

**BOROUGH OF ROSELLE  
MAYOR & COUNCIL  
WORKSHOP MEETING MINUTES  
NOVEMBER 6, 2019**

Mayor Dansereau called the Workshop meeting of the Mayor and Council of the Borough of Roselle, Union County, New Jersey, held at Borough Hall, 210 Chestnut Street, Roselle, New Jersey to order on November 6, 2019 at 6:33 P.M. The flag salute was done and the invocation was given by Mayor Dansereau.

The Acting Municipal Clerk, Ms. Massey, read the “Open Public Meetings Act” compliance statement.

**STATEMENT OF COMPLIANCE**

This is to state for the record that this meeting is being held according to the requirements of the Open Public Meetings Act, Section 5, Chapter 231, P.L. 1975, by posting and maintaining the annual notice of regular and workshop meetings on the Borough Hall Bulletin Board, by emailing the Annual Notice of Regular and Workshop meetings for 2019 to the Union County Local Source and The Home News Tribune in 2019, by posting on the Borough of Roselle website and by filing said notice in the Office of the Municipal Clerk.

**ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Reginald Atkins	Councilman	P	
Kim Shaw	Councilwoman	Excused Absence	
Cynthia Johnson	Councilwoman	P	
Brandon Bernier	Councilman	P	
John Fortuna	Councilman	P	
Denise Wilkerson	Councilwoman	P	
Christine Dansereau	Mayor	P	

**DEPARTMENT AND OFFICIAL’S REPORTS**

1. Pamela Steele, Tax Assessor – Ms. Steele was not available to give a departmental report.

**PRESENTATIONS**

Anders Hasseler, CFO & Warren Korecky, Auditor, Suplee & Clooney, gave a presentation on the Audit Report and talked about some of the findings. He explained a chart of comments, which showed comments and recommendations, as well as how many times a particular comment appears, and for how long. He said that most of the comments were repeated year after year; and that some did get fixed. Warren Korecky, added that the Audit is not just a Financial

Audit; but also a Compliance Audit. He said that many of the comments cited in the Finance Department were due to the lack of continuity with CFO's; and that the position of CFO is not one that can be filled on a part-time basis.

Mr. Korecky then entertained questions from the Mayor and Council.

**Anders Hasseler, CFO**, then explained the report and Discussion of Best Practices. There were no questions from the Governing Body.

#### **COMMENTS AND REPORTS BY ADMINISTRATOR**

Borough Administrator, Jack Layne, reported that leaf pick-up will be in effect until February, weather permitting, following the same schedule as the Recycling Schedule. He said that 40 new trees are expected to be planted; and announced the Kids Recreation Trust Fund Grant for park upgrades. He talked about road work and paving on Wheatsheaf Road and Chandler Avenue. He said that the Borough did experience a cybersecurity breach due to malware, which had been neutralized at the time of his report.

He then answered questions from the Governing Body Members.

#### **NEW VOTING BUSINESS**

**Motion by Councilman Fortuna, seconded by Councilwoman Wilkerson to adopt Resolution Number 2019-285.**

#### **RESOLUTION NUMBER 2019-285**

#### **RESOLUTION TO AUTHORIZE THE SUBMISSION OF THE CORRECTIVE ACTION PLAN FOR THE CALENDAR YEAR 2018 MUNICIPAL AUDIT**

**WHEREAS**, the State of New Jersey, Division of Local Government Services requires the Chief Financial Officer and other Borough officials to prepare a Corrective Action Plan for all recommendations reflected in the annual audit; and

**WHEREAS**, the Borough's Calendar Year 2018 Audit included certain recommendations which require corrective action; and

**WHEREAS**, the Corrective Action Plan is attached hereto, and incorporated by reference.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Borough Council of the Borough of Roselle, County of Union, and State of New Jersey hereby authorizes the submission of the Corrective Action Plan for the Calendar Year 2018 Audit to the Division of Local Government services.

**BE IT FUTHER RESOLVED**, by the Mayor and Council of the Borough of Roselle, County of Union, and State of New Jersey that the Chief Financial Officer be directed to forward two copies

of this resolution along with the Corrective Action Plan to the Division of Local Government Services.

I, Lydia D. Massey, Acting Borough Clerk of the Borough of Roselle, in the County of Union, State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Borough Council of the Borough of Roselle, County of Union, State of New Jersey at a Workshop meeting of said Council held November 6, 2019.

<b>Vote Record – Resolution Number 2019-285</b>				
	Ayes	Nays	Abstain	Absent
Councilman Atkins	x			
Councilwoman Shaw				x
Councilwoman Johnson	x			
Councilman Bernier	x			
Councilman Fortuna	x			
Councilwoman Wilkerson	x			
<input checked="" type="checkbox"/> <b>Adopted</b> <input type="checkbox"/> Adopted as Amended <input type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Withdrawn				

**Motion by Councilman Bernier, seconded by Councilman Fortuna, to adopt Resolution Number 2019-286.**

**RESOLUTION NUMBER 2019-286**

**RESOLUTION OF MAYOR AND COUNCIL APPROVING SUBMISSION OF 2019 BEST PRACTICES INVENTORY TO THE DIVISION OF LOCAL GOVERNMENT SERVICES**

**WHEREAS**, the Borough of Roselle was required to complete a Best Practices Inventory for 2019 which was submitted to the Division of Local Government Services by the CFO by the due date of October 30, 2019; and

**WHEREAS**, the Division of Local Government Services allowed the Best Practices Inventory for 2019 to be submitted prior to review and approval of submission by the Mayor and Council due to the Division of Local Government Services having drafted the Best Practices Inventory later than anticipated; and

**WHEREAS**, both the CFO and the Borough Administrator completed the Best Practices Inventory for 2019 and both were in agreement on the answers submitted in the Best Practices Inventory; and

**WHEREAS**, after completion of the Best Practices Inventory for 2019, the Borough of Roselle scored a 39 which resulted in no aid being withheld.

**NOW, THEREFORE, BE IT RESOLVED**, per the above information regarding the Best Practices Inventory for 2019, that the Mayor and Council of the Borough of Roselle approve the submission of the Best Practices Inventory 2019 as prepared by the CFO and the Borough Administrator for the Borough of Roselle.

I, Lydia D. Massey, Acting Borough Clerk of the Borough of Roselle, in the County of Union, State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Borough Council of the Borough of Roselle, County of Union, State of New Jersey at a Workshop meeting of said Council held November 6, 2019.

<b>Vote Record – Resolution Number 2019-286</b>				
	Ayes	Nays	Abstain	Absent
Councilman Atkins	x			
Councilwoman Shaw				x
Councilwoman Johnson	x			
Councilman Bernier	x			
Councilman Fortuna	x			
Councilwoman Wilkerson	x			
<input checked="" type="checkbox"/> <b>Adopted</b> <input type="checkbox"/> Adopted as Amended <input type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Withdrawn				

**Motion by Councilman Atkins, seconded by Councilwoman Johnson, to adopt Resolution Number 2019-287.**

**RESOLUTION NUMBER 2019-287**

RESOLUTION AUTHORIZING THE INSERTION OF SPECIAL ITEMS OF REVENUES AND APPROPRIATIONS IN THE 2019 MUNICIPAL BUDGET, PURSUANT TO N.J.S.A. 40A:4-87 – YEAR 45 CDBG PROGRAM (CODE ENFORCEMENT)

**WHEREAS**, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

**WHEREAS**, the Director may also approve the insertion of an item of appropriation for equal amount;

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Body of the Borough of Roselle in the County of Union, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2019 in the sum \$20,000.00 as a result of a letter from the County of Union informing the Borough of Roselle of such award under the Year 45 CDBG program.

**BE IT FURTHER RESOLVED**, that the like sum of \$20,000.00 be appropriated under the caption:

Revenue: Year 45 CDBG Program - 2019  
 Appropriations: Year 45 CDBG Program - 2019

I, Lydia D. Massey, Acting Borough Clerk of the Borough of Roselle, in the County of Union, State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Borough Council of the Borough of Roselle, County of Union, State of New Jersey at a Workshop meeting of said Council held November 6, 2019.

<b>Vote Record – Resolution Number 2019-287</b>				
	Ayes	Nays	Abstain	Absent
Councilman Atkins	x			
Councilwoman Shaw				x
Councilwoman Johnson	x			
Councilman Bernier	x			
Councilman Fortuna	x			
Councilwoman Wilkerson	x			
<input checked="" type="checkbox"/> <b>Adopted</b> <input type="checkbox"/> Adopted as Amended <input type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Withdrawn				

**Motion by Councilman Fortuna, seconded by Councilman Atkins, seconded by Councilman Bernier, to adopt Resolution Number 2019-288.**

**Discussion:**

Councilwoman Johnson asked if the grant was for all Senior Services.

Mayor Dansereau answered “yes”

**RESOLUTION NUMBER 2019-288**

RESOLUTION AUTHORIZING THE INSERTION OF SPECIAL ITEMS OF REVENUES AND APPROPRIATIONS IN THE 2019 MUNICIPAL BUDGET, PURSUANT TO N.J.S.A. 40A:4-87 – YEAR 45 CDBG PROGRAM – 2019 (SENIOR CITIZENS)

**WHEREAS**, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

**WHEREAS**, the Director may also approve the insertion of an item of appropriation for equal amount;

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Body of the Borough of Roselle in the County of Union, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2019 in the sum \$12,250.00 as a result of a letter from the County of Union informing the Borough of Roselle of such award under the Year 45 CDBG program.

**BE IT FURTHER RESOLVED**, that the like sum of \$12,250.00 be appropriated under the caption:

Revenue: Year 45 CDBG Program - 2019  
 Appropriations: Year 45 CDBG Program - 2019

I, Lydia D. Massey, Acting Borough Clerk of the Borough of Roselle, in the County of Union, State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Borough Council of the Borough of Roselle, County of Union, State of New Jersey at a Workshop meeting of said Council held November 6, 2019.

<b>Vote Record – Resolution Number 2019-288</b>				
	Ayes	Nays	Abstain	Absent
Councilman Atkins	x			
Councilwoman Shaw				x
Councilwoman Johnson	x			
Councilman Bernier	x			
Councilman Fortuna	x			
Councilwoman Wilkerson	x			
<input checked="" type="checkbox"/> <b>Adopted</b> <input type="checkbox"/> Adopted as Amended <input type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Withdrawn				

**Motion by Councilman Fortuna, seconded by Council President Wilkerson, to adopt Resolution Number 2019-289.**

**Discussion:**

Councilman Atkins asked CFO, Anders Hasseler, exactly what the \$70,000.00 was for; and asked for an itemized list of expenses.

Anders Hasseler, explained that the \$70,000.00 was for the Department of Public Works, for everything other than Salary and Wages. He also explained the need for the transfers and how he decided which other line items to transfer from.

Councilwoman Johnson stated that she was confused.

**RESOLUTION NUMBER 2019-289**  
**TRANSFER OF FUNDS BETWEEN LINE ITEMS**

**WHEREAS**, the Chief Financial Officer has determined that it is necessary to make the following transfers between budget line items in order to pay 2019 invoices;

From: O/E Mayor & Council	\$ 4,000
From: O/E Revenue	\$ 4,000
From: O/E Economic Development	\$ 5,000
From: O/E Zoning Board	\$ 2,000
From: S/W Code Enforcement	\$ 15,000
From: O/E OEM	\$ 4,000
From: S/W Police Department	\$ 14,000
From: O/E Shade Tree	\$ 12,000
From: O/E Municipal Services Act	\$ 5,000
From: O/E Parks & Playground	\$ 5,000
To: O/E DPW	\$ 70,000

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Roselle, that the Chief Financial Officer be and is hereby authorized and directed to make the necessary transfers per above.

I, Lydia D. Massey, Acting Borough Clerk of the Borough of Roselle, in the County of Union, State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Borough Council of the Borough of Roselle, County of Union, State of New Jersey at a workshop meeting of said Council held November 6, 2019.

<b>Vote Record – Resolution Number 2019-289</b>				
	Ayes	Nays	Abstain	Absent
Councilman Atkins		x		
Councilwoman Shaw				x
Councilwoman Johnson		x		
Councilman Bernier	x			

Councilman Fortuna	x			
Councilwoman Wilkerson	x			
<input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as Amended <input checked="" type="checkbox"/> <b>Defeated</b> <input type="checkbox"/> Tabled <input type="checkbox"/> Withdrawn				

**SETTING THE AGENDA FOR THE NOVEMBER 13, 2019 REGULAR MEETING**

Mayor Dansereau asked if any Council Members wanted to make a consent agenda for the November 13, 2019 Regular Meeting.

**CORRESPONDENCE**

Letter from Mayor Dansereau Appointing a Member to the Planning Board

**PROCLAMATIONS**

- Veterans Day 2019
- 2019 Little Free Library
- 2019 Raymond J. Lesniak Recovery High School
- 2019 Children’s Book Week Centennial Celebration

**PRESENTATION**

Anders Hasseler, CFO – Presentation on the Audit

**APPROVAL OF MINUTES OF MEETINGS**

- Minutes of the Mayor and Council Regular Meeting – September 18, 2019
- Minutes of the Mayor and Council Workshop Meeting – October 9, 2019
- Minutes of the Closed Executive Session – October 9, 2019

**COMMITTEE REPORTS**

**INTRODUCTION, CONSIDERATION AND PASSAGE OF ORDINANCES**

**ORDINANCE ON SECOND READING & FINAL PASSAGE** – Ordinance 2607-19

**AMENDING AN ORDINANCE ENTITLED “AN ORDINANCE FIXING THE SALARIES OF CERTAIN OFFICIALS AND EMPLOYEES OF THE BOROUGH OF ROSELLE IN THE COUNTY OF UNION, STATE OF NEW JERSEY”** [Public Hearing November 13, 2019]

**ORDINANCE ON SECOND READING & FINAL PASSAGE** – Ordinance 2608-19

**AN ORDINANCE TO AMEND CHAPTER 100-3 OF THE CODE OF THE BOROUGH OF ROSELLE ENTITLED “STAFFING LEVELS”** [Public Hearing November 13, 2019]



**ORDINANCE ON INTRODUCTION & FIRST READING** – Ordinance 2609-19

**AN ORDINANCE AMENDING ORDINANCE NUMBER 2465-13 PROCEDURE FOR PAYMENT FOR POLICE OFFICER OFF-DUTY EMPLOYMENT** [Public Hearing December 18, 2019 Pending Approval]

**ORDINANCE ON INTRODUCTION & FIRST READING** – Ordinance 2610-19

**ORDINANCE ESTABLISHING A TWO HOUR PARKING ZONE ON W. 1ST AVENUE BETWEEN LAUREL STREET AND GORDON STREET** [Public Hearing December 18, 2019 Pending Approval]

**PUBLIC COMMENTS (on Pending resolutions only)**

**CLOSED EXECUTIVE SESSION**

2019- Resolution for Closed (Executive) Session *[If Necessary]*

**RESOLUTIONS**

<b>Borough Administrator</b>	
1.	Resolution Approving a Memorandum of Understanding Between the Borough of Roselle and OPEIU Local 32 (White Collar) Unit
2.	A Resolution Establishing Goals for Contracting With Veteran Owned Business Enterprises, Hiring Veterans in the Municipal Workforce and Recognizing the Military Service of Residents in the Civic Affairs of the Borough of Roselle
<b>Borough Attorney</b>	
3.	Resolution of the Borough Council of the Borough of Roselle Authorizing the Execution of a Settlement Agreement with George Phipps
<b>Engineering</b>	
4.	Resolution Authorizing Professional Engineering Design Services in Connection With the 2019 Traffic Safety Improvements Funded by the Municipality Within the Borough of Roselle, Union County, New Jersey
5.	Resolution Authorizing Professional Engineering Design Services in Connection With the 2019 Various Roadway Improvements Funded by the Municipality Within the Borough of Roselle, Union County, New Jersey
<b>Grant Writer</b>	

6.	Resolution to Authorize the Filing of 2020 - Year 46 Union County Community Development Block Grant Application for Social Services [To be provided]
7.	Resolution to Authorize the Filing of 2020 - Year 46 Union County Community Development Block Grant Application for Housing (Code Enforcement) [To be provided]
8.	Resolution to Authorize the Filing of 2020 - Year 46 Union County Community Development Block Grant Application for Public Improvements [To be provided]
<b>Police Department</b>	
9.	Resolution Authorizing Award of Contract For Locker Room Toilet Alterations at Roselle Police Department
<b>Tax Collector</b>	
10.	Authorize Tax Title Lien Redemptions [To be provided]
11.	Authorize Refund of Tax Overpayments [To be provided]

**PAYMENT OF BILLS**

- 12. A Bill List Dated November 13, 2019

**Discussion of Agenda:**

Borough Administrator, Jack Layne, said that there would be some very minor changes made to the White Collar MOU.

Councilman Bernier asked where the proposed ordinance for two-hour parking came from, and if it would go through the Public Safety Committee before being placed on the next week’s agenda.

Borough Administrator, Jack Layne, said that the ordinance was proposed by Councilwoman Shaw, and went to the Engineer and Police Chief for their input.

Councilwoman Johnson added that there has been no Public Safety Meeting due to holidays and scheduling conflicts.

Discussion continued between Council Members surrounding the need for the ordinance and the exact location covered by the ordinance.

**Workshop Meeting (Cont’d)**

**PUBLIC COMMENT**

- 1. Sylvia Turnage, asked why the Audit Report was presented in a Workshop Meeting. She said that we have a competent CFO, and it’s a disservice to the community when the Audit is presented in during a workshop, which is not televised. She mentioned that according to Best Practices, Auditors should be changed every 5 years; but Suplee &

Clooney have been around for 30 years. She stated that she thinks the malware situation goes deeper than what is being stated. She cautioned the Mayor of trying to control the narrative of comments from professionals; and she said that DPW should be audited. She talked about the resolution to approve the settlement in the matter of George Phipps and asked when it would be discussed, citing that the Mayor previously abstained from the vote on the basis of needed further discussion.

Mayor Dansereau responded that she actually said that she needed more information and clarity as to what was contained in the settlement. She said that she has gotten the clarity that was needed, and is now prepared to vote on the issue.

2. Seth Melendez, Wheatsheaf Road, said that there was a discrepancy between what the Mayor said to him and what was said at the meeting regarding the security breach.

Mayor Dansereau responded that the situation is being handled by the IT Professionals and that's the best that she could tell Mr. Melendez at the time. She said that there is a process that must be followed, and the Borough is doing just that.

Seeing no-one else come forward, Mayor Dansereau closed the Public Comment Portion of the meeting.

### **COUNCIL COMMENT**

Council President Wilkerson thanked all who came out to vote in the recent election. She also said that she was glad to see that some of the Audit comments have been remedied and are being addressed.

Councilman Bernier stated that he didn't have much to report; but would like to glean more information about the cyberattack to share with the public. He said that he would be happy to talk with any of his Council Colleagues about the need to transfer funds and what the transfers effectuate.

Councilwoman Johnson thanked Councilman Bernier for his offer to discuss the transfer resolution that did not pass. She said that she just didn't feel comfortable approving any resolution transferring funds that Department Heads were not aware of. She thanked the residents of the 3<sup>rd</sup> Ward for coming out to the meeting.

Councilman Fortuna reported that he had scheduled a meeting with the Engineers for the following week to get answers to some of the questions that had been brought up at the meeting. He said that some of the questions should be answered at the next Council Meeting.

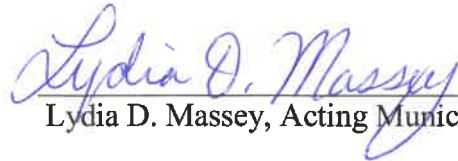
Councilman Atkins commented that it appears that the right eyes and skill set are not in place to take care of the issue with malware. He said that it's important to prevent such security breaches in the future because the people who perpetrate such crimes wait for vulnerability and points of entry.

**MAYOR'S COMMENTS**

Mayor Dansereau thanked everyone for coming out and said that residents don't have to wait for a meeting to ask their questions because she has an open door policy.

**ADJOURNMENT**

On a motion by Councilman Fortuna, seconded by Councilman Bernier, all in favor, none opposed, the meeting was duly adjourned at 8:05pm.

  
Lydia D. Massey, Acting Municipal Clerk