

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **January 23, 2017** 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 ACTION MAY BE TAKEN AT THIS MEETING.

Present: Mayor Thomas H. Hannen, Jr.
Deputy Mayor Patrick F. Giblin
Commissioner Ann Dooley
Commissioner Andis Kalnins
Commissioner Mary O'Connor

Absent: None

PUBLIC COMMENTS

Mayor Hannen opened the public comments portion of the meeting and asked if there were any questions or comments. Hearing no comments, Mayor Hannen closed the public comment portion of the meeting.

Review Official Meeting Agenda

Payment of Bills

Commissioner Dooley requested that Township Administrator Wall confirm that payment to the Zoning Board attorney is charged to the applicant's escrow account.

Mayor Hannen discussed the number of cartridges purchased from Taser International and feels they are not yet being utilized because of the Attorney General's guidelines.

Mayoral Appointment to Planning Board

Deputy Mayor Giblin requested clarification of the Planning Board appointment included on the Official Meeting agenda.

Mayor Hannen discussed the appointment of a Class II member to the Planning Board and explained the criteria that must be met for appointment to this position.

Discussion was held as to the term of office of the Class II member.

Township Attorney Cooper confirmed that the appointment of a Class II member would be for a one (1) year term, as per state statute.

All items approved were for action.

Engineering update

Lincoln Avenue Baseball Courts

Township Engineer O'Brien discussed the status of the improvements to the Lincoln Avenue Basketball Courts and informed the Township Committee that an advertisement for bids would be published on February 2, 2017. Also discussed the project design.

Lincoln Avenue East Reconstruction

Township Engineer O'Brien discussed Lincoln Avenue East road improvements and informed the Township Committee that bids for this project would also be advertised on February 2, 2017.

Northeast Stormwater Management Plan Phase 2B

Township Engineer O'Brien discussed the status of Phase 2B of the Northeast Quadrant Stormwater Management Project and informed the Township Committee that the NJ Department of Environmental Protection is continuing to review the project's design.

2017 Paving

Township Engineer O'Brien provided an update of the 2017 Paving Program and stated that the Department of Public Works has identified the roadways to be included in the program.

Deputy Mayor Giblin requested clarification as to the number of roads to be included in the program.

Township Engineer O'Brien explained that the number of roads would be dependent upon the amount of funding included in the budget.

Cranford Baseball Field – Synthetic Turf Conversion

Township Engineer O'Brien discussed the installation of turf at the Cranford Athletic Field and informed the Township Committee that the weather has impacted the project's timeline.

Grants

Township Engineer O'Brien informed the Township Committee that recent projects funded through the New Jersey Department of Transportation's Municipal Aid Grant Program and the Community Development Block Grant Program are completed and are being closed out.

De-silting

Township Engineer O'Brien provided an update of the proposed de-silting of the Rahway River and informed the Township Committee of his recent conversation with the Department of Environmental Protection in an effort to move the project forward.

Utility Paving

Township Engineer O'Brien discussed roadways to be paved in coordination with utility companies.

Commissioner Dooley requested an update regarding the paving of Holly Street, New Street, William Street and John Street.

Township Engineer O'Brien stated that Holly Street is scheduled for paving in the spring, and the paving of New Street, William Street and John Street have been completed.

Commissioner Dooley discussed "aprons" along South Avenue and asked which agency is responsible for paving those areas.

Township Engineer O'Brien explained that it is the municipality's responsibility to pave inlets to County and State roads. Union County would be responsible for the paving of South Avenue from curb to curb, but would not pave the inlets from South Avenue to side streets.

Commissioner Dooley discussed the condition of those inlets and requested that Township Engineer O'Brien follow up on this matter.

NJ Transit

Township Engineer O'Brien discussed upgrades planned by NJ Transit and asked if the Township would be involved in reconstruction meetings.

Township Engineer O'Brien discussed the communications process with respect to state projects and explained that the Township and other impacted agencies would be invited to attend the preconstruction meeting.

Gas Leak

Township Engineer O'Brien discussed a gas leak that occurred in the area of Denman Road and the portion of the road that needed to be patched by the gas company as a result of the leak.

Orchard Street

Commissioner Kalnins requested that Township Engineer O'Brien follow up on patched roadwork that was done on Orchard Street.

Document Management System

Township Clerk Rowley provided an update of the acquisition of a document management system and discussed a recommendation to appoint an ad hoc committee comprised of the Township Clerk, Deputy Township Clerk/Records Manager, Commissioner Dooley, Township Attorney, and the Township's IT Consultant to review and identify a system that would be most suitable to the Township.

The Township Committee was agreeable to the appointment of ad hoc committee as outlined by Township Clerk Rowley.

ADMINISTRATOR REPORTS**Township Administrator Wall***2017 Municipal Budget*

Township Administrator Wall discussed the proposed schedule of departmental presentations for the February 4, 2017 budget meeting, and stated that the meeting would be held from 8:00 AM to 12:00 PM.

The Township Committee was agreeable to the schedule as proposed by Township Administrator Wall.

Township Administrator Wall also discussed the status of the departmental budgets and mentioned that a complete bills list for 2016 would be made available to the Township Committee for reference purposes.

Discussion was held as to the potential for obtaining a projector which would allow budget proposals to be viewed by those in attendance.

Township Administrator Wall to follow up.

COMMISSIONER REPORTS

Commissioner Kalnins

Commissioner Kalnins requested an update of proposed building renovations.

Discussion to be held February 13, 2017.

Commissioner Dooley

Post Office Plaza

Commissioner Dooley discussed a cost estimate obtained for improvements and repairs to the flag pole at Post Office Plaza.

Commissioner Kalnins explained that funds for the original restoration of the flag pole were provided through private donations and discussed the balance remaining in that account.

Deputy Mayor Giblin asked if those funds could be used toward other projects.

Mayor Hannen suggested that Deputy Mayor Giblin and Commissioner Kalnins meet to discuss possible uses for the balance remaining in the account.

Lincoln Avenue Basketball Court

Commissioner Dooley discussed a recommendation to name the Lincoln Avenue Basketball Court in honor of Carol Blazejowski who was named to the New Jersey Hall of Fame and is a Cranford resident.

The Township Committee was agreeable to Commissioner Dooley's request.

Deputy Mayor Giblin

Police and Fire Departments 2017 goals and objectives

Deputy Mayor Giblin discussed the Police Department's and Fire Department's goals and objectives for 2017.

Municipal building parking lot

Deputy Mayor Giblin discussed downtown parking and the use of the Municipal Building parking lot by the Fire Department during weekends. Also discussed a suggestion to remove the reserved parking signs for Township Commissioners and department heads.

The Township Committee was agreeable to removing the Mayor and Commissioner's reserved parking at this time to allow for 10 minute parking for residents.

Mayor Hannen

Mayor Hannen discussed the meeting to be held in Washington DC in connection with the Army Corps of Engineers' study.

PUBLIC COMMENTS

Mayor Hannen opened the public comments portion of the meeting and asked if there were any questions or comments. Hearing no comments, Mayor Hannen closed the public comment portion of the meeting.

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

Resolution No. 2017-91.2:

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:

Contractual

- Birchwood Avenue property
- Recycling services
- Twin Oaks Development
- Affordable housing legal services

Legal

- Township Attorney update

Minute Review

- Closed Session Minutes of January 9 and 10, 2017

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

On motion of Commissioner O'Connor seconded by Commissioner Kalnins and passed, the Township Committee returned to open session at 9:50 PM.

Minute approval – Closed Session Minutes of January 9 and 10, 2017

On motion of Commissioner O'Connor, seconded by Deputy Mayor Giblin and passed, the Closed Session Minutes of January 9 and 10, 2017 were approved by indicated vote of the Township Committee.

Recorded vote:

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

Nay: None

Abstained: None

Absent: None

On motion of Commissioner O'Connor, seconded by Deputy Mayor Giblin and passed, the Township Committee adjourned at 9:50 PM.

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: January 23, 2017