

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **January 27, 2020** at 7:00 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 Kathleen Prunty
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.

New Jersey State Mandated Minimum Wage Increase – Pool Fees

Mr. Steve Robertazzi, Recreation and Parks Director and Mr. Luke Paine of 101 Beech Street were present.

Mr. Robertazzi and Mr. Paine distributed information which listed 2019 Pool Membership types and fees and 2020 proposed fees. They spoke about 1) the expected increased salaries for 2020 due to the increased minimum wage as well as 2) proposed changes to membership types.

Commissioner Maisonneuve inquired about improvements to the pool facilities. He stated that the Township should work to make the pool relevant. Chief Financial Officer Lavona Patterson spoke about capital funds associated with the Swim Pool facility. Commissioner Maisonneuve suggested closing down one outdoor pool and making the second outdoor pool look like a resort. Discussion ensued regarding the positive impact that occurred once the indoor pool was upgraded. Deputy Mayor Prunty stated that she agreed with Commissioner Maisonneuve's comments and suggested that a long-term view was needed and recommended the development of a five (5) to ten (10) year plan. Commissioner Hannen suggested summer programs with longer hours to assist the schedules of working parents. Mr. Robertazzi suggested additional

membership-type changes including moving the senior age from age 65 years to 62 years, and increasing the children's age from 22 years to 24 years. He also recommended adding an additional guest book option, specifically a (five) 5 pass guest book for \$40.

Members of the Committee directed Mr. Robertazzi and Mr. Paine to move forward with the suggested membership changes and fee increases. Township Attorney Ryan Cooper noted that such changes would be memorialized via Ordinance. Such ordinance would be drafted and considered for introduction at the next Official Meeting.

2020 Budget Process –

a. Library

Mr. Michael Maziekien, Library Director, was present.

Mr. Maziekien gave an overview of the proposed 2020 Library budget. A brief discussion ensued.

Library Grant Application

Mr. Maziekien provided an update on the State of New Jersey's Library Bond Construction application. He noted that the long-awaited grant application had been released and the due date was April 6th. Mr. Maziekien stated his appreciation to the Township Committee for their generous commitment to the planned renovation. He noted that this commitment was crucial for the grant application's "match" requirements. Mr. Maziekien elaborated about the expected renovation cost and increase in cost since the grant announcement.

Further discussion ensued regarding Library hours, the financial implications of applying for the New Jersey Bond Construction grant and receiving a grant award, i.e., updating ordinance information and whether there would be an effect to Township's capital budget

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. 2020-97.2

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:

Personnel

- Clerk's Receptionist

Legal Matters

- Legal Update
- Affordable Housing
- Alcoholic Beverage License
- Fair Share Housing Center

Minute Review

- Closed Session Minutes of December 16th and December 17, 2019 and January 7, 2020

Recorded Vote:

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

On motion of Commissioner Hannen, seconded by Commissioner O'Connor and passed, the Township Committee returned to open session at 8:07 p.m.

Review Official Meeting

Mayor Giblin inquired if there were any comments for the following evening's Official Meeting agenda. Members of the Committee did not have any suggested changes.

2020 Capital Budget

Mayor Giblin stated that the Township Committee meeting on the following Monday, February 4th, would be devoted to the Township's Capital Budget. He briefly elaborated.

Fence on Township Property – 102 Spring Garden Street

Commissioner Hannen recused himself from the Agenda topic at 8:12 p.m. He noted that he was associated with a company associated with the 102 Spring Garden Street matter.

Mr. Carl O'Brien, the Township's Consulting Engineer was present.

Mr. O'Brien briefly elaborated about the situation at 102 Spring Garden Street. He noted the current fence was built on the Township property. Discussion ensued regarding whether the location of the new fence could use the same footprint as the current fence. Committee consensus was reached that the new fence should be built off the Township property, i.e., the new fence should be erected on the 102 Spring Garden Street address only and off of the Township property.

Commissioner Hannen returned to Room 108.

Sewer Bills – Semi-Annual versus Annual Billing

Chief Financial Officer (CFO) Lavona Patterson was present.

Chief Financial Officer Lavona Patterson recommended that the Township move from billing sewer fees twice a year to one time a year. She elaborated about the delinquencies associated with sewer fee billing and suggested that annual billing would reduce such delinquencies. Ms. Patterson also spoke about the high proportion of tax sales associated with the sewer fee delinquencies. Ms. Patterson suggested that the annual sewer billing occur in May. Discussion ensued regarding the cost of sewer mailings, the cost of delinquent billing mailing, and the number of “sister” towns which bill sewer fees annually. Commissioner O’Connor spoke about her concern for residents who could not afford to pay the annual sewer fee. Commissioner Maisonneuve requested that the Township Committee be made aware of resident hardships. Mayor Giblin requested that CFO Patterson speak to other municipalities regarding assisting senior citizens.

Members of the Committee directed CFO Patterson to move forward with the proposed move from billing sewer fees twice a year to one time a year. Township Attorney Ryan Cooper and CFO Patterson spoke about such change being memorialized through an Ordinance. A brief discussion on next steps ensued.

Police Vehicle Purchase

Members of the Township Committee briefly discussed the following evening’s agenda item, Resolution No. 2020-107, pertaining to the purchase of police vehicles from Beyer Ford.

Cranford Information Mobile App

Referring to information distributed by Commissioner O’Connor pertaining to a smart speaker application utilized by the City of McAllen (Texas). Commissioner O’Connor stated that she would like to look into this type of mobile application for Cranford. Mayor Giblin encouraged Commissioner O’Connor to review this matter.

Proposed Naming and Dedication of TV35 Control Room

Commissioner O’Connor spoke about a proposed naming and dedication of the TV35 Control Room. Discussion ensued.

Department of Public Works Superintendent Search

Commissioner Hannen stated that Administrator Cryan and he had spent five (5) evenings interviewing candidates for the Department of Public Works (DPW) Superintendent. Commissioner Hannen stated that they were not prepared yet to make a Superintendent recommendation.

Engineering Department

Mr. Carl O’Brien and Ms. Jackie Dirmann of Maser Consulting were present.

Mr. O'Brien and Ms. Dirmann provided an Engineering update. Discussion ensued regarding the Brookside Place and the 2019 Paving program projects, the high cost associated with curb installation, proposed Resolution No.2020-118 pertaining to the opening of moratorium roads for Elizabethtown Gas Company upgrade work and projected 2020 project work.

Proposed Architectural Services for 375 Centennial Avenue Contract Award

Administrator Cryan provided a brief update on proposed Resolution No. 2020-125 which pertained to an award of contract to DMR Architects for architectural services in connection with renovations to 375 Centennial Avenue. Commissioner Hannen inquired about the selection analysis. Mayor Giblin inquired about the expected timeline of the renovation project.

Proposed First Aid Squad Volunteer Tuition Credit Program

Administrator Cryan provided an overview of the Tuition Credit Program for First Aid Squad Members and Volunteer firefighters. Commissioner Hannen stated his support for the program. Committee consensus was reached to move forward with adopting the program for Cranford. Mr. Cryan stated a resolution memorializing the Township Committee's support of the tuition credit program would be placed on the February 11th Township Committee Official Meeting.

Proposed Ordinance – Municipal Demolition Lien

Township Attorney Ryan Cooper provided an overview of the proposed ordinance pertaining to the authorization of municipal liens to recoup the costs of property maintenance and demolition. He noted that the proposed ordinance mirrored State of New Jersey law.

Rahway Valley Sewerage Authority Excess Rental Charges

Commissioner Hannen provided an update regarding the proposed Township response to the Rahway Valley Sewerage Authority pertaining to their December 2019 notice of excess rental charges.

Cross River Fiber Right-of-Way Agreement

Township Attorney Ryan Cooper spoke about contact he had received from a person representing Cross River Fiber LLC regarding a request for an agreement with the Township to run fiber optic cable on utility poles in Cranford's "right-of-way." Discussion ensued. Mr. Cooper stated a resolution memorializing this request would be placed on the February 11th Township Committee Official Meeting or a later meeting depending on the processing of the proposed Cross River – Cranford agreement.

Mayors Council Rahway River Watershed Flood Control Update

Mayor Giblin stated that he would like the Mayors Council Rahway River Watershed Flood Control Update to be a recurring and regular Workshop Meeting agenda item.

Mayor Giblin spoke about two upcoming Council meetings: one meeting to be held on February 5th at Galloping Hill Golf Course in Kenilworth and one meeting to be held on February 11th in Washington, D.C. (to meet with Senators and members of Congress.)

Downtown Parking

Deputy Mayor Prunty noted that there had not been a parking study conducted in a long time. Commissioner O'Connor stated that there were a number of unauthorized parking lots in Cranford. Mayor Giblin stated that he would like "Downtown Parking" to be a recurring and regular Workshop Meeting agenda item,

Review Official Meeting Agenda

Administrator Jamie Cryan and Mayor Giblin spoke about the removal of proposed Resolution No. 2020-110 which pertained to the advertisement for the solicitation of proposals and qualifications for Planning Board Engineer. A brief discussion ensued.

Commissioner Hannen inquired about proposed Resolution No. 2020-115 regarding the cancellation of General Capital fund receivables and appropriations from Ordinance 2020-13 – Elevation of Homes.

Commissioner O'Connor suggested an edit to proposed Ordinance 2020-02 pertaining to newspaper publication.

Deputy Mayor Prunty noted that the proposed Resolution No. 2020-110, pertaining to the 100th anniversary of the ratification of the 19th amendment to the United States, guaranteeing and protecting women's right to vote would instead be a proclamation at the February 11th Official meeting.

Closed Session

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

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Recorded Vote:

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

Nay: None

Abstained: None

Absent: None

On motion of Commissioner Hannen, seconded by Commissioner O'Connor and passed, the Township Committee returned to open session at 10:32 p.m.

On motion of Commissioner Maisonneuve, seconded by Commissioner O'Connor and passed, the Township Committee adjourned at 10:32 p.m.

Respectfully submitted,

Patricia Donahue
Township Clerk

Dated: January 27, 2020