

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **July 7, 2022** at **6:32** 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 MUNICIPAL BUILDING 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 Consulting Attorney Sherri Orenberg-Ruggieri, Administrator Jamie Cryan, Chief Financial Officer (CFO) Lavona Patterson, Police Detective James Knight and Township Clerk Patricia Donahue were present.

### **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.

### **CLOSED SESSION**

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

#### **Resolution No. 2022-98.15**

**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**

- Department of Public Works

#### **Contractual**

- Westfield YMCA and Cranford Pool & Fitness Center

#### **Minute Review**

- Closed Session Minutes of June 28, 2022

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 Deputy Mayor Gareis and passed, the Township Committee returned to open session at 6:39 p.m.

**Township Curbing Policy**

Referring to proposed Resolution No. 2022-296, Administrator Jamie Cryan stated that the Township had discussed a curbing policy, both in recent weeks and in recent years. Mr. Cryan read a list of what the proposed curbing policy would do and would not do. Mr. Cryan noted that this was a hybrid policy. Commissioner Andrews spoke about the Township's recent years curb policies. Deputy Mayor Gareis asked Commissioner Andrews if he supported the curb resolution. Commissioner Andrews stated that he did. Commissioner Black stated that if the Township did not have the funding to install curbing on a road, then the Township would not pave such road. Discussion ensued. Commissioner O'Connor stated that the curbing policy was a matter which could be reviewed in a year. Mayor Miller Prunty agreed that the policy could be reviewed again. She stated that she would hate not to pave roads because of curbs. Deputy Mayor Gareis stated that Township Consulting Engineer is very thorough at the beginning of the year with a road planning spreadsheet which would allow the Township to know which roads could be paved.

**Fire Prevention Fees Ordinance**

Deputy Mayor Gareis stated that he met with Fire Chief Dan Czeh and Lieutenant Matt Lubin regarding a proposed ordinance for introduction which would raise the Township's Bureau of Fire Prevention's permit fees. Deputy Mayor Gareis stated that the proposed fees would mirror the recent changes to the State of New Jersey's Division of Fire Safety's Uniform Fire Code (UFC) permit fee schedule.

Deputy Mayor Gareis stated that the proposed ordinance also included 1) an exclusion for certain registered life hazard uses and 2) the authority for the Fire Official to waive permit fees in cases in which the applicant is the Township, the Board of Education or another government or religious institution.

Township Consulting Attorney Sherri Orenberg-Ruggieri stated that Township Attorney Ryan Cooper had a concern about the Permit Fees, Type 4, exception section. Discussion ensued.

**Orchard Street Truck Ordinance**

Mayor Miller Prunty spoke about the proposed ordinance for introduction which would prohibit trucks over certain weights for the entire length on Orchard Street. She noted deliveries would not be prohibited but Orchard Street would no longer be considered a “cut-through” street. Commissioner Andrews inquired how truck drivers would be informed of this change. Discussion ensued.

### **Police Extra-Duty Ordinance**

Administrator Jamie Cryan spoke about the proposed ordinance for introduction which would increase the fees for special services of the Police Department, including the Extra-Duty service fees and police car fees. Mr. Cryan stated that this matter was raised 1) about two (2) years ago during a Best Practices meeting and 2) then again by the Township’s auditors. Mr. Cryan stated that Police Detective James Knight worked on drafting the proposed ordinance. He noted the last update to the Police Extra-Duty fees had occurred in 2013, memorialized through a Police Chief Mason memo.

Detective Knight stated that the proposed ordinance included fees which if adopted, would mirror surrounding municipalities such as Clark, New Providence and Berkeley Heights. He stated that some municipalities updated the Police Extra-Duty ordinances every year and other municipalities include Extra-Duty provisions in their collective bargaining agreements. Detective Knight predicted that 1) more Cranford police staff would be interested in Extra-Duty work and 2) the Township would receive more administrative and vehicle fee revenue.

Discussion then ensued about the police vehicle use fee and Extra-Duty fee discussions which occurred during collective bargaining negotiating meetings. Mr. Cryan stated that PSE&G had recently notified municipalities regarding an hourly rate ordinance requirement. Ms. Patterson stated that the adoption of an Extra-Duty ordinance was important for both Best Practices guidelines and Auditing requirements.

### **Amend Township Committee 2022 Meeting Schedule**

Referencing the Official Meeting start time for Combined Official Meetings, Mayor Miller Prunty suggested that Official Meetings begin at 8 p.m., instead of 7:30 p.m. Commissioners O’Connor and Black stated that this would allow for more discussion time during Workshop and Closed Session Meetings and less rushed meetings. Consensus was reached to consider this matter at the next Official meeting via an updated Township Committee Meeting Schedule resolution.

### **Cranford Recreation facility at 375 Centennial Avenue Renovation and Programming Update**

Mr. Cryan stated that the first draft of Brandsetter Carroll Inc.’s “Usage and Pricing Analysis” had been included in the Workshop Agenda package. Mr. Cryan noted that he attended a 375 Centennial Avenue meeting that week with Mr. Carroll, Commissioner Black, CFO Patterson and Recreation Director Steve Robertazzi. He stated that a second “Usage and Pricing Analysis” draft had been received that day, but there had been no time to review it. Mr. Cryan stated that

he had received good feedback from the Department Heads regarding the first draft of the “Usage and Pricing Analysis”. Mr. Cryan provided updates on staffing, the exterior painting of the facility, the floor striping, the floors and the arrival of the scoreboard. Commissioner Black stated that she did not want the delivery of the scoreboard to halt the facility’s progress. Discussion ensued. Mr. Cryan spoke about the arrival of the security cameras. Mayor Miller Prunty inquired about netting for the facility. Mr. Cryan responded that he would check on this matter and follow-up on the following day. Deputy Mayor Gareis inquired if not getting the netting would hold up the use of the facility by fall sports teams. Discussion ensued. Commissioner Black inquired if the Environmental Commission could be engaged to create a rain garden at the Recreation facility. Deputy Mayor Gareis stated that he would follow-up on this matter. CFO Patterson stated that an ordinance would be needed for the fee schedule at 375 Centennial Avenue. She suggested that until the ordinance was adopted, the Township could receive donations. Discussion ensued regarding a proposed ordinance introduction and adoption schedule.

### **Review Official Meeting Agenda**

Township Clerk Patricia Donahue stated that she 1) had forwarded an updated curbing resolution (proposed Resolution No. 2022-296) that day and a hard copy was at their place setting and 2) made the typographical error updates to Ordinance No. 2022-15 as suggested by the Planning Board in their review memo of Ordinance No. 2022-15.

Commissioner Black inquired about the permit policy pertaining to street closures and the filming of movies. Police Detective James Knight discussed the process. Commissioner Black inquired if neighborhoods were informed about movie work. Detective Knight responded that the Township requests movie production companies to provide a spreadsheet which depicts their neighborhood contact and outreach notification process. Commissioner Black inquired about movie permit fees in other municipalities. Discussion ensued.

### **Closed Session Minutes of June 28, 2022**

Commissioner O’Connor made a motion to adopt the June 28, 2022 Closed Session Minutes. Commissioner Andrews seconded the motion. Mayor Miller Prunty, Deputy Mayor Gareis and Commissioners Andrews, Black and O’Connor voted to approve the Closed Session minutes of June 28, 2022.

### **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.

### **CLOSED SESSION**

On motion of Deputy Mayor Gareis, seconded by Commissioner Black and passed, the following resolution was adopted by roll call vote:

**Resolution No. 2022-98.15**

**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**

- Department of Public Works

**Contractual**

- Westfield YMCA and Cranford Pool & Fitness Center

**Minute Review**

- Closed Session Minutes of June 28, 2022

**Recorded Vote:**

Aye: Mayor Miller Prunty, Deputy Mayor Gareis, Commissioners Andrews, Black & O'Connor

Nay: None

Abstained: None

Absent: None

On motion of Commissioner O'Connor, seconded by Commissioner Black and passed, the Township Committee returned to open session at 7:42 p.m.

On motion of Commissioner O'Connor, seconded by Commissioner Black and passed, the Township Committee moved to conduct the Official Meeting at 7:42 p.m.

Respectfully submitted,

Patricia Donahue  
Township Clerk

Dated: July 7, 2022