

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **April 20, 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. Hearing no comments, Mayor Kalnins closed the public comment portion of the meeting.

### **Review Official Meeting Agenda**

#### *Resolution No. 2015-178: Adoption of 2015 Municipal Budget*

Mayor Kalnins discussed the adoption of the 2015 Municipal Budget that is scheduled for April 21, 2015.

#### *Resolution No. 2015-189: Closure of a portion of Municipal Lot 4 for a farmers market*

Commissioner Hannen discussed the resolution that would authorize the closure of a portion of Municipal Lot No 4 for a farmers market and requested that language be included in the resolution prohibiting vendors participating in the farmers market from selling products that compete with local businesses.

Discussion held.

Commissioner O'Connor feels a conflict with the products being sold cannot be avoided. Explained that the farmers market is scheduled to be held on Sundays when most local businesses are closed, and the location was moved to Municipal Lot No. 4. Also explained that the change in the location and the day were made based upon input provided by local businesses. In addition, many Cranford businesses participated in both the farmers market that was held in 2014 and the recent artisans market. Commissioner O'Connor also feels the market promotes business for Cranford merchants because non-residents who visit the market become aware of businesses located in Cranford.

Commissioner Hannen requested that resolution No. 2015-189 be moved from consent agenda to roll call vote.

The Township Committee was agreeable to Commissioner Hannen's request.

#### *Ordinance No. 2015-13: Rescinding certain provisions of the Township Code*

Commissioner Hannen discussed the ordinance to rescind certain provision of the Township Code as it pertains to alcoholic beverages licenses. Requested clarification as to the proposed revision and if it would impact the license issued to the restaurant at the Hyatt Hills Golf Course.

Township Attorney Dabulas discussed the reason for the revision and explained that there would be no impact to the restaurant at the Hyatt Hills Golf Course.

Discussion was held regarding proposed revisions to the ordinances for alarms systems and peddling/soliciting regulations.

### **Minute Approval – Closed Session Minutes of April 6 and 7, 2015**

Commissioner Hannen referred to the minutes of April 6, 2015 which reflect the vote for the approval of the closed session minutes of March 23, 24, 30 and 31, 2015. Stated that he believes that he abstained from voting on those minutes and feels the minutes of April 6, 2015 should be revised to reflect that.

The Township Committee was agreeable. The minutes of April 6, 2015 to be revised to reflect that Commissioner Hannen abstained from voting on the minute approval of the March 23, 24, 30 and 31, 2015 minutes.

#### **Renewal of Comcast Franchise Agreement**

Mayor Kalnins did not participate in the discussion due to a potential conflict of interest.

Charles Smith of Comcast was in attendance.

Mr. Smith discussed the terms and conditions of the ordinance to renew the Comcast Franchise Agreement, specifically the language concerning franchise fees.

Discussion held.

Deputy Mayor Adubato expressed concern that payment by Comcast to the Township is based upon Comcast's gross revenues each year, and the fact that the Township is not permitted to review Comcast's accounting of those revenues.

Commissioner Hannen requested clarification as to the use of the Townships right-of-way for wireless internet service and the fee structure for use of the right-of-way.

Mr. Smith explained that Comcast has an agreement with the utility pole owner but Comcast's apparatus is not actually connected to the poles.

Deputy Mayor Adubato discussed tree trimming that occurs with certain utility installations and repairs and suggested that the Township Committee consider adding language to the ordinance as to Comcast's responsibility when tree trimming is conducted.

Township Administrator Wall explained that the utility company would typically notify the Township when work is being done.

Mr. Smith discussed emergency work that might be needed to restore service to a customer. Explained that on occasion Comcast trims trees but utility companies such as Verizon and PSE&G do this work more frequently because they own the poles.

Discussion held.

Commissioner D'Ambola discussed his concerns with the safety and aesthetics of dangling wires that are left after utility work is done.

Mr. Smith invited the Township to contact Comcast if dangling wires are discovered. Also provided an overview of additional terms and conditions of the ordinance.

Ordinance authorizing renewal of the Comcast Franchise Agreement to be introduced April 21, 2015.

#### **2015 DMC Budget**

Discussion held regarding the DMC budget.

Mayor Kalnins requested a breakdown of line items included in the budget totals.

Township Administrator Wall to follow up as to the breakdown of line items.

Further discussion to be held during the April 21, 2015 Conference Meeting.

Discussion held regarding the process for press releases.

#### **Engineering Update**

Township Engineer O'Brien discussed resolutions on the Official Meeting agenda in connection with the North Avenue Station Pedestrian Improvement Project. Explained that, while already approved, the Department of Transportation is requiring that the Township officially request an extension of the deadline for the grant in order for paperwork to be formalized.

#### **2014 Paving Program**

Township Engineer O'Brien provided an update of roads being completed in connection with the 2014 Paving Program and those that are next on the schedule. Also discussed the notification process to residents to allow them time to remove vehicles from the roadway.

2015 Paving Program

Township Engineer O'Brien discussed the 2015 Paving Program and informed the Township Committee that he is preparing the schedule of roads to be included in the program.

Community Development Block Grant-Disaster Recovery

Township Engineer O'Brien discussed the resolutions authorizing contracts in connection with the Community Development Block Grant – Disaster Recovery Program (CDBG-DR), which include improvements to the Municipal Building Parking lot and Carpenter Place Detention Basin. Discussed alternate bids included in the specifications for improvements to the municipal building parking lot and the cost proposals received for both the base bid and each alternate bid.

Discussion held regarding Police Department vehicles to be parked in the municipal building parking lot.

Commissioner Hannen expressed concern that these vehicles would continue to be parked in the municipal building parking lot. Feels they could be stored at the Department of Public Works garage and a video system could be installed at the garage for security purposes.

Discussion held.

Township Engineer O'Brien feels the Township Committee should postpone the adoption of the award of contract for improvements to the Municipal Building parking lot until additional clarification of alternate bids is obtained.

The Township Committee was agreeable to Township Engineer O'Brien's recommendation. Resolution No. 2015-181 to be removed from the Official Meeting agenda and scheduled for adoption on May 5, 2015 Official Meeting agenda.

Springfield Avenue

Township Engineer O'Brien informed the Township Committee that Union County would be paving Springfield Avenue and discussed the coordination of scheduling of the paving of Springfield Avenue with the paving of Holly Street.

Community Rating System

Township Engineer O'Brien discussed a new report provided by Bohler Engineering regarding the Community Rating System for the Township Committee's review.

**Proposed 2015 Capital Budget**

Discussion held regarding the proposed projects to be included in the 2015 Capital Budget.

Township Administrator Wall discussed proposed renovations to Council Chambers.

Deputy Mayor Aduato requested that the Township Committee consider additional funds for road resurfacing.

Discussion held regarding the Fire Department's request to replace the floor in the Firehouse and replacement of the dispatch panel.

Commissioner O'Connor to follow up with the Fire Department concerning these requests.

Commissioner D'Ambola suggested that funding for a memorial for the Pepperidge Tree be considered for the capital budget.

Commissioner Hannen feels additional funding should be included for the Department of Public Works for pothole repair.

Township Administrator Wall to obtain cost estimated regarding infra-red equipment for pothole repair.

Commissioner O'Connor discussed improvements to the train station tunnel that were included in the 2014 Capital Budget and requested an update of the project's status.

Commissioner D'Ambola to follow up on the status of improvements to the train station tunnel.

Discussion held regarding capital budget items for the Swim Pool Utility and potential DMC streetscape improvements.

Commission Hannen discussed the DMC paver program and discussed the potential for the Township to consider replacing the pavers with stamped concrete because it is a more durable product, and maintenance is more cost efficient.

Discussion held.

Commissioner O'Connor does not feel stamped concrete or pavers are necessary. Feels a traditional sidewalk could be installed that would be easier to maintain and more cost effective. Feels it could be a different color to differentiate it from standard sidewalks.

Further discussion necessary.

**Proposed funding of crosswalk lighting at Walnut Avenue and paving of Walnut Avenue between North and South Avenues**

Commissioner O'Connor discussed the request for a lighted crosswalk at Walnut Avenue and proposed funding of the project through the 2014 paving program's bond ordinance.

Township Engineer O'Brien to follow up with the Finance Department as to the availability of funds.

**Late Starter – Road repairs needed because of utility work**

Township Attorney Dabulas to prepare an ordinance requiring a moratorium by utility companies for utility work on recently paved roads. Introduction scheduled for May 5, 2015.

**Late Starter – Municipal Building Repairs**

Township Engineer O'Brien discussed the status of renovations to the municipal building and informed the Township Committee that work should be completed by the end of May.

**Proposal to purchase demo pay stations**

Commissioner O'Connor discussed funds remaining in the bond ordinance for pay stations that were purchased in 2014. Informed the Township Committee that the vendor has demonstration pay stations that the Township could purchase at half price. Also informed the Township Committee that revenue raised through the pay stations is approximately \$120,000 at this point. Recommended the Township Committee purchase the demonstration models through funds remaining in the bond ordinance and with funds in the Police Department's operating budget.

**Proposed ordinance to amend parking on South Avenue during construction of PSE&G substation**

Commissioner O'Connor discussed the proposed ordinances to amend parking regulations on South Avenue to replace parking spots that would be lost when PSE&G begins construction of its substation. Explained that these ordinances would provide for additional parking spaces on South Avenue. Also explained that these ordinances are related to the request to purchase the demonstration pay stations because the meters currently located on South Avenue would be replaced with these pay stations.

Commissioner Hannen stated that he is not supportive of the purchase of the demonstration pay stations but would considering supporting the purchase if the revenues generated by the pay stations were dedicated to road resurfacing projects.

Further discussion necessary.

**Minute approval – Closed Session Minutes of April 6 and 7, 2015**

On motion of Commissioner O'Connor, seconded by Commissioner D'Ambola and passed, the Closed Session Minutes of April 6, 2015 were approved by the indicated vote of the Township Committee.

Recorded vote:

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

Nay: None

Abstained: Mayor Kalnins, Commissioner Hannen

Absent: None

On motion of Commissioner O'Connor, seconded by Commissioner D'Ambola and passed, the Closed Session Minutes of April 7, 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

**ADMINISTRATOR REPORTS**

**Township Administrator Wall**

- Discussed recent power outages;
- Discussed the budget adoption and budget approval provided by the State of New Jersey;
- Discussed the progress of the Municipal Audit;

- Discussed the need to close out the Canoe Club restoration project with FEMA and explained that this project relates to damages sustained in 2007;
- Discussed grant funds being provided through Union County for infrastructure improvements and informed the Township Committee that all Union County municipalities are eligible for funding;
- Discussed the Township's participation in the national "Take Your Child to Work Day".

## **COMMISSIONER REPORTS**

### **Commissioner Hannen**

Discussed a seminar he attended at a refinery in Linden for emergency management personnel.

### **Commissioner D'Ambola**

- Discussed a training session he attended regarding lock down drills;
- Discussed the increase in purging that is occurring at the Cranford Library due to changing technology.

### **Deputy Mayor Adubato**

- Discussed the budget process and feels there have been significant improvements made in the Finance Department.

## **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 Deputy Mayor Adubato, seconded by Commissioner O'Connor and passed, the following resolution was adopted by roll call vote:

### **Resolution No. 2015-16:**

**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
- Teamsters Local 469 (white collar)
- Field lease agreement

#### **Legal**

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

#### **Real Estate**

- Potential sale of Township property

#### **Minute Review**

- Closed Session Minutes of April 6 and 7, 2015

#### **Personnel**

- Police Department
- 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 O'Connor seconded by Deputy Mayor Adubato and passed, the Township Committee returned to open session at 12:00 AM.

On motion of Commissioner O'Connor, seconded by Deputy Mayor Adubato and passed, the Township Committee adjourned at 12:00 AM.

Respectfully submitted,

Tara Rowley, RMC  
Municipal Clerk

Dated: April 20, 2015