

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **May 8, 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 Mary O’Connor

Absent: Commissioner Andis Kalnins

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

Resolution No. 2017-91.17:

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
- Fire Department
- Office of Planning and Zoning
- Engineering Department
- Health Department

Contractual

- Birchwood Avenue property
- Cranford Athletic Field
- Hyatt Hills Operating Agreement

Legal

- Township Attorney update

Minute Review

- Closed Session Minutes of April 24 and 25, 2017

Recorded vote:

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

Nay: None

Abstained: None

Absent: Commissioner Kalnins

On motion of Commissioner O’Connor seconded by Deputy Mayor Giblin and passed, the Township Committee returned to open session at 7:36 PM.

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

Mayor Hannen requested that the proclamation concerning Preeclampsia Month be carried to the meeting of May 23, 2017 when Commissioner Kalnins is present.

All items were approved for action.

Engineering update

Jacqueline Dirmann of Maser Consulting was present.

Stormwater Reporting

Ms. Dirmann informed the Township Committee that storm water reporting has been completed.

Orchard Brook Improvements

Ms. Dirmann provided an update of the Orchard Brook Project and informed the Township Committee that the Department of Environmental Protection (DEP) has taken the position that the project does not classify as a flood control project because of benefit-cost analyses that were conducted. Explained that without this classification, DEP will not issue a permit for the project, and requested the Township Committee's assistance with this issue.

Northeast Quadrant Stormwater Management Plan-Phase 2B

Ms. Dirmann discussed issues that have been encountered with DEP in connection with Phase 2B of the Northeast Quadrant Storm Water Management Project.

Mayor Hannen discussed DEP's approval of the project in 2016 and requested that Township Administrator Wall follow up concerning this matter. Expressed concern with further delays with the project due to DEP's meeting schedule.

Elizabeth Gas Company Utility Upgrades-Township Wide

Commissioner Dooley discussed upgrades being conducted by Elizabethtown Gas and explained that noticing requirements by Elizabethtown Gas in the past were insufficient. Coordination is needed in order to allow the Police Department sufficient time to inform residents of parking restrictions.

Ms. Dirmann discussed the plan to provide residents with 48 hour notice of upgrades. If sufficient notice is not provided, Elizabethtown Gas would not be permitted to move forward with the project.

Lincoln Avenue Reconstruction and Improvements to Lincoln Avenue Basketball Courts

Ms. Dirmann informed the Township Committee that the improvements to Lincoln Park Basketball Courts are underway and requested direction as to striping.

Commissioner Dooley informed Ms. Dooley that Recreation and Parks Director Stephen Robertazzi has provided input concerning striping.

DMC Strategic Plan, DMC member Anthony Durante

DMC Chairman Barry O'Donovan discussed the DMC's task of preparing a Strategic Plan for Downtown Cranford and thanked the members of the DMC that were involved.

Anthony Durante, DMC member, presented the DMC's Strategic Plan. Explained that it is a five (5) year plan and discussed the purpose and motive for preparing a strategic plan. Also named those involved with its preparation.

After presenting the plan's components, Mr. Durante requested the support of the Township Committee, and that it grant Township Administrator Wall with authorization to begin administering the plan. If the Township Committee is agreeable to these requests, the DMC would then meet with Township Administrator Wall to develop an action plan.

Mr. Durante also discussed the time he invested in preparation of the plan, and assured the Township Committee that his involvement was for the best interest of Cranford, not for personal or professional gain.

Richard Salway, member of the Strategic Plan subcommittee, feels the DMC is comprised of an outstanding group of people. Also discussed the history of the DMC and informed the Township Committee that the DMC was originally established during the month of May, thirty-five (35) years ago. Explained that while many different Township Committee members have been in office over the past thirty-five (35) years, the consistent factor has been each elected official's commitment to the downtown. Also discussed the need for a commitment by the current Township Committee in order to allow this plan to move forward and succeed.

Deputy Mayor Giblin thanked Mr. Durante, Business and Economic Development Director Kathleen Prunty and DMC Chairman Barry O'Donovan for their efforts, and discussed his support for the plan.

Township Administrator Wall discussed short-term objectives and the strategy to begin to address these objectives, with the Township Committee's permission.

Mayor Hannen requested that the action plan from Township Administrator Wall be available for review for the Workshop Meeting of May 22, 2017. The action plan should include the timeframe for accomplishing objectives.

Commissioner Dooley discussed the short-term objectives and how quickly some could be implemented.

Mr. Salway feels many of the short-term objectives are not controversial and should be supported by stakeholders.

Commissioner O'Connor suggested establishing a scale or rating system for each short-term objective. Feels it provides a more definitive idea as to the timeframe for implementation. Also feels it would provide a better understanding as to how things can and will progress.

Deputy Mayor Giblin explained that the next step is to present the short-term objectives to stakeholders and constituents, but Township Committee consensus is needed for this to occur.

The Township Committee was agreeable to the plan and to begin the outreach process with stakeholders and constituents.

Proposal to Create Parklet(s) in Downtown Cranford

Business and Economic Development Director Kathleen Prunty discussed a recommendation for the implementation of parklets in Downtown Cranford, and explained that a parklet is a temporary mini-park created in an existing parking space. Informed the Township Committee that two (2) locations have been considered, the first on Alden Street between North Union and North Avenues. The second is proposed on Walnut Avenue, but a specific location has not yet been identified. Explained that both could be implemented at very little to no cost because she has obtained sponsors. If agreeable, the only authorization needed is a resolution by the Township Committee. Also stressed the fact that parklets are temporary, so if they are found to be unsuccessful, they could be eliminated.

Mayor Hannen discussed the need to obtain approval by impacted business owners prior to Township Committee authorization

Follow up discussion to be held May 22, 2017.

DMC request to use public spaces and roads

Discussion was held as to the DMC' request to use public spaces and roadways for various events.

The Township Committee was agreeable. Resolution to be adopted May 9, 2017.

Proposed amendment to swim pool non-resident membership policy

Commissioner Dooley discussed a request to amend the policy regarding Swim Pool Utility membership to allow senior citizens who are no longer Cranford residents to join at the resident's rate. Explained that the Swim Pool Utility Advisory Board was agreeable to the amendment, under certain conditions as follows:

- Must be 65 years of age;
- Must have lived in Cranford for twenty (20) years immediately preceding the request;
- Must have been a member of the pool five (5) consecutive years; and
- Applies to annual memberships only and possibly winter memberships, no summer memberships.

Commissioner Dooley explained that while the Swim Pool Utility Advisory Board feels the amendment should apply to annual memberships only, she feels the Township Committee should allow for the summer 2017 season, and have the Swim Pool Utility Advisory Board revisit the matter in the fall.

The Township Committee was agreeable to Commissioner Dooley's recommendation to allow non-resident senior citizens who previously resided in Cranford to join the pool for the 2017 summer season only. Matter to be readdressed in the fall.

Proposal re: Police Chaplain Program, Police Chief Wozniak

Police Chief Wozniak discussed a proposal to establish a Police Chaplain program.

Senior Pastor Rice of Cranford Alliance Church discussed training he and other members of the Clergy Council attended in connection with the Police Chaplain Program. Also discussed his support for the program and the differences between chaplain and clergy.

Mayor Hannen discussed the counseling portion of the program and liability that may be created if certain clergy members are not qualified to provide such counseling.

Township Attorney Cooper feels there would be no issue with counseling that might occur on an "episodic" basis, but feels there could be an issue with long-term counseling. Stated that he needs to review the proposal further.

Pastor Rice discussed the intention of the program which is to build friendships and trust and explained that those in the program understand that the assistance provided would not be a substitute for services provided by a health care professional.

Mayor Hannen discussed his concerns with provisions in the proposal that would allow chaplains to participate in “ride alongs” or to accompany police officers on domestic violence calls.

Police Chief Wozniak discussed the number of hours each chaplain would be required to volunteer. Also explained that the purpose of allowing ride-alongs is to foster a relationship between the officer and the chaplain, and would parallel current Standard Operating Procedures regarding ride-alongs.

Pastor Rice discussed members of the clergy that attended the chaplain training program.

Mayor Hannen discussed the draft resolution to establish the program and feels amendments are necessary before the Township Committee can authorize it.

Township Attorney Cooper suggested that the resolution specify the number of chaplains authorized to participate in the program.

The Township Committee was agreeable to Township Attorney Cooper’s suggestion.

Commissioner Dooley requested additional information regarding insurance needs and liability concerns as respects the proposed program.

Adoption of resolution establishing a Chaplain Program tentatively scheduled for May 23, 2017.

Project Medicine Drop

Deputy Mayor Giblin discussed a proposed for “Project Medicine Drop”, which would provide for a safe drop box for certain unused medications, and requested input from Police Chief Wozniak as respects this proposal.

Police Chief Wozniak informed the Township Committee that he contacted other municipalities who participate in Project Medicine Drop and discussed the positives and negatives of the program. Also discussed the current program which allows for the drop-off of medications on a bi-annual basis, which is monitored. Explained that a drop box cannot be monitored unless surveillance cameras are installed and cameras might not reveal the item being left in the box.

Deputy Mayor Giblin asked if there is any evidence as to the impact of drop boxes to the opioid epidemic.

Police Chief Wozniak explained that the impact of drop boxes to opioid related deaths is unknown, as there have been no studies conducted.

Commissioner O’Connor stated that she has mixed feelings of the proposal, and expressed concern that someone, out of desperation, might try to access drugs left in the drop box.

Police Chief Wozniak discussed the stigma that might be attached to these boxes.

The Township Committee was agreeable to the installation of a drop box.

Commissioner O’Connor stated that she was agreeable to installation of a drop box on a trial or pilot basis.

Proposed amendment to Section 98-2 of the Township Code as respects pet license renewal

Commissioner Dooley discussed a proposal to amend the Township Code as respects the term for pet licenses to allow for a three (3) year term. Stated that she discussed the proposal with Health Officer Michael Fitzpatrick and Mr. Fitzpatrick explained how the new licensing term would be phased in.

Discussion was held as to how the new term would be phased in in conjunction with the rabies vaccination program.

The Township Committee was agreeable to the proposal. An ordinance authorizing the amendment scheduled for introduction on May 23, 2017.

Minute approval – Closed Session Minutes of April 24 and 25, 2017

On motion of Commissioner O'Connor, seconded by Commissioner Dooley and passed, the Closed Session Minutes of April 24 and 25, 2017 were approved by indicated vote of the Township Committee.

Recorded vote:

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

Nay: None

Abstained: None

Absent: Commissioner Kalnins

COMMISSIONER REPORTS**Commissioner O'Connor**

Commissioner O'Connor discussed a request by Moms Demand Action for a proclamation proclaiming June 2, 2017 as National Gun Violence Awareness Day and to coordinate a "wear orange" event on June 2, 2017.

The Township Committee was agreeable to the request. Proclamation to be presented at the May 23, 2017 Official Meeting.

Deputy Mayor Giblin

Deputy Mayor Giblin discussed EMT Week and requests for a proclamation and to schedule an awards presentation during an official meeting.

The Township Committee was agreeable to the requests. Proclamation to be presented and an awards presentation to be scheduled for the May 23, 2017 Official Meeting.

Mayor Hannen**Mayors Rahway River shed Counsel**

Mayor Hannen provided an update regarding an upcoming meeting of the Mayors Council on the Rahway River Watershed.

Birchwood Property

Mayor Hannen thanked Township Administrator Wall and Redevelopment Attorney Wanda Monahan for the successful pre-proposal conference and walkthrough for the Birchwood property that was held on May 5, 2017.

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, requested an update regarding river dredging.

Commissioner Dooley to follow up.

Mr. Mason also requested approval to install benches and picnic tables at the park near Droescher's Mill.

Mayor Hannen discussed an Eagle Scout project that allows for the construction of benches and picnic tables at another location near Droescher's Mill.

Mr. Mason discussed a letter he submitted to the Mayor regarding the new Victorian lights being considered. Feels they are overly bright and obtrusive and suggested the Township Committee consider the installation of amber LED lights.

Mayor Hannen to forward Mr. Mason's suggestion to the DMC for consideration.

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

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

Resolution No. 2017-91.17:

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

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Recorded vote:

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

Nay: None

Abstained: None

Absent: Commissioner Kalnins

On motion of Commissioner O'Connor seconded by Commissioner Dooley and passed, the Township Committee returned to open session at 10:30 PM.

On motion of Commissioner O'Connor, seconded by Commissioner Dooley and passed, the Township Committee adjourned at 10:30 PM.

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: May 8, 2017