

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **November 14, 2022** at **6:31 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

*Commissioner Andrews arrived to the Workshop Meeting at 6:33 p.m. Commissioner O'Connor arrived to the Township Committee Closed Session Meeting at 6:59 p.m.

Township Attorney Ryan Cooper, Administrator Jamie Cryan, Chief Financial Officer (CFO) Lavona Patterson, Fire Chief Dan Czeh, Recreation Director Steve Robertazzi 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.

Mr William Thilly of 22 Bloomingdale Avenue – inquired about what entity determines the language at the top of an election ballot. Township Attorney Ryan Cooper responded that the State of New Jersey and the Union County Board of Elections administer election ballot language.

Mr. Thilly inquired about a developer and tax breaks. Mayor Miller Prunty stated that the Township Committee had already voted on such matter. Referring to his inquiry, Commissioner Black and Mayor Miller Prunty asked Mr. Thilly about the name of specific developer. Mr. Thilly responded that he was referring to the developers at South and Chestnut, the North Avenue Redevelopment Area and 750 Walnut Avenue. Mr. Thilly stated that the North Avenue Redevelopment Area would probably receive a thirty (30) year PILOT (Payment in Lieu of Taxes) agreement. Mr. Cooper stated that there was not a PILOT agreement for the North Avenue Redevelopment Area. Mr. Thilly stated that both the Birchwood and 750 Walnut Avenue projects received thirty (30) year agreements.

Commissioner Black stated that the Riverfront project did not receive a tax abatement. Mr. Thilly inquired if full taxes could be collected on developments.

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

CLOSED SESSION

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

Resolution No. 2022-98.22

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

- Police Department
- Fire Department
- Department of Public Works – Collective Bargaining

Contractual

- TM Foods
- Westfield YMCA and Cranford Pool & Fitness Center

Minute Review

- Closed Session Minutes of April 11, 2022

Recorded Vote:

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

Nay: None

Abstained: None

Absent: Commissioner O'Connor

On motion of Commissioner Andrews, seconded by Commissioner Black and passed, the Township Committee returned to open session at 7:46 p.m

Closed Session Minutes of April 11, 2022 and Review Official Meeting Agenda

Commissioner O'Connor requested that the consideration of the Closed Session and Open Session Minutes occur at the next Township Committee Meetings on November 21st and November 22nd. Township Clerk Patricia Donahue stated that she would move all Minutes for consideration to the following week's Township Committee Meetings.

Township Consulting Engineer Jacqueline Dirmann was present virtually via video teleconference.

Cranford Recreation Facility at 375 Centennial Avenue Renovation and Programming Update and Fees Ordinance

Recreation Director Steve Robertazzi stated that the netting for the 375 Centennial Avenue facility (facility) was expected to be shipped on December 5th. He stated that the facility was expected to open during the first week of January, specifically on January 7, 2023. Deputy Mayor Gareis inquired if the facility would be open on Sunday nights. Mr. Robertazzi said that the facility could be open on Sunday nights. Discussion ensued regarding the installation of high impact boards and whether fees would be received (Mayor Miller Prunty). Mr. Robertazzi and Ms. Patterson stated that fees would be received. Further discussion ensued regarding a “soft opening” date of November 21st. Commissioner Andrews inquired how the opening would be affected if the needed materials didn’t arrive. Mr. Robertazzi responded that the customers were aware of the netting situation.

Discussion then ensued regarding the proposed facility usage and fee schedule (as noted on a distributed handout) including the estimation that such usage would occur at the facility until the end of March. Commissioner Black proposed that the Commissioners participate in a pickle ball match at the facility’s soft opening.

CFO Lavona Patterson spoke about the categories on page two (2) of the proposed ordinance. Township Consulting Engineer Jacque Dirmann spoke about the current use of the facility’s upper parking lot as a staging area for the Township’s Inflow & Infiltration project. Discussion ensued.

On motion of Commissioner Andrews, seconded by Deputy Mayor Gareis and passed, the Township Committee moved to conduct the Official Meeting at 7:59 p.m.

On motion of Commissioner Andrews, seconded by Commissioner O’Connor and passed, the Township Committee returned to open session at 9:07 p.m.

Personnel Policies and Procedures Manual

Administrator Jamie Cryan stated that a meeting had been held with Township Consulting Labor Attorney Peter Perla earlier that day regarding the proposed Personnel Policies and Procedures Manual (Manual). He spoke about two (2) Manual revisions including one pertaining to drug and alcohol policies. Mr. Cryan suggested that the adoption of the Manual could be considered at the following week’s Township Committee Meeting. Township Clerk Patricia Donahue inquired if such adoption would occur via a resolution. Township Attorney Ryan Cooper stated that a resolution would be the recommended way to adopt the Personnel Policies and Procedures Manual.

2023 Committees and Board Appointments

Mayor Miller Prunty stated that the Administration Department was soliciting 2023 Committee and Board volunteers through the Township’s website. Commissioner Black suggested that some Committees were not needed. Mayor Miller Prunty responded that a meeting was needed

to review the Committees and Boards. Deputy Mayor Gareis spoke about the wording on the website sign-up tab. Discussion ensued.

*Commissioner O'Connor left the Workshop Meeting at approximately 9:15 p.m.

Curbing Policy

Referencing a recent request to members of the Township Committee regarding a needed curbing decision, Commissioner Black inquired if the Curbing policy needed more language. Ms. Dirmann replied that she didn't think that the curbing policy needed more wording. Mayor Miller Prunty suggested that the construction notices which are sent to property owners should include narrative stating that the upcoming project work would not include curbing work. Commissioner Black inquired why curbing decisions are brought to the Township Committee. Ms. Dirmann stated that she brought curbing matters to the Township Committee when residents spoke about petition work. Deputy Mayor Gareis suggested that the Township utilize the curbing policy for one year and then take another look at the curbing policy after the end of that period. Ms. Dirmann spoke about the costs associated with Belgian block and driveway work for a 50 foot by 100 foot lot (approximately \$5,000). Deputy Mayor Gareis stated again that the Township should utilize the curbing policy and revisit such policy after one year. Mayor Miller Prunty suggested again that the road work announcement letters to residents note that curb work would or would not be included in the scope of the project.

Engineering Update on Paving Projects

Township Consulting Engineer Jacque Dirmann provided the following paving project update notes:

- “Elm Street Project – complete;
- 2022 Capital Roads – complete, except for Watchung Avenue and No. 6 and No. 8 Blake drainage;
- I&I (Inflow and Infiltration) Project – materials are being delivered and will be relocated to allow for half of the spaces on the pool parking lot to be accessible; utility work for gas and watermain relocations to be started; Contractor anticipated to start the week after Thanksgiving on Crane Parkway;
- 2022 Drainage Projects – out for rebid due to lack of bids with bid opening scheduled for November 30, 2022;
- 2022 NJDOT (New Jersey Department of Transportation) – Spruce Street – to be designed in the winter for summer construction;
- Union County Projects – South Avenue completed with no updated schedule for Raritan and Park Drive;
- NJDOT (New Jersey Department of Transportation) Projects – North Avenue to be paved Spring 2023.”

Discussion also included discussion about Mott McDonald work, the upcoming CDBG (Community Development Block Grant) application and informing residents about road work.

2023 Holiday Schedule

Administrator Jamie Cryan spoke about the proposed 2023 Township holiday schedule and noted that the proposed holiday schedule was based on previous years' schedules. He spoke about Presidents' Day, Juneteenth and July 3rd falling on a Monday. Mr. Cryan stated that the State of New Jersey had fourteen (14) holidays and the Township's schedule was comprised of thirteen (13) holidays. Deputy Mayor Gareis inquired whether thirteen (13) was the number of holidays included in Collective Bargaining agreements. Mr. Cryan responded that thirteen (13) days was the number of holidays in the Collective Bargaining agreements. Commissioner Andrews inquired if the holiday schedule was in the Personnel Manual. Mr. Cryan responded that the holiday schedule was in the Personnel Manual. He spoke about the Department of Public Works bargaining unit's position regarding the holiday schedule. Mr. Cryan noted that the difference in the way entities commemorate Juneteenth, i.e., the actual day of June 19th versus the third Friday in June. Committee consensus was reached to move forward with the proposed 2023 Holiday schedule. Township Clerk Patricia Donahue inquired whether the authorizing resolution should go on the November 22nd Official Meeting Agenda. Mr. Cryan and Township Attorney Ryan Cooper suggested that the authorizing resolution should go on the December 13th Official Meeting Agenda.

Public Comments

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

Mr. William Thilly of 22 Bloomingdale Avenue – apologized to Commissioner Andrews regarding his earlier comments during the Official Meeting. He stated that he liked Commissioner Andrews and acknowledged Commissioner Andrews' contributions.

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

On motion of Commissioner Andrews, seconded by Deputy Mayor Gareis and passed, the Township Committee adjourned at 9:39 p.m.

Respectfully submitted,

Patricia Donahue
Township Clerk

Dated: November 14, 2022