

**BOROUGH OF ROSELLE  
MAYOR AND COUNCIL  
SPECIAL MEETING MINUTES  
JANUARY 31, 2023**

Mayor Shaw called the Special 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 January 31, 2023 at 4:00 p.m. The flag salute was done and the invocation was given by Councilman Fortuna.

Borough Clerk Sanchez read the "Open Public Meetings Act" compliance statement.

**STATEMENT OF COMPLIANCE**

The requirements of N.J.S.A. 10:4-6 et seq., "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**

**Present:**

Councilman Richard Villeda, First Ward  
Councilwoman Cynthia Johnson, Third Ward  
Councilwoman Cindy Thomas, Fourth Ward  
Councilman John Fortuna, Fifth Ward  
Councilwoman Denise Wilkerson, At-Large  
Council President Brandon Bernier, Second Ward (Via Telephone)  
Mayor Donald Shaw

**Also Present:**

Lisette Sanchez, Borough Clerk  
Shanel Robinson, Acting Borough Administrator  
May Wedlund, Esq., Acting Borough Attorney

**PUBLIC COMMENTS**

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.

**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"**

**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.

**Motion to adopt Ordinance 2701-23 on First Reading & Introduction by Councilwoman Wilkerson, second by Councilwoman Thomas.**

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

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

Councilwoman Wilkerson	X		X		
X Adopted <input type="checkbox"/> Amended <input type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Withdrawn					

**Public Hearing scheduled for 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”**

**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

<b>CLASSIFICATION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Deputy Municipal Clerk	\$40,000	\$65,000
Deputy Registrar of Vital Statistics	\$2,500	\$5,000
Deputy Tax Collector	\$15,000	\$30,000
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
Recycling <b>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

<b>CLASSIFICATION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
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>

**Motion to adopt Ordinance 2702-23 on First Reading & Introduction by Councilman Fortuna, second by Councilman Villeda.**

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

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

**Public Hearing scheduled for February 15, 2023**

**RESOLUTIONS**

**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.

**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**

**FUND**

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

GRAND TOTAL

\$2,678,843.92

**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**

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

\$3,269.06

**Motion to adopt by Councilwoman Thomas, second by Councilwoman Wilkerson.**

<b>Vote Record –Consent Agenda (Resolution Nos. 2023-076 through 2023-078)</b>				
	Ayes	Nays	Abstain	Absent
Councilman Villeda	X			
Councilwoman Johnson		X		
Councilwoman Thomas	X			
Councilman Fortuna	X			
Councilwoman Wilkerson	X			
Council President Bernier	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				

**COUNCIL COMMENT**

**Councilman Villeda provided the following comments:**

- Thanked all Council colleagues for working together

**Councilwoman Johnson provided the following comments:**

- Would like to have meet the new confidential aide

**Councilwoman Thomas had no comments.**

**Councilman Fortuna had no comments.**

**Councilwoman Wilkerson provided the following comments:**

- Confirmed hiring practice is still the same.

**Council President Bernier provided the following comments:**

- Thanked everyone for working together to get bills paid.


**MAYOR'S COMMENTS**

**Mayor Shaw provided the following comments:**

- Thanked everyone for attending the Special Meeting, moving the Borough forward and working hard for the residents

**ADJOURNMENT**

**Motion to adjourn by Councilwoman Johnson, second by Councilman Fortuna. Motion was approved by unanimous vote. Meeting adjourned at 4:16 p.m.**

  
**Lisette Sanchez, Borough Clerk**

