

**The following notice appeared on the Township Committee's February 8, 2021 Workshop Agenda and was read by Mayor Miller Prunty at the start of the Meeting**

**TOWNSHIP OF CRANFORD  
SUNSHINE NOTICE  
TOWNSHIP COMMITTEE MEETING  
February 8, 2021**

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 the February 8<sup>th</sup> Workshop Meeting remotely and by electronic means.

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 Meeting will be open to the public by electronic means. Residents can view the meetings on TV-35, YouTube CranfordTV35 and via livestream on [TV-35's Facebook Page](#).

Members of the public who wish to participate in the virtual meeting for purposes of making a public comment or to participate in any scheduled public hearing can access the videoconference at <https://meet.google.com/rkv-qdpj-nty>, or by telephone at 213-634-2478, with the access code: 367524470#

Members of the public may submit written comments in advance of a meeting, which will be read during the public portion of the meeting. Written public comments submitted prior to the meeting must identify the name and address of the commenter. No anonymous comments will be accepted. Written comments may be submitted via e-mail with the subject line "Public Comment-Township of Cranford Township Committee- Meeting Date of \_\_\_\_" to the Clerk of the Township Committee, Patricia Donahue at [clerk@cranfordnj.org](mailto:clerk@cranfordnj.org) or by mail addressed to: Patricia Donahue, Municipal Clerk, Township of Cranford, 8 Springfield Avenue, Cranford, NJ 07016. E-mailed comments must be received at least eight (8) hours prior to the meeting. Mailed comments must be received by 12:00 p.m. the day before the meeting.

The Minutes of the Workshop Meeting of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **February 8, 2021** at **7:03 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 Kathleen Miller Prunty  
Deputy Mayor Brian Andrews  
Commissioner Jason Gareis  
Commissioner Thomas H. Hannen, Jr.  
Commissioner Mary O’Connor

Absent: None

Township Attorney Ryan Cooper, Administrator Jamie Cryan, Township Clerk Patricia Donahue and Chief Financial Officer (CFO) Lavona Patterson were present.

### **Public Comments**

Mayor Miller Prunty opened the public comment portion of the meeting and asked if there were any questions or comments. Mayor Miller Prunty asked Township Clerk if she had received public comments' correspondence. Township Clerk Patricia Donahue stated that no public comments' mail had arrived via the U.S. Post Service and no public comments had arrived via the Clerk's email address. Hearing no comments, Mayor Miller Prunty 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. 2021-98.4**

**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:

#### **Legal**

- Legal Update
- Affordable Housing – HEFSP & Compliance Hearing
- Affordable Housing – 750 Walnut Avenue
- Affordable Housing – North Avenue Redevelopment Area RFEI
- 20 West Holly Street

- Building Department

#### **Personnel**

- Department of Public Works
- Staffing

#### **Minute review**

- Closed Session Minutes of January 25<sup>th</sup> and January 26, 2021

#### **Recorded Vote:**

Aye: Mayor Miller Prunty, Deputy Mayor Andrews, Commissioners Gareis, Hannen, & O'Connor  
 Nay: None  
 Abstained: None  
 Absent: None

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

#### **375 Centennial Avenue Update**

Administrator Jamie Cryan provided an update on the renovations at 375 Centennial Avenue. Mayor Miller Prunty requested that a price quote be obtained for a rear vestibule path from 375 Centennial Avenue to the Centennial Avenue Pool.

Commissioner Hanner inquired if DMR Architects was also considered a construction management firm. Administrator Cryan responded that they were. Mayor Miller Prunty inquired if the construction management services were built into the agreement with the Township. Administrator Cryan stated that while construction management was a component of the agreement, the construction management specified was not for daily oversight (i.e., more on a sporadic basis.) Commissioner Hannen recommended that the Township hire a Construction Manager for daily supervision of the renovation work at 375 Centennial Avenue. Mayor Miller Prunty requested that the contract with DMR Architects be reviewed for the level of Construction Management.

#### **Downtown Management Corporation (DMC) 2021 Budget**

Downtown Management Corporation (DMC) Director Caren Demyen provided an overview of the DMC budget, including the expenditures associated with "Salaries & Wages," "Administrative Operations," and "Events." Deputy Mayor Andrews inquired about the "Sign and Awning" grant program. Ms. Demyen and Chief Financial Officer (CFO) Lavona Patterson noted that the DMC budget had slightly increased as the net valuation of the Special Improvement District (SID) had increased.

#### **Proposed Stormwater Management Ordinance**

Township Consulting Engineer Jaqueline Dirmann spoke about updating the Township Code's Stormwater Management policy which was currently located in Chapter 364 of the Township Code. She proposed either splitting needed updates regarding Stormwater Management into

minor and major updates (i.e., taking the current ordinance and make minor changes and also create a new ordinance with needed updates) or changing the ordinance altogether. Zoning Officer Jason Bottcher stated that he was seeking to change the flood damage ordinance.

Administrator Jamie Cryan inquired how the proposed Stormwater Management Ordinance would affect Township projects. Discussion ensued.

### **Proposed Nepotism Ordinance**

Mayor Miller Prunty stated that the impetus for consideration of a proposed Nepotism Ordinance stemmed from the State of New Jersey's Best Practices Survey. She noted that the Township only failed two items on the Best Practices Survey, one of which was whether the Township had an anti-nepotism ordinance in place. Mayor Miller Prunty noted that the proposed ordinance would apply to family members of the Township Committee and the Administrator but would not apply to family members of employees.

Administrator Jamie Cryan stated that he reached out to the County and all of the twenty-one (21) Union County municipalities for feedback on whether their entity had anti-nepotism policies. He spoke about the responses received.

Commissioner Gareis noted that the majority of content in the proposed anti-nepotism ordinance was already in the Fire Department's and Police Department's Rules and Regulations. Mayor Miller Prunty clarified that the anti-nepotism ordinance would begin after adoption, i.e., it was not a retroactive ordinance. Commissioner O'Connor asked about the County's anti-nepotism policy. Administrator Cryan responded that the County did not respond to the request for information. Commissioner Hannen inquired about a compilation of responses from both members of the public and the department heads. He inquired if the proposed ordinance had been updated. Township Attorney Ryan Cooper responded that he was working to make the ordinance more reader-friendly.

Commissioner O'Connor requested that Township Attorney Ryan Cooper distribute the nepotism policies which were in the Fire Department's and Police Department's Rules and Regulations.

### **Personnel Policy Manual Update**

Administrator Jamie Cryan stated that Township Attorney Ryan Cooper and he were working with the Township Consulting Labor Attorney to update Section One (1) of the Personnel Policy Manual. Upon its completion, Section One (1) would be forwarded to the Township Committee for review. Mr. Cooper stated that the Township Committee had already reviewed Sections Three (3) and Four (4).

### **Mayors Council Rahway River**

Mayor Miller Prunty stated that she planned to send a letter to Governor Murphy requesting that the Governor direct the New Jersey Department of Environmental Protection to work with the Mayors Council Rahway River Watershed Flood Control on regional flood control matters and

elaborated. Committee consensus was reached for the Mayor to send the request letter to the Governor.

Mayor Miller Prunty stated that a Mayors Council subcommittee, which included Cranford residents Mr. Patrick Giblin and Mr. Dan Aschenbach, would meet with the Essex County Executive regarding flood control matters.

### **Capital Budget**

Administrator Jamie Cryan provided an overview of the updated Capital Budget Requests Breakdown. Deputy Mayor Andrews inquired about the Department of Public Work's "2021 Pick-up with plow" request. A brief discussion ensued. Mayor Miller Prunty inquired if the Fire Department's "Apparatus Floor Fan/Ventilation Upgrade" could be charged to the Fire Department's Uniform Construction Code revenue account. Administrator Cryan stated that those costs could not be charged to the Fire Department's Uniform Construction Code revenue account. Administrator Cryan noted that the Departments' Capital Budget requests were listed in priority order. Administrator Cryan discussed possible reduction of Capital Budget item requests in the TV 35 and Police Departments. Commissioner Hannen inquired about the Capital Budget figure which the Township Committee should consider. Discussion ensued, including discussion on reducing certain Fire Department Capital Budget item requests and whether Fire Turnout Gear could be charged to the Uniform Construction Code revenue fund. Mr. Cryan discussed possible reduction of Capital Budget item requests in the Department of Public Works.

Referencing the Preliminary 2021 Road List for Cranford and the Anticipated 2021 Cranford Paving Map, Township Consulting Engineer Jacqueline Dirmann discussed the Engineering Department's Capital Budget requests. She spoke about classifying three (3) type of road upgrades, specifically resident complaint roads, Burnside Avenue-type road projects (i.e., flood control road projects,) and roads which would be repaired due to Gas Company work. She discussed the expected completion date of "mill and pave" roads and the Burnside Avenue project. CFO Lavona Patterson spoke about remaining funding from a 2020 Bond ordinance. Ms. Dirmann responded that funding would be used for the Makatom Drive project. Ms. Patterson noted that annual Capital Budget funding associated with the road upgrades was usually about three (3) million dollars. Discussion ensued. Ms. Dirmann noted that in the past, the Township had to manage a lot of drainage projects. She stated that the 2021 plan now had a good balance of drainage road upgrades, roads which had received complaints, and roads which would be upgraded due to Gas Company work.

Commissioner Hannen inquired about the amount needed for a down payment if the Township Committee authorized 2021 Capital Budget Requests in the amount of six point two (6.2) million dollars. Discussion ensued. Deputy Mayor Andrews inquired about the time line associated with Capital Budget Requests. Ms. Patterson responded that the Municipal Budget should be introduced at a Township Committee Meeting by the end of March.

Commissioner Hannen inquired about the recent purchase of computer equipment and allocation of charges. Discussion ensued. Commissioner Hannen inquired whether expected Information

Technology purchases could be moved from the Township's operating budget to the capital budget.

Commissioner Gareis inquired about the next Swim Pool Utility meeting.

### **Review Official Meeting Agenda**

Commissioner Hannen asked Administrator Jamie Cryan to provide follow-up information regarding a question about a Servpro payment on the Bill List.

Referencing Ordinance No. 2021-02, Commissioner Hannen spoke about the Township's current policy regarding sidewalk repair. He asked whether the authorization of Ordinance 2021-02 would represent a policy change for the Township. Township Attorney Ryan Cooper responded that the Township Code which Ordinance 2021-02 pertained to had been part of the Township Code since 1979. He stated that one phrase was being added: "Retaining Wall." Discussion ensued.

### **Minute Approval - Closed Session Minutes of January 25<sup>th</sup> and January 26, 2021**

Commissioner O'Connor made a motion to adopt the January 25<sup>th</sup> and the amended January 26, 2021 Closed Session Minutes. Commissioner Hannen seconded the motion. Mayor Miller Prunty, Deputy Mayor Andrews and Commissioners Gareis, Hannen and O'Connor voted to approve the Closed Session minutes of January 25<sup>th</sup> and the amended Closed Session minutes of January 26, 2021.

### **Public Comments**

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

On motion of Deputy Mayor Andrews, seconded by Commissioner Gareis and passed, the Township Committee adjourned at 9:34 p.m.

Respectfully submitted,

Patricia Donahue  
Township Clerk

Dated: February 8, 2021