

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **November 14, 2016** at 7:00 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

Commissioner Mallon stated that he would abstain from voting on Resolution Nos. 2016-336A, 2016-343, and 2016-352 due to a potential conflict of interest.

Payment of Bills

Commissioner Hannen requested clarification of costs related to the Zoning Board of Adjustment and asked if they pertain to escrow payments.

Township Administrator Wall to confirm.

Commissioner Hannen requested clarification of certain outside professional services costs.

A bill in the amount of \$2,599 for labor attorney services to be removed from the bills list.

2017 Professional Services-electronic submissions

Mayor Kalnins discussed the Request for Proposals process for 2017 professional services and informed the Township Committee that instructions would indicate that submissions should include an electronic copy and one hard copy for the Township Clerk's records. Township Committee members should access the Township's drop box for access to the submissions.

Proposed ordinance – Tree Preservation

Discussion of the proposed Tree Preservation ordinance was carried to November 28, 2016.

Minute approval – Closed Session Minutes of October 24 and 25, 2016

On motion of Commissioner Hannen, seconded by Deputy Mayor O'Connor and passed, the Closed Session Minutes of October 24 and 25, 2016 were approved as amended 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

Engineering update

Township Engineer O'Brien discussed Resolution No. 2016-354, which authorizes a cost sharing agreement between the Township and New Jersey American Water Company for the paving of roadways in which utility work is planned. Discussed the roads to be included in the agreement and recommended its approval.

Township Engineer O'Brien discussed Resolution No. 2016-353, which involves a request by Sunesys, LLC for the installation, operation and maintenance of fiber optic cable within the Township of Cranford. Explained that Sunesys requires access to the Township's right-of-way in connection with work it is doing for the Board of Education.

Mayor Kalnins stated that he would abstain from voting on Resolution No. 2016-353 due to a potential conflict of interest.

Commissioner Hannen informed the Township Committee that he discussed this matter with the Board of Education in an attempt to coordinate efforts and possibly include the Round House in work being done by Sunesys, but was told it could not be done as part of this agreement. Also discussed the fee associated with the agreement.

Township Engineer O'Brien discussed Resolution Nos. 2016-352 and 2016-352A, which are associated with contract awards for the Cranford Athletic Facility Field Renovation Project. Explained the scope of work associated with the site work for the project, which would be approved through Resolution No. 2016-352. Feels the cost proposals submitted were very good and recommended approval of an award of contract.

Township Engineer O'Brien also discussed Resolution No. 2016-352A which involves an award of contract for the installation of artificial turf as part of the Cranford Athletic Facility Field Renovation Project. Explained that the contract would be awarded under a cooperative pricing system, which the Township needs to join. Recommended removal of Resolution No. 352A from the agenda because the Township needs to join the cooperative pricing system before a contract can be awarded. Explained that the resolution could be approved at an upcoming meeting, as this portion of the project would not occur until all site work is completed.

The Township Committee was agreeable. Resolution No. 2016-352A was removed from the Official Meeting agenda.

Resolution authorizing the Township to join the cooperative pricing system was scheduled for adoption on November 29, 2016.

Elizabeth Avenue Paving

Commissioner Giblin discussed an issue with the "tie-in" in connection with the paving of Elizabeth Avenue, and stated that there is a possibility that this issue exists with other roadways that were recently paved.

Township Engineer O'Brien to follow up.

ADMINISTRATOR REPORTS

Telephone Audit

Township Administrator Wall provided an update of a telephone audit that was conducted, and stated that the results appear to indicate a savings of approximately \$7,000 per year to the Township.

2016 Municipal Budget

Township Administrator Wall provided an update of the status of the 2017 Municipal Budget process.

COMMISSIONER REPORTS

Commissioner Giblin

Department of Public Works (DPW)

Commissioner Giblin informed the Township Committee that the Department of Public Works has been contacted directly by private organizations with requests to hang signs and banners, and feels a process should be established.

Township Administrator Wall discussed the process that is in place and the approvals that are needed and stated that organizations should direct requests to hang banners and signs to the Administrator's Office for approval.

Debt Structure

Commissioner Giblin discussed the Township's debt structure and Bond Anticipation Notes (BANs) that renew in 2017.

Annual Union County Deer Hunt

Commissioner Giblin discussed the deer hunt that is conducted by Union County each year at Nomahegan Park. Informed the Township Committee that Union County is requiring a formal resolution from the Township with respect to park closures and other items the Township would like to request in connection with the hunt.

Commissioner Hannen stated that he is opposed to the deer hunt at Nomahegan Park.

Further discussion to be held November 28, 2016. Resolution scheduled for adoption November 29, 2016.

PUBLIC COMMENTS

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

Mayra Helmstetter, 70-72 Burnside Avenue, discussed the proposed tree preservation ordinance.

Mayor Kalnins explained that discussion of the ordinance was postponed until November 28, 2016.

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

CLOSED SESSION

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

Resolution No. 2016-98.28:

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 – Proposed salary increases
- Office of Planning and Zoning

Contractual

- Memorial Field Lease Agreement
- Shared services agreement for public health services
- Affordable Housing Planning Services

Legal

- CDA v. Township of Cranford

Minute Review

- Closed Session Minutes of October 24 and 25, 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 Commissioner Mallon and passed, the Township Committee returned to open session at 8:00 PM.

The Township Committee moved to Council Chambers at 8:00 PM to conduct the Official Meeting.

The Township Committee returned to Room 108 at 8:31 PM to continue with the Workshop meeting.

CLOSED SESSION

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

Resolution No. 2016-98.28:

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:

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Legal

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Minute Review

- Closed Session Minutes of October 24 and 25, 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 Hannen and passed, the Township Committee returned to open session at 10:05 PM.

Late Starter – Suspension of Parking fees

Discussion was held regarding the suspension of parking fees on November 26, 2016 for on-street parking and parking lots in connection with Shop Small Saturday.

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

Resolution No. 2016-355:

BE IT RESOLVED at a meeting held November 14, 2016 that the Township Committee be and hereby authorizes free parking at three (3) and four (4) hour metered spaces in the municipal parking lots and the municipal parking garage, and for on-street parking on Saturday, November 26, 2016 for "Shop Small Saturday", a national campaign to support local businesses.

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

Resolution suspending parking fees for the Holiday Season to be adopted November 29, 2016.

On motion of Deputy Mayor O'Connor, seconded by Commissioner Hannen and passed, the Township Committee adjourned at 10:05 PM.

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: November 14, 2016