

**CRANFORD DISTRICT MANAGEMENT CORPORATION  
BOARD MEETING  
MINUTES –NOVEMBER 17, 2017**

**Present:**

Barry O'Donovan/Chairman  
Joe Colangelo/resident  
Tom Connolly/business owner  
Anthony Durante/resident  
Jean Maisonneuve/resident  
Steve Needle/property owner  
Clara Nunziato/business owner  
Vicki Spurr/resident  
Maureen Tinen/property owner  
Terence Wall/Township Administrator  
Kathleen Miller Prunty/Director  
Michelle Stavrou/social media coordinator  
Ellen O'Donnell/administrative assistant

**Absent:**

Patrick Giblin/Deputy Mayor  
Paul LaCorte/property owner

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

**APPROVAL OF MINUTES**

- October meeting minutes were not distributed for review in advance of the November 17, 2017 board meeting; they will be distributed for review and approval at the December board meeting.

**TOWNSHIP COMMISSIONER REMARKS**

- Deputy Mayor Giblin was not present

**CHAIRMAN REMARKS** – Barry O'Donovan

- After offering congratulations to Mr. Maisonneuve on his election to the Township Committee, Mr. O'Donovan proceeded with updates from sub-committees.

**ADMINISTRATOR UPDATES** – Terence Wall

**Victorian Lights**

- Replacement Victorian light heads were shipped November 13 and are en route to Cranford; they will be stored at the MDTV building; Installation will begin as soon as received; anticipated installation rollout is 20-25 per day; Holiday wreaths are not expected to be an issue with installation.

**North Avenue Redevelopment**

- Township is waiting for a North Avenue Corridor Redevelopment Report from Harbor Consultants.

**BOARD COMMITTEES**

**Finance** – M. Tinen, P. LaCorte

- Reserve budget unchanged with balance roughly \$50k.
- Mr. O'Donovan reminded the board that \$50k in reserve funds were intended to be used in 2017 for P.O. Plaza redesign but the Township Committee voted against it.
- The operating budget is on track to be completely expended by the end of 2017.

**Strategic Plan** – A. Durante

- Updated draft of the strategic plan was distributed; comments received from the zoning, planning and historical preservation advisory board were incorporated where appropriate; the aforementioned boards will receive the revised draft as well.
- Overall nature remains the same; building height objective was removed; several references remain encouraging residential development in the downtown.

- No date set for the public meeting but will likely occur after the new year; strategic planning committee will meet again with zoning, planning, historical preservation advisory boards ahead of a public meeting; Ms. Prunty confirmed that the DMC is not seeking approval from those additional boards but endorsement.
- Mr. Connolly asked if the strategic plan will be incorporated into the master plan; Ms. Prunty and Mr. Durante confirmed it would.
- Mr. Wall reported that the planning board has begun the process of revising the township master plan, an initiative which will be funded in the 2018 budget.
- Ms. Prunty and Mr. Durante will meet with county engineer, township engineer Bill Masol and a representative from the CPD to discuss potential pilot pedestrian improvements.

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

- Ms. Nunziato described the success of the Scarecrow Stroll and the attendance, particularly on the night of the evening stroll.
- The office organized a business owner holiday kick off on November 15 at Cake Artist Café.

#### **Small Business Saturday**

- November 25, 2017; DJ at Eastman Plaza; Ms. Nunziato stressed the importance of this day.

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

- No update

#### **DIRECTOR'S REPORT - Kathleen Miller Prunty**

##### **Business Updates**

- Vacancy rate 3%; 6 vacant spaces, 1 in negotiation
- Yale Terrace Brewery waiting on state approvals.
- Little Buffalo opened in former Grandstand location.
- Little Fox Cooking School signed lease in former Dinner in a Pinch space at Cranford Crossing.
- Deco Salon signing lease at 25 North Ave E, former It's All About Me.
- New owners at Urban Burger.
- Ms. Prunty provided a Health Dept. violation update at 1 Walnut Avenue restaurant.

##### **Vacant & Abandoned Properties Action**

- Per Mr. Wall the Township Committee passed an ordinance that provides for \$1k per day fines for vacant/abandoned properties.
- The list includes 5 downtown properties:
  - 27 North Ave. E (MDTV)
  - 49 South Ave. E (Sunoco)
  - Swan Cleaners
  - 7-9 North Union (Little Scoops)
- Ms. Prunty will be meeting with the property owner of 111-115 North Union (vacant lot) next week to discuss potential

##### **New tree surrounds**

- 50 % completed; remainder will be done in Spring 2018; completed areas will be inspected in the Spring to determine any need for maintenance.

***Motion to go into closed session by Mr. Maisonnueve, seconded by Mr. Needle, all in favor.***

***Motion to go back into open session by Ms. Tinen, seconded by Mr. O'Donovan.***

#### **ADJOURN**

***❖ Motion to adjourn at 9:35am by Ms. Nunziato, seconded by Mr. Colangelo, all in favor.***

Respectively submitted,

Ellen O'Donnell,  
Administrative Assistant