

**BOROUGH OF ROSELLE
MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
APRIL 13, 2022**

Mayor Donald Shaw 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 07203 at 6:30 p.m. The flag salute was recited and the invocation was given by Councilman Fortuna.

Borough Clerk 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 Brandon Bernier, Second Ward
Councilwoman Cynthia Johnson, Third Ward
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
May Wedlund, Esq.

Absent: Councilman Richard Villeda, First Ward

PUBLIC COMMENT

Mayor Shaw opened up the public comment portion of the meeting. The following public comments were made:

1. Ethelyn Grimsley made the following comments:
 - wished the Governing Body a Happy Easter
 - inquired when the streets will be paved and when the garbage cans will be delivered

DEPARTMENT REPORTS

Police Department

Chief Stacey L. Williams reported the following for the month of March 2022:

- Looking to make promotions to fill openings for: (1) Sergeant and (1) Lieutenant
- Sgt. Lesipnasse and Detective McGriff are up for promotions
- Captain Byrnes will retire effective August 1, 2022

Statistics:

| | |
|-------------------------------|----------------------|
| Calls for Service: | 2,352 |
| Area Checks/Park & Walks | 369 |
| Motor Vehicle Accidents | 46 |
| Drunk Drivers | 2 |
| Ambulance | 104 |
| Summons Issued for the month | 730 |
| <u>Average response time:</u> | |
| Stacked: | 4 Minutes 29 seconds |
| First Unit Response | 5 Minutes 26 seconds |

Engineering

Jacqueline Dirmann reported the following for the month of March 2022:

- Arminio Field House construction on-going. Potential Change Order for April 2022 meeting
- 2020 Traffic Improvements – 2nd & Sheridan – project closeout occurring in April 2022 meeting
- Leon, Wenz and Morris Street – project closeout occurring in May 2022 meeting
- CDBG Year 47 – Frank Street (White to St. Georges) –sanitary sewer investigation on-going
- 2021 NJDOT Roadways – Drake and West 4th – project on-going. Additional work for 2 4th from Pine to Locust added to project. Storm and sanitary sewer investigation on-going
- Gas Company paving scheduled for Spring 2022. Roadways scheduled for paving in May 2022.
- 2022 Paving Program – project to be awarded in April 2022 meeting
- Borough Lots – Professional Services contract for survey and design on Agenda for April 2022 meeting
- NPP Grant – preparing estimate for tree grates and landscaping lighting for Chestnut Street from First Avenue to Third Avenue
- Tax Map update – Professional Services contract to be considered in May 2022 meeting
- Crack Sealing – Construction Award to be considered in May 2022 meeting

Economic & Housing Development

Victor Klymenko reported the following for the month of March 2022:

- Met with a redeveloper to discuss a RFP award who is pursuing an I Hop for Lot 2605 next to Wawa. Two weeks into a 60-day to completion of the application for the I Hop

- Wendy's completed their applications and the Development Review Committee (DRC) for a remodel and will go before the Planning Board for approval
- Site visits for St. George's were finalized for data for In Need of Study Area
- Rose Homes to build 5 homes on Oak and 10th and will submit an application to the Planning Board

Code Enforcement

Code Enforcement Division Leader Michael Tisdale reported the following for the month of March 2022:

- Revenue for CO's - \$3,550
- Rental Registration - \$18,450
- Vacant Properties - \$500.00
- Zoning - \$1,977
- Total for Month of March \$24,477
- Total for this Quarter \$122,792
- Scheduled to move forward with online payments through SDL next month
- The public will be able to file COs, Rental Registration and Vacant Property applications online and pay online with a debit or credit card

Recreation

Recreation Leader Eugenia Simms reported the following for the month of March 2022:

- Recreation calendar has been finalized
- Senior nutrition is resuming on April 7th
- Assisted with Resource Day
- 75 people attended the Women's Roundtable at the Amalfe Community Center
- Knitting Club profiled in the Senior News
- Met with County to discuss the House Music Festival
- Child Art Month held March 30, 2022. Pictures to be returned to teacher
- Summer camp use of facilities application submitted to the Board of Education
- Attended LGBTQ roundtable sponsored by Union County
- Evening dance class scheduled
- Broken items removed from Sylvester Land Field
- Bandwagon sponsor requests approved by Union County
- New landscaping company to work in front of Amalfe Community Center

Library

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

- Thanked the Mayor and Council members who attended Maker's Day at the Library and talked about the special needs children visiting the library

PRESENTATIONS - None.

CLOSED EXECUTIVE SESSION

RESOLUTION NUMBER 2022-149

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 April 13, 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 13th day of April 2022.

No action was taken on this resolution.

NEW VOTING BUSINESS

RESOLUTIONS

RESOLUTION NUMBER 2022-150

RESOLUTION AUTHORIZING BOROUGH ADMINISTRATOR TO ENTER INTO A

PROFESSIONAL SERVICES AGREEMENT DESIGNATING ERIC WALKER AS THE QUALIFIED PURCHASING AGENT FOR THE BOROUGH OF ROSELLE

WHEREAS, N.J.S.A. 40A:11-9 *et seq.* authorizes local government units to designate a Qualified Purchasing Agent; and

WHEREAS, N.J.A.C. 5:34-4.3 *et seq.* establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Eric Walker of EMW Enterprises, LLC possesses the necessary credentials of a Qualified Purchasing Agent, as issued by the Director of the Division of Local Government Services, in accordance with N.J.A.C. 5:32-4 *et seq.*; and

WHEREAS, the Borough of Roselle desires to extend the professional services agreement with EMW Enterprises, LLC for the provision of Qualified Purchasing Agent Services for the period of April 11, 2022 to June 10, 2022; and

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND GOVERNING BODY OF THE BOROUGH OF ROSELLE, in the County of Union in the State of New Jersey, that Borough Administrator Rick Smiley is hereby authorized to enter into a professional services agreement, on behalf of the Borough of Roselle, with Eric Walker of EMW Enterprises, LLC for the position of Qualified Purchasing Agent services to include the following terms:

1. The contract period will be for a period from April 11, 2022 to June 10, 2022; and
2. The contract amount will be set at the flat rate of \$4,000.00 divided equally; and
3. Eric Walker of EMW Enterprises, LLC will provide 20 hours of work to the Borough weekly.

BE IT FURTHER RESOLVED, that through the aforementioned agreement, the Borough of Roselle designates Eric Walker as the Qualified Purchasing Agent and delegates to him the authority to act on behalf of the Borough of Roselle and make, negotiate, and award all contracts and goods and services which do not exceed the bid threshold of \$44,000.00 as provided for in N.J.S.A. 40A:11-3 and LFN 2020-14; and

BE IT FURTHER RESOLVED, that the aforementioned designation and delegation of authority shall terminate automatically upon the expiration of the agreement on June 10, 2022 and may only be renewed or extended by resolution of the governing body of the Borough of Roselle; and

BE IT FURTHER RESOLVED, that in accordance with N.J.A.C. 5:34-4.3 the local unit Clerk is hereby authorized and directed to forward a certified copy of this resolution and a copy of EMW Enterprises, LLC's certification to the Director of 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 Governing Body of the Borough of Roselle, County of Union, State of New Jersey at a Workshop meeting of said Council held April 13, 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 13th day of April 2022.

Motion to adopt Resolution 2022-150 by Councilman Bernier, second by Council President Wilkerson.

| Vote Record –Resolution Numbers 2022-150 | | | | |
|--|------|------|---------|--------|
| | 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"/> Amended <input type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Withdrawn | | | | |

SETTING THE AGENDA FOR THE APRIL 20, 2022 REGULAR MEETING

PROCLAMATION

Mayors Wellness Campaign 2022
 Children’s Week 2022
 National Library Week 2022

APPROVAL OF MINUTES OF MEETINGS

Minutes of the Mayor and Council Workshop Meeting – March 9, 2022
 Minutes of the Mayor and Council Executive Session Meeting – March 9, 2022
 Minutes of the Mayor and Council Regular Meeting – March 16, 2022

COMMITTEE REPORTS

INTRODUCTION, CONSIDERATION AND PASSAGE OF ORDINANCES

ORDINANCES ON SECOND READING/PUBLIC HEARING - Ordinance Number 2681-22

ORDINANCE OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ROSELLE, COUNTY OF UNION, NEW JERSEY ADOPTING REDEVELOPMENT PLAN FOR BLOCK 305, LOTS 4 & 5 ON THE BOROUGH’S TAX MAPS IN ACCORDANCE WITH THE LOCAL REDEVELOPMENT AND HOUSING LAW [Proposed Public Hearing Date April 20, 2022]

ORDINANCES ON SECOND READING/PUBLIC HEARING – Ordinance Number 2682-22

ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK FOR CALENDAR YEAR 2022 (N.J.S.A. 40A:4-45.14) [Proposed Public Hearing Date April 20, 2022]

ORDINANCE ON INTRODUCTION & FIRST READING – Ordinance Number XXXX-22

AN ORDINANCE AMENDING CHAPTER 650 “LAND USE”, ARTICLE XI “ADMINISTRATION, ENFORCEMENT AND FEES”, SECTION 86.1 “FEES AND ESCROW DEPOSITS” OF THE CODE OF THE BOROUGH OF ROSELLE TO UPDATE THE FEES AND ESCROW REQUIRED IN CONNECTION WITH BOARD APPLICATIONS [Proposed Public Hearing Date May 18, 2022]

ORDINANCE ON INTRODUCTION & FIRST READING – Ordinance Number XXXX-22

AN ORDINANCE AMENDING CHAPTER 155 “CANNABIS ESTABLISHMENTS,” SECTION 5, “LICENSING” [Proposed Public Hearing Date May 18, 2022]

ORDINANCE ON INTRODUCTION & FIRST READING – Ordinance Number XXXX-22

CANNABIS AMENDMENTS TO LAND USE ORDINANCE [Proposed Public Hearing Date May 18, 2022] [To Be Provided]

RESOLUTIONS

| <u>MAYOR & COUNCIL</u> | |
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| 1. | Resolution Appointing an Alternate Member to the Zoning Board [To Be Provided] |
| <u>BOROUGH ADMINISTRATOR</u> | |
| 2. | Resolution Appointing a Land Use Administrator |
| 3. | Resolution Accepting the Resignation of Paul Clayton of the Department of Public Works |
| 4. | Resolution Hiring a Chief Financial Officer [To Be Provided] |

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| 5. | Resolution Reconstituting the Members of the Board of Trustees of the Roselle Urban Enterprise Zone Redevelopment Corporation [To Be Provided] |
| <u>BOROUGH CLERK</u> | |
| 6. | Resolution Granting a Temporary Entertainment License to Central Park, LLC |
| <u>BOROUGH ATTORNEY</u> | |
| 7. | Resolution Authorizing Settlement of the 2016, 2017, 2018, 2019, 2020, & 2021 Tax Appeals Entitled Bodycote Thermal Processing, Inc. v. Borough of Roselle, Docket Nos.: 006946-2016, 003777-2017, 006006-2018, 004997-2019, 006446-2020, & 006573-2021, Block 6707, Lot 1.01, Commonly Known As 304 Cox Street |
| <u>ECONOMIC DEVELOPMENT</u> | |
| 8. | Resolution of the Mayor and Council of the Borough of Roselle, in the County of Union, State of New Jersey, Approving Proposal from Colliers Engineering & Design to Update Inventory of Borough-Owned Property |
| 9. | Resolution Accepting the Proposal from Colliers Engineering & Design for Planning Services and Authorizing the Preparation of an Amendment to the North Chestnut Redevelopment Plan |
| <u>ENGINEERING</u> | |
| 10. | Resolution Authorizing Final Payment Based on As-Built Quantities and Release of Retainage for the 2020 Traffic Safety Improvements Project Funded by the Municipality Within the Borough of Roselle, Union County, New Jersey |
| 11. | Resolution Awarding Construction Contract for the 2022 Annual Road Resurfacing Project Funded by the Municipality Within the Borough of Roselle, Union County, New Jersey |
| 12. | Resolution Authorizing Professional Engineering Construction Administration Services in Connection With the 2022 Annual Road Resurfacing Project Funded by the Municipality Within the Borough of Roselle, Union County, New Jersey |
| 13. | Resolution Authorizing Professional Engineering Design and Survey Services in Connection With the Municipal Parking Improvements Project Funded by the Municipality Within the Borough of Roselle, Union County, New Jersey |
| <u>FINANCE</u> | |
| 14. | Resolution to Read the Calendar Year 2022 Budget by Title |
| 15. | Resolution Requesting Permission for the Dedication By Rider for Storm Recovery Required by DLGS |
| 16. | Resolution Authorizing Refund of Tax Overpayments & Appeals |
| 17. | Resolution Adopting the Calendar Year 2022 Municipal Budget (January 1, 2022 – December 31, 2022) [To Be Provided] |
| <u>GRANT WRITER</u> | |
| 18. | Resolution Authorizing the Filing of an Application With the New Jersey Department of Law and Public Safety Under its FY 2022 Safe and Secure Communities Grant Program |

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| 19. | Resolution Supporting and Authorizing the Filing of an Application With the New Jersey Division of Highway Traffic Safety for Its 2022 Distracted Driving Crackdown Grant Program |
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MUNICIPAL COURT

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| 20. | Resolution Hiring a Part-Time Keyboarding Clerk in the Office of the Municipal Court at \$18.00 an Hour |
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PAYMENT OF BILLS

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| 21. | A Bills List Dated April 20, 2022 [To Be Provided] |
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Motion to set Consent Agenda for the April 20, 2022 Regular Meeting of Resolution Items 1 through 16 and 18 through 20 by Councilman Bernier, second by Council President Wilkerson.

| 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 Bernier commented that the goal of the department reports is to provide one page of monthly updates to the Governing Body. He asked the Borough Administrator to ensure that Department Heads who did not give in-person reports be present at the next Workshop meeting.

Councilwoman Johnson commented that she be afforded the opportunity to ask questions and not be shut down.

Councilwoman Thomas had no comments.

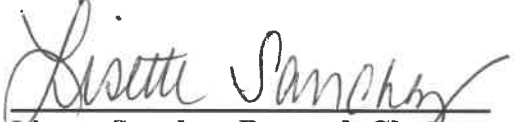
Councilman Fortuna announced that mailers regarding the new garbage trucks and the new pickup schedule will arrive in resident’s mailboxes the next few weeks.

Council President Wilkerson thanked the Department Heads for giving reports and thanked everyone for attending the meeting.

MAYOR'S COMMENTS

Mayor Shaw echoed the sentiment of Councilman Bernier that the department reports only have to include highlights of the department. He thanked everyone who attended the meeting.

Motion to adjourn by Councilman Bernier, second by Councilman Fortuna. Motion was approved by unanimous vote. Meeting adjourned at 7:43 p.m.


Lisette Sanchez, Borough Clerk