

The Minutes of the **Official Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **April 14, 2020** at 8:13 p.m., remotely and by electronic means.

Due to the ongoing public health emergency, and the Governor's Executive Orders related to the same, the Township Committee of the Township of Cranford will conduct all meetings remotely and by electronic means for the foreseeable future. The Township Committee will continue to meet on their regularly scheduled meeting dates and times.

In accordance with N.J.S.A. 10:4-6 (the "Open Public Meetings Act") and consistent with the Department of Community Affairs, Division of Local Government Services guidelines, the Township Committee Meetings will be open to the public by electronic means. Residents can view the meetings on TV-35, and via livestream on [TV-35's Facebook Page](#).

Residents who wish to participate in the virtual meeting for purposes of making a public comment or to participate in any scheduled public hearing should follow the instructions and complete the registration form available at the Township of Cranford's website at <https://www.cranfordnj.org/minutes-and-agendas>.

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 will be taken at this meeting.

**PRESENT:** Mayor Patrick F. Giblin  
Deputy Mayor Kathleen Prunty  
Commissioner Thomas H. Hannen, Jr.  
Commissioner Jean-Albert Maisonneuve  
Commissioner Mary O'Connor

**ABSENT:** None

Mayor Giblin provided an update regarding COVID-19. Expressed condolences to those families who have lost loved ones to the virus and asked the community to keep them in their prayers during tonight's invocation.

#### **INVOCATION AND FLAG SALUTE**

The invocation was led by Deputy Mayor Prunty, followed by a moment of silence for those lost during the pandemic followed by the flag salute.

#### **MINUTE APPROVAL**

On motion of Commissioner O'Connor, seconded by Commissioner Maisonneuve and passed, the minutes of the Workshop Meeting of March 30, 2020, the Conference Meetings of February 11, 2020 and March 31, 2020 and the Official Meeting of March 31, 2020, were approved by indicated vote of the Township Committee:

Recorded vote:

Aye: Mayor Giblin, Deputy Mayor Prunty, Commissioners Hannen, Maisonneuve and O'Connor

Nay: None

Abstained: None

Absent: None

#### **PAYMENT OF BILLS**

On motion of Deputy Mayor Prunty, seconded by Commissioner O'Connor and passed, the Bill List dated April 14, 2020, totaling \$5,131,142.45 was approved for payment by indicated vote of the Township Committee and is on file in the Office of the Township Clerk:

Recorded vote:

Aye: Mayor Giblin, Deputy Mayor Prunty, Commissioners Hannen, Maisonneuve and O'Connor

Nay: None

Abstained: None

Absent: None

#### **INFORMAL MEETING**

Mayor Giblin opened the informal meeting portion of the meeting and asked if there were any questions or comments. Hearing no comments (i.e., no email requests to participate received,) Mayor Giblin closed the informal meeting portion of the meeting.

## 2020 MUNICIPAL BUDGET

### PUBLIC HEARING ON 2020 MUNICIPAL BUDGET

Deputy Mayor Prunty opened the public hearing on the 2020 Municipal Budget the User-Friendly Budget and asked if there were any questions or comments from the public. Hearing no comments, Deputy Mayor Prunty closed the public hearing on the 2020 Municipal Budget.

### ADOPTION OF THE 2020 MUNICIPAL BUDGET

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

#### **Resolution No. 2020-186:**

**WHEREAS**, it is necessary for the Township of Cranford to prepare an annual budget identifying all of the anticipated appropriations and revenues to support governmental operations for 2020; and

**WHEREAS**, N.J.S.A. 40A:4-5 provides for the adoption of the annual Municipal Budget and the annual User-Friendly Budget; and

**WHEREAS**, a public hearing was held on April 14, 2020; and

**NOW THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Cranford that in accordance with the aforementioned statute;

1. The Township Committee approves the adoption of the 2020 Municipal Budget and the 2020 User Friendly Budget.

(See 2020 Municipal Budget inset)

#### **COMMISSIONER COMMENTS:**

Commissioner Hannen expressed concern that there will be extra costs involved with the COVID-19 pandemic that are not included in the 2020 Municipal Budget.

#### **Recorded vote:**

Aye: Mayor Giblin, Deputy Mayor Prunty, Commissioners Hannen, Maisonneuve and O'Connor

Nay: None

Abstained: None

Absent: None

## 2020 DMC BUDGET

### PUBLIC HEARING ON 2020 DMC BUDGET

Deputy Mayor Prunty opened the public hearing on the 2020 DMC Budget and asked if there were any questions or comments from the public. Hearing no comments, Deputy Mayor Prunty closed the public hearing on the 2020 DMC Budget.

### ADOPTION OF THE 2020 DMC BUDGET

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

#### **Resolution No. 2020-187:**

**BE IT RESOLVED**, by the Township Committee of the Township of Cranford, in the County of Union that the Special Improvement District Budget herein before set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of

**\$ 174,298.53 FOR SPECIAL IMPROVEMENT PURPOSES**

#### **Summary of Revenues**

Miscellaneous Revenue

Amount to be raised by Special

Improvement District tax

Total Revenue	\$174,298.53
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#### **Summary of Appropriations**

Operating	\$174,298.53
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Total Appropriations	\$174,298.53
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#### **Recorded vote:**

Aye: Mayor Giblin, Deputy Mayor Prunty, Commissioners Hannen, Maisonneuve and O'Connor

Nay: None

Abstained: None

Absent: None

## MAYORAL ANNOUCEMENT

### *COVID-19 Update by Health Officer Michael Fitzpatrick*

Health Officer Fitzpatrick provided an update on the COVID-19 pandemic. Discussed the current number of residents that are affected. Stated that New Jersey is the second leading state with the virus due to its close proximity to New York. Expects the numbers to stabilize and begin to decrease within the next few weeks. Mentioned that more patients are being released from the hospitals. Informed the residents that all public safety employees will be tested if they have had exposure.

Mayor Giblin asked for clarification as to why Cranford's death toll jumped in one day.

Health Officer Fitzpatrick explained that the number that was given was over an extended ten (10) day period. Discussed the reason for the delay in receiving the numbers. Assured Mayor Giblin that he will continue to provide the exact numbers to the residents on a daily basis.

Commissioner Hannen asked if there is a net figure for those diagnosed through the system and have since recovered.

Health Officer Fitzpatrick stated that it would be difficult since the Prosecutor's office handles that on the County level. Also explained why receiving the numbers for those that have recovered would be an issue.

Commissioner Hannen spoke about individuals that might have been exposed and are being denied from being tested unless they have symptoms. Questioned if testing in Union County has improved to the point that more individuals are being tested other than those that are symptomatic.

Health Officer Fitzpatrick stated that only those that present COVID-19 symptoms are being tested. Mentioned that it could change in a few weeks so there can be a better idea as to what is going on in the general population.

Mayor Giblin stated that Cranford's message is to follow the orders of social distancing so no one should be coming in contact with infected individuals. Discussed the testing site at Kean University and stated that Cranford's goal is to obtain some testing kits for employees with possible exposure. Thanked Health Officer Fitzpatrick for his daily updates and appreciates all the hard work from Mr. Fitzpatrick and his staff.

## ORDINANCES – Introduction

### **Ordinance No. 2020-06:**

The Township Clerk read by title only Ordinance No. 2020-06 entitled, “**BOND ORDINANCE TO AUTHORIZE THE MAKING OF VARIOUS PUBLIC IMPROVEMENTS AND THE ACQUISITION OF NEW ADDITIONAL OR REPLACEMENT EQUIPMENT AND MACHINERY, NEW COMMUNICATION AND SIGNAL SYSTEMS EQUIPMENT, NEW INFORMATION TECHNOLOGY EQUIPMENT AND A NEW AUTOMOTIVE VEHICLE, INCLUDING ORIGINAL APPARATUS AND EQUIPMENT, IN, BY AND FOR THE TOWNSHIP OF CRANFORD, IN THE COUNTY OF UNION, STATE OF NEW JERSEY, TO APPROPRIATE THE SUM OF \$5,000,000 TO PAY THE COST THEREOF, TO APPROPRIATE VARIOUS GRANTS AND A CONTRIBUTION, TO MAKE A DOWN PAYMENT, TO AUTHORIZE THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION AND TO PROVIDE FOR THE ISSUANCE OF BOND ANTICIPATION NOTES IN ANTICIPATION OF THE ISSUANCE OF SUCH BONDS**)”

Said ordinance was introduced and approved on first reading on motion of Deputy Mayor Prunty, seconded by Commissioner Maisonneuve, and passed by the indicated vote of the Township Committee:

Recorded vote:

Aye: Mayor Giblin, Deputy Mayor Prunty, Commissioners Hannen, Maisonneuve and O'Connor

Nay: None

Abstained: None

Absent: None

**Final Reading and Public Hearing for Ordinance No. 2020-06 to be held May 12, 2020 and the publication will take place in the Westfield Leader on April 23, 2020.**

**RESOLUTIONS – By Consent Agenda**

On motion of Commissioner Hannen, seconded by Commissioner Maisonneuve and passed, the following resolutions were adopted by consent agenda:

**Resolution No. 2020-188:****RESOLUTION EXTENDING GRACE PERIOD FOR SEWER BILLS AND WAIVING ALL INTEREST THEREON FOR PAYMENTS MADE DURING THE EXTENDED GRACE PERIOD**

**WHEREAS**, the Township of Cranford has issued the 2020 annual sewer bills with the due date of May 1, 2020 and grace period through May 30, 2020; and

**WHEREAS**, the current COVID-19 public health emergency has created significant economic and operational difficulties for the Township's residents; and

**WHEREAS**, the Township Committee of the Township of Cranford wishes to extend the grace period for payment of residential sewer bills to allow residents additional time to make payments, which may extend some relief to those who are dealing with COVID-19 related hardship.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Cranford, that the grace period for 2020 sewer payments is hereby extended up to and including July 30, 2020, and the Tax Collector is hereby authorized and directed to waive interest on any payments made before that date.

**Resolution No. 2020-189:**

**WHEREAS**, on August 13, 2019, pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.4, the Township of Cranford engaged the firm **Nassau Capital Advisors, LLC**, with offices located at 12 Vandeventer Avenue, Princeton, New Jersey 08542, as an expert in financial planning services to assist with the preparation of an amended Master Plan Housing Plan Element and Fair Share Plan; and

**WHEREAS**, at a meeting held January 7, 2020, the Township of Cranford adopted Resolution 2020-102, approving a contract between Nassau Capital Advisors and the Township of Cranford, for the 2020 budget year not to exceed \$10,000; and

**WHEREAS**, it is necessary to amend said contract for an additional amount not to exceed \$10,000; and

**WHEREAS**, the Chief Financial Officer and Finance Director have certified as to the availability of funds which is on file in the office of the Township Clerk; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Cranford, be and hereby amends the contract awarded to **Nassau Capital Advisors, LLC** to provide expert financial planning services in an amount for the 2020 budget year not to exceed \$20,000.

**Resolution No. 2020-190:****A RESOLUTION AUTHORIZING THE USE OF THE STORM RECOVERY TRUST FUND, PER P.L. 2013, Ch. 271 (N.J.S.A. 40A:4-62.1), FOR EXPENSES RELATED TO THE COVID-19 RESPONSE**

**WHEREAS**, the Governing Body passed Resolution 2012-343 on November 12, 2012 to establish a dedicated by rider trust for storm recovery; and

**WHEREAS**, permission was granted by the Director of Local Government Services on November 20, 2012 for a Storm Recovery Trust Fund, per P.L. 2013, Ch. 271 (N.J.S.A. 40A:4-62.1); and

**WHEREAS**, N.J.S.A. 40A:4-62.1 permits a municipality or county to adopt a resolution authorizing storm recovery reserve funds to be used for "any purpose necessary to protect the safety, security, health, and welfare, of its citizens from the damage caused by an emergency declared by the Governor or the President of the United States;" and

**WHEREAS**, Governor Philip D. Murphy declared a State of Emergency for the State of New Jersey with Executive Order No. 103 on March 9, 2020 in response to the novel coronavirus, COVID-19, outbreak; and

**WHEREAS**, Local Finance Notice 2020-06 of the Division of Local Government Services also advised that municipalities with a Storm Recovery Trust Fund may use those funds for the coronavirus response; and, any reimbursement of these expenditures shall be deposited back into the reserve; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Township Committee of the Township of Cranford in the County of Union, New Jersey as follows:

1. The Governing Body does hereby authorize the utilization of the Storm Recovery reserve funds for expenses incurred in relation to the coronavirus, COVID-19, response;
2. The Clerk of the Township of Cranford, County of Union, is hereby directed to forward a certified copy of this Resolution to be filed with the Director of the Division of Local Government Services.

**Recorded vote:**

Aye: Mayor Giblin, Deputy Mayor Prunty, Commissioners Hannen, Maisonneuve and O'Connor

Nay: None

Abstained: None

Absent: None

**RESOLUTION – By Roll Call Vote**

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

**Resolution No. 2020-191:**

**BE IT RESOLVED** by the Township Committee of the Township of Cranford that the following individuals be and hereby are appointed as per diem Emergency Medical Technicians (EMTs):

Darniel Gaul  
 Brian Burkhardt  
 Francis Quigley  
 Ethan James  
 Victoria Lhia

**Recorded vote:**

Aye: Mayor Giblin, Deputy Mayor Prunty, Commissioners Maisonneuve and O'Connor

Nay: None

Abstained: Commissioner Hannen

Absent: None

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

**Late Starter Resolution****Resolution No. 2020-192:**

**BE IT RESOLVED** by the Township Committee of the Township of Cranford that Boxcar Inc., 14 Fairmount Avenue, Chatham, New Jersey, be authorized to utilize the parking lot of Orange Avenue Pool, once a week for two (2) weeks for a drive-thru grocery service, subject to a written agreement in a form to be approved by the Township Administrator and Township Attorney.

**Recorded vote:**

Aye: Mayor Giblin, Deputy Mayor Prunty, Commissioners Maisonneuve and O'Connor

Nay: None

Abstained: Commissioner Hannen

Absent: None

**PUBLIC COMMENTS**

Mayor Giblin opened the public comments portion of the meeting and asked if there were any questions or comments. Township Attorney Cooper had not received emails from members of the Public. Hearing no comments (i.e., no email requests to participate received,) Mayor Giblin closed the public comment portion of the meeting.

**PROFESSIONAL COMMENTS****Township Administrator Jamie Cryan**

- Thanked the Township Committee for adopting the 2020 Municipal Budget and thanked the Finance Department for all their hard work. Appreciates the patience from the residents during these tough times as the employees try to continue serving the public.

**Township Attorney Cooper**

- Announced that the Fairness Hearing is tentatively scheduled for the end of May. Expects to have more updates at the next Township Committee meeting.

**COMMISSIONER REPORTS/COMMENTS****Commissioner Mary O'Connor**

- Thanked Chief Financial Officer Patterson and her staff for their efforts with the 2020 Municipal Budget and all other employees that were involved with the process. The adoption of the budget helps the Township to have a little normalcy in its everyday operations;
- Announced that on Thursday, Cranford Community Connection will be thanking frontline workers. Urged residents to post pictures of frontline workers in action on Facebook to thank them;
- Announced that Virtual Cranford will be having its Couch Fest on Wednesday, April 15<sup>th</sup> and Family Bingo on Sunday, April 19<sup>th</sup>. Also mentioned that there will be birthday and anniversary announcements made every Friday;
- Thanked everyone who participated in the "Light the Night" event that took place in Cranford;
- Wished everyone to stay safe and healthy and to also stay home.

**Commissioner Thomas H. Hannen**

- Expressed condolences to all the families that have lost loved ones to the COVID-19 pandemic.

**Commissioner Jean-Albert Maisonneuve**

- Thanked everyone for making Cranford a great community. All the efforts made do not go unnoticed;
- Provided some viewing suggestions for those having a hard time being quarantined;
- Encouraged everyone to stay safe and well and encouraged everyone to stay home.

**Deputy Mayor Kathleen Miller Prunty**

- Read specific names of Cranford residents who are helping to make peoples' lives a little easier. Is profoundly grateful to everyone that helps make Cranford the special community that it is;
- Urged everyone to stay home and stay safe.

**Mayor Patrick Giblin**

- Thanked Chief Financial Officer Patterson for her efforts on the 2020 Municipal budget;
- Thanked Township Administrator Cryan and the Township Committee for helping him guide the Township through this pandemic. It has been a challenge;
- Thanked all the residents that have done their part to help flatten the COVID-19 curve. Everyone has taken an enormous sacrifice. Has seen a majority of the residents cooperating. Encouraged residents to check on each other every day;
- Thanked Commissioner Maisonneuve for his viewing suggestions and to everyone who has shared ideas during this quarantine;
- Encouraged everyone to stay safe and thanked the first responders and frontline workers.

On motion of Commissioner O'Connor, seconded by Commissioner Maisonneuve and passed, the Township Committee adjourned at 8:59 p.m.

Respectfully submitted,

Date: April 14, 2020

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Patricia Donahue, RMC  
Township Clerk