

**BOROUGH OF ROSELLE  
MAYOR AND COUNCIL  
SPECIAL MEETING – REVISED AGENDA  
JANUARY 31, 2023 – 4:00 P.M.**

**MEETING CALLED TO ORDER**

**FLAG SALUTE**

**INVOCATION**

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 January 29, 2023, 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**

Honorable Richard Villeda	(1 <sup>st</sup> Ward)
Honorable Cynthia Johnson	(3 <sup>rd</sup> Ward)
Honorable Cindy Thomas	(4 <sup>th</sup> Ward)
Honorable John Fortuna	(5 <sup>th</sup> Ward)
Honorable Denise Wilkerson	(At-Large)
Honorable Brandon Bernier	(2 <sup>nd</sup> Ward/Council President)
Honorable Donald Shaw	(Mayor)

**PUBLIC COMMENTS**

**INTRODUCTION, CONSIDERATION AND PASSAGE OF ORDINANCES**

**ORDINANCE ON FIRST READING & INTRODUCTION – Ordinance Number 2701-23**  
AN ORDINANCE TO AMEND CHAPTER 100-3, OF THE CODE OF THE BOROUGH OF ROSELLE ENTITLED "STAFFING LEVELS"

- |    |                                  |         |
|----|----------------------------------|---------|
| a) | Motion to Adopt:                 | Second: |
| b) | Public Hearing February 15, 2023 |         |

**ORDINANCE ON FIRST READING & INTRODUCTION – Ordinance Number 2702-23**  
AMENDING SECTION II OF 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”

- |    |                                  |         |
|----|----------------------------------|---------|
| a) | Motion to Adopt:                 | Second: |
| b) | Public Hearing February 15, 2023 |         |

**RESOLUTIONS**

<b><u>MAYOR</u></b>	
2023-076	MAYOR'S APPOINTMENT OF A CONFIDENTIAL AIDE TO THE MAYOR AT AN ANNUAL SALARY OF \$60,000 WITH THE CONSENT OF COUNCIL

**PAYMENT OF BILLS**

2023-077	RESOLUTION APPROVING THE BILLS LIST DATED JANUARY 31, 2023
2023-078	RESOLUTION APPROVING THE BILLS LIST DATED JANUARY 31, 2023

**COUNCIL COMMENT**

**MAYOR'S COMMENTS**

**ADJOURNMENT**

# BOROUGH OF ROSELLE



## ORDINANCE NUMBER 2701-23

### AN ORDINANCE TO AMEND CHAPTER 100-3, OF THE CODE OF THE BOROUGH OF ROSELLE ENTITLED "STAFFING LEVELS"

**BE IT ORDAINED**, by the Mayor and Council of the Borough of Roselle, that the Code of the Borough of Roselle, Chapter 100-3, is hereby amended as follows:

#### SECTION I.

##### A. Governing body.

- (1) Mayor (PT) (1)
- (2) Council members (PT) (6)
- (3) **Confidential Aide to the Mayor (1)**

##### B. Executive Staff and Department heads.

- (1) Borough Administrator (1)
- (2) Borough Attorney (PT) (1)
- (3) Municipal Clerk (1)
- (4) Chief Financial Officer (1)
- (5) **Police Chief (1)**
- (6) Fire Chief (1)
- (7) Health Officer (1)
- (8) Construction Official (1)
- (9) **Judge of the Municipal Court (PT) (1)**
- (10) Superintendent of Public Works (1)
- (11) **Municipal** Emergency Management Coordinator (PT) (1)
- (12) Deputy **Municipal** Emergency Management Coordinator (PT) (2)
- (13) Tax Collector (1)
- (14) Tax Assessor (1)
- (15) Human Resource Coordinator (1)

##### C. Department of Administration

- (1) Assistant Borough Administrator (1)
- (2) Administrative Analyst (1)
- (3) Executive Assistant, Borough Administrator (1)
- (4) Economic Development Representative 4 (1)
- (5) Purchasing Agent (1)
- (6) Public Information Officer (1)
- (7) Confidential Assistant (1)
- (8) Keyboarding Clerk-1 (1)

C.1. Division of Recreation

- (1) Recreation Director (1)
- (2) Recreation Leader (1)
- (3) Recreation Aide (2)
- (4) Recreation Aide (PT) (1)

C.2. Division of Code Enforcement

- (1) Chief Code Enforcement Officer (1)
- (2) Senior Code Enforcement Officer (1)
- (3) Code Enforcement Officer (4)
- (4) Code Enforcement Officer Trainee (2)
- (5) **Zoning Officer (1)**
- (6) Sanitation Inspector (PT) (2)
- (7) Keyboarding Clerk-3 (1)
- (8) Keyboarding Clerk-1 (1)

D. Department of Finance

- (1) Municipal Treasurer (1)
- (2) Payroll Supervisor (1)
- (3) Principal Account Clerk (1)
- (4) Senior Account Clerk (1)
- (5) Account Clerk (1)

D.1. Division of Tax Collection

- (1) Deputy Tax Collector (PT) (1)

E. Department of Tax Assessor

- (1) Deputy Tax Assessor (1)
- (2) Clerk-1 (1)

F. Department of the Municipal Clerk

- (1) Deputy Municipal Clerk (1)
- (2) Keyboarding Clerk-2 (1)
- (3) Keyboarding Clerk-1 (2)

G. Department of Health

- (1) Keyboarding Clerk-3 (1)
- (2) Keyboarding Clerk-2 (1)
- (3) Registrar of Vital Statistics (PT-stipend) (1)
- (4) Deputy Registrar of Vital Statistics (PT-stipend) (1)
- (5) Alternate Deputy Registrar of Vital Statistics (PT-stipend) (1)
- (6) Board of Health Secretary (PT) (1)

H. Police Department

- (1) Captains (not more than 3)
- (2) Lieutenants (not more than 7 including 1 Detective Lieutenant)
- (3) Sergeants (not more than 8 including 2 Detective Sergeants)

- (4) Police Officers (not more than 40)
- (5) Detectives (not more than 7)
- (6) Public Safety Telecommunicators (not more than 6)
- (7) Confidential Secretary (1)
- (8) Keyboarding Clerk-3 (1)
- (9) Keyboarding Clerk-2 (3)
- (10) Records Support Technician (1)
- (11) Parking Enforcement Officer (2)
- (12) School Crossing Guards (PT) (not more than 23)
- (13) Alternate School Crossing Guards (PT) (not more than 3)

I. Fire Department

- (1) Battalion Chief (5)
- (2) Captain (5)
- (3) **Fire Fighter** (21)
- (4) Senior Inspector (1)
- (5) Inspector (1)
- (6) Keyboarding Clerk-2 (1)

J. Department of Public Works

- (1) Assistant Public Works Superintendent (1)
- (2) Supervisor Public Works (1)
- (3) Assistant Supervisor Public Works (5)
- (4) Supervising Equipment Operator (1)
- (5) Equipment Operator (7)
- (6) Truck Driver (11)
- (7) Laborer (18)
- (8) Laborer (PT) (15)
- (9) Senior Mechanic (1)
- (10) Mechanic (1)
- (11) Mechanic's Helper (2)
- (12) Keyboarding Clerk-3 (1)
- (13) Keyboarding Clerk-2 (1)
- (14) **Omnibus Operators** (PT) (2)
- (15) Per Diem Bus Drivers (PT) (5)
- (16) Recycling **Program** Coordinator (PT-stipend) (1)

K. Building Department

- (1) Electrical Sub Code Official/Inspector (PT) (1)
- (2) Fire Sub Code Official/Inspector (PT) (1)
- (3) Plumbing Sub Code Official/Inspector (PT) (1)
- (4) Building Inspector (PT) (1)
- (5) Electrical Inspector (PT) (1)
- (6) Plumbing Inspector (PT) (1)
- (7) Technical Assistant to the Construction Official (1)
- (8) Keyboarding Clerk-2 (1)

**(9) Keyboarding Clerk-1 (1)**

L. Municipal Court

- (1) **Municipal** Court Administrator (1)
- (2) Deputy **Municipal** Court Administrator (2)
- (3) Keyboarding Clerk-1 (1)
- (4) Keyboarding Clerk-1 (PT) (3)
- (5) Court Attendant (PT) (1)
- (6) Violations Clerk (2)
- (7) Per Diem Court Attendant (1)

M. Legal Department

- (1) Labor Attorney (PT) (1)
- (2) Chief Prosecutor (PT) (1)
- (3) Assistant Prosecutor (PT) (1)

**N. Office of the Public Defender**

- (1) Chief Public Defender (PT) (1)
- (2) Public Defender (PT) (1)

O. Support and Staff positions.

- (1) Secretary to the Planning Board (PT) (1)
- (2) Secretary to the Zoning Board of Adjustment (PT) (1)
- (3) Secretary to the Board of Health (PT) (1)**
- (4) Secretary (Coordinator) to the Everett Hatcher Municipal Alliance (PT) (1)

**SECTION II.** If any section, subsection, provision, clause, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, such adjudication shall not affect the remaining sections, subsections, provisions, clauses, or portions, which shall be deemed severable therefore.

**SECTION III.** All ordinances or parts of ordinances inconsistent with or in conflict with this Ordinance are hereby replaced and/or repealed to the extent of such inconsistency.

**SECTION IV.** This Ordinance shall take effect at the time and in the manner provided by law.

**Recorded Vote on Introduction Ordinance No. 2701-23 – January 31, 2023**

	Motion	Second	Ayes	Nays	Abstain	Absent
Councilman Villeda						
Councilman Bernier						
Councilwoman Johnson						
Councilwoman Thomas						
Councilman Fortuna						
Councilwoman Wilkerson						

Adopted  Amended  Defeated  Tabled  Withdrawn

**Recorded Vote on Final Passage of Ordinance No. 2701-22 – February 15, 2023**

	Motion	Second	Ayes	Nays	Abstain	Absent
Councilman Villeda						
Councilman Bernier						
Councilwoman Johnson						
Councilwoman Thomas						
Councilman Fortuna						
Councilwoman Wilkerson						
<input type="checkbox"/> Adopted <input type="checkbox"/> Amended <input type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Withdrawn						

\_\_\_ Approved

\_\_\_ Vetoed and returned to the Borough Clerk with the following statement and objections:

\_\_\_\_\_  
Donald Shaw, Mayor

DATE:

NOTICE is hereby given that Ordinance Number 2701-23 was passed and adopted on second and final reading at a Regular Meeting of the Mayor and Council on February 15, 2023 after 6:30 P.M., 210 Chestnut St., Roselle, N.J.

\_\_\_\_\_  
Lisette Sanchez, Borough Clerk

# BOROUGH OF ROSELLE



## ORDINANCE NUMBER 2702-23

### AMENDING SECTION II OF 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"

**BE IT ORDAINED**, by the Mayor and Council of the Borough of Roselle, County of Union, State of New Jersey, as follows:

**SECTION II:** The following named officials and employees of the Borough of Roselle shall be entitled to an annual salary within the range as set forth for the respective classifications:

<b>CLASSIFICATION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>Account Clerk (per hour)</b>	<b>\$20.00</b>	<b>\$55.00</b>
Administrative Analyst	\$40,000	\$80,000
Alternate Deputy Registrar of Vital Statistics	\$1,000	\$2,500
Assistant Borough Administrator	\$40,000	\$135,000
Assistant Public Works Superintendent	\$70,000	\$100,000
Assistant Supervisor Public Works	\$55,000	\$80,000
Board of Health, Secretary	\$2,500	\$5,000
Borough Administrator	\$50,000	\$155,000
Borough Attorney	\$65,000	\$130,000
Borough Labor Attorney	\$60,000	\$80,000
Building Inspector	\$10,000	\$25,000
Building Maintenance Worker	\$23,000	\$30,000
Chief Code Enforcement Officer	\$55,000	\$95,000
Chief Financial Officer	<b>\$50,000</b>	<b>\$180,000</b>
Code Enforcement Officer	\$40,000	\$80,000
Code Enforcement <b>Officer</b> Trainee	\$30,000	\$40,000
Community Center Director	\$5,000	\$15,000
Construction Official	\$50,000	\$100,000
<b>Confidential Aide to the Mayor</b>	<b>\$30,000</b>	<b>\$70,000</b>
Confidential Assistant	\$35,000	\$50,000
Confidential Secretary	\$45,000	\$80,000
<b>Deputy Municipal Emergency Management Coordinator</b>	\$2,500	\$10,000
Deputy Municipal Clerk	\$40,000	\$65,000
Deputy Registrar of Vital Statistics	\$2,500	\$5,000
Deputy Tax Collector	\$15,000	\$30,000



<b>CLASSIFICATION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Deputy Court Administrator	\$50,000	\$75,000
Deputy Tax Assessor	\$30,000	\$80,000
Economic Development Representative 4	\$40,000	\$80,000
Electrical Sub Code Official/Inspector	\$12,000	\$25,000
Everett Hatcher <b>Municipal</b> Alliance Secretary	\$2,500	\$5,000
Executive Assistant	\$45,000	\$80,000
Emergency Management Secretary	\$2,500	\$5,000
Fire Chief	\$85,000	\$200,000
Fire Sub Code Official/Inspector	\$19,000	\$25,000
Human Resource Coordinator	\$50,000	\$90,000
<b>Judge of the Municipal Court</b>	\$20,000	\$100,000
Municipal Court Administrator	\$65,000	\$90,000
Municipal Clerk	\$60,000	\$100,000
<b>Municipal Emergency Management Coordinator</b>	\$5,000	\$20,000
Municipal Treasurer	\$40,000	\$80,000
Omnibus Operator (per hour)	\$15.00	\$25.00
Part Time Dispatchers (per hour)	\$15.00	\$25.00
Payroll Supervisor	\$40,000	\$70,000
Planning Board Secretary	\$2,500	\$5,000
Plumbing Sub Code Official/Inspector	\$19,000	\$25,000
Police Chief	\$85,000	\$200,000
Prosecutor Chief	\$20,000	\$40,000
Prosecutor Assistant	\$10,000	\$30,000
Public Defender	\$9,000	\$20,000
Public Information Officer	\$45,000	\$80,000
Purchasing Agent	\$40,000	\$90,000
Recreation Aide (per hour)	\$14.13	\$25.00
Recreation Director	\$40,000	\$100,000
Recreation Leader	\$40,000	\$80,000
<b>Recycling Program</b> Coordinator	\$2,500	\$5,000
Health Officer	\$75,000	\$135,000
Registrar of Vital Statistics	\$2,500	\$5,000
Sanitation Inspector (per hour)	\$15.00	\$25.00
Senior Code Enforcement Officer	\$45,000	\$90,000
Superintendent of Public Works	\$75,000	<b>\$180,000</b>
Supervising Equipment Operator	\$65,000	\$95,000
Supervisor Public Works	\$65,000	\$95,000
Tax Assessor	\$30,000	\$100,000
Tax Collector	\$50,000	\$90,000
Violations Clerk	\$42,000	\$55,000
Zoning Board Secretary	\$2,500	\$5,000
<b>Zoning Officer</b>	<b>\$45,000</b>	<b>\$95,000</b>

**Recorded Vote on Introduction Ordinance No. 2702-23 – January 31, 2023**

	Motion	Second	Ayes	Nays	Abstain	Absent
Councilman Villeda						
Councilman Bernier						
Councilwoman Johnson						
Councilwoman Thomas						
Councilman Fortuna						
Councilwoman Wilkerson						
<input type="checkbox"/> Adopted <input type="checkbox"/> Amended <input type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Withdrawn						

**Recorded Vote on Final Passage of Ordinance No. 2702-23 – February 15, 2023**

	Motion	Second	Ayes	Nays	Abstain	Absent
Councilman Villeda						
Councilman Bernier						
Councilwoman Johnson						
Councilwoman Thomas						
Councilman Fortuna						
Councilwoman Wilkerson						
<input type="checkbox"/> Adopted <input type="checkbox"/> Amended <input type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Withdrawn						

\_\_\_ Approved

\_\_\_ Vetoed and returned to the Borough Clerk with the following statement and objections:

\_\_\_\_\_  
Donald Shaw, Mayor

DATE:

NOTICE is hereby given that Ordinance Number 2702-23 was passed and adopted on second and final reading at a Regular Meeting of the Mayor and Council on February 15, 2023 after 6:30 P.M., 210 Chestnut St., Roselle, N.J.

\_\_\_\_\_  
Lisette Sanchez, Borough Clerk

# **BOROUGH OF ROSELLE**



## **RESOLUTION NUMBER 2023-076**

### **MAYOR'S APPOINTMENT OF SUE SYKES AS CONFIDENTIAL AIDE TO THE MAYOR AT AN ANNUAL SALARY OF \$60,000 WITH THE CONSENT OF COUNCIL**

**WHEREAS**, N.J.S.A. 11A:3-5(b) allows for the appointment of one confidential assistant to each mayor in each municipality with said appointment being considered part of the unclassified service; and

**WHEREAS**, there is a need in the Borough of Roselle to fill the position of Confidential Aide to the Mayor to meet the needs of all residents by serving as the primary constituent services representative; and

**WHEREAS**, the Mayor has nominated and appointed Sue Sykes as Confidential Aide to the Mayor and seeks the advice and consent of Council on said appointment.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Roselle that the advice and consent of Council is granted for the appointment of Sue Sykes to the position of Confidential Aide to the Mayor, effective Monday, February 6, 2023; and

**BE IT FURTHER RESOLVED**, that the salary for the position of Confidential Aide to the Mayor shall be \$60,000 for CY 2023, and a waiver of the Borough's residency requirement is granted; and

**BE IT FURTHER RESOLVED**, that the position of Confidential Aide to the Mayor shall be considered part of the unclassified service, shall not be eligible to be part of any of the Borough's collective bargaining units, must comply with and is entitled to the benefits outlined in the Borough of Roselle Employee Manual, and shall serve at the pleasure of the Mayor; and

**BE IT FURTHER RESOLVED**, that by way of this resolution, the Borough Council hereby resolves to effectuate whatever measures are necessary to create the position of Confidential Aide to the Mayor and further authorizes the Acting Borough Administrator to take whatever measures are necessary to implement this resolution; and

**BE IT FURTHER RESOLVED**, that the hiring of Sue Sykes is subject to the satisfactory completion of a criminal background check, the initial cost of which is to be borne by the employee and will be reimbursed by the Borough so long as the check is satisfactory and employment is continued.

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 Special Meeting of said Council held January 31, 2023.

**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 31<sup>st</sup> day of January, 2023.

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Lisette Sanchez, RMC  
Borough Clerk

**Resolution # 2023-077**

**RESOLUTION APPROVING THE BILLS LIST DATED JANUARY 31, 2023**

RESOLVED: That the following be paid by the borough by checks drawn on TD Bank made payable to those persons for whom the warrants are drawn:

**BILL LIST  
31-Jan-23**

<b><u>FUND</u></b>	
ANIMAL CONTROL	
CAPITAL ACCOUNT	\$ 189,631.64
CDBG TRUST	
CURRENT FUND	\$ 284,116.83
ESCROW TRUST	\$ 4,056.25
FSLEF	
SLEF	
GENERAL TRUST ACCOUNT	\$ 6,022.68
TRUST DCA FEES	
GRANT ACCOUNT	\$ 8,900.00
SUI	
DECEMBER 30, 2022 PAYROLL	\$ 706,954.15
JANUARY 13, 2023 PAYROLL	\$ 687,002.75
JANUARY 27, 2023 PAYROLL	\$ 792,159.62
MANUAL CHECK	
POAA	
REDEMPTION PREMIUM ACCOUNT	
PUBLIC DEFENDER	
REDEMPTION TRUST	
RESERVE FOR ESCROW	
SALARY DEDUCTION	
GRAND TOTAL	<u><u>\$2,678,843.92</u></u>

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LISETTE SANCHEZ

**Resolution # 2023-078**

**RESOLUTION APPROVING THE BILLS LIST DATED JANUARY 31, 2023**

RESOLVED: That the following be paid by the borough by checks drawn on TD Bank made payable to those persons for whom the warrants are drawn:

**BILL LIST**

**31-Jan-23**

**FUND**

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ANIMAL CONTROL	
CAPITAL ACCOUNT	
CDBG TRUST	
CURRENT FUND	\$ 3,269.06
ESCROW TRUST	
FSLEF	
SLEF	
GENERAL TRUST ACCOUNT	
TRUST DCA FEES	
GRANT ACCOUNT	
SUI	
DECEMBER 30, 2022 PAYROLL	
JANUARY 13, 2023 PAYROLL	
JANUARY 27, 2023 PAYROLL	
MANUAL CHECK	
POAA	
REDEMPTION PREMIUM ACCOUNT	
PUBLIC DEFENDER	
REDEMPTION TRUST	
RESERVE FOR ESCROW	
SALARY DEDUCTION	
GRAND TOTAL	<u><u>\$3,269.06</u></u>

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LISETTE SANCHEZ  
MUNICIPAL BOROUGH CLERK