

**BOROUGH OF ROSELLE
MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
NOVEMBER 2, 2022**

Mayor Donald Shaw called the Workshop Meeting of the Mayor and Council of the Borough of Roselle, Union County, New Jersey held at 210 Chestnut Street, Roselle, New Jersey 07203 at 6:30 p.m. The flag salute was recited and the invocation was given by Council Reverend Roy Jones.

Borough Clerk Lisette Sanchez read into the record the “Open Public Meetings Act” compliance statement.

STATEMENT OF COMPLIANCE

The requirements of N.J.S.A. 10:4-6 et seq., the “Sunshine Law” has been met. A notice of this meeting was sent to the Star Ledger, published in the Home News Tribune on December 15, 2021, posted on the Bulletin Board in Borough Hall and on the Borough’s website and filed in the Office of the Municipal Clerk.

ROLL CALL

Present:

Councilman Richard Villeda, First Ward
Councilman Brandon Bernier, Second Ward
Councilwoman Cynthia Johnson, Third Ward (Arrived at 6:33 p.m.)
Councilwoman Cindy Thomas, Fourth Ward
Councilman John Fortuna, Fifth Ward
Council President Denise Wilkerson, At-Large
Mayor Donald Shaw

Also Present:

Lisette Sanchez, Borough Clerk
Rick Smiley, Borough Administrator
Shanel Robinson, Assistant Borough Administrator
Mohammed Jalloh, Borough Attorney

PUBLIC COMMENT

Mayor Shaw opened up the public comments portion of the meeting. There were no public comments; therefore, Mayor Shaw closed the public comments portion of the meeting.

DEPARTMENT REPORTS

Recreation Department – Recreation Leader Eugenia Simms reported the following for the month of October 2022:

- Cancer “Thriving and Surviving” program provided by Union County has ended

- Early voting at the Amalfe Community Center began on October 29, 2022 and will end on November 6, 2022
- The Community Center will be a polling site for the General Election
- Regularly scheduled classes will resume on November 7, 2022
- Security system was updated for the community center by Garden Security
- Flyers for remaining 2022 recreation events have been posted
- Trunk-or-Treat event was a huge success and thanked all who participated
- Winter ice skating event is scheduled for December 10, 2022 from 6:00 p.m. to 8:00 p.m. at the Warinaco Skate Park

Police Department – Police Chief Stacey Williams reported the following for the month of October 2022:

- Provided update on the County Dispatch
- Replacement of officers that resigned and increase overall manpower
- Installation of new Axon car cameras to begin in November 2022
- Calls for service: 2,464
- Area Checks/Park & Walks: 298
- M.V. Accidents: 76
- Drunk Drivers: 4
- Ambulance: 134
- Burglary/Motor Vehicle: 9
- Summons Issued: 732
- Average response time: 3 minutes, 26 seconds
- 1st Unit Response: 3 minutes, 23 seconds

Fire Department – Chief Eric Pearson’s staff member reported the following for the month of October 2022:

- Total fire alarms for 2022: 1,708
- Total ambulance calls for 2022: 2,029
- Total ambulance collection for 2022: \$269,846.41
- Life Hazard Inspections: 297, Local: 489, Closed: 62, Total: 847
- Smoke alarm/CO detectors/fire extinguisher certs:25
- Commercial inspections: 14
- Multiple dwellings: 368 – Lockwood Village & Ardleigh Park Apt.35
- OPRA requests processed: 10
- Violations issued (failed): 11
- Certificate of Inspection issued (passed): 47 (may include violations abated)
- Inspection report worksheets generated: 16
- New Business Registration Forms Processed: 1
- Visited 7 schools during fire prevention week
- Total billing for year 2022: \$21,604
- Participated in Halloween event with the Recreation Department

Engineering– Senior Project Manager Jackie Dirmann reported the following for the month of October 2022:

- 2021 NJDOT Roadways – Drake and W 4th – awaiting schedule for sanitary
- 2022 Paving Program – speed hump construction scheduled for November 5, 2022
- 2022 NJDOT and CDBG Year 48 – Pre-con meeting conducted and water service replacements on-going. Concrete work scheduled in the next two weeks
- Water Company construction – water service replacements on-going until the end of December 2022
- Arminio Field House construction on-going with additional electricians and plumbers added to the project
- Crack Sealing work scheduled to be completed by mid-November 2022
- Traffic Safety Meeting – a 4-way stop study being conducted on Pine & 5th, Walnut and 7th, Rivington & 10th, Harrison & 7th and Thompson Avenue
- Poplar Park – reviewing shop drawings and awaiting material delivery
- 2023 Roadways – preparing Capital Budget request

OEM – OEM Coordinator Reverend Roy Jones reported the following for the month of October 2022:

- Running active drive
- Two (2) new members volunteered
- Working on Emergency Operations Plan with a deadline of November 26, 2022
- Attended basic workshop class on emergency management
- OEM vehicles are up and running
- Membership meeting will take place in the next two weeks
- Purchased new hats and reflective vests
- Members are being encouraged to take FEMA and NJOEM training class such as CPR, defensive driving, first aid and traffic control
- Joint drills with various department will be projected for early Spring

Public Works Department – Supervisor George Phipps reported the following for the month of October 2022:

- Planted mums at Borough Hall, St. Georges Avenue, East 2nd Avenue, Sheridan Avenue, East 3rd, Sheridan Avenue and at the Amalfe Community Center
- Sprayed Borough Hall and DPW building for COVID
- Carpet changes in the Police Department and painted the holding cells
- Shampooed rugs in the Borough Hall Court Room and DPW building
- Winterized Bud Simmons playground
- Rest rooms at Bud Simmons playground will be locked for the remainder of the year
- Computer that operates the Splash Park was returned by the vendor
- Discussed Shade Tree Division, trimming locations, stump removals, streets and roads, mechanics for vehicles in Fire, OEM, Code Enforcement and Public Works
- Provided list of regular sewer flushing

Economic & Housing Development – Redevelopment Coordinator Victor Klymenko reported the following for the month of October 2022:

- 901 Chandler Avenue demolition has been completed
- Completed the St. George’s Avenue redevelopment study
- Proposing to expand the Locust Street in Need of Study
- 110 West 1st Avenue will be resolved shortly
- IHOP gave their updated concept plan
- Moving forward with Roselle Commons/Joy Leaf’s site plan approval
- Still resolving issues with ICCL pilot agreement
- 136-142 East 4th project is moving forward

Code Enforcement – Michael Tisdale reported the following for the month of October 2022:

Revenue:

- CO Fees: \$2,300.00
- Rentals Fees: \$1,450.00
- Vacant Properties Fees: \$00.00
- Zoning Fees: \$615.00
- Total Revenue for October: \$4,365.00

Division:

- 36 high grass violations
- 11 exterior maintenance violations
- 2 interior maintenance violations
- 1 tree violations
- 9 garbage and debris violations
- 13 vehicle violations
- 3 bulk violations
- 0 miscellaneous complaints
- 14 zoning applications
- 1 zoning inspections
- Addressed 12 summonses for the month October

Building – Construction Official Bill Wilkins reported the following for the month of October 2022:

- Number of Permits: 81
- Number of Permit Updates: 6
- Construction Costs: \$996,103.00
- Total Square Footage: 1,658.00
- Fees Waived: \$6.00
- Total Other Fees: \$0.00
- Import – Subcode not specified: \$0.00
- Building: \$7,920.00
- Electrical: \$11,830.00
- Mechanical: \$970.00

- Plumbing: \$4,020.00
- Certificate of Occupancy: Count 1 – Total Certificate Fees \$4,521.00
- Certificate of Approval: Count 50 – Total Certificate Fees \$0.00
- Certificate of Continuing Occupancy: Count 4 – Total Certificate Fees \$800.00
- Non-UCC Certificates: Count 5, Total Certificate Fees \$125.00
- Subcode Fees Grand Total: \$29,015.00
- Certificates Grand Total: \$5,446.00
- Total for October 2022: \$34,461.00

Administration – Assistant Borough Administrator Shanel Robinson reported the following for the month of October 2022:

- Reported on the UEZ applications as it relates to the following:
 - o Sign and facade improvement program /revolving loan program submission for \$350,000.00
 - o Improvement at Chestnut Street with installation of a digital kiosk for a total of \$124,000.53
- Submission of administration fees for fiscal year 2022 is \$26,466.70 and fiscal year 2023 is \$53,907.60
- \$800,000.00 was awarded but the Borough must spend old monies before spending new monies

Grant Officer – David Biunno, Senior Consultant, GLD Associates, Inc. reported the following for the month of October 2022:

- Borough has applied for the following grants:
 - o \$70,001.00 for Automated License Plate Reader Initiative around the Borough, no matching required for the grant
 - o Filed the 2021 Audit on the library contract project and in full compliance
 - o Awarded \$50,000.00 for 2022 Kids Recreational Trust Fund for Pine Street Park and Chandler Avenue Park
 - o Filed application for the National Fitness Campaign grant for the Arminio Field Fitness Court for \$30,000.00

Library – Library Director Jeanne Marie Ryan reported the following for the month of October 2022:

- The contract for the construction of the new library has been awarded.

Finance – Assistant Borough Administrator Shanel Robinson reported on behalf of CFO Judith Curran the following for the month of October 2022:

- Departments have been sending in their 2023 budget requests
- Emailed Department Heads asking them to review the status of their 2022 budgets, any invoices/payments that need to be paid by December 31, 2022 and to provide requests for transfer of funds

- Working on Best Practices and emailed some Department Heads that might be able to provide answers to the Best Practices questions

PRESENTATIONS - None

NEW VOTING BUSINESS

RESOLUTIONS

RESOLUTION NUMBER 2022-336

RESOLUTION AUTHORIZING A CLOSED (EXECUTIVE SESSION)

WHEREAS, Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Roselle Council, County of Union, State of New Jersey, as follows:

1. The public shall be excluded from discussions of and action hereinafter specified as:
 - Personnel Matters
 - Contract Negotiations
 - Contractual Matters
 - Litigation Matters
 - Matters Falling Within Attorney Client Privilege
2. It is anticipated at this time, the above stated subject matters will be made public when it is determined that the need for confidentiality no longer exists.

This resolution shall take effect immediately

I, Lisette Sanchez, 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 on November 2, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Borough of Roselle in the County of Union and State of New Jersey this 2nd day of November 2022.

No action taken on Resolution 2022-336.

RESOLUTION NUMBER 2022-337

RESOLUTION TO AUTHORIZE THE SUBMISSION OF THE CORRECTIVE ACTION PLAN FOR THE CALENDAR YEAR 2021 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 2021 Audit included certain recommendations which require corrective action; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Roselle, County of Union, and State of New Jersey hereby authorize the submission of the Corrective Action Plan for the Calendar Year 2021 Audit to the Division of Local Government Services.

BE IT FURTHER 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, Lisette Sanchez, 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 on November 2, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Borough of Roselle in the County of Union and State of New Jersey this 2nd day of November 2022.

Motion to adopt Resolution 2022-337 by Councilman Bernier, second by Council President Wilkerson.

Vote Record –Resolution Number 2022-337				
	Ayes	Nays	Abstain	Absent
Councilman Villeda	X			
Councilman Bernier	X			
Councilwoman Johnson	X			
Councilwoman Thomas	X			

Councilman Fortuna	X			
Council President Wilkerson	X			
<input checked="" type="checkbox"/> Adopted <input type="checkbox"/> Adopted as Amended <input type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Withdrawn				

SETTING THE AGENDA FOR THE NOVEMBER 9, 2022 REGULAR MEETING

PROCLAMATION(S)

APPROVAL OF MINUTES OF MEETINGS

Minutes of the Mayor and Council Workshop Meeting – October 12, 2022
Minutes of the Mayor and Council Regular Meeting – October 19, 2022
Minutes of the Mayor and Council Executive Closed Session – October 19, 2022

INTRODUCTION, CONSIDERATION AND PASSAGE OF ORDINANCES

ORDINANCE ON 1ST READING & INTRODUCTION – Ordinance Number XXXX-22

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 155 CANNABIS ESTABLISHMENTS [Proposed Public Hearing Date December 21, 2022]

ORDINANCE ON 1ST READING & INTRODUCTION – Ordinance Number XXXX-22

AMENDMENTS TO ZONING ORDINANCE [TO BE PROVIDED]

ORDINANCE ON 1ST READING & INTRODUCTION – Ordinance Number XXXX-22

ORDINANCE REQUIRING A PERMIT FOR EVENTS THAT MAY DISRUPT STREET TRAFFIC [TO BE PROVIDED]

ORDINANCE ON 1ST READING & INTRODUCTION – Ordinance Number XXXX-22

ORDINANCE - DEPUTY TAX ASSESSOR AND RECREATION PROGRAM SPECIALIST [TO BE PROVIDED]

RESOLUTIONS

<u>BOROUGH ADMINISTRATOR</u>	
1.	RESOLUTION APPROVING AN APPLICATION TO THE NJ URBAN ENTERPRISE ZONE AUTHORITY FOR AUTHORIZATION OF ROSELLE UEZ’S SIGN & FAÇADE REVOLVING LOAN PROGRAM

2.	RESOLUTION APPROVING AN APPLICATION TO THE NJ URBAN ENTERPRISE ZONE AUTHORITY FOR AUTHORIZATION OF ROSELLE UEZ'S NORTH CHESTNUT STREET IMPROVEMENTS PROJECT
3.	RESOLUTION RATIFYING CREATION OF CANNABIS COMMITTEE AND ADOPTING CRITERIA FOR EVALUATING AND RANKING CANNABIS BUSINESS APPLICATIONS
<u>BOROUGH ATTORNEY</u>	
4.	RESOLUTION APPOINTING WEBER DOWD LAW AS SPECIAL COUNSEL FOR CANNABIS LICENSING RELATED LEGAL SERVICES FOR THE BOROUGH NOT TO EXCEED \$10,000.00
<u>BOROUGH CLERK</u>	
5.	RESOLUTION RESCINDING AN ACTION TAKEN TO RENEW AN A.B.C. LICENSE#2014-33-019-033 WITH "POCKET STATUS" FOR LICENSE NAME: EL MERCADO ROSELLE, LLC
6.	RESOLUTION AUTHORIZING THE PURCHASE OF SOFTWARE LICENSE, PRODUCT MAINTENANCE AND DIGITAL SCANNING SERVICES FOR THE BOROUGH CLERK'S OFFICE
<u>ECONOMIC DEVELOPMENT</u>	
7.	RESOLUTION OF THE BOROUGH OF ROSELLE, COUNTY OF UNION, NEW JERSEY AUTHORIZING THE PREPARATION OF A REDEVELOPMENT PLAN FOR THE NON-CONDEMNATION AREA IN NEED OF REDEVELOPMENT IDENTIFIED AS BLOCK 2601, LOTS 14 & 16; BLOCK 2602, LOTS 7, 8, 9, 10, 11, 12, 15, 16, & 17; BLOCK 2603, LOTS 4, 4.01, 6, 7, & 9; AND BLOCK 2901, LOTS 14, 15, 16, 17.01, & 19 ON THE BOROUGH'S OFFICIAL TAX MAP AND THE CONDEMNATION AREA IN NEED OF REDEVELOPMENT IDENTIFIED AS BLOCK 2601, LOTS 10, 11, 12, 13, & 15; BLOCK 2602, LOTS 13 & 14; AND BLOCK 2603, LOTS 5 & 8 ON THE BOROUGH'S OFFICAL TAX MAP
8.	RESOLUTION OF THE BOROUGH OF ROSELLE, COUNTY OF UNION, NEW JERSEY AUTHORIZING AND DIRECTING THE BOROUGH PLANNING BOARD TO DETERMINE WHETHER CERTAIN PROPERTY WITHIN THE BOROUGH CONSTITUTES AN AREA IN NEED OF REDEVELOPMENT AND APPROVING PROFESSIONAL PLANNING SERVICES IN CONNECTION THEREWITH
<u>ENGINEERING</u>	
9.	RESOLUTION FOR A CHANGE ORDER AMENDMENT TO THE CONTRACT FOR DLS CONTRACTING INC. REGARDING ADDITIONAL SITE WORK FOR THE COMPLETION OF THE 2022 ANNUAL ROAD RESURFACING PROJECT [TO BE PROVIDED]
<u>FINANCE</u>	
10.	RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS BETWEEN LINE ITEMS

11.	RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION BY RIDER FOR STORM RECOVERY REQUIRED BY DLGS
GRANT	
12.	RESOLUTION AUTHORIZING THE SUBMISSION OF A 2022 GRANT APPLICATION TO THE ATTORNEY GENERAL OF THE STATE OF NEW JERSEY TO PURCHASE AUTOMATED LICENSE PLATE READERS FOR THE ROSELLE POLICE DEPARTMENT
POLICE	
13.	RESOLUTION AUTHORIZING THE PURCHASE AND INSTALLATION OF POLICE CAR EQUIPMENT FOR THE BOROUGH OF ROSELLE POLICE DEPARTMENT
PUBLIC WORKS	
14.	RESOLUTION AUTHORIZING THE PURCHASE OF SNOW PLOWS, SPREADERS AND KITS
PURCHASING	
15.	RESOLUTION AMENDING RESOLUTION NUMBER 2022-252 AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT TO CHRISTMAS DESIGNERS, LLC FOR NEIGHBORHOOD PRESERVATION/ DECORATION FOR THE BOROUGH NOT TO EXCEED \$57,000.00
16.	RESOLUTION AWARDED CONSTRUCTION CONTRACT FOR THE SIDEWALK RECONSTRUCTION PROJECT FUNDED BY THE MUNICIPALITY WITHIN THE BOROUGH OF ROSELLE, UNION COUNTY, NEW JERSEY
RECREATION	
17.	RESOLUTION AUTHORIZING THE REFUND OF VENDOR FEE DUE TO THE CANCELLATION OF THE MULTICULTURAL FESTIVAL (ADRIANA CARTER)
18.	RESOLUTION AUTHORIZING THE REFUND OF VENDOR FEE DUE TO THE CANCELLATION OF THE MULTICULTURAL FESTIVAL (MR. COOPER'S FUNNELAND)
19.	RESOLUTION AUTHORIZING THE REFUND OF VENDOR FEE DUE TO THE CANCELLATION OF THE MULTICULTURAL FESTIVAL (JAMEELAH PASHA)
20.	RESOLUTION AUTHORIZING THE REFUND OF VENDOR FEE DUE TO THE CANCELLATION OF THE MULTICULTURAL FESTIVAL (LOVE JOJO'S COOKIES/JENNIFER TORRES)
21.	RESOLUTION AUTHORIZING THE REFUND OF VENDOR FEE DUE TO THE CANCELLATION OF THE MULTICULTURAL FESTIVAL (MARGETTA RAMOS)
22.	RESOLUTION AUTHORIZING THE REFUND OF VENDOR FEE DUE TO THE CANCELLATION OF THE MULTICULTURAL FESTIVAL (VALERIE GRAHAM)

PAYMENT OF BILLS

23.	A BILLS LIST DATED NOVEMBER 9, 2022 [TO BE PROVIDED]
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Proposed **ORDINANCE - DEPUTY TAX ASSESSOR AND RECREATION PROGRAM SPECIALIST XXXX-22** was discussed between the Council Members and Borough Administrator Smiley, wherein it was concluded that the “Recreation Program Specialist” title will be removed.

Motion to set the Consent Agenda with Items 1 through 10 and 12 through 22 by Council President Wilkerson, second by Councilman Fortuna.

Vote Record – To Make a Consent Agenda				
	Ayes	Nays	Abstain	Absent
Councilman Villeda	X			
Councilman Bernier	X			
Councilwoman Johnson	X			
Councilwoman Thomas	X			
Councilman Fortuna	X			
Council President Wilkerson	X			
<input checked="" type="checkbox"/> Adopted <input type="checkbox"/> Adopted as Amended <input type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Withdrawn				

COUNCIL COMMENT

Councilman Villeda had no comments.

Councilman Bernier had no comments.

Councilwoman Johnson had no comments.

Councilwoman Thomas had no comments.

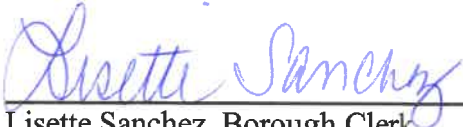
Councilman Fortuna had no comments.

Council President Wilkerson expressed her joy that it was an amazing week in the Borough and was happy to work with her Council colleagues.

MAYOR'S COMMENTS

Mayor Shaw thanked the Council and Borough officials for their hard work.

**Motion to adjourn by Councilman Bernier, second by Council President Wilkerson.
Motion was approved by unanimous vote. Meeting adjourned at 8:09 p.m.**



Lisette Sanchez, Borough Clerk