

**CRANFORD DISTRICT MANAGEMENT CORPORATION  
BOARD MEETING  
MINUTES – MARCH 24, 2017**

**Present:**

Barry O'Donovan/*Chairman*  
Patrick Giblin/*Deputy Mayor*  
Tom Connolly/*business owner*  
Anthony Durante/*resident*  
Paul LaCorte/*property owner*  
Jean Maisonneuve/*resident*  
Steve Needle/*property owner*  
Clara Nunziato/*business owner*  
Vicki Spurr/*resident*  
Maureen Tinen/*property owner*  
Kathleen Miller Prunty/*Director*  
Michelle Stavrou/*social media coordinator*  
Ellen O'Donnell/*admin. asst.*  
Lt. Ed Davenport/*CPD*

**Absent:**

Joe Colangelo/*resident*  
Terence Wall/*Township Administrator*

Ms. Prunty called the meeting to order at 8:30am. Announcement made that the meeting was posted as required by law.

**APPROVAL OF MINUTES**

- ❖ **MOTION** by Mr. LaCorte to approve February 21, 2017, seconded by Mr. O'Donovan, all approved.

**DEPUTY MAYOR REMARKS**

- Deputy Mayor Giblin thanked the Office of Business & Economic Development for the invitation to the March 21, 2017 business owner meeting; he also spoke about the positive direction of the strategic planning committee.

**CHAIRMAN REMARKS**

- The Board was reminded about Special Board Meeting on April 7, 8:30am to discuss strategic planning.
- Mr. O'Donovan provided the following updates from the Health Department:

**Lot 7**

- Dumpsters were observed and still overflowing; Monika Jencik issued verbal warning to Grand Sanitation that summons to appear in Municipal Court would be issued next if violations continued.

**Rodent update**

- No rat burrows observed in NJ Transit area; bait boxes were put out by surrounding establishments; Ms. Jencik to ensure those are monitored by establishments and/or pest control companies.

**Lot 4 area**

- Business owners in this area were advised of violations observed, Ms. Jencik issued a Notice to Comply; health officer to follow up.

**Grease Traps**

- No violations noted; Health Department drafting letter to food establishments regarding clean out ordinance; follow up by Health Officer.

**BOARD COMMITTEES**

**Finance** – M. Tinen, P. LaCorte

- Mr. O'Donovan confirmed the Township/Engineering Dept. will request for funds for paver repair in the capital budget; Deputy Mayor Giblin confirmed the vote is scheduled for March 28.

**Strategic Planning** – A. Durante, J. Colangelo, T.Connolly, J.Maisonneuve, S. Needle, M. Tinen

- The committee continues to draft the strategic plan; preparing for the April 7 meeting.
- Meetings were held with Commissioner Dooley, the Planning Board

### **Marketing, Events & Communication** – C. Nunziato, V. Spurr, J. Maisonneuve

- Ms. Nunziato reported that the March 21 business owner meeting was well attended, noting the spirit of the business owners has changed for the better.
- Ms. Nunziato recognizes an increase in out of town shoppers. Mr. O'Donovan agreed.
- The Board discussed the need for a town wide, master list of events to allow organizations to be aware of and avoid scheduling conflicts;
  - Mr. Giblin reported that there has been approval for an RFP to be created/published for a new website. (potential solution for above)
- Next event downtown is the Cranford Women's Club Sip & Shop on May 12.
- Revised Scarecrow Stroll date is October 24 – November 5 and won't conflict with the Chamber's street fair; the Chamber agreed to move the 2018 street fair back to their original date.
- Ms. Nunziato asked for clarification on downtown snow removal; Deputy Mayor Giblin to get confirmation from DPW.

### **Design Standards & Maintenance** – T.Connolly, P. LaCorte

- Three light samples will be installed for DMC Board review; members will be notified via email, plan is for them to be up for a week on Walnut Ave. (in front of H&R Block)
- Mr. O'Donovan believes the DMC should no longer be involved in the decision since a recommendation was already provided to the Twp. Committee and the DMC voted twice on the aesthetics.

### **DIRECTOR'S REPORT**

#### **Redesign of Post Office Plaza**

- One of the 7 bids received was disqualified because it exceeded the budget.
- Discussion continued clarifying the cost of the submitted proposals versus the cost of implementation of a selected design/project.
- **Next step** – Mr. Connolly and Mr. Durante to review the bids, narrow it down.

#### **NJ Transit Platform Construction Project / parking**

- The scope of the project is limited to the platform and stairs.
- The 18 month project will not include street closures but NJ Transit has requested parking for staging during the duration of the project, locations still TBD.
- Ms. Prunty will show examples of the art component at the April DMC Board meeting.

Mr. Giblin left at 9:10am

### **NEW BUSINESS/AGENDA ITEMS**

#### **PSE&G Presentation of substation project: Lauren Thomas & Jessica Kirk, PSE&G**

- Ms. Thomas & Ms. Kirk described the Energy Strong program that includes the Cranford substation .
- The 2 year project will allow for smart technology, remote access for PSE&G to operate the lines, .raised, new equipment, better reliability in all weather conditions.
- Complete site restoration is expected by the end of 2018.

Mr. Maisonneuve left at 9:25am

Ms. Prunty & Lt. Davenport left at 9:30am

### **ADJOURN**

- ❖ **MOTION** to adjourn by Ms. Nunziato, seconded by Mr. LaCorte, all in favor. Meeting adjourned at 9:45am.

Respectively submitted,

Ellen O'Donnell, Administrative Assistant