chief Wozniak to attend National FBI Academy

Discussion was held concerning Police Chief Wozniak's request to attend the National FBI Academy (Academy).

Commissioner Giblin requested information as to the costs involved with attendance at the Academy.

Police Chief Wozniak explained that books might be an additional cost. He would also be using the Township's vehicle, which is currently funded by the Township.

Discussion was held as to when Police Chief Wozniak first received acceptance to the Academy and when Deputy Mayor O'Connor was first notified of Police Chief Wozniak's interest in attending.

Commissioner Hannen discussed the protocol for covering an extended absence of the Police Chief.

Police Chief Wozniak stated that an Officer in Charge would be designated. Also stated that there is no acting pay or stipend associated with the designation.

Commissioner Hannen feels the length of the absence might warrant a stipend.

Discussion was held as to other Cranford Officers who have attended the Academy.

Police Chief Wozniak discussed the benefits of attending the academy.

Commissioner Hannen discussed the impact Police Chief Wozniak's absence would have to his role as Emergency Management Coordinator and the stipend associated with this role.

Police Chief Wozniak stated that he would leave the Academy if an emergency arises in Cranford.

Commissioner Hannen stated that he requires additional clarification but feels discussion should be held in closed session.

2016 Capital Budget

Discussion was held regarding the most recent version of the 2016 Capital Budget.

Township Administrator Wall informed the Township Committee that the backhoe that was requested by the Department of Public Works (DPW) is overheating and the Township Committee might want to reconsider including funding for this item in the capital budget.

The Township Committee was agreeable to including funding for a backhoe in the 2016 Capital Budget.

Mayor Kalnins discussed reducing the amount of funding for improvements to Council Chambers from \$175,000 to \$75,000.

The Township Committee was agreeable to funding \$75,000 for improvements to Council Chambers.

Commissioner Mallon recommended the Township Committee reduce the budget for road resurfacing from \$2,300,000 to \$1,900,000.

The Township Committee was agreeable to Commissioner Mallon's suggestion. \$1,900,000 to be included in the capital budget for the 2016 Paving Program.

Township Administrator Wall to contact Bond Counsel for preparation of a bond ordinance for capital budget items.

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. Discussed the draft ordinance provided by Director of Planning and Zoning Robert Hudak.

The Township Committee was agreeable to the proposal. Township Attorney Dabulas to finalize an ordinance for introduction on May 24, 2016.

Proposed amendment to Township Code re: signs

Deputy Mayor O'Connor discussed a proposal to amend the Township's current sign ordinance to allow for the business name on two (2) signs per business.

Director of Planning and Zoning Hudak discussed issues over the years with regulations concerning signage and recent court cases concerning signage. Explained that two (2) signs per business are currently permitted, but only one (1) sign may contain the name of the business.

Commissioner Hannen expressed concern with the number of businesses that might want to install additional signage. Feels the Township Committee should request input from the Downtown District Management Corporation (DMC) and the Planning Board before moving forward with a change to the ordinance.

The Township Committee was agreeable to obtaining input from the DMC. Input from the Planning Board would be obtained if an ordinance to amend the regulations is introduced.

Further discussion May 23, 2016.

Discussion was held concerning issues with enforcement of non-permitted signs.

Planning and Zoning Director Hudak discussed the enforcement process.

Minute approval – Closed Session Minutes of April 25 and 26, 2016

On motion of Commissioner Mallon, seconded by Deputy Mayor O'Connor and passed, the Closed Session Minutes of April 25 and 26, 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

FY 2016 Flood Mitigation Assistance (FEMA) Grant Program

Township Administrator Wall discussed the status of the Township's application in connection with the FY 2016 Flood Mitigation Assistance (FEMA) Grant Program. Informed the Township Committee that he received approximately forty-two (42) responses from residents regarding interest in the program.

Air Quality

Township Administrator Wall referred to earlier discussion regarding air quality testing in the Municipal Building and informed the Township Committee that he would obtain additional cost proposals.

Office Layout

Deputy Mayor O'Connor discussed the request to relocate the Finance Department to the end of the hallway where the Construction Code Office is currently located. Feels the request should be reconsidered as the Construction Code Office is more customer-based than the Finance Department and should be more easily accessible to the public.

Further discussion to be held May 23, 2016.

Township Administrator Wall informed the Township Committee that the Construction Code Official has requested that the Property Maintenance Official be moved to the upper level of the Municipal Building.

Summer/flex hours

Township Administrator Wall requested input from the Township Committee regarding the proposal for summer/flex hours.

The Township Committee was not in favor of the proposal.

Signage for Municipal Building

Township Administrator Wall requested input from the Township Committee regarding proposed signage for the Municipal Building.

The Township Committee was not in favor of the proposed signage.

MDTV Building

Township Administrator Wall discussed a proposal for painting of the MDTV Building.

Commissioner Giblin was not in favor of painting the building. Feels no additional funding should be allocated toward the building.

Further discussion to be held during the Conference Meeting of May 10, 2016.

COMMISSIONER REPORTS**Commissioner Mallon**Road Resurfacing

Commissioner Mallon discussed utility work to be conducted and spray painting that was done in preparation of the work. Discussed a concern with the work schedule that was expressed by a resident and informed the Township Committee that the matter has been resolved and the utility work has been postponed.

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 Deputy Mayor O'Connor and passed, the following resolution was adopted by roll call vote:

Resolution No. 2016-98.10:

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

- Health Department
- Swim Pool Utility
- Department of Public Works

Legal

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

Minute Review

- Closed Session Minutes of April 25 and 26, 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 Giblin and passed, the Township Committee returned to open session at 11:45 PM.

On motion of Commissioner Hannen, seconded by Commissioner Giblin and passed, the Township Committee adjourned at 11:45 PM.

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: May 9, 2016