

**BOROUGH OF ROSELLE  
MAYOR AND COUNCIL  
WORKSHOP MEETING MINUTES  
FEBRUARY 8, 2023**

Mayor Shaw called the Workshop Meeting of the Mayor and Council of the Borough of Roselle, Union County, New Jersey held on February 8, 2023 at 6:30 p.m. The flag salute was done and the invocation was given by Reverend Jones.

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 23, 2022, 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:**

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)

**Also Present:**

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

**PUBLIC COMMENT**

Mayor Shaw opened up the public comment portion of the meeting. Seeing no one come forward, Mayor Shaw closed the public comments.

**DEPARTMENT REPORTS**

Colliers Engineer Carl O'Brien advised that Jackie Dirmann was promoted in the firm and that Kevin Boyle will be her replacement for Roselle.

**Engineering** – Kevin Boyle, Collier's Engineering, reported the following for the month of January 2023:

- 2021 NJDOT Roadway – Drake and West 4<sup>th</sup> – sanitary sewer work completed. Paving and speed humps on West 4<sup>th</sup> is scheduled to be completed in the Spring of 2023
- 2022 NJDOT and CDBG Year 48 – video inspection of sanitary sewer conducted and reviewing potential sanitary sewer repairs for Spring 2023 paving.
- Water Company construction – water main and service work completed. Coordinating paving schedule with water company
- Arminio Field House – electric to field house was connected February 1<sup>st</sup>. - Poplar Park – to be completed in Spring 2023

**Economic & Housing Development** – Redevelopment Coordinator Victor Klymenko reported the following for the month of January 2023:

- 901 Chandler Avenue marketing RFP. Reviewing RFP guidelines and will post on website
- Putting together a plan for 118 Roselle Properties Urban Renewal, LLC to complete condemnation process
- FOYA/IHOP- closer to completing a redevelopment plan
- WAWA – Colliers is pursuing resolution compliance matter re landscaping
- 136-142 East 4<sup>th</sup> Avenue project update – owner is getting ready to obtain building permits to pour footings
- St. Georges Avenue Redevelopment in need of study completed and finalized the redevelopment plan
- VASCO Properties - 792 E. 3<sup>rd</sup> update
- 1005 Oak Street – material for filing site plan and lot dimensions out for signatures
- 219 Columbus – ownership issues have been wrapped up

**Finance** – Acting Borough Administrator Shanel Robinson reported the following for the month of January 2023:

- The Temporary budget passed in January per state statute in the amount of \$16,204,150.00; to date the Borough has spent \$1,313,167.43 and encumbered \$450,550.00 including salary and wages and other operating expenses - Finance is on target as required by state statute

**Fire Department** – Fire Fighter Jarrelle Benjamin, reported the following for the month of January 2023:

- Total fire alarms for 2023: 182
- Total ambulance calls for 2023: 232

- Total ambulance collection for December 2022: \$29,472.69
- Life Hazard Inspections: 295, Local: 486, Vacant/Unoccupied: 66, Total: 847
- Monthly inspections from 12/28/22 thorough 1/25/2023:
- Smoke alarm/CO detectors/fire extinguisher certs: 17
- Commercial inspections: 77
- Multiple dwellings: 25
- OPRA requests processed: 6
- Violations issued (failed): 45
- Certificate of Inspection issued (passed): 70
- Inspection report worksheets generated: 83
- New Business Registration Forms Processed: 0

**Health** – Assistant Business Administrator Shanel Robinson reported on the following for the month of January 2023:

- A resolution authorizing the acceptance of the National Fitness Campaign Healthy City Grant Award
- There will be a replacement of the Union County Health Officer and the effective date will be provided to the governing body early next week

**Recreation Department** – Recreation Aide Rodney Tibbs reported the following for the month of January 2023:

- 20 members joined the Senior Book Club
- Covid 19 Vaccinations will be held on February 24, 2023
- Buffalo Soldiers program will be held for Black History Month
- 60 secured for Global Africa-Design & The Diaspora at the Newark Museum of Art
- Seniors attended the Langston & Beethoven: Black and Proud event at the Union County Performing Art Center
- Smart Customer Service training complete
- New stove for the community center has been ordered
- Working on Year 49 CDBG grant for Roselle Senior Citizens Transportation program
- Provided update of senior activities for the month of January 2023

**Police Department** – Captain Helder Freire reported the following for the month of January 2023:

- 5 new hires have commenced the Union County Police Academy
- Plan to implement the Law Enforcement Against Drugs (L.E.A.D.) program
- Planning phase of National Night Out
- Community Policing is re-energizing the Junior Police Academy
- Provided update on the Union County Dispatch
- Initiated design of safety campaign for operation Street Smart
- Implemented ALPR System

- Calls for service: 2,819
- Area Checks/Park & Walks: 997
- M.V. Accidents: 78
- Drunk Drivers: 1
- Ambulance: 194
- Summons Issued: 653

**Code Enforcement** – Code Enforcement Division Leader Michael Tisdale the following for the month of January 2023:

Revenue:

- CO Fees: \$1,900.00
- Rentals Fees: \$18,200.00
- Vacant Properties Fees: \$28,749.94
- Zoning Fees: \$190.00
- Total Revenue for January: \$52,039.94 Division:
- 0 high grass violations
- 5 exterior maintenance violations
- 4 interior maintenance violations
- 0 tree violations
- 5 garbage and debris violations
- 12 vehicle violations
- 36 bulk violations
- 0 miscellaneous complaints
- 2 zoning applications
- 0 zoning inspections
- Addressed 21 summonses for the month January

**Building** – Construction Official Bill Wilkins reported the following for the month of January 2023:

- Building Permits: \$17,177.00
- Electrical Permits: \$9,305.00
- Plumbing Permits: \$5,250.00
- Fire Permits: \$2,875.00
- Mech Permits: \$1,433.00
- DCA: \$1,785.00
- CO Fees: \$700.00
- CCO Fees: \$200.00
- Total Permit Fees: \$38,725.00

Other Fees Collected

- Violations: \$200.00
- Roll Off: \$200.00

**OEM** – OEM Coordinator Reverend Roy Jones reported the following for the month of January 2023:

- OEM taking steps to increase Membership in 2023
- The Emergency Operations Plan (EOP) is in progress
- Trickle charge system added to OEM vehicles
- Hats and reflective vests have been purchased for OEM members
- County and State OEM will meet with Roselle OEM and Borough Officials
- FEMA and MJOEM training are encouraged for members along with CPR, Defensive Driving, First Aid, Traffic Control
- Joint drills with departments are projected for early Spring
- Plan to get the old RVAC building in operation
- EPA Conference in April 2023 in Atlantic City
- State Police OEM will offer classes in Atlantic City
- Spearheading an OEM Scholarship for the late Captain Jon Young in the amount of \$1,000 for one Roselle student

**Public Works Department** – Assistant Supervisor Jermaine Randle reported the following for the month of January 2023:

- Monthly sewer lines have been flushed
- Sanitation Report – Bulk: 19.86 tons, Garbage – 169.33 tons, Recycling: 36.83 tons
- Fire Department Boiler replaced on 1/30/23
- PEJIF training will take place for blood borne pathogens
- Shade tree picked up Christmas trees and downed tree limbs in several locations

**Human Resources** – Human Resources Coordinator Kheesha Walls reported the following for the month of January 2023:

- Consulted ADP regarding enhancement of existing services
- Managed offboarding with Public Safety Telecommunicators (Dispatchers)
- Addressed requests from Civil Service Commission
- Updated CAMPS database
- Scheduled disciplinary hearings
- Processed background requests
- Screened and interviewed candidates for Keyboarding Clerk 1
- Posted Job opening for several departments
- Issued injury reports to Worker’s Comp vendor
- Participated in ongoing Union negotiation sessions with OPEIU
- Administered PEJIF’s customer service training module
- Distributed “Employee Information Forms” to Borough staff

**PRESENTATIONS** - None.

**NEW BUSINESS**

**RESOLUTION**

**RESOLUTION NUMBER 2023-079**

**AMENDED RESOLUTION OF THE BOROUGH OF ROSELLE APPOINTING A FINANCIAL OFFICER**

**WHEREAS**, the Borough Council previously adopted Resolution No. 2023-032, appointing Nicola Trasente as temporary interim Chief Financial Officer (“CFO”); and

**WHEREAS**, the Division of Local Government Services has advised that Mr. Trasente, who holds a Municipal Finance Officer Certificate, may not be appointed on a temporary interim basis; and

**WHEREAS**, the Borough seeks to comply with the Division of Local Government Services and State Law regarding the appointment of a CFO and intends to appoint Mr. Trasente to serve as CFO.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Roselle:

1. Nicola Trasente, CMFO, is hereby appointed as Chief Financial Officer, on a part-time basis, effective January 11, 2023;
2. Mr. Trasente shall be compensated at the rate of \$125 per hour, not to exceed 20 hours per week, and shall not be entitled to any benefits or emoluments.
3. The requirements of the Borough Code, Section 5-10 as to residency in the Borough are hereby waived by the Borough Council as to Nicola Trasente, CMFO.
4. The provisions of this resolution are severable. To the extent that any clause, phrase, sentence, paragraph, or provision of the Resolution shall be declared invalid, illegal, or unconstitutional, the remaining provisions shall continue in full force and effect.

**BE IT FURTHER RESOLVED** that a copy of this resolution be sent 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 February 8, 2023.

**IN WITNESS WHERE OF**, 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 8<sup>h</sup> day of February 2023.

**Motion to adopt by Council President Bernier, second by Councilman Fortuna.**

<b>Vote Record – Resolution 2023-079</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				

**CLOSED EXECUTIVE SESSION**

**RESOLUTION NUMBER 2023-080**

**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







4.	RESOLUTION APPROVING A.B.C. PERSON-TO-PERSON LICENSE TRANSFER
<b><u>ECONOMIC &amp; HOUSING DEVELOPMENT</u></b>	
5.	RESOLUTION AWARDDING AN APPRAISAL CONTRACT TO APPRAISAL CONSULTANTS CORP. AS THE BOROUGH APPRAISAL CONSULTANT NOT TO EXCEED \$14,000.00
<b><u>FINANCE</u></b>	
6.	RESOLUTION AUTHORIZING REFUND OF TAX OVERPAYMENTS
7.	RESOLUTION AUTHORIZING TRANSFER OF FUNDS BETWEEN LINE ITEMS <b>[TO BE PROVIDED]</b>
8.	RESOLUTION AUTHORIZING TEMPORARY EMERGENCY APPROPRIATION <b>[TO BE PROVIDED]</b>
<b><u>FIRE</u></b>	
9.	RESOLUTION APPOINTING FIRE OFFICIAL
<b><u>GRANT OFFICER</u></b>	
10.	RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE NATIONAL FITNESS CAMPAIGN HEALTHY CITY GRANT AWARD
<b><u>HEALTH</u></b>	
11.	RESOLUTION AUTHORIZING SEXUALLY TRANSMITTED DISEASE (STD) SERVICES WITH THE CITY OF ELIZABETH DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR 2023
12.	RESOLUTION AUTHORIZING AN AGREEMENT FOR ANIMAL CONTROL SERVICES WITH ASSOCIATED HUMANE SOCIETIES, INC. FOR 2023
<b><u>PURCHASING AGENT</u></b>	
13.	RESOLUTION AWARDDING A CONTRACT TO COMMUNITIES IN COOPERATION, TO PROVIDE CONSULTING SERVICE FOR ROSELLE FIRST INITIATIVE FOR THE BOROUGH
14.	RESOLUTION APPOINTING ACRISURE AS INSURANCE BROKERS OF RECORD FOR THE BOROUGH OF ROSELLE FOR MEDICAL/HEALTH INSURANCE NOT TO EXCEED \$45,000.00
<b><u>RECREATION</u></b>	
15.	RESOLUTION AUTHORIZING THE REFUND OF RENTAL DEPOSIT FOR COMMUNITY CENTER USE
<b><u>PAYMENT OF BILLS</u></b>	
16.	RESOLUTION APPROVING THE BILLS LIST DATED FEBRUARY 15, 2023 <b>[TO BE PROVIDED]</b>

**Motion to set Consent Agenda with Items #s 1 through 6 and 9 through 15 by Council President Bernier, second by Councilwoman Wilkerson.**

<b>Vote to Set Consent Agenda for February 15, 2023 Regular Meeting</b>				
	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
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				

**PAYMENT OF BILLS**

16.	RESOLUTION APPROVING THE BILLS LIST DATED FEBRUARY 15, 2023 <b>[TO BE PROVIDED]</b>
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**COUNCIL COMMENT**

**Councilman Villeda had no comments.**

**Councilwoman Johnson had no comments.**

**Councilwoman Thomas had no comments.**

**Councilman Fortuna provided the following comments:**

- Talked about response time for the Fire Department as it relates to County Dispatch
- The money for the survey has to be placed in the Capital Budget as it relates to Mr. Vanderpool’s issue

**Councilwoman Wilkerson provided the following comments:**

- Thanked the Borough staff for their in-person reporting

**Council President Bernier had no comments.**

**MAYOR'S COMMENTS**

**Mayor Shaw provided the following comments:**

- Requested everyone take a moment and remember Councilwoman Eunice Dwunfour

**ADJOURNMENT**

**Motion to adjourn by Councilwoman Thomas, second by Councilwoman Johnson. Motion was approved by unanimous vote. Meeting adjourned at 7:37 p.m.**

  
**Lisette Sanchez, Borough Clerk**