

**The following notice appeared on the Township Committee's July 14, 2020 Workshop Meeting Agenda**

**TOWNSHIP OF CRANFORD  
SUNSHINE NOTICE  
TOWNSHIP COMMITTEE MEETING  
July 14, 2020**

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>.

The Minutes of the Workshop Meeting of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **July 14, 2020** at **6:33** p.m. remotely and by electronic means.

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

The Township Committee held the Workshop Meeting by telephone/video conference (as per the public notice, remotely and by electronic means.)

Administrator Jamie Cryan, Township Attorneys Ryan Cooper and Renier Pierantoni and Township Clerk Patricia Donahue were present. Police Chief Ryan Greco was present. Township Consulting Engineer Jaqueline Dirmann was present.

### **Public Comments**

Mayor Giblin opened the public comments portion of the meeting and asked if there were any questions or comments. Township Attorney Ryan Cooper stated that no email requests to join the Workshop Meeting had been received from members of the public. Hearing no further comments, Mayor Giblin closed the public comments portion of the meeting.

### **Late Starter – James Avenue Drainage Improvements**

Consulting Engineer Jacqueline Dirmann presented an overview of challenges encountered with the South Union Avenue Improvements project. She spoke about the change order request of over \$300,000 from the South Union Contractor, P&A Construction. Ms. Dirmann stated that the \$300,000 request took into account a savings of \$60,000 for drainage structures that would have to be removed on South Union and James Avenue if the Township did not award the project as a Change Order to the South Union Contract. However, Ms. Dirmann elaborated about compliance with State statutes pertaining to change order rules and stated that the change order request was over the allowed limit. She also spoke about expected delays with completing the South Union Avenue project if the James Avenue project went out to bid separately. Ms. Dirmann suggested two (2) ways to move forward: 1) go out to bid for James Avenue separately

and immediately which would cause a delay on the improvements on South Union and James Avenue to save \$60,000; or 2) continue moving forward with the South Union project, knowing that some structures would have to be sacrificed and improve the James Avenue drainage issues in 2021.

Discussion ensued including whether the Township should wait until 2021 to fix the drainage issues, how quickly the James Avenue improvements could be brought to “bid” and funding for such a bid initiative. Ms. Dirmann stated that if the Township decided to go out to bid for the James Avenue Drainage improvements, the South Union Avenue improvements project would be delayed. Further discussion ensued including discussion on the James Avenue drainage issues, the extent that the South Union Avenue project was already over bid pricing and the construction at South Union Avenue taking longer than expected. Commissioner O’Connor suggested that we get this “done right the first time.” Commissioner Maisonneuve asked Commissioner Hannen for his view. Commissioner Hannen recommended that Maser Consulting prepare a new bid package which would encompass completing the James Avenue project. Further discussion ensued. Committee consensus was reached to move forward with going out to bid for the James Avenue drainage improvements and not wait until 2021.

Township Consulting Engineer Jackie Dirmann left the Workshop Meeting at approximately 7:00 p.m.

### **Police Department - Promotional Process for Lieutenant – Training and Community Outreach**

Police Chief Ryan Greco presented an overview of a request to begin a promotional Process for a new Lieutenant’s position in the Police Department. He spoke about the proposed new Lieutenant’s position and stated that the selected individual’s focus would be Training and Community Outreach. Referring to the memo distributed to the Commissioners, Chief Greco referred to the George Floyd incident in Minnesota and expected changes in the law enforcement profession including licensing requirements. Chief Greco provided an overview of head count within the Department and noted that an unexpected resignation had occurred with the move of a police officer to another municipality. Chief Greco spoke about the Department’s need for training. He proposed decreasing the Police Department head count by one person and creating a new Lieutenant’s position. Chief Greco elaborated about the duties of this proposed Lieutenant’s position. Commissioner Hannen asked Commissioner Maisonneuve for his view about the proposal for a new Lieutenant position. Commissioner Maisonneuve stated that he thought the initiative was important. He stated that the Department would like to interact with the community in a new way and briefly elaborated stating that this initiative must be community-based and must meet the needs of the officers. Deputy Mayor Prunty stated that the Chief’s memo was very thorough and the initiative was timely. Chief Greco noted that there were current Lieutenants in the Department who were capable for this position. Commissioner O’Connor stated that such initiative was needed in the community. She noted that residents like community policing and stated that this initiative was a great idea.

Committee consensus was reached to move forward with the creation of a new Lieutenant position. Chief Greco thanked the Township Committee for their support. Discussion ensued regarding changing the Township Code to reflect the proposed Department head count changes. Chief Greco stated that the promotion process for the new Lieutenant's position would begin.

Chief Greco left the Workshop Meeting at approximately 7:15 p.m.

### **Outdoor Public Plazas**

Mayor Giblin noted that some restaurants had recently been reviewed the Code Review Committee. Commissioner Maisonneuve spoke about street closings in Cranford. He discussed the proposed use of a parklet at North Union Avenue. Commissioner Maisonneuve spoke about optimizing the streets. Deputy Mayor Prunty suggested that the Township open Alden Street and create a parklet. Commissioner O'Connor inquired whether full extension of the sidewalks had been considered. Deputy Mayor Prunty suggested that before the Township authorizes a street closure, a review of the effect of such closure on all of the businesses on the street be conducted. Discussion ensued.

### **Municipal Pool Update**

Deputy Mayor Prunty provided an update on the Orange Avenue Pool. She stated that over 1,500 memberships had been received. Deputy Mayor Prunty stated that Administrator Jamie Cryan and she were meeting regularly with Recreation Director Steve Robertazzi. A brief dissection ensued regarding out-of-town members (i.e., out-of-town persons can join the pool) and guests (i.e., not allowed.)

### **Fence Extension – Township Right of Way**

Commissioner O'Connor stated that she had spoken to Zoning Officer Jason Bottcher regarding the resident's request to extend the existing fence on his property. Administrator Jamie Cryan stated that the Township received approximately one or two similar requests during the past year in which homeowners wanted to extend their fence over the "right of way". Mr. Cryan warned that the yielding of such requests could lead to lawsuits involving the Township as well the Township getting disqualified from its insurance coverage. Discussion ensued. Committee consensus was reached to deny the resident's request to extend his existing fence.

### **COVID-19 Public Health Crisis Effect on Municipal Budget**

Deputy Mayor Prunty stated that she had spoken to Chief Financial Officer Lavona Patterson regarding COVID-19's effect on the Municipal Budget and there were no new updates. Deputy Mayor Prunty inquired if the CARES (Coronavirus Aid, Relief and Economic Security) Act reimbursement requests had been sent to the County. Administrator Jamie Cryan responded that two (2) requests had been submitted to the County. Mayor Giblin inquired about the revenue figures for the Building Department and Parking fees. A brief discussion ensued.

### **Late Starter – Business Economic Recovery Committee**

Mayor Giblin proposed the formation of a Business Economic Recovery Committee. He stated that the Township needed long term planning. Mayor Giblin suggested that such task force include representatives from the Township Committee, the Green Team, the Downtown Management Corporation, Pedestrian and Bicycle Safety Committee, the Township professional staff and Chamber of Commerce. Mayor Giblin suggested that Deputy Mayor Prunty chair the Committee and Commissioner O'Connor serve as Co-Chair of the Committee. Mayor Giblin inquired whether there were any objections to the proposed task force. No members of the Committee provided feedback against the formation of the Committee. Commissioner Hannen suggested that the Committee contain a banking representative. Deputy Mayor Prunty suggested that Committee include a member of the Union County Economic Development Corporation.

### **CARES (Coronavirus Aid, Relief and Economic Security) Act - COVID-19 Expenses**

Administrator Jamie Cryan provided an update on CARES (Coronavirus Aid, Relief and Economic Security) Act reimbursement expenses which had been submitted to the County. He noted the two (2) submissions were in the amounts of approximately \$93,000 and \$73,000. A brief discussion ensued as to whether the office furniture purchased for the Clerk's Office would be eligible for reimbursement.

### **Centennial Village Group Annual Music Festival Venue**

Commissioner O'Connor stated that the Centennial Village Group Annual Music Festival was looking for a venue because, due to the Coronavirus, the event could not be held at the Lincoln School. She requested that the event be held at the Centennial Avenue Pool (parking lot.) Commissioner O'Connor did note that there was still uncertainty as to whether the event could be held. A brief discussion ensued. Committee consensus was reached to allow the Centennial Village Group to utilize the Centennial Avenue Pool parking lot for the Music Festival.

### **New Jersey League of Municipalities November Conference**

Mayor Giblin spoke about the upcoming New Jersey State League of Municipalities Conference scheduled for November in Atlantic City. He suggested that that the monies for this Conference be carried over to surplus and the Township's professionals obtain their Continuing Education Units (CEUs) virtually. Discussion ensued. Committee consensus was reached to "skip" this year's New Jersey League of Municipalities Conference. Mayor Giblin encouraged the Township professionals to obtain their CEUs in other venues.

### **375 Centennial Avenue**

Mayor Giblin stated that next steps associated with moving forward with the renovation of 375 Centennial Avenue would be conducting a meeting with the Recreation and Parks Advisory Board. A brief discussion ensued regarding next steps such as inviting DMR Architects to the next Township Committee Workshop Meeting and including a School Board representative in an upcoming planning meeting.

## **Review Official Meeting Agenda**

Mayor Giblin inquired whether there were any questions regarding the following evening's Official Meeting Agenda. Commissioner Hannen inquired about the resolution pertaining to the Belmont Bike Path project and Change Order No. 1 for American Asphalt, proposed Resolution No. 2020-254. The Mayor responded and noted that he thought an email regarding this situation had been distributed a month earlier. Commissioner Hannen requested that such change order situations be brought to his attention. Discussion further ensued regarding hiring a firm which would rate the Township's roads.

## **Minute Approval – Closed Session Minutes of June 8, 2020**

Commissioner O'Connor made a motion to adopt the June 8<sup>th</sup> Closed Session Minutes. Commissioner Maisonneuve seconded the motion. Mayor Giblin, Deputy Mayor Prunty, Commissioners Hannen, Maisonneuve and O'Connor voted to approve the Closed Session minutes of June 8, 2020.

## **Late Starter – Professional's Report**

Township Clerk Patricia Donahue stated that she wanted the Township Committee to be aware about an upcoming move of Township records and associated costs. She briefly elaborated about the expected move of Building and Zoning Departments' records from the basement of the Township Building to the Community Center. Ms. Donahue noted that the move required purchase and installation costs associated with steel cages and shelving. She further noted that she did not want the Township Committee to be surprised when they saw payment of about \$10,000 to Deluxe Systems on an upcoming Bill List. Commissioner Hannen inquired about the use of Laserfiche. Ms. Donahue replied that Aton Computing had just notified her that day regarding the Township receiving the needed backup capability for obtaining Laserfiche (records disposition) approval with the State of New Jersey. However, Ms. Donahue stated that the digitizing the Township's records was now being considered as there were north of 1,500 boxes of Township records.

On motion of Commissioner O'Connor, seconded by Deputy Mayor Prunty and passed, the Township Committee moved to conduct the Official Meeting at 8:02 p.m. (as per the public notice, remotely and by electronic means.)

On motion of Commissioner O'Connor, seconded by Commissioner Maisonneuve and passed, the Township Committee adjourned the Official Meeting at 8:45 p.m. and moved to Closed Session.

On motion of Commissioner O'Connor, seconded by Commissioner Hanne and passed, the Township Committee returned to open session at 10:02 p.m.

On motion of Commissioner O'Connor, seconded by Commissioner Hannen and passed, the Township Committee adjourned at 10:02 p.m.

Respectfully submitted,

Patricia Donahue  
Township Clerk

Dated: July 14, 2020