

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

PUBLIC COMMENTS

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

Tina Helmstetter, 70 Burnside Avenue, discussed the proposed ordinance for tree preservation and presented samples of different tree sizes to provide the Township Committee with a better understanding as to the need for implementing requirements when removing trees of a certain size. Also discussed the cost to plant a tree versus the cost to contribute to the escrow fund if a tree is removed. Discussed the progress that was made since discussions of this ordinance began and welcomed the Township Committee to contact her or other members of the Tree Advisory Board with questions.

Commissioner Hannen discussed the fact that many residents remove trees because of their proximity to their houses. Feels that based upon the cost estimates provided by Ms. Helmstetter, residents would be more likely to contribute to the escrow fund rather than replace a tree.

Commissioner Mallon feels the ordinance should be revised to encourage residents to plant trees, rather than contributing to the escrow fund.

Ms. Helmstetter feels it is important for the Township Committee to adopt an ordinance in order to have some type of regulation in place. Feels any necessary changes could occur after adoption.

Deputy Mayor O’Connor discussed a recommendation to table the adoption of the tree preservation ordinance and reconsider it in 2017 with language that is agreeable to everyone.

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

Review Official Meeting Agenda

Discussion was held regarding various resolutions authorizing expenditures in excess of \$40,000.

Commissioner Hannen requested clarification of Resolution No. 2016-375, which authorizes the cancellation of grant receivables in connection with the Municipal Alliance.

Commissioner Giblin informed the Township Committee that he confirmed with Chief Financial Officer Patterson that the resolution is required because the Municipal Alliance did not utilize all of the funds awarded through the grant program.

Insurance Review, John Redmond, Willis Towers Watson

John Redmond and Pam Korner of Willis Towers Watson were present.

Mr. Redmond provided an overview of Joint Insurance Funds (JIF). Discussed the need for members to commit to participate for three (3) years and explained that the Township’s current term with Statewide Insurance Fund will end on December 31, 2016. Discussed the advantages of participating in a JIF and the cost proposals received from various JIF’s. Recommended that the Township renew with Statewide Insurance Fund and discussed the benefits to the Township for remaining with this JIF.

Commissioner Hannen requested clarification as to the estimated premium for flood insurance. Feels the Township qualifies for a fifteen (15%) percent reduction because of its participation in the National Flood Insurance Program’s Community Rating System.

Mr. Redmond stated that he would follow up.

The Township Committee was agreeable to renewing its agreement with the Statewide Insurance Fund. Resolution to be adopted December 13, 2016.

Engineering update

Orchard Brook Improvements

Township Engineer O'Brien provided an update of the Orchard Brook Project.

Utility Upgrades – Township Wide

Township Engineer O'Brien provided an update of paving being conducted by utility companies and informed the Township Committee that paving is complete for 2016. Holly Street is scheduled to be paved in the spring of 2017.

NJDOT Municipal Aid Grant Application – FY 2016 – Lincoln Avenue East

Township Engineer O'Brien discussed NJDOT's Municipal Aid Grant Program and informed the Township Committee that a resolution authorizing application would be provided for adoption in January of 2017. Also discussed the projects to be included in the application and the timeline for construction.

Lincoln Park at Lincoln Avenue –Basketball Courts

Township Engineer O'Brien discussed Resolution No. 2016-378, which authorizes a contract to Maser Consulting for engineering services in connection with the reconstruction of the Lincoln Park Basketball Courts.

NJDEP/NJEIT-Fiscal Year 2016 Clean Water and Drinking Water (Environmental Infrastructure)

Township Engineer O'Brien provided an update of Phase 2B of the Northeast Quadrant Stormwater Management Project and informed the Township Committee that he is waiting for final comments from the Department of Environmental Protection. Once received, the Township can move forward with the bidding process.

Township Administrator Wall discussed a proposal received from Hatch Mott McDonald for engineering services in connection with this project for the Township Committee's consideration.

Cranford Baseball Field-Synthetic Turf Conversion

Township Engineer O'Brien provided an update of the installation of synthetic turf at the Cranford Athletic Field and explained that the type of synthetic turf to be installed does not have the safety concerns of other brands. Also stated that the brand to be installed is the same brand that was installed at Memorial Field.

NJDOT Municipal Aid Grant Application – FY 2017 (continued)

Commissioner Mallon discussed a drainage issue at James Street and asked if this work could be considered for inclusion in the application for funding through the NJDOT Municipal Aid Grant Program.

Township Engineer O'Brien explained that the entire intersection referenced by Commissioner Mallon should be redesigned in order to address these drainage issues, and the project should be included in the 2017 Capital Budget. Discussed the benefit of continuing with an application for funding for the reconstruction of South Union Avenue through this grant program.

MDTV parking lot

Deputy Mayor O'Connor informed the Township Committee that the MDTV parking lot has become free parking for commuters and feels a determination as to the use of the lot is needed.

Mayor Kalnins feels the Parking Committee should review this issue and provide a recommendation for the Township Committee's consideration.

The Township Committee was agreeable to Mayor Kalnins' suggestion. Further discussion necessary.

Update re: pedestrian safety issues

Deputy Mayor O'Connor provided an update of pedestrian safety issues. Stated that she met with Commissioner Giblin and Lieutenant Davenport to discuss various requests by residents, such as a 4-way stop sign at Denman Road and Lexington Avenue. Explained that a stop sign at this intersection would not be feasible at this intersection, and explained the reasons why it would not be feasible, as per Lieutenant Davenport.

Deputy Mayor O'Connor also explained that the suggestion for speed bumps on Lexington Avenue was presented to Lieutenant Davenport at this meeting, and Lieutenant Davenport discussed the criteria for speed bumps and the traffic studies that would need to be conducted. Also informed the Township Committee that two pedestrian stanchions were damaged. Lastly, Mayor O'Connor discussed the schedule for pedestrian decoys and the use of speed signs. Explained that these items are scheduled based

upon residents' input, and discussed the importance of residents informing the Township Committee and the Police Department of these issues.

Commissioner Giblin explained that the installation of speed bumps is more complicated than most realize, and the installation of speed bumps on Lexington Avenue should have been considered before the road was paved. Also discussed the need for a traffic engineer for this type of project. In addition, Commissioner Giblin discussed radar/enforcement that occurs per instructions by Chief Wozniak.

Commissioner Hannen requested clarification as to the Township Committee's authority with respect to the implementation of certain policies in the Police Department.

Township Attorney Dabulas to follow up.

Local Government Energy Audit

Mayor Kalnins discussed the energy audit that is being offered through the New Jersey Clean Energy Program, and recommended the Township participate in the program.

The Township Committee was agreeable. Resolution to be adopted December 13, 2016.

Office rearrangement – upper level

Township Administrator Wall discussed a sketch of the proposed office rearrangement on the upper level of the Municipal Building. Also discussed cost estimates in connection with the proposal and the funding available through insurance reimbursements from Hurricane Irene.

Commissioner Hannen stated that he does not support the proposal.

Deputy Mayor O'Connor stated that she supports the proposal because she feels there is a need to relocate the payroll specialist.

Commissioner Giblin feels this is a simpler approach in comparison to other proposals that have been presented, but feels it might be more practical to include other departments in this relocation, such as moving the Office of Downtown Business and Economic Development to the upper level.

Mayor Kalnins stated that he supports the proposal as presented.

Commissioner Giblin stated that he does not support the proposal, and reiterated his suggestion to relocate the Office of Downtown Business and Economic Development to the upper level to be adjacent to the Building Department and Office of Planning and Zoning.

Commissioner Mallon stated that he supports the proposal in concept.

No action was taken.

Proposed 2017 Township Committee meeting schedule

Commissioner Giblin discussed a recommendation to hold budget meetings on Saturdays in 2017. Feels if the Township Committee is agreeable, less workshop meetings would need to be scheduled.

Commissioner Hannen believes the proposal was to keep the current schedule for workshop meetings, but to shorten the length of those meetings through the addition of Saturday budget meetings.

The Township Committee was agreeable to adding Saturday, February 4, 2017 to the meeting schedule as a budget workshop meeting.

Commissioner Hannen recommended that one (1) workshop meeting per month begin at 7:00 PM, with closed session being held from 7:00 PM – 7:30 PM on those meeting dates.

The Township Committee was agreeable to Commissioner Hannen's suggestion. The first Workshop Meeting per month would begin at 7:00 PM and would be dedicated to closed session discussion from 7:00 to 7:30 PM.

Schedule special meeting for year-end items

Mayor Kalnins discussed the need to schedule a special meeting for year-end items, and proposed that the meeting be scheduled for December 29, 2016 at 7:00 PM.

The Township Committee was agreeable to scheduling a Special Meeting on December 29, 2016 at 7:00 PM. The meeting would begin in Room 108 for items requiring discussion, and would move to Council Chambers at 7:30 PM for items requiring official action.

Minute approval – Closed Session Minutes of November 28 and 29, 2016

On motion of Commissioner Mallon, seconded by Deputy Mayor O'Connor and passed, the Closed Session Minutes of November 28 and 29, 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 informed the Township Committee that he requested that certain committees provide him with goals and objectives for 2017, and welcomed other commissioners to make the same request to the committees in which they are a liaison.

Commissioner Mallon

Commissioner Mallon discussed a residence that was damaged during one of the storms. Explained that the property's assessment increased due to the repairs that were needed, and the resident feels the assessment was unfair because it was not an improvement to the property, but the replacement of original items that were lost or damaged during the storm.

Township Attorney Dabulas to follow up on this matter.

Mayor Kalnins

Mayor Kalnins provided an update regarding a meeting that was held with the Department of Environmental Protection as to its commitment for funding in connection with the Army Corps of Engineers study.

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. 2016-98.30:

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 the Tax Assessor
- Department of Public Works
- Office of Planning and Zoning
- Office of Emergency Management
- Police Department

Contractual

- Shared services agreement for public health services

Legal

- CDA v. Township of Cranford

Contractual (continued)

- 2017 Professional Services

Personnel

- 2017 appointments to committees, boards and commissions

Minute Review

- Closed Session Minutes of November 28 and 29, 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 Giblin and passed, the Township Committee returned to open session at 12:41 PM.

On motion of Commissioner Hannen, seconded by Commissioner Giblin and passed, the Township Committee adjourned at 12:41 PM.

Respectfully submitted,

Dated: December 12, 2016

Tara Rowley, RMC
Municipal Clerk