

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

Mayor Shaw called the Workshop Meeting of the Mayor and Council of the Borough of Roselle, Union County, New Jersey held on March 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 st Ward)
Honorable Cynthia Johnson	(3 rd Ward)
Honorable Cindy Thomas	(4 th Ward)
Honorable John Fortuna	(5 th Ward)
Honorable Denise Wilkerson	(At-Large)
Honorable Brandon Bernier	(2 nd Ward/Council President)
Honorable Donald Shaw	(Mayor)

Also Present:

Lisette Sanchez, Borough Clerk
Shanel Robinson, Acting Borough Administrator
May Wedlund, Esq.
Borough Attorney Mohamed Jalloh, Esq. (arrived at 7:11 p.m.)

PUBLIC COMMENT

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

1. Ms. Hauffer reiterated her concerns about Carolyn Terrace, which was allegedly damaged due work done by a contractor hired by the Borough Engineer. The location is the Ardleigh Condominiums Complex.

Seeing no one else come forward, Mayor Shaw closed the public comments.

DEPARTMENT REPORTS

Acting Borough Administrator - Shanel Robinson reported the following for the month of February:

- In touch with Colliers Engineering regarding the issue on Carolyn Terrace at the Ardleigh Park condominium complex. She then asked the Borough Engineer to provide an update
- The Borough Engineer will call his team and report back to the Borough Administrator
- Discussed items on the agenda under the Borough Administrator
- Discussed the temporary budget
- The DPW Supervisor was excused from providing a report this month

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

- Building Permits: \$4,736.00
- Electrical Permits: \$13,610.00
- Plumbing Permits: \$1,290.00
- Fire Permits: \$1,950.00
- Mech Permits: \$395.00
- DCA: \$1,017.00
- CO Fees: \$0.00
- CCO Fees: \$200.00
- Total Permit Fees: \$23,198.00

Other Fees Collected

- Violations: \$0.00
- Roll Off: \$0.00

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

- 901 Chandler Avenue Marketing RFP posted on Borough website with a due date response of March 7th at 10:00 a.m.
- The plan for 118 Roselle Properties Urban Renewal, LLC condemnation process is ongoing
- Cherry Gardens certificate of occupancy is delayed until compliance matters are completed
- FOYA Group – final comments on the completion of the redevelopment plan on track. Pilot agreement completed.
- WAWA – Colliers is pursuing required resolution compliance matters, mostly landscaping

- 136-142 East 4th Avenue project update – Developers agreement and bonds have been completed and endorsed. Owner is building permits
- St. Georges Avenue Redevelopment in need of study are finalizing the redevelopment plan and exploring developers
- VASCO Ventures: Owner indicated he is preparing plans for developing property at 792 E. 3rd Avenue
- 1005 Oak Street – Colliers is finalizing open resolution compliance matters

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

- Consulted ADP regarding enhancement of existing services
- Scheduled interviews for Keyboarding Clerk 1 positions and Code Enforcement Zoning Officer
- Posted positions for several departments
- Attended Public Entity Joint Insurance Fund (PEJIF) meeting on February 21, 2023
- Administered PEJIF’s customer service training module to Borough employees – Deadline March 17, 2023
- Met with various employee regarding Leave of Absence policy
- Consulted with employees and department heads regarding disciplinary matters and policy
- Reconciling employee data with ADP and Civil Service Commission
- Met and spoke with members of the general public regarding job openings
- Interviewed 9 entry-level laborers for DPW on February 23, 2023

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

Revenue:

- CO Fees: \$2,600.00
- Rentals Fees: \$600.00
- Vacant Properties Fees: \$30,500.00
- Zoning Fees: \$412.00
- Total Revenue for February: \$34,112.00
- 0 high grass violations
- 4 exterior maintenance violations
- 0 interior maintenance violations
- 0 tree violations
- 7 garbage and debris violations
- 2 vehicle violations
- 35 bulk violations
- 0 miscellaneous complaints
- 21 zoning applications

- 4 zoning inspections
- Addressed 11 summonses for the month February

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

- Feedback from the Union County Police Academy on 5 new hires is positive
- Interview for GAP Waiver eligible officers
- Planning phase for National Night Out ongoing
- In planning phase for impound yard auction
- Participated in Read Across America
- Community Policing finalized to begin the Junior Police Academy
- NJTPA completed the Route 27 Corridor Safety Study
- Recovered a polymer 80 (“Ghost gun”) after a foot pursuit
- Applied for the HTS Distracted Driving Grant
- Calls for service: 2,547
- Area Checks/Park & Walks: 789
- M.V. Accidents: 87
- Drunk Drivers: 4
- Ambulance: 152
- Summons Issued: 538
- Call Taking Time: 1 min, 4 seconds
- Call Holding Time: 19 seconds
- Response Time: 1 min, 35 seconds

Recreation Department – Recreation Director Eugenia Simms reported the following for the month of February 2023:

- The Buffalo Soldiers gave a great Black History program
- The 2023 recreation calendar was sent to Jaffee for formatting
- Ms. Daniels and Mr. Tibbs completed the customer service training
- 20 members joined the Senior Book Club
- Attended the 1st Mentorship Meeting
- Covid 19 vaccination and booster clinic on February 24, 2023
- Walk throughs were done for all Borough parks and Sylvester Land Field
- Attended a Recreation Committee meeting
- Provided update of senior activities for the month of February 2023

Fire Department – Battalion Chief Laba reported the following for the month of February 2023:

- Total fire alarms for 2023: 427
- Total ambulance calls for 2023: 414
- Total ambulance collection for January 2023: \$28,573.74
- Total ambulance collection for 2023 not including February: N/A

- Life Hazard Inspections: 294, Local: 482, Vacant/Unoccupied: 71, Total: 847
Monthly inspections from 1/25/23 thorough 2/24/2023:
- Smoke alarm/CO detectors/fire extinguisher certs: 26
- Commercial inspections: 77
- Multiple dwellings: 30
- OPRA requests processed: 13
- Violations issued (failed): 56
- Certificate of Inspection issued (passed): 55
- Inspection report worksheets generated: 59
- New Business Registration Forms Processed: 0
- Permit and Registration Fee payments to date: \$428

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

- Active membership drive is ongoing and seeking out interested residents
- Work ongoing in the OEM office located in Borough Hall. Telephone line added
- Will obtain ID badges for membership
- The Emergency Operations Plan (EOP) is still in progress with assistance from a consultant
- Planning meeting with the consultant is scheduled for February 27, 2023 from 10:00a.m. to 12:00 Noon in the Baker Room
- Trickle charge system added to OEM vehicles
- Hats and reflective vests have been purchased for OEM members
- Grants being investigated for equipment
- Union County and State OEM will meet with Roselle OEM
- 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 is ongoing
- EPA Conference in April 2023 in Atlantic City and State Police OEM will offer classes in Atlantic City
- OEM is spearheading an OEM Scholarship for the late Captain Jon Young in the amount of \$1,000 for one Roselle student

Engineering – Engineer Carl O’Brien, Collier’s Engineering, reported the following for the month of February 2023:

- 2021 NJDOT Roadway – Drake and West 4th – sanitary sewer work completed. Paving and speed humps on West 4th is scheduled to be completed in the Spring of 2023

- 2022 NJDOT and CDBG Year 48 – video inspection of sanitary sewer conducted and reviewed. Sanitary main is candidate for lining. Paving planned for early April as weather permits
- Water Company construction – water main and service work completed. Coordinating paving schedule with water company
- Arminio Field House – HVAC is running and epoxy floor in the process of curing and drying
- Traffic Safety meeting – 4 way stop study being conducted on Pine and 5th, Walnut and 7th, Rivington and 10th, Harrison and 7th, Thompson Ave., between Rosewood and 6th Avenue
- Poplar Park to be completed in Spring 2023
- Preparing capital budget requests
- Storm and Sanitary Sewer Assessments and repairs
- Community Rating Systems 5-year Recertification and NJPDES Tier A Permit Renewal
- Tax Map update

PRESENTATIONS - None.

RESOLUTION

CLOSED EXECUTIVE SESSION

RESOLUTION NUMBER 2023-108

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 March 8, 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 8th of March 2023.

Motion to enter into Executive Closed Session by Council President Bernier, second by Councilman Fortuna.

Vote Record – Resolution 2023-108				
	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"/> Adopted <input type="checkbox"/> Adopted as Amended <input type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Withdrawn				

Entered into Executive Session at 7:16 p.m.

Returned to Regular Meeting at 8:25 p.m.

SETTING THE AGENDA FOR THE MARCH 15, 2023 REGULAR MEETING

PROCLAMATIONS

Proclamation for Tamara Suvil
Women’s History Month

APPROVAL OF MINUTES OF MEETINGS

Minutes of the Mayor and Council Workshop Meeting – February 8, 2023
Minutes of the Mayor and Council Regular Meeting – February 15, 2023
Minutes of the Mayor and Council Special Meeting – February 24, 2023

INTRODUCTION, CONSIDERATION AND PASSAGE OF ORDINANCES

ORDINANCE ON SECOND READING/PUBLIC HEARING – Ordinance Number 2703-23

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 (327 DIETZ STREET)

- a) Public Hearing
- b) Motion for Final Adoption: Second:

ORDINANCE ON SECOND READING/PUBLIC HEARING – Ordinance Number 2704-23

ORDINANCE AMENDING CHAPTER 511 “PARKING, RESIDENTIAL OVERNIGHT” TO REVISE ALISON ROAD AREA RESTRICTED HOURS

- a) Public Hearing
- b) Motion for Final Adoption: Second:

ORDINANCE ON SECOND READING/PUBLIC HEARING – Ordinance Number 2705-23

BOND ORDINANCE PROVIDING FOR VARIOUS BUILDING IMPROVEMENTS AND APPROPRIATING \$278,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$264,100 BONDS OR NOTES TO FINANCE PART OF THE COST THEREOF, AUTHORIZED IN AND BY THE BOROUGH OF ROSELLE, IN THE COUNTY OF UNION, NEW JERSEY

- a) Public Hearing
- b) Motion for Final Adoption: Second:

ORDINANCE ON FIRST READING & INTRODUCTION – Ordinance Number 2706-23

AN ORDINANCE TO AMEND AND SUPPLEMENT THE LAND USE CODE OF THE BOROUGH OF ROSELLE, CHAPTER 650, ARTICLE XII, ZONING, SECTION 650-95, BUSINESS/COMMERCIAL ZONE AND SECTION 650-99, COMMERCIAL-INDUSTRIAL ZONE; TO AMEND AND SUPPLEMENT THE FIRST AVENUE REDEVELOPMENT PLAN; AND TO AMEND THE REDEVELOPMENT PLAN FOR BLOCK 3801 TO CLARIFY THE PERMITTED AND CONDITIONAL USES

- a) Motion to Adopt on First Reading: Second:
- b) Public Hearing scheduled for April 19, 2023

RESOLUTIONS

<u>BOROUGH ADMINISTRATOR</u>	
1.	RESOLUTION APPOINTING A LAND USE ADMINISTRATOR
2.	RESOLUTION AMENDING RESOLUTION 2023-064 REFLECTING INCREASES TO THE CONTRACT AMOUNTS FOR SPECIAL LABOR/PERSONNEL
3.	RESOLUTION AMENDING RESOLUTION 2023-049 REFLECTING AN INCREASE TO THE CONTRACT AMOUNT FOR BOND COUNSEL NOT TO EXCEED \$20,000.00
4.	RESOLUTION AMENDING RESOLUTION 2023-059 REFLECTING INCREASE TO CONTACT AMOUNT FOR MCMANIMON SCOTLAND BAUMANN, AS REDEVELOPMENT COUNSEL NOT TO EXCEED \$60,000.00
<u>BOROUGH ATTORNEY</u>	
5.	RESOLUTION AMENDING RESOLUTION 2023-044, GRANTING CONTRACTS FOR ACTING PUBLIC DEFENDER
6.	RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND NON-OPEN CONTRACT TO BLAU AND BLAU, ATTORNEYS AT LAW TO FILE AFFIRMATIVE TAX APPEALS ON BEHALF OF THE BOROUGH
7.	RESOLUTION AMENDING RESOLUTION 2023-063 GRANTING CONTRACTS FOR SPECIAL COUNSEL OPRA SERVICES
8.	RESOLUTION AMENDING RESOLUTION 2023-060 REFLECTING INCREASES TO THE CONTRACT AMOUNTS FOR COUNSEL TAX FORECLOSURES
9.	RESOLUTION AMENDING RESOLUTION 2023-056 REFLECTING INCREASES TO THE CONTRACT AMOUNTS FOR LITIGATION DEFENSE COUNSEL
10.	RESOLUTION AMENDING RESOLUTION 2023-062 INCREASING THE CONTRACTS FOR SPECIAL COUNSEL SERVICES
<u>BOROUGH CLERK</u>	
11.	RESOLUTION AMENDING RESOLUTION 2022-358 SUPPORTING ROLL MODELS LLC'S APPLICATION FOR A RETAIL DISPENSARY MICRO-LICENSE TO THE NEW JERSEY CANNABIS REGULATORY COMMISSION AND CONFIRMING THAT THE INTENDED SITE IS SUITABLE FOR THE OPERATIONS OF THE PROPOSED CANNABIS MICRO-DISPENSARY [TO BE PROVIDED]

12.	RESOLUTION HIRING AS A FULL-TIME KEYBOARDING CLERK 1 IN THE BOROUGH CLERK'S OFFICE [TO BE PROVIDED]
<u>ECONOMIC & HOUSING DEVELOPMENT</u>	
13.	RESOLUTION OF THE BOROUGH OF ROSELLE DESIGNATING REDEVELOPER AND AUTHORIZING EXECUTION OF REDEVELOPMENT AGREEMENT WITH FOYA DEVELOPMENT GROUP, LLC AND OTHER MATTERS IN CONNECTION THEREWITH
<u>FINANCE</u>	
14.	RESOLUTION AMENDING RESOLUTION NUMBER 2023-065 AWARDING A CONTRACT TO COLOGNA PRODUCTIONS FOR TV MANAGEMENT SERVICES FOR THE BOROUGH NOT TO EXCEED \$20,000.00 TO CORRECT CERTIFICATION OF FUNDS
15.	RESOLUTION AMENDING RESOLUTION NUMBER 2023-095 ESTABLISHING 2023 TEMPORARY EMERGENCY APPROPRIATIONS [TO BE PROVIDED]
16.	RESOLUTION AUTHORIZING PAYMENT OF LEGAL INVOICES [TO BE PROVIDED]
<u>HUMAN RESOURCES</u>	
17.	RESOLUTION ADJUSTING THE JOB TITLE AND SALARY OF LA2EBDUIN OF THE DEPARTMENT OF PUBLIC WORKS
18.	RESOLUTION ACCEPTING THE RESIGNATION OF 1KG9RR35C OF THE DEPARTMENT OF PUBLIC WORKS
19.	RESOLUTION AUTHORIZING THE BOROUGH OF ROSELLE TO ENTER INTO A CONTRACT WITH SAINT BARNABAS MANAGEMENT SERVICES / ONE SOURCE EAP, FOR AN EMPLOYEE ASSISTANCE PLAN
20.	RESOLUTION ACCEPTING THE RESIGNATION OF V9ZIAY4TD OF THE DEPARTMENT OF PUBLIC WORKS
<u>PUBLIC WORKS</u>	
21.	RESOLUTION AUTHORIZING REFUND OF STREET OPENING ESCROW FEES
<u>PAYMENT OF BILLS</u>	
22.	RESOLUTION APPROVING THE BILLS LIST DATED MARCH 15, 2023 [TO BE PROVIDED]

Motion to set Consent Agenda with Items #s 1 through 10, 13, 14 and 17 through 21 by Council President Bernier, second by Councilman Fortuna.

Vote to Set Consent Agenda for March 15, 2023 Regular Meeting				
	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"/> Adopted <input type="checkbox"/> Adopted as Amended <input type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Withdrawn				

COUNCIL COMMENT

Councilman Villeda had no comments.

Councilwoman Johnson had no comments.

Councilwoman Thomas

Councilman Fortuna had no comments.

Councilwoman Wilkerson wished everyone a Happy International Women’s Day


Council President Bernier had no comments.

MAYOR’S COMMENTS

Mayor Shaw wished everyone a Happy Women’s Day.

ADJOURNMENT

Motion to adjourn by Councilwoman Wilkerson, second by Councilman Fortuna. Motion was approved by unanimous vote. Meeting adjourned at 8:30 p.m.



 Lisette Sanchez, Borough Clerk

