

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **February 9, 2019** at 8:01 a.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 Patrick Giblin  
Deputy Mayor Ann Dooley  
Commissioner Thomas H. Hannen, Jr.  
Commissioner Jean-Albert Maisonneuve  
Commissioner Mary O'Connor

**Absent:** None

### **Public Comments**

Mayor Giblin opened the public comments portion of the meeting and asked if there were any questions or comments. Hearing no comments, Mayor Giblin closed the public comment portion of the meeting.

Township Attorney Ryan Cooper entered Room 108 at 8:03 a.m. Administrator Jamie Cryan entered Room 108 at 8:05 a.m.

### **2019 Municipal Budget**

Mayor Giblin stated that CFO Lavona Patterson had prepared a proposed 2019 budget for the Township which was approximately \$38,960,000. Deputy Mayor Dooley inquired if this was a larger budget than last year. Mayor Giblin stated that it was slightly larger. He stated that a one-page sheet had been prepared and distributed which summarized the Township's insurance, liabilities and debt.

### **Department of Public Works**

Mr. Steve Wardell, Superintendent of Public Works noted that the salary figure for 2019 was higher and elaborated about expected retirements. Further discussion ensued regarding snow removal and clothing allowance costs. Deputy Mayor Dooley inquired about the Brookside Detention budget. Administrator Jamie Cryan stated that he would review that lease as well as other leases. Mr. Wardell spoke about the higher costs of components of the Conservation Center. Discussion ensued.

### **Building and Grounds**

Mr. Wardell noted that different departments have access to the Buildings and Grounds Budget. Discussion ensued regarding fuel tank use, Hanson House and Library needs. Deputy Mayor Dooley inquired about the multi-department use of this budget code. Mr. Wardell noted that there had once been discussion regarding hiring a facilities manager to oversee the various Township building and grounds needs. Further discussion ensued.

## **Health**

Mr. Mike Fitzgerald spoke about veterinary, shared services and animal control costs. Mr. Cryan stated that he would evaluate the shared services and animal control arrangements.

## **Construction Code**

Mr. Rich Belluscio provided an overview of the Uniform Construction Code revenue. Ms. Patterson noted that such revenue was expected to be over \$1.2 million. Mr. Belluscio noted that with the newly-renovated and smaller work space, the staffing configuration would change. Deputy Mayor Dooley noted that she would like to see a concierge approach to the end of the building. Discussion ensued regarding use of Township vehicles and costs.

## **Planning and Zoning**

Mr. Belluscio spoke briefly about the fee amount which the Planning and Zoning departments had generated last year. He noted that the Personnel budget had risen and briefly elaborated about the new Zoning Officer search. Mr. Belluscio stated that the position would require a candidate with experience. Mayor Giblin asked Mr. Cryan to review the revenue of the offices, specifically to evaluate the appropriate use of escrow monies.

## **Police**

Chief Ryan Greco provided an overview of Personnel costs and noted that two retirements were expected in the upcoming year. Discussion ensued regarding terminal pay, overtime pay, summer employment and the effect of the new minimum wage law and crossing guard salaries. Chief Greco also spoke about the budgets and uses of Professional Development, Outside Professional Expenses, Maintenance and Repair, Postage and Printing, and Office Supplies. Deputy Mayor Dooley stated that the Township may save money if it moved to a program in which all the copiers were on the same program. Deputy Mayor Dooley inquired whether the Township needed an additional insurance rider to cover when lighting strikes caused the loss of computer equipment.

Chief Greco spoke about the personnel costs associated with the 10 (ten) Communications officers. He briefly elaborated about their pay progression schedule and recent changes in holiday pay.

Administrator Jamie Cryan inquired about the GPS vendor. Chief Greco responded. He then noted that most of the office supply monies were spent on toners.

Chief Greco spoke about the Parking System budget. Discussion ensued regarding parking enforcement staffing, parking tickets and permit fees. Mayor Giblin requested that Administrator Cryan, Chief Greco and the Public Safety Commissioner meet regarding the Parking System. Commissioner Hannen spoke about the social media impact of parking enforcement.

At approximately 9:20 a.m., the Commissioners adjourned for a 5 (five) minute break and returned to Room 108 at 9:25 a.m.

## **Business and Economic Development**

Mr. Gabe Bailer, Director of the Downtown Management Corporation, spoke about the Personnel costs associated with the Special Improvement District. He noted that half of his salary was paid for by the Special Improvement District and half was paid by the Township. Discussion ensued regarding efforts to provide WIFI to the public, holiday wreaths, bike and scooter racks at the New Jersey Transit station and needed surveillance

signs at the Train station. Mayor Giblin suggested that Mr. Bailer reach out to Centennial Village regarding their holiday wreath decorating process. Deputy Mayor Dooley inquired about the SID's approach to using the Reserve. Administrator Cryan spoke about exploring a bike share program for Cranford. Discussion ensued.

### **Clerk**

A brief discussion ensued regarding the increase in Clerk's department salaries. Referencing a time when ordinance information was available on the Township website, Commissioner Hannen requested that Ordinance information be added to the website. Municipal Clerk Patricia Donahue and Administrator Cryan spoke about the department's plans to 1) move the storage of the department's records from the Township Building's basement to the basement of the Community Center and 2) explore the purchase or leasing of a copy machine for the mail room.

### **Engineering**

Mr. Bill Masol spoke about the need to update the GIS program. He noted that the program is crucial for the creation of 200 foot lists. Mr. Masol stated that the year's revenues were higher than anticipated. Administrator Cryan stated that he would like to explore tax map charges.

### **Fire**

Chief Czeh spoke about the Personnel budget and expected retirements. Deputy Mayor Dooley spoke about Terminal pay for the Police and Fire Departments. A brief discussion ensued regarding Call duty and employee assistance.

Further budget discussion ensued regarding the department's recent technology issues, the Maintenance and Repairs, and Third Party Collection Payments line items. Mayor Giblin requested that Administrator Cryan look into alternatives to the fire hydrant budget. Deputy Mayor Dooley noted that the Fire Department budget increased by approximately 19 (nineteen) per cent. Discussion ensued. Mr. Matt Lubin reviewed the Uniform Fire Code budget. Further discussion ensued regarding vehicle purchases, the Township Building and Grounds budget, and various departments' use of fuel. Mayor Giblin requested Administrator Cryan to evaluate electric vehicle use for the Township.

### **EMS**

Fire Official Matt Lubin stated that the department would seek to raise the EMS fees later this year. Chief Czeh noted that the EMS rates were the lowest in the County. Administrator Cryan said he would look into an extended warranty for the Township's ambulances.

### **Park & Recreation**

Mr. Steve Robertazzi spoke about the department's personnel costs and noted that the regular part-time costs would increase by \$1 (one) next year. Mayor Giblin asked Mr. Cryan to analyze how the new minimum wage mandates would affect the Township. Members of the Committee discussed the fantastic and highly affordable playground program. Discussion ensued regarding its fees and keeping the fee structure "in line" with other municipalities. Administrator Cryan suggested hosting a "buddy ball" for special needs residents. Further discussion ensued regarding the Mayor's Committee on Youth budget and the Senior Bus. Administrator Cryan noted that a rider had been set up by CFO Patterson for event donations. Referencing the department's bid processes, Deputy Mayor Dooley suggested combining the needs of Recreation and Swim Pool when conducting bids. Mayor Giblin further elaborated and suggested collaborating with the Board of Education for bid processing.

## **Swim Pool Utility**

Deputy Mayor Dooley inquired whether the financial information for Orange Avenue, Centennial Avenue and the full-year pools could be separated by pool for both revenue and expenses. CFO Patterson stated that the while there was no surplus associated with the pools, they were self-liquidating. Commissioner Hannen inquired about the Bond Anticipation Note. Discussion ensued.

Further discussion ensued regarding the proposed membership increase, an “early bird” rate and the make-up of resident versus non-resident membership. Deputy Mayor Dooley noted that the municipal pool in Clark was attracting interested swimmers. Administrator Cryan suggested a brief postponement of the summer 2019 brochure so that further evaluation of the fees could be conducted. Mayor Giblin requested that a recommendation be brought to the Committee regarding pool fees including the possibility of early and late fees.

## **Finance**

CFO Patterson discussed the increased Personnel budget request. A brief discussion ensued regarding both the Professional Development budget and pension requirements for part-time employees. Mayor Giblin requested that Administrator Cryan look into the use of Venmo for Township services.

## **Tax Collector**

Administrator Cryan stated that 3 (three) members of the Finance Department had just learned that they passed the State’s Tax Collector test. CFO Patterson noted that the Township had only underwritten the training of 1 (one) of the 3 (three) trainings.

CFO Patterson stated that she couldn’t thank the current Tax Collector, Mary Testori, enough as she had mentored the department, set the tone in the department, and brought in \$200,000 in revenue. CFO Patterson briefly elaborated about the Personnel budget for the department.

The Committee broke for a (5) five-minute break and returned to Room 108 at approximately 11:35 a.m.

CFO Patterson suggested the Township change the mailing of sewer bills from twice a year to once a year. She noted this would require an amendment to the Township Code. Discussion ensued. Mayor Giblin suggested that this matter and the matter of “direct bill pay” as future Workshop Agenda topics.

## **TV 35**

Mr. Davenport spoke about the increased Personnel budget for part-time staff. Discussion ensued. Referring to licensing fees, Mr. Davenport elaborated about the increased Miscellaneous Other Expenses budget. Commissioner Maisonneuve inquired whether there had ever been a line item for the TV 35 truck. Commissioner Hannen stated that Mr. Davenport’s department did a great job and specifically referenced the Planning Board coverage.

## **Late Starter - Overview Sheet**

Referring to the one-page sheet which summarized the Township’s insurance, liabilities and debt, Mayor Giblin inquired whether members of the Committee had questions or comments. A brief discussion ensued regarding the health insurance for employees and retirees. Mayor Giblin provided a brief overview of the Township’s liabilities and budgeted debt. Deputy Mayor Dooley inquired about the cost of Birchwood financing. CFO

Patterson responded. She then noted that she had great news, specifically that the Birchwood BAN had matured. A brief discussion ensued regarding part-time pension costs.

### **Administration**

Administrator Cryan provided an overview of the Administration department's personnel costs which includes staff and severance agreement costs. Mr. Cryan stated that he would look at the Professional Development budget and consider bringing in training for the employees. Deputy Mayor Dooley inquired about which department's budget held the SDL costs. Mr. Cryan stated that CFO Patterson and Mr. Belluscio had worked to split the SDL costs between departments. Mr. Cryan noted some of the Administration department's professional expenses were now separated into 3 (three) budgets, specifically, Outside Professional Expenses, IT Information Tech, and Planning and Engineering. Mr. Cryan spoke about some issues he wanted to explore and evaluate including the Township's current provision of IT services, whether the Police department's use of a payroll software would be beneficial to the rest of the Township, utilizing the services of a grant writer and working to get the most value from the Township's relationship with ADP. Commissioner Hannen spoke briefly about Administration budget and the Lenape Basin investigation.

Administrator Cryan distributed backup for 2018 expenses associated with the "Legal - Outside Professional Expenses Services" budget. Discussion ensued including what litigation comprised the McElroy expenses and Schenck expenses, what Cooper's general litigation category covered, and whether the figures were net of reimbursements. Mayor Giblin suggested that the Township be more mindful of work with the Township's lawyers. He recommended increased use of conference calls with attorneys. Deputy Mayor Dooley inquired about the review of Township legal bills. Mr. Cooper responded that he reviewed the legal bills which were not his. Further discussion ensued regarding obtaining a better teleconference system, writing better RFPs and controlling the length of telephone calls with attorneys. Deputy Mayor Dooley inquired about the expected legal activity for 2019. Mr. Cooper responded.

### **Late Starter – February 11<sup>th</sup> Workshop Meeting**

Mayor Giblin suggested that Board of Education representatives attend Monday night's Workshop meeting to comment on the Birchwood Pilot agenda topic. He inquired whether members of the Committee objected to this suggestion. Each member of the Committee responded that the suggestion was acceptable.

### **2019 Municipal Budget**

CFO Patterson proposed that the Township introduce the Budget at the March 5<sup>th</sup> meeting and adopt the Budget by the end of March.

Commissioner O'Connor requested that Administrator Cryan follow-up on uniform printing services for the Township.

On motion of Commissioner Hannen, seconded by Deputy Mayor Dooley and passed, the Township Committee adjourned at 12:09 p.m.

Respectfully submitted,

Dated: February 9, 2019

Patricia Donahue