

The Minutes of the **Conference Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **November 26, 2019** 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 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 Dooley*
Commissioner Thomas H. Hannen, Jr.
Commissioner Jean-Albert Maisonneuve
Commissioner Mary O'Connor

Absent: None

*Deputy Mayor Dooley arrived to the Conference Meeting at 7:05 p.m.

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.

Late Starter – 2020 Professional Services

Township Clerk Patricia Donahue handed out bid summary sheets for 2020 Professional Services Request for Proposals (RFPs) and Requests for Qualifications (RFQs) received on Friday, November 22nd. A brief discussion ensued. Committee consensus was reached to place the 2020 Professional Services matter on the December Township Committee meeting agendas.

Review Official Meeting Agenda

Commissioner Hannen asked a follow-up question regarding the proposed Birchwood PILOT ordinance (Ordinance No. 2019-14.)

Mayor Giblin noted that a third proclamation, pertaining to Thanksgiving, had been added to the agenda.

Vacation Carry Over

Administrator Jamie Cryan stated that the vacation carry-over matter was not codified. Mr. Cryan suggested that the Committee consider employee vacation carry-over time as they did in 2018, i.e., the December Township Committee meeting would include a proposed resolution with wording which would allow employees to carry over 5 (five) days of vacation time into 2020, to be used by June 30, 2020. Mr. Cryan stated that the backup for the proposed agenda topic would include employees' request for number of days to be carried over into 2020.

2020 Township Committee Meeting Schedule

Mayor Giblin spoke about the proposed 2020 Township Committee Meeting Schedule which had been distributed earlier that day. He noted that the September dates had been updated as some of the dates were wrong, Township Clerk Patricia Donahue stated that the January 6th and January 7th proposed Township Committee meeting dates would be difficult for the Clerk's office to administer in light of the January 2nd Reorganization meeting date. Discussion ensued. Commissioner Maisonneuve suggested a Combined Meeting on January 7th. Committee consensus was to move forward with the Combined January 7th meeting date and the 2020 proposed Township Committee schedule.

Mayor Giblin suggested the 2020 Official Meetings begin at 6:30 p.m. Commissioner Hannen stated that was not preferable for him. A brief discussion ensued. Mayor Giblin suggested that the Capital Budget meeting in January begin at 7:00 p.m. Committee consensus was reached for the 2020 Combined meetings to begin at 6:30 p.m.; the Workshop and Conference Meetings to begin at 7:00 p.m.; and the Official Meetings to begin at 7:30 p.m.

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.

Closed Session

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

Resolution No. 2019-93.31

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:

Contractual

- 2020 Professional Services

Personnel

- Emergency Management Coordinator Position

Recorded Vote:

Aye: Mayor Giblin, Deputy Mayor Dooley, Commissioners Hannen, Maisonneuve and O'Connor
Nay: None
Abstained: None
Absent: None

On motion of Commissioner Maisonneuve, seconded by Commissioner O'Connor and passed, the Township Committee returned to open session at 7:26 p.m.

The Township Committee moved to Council Chambers at 7:26 p.m. to conduct the Official Meeting.

Respectfully submitted,

Patricia Donahue
Township Clerk

Dated: November 26, 2019