

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **September 5, 2023** at 7:02 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 Brian Andrews  
Deputy Mayor Terrence Curran  
Commissioner Paul Gallo  
Commissioner Kathleen Miller Prunty  
Commissioner Gina Black

Absent: None

Township Attorney Ryan Cooper, Business Administrator/CFO Lavona Patterson, Township Consulting Attorney Sherry Orenberg-Ruggieri and Township Clerk Patricia Donahue were present.

### **Public Comments**

Mayor Andrews opened the public comments portion of the meeting and asked if there were any questions or comments.

Mr. Will Thilly of 22 Bloomingdale Avenue - stated that he had made a request to the Township Committee and inquired about a response. Mayor Andrews stated that the Township's response to Mr. Thilly was to put such request in writing. Discussion ensued regarding the language used in the emails from Mr. Thilly to Township Attorney Ryan Cooper. Mr. Thilly stated that he was seeking a meeting. Discussion ensued.

Mr. Barry Mazza of 205 Walnut Avenue – inquired if any headway had been made at Memorial Park. Mr. Mazza then stated that there were foundation issues at Hanson House which included roof issues. He spoke about his concern that the artifacts in Hanson House could be damaged with an upcoming storm. Mr. Mazza inquired if the Hanson House contents could be moved to off-site storage. He stated that he was willing to take the initiative on this matter.

Discussion ensued regarding Hanson House including discussion about the completion of recent plumbing work at Hanson House. Commissioner Miller Prunty suggested that Hanson House representatives reach out to the Township regarding a documents and artifacts move. Deputy Mayor Curran stated that work on the Memorial Park matter would begin shortly. Township Clerk Patricia Donahue requested clarification on the Memorial Park matter. Mr. Mazza responded that certain World War I and World War II names on the Memorial Park plaques needed to be corrected.

Mr. Don Smith of 21 Oneida Place – spoke about the recently-adopted ordinance pertaining to short-term rentals. Mr. Smith stated that there had been social media activity regarding a resident who was renting out his/her backyard and pool. He inquired whether the short-term rental ordinance should be updated in light of this situation. Discussion ensued.

Hearing no further comments, Mayor Andrews closed the public comments portion of the meeting.

### **150<sup>th</sup> Anniversary Board**

Ms. Loretta Smith and Mr. Jeffrey Pistol of the 150<sup>th</sup> Anniversary Board were present.

Business Administrator/CFO Lavona Patterson stated that the 150<sup>th</sup> Anniversary Board was seeking assistance regarding three commemorative items: 1) the placement of a time capsule, 2)

the placement of a bench and 3) the display of a quilt. Ms. Smith and Mr. Pistol showed the quilt to the members of the Township Committee.

Discussion ensued. Township Committee consensus was reached that 1) the time capsule location would be tabled, 2) the bench would be built and installed at the Community Center and 3) the quilt would be hung in Council Chambers.

### **2022 Township Annual Audit**

Ms. Patterson spoke about the 2022 Township Annual Audit. She stated that there were no comments included in this year's audit and attributed this accomplishment to the efforts of the employees and members of the Township Committee. She remarked that this was also remarkable in light of what the Township had been through with both COVID and Hurricane Ida.

### **Prime Point and Employee Time and Leave Portal**

Ms. Patterson spoke about a module of the Primepoint (the Township's payroll provider) system pertaining to Time and Leave. Discussion ensued about the Police and Fire employees' use of the Primepoint system and how the Department of Public Works and remaining municipal staff could use the Primepoint Time and Leave capabilities. Ms. Patterson noted that such portal was included in the Township's current Primepoint package and suggested that municipal staff and Department of Public Works employees utilize the Primepoint Time and Leave capabilities by year's end.

### **Home Elevation Update**

Ms. Patterson provided an update on three (3) Home Elevation projects. She stated that a bid opening was scheduled for September 7<sup>th</sup> for the Forest Avenue project and the Richmond Avenue and the Venetia Avenue projects had achieved significant inspection approvals.

### **Community Access Unlimited Lease Agreement**

Township Attorney Ryan Cooper spoke about the proposed agreement with Community Access Unlimited (which pertained to Resolution No. 2023-280 which the Commissioners would consider for adoption at the Official Meeting). He provided an overview of gained affordable housing credits as well as potential additional affordable housing credits expected with the Township's partnership with CAU.

### **Review Official Meeting Agenda**

There were no comments and discussion pertaining to the Official Meeting Agenda.

### **Closed Session Minutes – February 11<sup>th</sup>, April 3<sup>rd</sup> and August 7, 2023– Township Clerk**

Commissioner Miller Prunty made a motion to adopt the February 11<sup>th</sup>, April 3<sup>rd</sup> and August 7, 2023 Closed Session Meeting Minutes. Deputy Mayor Curran seconded the motion. Mayor Andrews, Deputy Mayor Curran, Commissioner Miller Prunty and Commissioner Black voted to approve the Closed Session Meeting Minutes of February 11<sup>th</sup> and April 3, 2023. Commissioner Gallo abstained from the vote to approve the Closed Session minutes of February 11<sup>th</sup> and April 3, 2023. Mayor Andrews, Deputy Mayor Curran, Commissioner Gallo, Commissioner Miller Prunty and Commissioner Black voted to approve the Closed Session Minutes of August 7, 2023.

### **Public Comments**

Mayor Andrews opened the public comments portion of the meeting and asked if there were any questions or comments.

Mr. Will Thilly of 22 Bloomingdale Avenue – inquired about financial advice provided to the Township about Affordable Housing matters. The Mayor responded that such financial matters were handled by Business Administrator/CFO Lavona Patterson and Phoenix Advisors. Mr. Thilly inquired about the financial counsel associated with the proposed agreement with

Community Access Unlimited (CAU). Mr. Cooper and Mayor Andrews stated that Phoenix Advisors had not been involved with the CAU agreement and elaborated.

Mr. Thilly asked Mayor Andrews when he reviewed the email he had sent the Mayor. Discussion ensued.

Hearing no further comments, Mayor Andrews closed the public comments portion of the meeting.

**Closed Session**

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

**Resolution No. 2023-94.20**

**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
- 28 Columbia Avenue

**Personnel**

- Salary Ordinance

**Minute Review**

- Closed Session Meeting Minutes – February 11<sup>th</sup> (Budget), April 3<sup>rd</sup> and August 7, 2023

**Recorded Vote:**

Aye: Mayor Andrews, Deputy Mayor Curran, Commissioners Gallo, Miller Prunty and Black

Nay: None

Abstained: None

Absent: None

On motion of Commissioner Miller Prunty, seconded by Deputy Mayor Curran and passed, the Township Committee returned to open session at 8:05 p.m.

On motion of Commissioner Miller Prunty, seconded by Deputy Mayor Curran and passed, the Township Committee moved to conduct the Official Meeting at 8:05 p.m.

Respectfully submitted,

Patricia Donahue  
Township Clerk

Dated: September 5, 2023