

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **February 13, 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

\*Commissioner Kalnins arrived at 7:07 PM.

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

**Resolution No. 2017-91.5:**

**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

**Legal**

- Hours of operation
- Township Attorney update

**Contractual (continued)**

- Twin Oaks development

**Personnel**

- Health Department
- Recreation and Parks/Swim Pool Utility
- Police Department

**Minute Review**

- Closed Session Minutes of January 23 and 24, 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 Kalnins seconded by Commissioner O'Connor and passed, the Township Committee returned to open session at 7:50 PM.

**PUBLIC COMMENTS**

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

Michael Mason, 217 Walnut Avenue, discussed the dam at Droescher's Mill and debris in the area. Feels the Township Committee should meet with Union County to discuss dredging at this site. Also requested information regarding the timeframe for obtaining permits and moving forward with the project.

Commissioner Dooley informed Mr. Mason that she has contacted Union County Freeholder Kowalski for her support and would continue to follow up.

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

**Review Official Meeting Agenda**

Mayor Hannen discussed Cameron Hay's acceptance to West Point Military Academy and the recognition of that achievement that would be presented to Ms. Hay on February 14, 2017.

All items approved were for action.

**DMC Recommendation re: Victorian light replacement**

Paul LaCorte, DMC member, discussed the DMC's recommendation regarding the replacement of the Victorian street lights to LED lights. Also discussed the proposed cost per light.

Mayor Hannen discussed the funds included in the DMC budget in 2016 for this project, with approval of continued funding over a three year period until all lights are replaced.

Director of Downtown Business and Economic Development Kathleen Prunty explained that the fixture recommended is more expensive than the fixture proposed in 2016. Also explained that the recommended fixture is very similar to the existing fixture.

Mayor Hannen asked if the amount of funding agreed upon by the Township Committee could continue for one additional year to complete the project at the increased cost.

Mr. LaCorte feels additional research is necessary and does not feel the Township Committee should make a decision concerning this request tonight.

Discussion was held as to the cost savings projected per year by replacing existing lighting with LED lights.

Mayor Hannen requested that the DMC submit a recommendation as to the number of lumens and other items requested in connection with this project.

Further discussion necessary.

**DMC Budget**

Maureen Tinen, Finance Chairperson of the DMC, presented the proposed DMC budget for 2017. Explained that the requested budget is a decrease of approximately \$12,000. Also discussed the amount in DMC reserves.

Ms. Tinen also discussed the change in the status of the administrative assistant's position from full-time to part-time, which has resulted in some savings. Also discussed a recommendation to change the status of the maintenance position from part-time to full-time.

Discussion was held regarding a salary split between the DMC and the Department of Public Works for the maintenance position.

Barry O'Donovan, DMC Chairman, discussed the importance of the aesthetics of the downtown and feels maintenance staff is essential to the success of the downtown and the Township. Urged the Township Committee to support this request.

Mayor Hannen requested a list of tasks handled by the maintenance position.

Ms. Prunty discussed maintenance and upkeep that is needed but cannot always be addressed because the position is part-time.

Further discussion to be held February 14, 2017 Conference Meeting.

**Banking Services**

Township Administrator Wall discussed a suggestion to solicit Requests for Proposals for banking services.

A representative from Investors Savings Bank provided an overview of services that could be provided to the Township which she feels would be beneficial, and would also provide approximately \$5,000 in savings per month to the Township.

The Township Committee was agreeable to soliciting Requests for Proposals for banking services.

**Engineering update****Northeast Stormwater Management Project-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 Department of Environmental Protection has requested additional information from Mott MacDonald. Once that additional information is provided, the project would be ready to advertise for bids.

Utility Paving

Township Engineer O'Brien provided an update of the roads being paved by Elizabethtown Gas Company and New Jersey American Water Company.

De-silting Project

Township Engineer O'Brien discussed a proposal regarding de-silting and gate replacement of the Rahway River. Discussed his plan to contact Union County to discuss this project as well as improvements to the walking path. Also discussed the process that would occur with the Department of Environmental Protection including pre-construction meetings. Recommended moving forward with the pre-application process which would trigger the design phase.

NJDOT Municipal Grant Application – Lincoln Avenue East

Township Engineer O'Brien discussed improvements to Lincoln Avenue East in connection with the NJDOT Municipal Grant Program. Bids for the project have been advertised and submissions are due February 23, 2017.

Lincoln Park at Lincoln Avenue- Basketball Courts

Township Engineer O'Brien discussed improvements to the Lincoln Avenue Basketball Courts and informed the Township Committee that this project is also currently out to bid. Discussed the design and plans for a logo at center court.

Cranford Athletic Field

Township Engineer O'Brien discussed the status of the installation of artificial turf at Cranford Athletic Field and the items that are complete. Also discussed the timeframe for completion of the project.

Grant Programs

Township Engineer O'Brien discussed the submission of grant applications for funding for certain projects through the DOT Municipal Aid Grant Program and the Community Development Block Grant Program.

Building Department Reviews

Township Engineer O'Brien discussed the number of building permit reviews that occurred in January 2017.

Herning Avenue

Township Engineer O'Brien discussed an issue with a resident's driveway on Herning Avenue. Explained that paving was completed and curbing was installed but the seam at this driveway has failed. The resident has requested a replacement of the driveway.

Township Administrator Wall discussed the timeframe in which the resident replaced the driveway.

Mayor Hannen asked how this type of problem could be prevented in the future.

Township Engineer O'Brien explained that cross referencing permits for driveway replacements with road paving should be done. Improving notification to residents of road paving would also help in preventing this type of problem. Also discussed the process from an engineering standpoint that could help eliminate this from occurring in the future.

Township Engineer O'Brien to obtain a cost estimate for the replacement of the driveway.

Township Administrator Wall explained that a portion of the cost would be the responsibility of the contractor.

The Township Committee was agreeable to moving forward with the replacement of the driveway.

**2017 Municipal Budget – various departments**Engineering Budget

Township Engineer O'Brien discussed the proposed budget for engineering for 2017. Also discussed costs related to building permit reviews.

Township Engineer O'Brien also discussed capital budget requests for 2017 and suggested the Township Committee include paver resetting to the Engineering Department's list of capital budget requests. Also discussed projects in connection with the NJDOT Municipal Grant Program and the Community Development Block Grant Program and the 2017 Paving Program that he recommends for the capital budget. Lastly, Township Engineer O'Brien discussed requests to replace the traffic signal at Alden Street and North Union Avenue, stormwater management compliance and Community Rating System compliance, and the Orchard Brook Project as capital projects for 2017.

Mayor Hannen requested an update of the Orchard Brook project.

Township Engineer O'Brien stated that information was provided to the Department of Environmental Protection and he is currently awaiting a response.

Mayor Hannen also requested clarification of the de-silting project and the amount that could be completed through the issuance of DEP General Permit versus a DEP Individual permit.

Township Engineer O'Brien discussed the acreage amount in connection with each permit and his suggestion regarding the submission of permit applications.

#### Municipal Court Budget

Judge Cassidy presented the proposed 2017 budget for the Cranford Municipal Court.

Judge Cassidy also discussed changes with bail reform and the potential impact to the budget.

In addition, Judge Cassidy discussed anticipated revenue for 2017 and the audit process concerning municipal courts.

#### Tax Assessor Budget

Tax Assessor Barnett presented the Tax Assessor's proposed budget for 2017, including salaries and wages, advertising, and professional development costs. Also discussed outside professional expenses, which relate to appraisal services in connection with tax appeals. Explained that the cost for this line item has decreased significantly because of the improved market, but a small increase in the budget is requested for 2017. Also discussed postage costs, office supplies and equipment costs, and a lease for the copier/scanner in the Tax Assessor's Office that needs to be renewed.

#### Police Department Budget

Captain Van Bergen and Lieutenant Davenport were present.

Lieutenant Davenport discussed the interview process conducted for the police mechanic's position. Explained the uniqueness of the tasks of the position and informed the Township Committee that the Police Department has selected a candidate for the position and is requesting Township Committee approval to appoint the individual recommended.

Captain Van Bergen discussed the benefits to the Township by hiring an employee to handle these tasks as opposed to outsourcing for the service.

Discussion was held as to the cost differential between hiring an employee and outsourcing for mechanic services.

Commissioner Dooley asked if a mechanic could be shared with the Department of Public Works.

Lieutenant Davenport feels the Police Department needs its own mechanic due to the workload in the Department of Public Works.

Captain Van Bergen also feels because many tasks related to this position are outside of mechanic services, feels the position could not be shared.

Discussion was held as to the number of motor vehicles in the Police Department and the number used on a daily basis.

Mayor Hannen discussed the cost for vehicles purchases and the potential for increasing the number of vehicles purchased in certain years to allow for an increased rotation.

Lieutenant Davenport discussed equipment within vehicles, such as computers, that are also maintained by the police mechanic.

The Township Committee was agreeable to the appointment of a mechanic as recommended by the Police Department. Resolution authorizing the appointment to be adopted February 28, 2017.

Captain Van Bergen referenced Township Engineer O'Brien's request to replace the signal at North Union Avenue and Alden Street and discussed the Police Department's support of this request because of faulty wiring and obsolete parts.

#### Request by Thirsty Turtle to install awnings in Township right-of-way

Mayor Hannen discussed a request by the Thirsty Turtle to install an awning in the Township's right-of-way and asked if the DMC was agreeable to the request.

Deputy Mayor Giblin confirmed that the DMC supports the request

The Township Committee was agreeable. Resolution to be adopted February 14, 2017.

**Update re: Document Management System, Township Clerk Rowley**

Township Clerk Tara Rowley provided an update regarding the acquisition of a document management system. Informed the Township Committee that three (3) system demonstrations have been scheduled. One was held on February 7, 2017 and two additional demonstrations are scheduled for February 15 and 16, 2017.

Discussion was held concerning potential cost savings that could be realized through the acquisition of a document management system.

Further discussion necessary

**Minute approval – Closed Session Minutes of January 23 and 24, 2017 and February 4, 2017**

On motion of Commissioner Kalnins, seconded by Commissioner O'Connor and passed, the Closed Session Minutes of January 23 and 24, 2017 and February 4, 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

**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.

**COMMISSIONER REPORTS**

**Commissioner Kalnins**

Commissioner Kalnins requested that the Municipal Building office redesign be included on the February 27, 2017 Workshop Meeting Agenda.

**Commissioner Dooley**

Commissioner Dooley discussed the engineering subcommittee established to address the Township's engineering services. Discussed the status of the search for an engineer and a cost comparison that was conducted for an in-house engineer versus a consulting engineer. Informed the Township Committee that the estimated cost for an in-house engineer and staff would be approximately \$400,000 with additional costs for equipment. Discussed the services that would be handled by an in-house engineer and those services that would continue to be outsourced and stated that it is the subcommittee's recommendation to pursue an in-house engineering option.

Commissioner O'Connor discussed the cost of in-house engineering staff versus other municipalities and requested clarification as to the number of roads paved in those municipalities. Expressed concern that Cranford previously had an in-house engineering staff and the model did not work.

Commissioner Dooley feels the Township had a successful engineering staff for many years and feels the cost difference for a consulting engineer cannot be justified.

Commissioner Kalnins discussed the number of tasks that he feels will continue to be outsourced. Also feels that the Township has completed many more projects and has many more professionals at its disposal with a consulting engineer. Feels moving forward with an in-housing engineer is not the best option for Cranford.

Commissioner Dooley discussed office hours for a consulting engineer versus an in-house engineer. Feels a full-time working engineer is needed. Also discussed issues with the Request for Proposals document that was prepared for engineering services. Feels an in-house engineer is needed to "tighten up" that document in order to obtain proposals most suitable to the Township's engineering needs.

Commissioner O'Connor feels the number of office hours concerning the consulting engineer is a misnomer and stated that the current engineer has been available whenever she has contacted him.

Commissioner Kalnins stated that if there is concern, the Request for Proposals process could be tightened up without changing the engineering model. Also stated that the Township Committee has the flexibility of changing engineers on a yearly basis if it is not satisfied with the service provided.

Commissioner O'Connor stated that she supports a consulting engineering model and feels the Township should continue with Maser Consulting. Informed the Township Committee that she has received a great deal of feedback from residents and they do not want projects to stop moving forward. Also feels the

consulting engineer's coordination with utility companies on paving projects has provided the Township with a significant amount of cost savings.

Commissioner Dooley feels the projected savings related to utility company paving is not accurate. Feels very little savings has been realized in this regard because the Township is charged for the engineering consultant's time to coordinate with utility companies.

Commissioners Kalnins and O'Connor stated that they disagree with Commissioner Dooley's statement concerning the amount of savings realized with respect to utility company paving.

Commissioner Kalnins feels the current engineering model works for Cranford and stated that many municipalities that have moved to a consulting engineering model regretted not doing it sooner. Stated that he is opposed to an in-house engineering model.

Commissioner O'Connor discussed the fact that municipalities with in-house engineers must also use consulting engineering so there would be additional costs.

Deputy Mayor Giblin feels an in-house engineer could be held more accountable than a consulting engineer.

The majority of the Township Committee was agreeable to moving forward with an in-house engineering model.

Commissioner Kalnins and Commissioner O'Connor stated that they were opposed to an in-house engineering model.

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

**Resolution No. 2017-91.5 (continued):**

**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

**Legal**

- Hours of operation
- Township Attorney update

**Contractual (continued)**

- Twin Oaks development

**Personnel**

- Health Department
- Recreation and Parks/Swim Pool Utility
- Police Department

**Minute Review**

- Closed Session Minutes of January 23 and 24, 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 11:05 PM.

On motion of Commissioner O'Connor, seconded by Commissioner Kalnins and passed, the Township Committee adjourned at 11:05 PM.

Respectfully submitted,

Tara Rowley, RMC  
Municipal Clerk

Dated: February 15, 2017