

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **March 27, 2017** 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 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 clarification of bills related to payroll services and animal control services.

Township Administrator Wall to follow up.

Mayor Hannen informed the Township Committee that a representative from New Jersey Family Magazine would be attending the Official Meeting on March 28, 2017 to present a certificate in connection with Cranford being named the Best Town for Families in Union County.

All items were approved for action.

Engineering update

Cranford Athletic Field

Township Engineer O'Brien provided an update concerning the installation of synthetic turf at the Cranford Athletic Field. Depending on the weather, completion is expected the week of April 2, 2017.

2017 Capital Budget Requests

Drainage and roadway improvements:

Township Engineer O'Brien discussed his recommendation to include funding for drainage and roadway improvements at Elm Street as part of the 2017 Capital Budget.

2017 Paving Program:

Township Engineer O'Brien discussed 2017 road repaving and the reason for a decrease in the budget request from previous years. Feels the Township has made significant progress with paving and may wish to stabilize its budget. Also feels the Township can reduce its paving budget because utility companies are now paying their fair share of the cost for road resurfacing.

Discussion was held as to an adequate amount of funding per year that would allow paving to continue over a twenty (20) year period with all roads being repaved by the end of that period.

Traffic signal upgrades-Alden Street:

Township Engineer O'Brien discussed the paving of Alden Street in conjunction with the proposed replacement of the traffic signal at Alden Street and North Avenue.

Paving of James Street

Commissioner O'Connor feels repaving of James Street should be considered for 2017.

Township Engineer O'Brien explained that drainage issues and other repairs are needed and it is a very extensive project.

Union County Infrastructure and Municipal Aid Grant Program

Township Engineer O'Brien discussed a recommendation to allocate grant funding through the Union County Infrastructure and Municipal Aid Grant Program toward road paving projects. Explained that funds awarded through this program must be used by year-end and does not feel these funds should be used for a more complex project.

Community Development Block Grant

Township Engineer O'Brien discussed the Community Development Block Grant Program and projects that meet the criteria for funding. Also discussed the award to the Township for a new senior citizen bus and informed the Township Committee that delivery is expected in December.

Discussion was held as to the purchase of a new bus that occurred in 2016, and the need for the Township Committee to decide if it wishes to expand services and hire an additional driver, or sell one bus.

Mayor Hannen feels the Township Committee does not need to make a decision until later in the year after the new bus is delivered.

North Avenue Station Bus Loop

Commissioner Dooley discussed an issue at the North Avenue Station concerning the bus loop and bus drivers being unable to see the curb. Explained that orange cones would be placed in this area as a temporary solution, and bollards would be installed as a permanent solution. Explained that this is more of an issue during bad weather when the curb is snow covered, and feels there is time to address the matter.

Deputy Mayor Giblin discussed a pipe in this location that is a tripping hazard which should be addressed as well.

Proposed ordinance re: abandoned properties

Commissioner Dooley discussed a proposed ordinance to address the issue of abandoned properties. Explained that further discussion should occur in closed session due to legal matters related to the proposed ordinance.

Commissioner O'Connor discussed a seminar she attended in 2015-2016 concerning abandoned properties. Believes former Township Attorney Dabulas might have drafted an ordinance and recommended that Ms. Dabulas be contacted.

Mayor Hannen discussed an update provided by the League of Municipalities concerning abandoned properties.

2017 Municipal Budget

Mayor Hannen discussed the 2017 Municipal Budget and some adjustments that were made since the meeting held on March 13, 2017. Feels the budget is ready for introduction on March 28, 2017.

The Township Committee was agreeable. 2017 Municipal Budget to be introduced on March 28, 2017.

2017 Capital Budget

Mayor Hannen discussed the capital budget for 2017 and the targeted budget amount versus the total amount requested by departments.

Discussion was held regarding 2017 capital budget projects as follows:

Engineering and Public Works

Commissioner Dooley feels the Township Committee should increase the budget for road resurfacing to include roads such as Elm Street and James Street. Also discussed Public Works' capital budget requests and stated that the chipper and compressor are a priority. The camera truck and bucket truck requested are not a priority. Eliminating them from the list would reduce the amount by \$345,000. Additional savings could also be realized by purchasing only one (1) pickup truck with a plow versus the three (3) trucks that were requested.

Recreation and Parks

Discussion was held regarding budget requests submitted by Recreation and Parks.

The Township Committee was agreeable to including the resurfacing of the Johnson Avenue playground in the 2017 Capital Budget. The utility truck requested would not be included.

Police Department

Discussion was held concerning Police Department capital budget requests for 2017.

The request for Alcotest equipment was removed from the budget.

Discussion was held regarding the request for a Zodiac boat.

Township Administrator Wall to follow up as to the number of boats in the fleet and the condition of each.

The request for radio replacement was removed from the budget.

Mayor Hannen feels there might be grant programs available for the funding of new radios and suggested that research be conducted.

Fire Department

Discussion was held concerning capital budget requests submitted by the Fire Department.

The Township Committee was agreeable to requests for the purchase of a new ambulance and the replacement of the boiler at the firehouse.

The request for a storage facility was removed from the budget.

Downtown Business and Economic Development

Discussion of capital budget requests for Downtown Cranford was held.

The Township Committee was agreeable to funding \$60,000 for paver repair.

Township Administrator Wall discussed various samples of Victorian lights that were provided by vendors, and explained that these samples would be installed to provide a better visual for selection.

Discussion was held as to the replacement of all Victorian lights in the downtown, and the total cost for purchase and installation.

Mayor Hannen discussed the fact that \$100,000 for this project was budgeted in 2016 and remains available.

The Township Committee was agreeable to budgeting an additional \$300,000 for this project for 2017.

Administration

Township Administrator Wall discussed Administration's request for server upgrades for 2017.

The Township Committee was agreeable to the request.

TV35

Discussion of Council Chamber upgrades requested for 2017 was held.

The Township Committee was agreeable to the upgrades.

General

The Township Committee was agreeable to a budget of \$200,000 for legal and engineering services that would be required in connection with capital projects.

Final discussion of the 2017 Capital Budget to be held on April 10, 2017.

Minute approval – Closed Session Minutes of March 13, 2017

On motion of Commissioner O'Connor, seconded by Commissioner Dooley and passed, the Closed Session Minutes of March 13, 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

ADMINISTRATOR REPORTS

Township Administrator Wall

Municipal Office Redesign

Township Administrator Wall informed the Township Committee that he is in the process of obtaining cost proposals for the redesign of municipal offices.

COMMISSIONER REPORTS

Commissioner O'Connor

Handicapped parking at Cranford High School

Commissioner O'Connor discussed a request for a handicapped parking space at Cranford High School. Explained that, as per Lieutenant Davenport, the Township Committee could adopt an ordinance to create the parking space, but it would require a concurring ordinance by Union County.

The Township Committee was agreeable to further research of this request by Lieutenant Davenport.

Deputy Mayor Giblin

MDTV Parking Lot

Deputy Mayor Giblin discussed a recommendation by the Downtown Management Corporation and the Police Department that New Jersey Transit utilize the MDTV parking lot as a staging area for platform improvements to the train station. Also suggested that the Township seek revenue from New Jersey Transit for the use of these spaces.

The Township Committee was agreeable to the recommendation.

Commissioner Dooley

Environmental Commission

Commissioner Dooley discussed a program that is available regarding the recycling of Styrofoam. Explained that a company in Springfield would take the material, and the only cost would involve transporting it to Springfield. Suggested the program be done on a trial basis, and participants would be limited to the Township, the Board of Education and the Environmental Commission.

The Township Committee was agreeable to participating in the program.

PUBLIC COMMENTS

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

Allison Mennor, North Avenue West, informed the Township Committee that she recently met with Construction Code Official Belluscio to discuss her request to open a tattoo parlor in Cranford. Explained that in addition to traditional tattooing services, she offers services to those who have had mastectomies, and discussed the foundation she established in connection with this service. Also discussed her efforts to open a parlor in Garwood.

Commissioner Dooley to follow up with Construction Code Official Belluscio concerning this request.

Gary Goodman, 720 Willow Street, discussed the recommendation to allow New Jersey Transit to utilize the MDTV parking lot as a staging area and asked how equipment and material would be moved to the construction site.

Township Administrator Wall to follow up.

Hearing no further 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. 2017-91.11:

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

- Police Department

Contractual

- Birchwood Avenue property
- Surveying services
- Twin Oaks development
- Engineering services-desilting Rahway River

Minute Review

- Closed Session Minutes of March 13, 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 Dooley and passed, the Township Committee returned to open session at 10:40 PM.

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

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: March 27, 2017