

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **November 21, 2022** at 7:01 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

Absent: Commissioner Mary O’Connor

Mayor Miller Prunty arrived to the Township Meeting at 8:33 p.m.

Township Attorney Ryan Cooper, Police Chief Ryan Greco, Chief Financial Officer (CFO) Lavona Patterson and Township Clerk Patricia Donahue were present. Administrator Jamie Cryan was present virtually via videoteleconference.

Deputy Mayor Gareis stated that Mayor Miller Prunty was attending the Annual Interfaith Service and would arrive late to the evening’s Township Committee Meetings.

Public Comments

Deputy Mayor Gareis 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 if anyone could comment about PILOTs (Payment in Lieu of Taxes). Deputy Mayor Gareis noted that the Iron Ore Properties and Hartz Mountain Industries PILOT applications would be considered in Closed Session. Mr. Thilly inquired if this was the first time the PILOTs were being considered. Township Attorney Ryan Cooper responded that this question had been answered in the past. Mr. Thilly then responded that this was not how to run a government. Deputy Mayor Gareis commented about the nature of Public Comments sessions. Mr. Thilly spoke about frustration in the Township. Commissioner Black stated that there had been a public session on this matter and suggested that this matter be taken “off-line”.

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

Rahway Valley Sewerage Authority (RVSA) Update

Cranford RVSA Commissioner Chris Kolibas was present.

Cranford RVSA Commissioner Chris Kolibas thanked the members of the Township Committee for adopting the recent ordinance pertaining to the amendment of the 2021 Rahway Valley Sewerage Authority (RVSA) revised agreement (between the member municipalities of the RVSA) and noted that Cranford was one (1) of the first municipalities to do so.

Mr. Kolibas noted that RVSA staff had been “out of contract” for a few months but successful negotiations had occurred.

Referring to a prepared handout, Mr. Kolibas spoke about flow rights, the Township’s contribution specifically the “2022 five year moving average status”, the “2022 Town annual percent share”, the “2022 Intermunicipal Adjustments Report” and the “Member BOD and TSS Loading Contribution”.

Mr. Kolibas encouraged members of the Township Committee to take a tour of the RVSA operation. He stated that he hoped the Township’s figures would continue to decrease as the Township completed more projects. Chief Financial Officer (CFO) Patterson inquired about the percentage of the RVSA capital projects’ debt, noting the Township’s high proportion of such debt. Commissioner Andrews inquired about expected large projects. Mr. Kolibas spoke about the natural gas project.

Stormwater Infrastructure Planning Working Group Update

Stormwater Infrastructure Planning Working Group (Working Group) Chair Ann Dooley and Working Group member Dr. Jay Stephens were present.

Stormwater Infrastructure Planning Working Group (Working Group) Chair Ann Dooley stated that the Working Group had presented their third memo (Memo No. 3, dated October 23, 2022) to the Township Committee. She thanked Working Group members Casey Cullen and David Coughlin who were present at the Workshop Meeting.

Ms. Dooley suggested 1) that the Township adopt a resolution by January 1, 2023 pertaining to more stringent variance approval and spoke about the detrimental effect of stormwater runoff to rateables and public safety, and 2) that the Township conduct a Township impervious cover assessment.

Dr. Jay Stephens spoke about issues and recommendations described in Memo No. 3 as well as and including 1) aligning laws with grey infrastructure, 2) impervious coverage, 3) an open space inventory, 4) the flash flood which occurred during the hours of 7 p.m. and 11 p.m. during Hurricane Irene. Dr. Stephens noted that the water during that flash flood came from Cranford; 4) Cranford’s adoption of the New Jersey Department of Environmental Protection (NJDEP) guidelines for stormwater management in March 2021; 5) a “Sustainable Roofing Zone”, 6) “Green Roofs”, 7) the source of stormwater runoffs caused by parking lots, 8) landscaped curbed islands in parking lots, 9) car spaces per unit, 10) Township standards regarding impervious

coverage, 11) rain gardens, 12) adopting a robust tree ordinance, 13) bioswales, 14) green infrastructure and 15) Complete Streets.

Ms. Dooley stated that a grant application had been completed and submitted pertaining to the mitigation of impervious surfaces.

Commissioner Black inquired which of the Working Group's recommendations should be prioritized. Discussion ensued regarding rain gardens, the impervious cover assessment, understanding the problem, Land Use Boards and assessing how much impervious surface is being added (Dr. Stephens and Ms. Dooley). Deputy Mayor Gareis inquired if the impervious surface assessment would be conducted with in-house professionals. Ms. Dooley responded that it could be done in-house with the assistance of the County's G15 program or someone could be hired to conduct the audit. Mr. Stephens stated that with the assessment's information, projects could then be targeted to address the problems. Commissioner Andrews stated that this made a lot of sense to him. He spoke about moving quickly with a Request for Proposal (RFP). Deputy Mayor Gareis stated that Ben Cohen, Commissioner Andrews and he had been working on a tree ordinance.

Downtown Management Corporation (DMC) Redevelopment Subcommittee - North Avenue Redevelopment Area

Downtown Management (DMC) Director Caren Demyen, DMC Redevelopment Chair Paul LaCorte and Thomas Connolly and Carly Bathan of Connolly & Hickey Historical Architects were present. Mr. Anthony Durante and Mr. Paul Gallo of the Downtown Management Corporation (DMC) Redevelopment Subcommittee - North Avenue Redevelopment Area were present.

Mr. LaCorte thanked the Downtown Management Corporation (DMC) Redevelopment Subcommittee - North Avenue Redevelopment Area (Subcommittee) for their work. Mr. LeCorte stated that architectural plans for the North Avenue Redevelopment Area (Area) would be discussed by representatives from Connolly & Hickey Historical Architects (Mr. Thomas Connolly and Ms. Carly Bathan).

Referring to his video presentation, Mr. Connolly spoke about 1) promoting transit use, 2) seeking to be consistent with the Township, 3) focusing only on architecture for the Area, 4) the proposed Area's location and perimeter, 5) historical photos of the Area which included pictures of the Cranford Fire Station and a tenement building, 6) proposed use of Green Space in the Area, 7) the Town Square "feel" to the Area and 8) a multi-family and mixed-use building in the Area proposal.

Mr. Connolly commented briefly about his assessment of the North Avenue Redevelopment Area Plan. He reiterated that the architecture of the Area was his focus. Mr. LaCorte spoke about the primary work of the Subcommittee, specifically the section of the Area north of North Avenue. Mr. Durante stated that the evening's discussion was about a vision as a developer would soon take over.

Commissioner Andrews inquired what was being sought from the Township Committee. Mr. Connolly spoke about scale. Commissioner Black inquired if there was a way to find a developer to challenge the twenty (20) per cent set-aside for Affordable Housing units, i.e., increase the set-aside amount to thirty (30) per cent. She then inquired if the parking could be challenged, i.e., decreased. Mr. Cooper asked Commissioner Black if she meant that the parking would be taken away. Commissioner Black clarified and inquired if parking could be taken away. Mr. Cooper stated that the default set-aside for the proportion of the set-aside units was twenty (20) per cent and that per cent was set by statute. He stated that it was difficult for developers to set-aside greater than twenty (20) per cent of affordable housing units as they would assert that they could not make enough money on a project which had more than twenty (20) per cent of affordable housing units.

Mr. Connolly stated that as architects, they would provide a road map. Commissioner Black stated that the proposal was much better than what she had seen previously. Mr. Durante noted that the Township could direct developers to follow the work of Connolly & Hickey. Deputy Mayor Gareis inquired about the Area, i.e., was it unnatural. Mr. Connolly responded that it was not unusual to have a corner property in a redevelopment area. Commissioner Andrews asked Mr. Connolly about his vision of “mixed use”. Mr. Connolly responded that ground floor residential units were not feasible. Mr. Durante stated that the Redevelopment Plan should stipulate uses. Consensus was articulated that the Redevelopment Plan did stipulate uses.

Deputy Mayor Gareis inquired about the next steps for the Area. Mr. LaCorte stated that the Subcommittee sought the product of Connolly & Hickey before developer work. Mr. Connolly inquired about a deadline for the architectural work. Mr. LaCorte responded that the deadline was when Connolly & Hickey was finished. Ms. Rita LaBrutto inquired if there would be public comments. Deputy Mayor Gareis responded that public comments would occur at the end of the Discussion portion of the Workshop Agenda.

Proposed Composting Ordinance, Ordinance No. 2022-20

Administrator Jamie Cryan spoke about the recent communications regarding the proposed composting ordinance, Ordinance No. 2022-20, between the Board of Health, Township Attorney Ryan Cooper, Commissioner Andrews and the Green Team. He spoke about the Board of Health’s recommendation regarding the composting material and the number of feet from the property line. Mr. Cryan inquired whether there should be a fee proposal included in the ordinance. Mr. Cooper responded that the Board of Health requested that residents register and pay a composting fee. A brief discussion ensued. Commissioner Black inquired why the Township Engineer was involved with the Composting procedures. Mr. Cooper responded that the ordinance language was taken from other areas of the Township Code. Commissioner Andrews stated that he would like to reiterate the Green Team’s concern pertaining to the composting distance from the property line. Members of the Township Committee responded that the proposed composting distance from the property line was five (5) feet. Mr. Cooper suggested that the Composting ordinance be discussed at a Workshop Meeting one more time and then introduced again at a Township Committee Meeting in 2023.

2023 Professional Services

Commissioner Andrews requested backup associated with the 2023 Professional Services Request for Proposals (RFP's). Mr. Cryan stated that such backup would be available in the next few days. Township Clerk Patricia Donahue stated that the hard copies of the 2023 Professional Services RFP's were in the Clerk's Office. She stated that the RFP's were copied to the Township Committee Dropbox on November 10th. Ms. Donahue stated that the selection of 2023 Professional Services was scheduled for the December 12th Township Committee Closed Session Meeting.

Carryover of 2022 Vacation Time

Administrator Jamie Cryan spoke about the carryover of Township employee unused vacation time into 2023. Discussion ensued. Township Committee consensus was reached to authorize employee carryover of five (5) 2022 vacation days to 2023, to be used by June 1, 2023.

2023-2024 Community Development Block Grant (CDBG) Application

Administrator Jamie Cryan and Township Clerk Patricia Donahue spoke about the Community Development Block Grant (CDBG) proposal for Year XLIX (49) (the proposal was included in the Commissioner's Workshop Meeting packets). Mr. Cryan stated that the proposal included these projects and requested grant monies:

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| 1. Senior Citizen Nutrition Program | \$ 8,900.00 |
| 2. Handicap Ramp Replacement Program | \$30,000.00 |
| 3. Senior Citizen Social Services Program | \$41,300.00 |

Administrator Cryan elaborated briefly about the CDBG Program and the Township's grant application proposal. Township Clerk Patricia Donahue reviewed the dollar figures associated with the grant application and the specific program names.

Committee consensus was reached to move forward with consideration of the following evening's (November 22nd) Township Committee Meeting's Resolution No. 2022-403 to authorize the execution and submission of CDBG Year XLIX (49) applications.

Cranford Public Library Board of Trustees Request for Assistance

Committee consensus was reached to move the Cranford Public Library matter to Closed Session.

Mayor Miller Prunty arrived to the Workshop Meeting at 8:33 p.m.

Review Official Meeting Agenda

Township Clerk Patricia Donahue stated that the updated Personnel Policies and Procedures Manual (Manual) would be added to the back of Resolution No. 2022-410. Mr. Cryan spoke about the recently-distributed Manual and the nature of the updates. Discussion ensued about

whether adoption of proposed Resolution No. 2022-410 should be delayed until the December 13th Official Meeting. Committee consensus was reached to keep Resolution No. 2022-410 on the following evening's Official Meeting Agenda.

Mr. Cryan stated that there were two (2) types of EMEX resolutions out of a possible four (4) resolutions to consider for adoption at the following evening's Official Meeting. He provided a description of the natural gas supply resolution, Resolution No. 2022-402 (which "authorizes the purchase of natural gas supply service for public use through the use of an online auction service"). Mr. Cryan then stated that there were three (3) resolutions to choose from pertaining to the purchase of electricity supply services, elaborating that one choice was 100 per cent "Green", the second choice was 100 per cent "Brown" and the third choice was fifty percent "Green" and fifty per cent "Brown". Discussion ensued including discussion about the overall percentage of how this matter pertained to the Township's total energy use, what was this energy use was for (the Municipal Buildings) (Commissioner Andrews and CFO Patterson) and the gas auction arrangement and the electricity choices (Commissioner Andrews). Ms. Patterson stated that all utility fees were increasing. Members of the Township Committee asked CFO Patterson for her recommendation. Ms. Patterson stated that she recommended the EMEX resolution that was fifty percent "Green" and fifty per cent "Brown".

Closed Session Minutes of April 11th and November 14, 2022

Township Clerk Patricia Donahue suggested that the consideration of the Closed Session Minutes of April 11th and November 14, 2022 be considered at the following evening's Township Committee Conference Meeting as two (2) members of the Township Committee had sent her suggested edits to the Minutes for consideration. Referencing recent members of the public frustration with the untimely posting of Minutes, Ms. Donahue stated that approximately thirty (30) sets of 2022 Minutes were completed and posted on the website. She noted that the Deputy Clerk's Official Meeting Minutes were "up to date" and that she reviewed and approved one set of Official Meeting Minutes for each Official Meeting. Mr. Cryan suggested that the link to recordings of the Official Meetings be posted near the Minutes on the Township website.

Township Administrator Report

Mr. Cryan stated that he would be discussing the Joint Insurance Fund renewal at the next Workshop Meeting.

Commissioner Report

Commissioner Andrews spoke about the soft opening of the Cranford Recreation facility at 375 Centennial Avenue which had occurred earlier that day as well as the Township Commissioner pickleball game which had also occurred earlier that day at the new facility.

Public Comments

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

Ms. Rita LaBrutto of 104 Arlington Road - stated that she had been on a tree wait list for the past two (2) years. Discussion ensued. Ms. LaBrutto then spoke about the shortage of parking and stated that the businesses need parking to do well. Ms. LaBrutto stated that she believed that the Connolly & Hickey Historical Architects presentation looked good and briefly elaborated about aligning the redevelopment plan for the North Avenue Redevelopment Area with this proposal.

Mr. William Thilly of 22 Bloomingdale Avenue – suggested that 1) Township parking occur on the periphery of the Township, and 2) people walk into Town. Referencing the Connolly & Hickey Historical Architects presentation, Mr. Thilly stated that he liked the proposed use of materials in the plan. Mr. Thilly then spoke about the set-aside of low-income housing units for developers. He inquired how not-for-profits could administer such developments. Discussion then ensued regarding commercial space, parking and the specifications in the North Avenue Redevelopment Plan. Mr. Thilly inquired about dredging.

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

Closed Session

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

Resolution No. 2022-98.23

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
- Personnel Policies and Procedures Manual

Contractual

- Iron Ore and Hartz Mountain Industries PILOT (Payment in Lieu of Taxes) Applications
- Westfield YMCA and Cranford Pool & Fitness Center

Minute Review

- Closed Session Minutes of April 11th and November 14, 2022

Recorded Vote:

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

Nay: None

Abstained: None

Absent: Commissioner O'Connor

On motion of Commissioner Andrews, seconded by Mayor Miller Prunty and passed, the Township Committee returned to open session at 10:15 p.m.

On motion of Commissioner Black, seconded by Commissioner Andrews and passed, the Township Committee adjourned at 10:16 p.m.

Respectfully submitted,

Patricia Donahue
Township Clerk

Dated: November 21, 2022