

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **February 22, 2022** at **6:30 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 E-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 MAY BE TAKEN AT THIS MEETING.

Present: Mayor Kathleen Prunty  
Deputy Mayor Jason Gareis  
Commissioner Brian Andrews  
Commissioner Gina Black  
Commissioner Mary O'Connor

Absent: None

Township Attorney Ryan Cooper, Administrator Jamie Cryan, Chief Financial Officer (CFO) Lavona Patterson and Township Clerk Patricia Donahue were present.

Commissioner Andrews arrived to the Meeting at 6:37 p.m.

### **Public Comments**

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

### **Swim Pool Advisory Board Update**

Mr. Luke Paine, Swim Pool Utility Advisory Board Chair was present via teleconference. Recreation & Parks Director Steve Robertazzi was present. Chief Financial Officer (CFO) Patterson noted that two (2) members of the Swim Pool Utility Advisory Board were present, Mr. Jerry Dobbins and Ms. Barbara Bilger.

Mr. Paine suggested membership fee increases for the 2022 Swim Pool season. He stated that the last time Swim Pool fees were increased was in 2020. Ms. Paine compared Cranford's pool fees to other municipalities' fees. Mr. Paine provided an overview of the Swim Pool operating costs, total memberships and revenues.

Commissioner Black inquired about the presented hours of operation for the indoor and outdoor pools and the swim team fees. Commissioner Andrews stated that he was concerned regarding the proposed change in weekend hours from 12 noon to 10 a.m. Discussion ensued. Discussion

then ensued regarding the upcoming marketing postcard initiative to six (6) nearby municipalities.

CFO Patterson spoke about the expected increase in the Pool's operating expenses each year, provided an overview of the State of New Jersey aid received for the Pools and spoke about her concerns regarding whether the Indoor Pool could sustain itself.

Mr. Jerry Dobbins of 225 Birchwood Avenue stated that he was not in favor of eliminating the 10 a.m. weekend Pool opening. He spoke about previous-year use of Swim Pool Utility monies.

Ms. Barbara Bilger of 316 North Avenue East spoke about non-residents' membership fees.

Ms. Nancy Millar of 112 North Avenue West stated that she had a problem with the proposed weekend 12 noon start time as she leaves the Pool (during the summer) by 1:30 p.m. or 2 p.m. She inquired about the indoor pool operations. Ms Millar suggested that membership banners be placed above the streets at Orange Avenue and Centennial Avenue.

Mr. Ken Eisenberg complimented the Swim Pool presentation. He inquired if Roselle residents should be sent membership marketing materials. A marketing discussion ensued. Mr. Paine stated that the membership drive had to begin with Cranford residents and noted that approximately eighty (80) per cent of Cranford residents were not members of the Pools.

Mr. Don Smith of 21 Oneida Place suggested a type of pool membership which would allow members to join the Pools after August 1<sup>st</sup> for a half price fee.

Commissioner O'Connor suggested an 11 a.m. weekend Pool opening time. Further discussion ensued about the weekend opening time of 10 a.m. Commissioner Gareis inquired about what would happen if the Township didn't reach the \$1.7 million Pool revenue goal. Discussion ensued.

### **Conservation Center Fees and Review Official Meeting Agenda**

Mr. Erik Hastrup, Department of Public Works Superintendent, was present.

Mr. Hastrup provided an overview of proposed Ordinance No. 2022-08 which pertained to an updated Conservation Center fee schedule for the issuance of permit stickers. Mayor Miller Prunty noted that the Conservation Center permit sticker fees hadn't increased in ten (10) years. Discussion ensued on the permit sticker fees for the first car and second car per household.

The Township Committee moved to Council Chambers at 7:33 p.m. to conduct the Official Meeting.

On motion of Commissioner Andrews, seconded by Commissioner O'Connor and passed, the Township Committee returned to the Workshop Meeting at 8:39 p.m.

### **Building and Zoning Fees**

Administrator Cryan and Mayor Miller Prunty stated that Construction Code Official Frank Genova was reviewing and evaluating the Township's Building and Zoning fees.

### **Capital Budget Workshop Meeting Follow-up**

Township Consulting Engineer Jacqueline Dirmann was present via teleconference.

Referring to a Preliminary 2022 Capital Road List (List), Ms. Dirmann discussed suggested 2022 road work. She reviewed the proposed work for Watchung Avenue, Arlington Road and Albany Avenue. Ms. Dirmann stated that she removed roads from the List which the Cranford Department of Public Works could pave. Ms. Dirmann stated that the total Capital Budget request was for \$3,654,698.59. Mayor Miller Prunty thanked Ms. Dirmann and the team of professionals who developed the List and stated that the List was a solid rating system.

### ***Township Policy regarding Curbs and Road Projects***

Ms. Dirmann spoke about curb installation in the Township. Ms. Dirmann spoke about the effect of curbing on icing and flooding. Discussion ensued regarding Retford Avenue and whether the road should be curbed. Commissioner O'Connor spoke about the benefits that curbing would bring to Retford Avenue.

Discussion ensued regarding curbing and road projects including discussion about how other towns handled curbing matters, whether the Township was willing to invest in a whole street, protecting the Township's investments with curbing, whether the Township should consider doing less road work and more curbing and placing a Township curbing policy topic on the Township Committee's Workshop Meeting Agenda on March 7<sup>th</sup>. CFO Patterson spoke about previously-adopted ordinance and Bond Anticipation Note (BAN) authorized funding for roads. Township Committee consensus was reached to apply previously-approved funding to drainage projects. Township Committee consensus was also reached to move forward with the drainage and curbing work on Retford Avenue. Ms. Dirmann inquired if she could send the List to local utility companies and inform them that this was Cranford's Road plan.

### ***Capital Budget Workshop Meeting Follow-up***

Administrator Jamie Cryan spoke about the Library Capital Budget request for the Children's Room Expansion (\$827,439). Discussion ensued. Township Committee consensus was reached to not fund the Library's Capital Budget request, fund the Police Department's Capital Budget request for \$55,000 (for E-Ticketing Systems and Mobile Data Terminals) and to fund the Fire Department's Capital Budget request for \$846,526 (for SCBA replacement, SCBA Explosive Containment upgrade, Engine 1 AFG "10 per cent" requirement, Mobile Datta Terminals and Roof Replacement).

Administrator Jamie Cryan suggested eliminating the Downtown Management Corporation's (DMC) request for the Streetscape Assessment (for \$50,000). He noted that there were unused Parking Study funds from a previous-year Capital Budget award. Commissioner Andrews stated that he disagreed with the suggestion as the Streetscape Assessment feedback was

needed. Discussion ensued. Commissioners O'Connor and Black stated they did not support the DMC Capital Budget Streetscape Assessment request. Mayor Miller Prunty, Deputy Mayor Gareis and Commissioner Andrews stated they did support the inclusion of DMC's Streetscape Assessment in the Capital Budget. Township Committee consensus was reached to fund the Department of Public Work's request for \$233,482 (for a Foley Cat 926M Wheel Loader, Beyer Ford Cab/Chassis and Salt Spreader).

### ***375 Centennial Avenue HVAC (Heating, Ventilation and Air Conditioning) Update***

Administrator Cryan stated that DMR Architects could prepare the HVAC (Heating, Ventilation and Air Conditioning) bid specifications for a cost of \$10,000. Discussion ensued including discussion about whether to open the facility at 375 Centennial Avenue without the HVAC installation (Commissioner Andrews), last year's decision not to move forward with HVAC (Mayor Miller Prunty) and getting the HVAC "right", i.e., "if we do it, do it right" (Commissioner O'Connor). Mr. Robertazzi stated that the expected costs were as follows: 1) facility netting - \$125,000; bid preparation - \$8,000 and painting - \$49,000. Commissioner Black and Commissioner O'Connor stated they were in favor with moving forward with the HVAC installation at the 375 Centennial Avenue facility. Mayor Miller Prunty, Deputy Mayor Gareis and Commissioner Andrews stated they were not in favor of waiting to move forward with the HVAC installation.

### **Budget Workshop Meeting Follow-up**

CFO Patterson stated that the Township ended the 2021 year in excellent financial shape. She provided an overview of the Township's financial indicators, specifically 1) the fund balance and such balance in light of COVID-19 and Storm Ida and 2) the Township's net debt percentage of 1.139 per cent (%). Ms. Patterson stated that the Township was expected to use more surplus this year. Ms. Patterson spoke about the Township's appropriations for RVSA and pensions. Ms. Patterson spoke about the Township's PILOT agreements and funds disbursed to the School Board. Ms. Patterson spoke about the need for Township revenues. Mayor Miller Prunty suggested that the Township evaluate fee schedules every other year.

### **Cranford Flood Prevention & Mitigation Advisory Committee**

Mayor Miller Prunty distributed a Flood Prevention & Mitigation Advisory Committee proposal. She noted that appointments would be discussed in a Closed Session Meeting. Commissioner Black inquired how the proposed Flood Committees would interact with the Mayors Council for Rahway River Watershed Flood Control. Discussion ensued. Committee consensus was reached to move forward with the Flood Committee proposal.

### **Late Starter - Mask-wearing in the Municipal Building**

Mayor Miller Prunty inquired about mask-wearing in the Municipal Building. Administrator Cryan suggested that Health Office Mike Fitzpatrick be consulted regarding this matter. Discussion ensued. Administrator Cryan stated that the mask requirement would be "dropped" effective March 7, 2022.

**CLOSED SESSION**

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

**Resolution No. 2022-98.5**

**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:

**Legal**

- Legal Update

**Personnel**

- Collective Bargaining
- Salary Reviews
- Committee Appointments

**Contractual**

- Cranford Indoor Pool

**Recorded Vote:**

Aye: Mayor Miller Prunty, Deputy Mayor Gareis, Commissioners Andrews, Black & O'Connor  
Nay: None  
Abstained: None  
Absent: None

On motion of Commissioner Andrews, seconded by Commissioner O'Connor and passed, the Township Committee returned to open session at 11:47 p.m.

On motion of Commissioner Andrews, seconded by Commissioner O'Connor and passed, the Township Committee adjourned at 11:47 p.m.

Respectfully submitted,

Patricia Donahue  
Township Clerk

Dated: February 22, 2022