

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **August 15, 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 AUCTION 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.

Barbara Krause, 20 Pittsfield Street, discussed Union County College's agreement to construct an athletic field at Oak Ridge Park in the Township of Clark. Also discussed the Daughters of the American Revolution (DAR) and mentioned that the Police Department would be conducting safety and security events in October and all are invited. In addition, DAR is planning a presentation of the Historical Preservation award in March 2017 to commemorate the flag pole at Post Office Plaza.

Anne Dooley, 117 Severin Court, spoke in support of the proposal for the Gateway Task Force included on the Workshop agenda and thanked the Township Committee for considering the proposal.

Ms. Dooley also thanked the Township Committee for having the road paving schedule posted to the Township's website and discussed her request from a previous meeting to have the bills list and ordinances and resolutions being considered for action by the Township Committee posted on the website as well.

Ms. Dooley expressed concern that the resolution for executive session includes discussion on hours of operation and stated for the record that she objects to this topic being discussed in executive session. Also feels the resolution listing items for closed session should be more descriptive.

Mayor Kalnins discussed the process with respect to the ordinance to regulate hours of operation and the fact that various discussions were held in open session.

Township Attorney Dabulas explained that discussion is being held in closed session because it relates to a legal issue.

Ms. Dooley reiterated her request for a more descriptive resolution of the items to be discussed in closed session.

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

Review Official Meeting Agenda

Payment of Bills:

Mayor Kalnins discussed Bills List C and feels it should be combined with Bills List A.

The Township Committee was agreeable to Mayor Kalnins' suggestion.

Commissioner Giblin requested clarification as to when the resolution authorizing the purchase of the Arthur Street property was approved.

Township Attorney Dabulas stated that it was approved in December of 2015.

Commissioner Hannen discussed Township phone numbers included on the bills list that are no longer in service or might have no assignment and feels this should be reviewed.

Township Administrator Wall stated that a phone audit could be conducted.

Commissioner Giblin discussed the bills associated with the Planning Board Attorney.

Director of Planning and Zoning Hudak informed the Township Committee that Nicholas Giuditta, Esq. was appointed as the attorney for the Zoning Board of Adjustment and the bills relate to Mr. Giuditta's service.

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

Resolution No. 2016-98.19:

BE IT RESOLVED that the Township Committee will go into closed session to discuss a personnel matter in the Planning and Zoning Office, the minutes of which will be released at some time in the future at the discretion of the Township Committee

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

On motion of Deputy Mayor O'Connor seconded by Commissioner Mallon and passed, the Township Committee returned to open session at 7:57 PM.

Engineering update

Orchard Brook Improvements

Township Engineer O'Brien informed the Township Committee that he would be meeting with the Department of Environmental Protection (DEP) next week with respect to the Orchard Brook Project and the meeting would also include discussion of the de-silting of the Rahway River.

NJDOT Municipal Aid Grant Application-FY 2015- Lincoln Avenue East (Section 4)

Township Engineer O'Brien discussed the status of improvements to Lincoln Avenue East (Section 4). Explained that the work has been completed but the project is on hold due to the shutdown of the New Jersey Transportation Trust Fund.

Commissioner Giblin asked if any municipalities have adopted resolutions opposing the shutdown of the Transportation Trust Fund.

Township Engineer O'Brien discussed the impact of the shutdown to Cranford's projects.

Commissioner Giblin discussed the shutdown's impact to NJ Transit's improvements to the platform at the Cranford station.

Township Engineer O'Brien feels the Township Committee should consider a resolution urging legislators to resolve the shutdown of the Transportation Trust Fund.

Commissioner Hannen discussed his concerns with the delay of Cranford's projects. Stated that municipalities were initially informed that the shutdown would not impact completed projects and now reimbursement is being withheld for a project that is complete. Feels this is unfair.

The Township Committee was agreeable to adopting a resolution encouraging funding of the Transportation Trust Fund. Adoption scheduled for August 16, 2016.

Utility Work-NJ American Water Company

Township Engineer O'Brien discussed utility work to be conducted by the New Jersey American Water Company and stated that he is negotiating with New Jersey American Water as to its fair share obligation for the paving of various roads.

High Street Drainage Concerns and Maple Place Drainage Concerns

Township Engineer O'Brien informed the Township Committee that drainage issues at High Street and Maple Place have been addressed and road paving would occur next.

2015 Paving Project

Township Engineer O'Brien discussed the status of the paving of Orange Avenue and informed the Township Committee that work should be completed by September 1, 2016. Also informed the Township Committee that Elizabethtown Gas Company is planning a large utility project for this area in 2017 and would be responsible for paving all roads impacted by the project.

2016 Paving Project

Township Engineer O'Brien discussed the bid results for the 2016 Paving Program and the roads he feels would be completed in the fall. Also discussed paving to be conducted by utility companies.

Cranford Baseball Field – Synthetic Turf Conversion

Township Engineer O'Brien discussed the status of the installation of synthetic turf at the baseball field and feels it should be complete in March 2017.

Late Starter – Council Chambers upgrades

Discussion was held concerning upgrades to Council Chambers.

Mayor Kalnins discussed new chairs to be purchased for Council Chambers and the need for the Township Committee to select one of the samples that are available.

TV35 Station Manager Davenport discussed an additional upgrade to Council Chambers that was originally scheduled for 2017 but must be done in conjunction with an upgrade scheduled for 2016.

Township Administrator Wall discussed potential funding options and requested Township Committee consensus to move forward with this upgrade.

Further discussion as to source of funds for the upgrade to be held August 16, 2016.

Landscaping – North Avenue Station

Township Engineer O'Brien discussed a proposal for landscaping at the North Avenue Station pedestrian area and efforts to obtain cost estimates. Explained that installation would not occur until September if the Township Committee is agreeable to moving forward with the project.

Discussion was held as to the installation of irrigation lines.

Discussion was held as to corrective repairs needed at the North Avenue Station pedestrian area.

Late Starter - Indoor Air Quality Testing

Township Engineer O'Brien discussed air quality testing that was conducted in the Municipal Building due to complaints of air quality that were received.

Discussion held as to the timeframe for obtaining the test results.

Township Engineer O'Brien also informed the Township Committee that he would be following up with the contractor that handled the renovations to the Municipal Building to address various issues that occurred after the renovations were completed.

Award of Contract – 2016 Paving Program

Commissioner Hannen discussed the bid results for the 2016 Paving Program and requested clarification of the mathematical errors referenced in Township Engineer O'Brien's recommendation for an award of contract.

Township Engineer discussed the bid tabulations and explained that the errors had no impact on the low apparent bidder.

Proposed amendment to ordinance re: construction code fees

Mayor Kalnins discussed the proposed ordinance to amend construction code fees and informed the Township Committee that the Downtown District Management Corporation (DMC) does not support an increase in fees. Stated that he is also opposed to an increase in fees.

Commissioners Hannen and Giblin requested a copy of the DMC's position on this matter in writing.

Township Administrator Wall to follow up.

Commissioner Hannen feels the Construction Code Official provided a justified need for fee increases and feels the proposal should be considered.

Commissioner Giblin stated that the Construction Code Official provided a compelling presentation and expressed support for amending the fees as proposed.

Deputy Mayor O'Connor explained that she is not opposed to all of the increases proposed and would support certain increases. Also explained that the DMC is opposed to fee increases because of the impact to business owners.

Commissioner Hannen feels taxpayers should not subsidize the cost for construction permits.

Deputy Mayor O'Connor feels a side-by-side comparison of fees is necessary.

Further discussion necessary.

Proposed tree replacement ordinance

Deputy Mayor O'Connor discussed the proposed tree replacement ordinance and the permitting process for the removal of trees from private property.

Frank D'Antonio, Tree Advisory Board member, informed the Township Committee that the Tree Advisory Board (Board) discussed the proposed ordinance at its last meeting and the Board unanimously supports the proposal.

Barbara Krause, Tree Advisory Board member, discussed the objective of the proposed ordinance and the protection it would provide. Also discussed an ordinance adopted by the Borough of Bernardsville and certain language included in that ordinance that she feels should be added to Cranford's ordinance.

Michael Venditti, Tree Advisory Board member, explained that the proposed ordinance was based on an ordinance adopted by the Township of Jackson but the ordinance proposed for Cranford is less restrictive. Also discussed certain provisions of the ordinance, such as options available to the property owner and safety aspects.

Township Attorney Dabulas also discussed her review of the proposed ordinance.

Discussion was held regarding the establishment of a fund in lieu of tree replacement.

Mr. Venditti discussed the current practice for homeowners to obtain free saplings from DPW for the planting of trees on private property.

Mrs. Krause discussed the environmental benefits in connection with the removal and replacement of trees. Also discussed concerns with clear cutting of trees and the oversight this ordinance would provide.

Commissioner Hannen discussed provisions of the proposed tree replacement ordinance that allows for the establishment of certain fees, versus the proposed ordinance to increase construction code fees. Feels it is contrary to support one ordinance while opposing the other.

Deputy Mayor O'Connor stated that she would support the tree replacement ordinance with no fee, as long as there is a monitoring process established for the removal of trees.

Discussion was held concerning the funding of a forester.

Township Attorney Dabulas to draft the proposal in ordinance format for further discussion for the next meeting.

Proposal to establish Gateway Task Force

Mayor Kalnins discussed Former Mayor Aschenbach's recommendation that the Planning Board establish a Gateway Task Force.

The Township Committee was agreeable to the concept. A letter would be drafted and sent to the Planning Board.

Update re: proposal to remove Cranford West cabins

Discussion was held regarding Cranford West as to the removal of cabins in disrepair, and the preservation of portions of cabins deemed to be historical.

Request by Office of Downtown Business and Economic Development for authorization to hire a temporary employee

Township Administrator Wall discussed the request by the DMC to hire a temporary employee to fill a vacancy in the Downtown Business and Economic Development Office.

Deputy Mayor O'Connor discussed several upcoming events being organized by the DMC and feels the Township Committee should consider a fulltime temporary employee.

Discussion was held regarding the salaries funded by the DMC.

Further discussion to be held during Conference Meeting of August 16, 2016.

Request to begin hiring process for laborer/driver within the Department of Public Works

The Township Committee was agreeable to the request to hire a laborer/driver within the Department of Public Works.

Proposed resolution re: Equal School Funding

Discussion was held regarding a proposed resolution supporting the Governor's Equal School Funding Plan.

Commissioner Hannen stated that he would like information concerning funding amounts before making a decision on the resolution.

Resolution to be added to August 16, 2016 Official Meeting Agenda.

Update re: PSE&G

Deputy Mayor O'Connor provided an update of renovations to the PSE&G substation and informed the Township Committee that PSE&G is agreeable to raising the substation to the elevation based on Hurricane Irene flood levels.

Schedule special meeting to award contract for User-Fee Based Residential Cleanup Program

Township Administrator Wall discussed the need to schedule a special meeting to award a contract for User-Fee Based Residential Cleanup Program.

On motion of Commissioner Hannen, seconded by Commissioner Mallon and passed, a Special Closed Session Meeting of the Township Committee was scheduled for August 26, 2016 at 7:30 AM to adopt a resolution authorizing an award of contract in connection with the User-Fee Based Residential Cleanup Program.

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

Minute approval – Closed Session Minutes of July 11 and 12, 2016

Commissioner Hannen asked when closed session minutes would be released to the public.

Township Clerk Rowley stated that the release of closed session minutes would be a decision of the Township Committee and explained that those minutes cannot be released in full because certain contents, such as those related to personnel matters and pending legal matters, would require redacting as they are exempt from disclosure.

Mayor Kalnins discussed the current practice for the release of closed session minutes, explaining that they are released with redactions on a request basis. Suggested minutes within a certain timeframe, such as within the past year, be reviewed for necessary redactions and considered for release.

Township Attorney Dabulas feels Mayor Kalnins' suggestion could be considered by the Township Committee and, if agreeable, an employee, such as the Township Clerk, would need to be assigned with the task.

ADMINISTRATION REPORTS

Township Administrator Wall referenced previous discussion concerning air quality testing being conducted in the Municipal Building and discussed a proposal to replace the carpet in various offices.

The Township Committee was agreeable to replacing the carpet in the Finance Department.

COMMISSIONER REPORTS**Commissioner Hannen**

Commissioner Hannen discussed the review of the proposals for the installation of artificial turf and the expected completion of the project in the spring of 2017.

Commissioner Giblin

Commissioner Giblin discussed volunteer committees and the financial impact to the Township in connection with their events, such as when they are held on Township property. Suggested contacting other municipalities for information on how they address this.

Township Administrator Wall to follow up.

Commissioner Mallon

Commissioner Mallon discussed the status of the paving of Orange Avenue and referred to his suggestion at a previous meeting that the Township begin the capital process earlier in the year.

Deputy Mayor O'Connor

Deputy Mayor O'Connor discussed a meeting that was held with a forester at the Pepperidge Tree site and options for the new growth that has resulted, such as transplanting or establishing an "Adopt-a-Tree" program. Further information, such as cost estimates, to be obtained.

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, asked if some consideration could be given to improving the First Aid Squad building. Also discussed her opposition to 24-hour businesses. Mrs. Krause also requested clarification of the ordinance for signs.

Mayor Kalnins discussed the amendment to sign regulations in order to comply with recent litigation.

Mrs. Krause requested clarification of the ordinance to amend the Land Development Ordinance as respects yard setbacks.

Mayor Kalnins discussed an issue with a resident's replacement of stairs and the need to amend the ordinance.

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. 2016-98.19:

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

- Office of Planning and Zoning
- Fire Department
- Municipal Court
- Finance Department
- Health Department
- Historic Preservation Advisory Board

Contractual

- MDTV Building
- Redevelopment
- Retiree Health Benefits
- First Aid Squad

Legal

- CDA v. Township of Cranford
- Hours of operation

Real Estate

- Arthur Street

Minute Review

- Closed Session Minutes of July 11 and 12, 2016, 2016

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

On motion of Deputy Mayor O'Connor seconded by Commissioner Mallon and passed, the Township Committee returned to open session at 11:50 PM.

Minute approval – Closed Session Minutes of July 11 and 12, 2016

On motion of Deputy Mayor O'Connor, seconded by Commissioner Mallon and passed, the Closed Session Minutes of July 11 and 12, 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

On motion of Deputy Mayor O'Connor, seconded by Commissioner Mallon and passed, the Township Committee adjourned at 11:155 PM.

Respectfully submitted,

Dated: August 15, 2016

Tara Rowley, RMC
Municipal Clerk