

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **June 13, 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.

Donald McNeil, 213 Thomas Street, discussed road resurfacing being conducted in his neighborhood and feels paving work would not adequately correct the water issues that exist at Severin Court.

Township Engineer O'Brien discussed how the roadway would be graded to help correct the issue, explaining that proper grading would allow gravity to move the water from the area. Feels the paving work should move forward as planned, and the drainage issue could be addressed at a later time, if grading and paving do not correct the issue. Also explained that the contractor would be responsible for ensuring that no ponding occurs. Once the paving work is complete, if ponding occurs, it would be the contractor's responsibility to correct it.

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

### **Review Official Meeting Agenda**

Mayor Kalnins suggested that the Township Committee begin the meeting with a moment of silence to recognize the victims of the shooting in Orlando.

The Township Committee was agreeable to Mayor Kalnins' suggestion.

### **Bills List**

Commissioner Hannen requested clarification of payment to Johnston Communications for approximately \$8,000 for telephone work. Suggested the Township consider another vendor due to the cost involved.

Township Administrator Wall to follow up.

Commissioner Hannen discussed costs related to the parking garage that were charged to the building and grounds' account. Feels costs related to the garage pay stations and costs related to garage maintenance should be charged to separate line items for tracking purposes.

Township Administrator Wall to follow up with Chief Financial Officer Patterson and request that a separate line item be created for 2017.

Commissioner Hannen questioned costs related to Taser guns.

Police Captain Patterson discussed new guidelines for Taser guns and the Police Department's interest in obtaining the product.

### **Resolution No. 2016-220:**

Commissioner Mallon requested clarification of Resolution No. 2016-220 which authorizes a change fund for the Construction Code Office.

Township Administrator Wall explained that the change fund enables the office to make change for residents when necessary.

Resolution No. 2016-223:

Commissioner Hannen discussed Resolution No. 2016-223 which authorizes an award of contract to Aton Computing for IT services and requested clarification as to the service to be provided.

Mayor Kalnins explained that the contract would be for general IT services and is not for one specific project.

Township Administrator Wall explained that the bills list would provide detail as to the service provided.

Mayor Kalnins also discussed the fact that full year contracts were not awarded at the beginning of the year because the Township was operating under a temporary budget.

Resolution No. 2016-222:

Commissioner Hannen discussed Resolution No. 2016-222 which authorizes an amendment to the contract awarded to Maser Consulting and feels the Township Committee should be provided with more details as to the services provided.

**Engineering update**2015 Paving Program

Township Engineer O'Brien discussed the status of road resurfacing and informed the Township Committee that the 2015 Paving Program is near completion. Discussed those roads remaining on schedule.

High Street and Maple Place Drainage concerns

Township Engineer O'Brien discussed drainage improvements at High Street and Maple Place and informed the Township Committee that contracts have been awarded, and the projects would begin soon. Also stated that the timeframe for construction was coordinated in order to avoid interference with Cranford High School's graduation ceremony.

NESWMP Phase 2B

Township Engineer O'Brien provided an update of Phase 2B of the Northeast Quadrant Stormwater Management Project and stated that he provided the Township's bond counsel with the information necessary for the preparation of a bond ordinance.

Orchard Brook

Township Engineer O'Brien discussed the status of the Orchard Brook project and the outreach meeting scheduled with impacted residents for June 15, 2016.

Elizabethtown Gas Company Utility Upgrades

Township Engineer O'Brien discussed utility upgrades to be conducted by Elizabethtown Gas and informed the Township Committee of additional roads scheduled for upgrades as part of a separate gas line improvement project.

Twin Oaks

Township Engineer O'Brien discussed the status of the Twin Oaks development project and informed the Township Committee that street lighting is the only outstanding item. Stated that he would follow up with the Department of Public Works concerning this issue. Landscaping and other miscellaneous items have been completed. The bond would be released upon final inspection by Township Engineer O'Brien and consultation with the Homeowners Association.

2016 Paving Program

Township Engineer O'Brien discussed the 2016 Paving Program. Also discussed the next section of Lincoln Avenue that is scheduled for resurfacing, and explained that funding for Lincoln Avenue would be provided through the Department of Transportation's Municipal Aid Grant Program. Also stated that paving projects would commence once the bond ordinance is adopted.

Discussion was held regarding the schedule for construction.

Commissioner Mallon referred to the earlier discussion concerning drainage issues at Severin Court and the report mentioned by Township Engineer O'Brien during that discussion.

Township Engineer O'Brien discussed grading improvements that are planned for the intersection with drainage issues to be addressed at a later time if paving does not resolve the issue.

Commissioner Hannen discussed issues with the notification process for the project and stated that the contractor gave little notice to residents.

Township Engineer O'Brien informed the Township Committee that he conducted several meetings with residents to explain the work to be done.

Commissioner Mallon discussed the narrowing of the intersection in connection with the project and the potential impact to impervious surface coverage.

### **Proposed amendments to Township Code**

#### **Construction Code fees**

Construction Code Official Belluscio discussed proposed amendments to the Township's code with respect to construction code fees.

Discussion was held.

Commissioner Hannen requested that language be removed concerning the waiver of fees. Feels requests for a waiver should be granted on a case-by-case basis by resolution of the Township Committee.

Deputy Mayor O'Connor asked when the last time construction code fees were amended.

Construction Code Official Belluscio discussed the last amendment to construction code fees and the research that was conducted with other municipalities to determine how Cranford's fees compare to them.

The Township Committee was agreeable to moving forward with the ordinance. Introduction scheduled for June 28, 2016.

#### **Late starter-Noise Ordinance**

Township Attorney Dabulas discussed an amendment to the Township's code as respects noise regulations and informed the Township Committee that the amendment requires approval from the Department of Environmental Protection. The proposed change would be forwarded to the Department of Environmental Protection for review and she would advise when a response is received.

Further discussion June 27, 2016.

#### **Police Department regulations**

Police Captain Patterson discussed proposed changes to the Township's code regarding Police Department regulations.

Commissioner Hannen requested clarification as to certain items proposed for removal from the Township's code. Feels that while state statute might provide for these regulations, he feels they should remain in the code. Also feels that removing certain items from the code and including them in the Police Department's Standard Operating Procedures (SOP's) would remove oversight and approval of changes by the Township Committee.

Discussion was held.

Commissioner Giblin expressed concern with the proposed headcount. Feels future Township Committees should not be committed to headcount approved by the current Township Committee.

Mayor Kalnins explained that future Township Committees would not be committed to the headcount included in the code because the Township Committee must approve the hiring of personnel by resolution.

Commissioner Hannen and Commissioner Giblin stated that they oppose the proposed headcount.

Discussion was held regarding changes to Sections 93-11 and 93-12 of the ordinance. Section 93-11A to remain, Sections 93-11B and 93-11C would be removed. Section 93-12 would also be removed and replaced with new language. Section 93-17 to be reviewed by Township Attorney Dabulas.

Captain Patterson discussed the recommendation to remove sections from the code that are regulated by Collective Bargaining Agreements.

Commissioner Hannen discussed the recommendation to remove Section 93-17, which relates to retirement, from the code. Feels it should remain.

Captain Patterson explained that retirement regulations are governed by the Police and Fire Retirement System.

Mayor Kalnins feels retirement regulations are also covered by Collective Bargaining Agreements.

Captain Patterson discussed the recommendation to remove items related to job descriptions for various ranks from the code. Explained that more detailed job descriptions are included in the Police Department's SOP's which are approved through the accreditation process.

Commissioner Hannen feels these items should remain in the ordinance and the ordinance should be amended to comport to the job descriptions included in the SOP's.

Captain Patterson discussed proposed changes to fees for records due to the need to comply with state regulations for fees as per the Open Public Records Act.

Discussion was held regarding proposed changes to alarm fees.

The majority of the Township Committee was agreeable to the proposed amendments. Ordinance to be introduced June 28, 2016.

#### Land Development

Planning and Zoning Director Hudak discussed proposed changes to the Land Development Ordinance regarding conditional uses.

Discussion was held regarding residential uses as respects square footage for apartments and density by acre.

#### Sign regulations

Discussion was held regarding sign regulations, specifically signs that project from the wall or building.

Tom O'Brien, DMC Chairperson, explained that the DMC conducted an informal survey and the majority of business owners feel the regulations allowing for projecting signs should remain.

Commissioner Hannen expressed concern with the overuse of these signs if these regulations remain in the code.

#### Late starter-Business operating hours

Commissioner Hannen requested clarification of regulations concerning closing times for various businesses.

Planning and Zoning Director Hudak discussed closing times for various types of businesses and the conditions that must be met. Also explained that these regulations are within the jurisdiction of the Police Department.

Township Attorney Dabulas to follow up on case law as to the business closing times.

Mr. O'Brien requested clarification as to use variances and the reasons for the granting of variances. Also referenced the discussion concerning business operating hours and feels gas stations are currently allowed to operate for 24-hours.

Mayor Kalnins explained that this is an issue to be researched by Township Attorney Dabulas.

Mr. O'Brien discussed proposed changes to the Land Development Ordinance and feels the DMC should have an opportunity to review the proposed changes.

Commissioner Giblin discussed signage in the downtown and feels some are non-compliant. Requested clarification as to who enforces for compliance and how a sign that is non-compliant is remedied.

Planning and Zoning Director Hudak explained that enforcement is within the Office of Planning and Zoning. Also discussed the approval process for signage and instances in which the Zoning Board and the DMC would be involved.

Mayor Kalnins also explained that the regulations have changed over the years, so a sign that may not be in compliance now, was compliant at one point and was "grandfathered" when the regulations were amended.

#### Garbage Collection and Disposal

Deputy Mayor O'Connor discussed requests by residents to amend the ordinance for garbage collection to allow for one pick up per week. Explained that it was initially believed that state statute required pick up twice per week, but it has since been determined that one pick up per week would be allowed. Feels the Township should speak with haulers for input and potential impact. Requested Township Committee approval to begin the process.

Discussion was held regarding information that is required by haulers pursuant to the Township code.

Further discussion to be held after input from haulers is obtained.

**Proposed Tree Ordinance**

Deputy Mayor O'Connor discussed the proposed tree replacement ordinance and the issue with determining regulations for removal of trees from private property. Requested that the Township Committee review the most recent draft of the ordinance. Also explained that Tree Advisory Board input is needed.

Further discussion necessary.

Barbara Krause, Tree Advisory Board member, suggested that language from Westfield's ordinance with respect to clear cutting be obtained and asked if this has occurred.

Township Attorney Dabulas stated that she is familiar with the language in Westfield's ordinance and would forward it to Deputy Mayor O'Connor.

Further discussion June 27, 2016.

**One Seat Ride funding**

Mayor Kalnins discussed a letter from Raritan Valley Rail Coalition regarding one-seat ride service on the Raritan Valley line and a request from the Raritan Valley Rail Coalition that the Township Committee adopt a resolution supporting funding of this initiative.

The Township Committee was agreeable to the request. Resolution to be adopted June 14, 2016.

**Update re: Mayors Council Rahway River Watershed**

Mayor Kalnins provided an update of the Mayors Council on the Rahway River Watershed and discussed an announcement that would be made by the Army Corps of Engineers on June 21, 2016.

**ADMINISTRATOR REPORTS****Active Shooter Training**

Township Administrator Wall informed the Township Committee that all Township employees have completed Active Shooter Training. Also discussed plans to extend the training to Cranford businesses and the Township Committee.

**COMMISSIONER REPORTS****Commissioner Hannen**

Commissioner Hannen discussed the Memorial Day Committee's efforts regarding the parade and ceremony.

**Commissioner Giblin**

Commissioner Giblin discussed the exit conference that was held with the Township's auditors regarding the 2015 Municipal Audit.

**Commissioner Mallon**

Commissioner Mallon discussed paving to be postponed on certain roadways in the event the Township receives funding for Phase 5 of the flood control project.

**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, provided an update of efforts of the Airplane Noise Committee. Mentioned that the Union County Airplane Noise Advisory Board would be meeting within the next couple of weeks to address the increase in airplane noise.

Deputy Mayor O'Connor discussed information available on the Township's website regarding airplane noise.

Mrs. Krause discussed damage to a tree in Sperry Park when black top was installed and informed the Township Committee that the tree has since died as a result of this damage.

Mrs. Krause also discussed a driveway installed at a residence on North Avenue which allows for the parking of five (5) vehicles and feels it has ruined the appearance of the area.

Mrs. Krause discussed the ordinance to amend regulations regarding home occupations and her opposition to it. Feels home occupations should not be permitted in the high school neighborhood. Discussed Westfield's ordinance concerning these regulations and feels Cranford's ordinance is less restrictive.

Mayor Kalnins stated that Cranford's ordinance is actually more restrictive than Westfield's ordinance.

Township Attorney Dabulas explained to Mrs. Krause that she needs to review the entire ordinance to understand the changes being proposed.

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. 2016-98.13:**

**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**

- Various Departments
- Fire Department

**Legal**

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

**Contractual**

- Request to vacate sidewalk
- Westfield YMCA

**Real Estate**

- Arthur Street

**Minute Review**

- Closed Session Minutes of May 9 (as amended), 23, 24 and 31, 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 12:28 AM.

**Minute approval – Closed Session Minutes of May 9 (as amended), 23, 24 and 31, 2016**

On motion of Commissioner Hannen, seconded by Deputy Mayor O'Connor and passed, the Closed Session Minutes of May 9 (as amended), 23, 24 and 31, 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

**Open Space Recreation Trust Fund Program**

Commissioner Hannen discussed the Open Space Recreation Trust Fund Program and the opportunity for additional funding for Memorial Field improvements.

On motion of Commissioner Hannen, seconded by Deputy Mayor O'Connor and passed, the Township Committee adjourned at 12:30 AM.

Respectfully submitted,

Tara Rowley, RMC  
Municipal Clerk

Dated: June 13, 2016