

**BOROUGH OF ROSELLE
MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
OCTOBER 12, 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 6:31 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
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
May Wedlund, Esq.

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

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

- Change Order to fix the sewer and Drake and 4th Avenue – pending contractor schedule
- Speed humps construction on Pine, Crescent, Audrey – pending contractor schedule
- NJ American Water service replacement and main work will take 9 years to complete
- Arminio Field House – contractor submitted revised schedule for end of December 2022 instead of October 2022
- Pre-construction meeting with DLS for 2022 CDBG Construction project for 7th, 8th, 10th Avenues and Walnut Street
- Crack Sealing will occur in the next two weeks
- Study for four-way stop signs to see if warranted and preparing a plan for Thompson, Rosewood and 6th Avenue
- Poplar Park was awarded, reviewing drawings and waiting delivery of materials
- Visited Sylvester Land Field to look at the field turf for grooming

Police – Police Chief Stacey Williams reported the following for the month of September:

- Police Department is just about complete with the County Dispatch system
- Training started last week for Administrators
- Rank and file will begin training with Union County PD
- Installed call box, car computers, and programs in the building
- Installation of call box in the hallway of Borough Hall for after hours
- Enforcers will arrive the first few weeks of November 2022
- 911 calls and non-emergency calls to (908) 245-2000 will be dispatched to Westfield
- Calls for service: 2,650
- Area Checks/Park & Walks: 302
- M.V. Accidents: 97
- Drunk Drivers: 2
- Ambulance: 144
- Burglary/Motor Vehicle: 19
- Summons Issued: 978
- Average response time: 3 minutes, 26 seconds
- 1st Unit Response: 4 minutes, 26 seconds
- Resignations in the Police Department as of last week

Fire – Fire Chief Eric Pearson reported the following for the month of September:

- Total fire alarms for 2022: 1,599
- Total ambulance calls for 2022: 1,843
- Fire calls for September: 268
- Total ambulance for September: 216

- Total ambulance collection for 2022: 233,006.18
- Life Hazard Inspections: 298, Local: 506, Closed: 47, Total: 851
- Smoke alarm/CO detectors/fire extinguisher certs for Oct. 2022: 32
- Commercial inspections: 12
- Multiple dwellings: 35
- OPRA requests processed: 19
- Violations issued (failed): 15
- Certificate of Inspection issued (passed): 21 (may include violations abated)
- Fire Prevention week visits to various schools in the district
- MV Accidents: 48
- Sick Individuals: 88
- Fall Victims: 48
- Average response time: 1 minutes, 58 seconds
- 1st Unit Response: 4 minutes, 26 seconds
- Fire on West 6th Avenue or losses
- Responded to 37 mutual aids
- Three new recruits in the academy are doing well
- Training to prepare for the winter months

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

- OEM is in the process of rebuilding and reorganization
- Covered many events in the Borough of Roselle
- Undertaking a major membership drive
- Looking for representatives from Police, Fire, Health, Recreation, DPW, Board of Education, Library, House of Worshipships, businesses and organizations to be on the planning board for the organization by 2023
- Would like to work with the Roselle Board of Education and Superintendent of School to offer Community Services opportunities to high school students
- Updating the Emergency Operations Plan “EOP” for 2022 covering the next five years and the deadline is November 26, 2022

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

- Building permits \$13,511.00
- Electrical Permits \$13,170.00
- Plumbing Permits \$7,210
- Fire Permits \$3,415.00
- Mech Permits \$2,490.00
- DCA \$1,820.00
- CO Fees \$969.00
- CCO Fees \$800.00
- Total Permits \$ 43,393.00

- Total Value of Construction Fees to date is: \$993,500.00
- Discussed Roll Off Fees

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

- New library is in the construction phase
- Thanked Shanel Robinson for taking over as point person for the UCIA
- Thanked DPW for moving the library to the temporary location
- Proud that services continued during the move

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

- Thanked Library Director Jeanne Ryan for her assistance
- Construction phase of the library project has been completed
- Anticipating the library ground breaking date and awaiting information from the state
- Will make information available to the public about the library
- Temporary location for the library is 129 Chestnut Street and signage will be provided
- The vote by mail ballot box has been moved to 108 West 3rd Avenue
- Working on messaging through all outlets in addition to signage

Recreation – Recreation Leader Eugenia Simms reported the following for the month of September:

- Recreation would like to partner with the Office of Emergency Management
- Sports Care will groom Sylvester Land Field; DPW will replace the Sylvester Land sign and a banner will be hung at the concession stand
- Approximately 100 seniors attended the Senior Picnic on September 9, 2022
- Two Community Center buses have been repaired
- Will continue with afternoon shopping dates for residents of Oak Park
- Recreation staff assisted with the Mayor’s bookbag drive
- Be Cool at School event with Rita’s Ice cream was a success
- Department Head Retreat was great and hopes more to come
- Cancer: Thriving and Surviving program will continue at the Amalfe Community until October 27, 2022
- Thanked Antione Qua and friends for providing DJs for the Uptown Vibes program which will end on September 24, 2022
- Attended LDN: Conversations September 2022 Zoom meeting
- Provided list of Amalfe Center Senior activities for the month of September 2022

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

- 110 West 1st Avenue project is moving forward

- St. George's Avenue redevelopment study was approved by the Planning Board and Borough Council
- IHOP meeting is scheduled with the Redevelopment Committee on October 13, 2022 to review the Redevelopment Agreement, pilot perform and updated concept plan
- 136-142 East 4th Avenue received bond and escrow calculations from Engineers and moving forward with pre-construction meeting
- Proposing to expand Locust Street area of need study to include properties on Locust and vacation of Laurel Street
- Conveyance of Linden Place property
- 901 Chandler Avenue demolition will begin after permits are approved
- Property owners offered to purchase an adjoining lot on Robbins and White Streets

Mayor Shaw made the following comments:

- Removal of Board of Education dumpster on 6th Avenue near private homes must be addressed
- Questioned why Zoning was not present to give the in-person report

Borough Administrator Smiley remarked that he will address the mayor's concern about in-person departmental reports at the next Department Head meeting scheduled for November 13, 2022.

PRESENTATIONS – None.

CLOSED EXECUTIVE SESSION

RESOLUTION NUMBER 2022-316

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 October 12, 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 12th day of October 2022.

(NO ACTION TAKEN)

NEW VOTING BUSINESS

RESOLUTIONS

RESOLUTION NUMBER 2022-317

**RESOLUTION WAIVING THE PERMIT FEE FOR THE
BOROUGH-WIDE YARD SALE**

WHEREAS, the Borough of Roselle shall waive fees for a Borough wide yard sale; and

WHEREAS, the Borough wide yard sale in the Borough of Roselle is tentatively scheduled for Saturday, October 15, 2022 and Sunday, October 16, 2022 with a rain date of Saturday, October 22, 2022 and Sunday, October 23, 2022.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Roselle that the Borough Clerk is hereby authorized to waive the \$5.00 fee for yard sales permit for a Borough wide yard sale.

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 October 12, 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 12th day of October 2022.

Motion to adopt Resolution 2022-317 by Councilman Bernier, second by Council President Wilkerson.

Vote Record – Resolution Numbers 2022-317				
	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 OCTOBER 19, 2022 REGULAR MEETING

PROCLAMATION

APPROVAL OF MINUTES OF MEETINGS

- Minutes of the Mayor and Council Workshop Meeting – September 14, 2022
- Minutes of the Mayor and Council Executive Closed Session – September 14, 2022
- Minutes of the Mayor and Council Regular Meeting – September 21, 2022

INTRODUCTION, CONSIDERATION AND PASSAGE OF ORDINANCES

ORDINANCES ON SECOND READING/PUBLIC HEARING – Ordinance Number 2692-22

AN ORDINANCE AMENDING CHAPTER 523 OF THE BOROUGH CODE TO DESIGNATE A HANDICAP PARKING SPACE RESERVED FOR A SPECIFIC PERSON IN FRONT OF A CERTAIN RESIDENCE (141 DENNIS STREET) [Proposed Public Hearing Date October 19, 2022]

ORDINANCES ON SECOND READING/PUBLIC HEARING – Ordinance Number 2693-22

AN ORDINANCE AMENDING CHAPTER 523 OF THE BOROUGH CODE TO DESIGNATE A HANDICAP PARKING SPACE RESERVED FOR A SPECIFIC PERSON IN FRONT OF A CERTAIN RESIDENCE (121 E. 2ND AVENUE) [Proposed Public Hearing Date October 19, 2022]

ORDINANCES ON SECOND READING/PUBLIC HEARING – Ordinance Number 2694-22

ORDINANCE OF THE BOROUGH OF ROSELLE, IN THE COUNTY OF UNION, NEW JERSEY AUTHORIZING SALE OF PROPERTY AND EXECUTION OF PURCHASE AND SALE AGREEMENT AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH [Proposed Public Hearing Date October 19, 2022]

RESOLUTIONS

MAYOR & COUNCIL	
1.	AMENDED RESOLUTION OF THE BOROUGH OF ROSELLE COUNCIL SUPPORTING LUCKY BUDS LLC’S APPLICATION FOR A CANNABIS CULTIVATOR LICENSE AND A CANNABIS MANUFACTURER LICENSE TO THE NEW JERSEY CANNABIS REGULATORY COMMISSION AND CONFIRMING THAT THE INTENDED SITE IS SUITABLE FOR THE OPERATIONS OF THE PROPOSED CANNABIS CULTIVATOR AND CANNABIS MANUFACTURER [TO BE PROVIDED]
BOROUGH ADMINISTRATOR	
2.	RESOLUTION APPOINTING FUND COMMISSIONER AND ALTERNATE FUND COMMISSIONER FOR THE PUBLIC ENTITY JOINT INSURANCE FUND
3.	BOROUGH OF ROSELLE, COUNTY OF UNION AUTHORIZING THE EXECUTION OF SECOND ADDENDUM TO THE SHARED SERVICES AGREEMENT WITH UNION COUNTY IMPROVEMENT AUTHORITY FOR THE RENOVATION AND EXPANSION OF THE BOROUGH OF ROSELLE LIBRARY PROJECT
4.	RESOLUTION AMENDING THE PERSONNEL POLICY MANUAL [TO BE PROVIDED]
BOROUGH ATTORNEY	
5.	RESOLUTION SUPPORTING A DISCIPLINARY ACTION TAKEN BY THE BOROUGH ADMINISTRATOR [TO BE PROVIDED]
6.	RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND NON-OPEN CONTRACT TO ERIC M. BERNSTIEN, ESQ., FOR SPECIAL LEGAL COUNSEL SERVICES
BOROUGH CLERK	
7.	RESOLUTION APPROVING A.B.C. PERSON-TO-PERSON LICENSE TRANSFER
CODE ENFORCEMENT	

8.	RESOLUTION AUTHORIZING THE REFUND OF CERTIFICATE OF OCCUPANCY PAYMENT
9.	RESOLUTION AUTHORIZING THE REFUND OF ZONING PERMIT PAYMENT
FINANCE	
10.	RESOLUTION TO CORRECT CERTIFICATION OF FUNDS IN RESOLUTION 2022-292
11.	RESOLUTION AUTHORIZING REFUND OF TAX APPEALS
POLICE	
12.	RESOLUTION ACKNOWLEDGING WITHDRAWAL OF INTEREST IN THE POSITION OF SCHOOL CROSSING GUARD
PUBLIC WORKS	
13.	RETIREMENT OF CRAIG SMITH [TO BE PROVIDED]

PAYMENT OF BILLS

14.	A BILLS LIST DATED OCTOBER 19, 2022 [TO BE PROVIDED]
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Motion to set the Consent Agenda with Items 2, 3, and 6 through 12 by Councilman Bernier, second by Council President Wilkerson.

Vote Record				
	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 thanked the Mayor, Council President and Recreation for their support of the Multicultural Festival even though it was cancelled due to inclement weather.

Councilman Bernier had no comments.

Councilwoman Johnson had no comments.

Councilwoman Thomas had no comments.

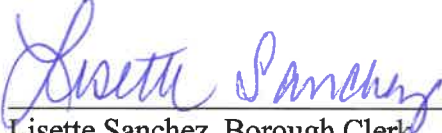
Councilman Fortuna had no comments.

Council President Wilkerson commented that they will be speaking truth regarding the Borough business and looks forward to seeing the professionals at meeting to give reports. She asked to keep her family in prayer.

MAYOR'S COMMENTS

Mayor Shaw gave condolences to Council President Wilkerson and her family, and he asked the Borough Administrator and Assistant Borough Administrator to give a brief synopsis of reports when a Department Head is not present to understand what is happening in their respective departments.

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



Lisette Sanchez, Borough Clerk