

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **May 23, 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.

Tony DiGiovanni, Forest Avenue, requested information as to whether the Township Committee adopted a resolution, or plans to adopt a resolution, related to parking spaces at PSE&G’s property on South Avenue.

Township Attorney Dabulas advised the Township Committee not to answer the question because it pertains to a pending application before the Planning Board.

Commissioner Hannen asked if the Township Committee could answer questions regarding policy decisions if the question relates to a Planning Board matter.

Township Attorney Dabulas feels it is not appropriate for the Township Committee to answer questions that relate to matters before the Planning Board.

Frank Krause, 20 Pittsfield Street, discussed decisions made by the Zoning Board of Adjustment and expressed concern with those decisions. Feels the public is also dissatisfied with those decisions and believes the Township Committee should review them. Feels the Zoning Board is conducting planning which is not its role.

Mayor Kalnins informed Dr. Krause that there are joint educational sessions held between the Planning Board and Zoning Board of Adjustment. Also discussed the recent amendment of the Township’s Land Development Ordinance to address inconsistencies and other issues.

Commissioner Hannen asked Dr. Krause for clarification as to how he would like the Township Committee to address his concerns with the Zoning Board of Adjustment.

Dr. Krause feels the Township Committee should carefully consider the members appointed and provide direction, if possible.

Township Attorney Dabulas explained that the Zoning Board of Adjustment and Planning Board are autonomous boards and the Township Committee is not permitted to give direction to those boards.

Tony DiGiovanni, feels the Township Committee should utilize its engineer and other professionals for guidance in planning and zoning matters.

Township Attorney Dabulas stated that she agrees that the Township Engineer should have involvement in planning and zoning matters, but it is the Planning Board and Zoning Board of Adjustment that should involve the Township Engineer, not the Township Committee.

Commissioner Hannen informed the Township Committee that he received an email from a Planning Board member, requesting that the Township Committee “do something” with respect to planning and zoning matters.

Township Attorney Dabulas explained that the Township Committee should not be involved with planning and zoning matters.

Tony DiGiovanni asked if the Township Committee appointed a Real Estate Committee.

Mayor Kalnins explained that the Township Committee appoints a Buildings, Grounds and Real Property Committee and discussed the professionals that are appointed as members.

Tony DiGiovanni expressed concern with a recent decision by the Township Committee to sell Township property and stated that the request to purchase the property was not presented to the Buildings, Grounds and Real Property Committee.

Township Attorney Dabulas confirmed that the appropriate officials were contacted for input regarding the request to purchase the property.

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

Review Official Meeting Agenda

Discussion was held concerning the need to amend the May 24, 2016 Official Meeting agenda to add several late starters and to remove the introduction of a bond ordinance for the Swim Pool Utility.

Discussion was held concerning the introduction of a bond ordinance in connection with Phase 2B of the Northeast Quadrant Stormwater Management Project.

Deputy Mayor O'Connor discussed a request for Township Committee approval of an awning and sign in the Township's right-of-way and asked that the Township Committee consider a resolution for the May 24, 2016 Official Meeting.

Commissioner Giblin requested clarification as to the contract for the fireworks display.

Commissioner Hannen discussed the cost sharing agreement between the Township and Union County for the fireworks display.

Commissioner Mallon asked if he would be permitted to vote on the bond ordinance for funding for Memorial Field.

Township Attorney Dabulas feels Commissioner Mallon could vote on the matter because it is not an agreement and the matter is budget related. However, Commissioner Mallon could abstain if he feels uncomfortable voting on the item.

Update Re: Renewal of Cranford's Sustainable New Jersey Certification

Nelson Dittmar, Environmental Commission Chairperson, provided an update of the renewal of the Township's Sustainable New Jersey Certification. Discussed action taken by the Green Team as part of the renewal process.

Commissioner Hannen discussed the loss of credit points because no farmer's market was held in the Township in 2016 and asked if Dreyer's Farm could qualify for credit since it is a working farm located in the Township.

Deputy Mayor O'Connor explained the criteria and the difference between and a farmer's market and having a farm located in the municipality.

Nelson Dittmar commended the Green Team for its efforts with the recertification process.

Township Administrator Wall discussed the tree inventory to be conducted and asked if the Township could qualify for credit points for this project.

Nelson Dittmar discussed the many programs that would qualify for credit points.

Engineering update

2015 Paving Program

Township Engineer O'Brien discussed the status of road resurfacing and informed the Township Committee that the parking lot at the Centennial Avenue Pool is nearly complete. Also discussed the schedule of streets to be paved within the next few weeks.

Deputy Mayor O'Connor requested clarification as to the schedule for the paving of Lincoln Avenue and Orange Avenue and the need to complete these projects while school is out of session.

Township Engineer O'Brien stated that there is a pre-construction meeting scheduled for next week and discussed the sections of Lincoln Avenue to be paved next with funding obtained through the New Jersey Department of Transportation's Municipal Aid Grant Program. Explained that the timeframe for

completion of Orange Avenue depends upon when funding becomes available. Explained that Orange Avenue paving might not be complete during the summer because of the number of curb cuts that are needed.

Discussion was held as to paving being scheduled after drop-off of students in the morning if it cannot be completed before school begins in September.

Utility work

Township Engineer O'Brien discussed roads to be paid in connection with utility work done by Elizabethtown Gas and New Jersey American Water Company.

Orchard Brook

Township Engineer O'Brien discussed the status of the Orchard Brook Project. Informed the Township Committee that a meeting with residents is scheduled for after Memorial Day and asked the Township Committee if there is a preference as to the meeting date.

The Township Committee was agreeable to Township Engineer O'Brien scheduling the meeting with residents on June 1 at the Community Center.

North Avenue Station

Township Engineer O'Brien stated that he is in the process of obtaining cost estimates for the landscaping of the North Avenue Station area. Also informed the Township Committee that the Superintendent of Public Works has obtained cost estimates with respect to irrigation.

Twin Oaks

Township Engineer O'Brien discussed the status of the Twin Oaks development. Informed the Township Committee that landscaping is being installed on Wednesday and the Homeowners Association has provided a list of outstanding items which he will review with Township Attorney Dabulas.

Driveway improvements

Township Engineer O'Brien discussed improvements to the driveway at a residence on Crescent Place that was required in connection with the de-silting of the Rahway River.

Proposed amendments to Township Code

Land Development

Discussion was held regarding proposed amendments to the Land Development Ordinance.

Township Attorney Dabulas discussed the Master Plan that was adopted and the codification of the Land Development Ordinance which resulted in zone changes to comport with the Master Plan.

Director of Planning and Zoning Robert Hudak joined the meeting and discussed the proposed changes to the Land Development Ordinance. Also discussed the suggestion to remove storm water management regulations from the Land Development Ordinance.

Director of Planning and Zoning Hudak to provide additional information regarding the proposed amendment to gross density for residential uses.

Sign regulations

Commissioner Hannen discussed the memorandum submitted by the DMC in connection with the proposed amendments to the Township's sign regulations and stated that it did not address perpendicular signs.

Deputy Mayor O'Connor explained that the DMC is not opposed to perpendicular signs

Commissioner Giblin feels the DMC should clarify in writing that it is not opposed to these types of signs.

Deputy Mayor O'Connor explained that perpendicular signs are currently permitted in the Township and the amendment to the ordinance pertained to sign content.

Discussion was held.

Deputy Mayor O'Connor discussed the fact that the Township's ordinance needs to be amended to comply with a recent court case regarding sign content. Feels this amendment should move forward and amendments regarding perpendicular signs should be addressed separately.

Further discussion to be held on June 13, 2016. Downtown Business and Economic Development Director Kathleen Prunty to attend the meeting.

Commissioner Hannen requested that he be invited to attend next DMC meeting to express his concerns with perpendicular signs.

Late starter-Proposed ordinance re: Home Occupations

The Township Committee was agreeable to moving forward with the introduction of an ordinance to amend the code to allow for home occupations.

Late Starter-request to encroach in Township right-of-way

Director of Planning and Zoning Robert Hudak discussed the request by the owner of Fromage Grille to install a perpendicular sign and awning which would encroach in the Township's right-of-way. Expressed concern with setting a precedent by approving an encroachment in the Township's right-of-way but feels this is a unique situation.

The majority of the Township Committee was agreeable to the request. Resolution authorizing the request to be added to the May 24, 2016 Official Meeting agenda.

Proposed amendments to Township Code (continued)

Vicious dog regulations

Township Attorney Dabulas discussed the need to amend the Township's code with respect to vicious dog regulations to comply with state statute.

Commissioner Hannen expressed concern that the regulations might be too restrictive and might discourage residents from adopting rescue dogs.

The Township Committee was agreeable to moving forward with the ordinance. Introduction scheduled for May 24, 2016.

Police Department regulations

Township Attorney Dabulas discussed amendments to Police Department regulations in connection with the recodification of the Township's code.

Discussion was held as to the amendments to the personnel section of the ordinance with respect to staffing levels.

Mayor Kalnins suggested the section be amended to read "shall not exceed" rather than "shall consist of".

Discussion was held as to the staffing level and whether it should be fifty-three (53) or fifty-four (54).

Discussion was held as to the removal of sections 93-11 and 93-12 from the code and plans to include these regulations in the Police Department's Personnel Manual.

Commissioner Hannen feels the Township Committee should obtain a copy of the Police Department's proposed Personnel Manual before these regulations are removed from the Township's code.

Further discussion to be held June 13, 2016.

Minute approval – Closed Session Minutes of May 9 and 10, 2016

On motion of Commissioner Hannen, seconded by Deputy Mayor O'Connor and passed, the Closed Session Minutes of May 9 and 10, 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 Hannen

Commissioner Hannen informed the Township Committee that the Memorial Day Committee is requesting participation in the memorial ceremony that is held after the parade and would like to post signs on Township property asking residents to follow the parade to Memorial Park. Also discussed the flags that contain the names of Cranford residents lost in war and the need for more individuals to participate in the parade to carry the flags.

The Township Committee was agreeable to the request to post signs on Township property. Resolution to be adopted May 24, 2016.

Commissioner Giblin

Commissioner Giblin informed the Township Committee that the municipal audit is complete and contained only one comment/recommendation.

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

Resolution No. 2016-98.11:

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
- Department of Public Works
- Police Department
- Finance Department

Legal

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

Contractual

- Request to vacate sidewalk
- Sustainable Jersey Grant Program

Minute Review

- Closed Session Minutes of May 9, 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 Giblin seconded by Commissioner Hannen and passed, the Township Committee returned to open session at 12:10 AM.

Special Meeting

On motion of Commissioner Hannen, seconded by Commissioner Giblin and passed, a Special Closed Session Meeting of the Township Committee was scheduled for May 31, 2016 at 5:00 PM to discuss a legal matter related to CDA v. the Township of Cranford.

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

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

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: May 23, 2016