

The Minutes of the **Workshop Meeting** of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **November 25, 2019** at **7:03 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 Dooley\*  
Commissioner Thomas H. Hannen, Jr.\*  
Commissioner Jean-Albert Maisonneuve  
Commissioner Mary O'Connor

**Absent:** None

\*Deputy Mayor Dooley arrived to Room 108 at 7:07 p.m.

\* Commissioner Hannen arrived to Room 108 at 7:16 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 Commissioner O'Connor, seconded by Commissioner Hannen and passed, the following resolution was adopted by roll call vote:

### **Resolution No. 2019-93.30**

**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**

- Police - Communications Officers

#### **Legal Matters**

- Legal Update
- Affordable Housing

#### **Contractual**

- 2020 Professional Services

#### **Minute Review**

- Closed Session Minutes of September 23<sup>rd</sup>, October 28<sup>th</sup>, October 29<sup>th</sup> and November 12, 2019

### Recorded Vote:

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

On motion of Commissioner O'Connor, seconded by Deputy Mayor Dooley and passed, the Township Committee returned to open session at 7:34 p.m.

### **Parking Committee Update**

Police Chief Ryan Greco and Detective Steve D'Ambola were present.

Deputy Mayor Dooley provide an update on the Parking Committee. She then provided an overview of the Downtown Parking Garage. Discussion ensued on total number of parking spots and permit spots, parking for Downtown store employees, number of Parking Garage 12 (twelve) hour spots, parking spots on the top deck of the Parking Garage and its underutilization, Downtown store employee utilization of the top deck of the Parking Garage and the 9 (nine) hour parking permit wait list.

Deputy Mayor Dooley stated that they planned on obtaining more data for Walnut Avenue at Chestnut Street parking. Chief Greco stated that parking throughout the Downtown area would be evaluated in early 2020. Commissioner Maisonneuve spoke about the need to look at Downtown store employee parking. Chief Greco stated that for the past two years, there was a wait list for the 9 (nine) hour parking permits and that this was currently under review. Mr. Cryan noted that enforcement, while a "dirty word," was something that should be considered. He thought that review of the Parking Garage top deck was a good initiative. Discussion ensued regarding the current permit renewal period. Detective D'Ambola stated that their department was addressing the parking permit complaints found on social media. Deputy Mayor Dooley noted that a change had been made at Centennial at Winans Avenue with the removal of a parking spot for safety reasons.

Commissioner Hannen inquired about what level the proposed electric car charging stations would be on at the Parking Garage. Detective D'Ambola responded that they were expected to be installed on the first floor.

### **Proposed PILOT Agreement (Birchwood Avenue) Ordinance**

Commissioner Hannen asked if the Township Committee's previous discussion regarding a proposed Birchwood PILOT agreement matched the proposed Birchwood ordinance for consideration at the following evening's meeting. Mayor Giblin noted that the proposed ordinance should not tie the hands of future Township Committees. Commissioner Hannen responded that the Township Committee should bind the future. Discussion ensued, including discussion as to whether the proposed 70 (seventy) per cent payment to the School Board would be calculated before or after the 5 (five) per cent payment to County.

Deputy Mayor Dooley stated that it was the Township's obligation to pay the School Board a percentage only on monies received from the Birchwood property owner. Deputy Mayor Dooley

emphasized to Township Clerk Patricia Donahue that this point appear in the Meeting minutes. She further elaborated and stated that the Board of Education's payments would follow the fortune of the Township, i.e., if the Birchwood property owner did not pay the Township their taxes, then the School Board would not get a payment.

Administrator Jamie Cryan spoke about school age enrollee audit trails. Mayor Giblin requested that such wording be included in the ordinance. Township Attorney Ryan Cooper stated that he would add such wording to the proposed ordinance.

### **Expansion of First Aid Squad Building**

Administrator Jamie Cryan stated that the Cranford First Aid Squad was interested in renovating and expanding their building. Mayor Giblin inquired about the process. Mr. Cryan explained that the Township is the owner of First Aid Squad's property. Township Attorney Ryan Cooper stated that because the Township owns the property, representatives from the Township have to sign the Planning Board application. Discussion ensued. The Mayor requested that an architect and/or representative from the First Aid Squad present the proposed building expansion plan at the next Township Committee meeting.

### **Shared Services Agreement with the Borough of Garwood for:**

- Uniform Construction Code Construction Official Services
- Uniform Construction Sub-Code Official Services

Administrator Jamie Cryan stated that the Borough of Garwood was interested "re-negotiating" their current contract with the Township for the provision of Uniform Construction Code Official Services and Sub-Code Official Services. Mr. Cryan noted that the contract was expected to expire in August 2021. He stated that Garwood was very happy with the Township's services. Discussion ensued, specifically regarding obtaining reimbursement for the cost of a SDL program seat. Mr. Cryan noted that Garwood was also interested in utilizing the services of the Township's Zoning Officer for small residential issues. However, Mr. Cryan noted that Mr. Bottcher was very busy with his work for Cranford.

### **2020-2021 CDBG Grant Application**

Administrator Jamie Cryan spoke about the distributed Community Development Block Grant proposal for Year XLVI. Such proposal included these projects:

- |   |             |
|---|-------------|
| 1. Senior Citizen Nutrition Program       | \$ 8,600.00 |
| 2. Handicap Ramp Replacement Program      | \$30,000.00 |
| 3. Senior Citizen Social Services Program | \$59,075.20 |

A brief discussion ensued regarding how each of the funding requests had been utilized in previous years. Committee consensus was reached to move forward with the following evening's (November 26<sup>th</sup>) Township Committee Meeting's Resolution No. 2019-396 to authorize the execution and submission of CDBG Year 46 applications.

## **2020 Township Employee Holiday Schedule**

Administrator Jamie Cryan discussed the proposed 2020 Employee holiday schedule (as per proposed Resolution Number 2091-390.) Committee consensus was reached to move forward with the proposed the holiday schedule.

## **2020 Committee Volunteer Appointments**

The 2020 Committee volunteer appointments were discussed by the Committee. Mayor Giblin requested that members of the Committee review the volunteer names associated with the Committees they “sat” on. Further discussion ensued as to whether Committees should forward their agendas and meeting minutes to the Township Clerk’s office on a regular basis. Township Attorney Ryan Cooper provided counsel as to when that would be appropriate. Additional discussion ensued as to how to notify the public that they could apply for Committee positions.

## **Vacation Carryover**

Administrator Jamie Cryan discussed employee remaining 2019 vacation day “carry over” into 2020. Discussion ensued including discussion as to whether the vacation carry over guidelines were in the Personnel manual. Administrator Cryan stated that he would find out. Mayor Giblin suggested that this agenda item be further discussed at the following evening’s Conference Meeting.

## **501C(3) Entities – Township Insurance and Jurisdiction**

Deputy Mayor Dooley spoke about 501C(3) entities and their relationship to the Township. She asked Administrator Cryan and Township Attorney Cooper to provide counsel to both the Township Committees and the Township so that both the Committees and the Township would be protected. Deputy Mayor Dooley inquired who was “properly” under our umbrella and who was not. Mayor Giblin suggested that we reach out to other municipalities for their experience with this issue. Discussion ensued.

## **2020 RFP/RFQ Professional Services Process Update and Scope**

Township Clerk Patricia Donahue stated that the Professional Services Request for Proposal and Request for Qualifications Summary Sheets would be distributed the following evening. She stated that the 2020 Professional Services selection would be proposed for the December 16<sup>th</sup> and December 17<sup>th</sup> Township Committee Meeting agendas. Discussion ensued.

## **Pickle Ball at 375 Centennial**

Commissioner Hannen suggested that when the property at 375 Centennial “gets” heat, the Township could utilize the space for Pickle Ball and thus, could collect revenue. A brief discussion ensued.

## **Review Official Meeting Agenda**

Mayor Giblin inquired if the Resolution pertaining to Domestic Violence (Resolution No. 2019-398) should be considered as a proclamation at the following evening’s Township Committee Official Meeting. Administrator Jamie Cryan responded that the Resolution pertained to a

Statewide Domestic Violence Policy for public employers and therefore, it was appropriate to be considered as a resolution.

### **Minute Approval – Closed Session Minutes of September 23<sup>rd</sup>, October 28<sup>th</sup>, October 29<sup>th</sup> and November 12, 2019**

Commissioner Hannen made a motion to adopt the Closed Session minutes of September 23<sup>rd</sup>, October 28<sup>th</sup>, October 29<sup>th</sup> and November 12, 2019. Commissioner O'Connor seconded the motion and members of the Committee voted to approve the September 23<sup>rd</sup>, October 29<sup>th</sup> and November 12, 2019 Closed Session minutes. Mayor Giblin, Deputy Mayor Dooley, Commissioners Hannen and O'Connor voted to approve the October 28<sup>th</sup> Closed Session minutes. Commissioner Maisonneuve abstained on voting for the October 28<sup>th</sup> Closed Session minutes.

### **Township Administrator Report**

Administrator Jamie Cryan thanked the Township Committee for the opportunity to attend the previous week's New Jersey League of Municipalities Conference in Atlantic City. He stated 1) that the courses were very good and 2) that he attended ethics classes.

### **Commissioner Reports**

The Mayor spoke about a recent meeting he attended with Commissioner Hannen and representatives from PSE&G. He spoke about PSE&G's plans to put the Powerline Upgrade project "on hold" as well their interest in finding another route for the project.

### **Public Comments**

Mayor Giblin opened the public comments portion of the meeting and asked if there were any questions or comments.

Ms. Barbara Krause of 20 Pittsfield Street spoke about Post Office improvements. She stated that perhaps Congressman Malinowski could assist in this matter. Ms. Krause then spoke about what she considered were 2 (two) "good news" items, specifically the installation of 10 (ten) "no parking" signs on South Avenue East and a recent Police presentation on TV Channel 35. She stated that Mr. Matt Nazzaro of the Police Department does a wonderful job. Ms. Krause provided an update on her attendance at a recent Union County Air Traffic and Noise Advisory Board meeting.

Ms. Rita LaBrutto of 104 Arlington Road requested that the Parking Committee consider the development at 109 Walnut Avenue. She then spoke about the City of Summit's use of the car service, Uber. Members of the Township Committee responded.

In regards to the proposed PILOT agreement, Ms. LaBrutto stated the Board of Education was going to take a "big hit." She commented that if one development in Cranford was allowed to enter into a PILOT agreement, then all of the Cranford developments should be considered for PILOT agreements.

Ms. LaBrutto elaborated further about building parking lots in Cranford and the proposed expansion of the First Aid Squad building. Ms. LaBrutto inquired about the Fairness Hearing. Township Attorney Ryan Cooper responded.

Ms. LaBrutto inquired about the Settlement Agreement, specifically pertaining to age restriction and condemnation. Ms. LaBrutto inquired whether the Township still had an Affordable Housing consultant. Discussion ensued regarding group homes.

Ms. Barbara Krause commented on 1) the Township's approach to soliciting volunteer appointments for 2020 Committees and 2) a possible location on North Avenue for the First Aid Squad.

Ms. Alison Mennor of 230 North Avenue West spoke about her recent experience with Garwood's Building department and her request for a SIC Manual.

Hearing no further comments, Mayor Giblin closed the public comment portion of the meeting.

### **Late Starter – Proposed 2020 Township Committee Meeting Calendar**

Mayor Giblin stated that he distributed a proposed 2020 Township Committee Meeting Calendar that afternoon. He requested that this matter be placed on the following evening's Conference Meeting agenda.

On motion of Commissioner Maisonneuve, seconded by Commissioner O'Connor and passed, the Township Committee adjourned at 9:15 p.m.

Respectfully submitted,

Patricia Donahue  
Township Clerk

Dated: November 25, 2019