

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on November 22, 2021 at 7:13 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 Brian Andrews***
Commissioner Jason Gareis
Commissioner Thomas H. Hannen, Jr.**
Commissioner Mary O’Connor*

Absent: None

Administrator Jamie Cryan, Township Attorney Ryan Cooper, Police Chief Ryan Greco and Township Clerk Patricia Donahue were present.

* Commissioner O’Connor arrived to the Workshop Meeting at 7:17 p.m.
**Commissioner Hannen arrived to the Workshop Meeting at 7:19 p.m.
***Deputy Mayor Andrews attended the meeting virtually via teleconference.

Public Comments

Mayor Miller Prunty opened the public comments portion of the meeting and asked if there were any questions or comments. Mr. Robert Merrill of 200 Retford Avenue in Cranford introduced himself and stated that he was a Communications Officer in the Police Department. He stated that he was present on behalf of the Communications Officers. Hearing no further comments, Mayor Miller Prunty closed the public comments portion of the meeting.

Police Department Vehicle Review

Chief Greco spoke about the Police Department’s plan to purchase vehicles during the next year in light of supply chain problems, noting that the Department would purchase vehicles instead of leasing vehicles and the expected arrival date of the vehicles was November 2022. A brief discussion ensued.

Township By-laws

Township Attorney Ryan Cooper noted that portions of the Township’s Bylaws were outdated and stated that Administrator Cryan had spent some time researching this matter. Discussion ensued including discussion that Mr. Cooper would circulate updated proposed By-laws to the

Township Committee with the possibility that the updated By-laws would be considered at the Reorganization Meeting.

2022-2023 CDBG Grant Application

Administrator Jamie Cryan and Township Clerk Patricia Donahue spoke about the Community Development Block Grant proposal for Year XLVIII (48). Such proposal included these projects:

1. Senior Citizen Nutrition Program \$ 8,900.00
2. Handicap Ramp Replacement Program \$30,000.00
3. Senior Citizen Social Services Program \$52,980.00

Administrator Cryan elaborated briefly about the CDBG Program and the Township's grant application proposal. Township Clerk Patricia Donahue reviewed the grant program name, grant period (September 1, 2022 through August 30, 2023) and as well as the grant due date of December 3rd.

Committee consensus was reached to move forward with consideration of the following evening's (November 23rd) Township Committee Meeting's Resolution No. 2021-403 to authorize the execution and submission of CDBG Year XLVIII I (48) applications.

2021 Vacation Carryover

Administrator Jamie Cryan spoke about 2021 employee vacation carryover days to 2022. Discussion ensued. Committee consensus was reached that employees could carry five (5) vacation days into 2022 to be used by June 30, 2022.

2022 Township Holiday Schedule

Administrator Jamie Cryan spoke about the Township's 2022 Holiday Schedule. He stated that the Township is closed for thirteen (13) holidays a year, of which two (2) of the holidays were usually considered "floating." Mayor Miller Prunty recommended that the 1) Township combine Lincoln and Washington's birthdays into a holiday called President's Day and 2) introduce a new holiday, Juneteenth Day. Discussion ensued. Commissioner Hannen stated that he believed the Township should keep the holiday of Lincoln's Birthday. Committee consensus (Mayor Miller Prunty, Deputy Mayor Andrews, Commissioners Gareis and O'Connor) was reached that the 2022 Township Holiday Schedule would include the Juneteenth holiday and that the Lincoln and Washington birthday holidays would now be combined as President's Day. Commissioner Hannen was opposed to the change to the Township holiday schedule. Further discussion and consensus were reached that the New Year's holiday would be celebrated on Monday, January 3, 2022.

2022 Township Committee Meeting Schedule

Mayor Miller Prunty spoke about the proposed 2022 Township Committee Meeting Schedule (in which Township Committee Meetings would be held on Tuesdays, not on Mondays and

Tuesdays). She noted that the Reorganization Meeting was scheduled for Sunday, January 2nd at 1 p.m. Mayor Miller Prunty suggested that next year's Meeting Schedule combine Workshop and Official Meetings into one evening and elaborated. Commissioner Hannen stated that he would not have a vote in this matter but noted that Combined Meetings always felt very rushed. He stated that it would be hard for members of the public to attend Workshop Meetings which began at 6 p.m. Commissioner O'Connor stated that 1) a 6 p.m. meeting start time was a big departure from previous years and 2) that while she would like to eliminate meetings, she was concerned with the process. Discussion ensued. Mayor Miller Prunty requested that members of the Committee think about the proposed Township Committee Meeting schedule for next year.

2022 Professional Services

Township Clerk Patricia Donahue spoke about the provided summary sheet of Various 2022 Professional Services and responding vendors. She noted that because the Township had not received responses for Auditing Services and Alternate Public Defender, the Township had placed another solicitation legal ad for those professional services. Ms. Donahue noted that copies of the received Requests for Proposals were in the Township Committee Dropbox.

2022 Volunteer Appointments

Mayor Miller Prunty stated that Township employee Michelle Stavrou was developing an online form which residents could utilize to express their interest in serving on the Township's various committees and boards in 2022. A brief discussion ensued.

Review Official Meeting Agenda

Township Clerk Patricia Donahue spoke about a new resolution (Resolution No. 2021-415) pertaining to the Chamber of Commerce's Holiday Tree Lighting and Santa's arrival event on November 27th. She stated that the event had originally been planned for Friday, November 26th but was being moved to Saturday, November 27th due to Cranford High School's State finals football game on November 26th. Commissioner Gareis inquired about Resolution No. 2021-412 (pertaining to the waiving of building, electrical, plumbing, fire, zoning and mechanical permit fees for residents and businesses affected by Storm Ida.) Ms. Donahue stated that she was still waiting for necessary backup materials associated with Resolution No. 2021-407, pertaining to the New Jersey Department of Transportation (NJ DOT) FY 2020 Various Roads (Retford Avenue and Linden Place) project.

Commissioner Hannen inquired about Ordinance No. 2021-18. He stated that the language in the ordinance should be as restrictive as possible and elaborated. Discussion ensued.

Professional Comments

Administrator Jamie Cryan spoke about recent communication with the Rahway Valley Sewerage Authority (RVSA) regarding excess rental charges (of approximately \$18,000.) He noted that the Township could respond to RVSA via a hearing with the Authority or provide

Inflow and Infiltration improvements expenditure documentation. Commissioner Hannen noted that the Township needed to appoint a Commissioner to the RVSA. Discussion ensued.

Minute Approval - Closed Session Minutes of October 25th and October 26, 2021

Township Clerk Patricia Donahue requested that consideration of the Closed Session Minutes be moved to the following evening's Conference Meeting noting that she had distributed the October 25th Closed Session Minutes that afternoon. Committee consensus was reached to move the consideration of the October 25th and October 26th Closed Session Minutes to the following evening.

Professional Comments

Commissioner Hannen inquired about the status of the St. Michael Church banner request. Discussion included whether a representative from St. Michael Church was expected to present their banner request, whether there was a conflict with the Church hanging banners on the light poles, inviting St. Michael Church to present at the next Downtown Management Corporation (DMC) Meeting, whether St. Michael Church had been notified to attend a DMC meeting, the financing of the light poles by the Downtown business owners and whether this decision should be a matter considered by the Township Committee or by the DMC.

Commissioner O'Connor stated that she had received a letter at home from the Mayor regarding the Elm Street Drainage Improvements project. Commissioner O'Connor stated that this letter should have been written from the Township Administrator. Mayor Miller Prunty spoke about a change of email use to mayor@cranfordnj.org. Commissioner O'Connor stated that she didn't know that the letter regarding the Elm Street Drainage Improvements project was being sent to residents.

Public Comments

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

Closed Session

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

Resolution No. 2021-98.31

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
- Elm Street Area Drainage Improvements Project

Personnel

- Police
- Salary Review
- Collective Bargaining Negotiations

Minute Review

- Closed Session Minutes of October 25th and October 26, 2021

Recorded Vote:

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

Nay: None

Abstained: None

Absent: None

On motion of Commissioner O'Connor, seconded by Commissioner Gareis and passed, the Township Committee returned to open session at 9:49 p.m.

On motion of Commissioner Hannen, seconded by Commissioner Gareis and passed, the Township Committee adjourned at 9:50 p.m.

Respectfully submitted,

Patricia Donahue
Township Clerk

Dated: November 22, 2021