

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **May 18, 2015** 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 CRANFORD CHRONICLE, THE UNION COUNTY LOCAL SOURCE, THE WESTFIELD LEADER, 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 WILL BE TAKEN AT THIS MEETING.

Present: Mayor Andis Kalnins
Deputy Mayor Lisa M. Adubato
Commissioner Robert D'Ambola
Commissioner Mary O'Connor
Commissioner Thomas H. Hannen, Jr.

Absent: None

PUBLIC COMMENTS

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

Terrence Curran, Miln Street, discussed a building he and Kathleen Curran are constructing in Cranford and informed the Township Committee that they were recently charged a development fee in connection with this construction. Explained that when their application for construction and zoning permits was first submitted, they were told the development fee would not apply.

Commissioner Hannen believes the development fee ordinance does not impact residential properties.

Mayor Kalnins explained that the ordinance does apply to residential properties, but only if there is an increase in density.

Township Attorney Dabulas to follow up on this matter.

Township Administrator Wall stated that he would also follow up with Planning and Zoning Director Hudak.

Kathleen Curran, Miln Street, also discussed the demolition of an existing building that was necessary for this construction and feels the cost for the permit for the demolition was very high.

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

Payment of Bills

Deputy Mayor Adubato requested clarification of a bill payable to Verizon for services related to the pay stations.

Township Administrator Wall to follow up. Further discussion May 19, 2015.

Commissioner Hannen discussed payment to Oriental Pacific for maintenance of the parking garage. Feels it has been charged to the incorrect account because it is being charged to the account for the pump station.

Township Administrator Wall feels this payment pertains to an issue with unpaid bills to the vendor that occurred when there was a turnover in staffing in the Engineering Department. Also feels there may have been insufficient funding in the account which might be the reason for the charge to the pump station account. Stated that he would follow up with the Chief Financial Officer for clarification.

Further discussion May 19, 2015 Conference meeting.

Township Attorney Dabulas discussed payments related to the FEMA Elevation Program and feels there are additional payments required that were not included on the bills list.

Township Administrator Wall to follow up with the Finance Department. Further discussion May 19, 2015 Conference meeting.

Commissioner Hannen requested clarification of legal fees related to the litigation involving Swan Cleaners.

Township Attorney Dabulas discussed the cost of this litigation and explained that it is being shared by the insurance company.

Further discussion to be held in closed session because it relates to a legal matter.

Review Official Meeting Agenda

All items approved for action.

Proposed amendment to DMC structure

Mayor Kalnins informed the Township Committee that the presentation by the DMC regarding its proposed change in structure would be carried to a meeting in June.

Mayor Kalnins discussed the study of the DMC that was conducted in 2008. Also discussed the proposed structure change and requested input from the Township Committee.

Deputy Mayor Adubato discussed the report from 2008 and feels many issues from that time still exist. Also feels the Township Committee should review the report, update it and determine if the mission of the Special Improvement District (SID) remains the same.

Commissioner O'Connor feels the recommendations from 2008 should be reviewed and reconsidered. Also stated that she would volunteer to be involved with that process.

Commissioner D'Ambola discussed the fact that the SID is thirty (30) years old and feels there is a need to re-examine its goals.

Mayor Kalnins agreed to the establishment of a subcommittee consisting of Deputy Mayor Adubato, Commissioner O'Connor, Township Administrator Terence Wall and CFO Lavona Patterson to review the report of the DMC and the proposed restructure.

Further discussion June 22, 2015.

Commissioner D'Ambola also discussed the designation of the North Avenue East corridor as an area in need of rehabilitation and the subsequent rescinding of that designation. Feels the area still qualifies as an area in need of rehabilitation.

Further discussion to be held in closed session.

Proposed ordinance re: road openings

Township Attorney Dabulas discussed revisions to the proposed ordinance regarding road openings and excavations. Also discussed Township Engineer O'Brien's recommendation to include language that would require utility companies to remit an escrow fee to cover the cost of engineering inspections that are required for road openings.

Discussion held

The Township Committee was agreeable to Township Engineer O'Brien's recommendation to include language requiring escrow fees. Ordinance to be introduced May 19, 2015.

Engineering update

Paving Program

Township Engineer O'Brien discussed the status of the 2014 Paving Program and feels all roads included in that program would be completed within two (2) to three (3) weeks.

Community Development Block Grant-Disaster Recovery

Township Engineer O'Brien discussed the status of improvements to the Municipal Building parking lot and the Carpenter Place Detention Basin.

North Avenue Station Pedestrian Improvement Project

Township Engineer O'Brien discussed the bid results for the North Avenue Station Pedestrian Improvement Project and the fact that the cost proposals were higher than anticipated. Informed the Township Committee that he would be providing recommendations as to an award of contract by the end of the week. Also discussed grant funding awarded for the project and an application for additional grant funding for the project through Union County.

Further discussion June 8, 2015.

Department of Transportation Municipal Aid Program

Township Engineer O'Brien discussed the status of projects that received funding through the NJDOT Municipal Aid Program.

2015 Paving Program

Township Engineer O'Brien discussed the status of the 2015 Paving Program.

Downtown Paver Replacement

Township Engineer O'Brien discussed the paver replacement program in the downtown.

Twin Oaks

Township Engineer O'Brien provided an update concerning the Twin Oaks development and informed the Township Committee that the project should be closed out soon.

Orchard Brook

Commissioner D'Ambola discussed the Orchard Brook Project and requested that Township Engineer O'Brien schedule a meeting with impacted residents after the summer.

Late Starter – Downtown Sidewalks

Commissioner O'Connor discussed the condition of the sidewalk in the alley next to Breadsmith and requested that Township Engineer O'Brien inspect the area. Also discussed curbing that is crumbling on North Avenue by Eastman Street and requested that an inspection of that area be conducted as well.

Late Starter – Construction permit applications

Township Engineer O'Brien discussed the timeframe for the Township Engineer's review in connection with construction permit applications. Also discussed changes to the process in an effort to improve efficiency.

Late Starter-West End Place

Commissioner D'Ambola discussed the closure of West End Place for utility work by the water company. Feels the Police Department, Fire Department and the Department of Public Works should be informed when a utility company intends to close a roadway for utility work.

Municipal Building Renovations

Discussion held regarding renovations to the Municipal Building and the brick colors to be used for the retaining wall and walkways.

Recreation and Parks overview, Recreation and Parks Director Robertazzi

Recreation and Parks Director Stephen Robertazzi provided an update of upcoming Recreation and Parks and Swim Pool Utility events and programs.

Discussion held regarding the Swim Pool Utility's Capital Budget.

Deputy Mayor Adubato, Chief Financial Officer Lavona Patterson, and Recreation and Parks Director Stephen Robertazzi to meet to discuss the budget and the plan for debt payments.

Commissioner D'Ambola discussed input he received regarding a memorial for the Pepperidge tree.

Recreation and Parks Director Robertazzi discussed a request to allow St. Michael's students, who are not Cranford residents, access to the Community Center after school and during Teen Night. Expressed concern with a precedent being set if the request is approved.

Discussion held.

The Township Committee was agreeable to the request for St. Michael's students only at this time. If additional requests are made by non-residents, the matter would be reconsidered.

Commissioner Hannen discussed a request that the Township subsidize the cost of senior citizen bus trips to New York City.

The Township Committee was not agreeable to the request to subsidize senior citizen bus trips.

Recreation and Parks Director Robertazzi discussed a grant application submitted to NJ Transit for funding for a new senior citizen bus.

Minute approval – Closed Session Minutes of May 4 and 5, 2015

On motion of Commissioner O'Connor, seconded by Deputy Mayor Adubato and passed, the Closed Session Minutes of May 4 and 5, 2015 were approved by the indicated vote of the Township Committee.

Recorded vote:

Aye: Mayor Kalnins, Deputy Mayor Adubato and Commissioners D'Ambola and O'Connor

Nay: None

Abstained: Commissioner Hannen

Absent: None

COMMISSIONER REPORTS**Commissioner D'Ambola**

- Discussed a recommendation by the DMC to combine the DMC and the Township parking committees;
- Discussed complaints regarding the Township's inspection process and suggested possible ways to make the process more efficient. For instance, if an inspection is required by the Health Department, Construction Code Office, and Planning and Zoning Office, feels they should occur at the same time, rather than individually;
- Discussed a meeting with the Tree Advisory Board to discuss the proposed tree ordinance. Feels the Township Committee might need to consider hiring a part-time forester.

Mayor Kalnins

- Informed the Township Committee that the Army Corps of Engineers would be in Cranford this week to tour the sites being considered for flood control projects and to conduct a technical review.

PUBLIC COMMENTS

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

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

Resolution No. 2015-19:

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

- Community Rating System
- Field lease agreement
- FEMA Elevation Project

Legal

- CDA v. Township of Cranford
- Edan Ben Elazar v. Macrietta Cleaners, Inc.

Minute Review

- Closed Session Minutes of May 4 and 5, 2015

Personnel

- Municipal Court
- Fire Department

Recorded vote:

Aye: Mayor Kalnins, Deputy Mayor Adubato, Commissioners D'Ambola, O'Connor and Hannen

Nay: None

Abstained: None

Absent: None

On motion of Commissioner D'Ambola seconded by Commissioner O'Connor and passed, the Township Committee returned to open session at 11:30 PM.

On motion of Commissioner D'Ambola, seconded by Commissioner O'Connor and passed, the Township Committee adjourned at 11:30 PM.

Respectfully submitted,

Tara Rowley, RMC
Municipal Clerk

Dated: May 18, 2015