

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **September 12, 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

*Commissioner Hannen arrived at 7:43 PM.

Late Starter – TV35 Upgrades

TV35 Director Davenport provided an update of improvements/upgrades to Council Chambers. Discussed renovations that will begin on September 14, 2016 and informed the Township Committee that there might be a need to relocate the Official Meeting to Room 108 on September 27, 2016.

Review Official Meeting Agenda

Proposed Tree Replacement Ordinance

Mayor Kalnins discussed the potential for adding the tree replacement ordinance as a late starter to the September 13, 2016 Official Meeting agenda.

Payment of Bills

Commissioner Giblin discussed bills related to the audit, Annual Financial Statement and requested backup regarding labor attorney costs. Also requested clarification regarding payments related to EMS vehicles.

Township Administrator Wall to follow up.

Resolution No. 2016-291

Discussion was held regarding Resolution 2016-291 which authorizes the designation of an \$80,000 Bond Anticipation Note.

Resolution No. 2016-293

Commissioner Mallon discussed Resolution 2016-293, which authorizes an award of contract for custodial services, and requested clarification as to indemnification requirements.

Township Attorney Dabulas discussed requirements that are included with the contract when it is drafted.

PUBLIC COMMENTS

Mayor Kalnins opened the public comments portion of the meeting and asked if there were any questions or comments.

Frank Krause, 20 Pittsfield Street, discussed the handling of an application before the Zoning Board of Adjustment for property located on South Avenue. Discussed the Land Development Ordinance as respects South Avenue and stated that many of the businesses on that roadway have a residential appearance with large yard setbacks. Feels clarification of the Land Development Ordinance is needed as to the Planning Board and Zoning Board's role with respect to these applications. Discussed issues with the handling of an application at a site on North Avenue.

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

Engineering update

NJPDES Permit-Stormwater Reporting

Township Engineer O'Brien informed the Township Committee that the Annual Stormwater Report has been approved by the Department of Environmental Protection and the Township was found to be in compliance.

Orchard Brook Improvements

Township Engineer O'Brien informed the Township Committee that he met with the Department of Environmental Protection (DEP) on August 23, 2016 regarding the Orchard Brook Project. Explained that separate correspondence would be provided by DEP and would include a summary of the meeting. Feels the project is moving in the right direction. Also informed the Township Committee that another meeting with residents concerning this project would be held. Provided a general overview of the items DEP requested.

NJEIT/Fiscal Year 2016 Clean Water and Drinking Water

Township Engineer O'Brien discussed a meeting with DEP regarding the Township's NJEIT application for Phase 2B of the Stormwater Management Project, and informed the Township Committee that he is waiting for additional information from DEP which is required before the bid process can move forward.

High Street Drainage Concerns and Maple Place Drainage Concerns

Township Engineer O'Brien informed the Township Committee that drainage work at High Street and Maple Place has been completed and the streets are being paved.

2015 Paving Project

Township Engineer O'Brien discussed the status of the 2015 Paving Project and stated that in-road lighting at the crosswalk at Walnut Avenue is anticipated for installation this month.

Community Rating System Program

Township Engineer O'Brien discussed the CRS Program and informed the Township Committee that a Class 7 rating was granted to the Township. Explained that, with this rating, residents are eligible for a fifteen (15%) percent reduction in flood insurance premiums effective October 1, 2016. Discussed the efforts of Engineer Jacqueline Dirmann in obtaining the Class 7 rating. Also discussed ways the Township could earn additional points to eventually move to a Grade 6 rating.

Commissioner Hannen requested that the Township Administrator be directed to start work on the next phase of the program that would allow for the Township to obtain a Grade 6 rating, and suggested a status update be provided in sixty (60) days.

The Township Committee was agreeable to Commissioner Hannen's request. Further discussion to be held November 28, 2016.

Commissioner Giblin asked how residents would be notified of the reduction in premiums.

Township Engineer O'Brien explained that the Township should receive additional correspondence confirming the Township's rating. This correspondence could be posted to the Township's website and notification by postcard could be sent to impacted residents.

Deputy Mayor O'Connor suggested that information concerning the CRS Program be aired on TV35 to educate residents.

Utility Company Upgrades – Township wide

Township Engineer O'Brien discussed roadways to be paved by Elizabethtown Gas and the NJ American Water Company (NJAW).

Commissioner Mallon discussed issues with NJAW's notification to residents of paving work that was conducted.

Township Engineer O'Brien stated that he would follow up with NJAW.

Discussion was held as to whether regulations concerning notification to residents are included in the Township's Code.

Commissioner Hannen suggested notification requirements be included in the road opening permit.

2016 Paving Project

Township Engineer O'Brien discussed the 2016 Paving Program and the roadways included in the base bid and alternate bid for the project. Mentioned that a map related to the 2016 Paving Program was included in the Township's newsletter and was also posted on the Township's website.

Discussion was held regarding the paving of Bloomingdale Avenue and the need to coordinate paving with student drop off and pick up at Bloomingdale Avenue School.

Cranford Baseball Field- Synthetic Turf Conversion

Township Engineer O'Brien provided an update of the installation of synthetic turf at the Cranford Baseball Field. Informed the Township Committee that a meeting is scheduled for Monday, September 19, 2016 to discuss the concept design. Explained that the goal is to complete the project in March 2017.

Air Monitoring – Municipal Building

Township Engineer O'Brien discussed air monitoring testing that was conducted at the Municipal Building and informed the Township Committee that he is awaiting results of the tests.

North Avenue Landscaping at Alden Street

Township Engineer O'Brien discussed quotes that were received for landscaping at the North Avenue Station Pedestrian area. If the Township Committee is agreeable, planting could begin in the fall.

Deputy Mayor O'Connor feels this area is a gateway to the Township and there was a commitment from the Downtown Management Corporation (DMC) to contribute funding for this project. Also discussed funding that is available through a bond ordinance that was adopted in 2009.

Commissioner Hannen requested clarification as to the funding that is available through the ordinance referenced by Deputy Mayor O'Connor. Feels the Township Committee needs additional information as to the original purpose of these funds, and why there are funds remaining, in order for the Township Committee to make an informed decision. Also requested clarification as to the amount of funding to be provided by the DMC for this project.

Deputy Mayor O'Connor stated that the DMC agreed to provide funds for half of the project, up to \$15,000.

Commissioner Hannen discussed the capital budget and funds budgeted by the DMC and asked how the DMC intends to fund half of this project.

Deputy Mayor O'Connor stated that funds would be provided through the DMC's Reserve Fund.

Further discussion to be held September 13, 2016.

Resolution authorizing an award of contract for landscaping of the North Avenue Station Pedestrian area to be added to the September 13, 2016 Official Meeting agenda for roll call vote.

Late Starter – Holly Street Water Main

Township Engineer O'Brien discussed emergency water main work that was conducted on Holly Street and paving by NJAW that is now necessary. Explained that he is coordinating the schedule for paving with NJAW to ensure that paving work does not interfere with the St. Michael's Festival.

Air Monitoring (cont. discussion)

Commissioner Hannen referred to the discussion of air monitoring being conducted at the Municipal Building and feels the additional testing being done is unnecessary because it relates to Underground Storage Tanks.

Township Engineer O'Brien discussed the type of testing that was conducted and explained that it involved subsurface testing of foundation cracks, the HVAC system and other subsurface areas.

Roadway striping and painting

Commissioner Hannen requested clarification as to the protocol for the striping and painting of roadways as respects parking areas.

Township Engineer O'Brien stated that all roadway striping and painting is coordinated with the Police Department's Traffic Division.

Commissioner Hannen informed Township Engineer O'Brien that Belgium Block curbing was painted in a no parking area at Bloomingdale Avenue and Elizabeth Avenue, and he feels the roadway should have been painted instead.

Deputy Mayor O'Connor to follow up with the Traffic Division.

Update re: Memorial Field Improvements

Mayor Kalnins discussed the status of improvements to Memorial Field and stated that he received positive feedback concerning the concessions stand.

Commissioner Hannen commended Township Administrator Wall for his involvement with the project.

Proposed tree replacement ordinance

Deputy Mayor O'Connor discussed the latest version of the tree preservation ordinance. Informed the Township Committee that revisions are being proposed as respects the processing fee and the arborist. Feels the ordinance requires further review by the Tree Advisory Board, and introduction should be tentatively scheduled for the September 27, 2016 Official Meeting. Also explained that this ordinance would not impact emergency tree removal.

Commissioner Hannen discussed instances in which a property owner did not retain a tree service to remove a tree and asked if any issues that might have resulted are documented in police reports.

Township Administrator Wall to follow up with the Police Department.

Commissioner Hannen stated that he understands that there are circumstances in which a tree service should be hired for tree removal but expressed concern with the potential for creating an unnecessary hardship for residents.

Kurt Krause, 20 Pittsfield Road, read a statement on behalf of Barbara Krause, Tree Advisory Board member, who was unable to attend the Workshop Meeting. The statement indicated that the Tree Advisory Board has Cranford's best interest in mind, that there is no opposition to the recommended decrease in the processing fee, but an arborist is necessary. The benefits of the proposed ordinance were also read as part of the statement.

Discussion was held as to the addition of language in the ordinance that would require a tree service for trees over a certain size only.

Commissioner Mallon discussed his concerns with the ordinance, such as the turnaround time for the issuance of a permit.

Michael Venditti, Tree Advisory Board member, explained that the timeframe for the issuance of a permit was included to allow the arborist sufficient time to inspect the tree to be removed. If the Township Committee does not plan to retain an arborist, the timeframe for the issuance of a permit could be changed. Also informed the Township Committee that there is existing language in the ordinance which allows for tree removal without a tree service if the tree is under a certain size.

Commissioner Giblin discussed provisions in the ordinance which allow for a payment by the homeowner in lieu of tree replacement, and asked how this would be monitored.

Mr. Vendetti explained that the arborist was originally tasked with the enforcement of tree replacement, but feels monitoring could be made part of the permit process.

Commissioner Mallon asked if it was the intention of the ordinance to have the arborist review every tree permitted for removal.

Mr. Vendetti feels the ordinance could be revised to require an inspection by an arborist if the property owner applies for the tree removal permit. An inspection would not be necessary if a tree service applies for the permit.

Further discussion of the proposed ordinance was tentatively scheduled for September 26, 2016.

Minute approval – Closed Session Minutes of July 28, 2016 and August 15, 2016

On motion of Commissioner Hannen, seconded by Deputy Mayor O'Connor and passed, the Closed Session Minutes of July 26, 2016 and August 15, 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 discussed a meeting scheduled for September 19, 2016 to discuss the design concept for artificial turf at the Cranford Baseball Field.

Commissioner Giblin

Commissioner Giblin discussed a recommendation to hold special budget meetings in January. Requested that Township Administrator Wall survey other municipalities as to their budget hearing process.

Mayor Kalnins feels this could be considered when the new meeting schedule is discussed in November.

Commissioner Mallon

Commissioner Mallon requested an update regarding the close out meeting held in connection with the FEMA Home Elevation Program.

Township Attorney Dabulas provided an update and informed the Township Committee that the goal is to meet with all participating residents in October to finalize escrow accounts. Also stated that deed restriction notices were sent to property owners for signature.

Late Starter – Bulky Waste

Township Administrator Wall discussed the bulky waste program and explained that no bids were received. As such, the Township is unable to conduct a program this year. Explained that residents could contact their local hauler for the removal of bulky items. Also discussed the potential for the drop off of items at the Community Center.

Commissioner Hannen asked if Township Administrator Wall is permitted to negotiate with a hauler, or if the Township would be required to re-bid for the service.

Township Attorney Dabulas stated that another bid process is required.

Commissioner Hannen feels the Township should re-bid for the service.

Commissioner Giblin suggested the Township re-bid for a spring program.

The Township Committee was agreeable to Commissioner Giblin's suggestion.

Deputy Mayor O'Connor discussed the pickup of bulky items by private haulers and feels the timeframe for having these items at the curb should be limited.

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. 2016-98.20:

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
- DMC

Contractual

- Retiree health benefits
- Lease agreement with Cranford Florist-Coal House
- First Aid Squad

Legal

- CDA v. Township of Cranford
- Musial Group-claim of outstanding fee
- Twin Oaks development

Minute Review

- Closed Session Minutes of July 28, 2016 and August 15, 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 11:36 PM.

On motion of Commissioner Hannen, seconded by Commissioner Mallon and passed, a Special Closed Session Meeting was scheduled for September 20, 2016 at 8:00 PM to discuss litigation involving Cranford Development Associates.

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 adjourned at 11:36 PM.

Respectfully submitted,

Dated: September 12, 2016

Tara Rowley, RMC
Municipal Clerk