

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **September 26, 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. Hearing no comments, Mayor Kalnins closed the public comment portion of the meeting.

Review Official Meeting Agenda

Deputy Mayor O'Connor requested clarification of bills related to the pay stations.

Township Administrator Wall believes the cost relates to service and maintenance.

Commissioner Hannen feels further clarification by Police Chief Wozniak should be provided later this evening when Chief Wozniak is in attendance.

Commissioner Giblin requested clarification of costs related to the North Avenue Station Pedestrian Improvement Project.

Township Engineer O'Brien explained that the bill relates to a progress payment for the project.

Commissioner Hannen discussed his concern with certain bills for labor attorney services provided by McElroy, Deutsche, Mulvaney & Carpenter. Feels a conflict of interest might exist and suggested that this payment be removed from the bills list.

Township Attorney Dabulas to follow up with the labor attorney. Further discussion to be held during the September 27, 2016 Conference Meeting.

Commissioner Hannen discussed Licensed Site Remediation Professional services (LSRP) provided in connection with an underground storage tank at the Firehouse and feels this cost should not be charged to the capital account.

Township Administrator Wall feels the bond ordinance that authorized funding for the project includes language that would allow this service to be charged to the capital account.

Chief Financial Officer Patterson to identify the ordinance and confirm.

Township Engineer O'Brien stated that the bill for LSRP services is also a progress payment.

Engineering update

NJPDEP/NJEIT Fiscal Year 2016 Clean Water and Drinking Water

Township Engineer O'Brien discussed the status of Phase 2B of the Northeast Quadrant Stormwater Management Project and informed the Township Committee that he received required information from the Department of Environmental Protection (DEP), and the bid specifications can now be prepared. Also stated that he expects to advertise for bids in October/November, with a six month construction time frame, and that work could be conducted through the winter, provided the ground is not frozen.

Discussion was held regarding bidding requirements and the required timeframe between the date of the advertisement and the deadline for the submission of bid proposals.

2016 Paving Project

Township Engineer O'Brien discussed the 2016 Paving Project and informed the Township Committee that Bloomingdale Avenue is scheduled for milling and paving next week when school is out of session. Also discussed paving planned for Elizabeth Avenue and the schedule for its completion.

Commissioner Hannen asked if curb cuts would include Belgium Block curbing.

Township Engineer O'Brien explained, as per the Department of Transportation and the Americans with Disabilities Act, Belgium Block curbing is no longer allowed at curb cuts due to tripping hazards that are created.

Utility Upgrades – Township Wide

Township Engineer O'Brien discussed the schedule for paving to be conducted by utility companies.

Discussion was held as to the posting of updates to the paving schedule to the Township's website.

Deputy Mayor O'Connor discussed road closures for paving and construction projects and informed Township Engineer O'Brien that the contractor is not providing the Police Department with enough advance notice to allow for timely Nixle alerts to residents.

Township Engineer O'Brien stated that this issue involves paving projects being conducted by utility companies, not the Township.

Deputy Mayor O'Connor to follow up with the Police Department.

Mayor Kalnins expressed concern with the overuse of Nixle because the intent of Nixle is to alert residents of emergencies.

Cranford Baseball Field – Synthetic Turf Conversion

Township Engineer O'Brien discussed the installation of synthetic turf at the Cranford Baseball Field and informed the Township Committee that the preliminary design phase is complete. Stated that soil testing is continuing and he expects the results in approximately two (2) weeks. Explained that the goal is to advertise for bids in October, with completion of the project in March.

Air Monitoring – Municipal Building

Township Engineer O'Brien informed the Township Committee that the results to the air monitoring testing that was conducted in the Municipal Building were negative.

Commissioner Giblin asked if follow up testing should occur and the timeframe for re-testing, if required.

Township Engineer O'Brien to follow up.

Balmiere Parkway footbridge

Commissioner Mallon discussed complaints with the condition and quality of work concerning the footbridge at Balmiere Parkway.

Commissioner Giblin stated that the footbridge is Union County property and he believes Union County was notified of these issues.

Township Engineer O'Brien stated that he would follow up on the matter.

Police Department update

Item carried to October 4, 2016.

Finance overview, Chief Financial Officer Patterson

Chief Financial Officer Patterson provided an update of various financial matters and discussed the Township's overall budget and revenue status.

Discussion was held regarding the percentage of funds used in each account as of August 31, 2016. Discussion was also held as to the status of capital accounts.

Chief Financial Officer Patterson discussed the breakdown of capital accounts that began in 2013 which provides a detail of projects included in each bond ordinance.

Mayor Kalnins discussed older ordinances which do not include project details and the potential for identifying the projects included in each.

Discussion was held as to the processes involved with paying down debt and designating Bond Anticipation Notes.

Chief Financial Officer Patterson discussed funding for the Special Improvement District's (SID) capital projects. Explained that unused funds are transferred to a reserve account because surplus is not permitted for SID's.

Mayor Kalnins listed capital projects funded for the SID for 2016.

Commissioner Hannen asked if a purchase order was issued for a sprinkler system for landscaping in the downtown.

Township Administrator Wall stated that he believes a purchase order exists, but he is uncertain as to the account it was charged against.

Chief Financial Officer Patterson discussed costs and revenues related to the Swim Pool Utility.

Proposed amendment to Fire Department Rules and Regulation

Discussion was held as to proposed amendments to the Fire Department's Rules and Regulations.

Commissioner Hannen discussed his review of the current code and suggested changes to the Fire Department's Rules and Regulations, and to Chapter 28 of the Township Code, to make them more consistent with Police Department's Rules and Regulations and the powers and duties established for the Township Administrator

The Township Committee was agreeable. Ordinance authorizing amendments to Chapter 28, and to the Fire Department's Rules and Regulations, was scheduled for introduction on October 4, 2016.

Minute approval – Closed Session Minutes of September 12, 13 and 20, 2016

On motion of Deputy Mayor O'Connor, seconded by Commissioner Hannen and passed, the Closed Session Minutes of September 12, 13, and 20, 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 the status of improvements to the baseball field.

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 Commissioner Mallon and passed, the following resolution was adopted by roll call vote:

Resolution No. 2016-98.23:

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
- Health Department
- Police Department
- Department of Public Works

Contractual

- Cranford Baseball Field-Artificial Turf Lease Agreement
- Memorial Field Lease Agreement
- FEMA Home Elevation Project

Legal

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

Minute Review

- Closed Session Minutes of September 12, 13, and 20, 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 10:57 PM.

On motion of Deputy Mayor O'Connor, seconded by Commissioner Mallon and passed, the Township Committee adjourned at 10:57 PM.

Respectfully submitted,

Dated: September 26, 2016

Tara Rowley, RMC
Municipal Clerk