

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **September 23, 2019** at **7:01 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 Ann Dooley  
Commissioner Thomas H. Hannen, Jr.  
Commissioner Jean-Albert Maisonneuve  
Commissioner Mary O'Connor\*

**Absent:** None

\*Commissioner O'Connor arrived to Room 108 at 7:04 p.m.

### **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.

### **Closed Session**

On motion of Deputy Mayor Dooley, seconded by Commissioner Maisonneuve and passed, the following resolution was adopted by roll call vote:

### **Resolution No. 2019-93.24**

**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**

- Fire Department – Emergency Medical Technician (EMT)

### **Real Estate**

- 375 Centennial Avenue

### **Legal Matters**

- Legal Update
- Affordable Housing Update - 201 Walnut Avenue and 2 Chestnut Street

### **Contractual**

- Township Administrator

### **Minute Review**

- Closed Session Minutes of August 12<sup>th</sup>, September 9<sup>th</sup>, and September 10, 2019

### **Recorded Vote:**

Aye: Mayor Giblin, Deputy Mayor Dooley, Commissioners Hannen, Maisonneuve and O'Connor\*

Nay: None

Abstained: None

Absent: None

On motion of Commissioner Hannen, seconded by Deputy Mayor Dooley and passed, the Township Committee returned to open session at 7:52 p.m.

### **Public Comments**

Ms. Loretta Smith of 21 Oneida Place inquired about the following evening's Official Meeting resolution pertaining to the opening of a moratorium road (Mohawk Drive.)

Ms. Barbara Krause of 20 Pittsfield Street thanked the Township for new grass and briefly elaborated. She spoke about correspondence with the Historical Society regarding a bush purchase from Dreyer Farms. Ms. Krause then inquired whether residents' taxation contribution to Union County could be reduced.

### **General Capital Fund Improvement Authorization - Cancellation of Unfunded balances**

Commissioner Hannen spoke about his concern with the following evening's proposed resolution pertaining to the cancellation of unfunded balances (proposed Resolution 2019-317.) Committee consensus was reached to remove the resolution from the following evening's Official Meeting Agenda.

### **NJ DOT FY 2017 and FY 2018 South Union Avenue Improvements Contract Award**

Administrator Jamie Cryan stated that the Township had received two bids for the NJ DOT FY 2017 and FY 2018 South Union Avenue Improvements at the bid opening. Mr. Cryan stated that Maser Consulting recommended the contract for such work be awarded to the lowest bidder, P & A Construction Inc.

### **Provision of the Pavement Management/Assessment Program Contract Award**

Administrator Cryan stated that he was waiting to hear from other municipalities regarding their experience with the provision of "Pavement Management/Assessment Program" services. Discussion ensued. Commissioner O'Connor suggested that the Township utilize its own

resources. Commissioner Maisonneuve inquired whether the Township was conducting due diligence. Administrator Cryan stated that he would circulate other municipalities' feedback upon receipt but in the meantime the resolution awarding a contract for the provision of Pavement Management/Assessment Program services would be removed from the following evening's agenda.

### **Provision of Information Technology Management and Computer Consulting Services Contract Award**

Administrator Cryan stated that there had been 5 (five) RFP/RFQ submissions for the provision of "Information Technology Management and Computer Consulting Services". He stated that the Police Chief and Fire Chief would provide feedback on the bid submissions.

### **Provision of Payroll, Time, Attendance and Human Resource Management Services Contract Award**

Administrator Cryan stated that there would be no recommendation at this time to award a contract for the provision of Payroll, Time, Attendance and Human Resource Management Services. He briefly elaborated.

### **2020 Census**

Mayor Giblin stated that Zoning Officer Jason Bottcher, Township Administrator Jamie Cryan and he attended a recent meeting at the County regarding the 2020 Census. Administrator Cryan noted that from a grants standpoint, it is important to get residents counted.

### **Township purchase of 375 Centennial Avenue – Next Steps**

Mayor Giblin thanked the Township Attorney Ryan Cooper, CFO Lavona Patterson and Township Administrator Jamie Cryan for their work with the real estate closing of 375 Centennial Avenue. Mr. Cryan stated that he went on a walk-through of the building with DPW Superintendent Steve Wardell and Recreation Director Steve Robertazzi. Mr. Cryan also spoke about resident Rich Pierce's feedback regarding the newly-acquired parcel. Discussion ensued pertaining to needed improvements such as turf and lighting. Mayor Giblin noted that a vendor had approached the Township regarding facility management. Discussion ensued.

### **Department of Public Works Superintendent Job Search Update**

Administrator Cryan spoke about the resumes received for the Department of Public Works Superintendent opening. Discussion ensued on next steps in the hiring process.

### **Airbnb**

Township Attorney Ryan Cooper stated that his office had conducted a survey of other municipal ordinances pertaining to Airbnb. He noted that they had pulled ordinances which both regulated and opposed Airbnb. Discussion ensued regarding Airbnb rentals in the Downtown area versus

Airbnb rentals in the residential area. Mayor Giblin requested that Mr. Cooper circulate the gathered ordinances and then work on drafting an ordinance for Cranford. Further discussion ensued.

### **Review Official Meeting Agenda**

Referring to the Bill List, Deputy Mayor Dooley stated that she had questions which had been answered by Administrator Jamie Cryan.

Township Attorney Ryan Cooper spoke about a bid award letter of protest which had just been received regarding the Police Cooperative bid. A brief discussion ensued.

### **Minute Approval – Closed Session Minutes of August 12<sup>th</sup> and September 10, 2019**

Deputy Mayor Dooley motioned to approve the Closed Session minutes of August 12<sup>th</sup> and September 10, 2019. Commissioner O'Connor seconded the motion to approve the Closed Session minutes of August 12<sup>th</sup> and September 10, 2019. Each member of the Township Committee voted "aye" in favor of these motions.

### **Township Administrator Report**

Administrator Jamie Cryan stated that the Borough of Madison Administrator had informed him that Madison would no longer provide Health Shared Services.

### **Commissioner Reports**

Commissioner Hannen stated that a FEMA meeting was scheduled to occur at the Township on the upcoming Friday. He provided an update on the Mayors Council Rahway River Watershed Flood Control group.

Referring to the recent bid request for the "Desilting of the Rahway River and Replacement of Dam Gates at Droescher's Dam and Hansel Dam," Mayor Ann Dooley inquired whether such project could be completed in 2019.

### **.Closed Session**

On motion of Deputy Mayor Dooley, seconded by Commissioner Hannen and passed, the following resolution was adopted by roll call vote:

### **Resolution No. 2019-93.24**

**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**

- Fire Department – Emergency Medical Technician (EMT)

**Real Estate**

- 375 Centennial Avenue

**Legal Matters**

- Legal Update
- Affordable Housing Update - 201 Walnut Avenue and 2 Chestnut Street

**Contractual**

- Township Administrator

**Minute Review**

- Closed Session Minutes of August 12<sup>th</sup>, September 9<sup>th</sup>, and September 10, 2019

**Recorded Vote:**

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

On motion of Deputy Mayor Dooley, seconded by Commissioner O'Connor and passed, the Township Committee returned to open session at 10:12 p.m.

On motion of Deputy Mayor Dooley, seconded by Commissioner O'Connor and passed, the Township Committee adjourned at 10:13 p.m.

Respectfully submitted,

Patricia Donahue  
Township Clerk

Dated: September 23, 2019