

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **April 24, 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 none, Mayor Hannen closed the public comment portion of the meeting.

Review Official Meeting Agenda

Mayor Hannen discussed a recommendation to move Resolution No. 2017-188A, which authorizes the designation of the “Birchwood Avenue Study Area” as a Non-Condensation Area in Need of Redevelopment, to roll call vote, and to allow opportunity for public comment. Explained that while this suggestion is outside of the Township Committee’s regular process, feels the public should be provided with an opportunity to comment and ask questions.

The Township Committee was agreeable to the recommendation. Resolution No. 2017-188A to be moved from consent agenda to roll call vote.

Commissioner Dooley requested clarification of Resolution No. 2017-187 which authorizes issuance of a new livery limousine vehicle license to Quigley Transport, Inc.

Township Clerk Tara Rowley explained that the resolution authorizes the addition of a new vehicle to the Quigley Transport’s fleet.

Discussion was held regarding Ordinance No. 2017-05 which authorizes a bond ordinance for capital budget projects for 2017.

Request to designate fire headquarters as a Safe Haven and installation of sign indicating designation

Fire Chief Czeh discussed a request to designate fire headquarters as a Safe Haven, and if the Township Committee is agreeable, also requests the installation of a sign indicating said designation. Explained that Safe Haven is a statewide initiative that provides safe locations for unwanted newborns.

The Township Committee was agreeable to designating fire headquarters as a Safe Haven and was also agreeable to the installation of signage as proposed by Fire Chief Czeh.

Engineering update

Cranford Athletic Field

Township Engineer O’Brien informed the Township Committee that installation of synthetic turf at the Cranford Athletic Field is complete.

New Jersey American Water Company

Township Engineer O’Brien provided an update of a project planned by New Jersey American Water Company.

Elizabethtown Gas

Township Engineer O’Brien discussed a meeting scheduled with Elizabethtown Gas to discuss its fair share contribution to road resurfacing.

Orange Avenue paving

Township Engineer O’Brien discussed his recommendation for a shared services agreement with the Borough of Kenilworth, which would allow for the paving of the entire length of Orange Avenue into

Kenilworth. Discussed savings to the Township if the Township Committee is agreeable to moving forward with this recommendation.

The Township Committee was agreeable to entering into a shared services agreement with the Borough of Kenilworth for the paving of Orange Avenue. Resolution to be adopted April 25, 2017.

Orchard Brook Project

Township Engineer O'Brien discussed the need for Township officials to meet with the New Jersey Department of Environmental Protection (NJDEP) concerning the Orchard Brook Project and suggested that two (2) Township Committee members participate in the meeting.

Stormwater Reporting

Township Engineer O'Brien informed the Township Committee that the annual storm water report is complete and ready for submission to NJDEP.

Forest Avenue

Mayor Hannen informed the Township Committee of patchwork needed on Forest Avenue and stated that the road was recently paved. Requested that Township Engineer O'Brien follow up on this issue.

Township Engineer O'Brien discussed the process with infra-red repairs to newly paved roads.

Update re: Victorian light replacement

Township Administrator Wall discussed sample Victorian lights that were installed downtown and asked the Township Committee if they have had an opportunity to view the samples. Also discussed cost proposals received for each sample light fixture.

Commissioner O'Connor discussed her preference for a specific model.

Mayor Hannen stated that he also prefers the model selected by Commissioner O'Connor.

Commissioner Kalnins discussed his preference for a different model.

Township Administrator Wall to take photographs of the samples of the preferred models and provide to the Township Committee for follow up discussion during the Conference Meeting on April 25, 2017.

Ridesharing Initiative

Deputy Mayor Giblin discussed a ridesharing initiative that was implemented in the City of Summit and suggested Cranford officials meet with Summit officials to discuss the program.

Commissioner O'Connor discussed the shortage of shopper parking in Summit and explained that this initiative was implemented as an alternative to the construction of a new parking garage. Feels Summit's demand is much higher than Cranford's demand and feels the demand in Cranford should be determined before moving forward.

Mayor Hannen suggested that Deputy Mayor Giblin and Township Administrator Wall conduct a comparison of Cranford's parking needs versus surrounding municipalities.

Lease agreement with Cranford Soccer Club-Cranford Athletic Field

Mayor Hannen discussed the agreement between the Cranford Soccer Club and Cranford Baseball and Softball Leagues in connection with the Cranford Athletic Field, and a request by the Cranford Soccer Club that the Township also execute this agreement.

Further discussion to be held in closed session.

Request by Municipal Alliance re: signage

Commissioner O'Connor discussed a request by the Municipal Alliance to install signage promoting the selection of Cranford as 2017 Best Town for Families in Union County. Also discussed signage previously installed by the Municipal Alliance that was moved to private property.

Commissioner O'Connor to follow up with the Municipal Alliance to request a sample of the signage proposed.

Proposed resolution supporting continuation of the Community Development Block Grant Program

Mayor Hannen discussed a proposed resolution supporting the continuation of the Community Development Block Grant (CDBG).Program

Discussion was held as to the projects included in this program.

Discussion was also held as to proposed program cuts and the impact to the Army Corps of Engineers' study of the Rahway River Watershed.

The Township Committee was agreeable to the resolution supporting continuation of the CDBG Program. Resolution to be adopted April 25, 2017.

Proposed Special Meeting for budget adoption (if necessary)

Commissioner Kalnins discussed the 2017 Municipal Budget and explained that State approval of the budget is required before the Township Committee can move forward with adoption. Chief Financial Officer Lavona Patterson received State approval earlier today, and no changes to the budget are needed. As such, the Township Committee can move forward with adoption on April 25 and a special meeting is not necessary. Commended Ms. Patterson for her efforts and the fact that no changes were required. Also commended Ms. Patterson on her preparation of the Annual Financial Statement this year.

Minute approval – Closed Session Minutes of April 10 and 11, 2017

On motion of Commissioner Kalnins, seconded by Commissioner O'Connor and passed, the Closed Session Minutes of April 10 and 11, 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

- Discussed State approval that was granted for adoption of the budget and commended the Township Committee and all departments for their efforts;
- Discussed the need for a part-time administrative assistant in the Office of Planning and Zoning and within the Construction Code Office;
- Discussed the proposed office redesign and informed the Township Committee that additional proposals and cost estimates were requested. Feels this information will be available for discussion at meeting of May 8, 2017.

COMMISSIONER REPORTS

Commissioner Dooley

112 Park Drive

Commissioner Dooley informed the Township Committee that the bank has sold 112 Park Drive.

Commissioner O'Connor requested that the list of vacant properties be updated because it is her understanding that some included on the list might have been sold.

Deputy Mayor Giblin

Strategic Planning Subcommittee

Deputy Mayor Giblin discussed the status of the Strategic Planning Subcommittee and informed the Township Committee that a presentation might be ready for an upcoming meeting.

River Cleanup

Deputy Mayor Giblin discussed the recent river cleanup and feels it was a success.

Mayor Hannen

Hyatt Hills Golf Course

Mayor Hannen informed the Township Committee that he met with RACER Trust and an updated lease agreement for the Hyatt Hills Golf Course would be provided for the Township Committee's consideration at the next meeting.

PUBLIC COMMENTS

Mayor Hannen opened the public comments portion of the meeting and asked if there were any questions or comments. Hearing none, Mayor Hannen closed the public comment portion of the meeting.

CLOSED SESSION

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

Resolution No. 2017-91.15:

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

- Various
- Fire Department
- Office of Downtown Business and Economic Development

Contractual

- Planning services-MDTV Property

Legal

- Birchwood Avenue property
- Township Attorney update

Minute Review

- Closed Session Minutes of April 10 and 11, 2017

Recorded vote:

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

Nay: None

Abstained: None

Absent:

On motion of Commissioner Kalnins seconded by Commissioner O'Connor and passed, the Township Committee returned to open session at 9:38 PM.

On motion of Commissioner Kalnins seconded by Commissioner O'Connor and passed, the Township Committee adjourned at 9:38 PM.

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: April 24, 2017