

Revised 1/7/2020

**TOWNSHIP COMMITTEE
CRANFORD, NEW JERSEY
OFFICIAL MEETING AGENDA
January 7, 2020
7:30 PM**

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 WILL BE TAKEN AT THIS MEETING.

ROLL CALL

MAYOR PATRICK GIBLIN
DEPUTY MAYOR KATHLEEN PRUNTY
COMMISSIONER THOMAS H. HANNEN, JR.
COMMISSIONER JEAN-ALBERT MAISONNEUVE
COMMISSIONER MARY O'CONNOR

INVOCATION

FLAG SALUTE

MINUTE APPROVAL

Official Meeting of December 17, 2019

PAYMENT OF BILLS

**MAYORAL
ANNOUNCEMENTS**

Proclamation

Commemoration of Martin Luther King, Jr. Day – January 20, 2020

INFORMAL MEETING

(This portion of the meeting provides for public comment on any items on the agenda that do not have their own public hearing. This includes ordinances to be introduced and resolutions.)

ORDINANCE - Introduction

1. Ordinance No. 2020-1: AN ORDINANCE FIXING THE SALARIES AND WAGES OF THE TOWNSHIP'S COMMUNICATIONS OFFICERS

RESOLUTIONS – By Consent Agenda (Items 2 through 3 and 5 through 8)

2. Resolution No. 2020-98: Authorizing retroactive Veteran Discount Tax Relief to Mr. Robert Bell
3. Resolution No. 2020-99: Authorizing an Interlocal Services Agreement with the Township of Bloomfield for public health services
4. Resolution No. 2020-100: **Moved to Roll Call Vote**
5. Resolution No. 2020-101: Authorizing an award of contract to _____ for Architectural Services for 375 Centennial Avenue
6. Resolution No. 2020-102: Extension of Contract Agreement, to July 31, 2020, with Nassau Capital Advisors, LLC for expert financial services
7. Resolution No. 2020-103: Authorizing a salary stipend for Emergency Management Coordinator
8. Resolution No. 2020-104: Authorizing advertisement for the solicitation of bids for solid waste and recyclable materials collection services

RESOLUTIONS – By Roll Call Vote

9. Resolution No. 2020-100 – Authorizing an award of contract to Millennium Strategies for FEMA grant administration

PUBLIC COMMENTS

Pursuant to the Code of the Township of Cranford, Article I, Section 32-4, persons addressing the Township Committee shall be allowed a maximum of five (5) minutes for their presentations.

PROFESSIONAL COMMENTS

COMMISSIONER COMMENTS

ADJOURNMENT

/

TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY

ORDINANCE 2020-01

AN ORDINANCE FIXING THE SALARIES AND WAGES OF THE TOWNSHIP'S
COMMUNICATIONS OFFICERS

WHEREAS, in 2018, the Township of Cranford's non-supervisory white collar employees petitioned the Public Employment Relations Commission to decertify their recognized negotiations representative; and

WHEREAS, pursuant to that petition, the majority of the Township's non-supervisory white collar employees elected to decertify the recognized collective negotiations unit; and

WHEREAS, as a result, the Township's Communications Officers are no longer covered by a collective bargaining agreement and recognized salary guide; and

WHEREAS, the Township has a need to retain qualified, dedicated Communications Officers;

WHEREAS, the Township intends to enact, in place of a collectively bargained salary guide, a salary ordinance with step progressions for the Township's Communications Officers;

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Cranford as follows:

SECTION 1. Position Titles and Salary Ranges.

<u>Title</u>	<u>Minimum</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Maximum</u>
Communications Officer	\$35,972.38	\$38,122.88	\$40,664.40	\$43,151.85	\$45,801.53

SECTION 2. Determination of Steps in Range

Initial placement of employee salaries within the aforesaid ranges shall be as recommended by the Township Administrator and approved by the Township Committee. Thereafter, employees who are not at the maximum step within the range for their job title shall advance to the next higher step within said range upon satisfactory job performance as determined by the Township Administrator and Township Committee and with the recommendation of the Township Administrator and approval of the Township Committee. Notwithstanding this provision, the Township Committee reserves the right and discretion to make salary adjustments at any time as it deems it to be in the public interest and in the interests of good management.

SECTION 3. Cost of Living Adjustments (COLA)

Employees at the maximum step may be considered for a Cost of Living Adjustment (COLA) based upon satisfactory job performance and recommendation of the Township Administrator and approval of the Township Committee as outlined in Section 2 above. The COLA may be a percentage to be determined by the Township Committee by resolution and would only be authorized after adoption of the municipal budget.

SECTION 4. Temporary Filling of Vacancies

The Township Administrator is authorized to make temporary part-time or full-time appointments to fill vacancies for any positions that are not statutory or department head positions, provided that sufficient funds are available as appropriated by the Township Committee in the Township budget. Positions filled on a part-time basis shall be compensated at the above annual rates converted to hourly rates or pro-rated.

SECTION 5. Nothing within this Ordinance shall supersede or replace any applicable provision of any Collective Bargaining Agreement.

SECTION 6. All other ordinances or portions thereof in conflict or inconsistent herewith are hereby repealed.

SECTION 7. This ordinance will take effect upon publication after final passage as required by law.

Introduced:

Adopted:

Approved:

~~NOT YET APPROVED~~
Patrick F. Giblin
Chairman, Township Committee

Attest:

~~NOT YET APPROVED~~
Patricia Donahue, RMC
Municipal Clerk

Recorded Vote

Introduced

Adopted

Patrick Giblin
Kathleen Miller Prunty
Thomas H. Hannen, Jr.
Jean-Albert Maisonneuve
Mary O'Connor

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION 2020-98

WHEREAS, pursuant to the New Jersey Veterans Property Tax Deduction Program, N.J.S.A. 54:4-8.10 et seq. and N.J.A.C. 18:27-1.1 et seq., honorably discharged veterans with active wartime service who own property in the state of New Jersey may qualify for an annual \$250 Property Tax Deduction; and

WHEREAS, Mr. Robert Thomas Bell, the owner of property located at 355 South Union Avenue, Block 434, Lot 9, in the Township of Cranford, Union County, New Jersey qualifies for the Veterans Property Tax Deduction and has not received the deduction for years 2014, 2015, 2016, 2017, 2018 and 2019; and

WHEREAS, the Township Committee acknowledges Mr. Bell's veteran status and agrees to refund Mr. Bell the property tax deduction amount for all six years;

BE IT RESOLVED, by the Township Committee of the Township of Cranford that the Tax Collector is hereby authorized to refund Mr. Bell a property tax deduction in the amount of \$1,500.00.

Certified to be a true copy of a resolution adopted by the Township Committee of the Township of Cranford at a meeting held January 7, 2020.

NOT YET APPROVED

Patricia Donahue, RMC
Township Clerk

Dated: _____

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2020-99

**A RESOLUTION AUTHORIZING A SHARED SERVICES CONTRACT
WITH THE TOWNSHIP OF BLOOMFIELD FOR PUBLIC HEALTH SERVICES**

BE IT RESOLVED by the Township Committee of the Township of Cranford that the Mayor and Township Clerk are hereby authorized to enter into a shared services agreement for public health services with the Township of Bloomfield.

Certified to be a true copy of a resolution adopted by the Township Committee of Cranford at a meeting held January 7, 2020.

NOT YET APPROVED

Patricia Donahue, RMC
Township Clerk

Dated:

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2020-100

WHEREAS, the Township of Cranford advertised a Request for Qualifications (RFQ) for Grant Administration Services in connection with the FEMA-FMA Fiscal Year 2017 Elevation Project, Under (FMA-PJ-02-NJ-2017-005) through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the Township of Cranford requires a qualified individual to provide Grant Administration Services in connection with the FEMA-FMA Fiscal Year 2017 Elevation Project, Under (FMA-PJ-02-NJ-2017-005) to the Township of Cranford; and

WHEREAS, the Township of Cranford has deemed that the background, experience and qualifications of the respondent herein satisfy the criteria set forth in the RFQ; and

WHEREAS, the Chief Financial Officer has certified to the availability of funds which is on file in the office of the Township Clerk per adoption of the 2020 Municipal Budget.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cranford, New Jersey, as follows:

1. **Millennium Strategies**, 60 Columbia Road, Suite 230, Morristown, New Jersey, 07960, be and hereby is awarded a contract to provide Grant Administration Services in connection with the FEMA-FMA Fiscal Year 2017 Elevation Project, Under (FMA-PJ-02-NJ-2017-005) to the Township of Cranford at a fee not to exceed \$60,000; and
2. The Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with **Millennium Strategies**; and
3. This contract is awarded pursuant to the "fair and open" process (N.J.S.A. 19:44A-20.5 et seq.).

BE IT FURTHER RESOLVED that said contract amount shall be charged to Account No. 0-01-20-100-100-214

Certified to be a true copy of a resolution adopted by the Township Committee of the Township of Cranford at a meeting held January 7, 2020.

NOT YET APPROVED

Patricia Donahue, RMC
Township Clerk

Dated: _____

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION 2020-102

WHEREAS, on August 13, 2019, the Township of Cranford engaged the firm **Nassau Capital Advisors, LLC**, with offices located at 12 Vandeventer Avenue, Princeton, New Jersey 08542, as an expert in financial planning services to assist with the preparation of an amended Master Plan Housing Plan Element and Fair Share Plan; and

WHEREAS, the current Agreement between Nassau Capital Advisors Township of Cranford expired on December 31, 2019; and

WHEREAS, the Township of Cranford wishes to extend this Agreement with Nassau Capital Advisors to July 31, 2020; and

WHEREAS, under this Agreement between Nassau Capital Advisors and the Township of Cranford, the maximum fees charged by Nassau Capital Advisors as set forth in the original Agreement shall be increased by \$10,000; and

WHEREAS, no other changes to this Agreement shall be made; and

WHEREAS, the Chief Financial Officer and Finance Director have certified as to the availability of funds which is on file in the office of the Township Clerk per the adoption of the 2020 Municipal Budget.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranford, New Jersey as follows:

1. The current contract awarded to **Nassau Capital Advisors, LLC** shall be extended to July 31, 2020 at a cost not to exceed an additional \$10,000
2. A copy of this resolution be published as required by law within twenty (20) days of its adoption.

BE IT FURTHER RESOLVED that said contract amount shall be charged to Account No. 0-01-20-100-100-214.

Certified to be a true copy of a resolution adopted by the Township Committee of the Township of Cranford at a meeting held January 7, 2020.

Patricia Donahue, RMC
Township Clerk

Dated: _____

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION 2020-102

WHEREAS, on August 13, 2019, the Township of Cranford engaged the firm **Nassau Capital Advisors, LLC**, with offices located at 12 Vandeventer Avenue, Princeton, New Jersey 08542, as an expert in financial planning services to assist with the preparation of an amended Master Plan Housing Plan Element and Fair Share Plan; and

WHEREAS, the current Agreement between Nassau Capital Advisors Township of Cranford expired on December 31, 2019; and

WHEREAS, the Township of Cranford wishes to extend this Agreement with Nassau Capital Advisors to July 31, 2020; and

WHEREAS, under this Agreement between Nassau Capital Advisors and the Township of Cranford, the maximum fees charged by Nassau Capital Advisors as set forth in the original Agreement shall be increased by \$10,000; and

WHEREAS, no other changes to this Agreement shall be made; and

WHEREAS, the Chief Financial Officer and Finance Director have certified as to the availability of funds which is on file in the office of the Township Clerk; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranford, New Jersey as follows:

1. The current contract awarded to **Nassau Capital Advisors, LLC** shall be extended to July 31, 2020 at a cost not to exceed an additional \$10,000
2. A copy of this resolution be published as required by law within twenty (20) days of its adoption.

Certified to be a true copy of a resolution adopted by the Township Committee of the Township of Cranford at a meeting held January 7, 2020.

NOT YET APPROVED

Patricia Donahue, RMC
Township Clerk

Dated: _____

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2020-103

WHEREAS, at a meeting held January 2, 2020, Fire Lieutenant Matthew Lubin was re-appointed by Mayoral appointment as Emergency Management Coordinator for the Township of Cranford for a three (3) year term ending December 31, 2023; and

WHEREAS, the Emergency Management Coordinator is responsible for the planning, activating, coordinating and conduct of emergency management operations within the municipality; and

WHEREAS, pursuant to Chapter 6, Section 107 of the Code of the Township of Cranford, the Township Committee may fix compensation for duties performed by the Emergency Management Coordinator.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranford that a salary stipend in the amount of \$15,000 with a yearly increase of \$1,000 be and hereby is authorized for Fire Lieutenant Matthew Lubin in connection with duties performed as Emergency Management Coordinator.

Certified to be a true copy of a resolution adopted by the Township Committee of the Township of Cranford at a meeting held on January 7, 2020.

~~NOT YET APPROVED~~

Patricia Donahue, RMC
Township Clerk

Dated: _____

8

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2019-104

BE IT RESOLVED by the Township Committee of the Township of Cranford, that the Township Clerk be, and hereby is authorized to post advertisements to the Township's website and local newspaper for the solicitation of bids for solid waste and recyclable materials collection services.

Certified to be a true copy of a resolution adopted by the Township Committee of the Township of Cranford at a meeting held January 7, 2020

NOT YET APPROVED

Patricia Donahue, RMC
Township Clerk

Dated: _____