

**BOROUGH OF ROSELLE  
MAYOR AND COUNCIL  
WORKSHOP MEETING MINUTES  
AUGUST 9, 2023**

Mayor Donald Shaw called the Regular Meeting of the Mayor and Council of the Borough of Roselle, Union County, New Jersey held on August 9, 2023 at 6:30 p.m. The flag salute was done and the invocation was given by Reverend Roy 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.

1. **Jane Vecchione** discussed the enforcement of the breach of peace ordinance and instances of excessively loud music in their yard.
2. **Craig Vecchione** echoed the sentiment of his wife Jane Vecchione regarding excessively loud music in their yard.

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

## **DEPARTMENT REPORTS**

**Administration** - Shanel Robinson, Acting Borough Administrator, reported the following for the month of July 2023:

- Moving forward with getting the Annex Building work completed
- Working on a national fitness campaign at Arminio Field
- Completing a project in the Municipal Building for outdoor seating
- Installation of a kiosk for information Chestnut Street
- Filling open positions is ongoing

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

- 118 Roselle Properties Urban Renewal – The court granted final judgement for eminent domain and will work on the laundromat relocation
- St. George’s Redevelopment – Financial reviews and redevelopment matters under final discussions with redeveloper
- Rose Homes: 1005-1007 Oak St payments for 5 lots done, filed for County Planning Board and we had entry agreement prepared to legally afford construction our property via Resolution
- 136-142 East Fourth - Getting a final set of plans for signature from the DCA
- VASCO Ventures - Owner prepared unacceptable construction plans for developing property at 792 E 3rd. Redevelopment Counsel to discuss plans for demolition and redevelopment
- WAWA – Colliers is pursuing numerous resolution compliance matters and there are environmental monitoring items that the Borough is responsible to handle

**Fire Department** – Battalion Chief Christopher Laba reported the following for the month of July 2023:

- Total ambulance calls for 2023: 1,519
- Total fire alarms for 2023: 1,360
- Total ambulance collection for 2023 not including July: \$218,053.14
- Smoke alarm/CO detectors/fire extinguisher certs: 22
- Multiple dwellings: 100
- Violations issued (failed): 22
- Certificate of Inspection issued (passed): 48
- Inspection worksheets generated: 27
- Permit and Registration Fee Payments: \$16,241.00
- LV Moore Summer Camp visit was a success

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

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- LV Moore Summer Camp visit was a success
- Final preparation for National Night Out
- Four new recruits started the Union County Police Academy on July 14, 2023
- Five officers graduated from the Union County Police Academy
- In Field Training Program assigned to a training officer
- Provided security for the House Music Festival, Uptown Vibes, and Movie Nights
- Sold 11 bicycles at the Police Dept Bicycle Auction
- Identified traffic signs in need of replacement
- Implemented a state based MV crash reporting system
- Started the hiring process for Crossing Guards
- St Joseph the Carpenter School safety presentation
- Calls for Service: 2,467
- Area Checks/ Park & Walks: 542
- M. V. Accidents: 96
- Drunk Drivers: 03
- Ambulance: 166
- Summons Issued for July: 1058
- Call Taking Time: 1 min 56 seconds
- Call Holding Time: 27 seconds
- Response Time: 2 min 15 seconds

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

- Provided ongoing support for the 2023 Roselle Summer Camp -
- Scheduled multiple interviews for the position of Recreation Director
- Partnered with legal team attorneys to meet multiple requests
- Scheduled onboarding and benefits session with new Police Officers and benefits broker
- Processed onboarding documents for Clean Communities new hires
- Met with multiple walk-in job seekers on a daily basis
- Attended PEJIF Meeting on 7/25/23 and presented report for Roselle
- Continue to receive personnel files for the Police Department
- Merging and organizing personnel files for Borough employees
- Addressed CAMPS issues on a case-by-case basis with the Civil Service Commission
- Requested Civil Service Certification lists for Public Safety personnel
- Addressed/reconciled related data and procedural requests from Civil Service Commission
- Addressed multiple employee relations, HR and Payroll issues
- Scheduled and arranged for staff review of personnel file
- Attended negotiations session with FMBA Local 55 on July 11, 2023
- Met with multiple walk-in benefits vendors

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

- Roselle OEM is looking in ways to increase efficiency and is seeking an Assistant Secretary to help with the additional administrative work
- Looking to expand leadership to oversee a new membership drive and seeking a new Team Leader to come up with various ways to seek out new members
- Members are encouraged to take FEMA training and classes for OEM roles and duties
- Requested monthly administrative reports from the Deputy Coordinators
- Putting together a survey of all OEM to seek suggestions to improve Roselle OEM
- IT individuals will be setting up the EOC and office as space becomes available
- Received some Department signoffs so that the final EOP Plan can be drawn up
- Basic Operations Class is offered at Hillside OEM in Sept., and invitations were sent out
- OEM responded to various events, emergencies and functions in July and includes traffic assistance for downed power lines and trees and the House Music Festival
- Efforts are being made to get more Roselle residents involved in the OEM
- Participated in conference calls with the HR Manager and other Department Heads involving the basement office condition

**Department of Public Works** – Superintendent George Phipps reported the following for the month of July 2023:

- Thanked Mayor and Council for the new additions to the Public Works supervisory team
- Reports from individual supervisors was provided along with the Superintendent’s report
- Working with the new supervisors to come up with a plan to help the department operate more efficiently
- Thanked the Mayor and Council for the Clean Communities youth working around town
- Street Opening Permits: 28
- Sewer Report: 10 backups
- Faded signage will be replaced throughout the Borough of August 10, 2023
- DPW Supervisor Jermaine Randle gave a buildings and grounds report for July 3, 2023 through July 31, 2023

**Code Enforcement** – Code Enforcement Officer Valeria Watson reported the following for the month of July 2023:

**Residential and Commercial Properties:**

- Revenue for COs: \$2,600.00
- Rental Registrations: \$150.00
- Vacant Properties: \$500.00
- Zoning: \$800.00
- High grass violations: 35
- Exteriors Maintenance violations: 10
- Interior Maintenance violations: 2

- Tree Violations: 2
- Garbage & Debris Violations: 0
- Vehicle Violations: 1
- Bulk Violations: 6
- Miscellaneous Complaint: 7
- Zoning Inspections: 17
- Summonses: 6

**Engineering** – Borough Engineer Carol O’Brien reported the following for the month of July 2023:

- 2021 NJDOT Roadways – Drake and W. 4th – Final closeout documents for DOT
- 2022 NJDOT and CDBG Year 48 – Project complete and in process of closeout
- Utility Company Construction-ETG completed paving
- Arminio Field House is complete and signs have been installed. Contractor addressing minor punch list items and additional work for fitness pad
- Traffic Safety Meeting – 4-way stop study being conducted – Pine & 5th, Walnut and 7th, Rivington and 10th, Harrison and 7th, Thompson Avenue
- Additional areas being looked at to address speeding and accidents – PD provided speed data and crash history, overall study, 3rd Avenue and adjacent roadways
- Poplar Park – Contractor’s stie work is complete. Received quote for fence replacement
- Capital Budget request authorized for 2023 JDOT Road Project, 2023 Roadways, CDBG Yr-49, Home Terrace Park
- Storm and Sanitary Sewer Assessments and repair
- Community Rating System 5-year Recertification
- Tax Map update – work currently in process

**PRESENTATIONS** - None

**CLOSED EXECUTIVE SESSION**

**RESOLUTION NUMBER 2023-274**

**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 August 9, 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 9<sup>th</sup> day of August 2023.

**No action taken on Resolution 2023-274.**

**A recess was taken at 7:30 p.m. and returned to Workshop Meeting at 7:37 p.m.**

**RESOLUTIONS**

**RESOLUTION NUMBER 2023-275**

**AMENDING RESOLUTION 2023-261 HIRING PART TIME SEASONAL LABORERS UNDER THE PROVISIONS OF THE CLEAN COMMUNITIES GRANT AT A RATE OF \$14.13 PER HOUR**

**WHEREAS**, there is a need in the Borough of Roselle to amend Resolution 2023-261 in its efforts to supplement its workforce with seasonal, part-time laborers on a temporary basis in the position of Laborer 1; and

**WHEREAS**, the following applicants were interviewed and judged to be qualified for employment in the title of Laborer 1 under the provisions of the Clean Communities grant-funded program:

- |                         |                            |
|-------------------------|----------------------------|
| 1. Travon Clark         | 4. Henry Mejia             |
| 2. Zyar Marquese Conway | 5. Anthony Earl Owens, Jr. |
| 3. Aasiyah Mathis       | 6. Daniel Rodriguez        |

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Roselle that Resolution 2023-261 be hereby amended to appoint the aforementioned individuals to the position of Laborer 1, on a part-time, seasonal basis at 25 hours per week with an hourly rate of \$14.13 per hour, to be paid through funding and provisions of the Clean Communities grant. Said individuals to be supervised by the Department of Public Works in the Borough of Roselle, effective Monday, July 24, 2023. The effective date for Daniel Rodriguez is August 7, 2023, upon completion of the Borough of Roselle's summer camp. The end date for said Laborer assignments is January 24, 2024, or upon reaching funding capacity, whichever should occur first.

**BE IT FURTHER RESOLVED**, that the hiring of said Laborers is subject to the satisfactory completion of a criminal background check, the initial cost of which is to be borne by employees and will be reimbursed by the Borough so long as the check is satisfactory and employment is continued. A waiver of the Borough's residency requirement is granted for applicable individuals;

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 August 9, 2023.

### **RESOLUTION NUMBER 2023-276**

#### **RESOLUTION HIRING PART TIME SEASONAL LABORERS UNDER THE PROVISIONS OF THE CLEAN COMMUNITIES GRANT AT A RATE OF \$14.13 PER HOUR**

**WHEREAS**, there is a need in the Borough of Roselle to supplement its workforce with seasonal, part-time laborers on a temporary basis in the position of Laborer 1; and

**WHEREAS**, the following applicants were interviewed and judged to be qualified for employment in the title of Laborer 1 under the provisions of the Clean Communities grant-funded program:

- |    |                    |     |                |
|----|--------------------|-----|----------------|
| 7. | David Julian Colon | 10. | Eric Perry     |
| 8. | Krcista Medina     | 11. | Timothy Porter |
| 9. | Habeeb Nadir       | 12. | Miles Ragland  |

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Roselle that the aforementioned individuals are hereby appointed to the position of Laborer 1, on a part-time, seasonal basis at 25 hours per week with an hourly rate of \$14.13 per hour, to be paid through funding and provisions of the Clean Communities grant. Said individuals to be supervised by the Department of Public Works in the Borough of Roselle, effective Thursday, August 10, 2023. The end date for said Laborer assignments is January 24, 2024, or upon reaching funding capacity, whichever should occur first.

**BE IT FURTHER RESOLVED**, that the hiring of said Laborers is subject to the satisfactory completion of a criminal background check, the initial cost of which is to be borne by employees 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 Workshop Meeting of said Council held August 9, 2023.

**Motion to adopt Resolution Numbers 2023-275 and 2023-276 by Council President Bernier, second by Councilwoman Wilkerson.**

<b>Vote Record –(Resolution Nos. 2023-275 and 2023-276)</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				

**SETTING THE AGENDA FOR THE AUGUST 16, 2023 REGULAR MEETING**

**PROCLAMATION**

**APPROVAL OF MINUTES OF MEETINGS**

- Minutes of the Mayor and Council Workshop Meeting – July 12, 2023
- Minutes of the Mayor and Council Closed Executive Session Meeting – July 12, 2023
- Minutes of the Mayor and Council Regular Meeting – July 19, 2023

**INTRODUCTION, CONSIDERATION AND PASSAGE OF ORDINANCES**

**ORDINANCE ON SECOND READING & PUBLIC HEARING – Ordinance Number 2715-23**



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 (528 EAST 1<sup>ST</sup> AVENUE)

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

**ORDINANCE ON SECOND READING & PUBLIC HEARING – Ordinance Number 2716-23**

ORDINANCE AMENDING CHAPTER 5, SECTION 17 OF THE BOROUGH CODE ENTITLED HOLIDAY AND VACATION

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

**ORDINANCE ON FIRST READING/ INTRODUCTION- Ordinance Number XXXX-23**

ORDINANCE ESTABLISHING A FILM COMMISSION IN THE BOROUGH OF ROSELLE [TO BE PROVIDED]

- a) Motion to Adopt: Second:
- b) Public Hearing scheduled for September 20, 2023

**RESOLUTIONS**

2023-207	RESOLUTION AUTHORIZING RENEWAL OF A.B.C. LICENSE AND AUTHORIZING THE MUNICIPAL CLERK TO ISSUE SAME – A SPECIAL RULING PURSUANT TO N.J.S.A. 33:1-12.39 – EL MERCADO ROSELLE, LLC ( <b>TABLED</b> )
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<b>MAYOR &amp; COUNCIL</b>	
1.	RESOLUTION APPOINTING SHANEL ROBINSON AS THE URBAN ENTERPRISE ZONE (UEZ) REDEVELOPMENT CORPORATION COORDINATOR
2.	AMENDING RESOLUTION 2023-011 REFLECTING THE NAME CHANGE IN MAYOR’S APPOINTMENT OF MOHAMED S. JALLOH, ESQ. OF THE FIRM JALLOH & JALLOH AS BOROUGH ATTORNEY FOR THE BOROUGH OF ROSELLE WITH THE CONSENT OF THE COUNCIL
3.	RESOLUTION DESIGNATING THE BLOCK OF GROVE STREET AND WEST 2 <sup>ND</sup> AVENUE AS ROBERT “RED” MIGLIORE WAY
4.	RESOLUTION DESIGNATING THE BLOCK OF FRANK STREET AND ST. GEORGES AVENUE AS BISHOP WAYNE L. JOHNSON WAY
<b>BOROUGH ADMINISTRATOR</b>	

5.	RESOLUTION AUTHORIZING AN EMERGENCY CONTRACT WITH DRILL CONSTRUCTION FOR THE PROVISION OF BASEMENT REPAIRS IN THE BOROUGH OF ROSELLE ANNEX BUILDING
6.	RESOLUTION AUTHORIZING THE PURCHASE OF TRASH TRUCKS THROUGH THE SOURCEWELL COOPERATIVE
<b><u>BOROUGH ATTORNEY</u></b>	
7.	AMENDING RESOLUTION 2023-056 REFLECTING INCREASES TO THE CONTRACT AMOUNTS FOR LITIGATION DEFENSE COUNSEL
8.	RESOLUTION AWARDDING A CONTRACT TO SCHAFFER & SHAIN AS SPECIAL COUNSEL NOT TO EXCEED \$10,000.00
<b><u>ECONOMIC DEVELOPMENT</u></b>	
9.	RESOLUTION OF THE BOROUGH OF ROSELLE, IN THE COUNTY OF UNION, NEW JERSEY, AUTHORIZING THE EXECUTION OF A LEASE AGREEMENT BY AND BETWEEN THE BOROUGH AND ROSE HOMES, L.L.C., FOR USE OF CERTAIN BOROUGH OWNED PROPERTY LOCATED AT 1017 OAK STREET AND IDENTIFIED AS BLOCK 2802, LOT 8 ON THE BOROUGH'S TAX MAPS
10.	RESOLUTION OF THE BOROUGH OF ROSELLE, IN THE COUNTY OF UNION, NEW JERSEY, AUTHORIZING THE EXECUTION OF A TEMPORARY CONSTRUCTION LICENSE AND ACCESS AGREEMENT BY AND BETWEEN THE BOROUGH AND ROSE HOMES, L.L.C., IN CONNECTION WITH CERTAIN BOROUGH OWNED PROPERTY IDENTIFIED AS BLOCK 2802, LOTS 1 AND 14 ON THE BOROUGH'S TAX MAPS
<b><u>ENGINEERING</u></b>	
11.	RESOLUTION AUTHORIZING PROFESSIONAL ENGINEERING DESIGN SERVICES IN CONNECTION WITH THE 2023 ROSELLE PAVING PROGRAM FUNDED BY THE MUNICIPALITY WITHIN THE BOROUGH OF ROSELLE, UNION COUNTY, NEW JERSEY
12.	RESOLUTION AUTHORIZING PROFESSIONAL ENGINEERING DESIGN AND BIDDING SERVICES IN CONNECTION WITH THE WARREN STREET PARK FUNDED BY THE MUNICIPALITY WITHIN THE BOROUGH OF ROSELLE, UNION COUNTY, NEW JERSEY
<b><u>GRANT OFFICER</u></b>	
13.	RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE NJDEP GREEN ACRES 2023-WARREN STREET PARK IMPROVEMENTS AWARD
14.	RESOLUTION AUTHORIZING THE ACCEPTANCE OF A FY23 LOCAL RECREATION IMPROVEMENT GRANT THROUGH THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FOR IMPROVEMENTS TO WARREN STREET PARK
<b><u>HUMAN RESOURCES</u></b>	
15.	RESOLUTION ACCEPTING THE RESIGNATION OF LATRINA COHEN OF THE MUNICIPAL COURT

<b><u>POLICE</u></b>	
16.	RESOLUTION SUPPORTING AND AUTHORIZING THE ACCEPTANCE OF GRANT WITH THE NEW JERSEY DIVISION OF HIGHWAY TRAFFIC SAFETY FOR ITS 2023 DRIVE SOBER OR GET PULLED OVER ENFORCEMENT GRANT PROGRAM
17.	RESOLUTION APPOINTING SCHOOL CROSSING GUARDS
<b><u>RECREATION</u></b>	
18.	RESOLUTION AUTHORIZING A REFUND FOR SUMMER CAMP

**PRESENTATION**

Calendar Year 2023 Budget Presentation by Chief Financial Officer Nicola Trasente

**PUBLIC HEARING ON THE CALENDAR YEAR 2023 MUNICIPAL BUDGET**

**NON-CONSENT AGENDA**

19.	RESOLUTION APPROVING THE BILLS LIST DATED AUGUST 16, 2023
20.	RESOLUTION TO READ THE CALENDAR YEAR 2023 BUDGET BY TITLE
21.	RESOLUTION ADOPTING THE CALENDAR YEAR 2023 MUNICIPAL BUDGET (JANUARY 1, 2023 – DECEMBER 31, 2023)

**Motion to set Consent Agenda with Items #s 1 through 18, and to have Item #s 19, 20 and 21 on the Non-Consent Agenda by Council President Bernier, second by Councilwoman Wilkerson.**

<b>Vote to Set Consent Agenda for August 16, 2023 Regular Meeting</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 had no comments.

Councilwoman Johnson had no comments.

Councilwoman Thomas had no comments.

Councilman Fortuna echoed the sentiments of the Mr. & Mrs. Vecchione's regarding the noise ordinance.


Councilwoman Wilkerson expressed that she was happy to be able to partake in the meeting and reminded everyone that family matters and to reach out to them.

Council President Bernier had no comments.

### **MAYOR'S COMMENTS**

Mayor Shaw thanked Acting Borough Administrator Shanel Robinson and the staff for providing their monthly reports. He also encouraged the Council and staff to keep up the good work.

**Motion to adjourn by Councilwoman Thomas, second by Councilman Villeda. Motion was approved by unanimous vote. Meeting adjourned at 7:47 p.m.**

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**Lisette Sanchez, Borough Clerk**