

The following notice appeared on the Township Committee's February 23, 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 23, 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 23rd 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 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 23, 2021** at **6:32 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, Chief Financial Officer (CFO) Lavona Patterson, Police Chief Ryan Greco, Recreation and Parks Director Steve Robertazzi, Fire Lieutenant Matt Lubin and Township Consulting Engineer Jacqueline Dirmann were present.

Commissioner Hannen arrived to the Workshop Meeting at 6:40 p.m.

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.

Capital Budget Update

Administrator Jamie Cryan stated that the 2021 Capital Budget Requests Breakdown spreadsheet had been updated and distributed with a memo to the Township Committee.

Township Consulting Engineer Jacqueline Dirmann stated that the Preliminary 2021 Roads List had been updated since. Ms. Dirmann spoke about the roads marked as yellow (roads which would be improved due to Gas Company work.) She stated that the Gas Company had recently agreed to increase their contribution to fix the roads from fifty (50) per cent of the road upgrade costs to one hundred (100) per cent of the road upgrade costs. Ms. Dirmann stated that with this

increased Gas Company contribution, the Township would be able to focus on other Township roads that needed work. Ms. Dirmann then elaborated about reviewing the roads evaluated as number four (4) roads.

Deputy Mayor Andrews inquired about the unexpected road upgrade funding. He inquired about what was realistic for 2021 and what was the Township's bandwidth for road work. Ms. Dirmann spoke about working with the Maser Consulting design team on the proposed 2021 Roads List plan. She stated that roads with drainage issues have more factors to consider when upgrading. As far as whether the proposed 2021 Roads List Plan could be completed this year, Ms. Dirmann stated that the proposed road work upgrades could all go out to bid in 2021. Chief Financial Officer Lavona Patterson spoke about utilizing remaining 2020 funding to underwrite two (2) upcoming road projects.

Discussion ensued regarding the Preliminary 2021 Roads List. CFO Patterson stated that the Preliminary 2021 Roads List was the biggest capital proposal for roads that she had ever seen. Ms. Patterson elaborated about the financial challenges encountered by the Township, specifically, the Township faced a half a million dollars (\$500,000) increase in recycling costs, a \$300,000 payment towards pension costs and a one (1) million-dollar revenue shortfall. Ms. Patterson noted the fabulous news associated with the \$1.1 million expected Gas Company road upgrade contribution. She stated that previous ordinances' funding would also lower the total Capital Budget request for road upgrades. Commissioner Hannen stated that the Township was behind on improving the roads in the Township. Mayor Miller Prunty stated the Township needed a roads plan for 2022, 2023 and 2024. Deputy Mayor Andrews inquired if the Township was seeking to achieve too much. Ms. Patterson responded that the Capital Budget road "ask" was larger than in years past. She stated again that approximately \$400,000 of previously-adopted ordinance funding would be used to offset the road work request. Deputy Mayor Andrews inquired about Ms. Dirmann's view of the 2021 Capital Budget Roads request. Ms. Dirmann stated that the Township usually improved two (2) roads a year, the current state of Township roads were the results of not spending in previous years, the proposed amount of 2021 road work was similar to the 2020 road work plan, and the Township was now moving in the right direction. Further discussion ensued.

CFO Patterson noted that the 2021 Capital Budget requests included one (1) million dollars for 375 Centennial Avenue renovations. Commissioner O'Connor inquired if one of the road projects could be removed from the Preliminary 2021 Roads List. Ms. Dirmann suggested that the Edgar Avenue road project could possibly be taken off the 2021 Preliminary Roads List. CFO Patterson asked Ms. Dirmann about expected 2021 grant funding. Ms. Dirmann stated that the Spruce Street upgrade would be a good grant opportunity especially because of its proximity to schools (Commissioner Hannen). Further discussion ensued, including discussion pertaining to the total Capital Budget authorized for 2020 (Commissioner Gareis,) whether additional prior year ordinance funding could be utilized (Commissioner O'Connor,) the possibility of deferring the road projects for Spruce Street, Cranford Avenue and Summit Road to 2022 (Mayor Miller Prunty,) the Capital Budget request amount as compared to last year (Commissioner Gareis,) her proponent of road work since 2014 (Commissioner O'Connor,) and the Capital Budget amount request being so large due to the expenses at 375 Centennial (Commissioner Hannen.) Deputy Mayor Andrews commended CFO Patterson and Ms. Dirmann for the innovation and creativity

which went into the Preliminary 2021 Roads List. Deputy Mayor Andrews stated that road upgrades were investments that the Township had to make. Referring to the prior ordinance funding of approximately \$400,000 and how it would affect the proposed roads request versus the 2020 roads request, Commissioner Gareis stated that he needed to view the overall Capital Budget request.

Proposed Stormwater Management Ordinance

Township Consulting Engineer Jacqueline Dirmann noted that she had prepared a memorandum pertaining to the Stormwater Management Ordinance (which members of the Township Committee would be considering later at the Official Meeting.) She briefly elaborated about the ordinance and noted that the proposed changes did not significantly change the Township's Code. Ms. Dirmann stated that Cranford's threshold remained for the stormwater management requirements.

Capital Budget Update (continued)

Administrator Jamie Cryan spoke about the updated 2021 Capital Budget Requests Breakdown list, noting the specific budget reductions and funding of request changes. He noted that there were a number of department heads participating on the teleconference who could answer specific Capital Budget request questions. Referencing a previous Township Committee meeting discussion pertaining to the proposed 2021 Capital Budget target of \$5.2 million, Mr. Cryan stated that the 2021 Capital Budget Request list now totaled approximately \$5.13 million.

Capital Budget Update (continued) and 375 Centennial Avenue Update

Discussion ensued on whether expenses should be reduced at 375 Centennial Avenue and the facility's expected opening date. Referencing needed revenue, Mayor Miller Prunty suggested that the facility open this year. Recreation and Parks Director Steve Robertazzi suggested that the Township consider two questions: should the 375 Centennial Avenue facility be used to generate revenue or should it be used to serve as a community builder. Mr. Robertazzi spoke about consideration of fees for Cranford organizations and possible facility rental fees. He noted that the facility's heavily-utilized months were expected to occur between November and April and stated those months were considered in the provided revenue analysis. Deputy Mayor Andrews suggested that he meet with Mr. Robertazzi, Administrator Jamie Cryan and Mayor Miller Prunty regarding the facility. Commissioner Gareis inquired if Deputy Mayor Andrews was suggesting a working committee and Deputy Mayor Andrews responded that he was.

Commissioner O'Connor stated that when the purchase of the facility was considered, the Township Committee was told that Cranford clubs were interested in utilizing the facility. Commissioner O'Connor suggested that the facility be used for both Cranford clubs and as a revenue-generating facility. She suggested that the Township circle back to various Cranford clubs to ascertain their interest in using the facility at 375 Centennial Avenue. Discussion ensued. Mayor Miller Prunty suggested moving forward with the formation of a subcommittee

whose focus would be the facility's revenues and its outlook. Township Committee consensus was reached to move forward with such subcommittee.

Mayor Miller Prunty suggested that the Township move forward with the current proposed Capital Budget of approximately \$ 5.1 million. Township Committee consensus was reached to move forward with the current proposed Capital Budget. A brief discussion ensued regarding the needed down payment for the Capital Budget process.

Municipal Pools 2021

Mayor Miller Prunty stated that the Township's Pools had faced an unknown-type of season in 2020 and an unknown outlook remained for 2021. She noted that the Pools' operation was facing a deficit outcome. Mayor Miller Prunty stated that the Swim Pool Utility Advisory Board recommended 1) the operation of two (2) pools, specifically the indoor pool at Centennial Avenue and the outdoor pool at Orange Avenue and 2) offering membership to both residents and non-residents. She noted that less than twenty-five (25) per cent of Cranford residents were pool members. Mayor Miller Prunty asked the members of the Township Committee if they supported the operation of two (2) pools for 2021. Commissioner Hannen inquired about the operating costs for the indoor and outdoor pools, whether Union County grant funding was utilized for the Centennial Avenue pool pump and the Governor's guidelines as it pertained to the number of persons allowed at the Orange Avenue Pool. Mr. Robertazzi responded.

CFO Patterson stated that if the Township Committee moved forward with the decision to operate two (2) of the three (3) Township pools, then the Township's Budget would be adjusted. Deputy Mayor Andrews inquired about the pool experience of last summer and if the former Centennial Avenue outdoor pool members joined the Orange Avenue Pool last year. Mr. Robertazzi spoke about the uncertainty which occurred last year. He noted that people didn't know what to expect, the outdoor pool opening decision occurred in June and some people bought their own pools.

Review Official Meeting Agenda

Township Clerk Patricia Donahue stated that the Capital Budget (February 2nd) Meeting Minutes should not be considered during the Minutes Approval portion of the Official Meeting as the Minutes were not ready for distribution.

Commissioner Hannen inquired about the density changes in the proposed ordinances pertaining to Affordable Housing (Ordinances No. 2021-03 and No. 2021-04). Township Attorney Ryan Cooper responded.

Public Comments

Ms. Rita LaBrutto of 104 Arlington Road commented about proposed Ordinance 2021-03. Such comments included remarks about the specified building height in the proposed Ordinance (i.e., three (3) feet versus four (4) feet) and a fifty-five (55) foot height restriction.) Ms. LaBrutto inquired whether a stump grinder was included in the 2021 Department of Public Works budget.

The Township Committee moved (virtually) to conduct the Official Meeting at 7:41 p.m.

On motion of Commissioner O'Connor, seconded by Commissioner Gareis and passed, the Township Committee returned to open session at 8:42 p.m.

Municipal Pools 2021 (continued)

Commissioner Hannen stated that he was "on board" to move forward with the operation of two pools. He stated that he was struck by the earlier comments conveyed by Deputy Mayor Andrews regarding residents on the South side of Cranford and their expected disappointment regarding the summer-time closing of the outdoor pool at Centennial Avenue. Mayor Miller Prunty responded that Cranford was four (4) square miles and the pool matter shouldn't be described in North side and South side terms.

Updated Police Department Ordinance

Police Chief Ryan Greco provided an overview of the proposed ordinance (Ordinance No. 2021-05), specifically explaining that the Township Code would be updated to comply with new State requirements regarding drug testing for Police staff.

Establish a Mobile COVID-19 Test Site at Community Center Parking Lot

Police Chief Ryan Greco stated that the mobile COVID-19 test site would take place at the Library parking lot. He stated that the appointments would be made using an app (software application on a mobile device). He stated that the testing site would be available only to Cranford residents. Chief Greco stated that the only tests available would be the PCR tests and noted that the site would not be offering "rapid" tests. Fire Lieutenant Matt Lubin briefly elaborated about the PCR tests. Chief Greco noted that the COVID-19 test sponsor was a company called Immediate Care. He stated that the processing lab would be QDx in Cranford. Discussion ensued.

Electric Car Charging Station Use, Rules and Fees Electric - Ordinance Development

Police Chief Ryan Greco stated that the Electric Car Charging Station was installed approximately three (3) weeks ago. Chief Greco stated that the Traffic Bureau was developing ordinance language and would work with Township Attorney Ryan Cooper on this matter. Chief Greco noted that the location of the Electric Car Charger was on the first level of the Parking Garage near the stairs.

Personnel Policy Manual Section One (1) Update

Administrator Jamie Cryan stated that he worked with Township Attorney Ryan Cooper and the Township's Consulting Labor Attorney on the Personnel Policy Manual Section One (1) review and updates. A brief discussion ensued regarding the updates. Commissioner Hannen inquired about employee notice of the policy changes. Further discussion ensued. Mayor Miller Prunty

inquired if there was a Personnel Policy Manual update schedule. Mr. Cryan responded that Mr. Cooper and the Township Consulting Labor Attorney and he met every two (2) weeks regarding this matter.

South Avenue and Chestnut Street Rehabilitation

Township Attorney Ryan Cooper spoke about the recent memo received from the Planning Board in which the Planning Board recommended that certain properties in the South Avenue and Chestnut Street area were in need of rehabilitation.

Mr. Cooper stated that the Township Committee should now consider whether the Township Committee should request, via a motion, that the Planning Board review and consider a proposed Township Committee resolution which would authorize that certain properties on South Avenue and Chestnut Street be designated as an area in need of rehabilitation. Commissioner Hannen spoke about his concerns regarding the transparency of the motion. Mr. Cooper responded. He noted the proposed motion entailed a referral to the Planning Board. He stated that the matter would return to the Township Committee for review and possible adoption. Discussion ensued.

Commissioner Gareis made a motion to refer to the Planning Board a proposed Township Committee resolution pertaining to the designation of certain properties on South Avenue and Chestnut Street as an area in need of rehabilitation. Deputy Mayor Andrews seconded the motion. Mayor Miller Prunty, Deputy Mayor Andrews, Commissioner Gareis and Commissioner O'Connor voted in favor of the motion. Commissioner Hannen voted against it.

Renewing Drive-in Theater at Orange Avenue Pool

Deputy Mayor Andrews spoke about Cranford Theater's interest in renewing an agreement with the Township to utilize the Orange Avenue Pool parking lot to administer a Drive-In Movie Theater from April 26th to November 28th. He briefly elaborated and encouraged the Commissioners to let him know if they had questions about this matter.

Request to Apply to New Jersey Department of Transportation (NJ DOT) for a Pedestrian Improvement Grant for North Avenue

Deputy Mayor Andrews spoke about working to obtain grant monies to conduct a traffic study for North Avenue. If authorization was reached on this matter, Deputy Mayor Andrews stated the Township would reach out to the New Jersey Department of Transportation Bureau of Safety, Office of Bicycle and Pedestrian Programs for funding consideration.

Commissioner Reports

Commissioner Hannen spoke about the need for snow clearance on the sidewalks in the Downtown area. Mayor Miller Prunty spoke about the warm weather expected for the following day.

Affordable Housing Ordinances, No. 2021—03 and No. 2021-04

Township Attorney Ryan Cooper noted that the Affordable Housing Ordinances, No. 2021—03 and No. 2021-04, were introduced and considered during the Official Meeting that evening. He encouraged the Commissioners to contact him if they had questions about the ordinances.

Closed Session

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

Resolution No. 2021-98.5

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
- South Avenue and Chestnut Street Rehabilitation

Personnel

- Department of Public Works
- Municipal Court
- Tax Collector Department

Minute review

- Closed Session Minutes of February 8, 2021

Recorded Vote:

Aye: Mayor Miller Prunty, Deputy Mayor Andrews, Commissioners Gareis, Hannen, & 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 9:41 p.m.

On motion of Commissioner Hannen, seconded by Commissioner O'Connor and passed, the Township Committee adjourned at 9:42 p.m.

Respectfully submitted,

Patricia Donahue
Township Clerk

Dated: February 23, 2021