

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **June 22, 2015** 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 CRANFORD CHRONICLE, THE UNION COUNTY LOCAL SOURCE, THE WESTFIELD LEADER, 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 ACTION WILL BE TAKEN AT THIS MEETING.

Present: Mayor Andis Kalnins
Deputy Mayor Lisa M. Adubato
Commissioner Robert D'Ambola
Commissioner Mary O'Connor
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

Ordinance No. 2015-27:

Deputy Mayor Adubato requested clarification of the ordinance to revise swim pool fees. Feels the language is unclear as to the fee for non-resident Township employees.

Commissioner Hannen stated that it was his understanding that business employees who are also residents of Cranford would be entitled to a twenty (25%) percent discount on swim pool membership fees. Believes this discount would not apply to business owners.

Discussion was held as to whether discounts would apply to Cranford business owners and Board of Education employees.

Township Attorney Dabulas to revise ordinance. Further discussion June 23, 2015 Conference Meeting.

All remaining items were approved for action.

2015 Municipal Audit, Chief Financial Officer Patterson

Chief Financial Officer Patterson provided an overview of the 2014 Municipal Audit and the recommendations by the auditor that would require corrective action.

Discussion held.

Township Administrator Wall Discussed the process that was put into place in 2014 in an attempt to reduce or eliminate the practice of confirming purchase orders.

Engineering update

North Avenue Station Pedestrian Improvement Project

Township Engineer O'Brien discussed the North Avenue Station pedestrian Improvement Project and informed the Township Committee that a pre-construction meeting has been scheduled this week.

2014 Paving Program

Township Engineer O'Brien discussed the remaining streets to be paved in connection with the 2015 Paving Program and informed the Township Committee that paving should be complete by July 4th.

Municipal Building Parking Lot Improvements

Township Engineer O'Brien provided an update of improvements to the Municipal Building Parking Lot and informed the Township Committee that this project would begin when the remaining roads from the 2014 Paving Program are completed.

Municipal Building Renovations

Township Engineer O'Brien discussed renovations to the upper level of the Municipal Building and explained that change orders might be necessary in connection with the replacement of the front steps of the building. Also discussed efforts to repair the water leak from the cupola.

Discussion was held regarding issues with the Municipal Building's HVAC system that need to be addressed.

Sanitary Sewer

Township Engineer O'Brien discussed sanitary sewer repairs that are needed which require a temporary emergency appropriation and discussed the cost proposals obtained.

Community Rating System

Township Engineer O'Brien discussed a recent meeting held regarding the status of the Township's participation in the Community Rating System.

Elizabethtown Gas

Township Engineer O'Brien discussed road resurfacing to be conducted by Elizabethtown Gas Company.

Storm Sewer

Deputy Mayor Adubato discussed an issue with street flooding during heavy rainstorms due to issues with the storm sewers.

Commissioner Hannen discussed the Birchwood Avenue property and concerns that flooding would worsen if development of the property moves forward. Discussed the Township's appeal to the Department of Environmental Protection (DEP) and feels the Department of Public Works should take photos when street flooding occurs to illustrate this point to DEP.

Claremont

Township Engineer O'Brien discussed plans to address issues at Claremont Place that were raised by residents at the last Township Committee meeting.

Twin Oaks

Mayor Kalnins requested a list of outstanding items from Township Engineer O'Brien with respect to the Twin Oaks development.

2015 Paving Program

Commissioner O'Connor requested clarification of the timeframe for the paving of Brookside Place.

Township Engineer O'Brien explained that Brookside Place was included in the 2015 Paving Program and would be addressed once the 2015 Capital Budget is adopted.

Discussion held as to the potential for the paving of Brookside Place during the summer before school starts.

Township Engineer O'Brien suggested Brookside Place be handled as a separate project rather than as part of the 2015 Paving Program in order to allow paving to begin sooner.

Township Engineer O'Brien to follow up with Chief Finance Officer Patterson as to funding available in the 2014 Paving Program.

Proposed ordinance – No parking when road is now covered

Commissioner D'Ambola discussed the draft ordinance that would prohibit parking on certain roadways when snow covered. Also discussed signage requirements with respect to this ordinance and feels the Township Committee is ready to move forward with introduction.

Commissioner Hannen suggested the Traffic Division prepare a map to illustrate the roadways to be impacted.

Commissioner D'Ambola explained that a map was requested and would be provided to residents.

The Township Committee was agreeable to moving forward with the ordinance once a map is available. Ordinance scheduled for introduction on July 14, 2015.

Hazard Mitigation Grant Program for dikes with Union County

Commissioner Hannen discussed upcoming grant opportunities through the Federal Emergency Management Agency and the potential for submitting an application for funds to armor the dikes. Explained that funding would be required by the Township in order to apply because a benefit-cost ratio would need to be prepared as part of the application and suggested that Township Administrator Wall obtain cost proposals from potential vendors. Also discussed the potential for the preparation of the benefit-cost analysis and the grant application by Maser Consulting.

Commissioner Hannen also informed the Township Committee that he is discussing this matter with Freeholder Kowalski for potential participation by Union County since a portion of the dikes are on Union County property.

The Township Committee was agreeable to Commissioner Hannen's recommendation. Township Administrator Wall to obtain cost proposals from vendors.

Proposed tree ordinance

Commissioner D'Ambola discussed the proposed tree ordinance and explained that the ordinance is based upon an ordinance adopted by the Township of Jackson.

Discussion held regarding a process for determining how many trees are being removed on private property.

Commissioner D'Ambola also discussed efforts regarding the preparation of a tree inventory and informed the Township Committee that the grant application the Township submitted for funding for this project was denied.

Further discussion necessary.

Farmer's Market – Fee for Health Department services

Commissioner O'Connor discussed the service provided by the Health Department in connection with the Farmer's Market and a suggestion by the Health Officer that the Township implement a fee to cover this cost.

Township Attorney Dabulas to draft an ordinance that would provide for a fee for Farmer's Markets.

Request to purchase Aerial Truck for Fire Department

Fire Chief Czeh discussed the Fire Department's proposal concerning the lease or purchase of an aerial truck.

Commissioner O'Connor explained that the cost to lease the truck would need to be included in the operating budget which would impact the Budget CAP.

Chief Financial Officer Patterson discussed the option of purchasing the truck and financing it through the capital budget.

Discussion held.

The Township Committee was agreeable to moving forward with the purchase of the truck through the capital budget. Bond Ordinance to be introduced July 14, 2015.

TOWNSHIP ADMINISTRATOR REPORTS**Recycling Contract**

Township Administrator Wall discussed the upcoming expiration of the Township's recycling contract and informed the Township Committee that a Notice to Bidders for this service was advertised. Discussed the different options available to the Township regarding the timeframe for the contract and the scope of service. Also discussed the option of single stream versus dual stream recycling.

Township Committee consensus to include an option for dual stream recycling in the bid specifications.

Township Administrator Wall to revise the bid specifications.

Municipal Lot 7 Dumpster

Township Administrator Wall discussed the dumpster located in Municipal Lot 7. Informed the Township Committee that payment to the Township for the use of parking spaces for the dumpster was not made. Also informed the Township Committee that the dumpster is not being maintained.

Township Administrator Wall to follow up with the garbage hauler regarding their agreement with business owners to maintain the dumpster.

Pepperidge Tree

Township Administrator Wall discussed efforts to obtain proposals from vendors with wood carving expertise to create a memorial for the Pepperidge Tree.

COMMISSIONER REPORTS**Commissioner D'Ambola****Downtown District Management Corporation**

Commissioner D'Ambola discussed the need for paver replacement and other repairs in the downtown and feels the Township would need to bid for services.

Pepperidge Tree

Commissioner D'Ambola discussed a suggestion from the Historical Society regarding a memorial for the Pepperidge Tree.

Deputy Mayor Adubato**Post Office Plaza Flagpole**

Deputy Mayor Adubato discussed repairs to the Post Office Plaza flagpole and funds remaining from the original project that were not used.

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.

Minute approval – Closed Session Minutes of June 8 and 9, 2015

Commissioner Hannen discussed the Conference Meeting Minutes of June 9, 2015 as respects funding of the North Avenue Station Pedestrian Improvement Project. Discussed the fact that a portion of unused funds from the 2014 Paving Program would be used for this project and feels the dollar amount should be included in the minutes.

The Township Committee was agreeable to Commissioner Hannen's request. Conference Meeting Minutes of June 9, 2015 to be amended to reflect the amount of funding remaining from the 2014 Paving Program.

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

Resolution No. 2015-23:

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
- Police Department
- Public Works
- Various Departments

Contractual

- Memorial Field lease agreement

Legal

- CDA v. Township of Cranford
- Edan Ben Elazar v. Macrietta Cleaners, Inc.

Minute Review

- Closed Session Minutes of June 8 and 9, 2015

Recorded vote:

Aye: Mayor Kalnins, Deputy Mayor Adubato, Commissioners D'Ambola, O'Connor and Hannen

Nay: None

Abstained: None

Absent: None

On motion of Commissioner D'Ambola seconded by Commissioner O'Connor and passed, the Township Committee returned to open session at 10:40 PM.

Minute approval – Closed Session Minutes of June 8 and 9, 2015

On motion of Commissioner O'Connor, seconded by Commissioner D'Ambola and passed, the Closed Session Minutes of June 8 and 9, 2015 were approved by the indicated vote of the Township Committee.

Recorded vote:

Aye: Mayor Kalnins, Deputy Mayor Adubato and Commissioners D'Ambola and O'Connor

Nay: None

Abstained: Commissioner Hannen

Absent: None

On motion of Commissioner O'Connor, seconded by Commissioner D'Ambola and passed, the Township Committee adjourned at 10:40 PM.

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: June 22, 2015