

**BOROUGH OF ROSELLE
MAYOR & COUNCIL
MINUTES OF THE WORKSHOP MEETING
DECEMBER 11, 2013**

Mayor Holley called the Borough of Roselle, Union County, New Jersey, Mayor and Council Regular Meeting held at Borough Hall, 210 Chestnut Street, Roselle, New Jersey to order on December 11, 2013 to order at 6:35 P.M.

Roll Call:

Councilwoman Christine Dansereau; Councilwoman Kim Shaw; Councilman Randy Sandifer; Councilman Ronald Hayman; Councilman Roy Locke; Council President Yves Aubourg (arrived 7:12 p.m.), and Mayor Jamel Holley

Also Present:

John Hudak, Borough Attorney; David G. Brown, Borough Administrator; Lydia Agbejimi, Deputy Clerk

The Deputy Municipal Clerk, Lydia Agbejimi, read the "Open Public Meetings Act" compliance statement.

"This is to state for the record that this meeting is being held according to the requirements of the Open Public Meetings Act, Section 5, Chapter 231, P.L. 1975, by posting and maintaining the annual notice of regular and workshop meetings on the Borough Hall Bulletin Board, by emailing the Annual Notice of Regular and Workshop meetings for 2013 to the Union County Local Source and the Home News Tribune in 2012, by posting on the Borough of Roselle website, and by filing said notice in the Office of the Municipal Clerk."

Mayor Holley then announced that the Closed (Executive) Sessions will be done before the Department and Official's reports.

Motion by Councilwoman Dansereau, seconded by Councilwoman, Shaw adopt Resolution Number 2013-424 and go into Closed Executive Session. All in favor, none were opposed to go into Closed Executive Session to discuss Contract Negotiations with Roselle Redevelopment Partners (R&R).

Borough Administrator David Brown introduced CFO Designee Dorothy Gallagher to the governing body. Mayor Holley then made comments on the process that took place to select a new CFO for Council consideration. The Council members then made remarks to the CFO Designee.

DEPARTMENT AND OFFICIAL'S REPORTS

1. Public Works Department (DPW) – George Phipps gave a report on the recycling that was done in 2013, and he said that they generated revenue in the amount of approximately \$100,000.00. He then thanked the governing body for approving the purchase of new vehicles, and he stated that in 2014 he is looking to have a new in-house sanitation program, and said that this is in conjunction with complaints that he received over the years from residents, and he feels that it will also provide a savings to the Borough. He also said that he had no complaints on his end on behalf of the Department of Public Works.
2. Building Department – Jeff Guy reported that their permit fees are up 40% over this time last year; and he said it was due to some fires and small things; he said in 2014 he is working with the Borough Administrator on some changes that have to happen with the pending redevelopment, and he said that he will have a program so that he can meet them head on.
3. Health Department – Charles Glagola reported that in 2013, they are well within their operating budget expenditures parameters, and completed all mandated programs for their Chapter 52 state standards rabies vaccinations clinics, and as of today, there are no rabies cases in Roselle. He reported that all went well with all the services they provide to residents. He said they will continue to partner with other agencies to support their goals in public health. For 2014 his goals are to conduct a dog canvassing campaign, for unlicensed dogs in the Borough; to work with the Police Department, POD, Point of Distribution Plan, physical requirement capability coinciding with emergency preparedness, and the public staff software system to facilitate better coordination and response for various issues. At the end of the year, he will provide Mayor and Council with a report, entitled LHER Local Health Evaluation Report which goes to the State of NJ first. He then answered questions from the governing body.
4. Fire Department – Paul Mucha reported that his numbers have been on track for the past five years since he's been running the numbers for alarms and working fires. He said that everything is status quo for 2013; he reported that they had no fatalities in 2013; he said that ambulance was up over what was done last year; he said they received two assistant fire fighter grants in the amount of \$65,000 in new turnout gear, and he good for another five years; and he said he will put in for another grant in five years. He said that he has a resolution on the agenda concerning the purchase of smoke detectors and carbon monoxide detectors in a grant for \$29,000.00. He also stated that he will have another resolution on the agenda for Motorola to service all the police, fire, DPW and OEM, radios in town. He submitted two grants for 2014 for a Fire Engine for \$500,000.00 and a \$100,000.00 grant for the purchase of air tanks. He said that he and the Borough Administrator Dave Brown put a lot of time into the grants. He also stated that he is looking at two pending retirements in the Fire Department, and he put together

a plan that he presented to the Public Safety Committee in November and he thinks it should work, and he plans to have resolutions of the same for the January meeting if everything falls into place. He then answered questions from the governing body.

5. Police Department – Gerard Orlando reported that they worked well within their budget for 2013 and did not exceed anything and they made good purchases with contracts. He said they worked well with their overtime budget and sick time has been down for more than a couple of years, and he anticipates it during the holiday season. He said the officers have been great with him and they’ve been great with the community. He reported that they started up with the holiday walking patrols; he said there are DWI holiday patrols which are covered by a grant from the state; he discussed the side jobs that officers participated which generated approximately \$100,000.00 in fees and use of vehicles. He announced that the Police Department is doing a toy drive for Christmas to make sure that everyone is taken care of for the holiday season. He announced that Captain Riccardelli will be retiring, as well about 15 to 16 other officers that can retire in 2014; he also announced that he anticipates doing the Junior Police Academy class even though there is no grant money available at this time, and he feels that can do it with the supplies they have. He then answered questions from the governing body. He read his crime report which goes from January to June.
6. Engineering - Carl O'Brien, P.E., Maser Consulting gave an update on the status of the Chet and Johns building demolition; he said he sent information and data to the County Engineering Department regarding placing a traffic light on 5th Avenue; he reported on the projects that were completed in 2013 which included the parks and playgrounds and paving repairs, and he said that the Westbrook Flood Project which is about 85-90% complete. He then stated that there multiple projects that are designed and are ready to bid for 2014, and he said that he is just waiting for a new capital bond to be proposed to move forward with a park, paving, a parking lot and a streetscape project. He reported on the Cristiani Park project and he said he received funds from the County; he then reported on the Golf Course redevelopment project. He feels that Roselle is on the upswing with redevelopment on the commercial and residential side, and that 2014 will be even busier.
7. Finance - Bryan Russell, Assistant to the CFO gave a brief explanation of the resolution that he had on the agenda for Council consideration. He started with briefing them on the bill list, and he said there will be some add-ons to the bill list with an explanation of the add-ons. He then gave a detailed explanation of Resolution Item numbers 15 through 21 answered questions from the governing body. He reported that the Finance Department is in the process of closing out the all department budget lines to make sure all vendor invoices are in from the various departments. He said that the closing out of the system has already started, and all final bills are being looked through; he announced that the 2014 Request for Qualifications (RFQs) opening is on Friday, December 13, 2013, at 10:00 a.m., in the Bake Room, and that he will be handling the purchasing portion of it. He reported that they had over 34 categories total and packages will be coming in and then opened in the Baker Room.

8. Borough Clerk's Office - Lydia D. Agbejimi, Deputy Clerk gave a detailed description of the resolution item number 8 through 13. She also remarked that the Clerk's department had quite a few ABC license transfers in 2013, but that it was a good thing because they did not lose any licenses or revenue. She also reported that the Clerk's office met the state deadlines in terms of financial disclosure statements and any other requirements of the state. . She said that goals for the Clerk's Office in 2014 are Records Management and Codification of Ordinances. She also reported that Clerk's Office is doing well and moving forward; she said training took place and all is well in that area, and that 2013 was a good year.
9. Borough Labor Attorney – Rachel Caruso gave a detailed explanation of Resolution Item Number 2 which is anticipated for the Court Administrator, and she stated that she cannot make anything public or official until she receives an approval letter from the assignment judge; she also remarked that the salary ordinance and staffing level ordinance on the agenda will be should be authorized at a meeting on December 30th or December 31st. Ms. Caruso remarked that her goal is 2014 Policy Manual.
10. Borough Attorney - John Hudak, Esq., remarked that he will be adding a resolution regarding release a mortgage, and he said the other items he has are for Closed (Executive) Session.
11. Administration - David Brown, Borough Administrator MPA, gave a brief update on Emergency Management, and he reported that since he took over in October, he has submitted a record of changes for the Emergency Operations Plan; registered for the Emergency Management Grant Website, and now he has total control of the grant money; he submitted project certification for completion for DR1694 which was a severe storm and flooding back in April; submitted a request to the NJ State Hazard Mitigation Officer, and will become a part of the Union County Hazard's Mitigation which will allow for more mitigation grant money. He said the Borough also signed up for the NJ state agency for surplus property which allows Emergency Management to have access to surplus property at the state of New Jersey. Mr. Brown stated that for 2014, he is looking at the entire emergency operation plan, and he said it was given out to all department heads in October, and everything is due back on December 20th, and he said the last update was done back in 2006. He feels that it will be a good plan for the Borough and it will also include Best Practices from Hurricane Irene and Super storm Sandy. He said he will go around each building to take a look at the "Right to Know" survey to make sure everything is up to date. There is also a plan to establish an Emergency Planning Committee which will consist of the Mayor and two Council members, Mr. Brown, the purchasing agent, the Superintendent of Public Works, the Health Officer and the Fire and Police Chiefs. He said that a resolution of the same will be forthcoming from the Borough Attorney. He said in 2014 they will also work with Carl O'Brien to implement the Flood Plain Management Plan, and he will create an OEM page on the Borough Website, and he is also in budget planning with his OEM

Deputy(s). He said that the OEM the members will meet at least once a year.

The Mayor and Council then reviewed the below items, and no items were pulled from the Draft agenda

**REVIEW OF DECEMBER 18, 2013 DRAFT REGULAR MEETING AGENDA:
PRESENTATION**

Presentation of Flags by the Junior ROTC

PROCLAMATIONS

Retirement of Joan Rillo
In Honor of Timmy Hagan Regarding Roselle Day
Junior ROTC Abraham Clark High School
50 Year Anniversary of Mr. & Mrs. Wils Paul
In Memory of Augustus Sandifer
In Recognition and In Memory of Nelson Mandela

APPROVAL OF MINUTES

Minutes of the Closed Executive Session Meeting – October 9, 2013
Minutes of the Mayor and Council Workshop Meeting – October 30, 2013
Minutes of the Closed Executive Session Meeting – October 30, 2013
Minutes of the Mayor and Council Regular Meeting – November 6, 2013
Minutes of the Mayor and Council Special Meeting – November 25, 2013

RESOLUTIONS

Borough Administrator

1. Appointment of a Full-time CFO [To be provided]
2. Appointment of Court Administrator [Anticipated]
3. Police Promotion Resolution(s) [To be provided]
4. Resolution Approving Emergency Management Council [To be provided]

Borough Attorney

5. Resolution Authorizing the Release of Certain Mortgages
6. Approving a Settlement in the Matter of Chet Barritta, Inc. v. Borough of Roselle, et al., Docket Number UNN- C-117-11
7. Authorizing the Execution of Right of Way Agreement Between the Borough of Roselle (“Municipality”) and Light Tower Fiber Long Island, LLC D/B/A Lighttower Fiber Networks, to Permit the Installation, Use and Maintenance of Telecommunications Facilities Within Public Rights-Of-Way for Purposes of Providing Telecommunications Services

Clerk’s Department

8. Authorizing Calendar Year 2014 Paid Holidays
9. Approving Annual Notice of Calendar Year 2014 Workshop Sessions, Pre-Agenda Meetings and Regular Meetings

10. Approving A Towing License - Jardim's Auto Body Corporation and Fender Works
11. Approving A Towing License - All American Auto Body DBA George's Towing
12. Approving A Towing License – L & J Body and Fender Works
13. Approving a A.B.C. Person-to-Person License Transfer

Economic Development

14. Resolution Designating Developers for Borough Owned Property [To be provided]

Finance Department

15. A Bill Listed Dated December 18, 2013
16. Authorizing the Insertion of Special Items of Revenues and Appropriations in the CY 2013 Municipal Budget, Pursuant to N.J.S.A. 40A:4-87
17. Authorizing the Insertion of Special Items of Revenues and Appropriations in the CY 2013 Municipal Budget, Pursuant to N.J.S.A. 40A:4-87
18. Resolution Authorizing Calendar year 2013 Appropriation Transfer [To be provided]
19. Authorizing Agreement Between the Borough of Roselle and the County of Union for Kids Recreation Trust Grant Program
20. Authorizing the Borough of Roselle to Submit Applications for Union County Community Development Block Grant Funding For Program Year 40 2014-2015
21. Resolution Regarding the Everett Hatcher Municipal Alliance

Health Department

22. Resolution for Pediatrician Services [To be provided]

Tax Assessor

23. Authorizing Settlement of the 2012 Tax Appeal Entitled Ekwy Wilcox, Datuo Ellis and Banigo, S. V. Borough of Roselle, Docket No.:012424-2012, Block 5902, Lot 8 Commonly Known as 105 Independence Drive

Tax Collector

24. Authorizing Refund of Real Estate Taxes for 2013, Block 0504, Lot 22.01, Resulting From Reduction of Tax Assessment
25. Authorizing Refund of Real Estate Taxes for 2011 & 2012, Block 903, Lot 3, Resulting From Reduction of Tax Assessment
26. Authorizing Refund of Real Estate Taxes for 2011, 2012 & 2013, Block 04102, Lot 22, Resulting From Reduction of Tax Assessment
27. Authorizing Refund of Real Estate Taxes for 2012, Block 6106, Lot 09, Resulting From Reduction of Tax Assessment
28. Authorizing Refund of Real Estate Taxes For 2012 & 2013, Block 6106, Lot 09, Resulting From Reduction of Tax Assessment
29. Authorizing Refund of Real Estate Taxes for 2011 & 2012, Block 1302, Lot 01, Resulting From Reduction of Tax Assessment
30. Authorizing Refund of Real Estate Taxes for 2011, 2012 & 2013, Block 4102, Lot 22, Resulting From Reduction of Tax Assessment
31. Authorizing the Cancellation of Taxes For 2013 & 2014 for Tax Exempt Deductions Authorized By a Tax Assessor of the Borough of Roselle, Block 407,

Borough of Roselle

- Lot 08
32. Authorizing the Cancellation of Taxes For 2013 & 2014 for Tax Exempt Deductions Authorized by a Tax Assessor of the Borough of Roselle, Block 2605, Lot 01
 33. Authorizing the Cancellation of Taxes For 2013 & 2014 for Tax Exempt Deductions Authorized by a Tax Assessor of the Borough of Roselle, 2605, Lot 04
 34. Authorizing a Refund of Tax Overpayment for the Year 2013 Authorized by the Tax Collector of the Borough of Roselle, Due to Overpayment of Taxes, Block 05101, Lot 06
 35. Authorizing a Refund of Tax Overpayment for the Year 2013 Authorized by the Tax Collector of the Borough of Roselle, Due to Overpayment of Taxes, Lot 7304, Lot 04
 36. Authorizing Senior Tax Deduction for the Year 2013 as Authorized by a Tax Assessor of the Borough Of Roselle, Block 6807, Lot 0004
 37. Authorizing 100% Veteran Tax Deduction for the Year 2013 & as Authorized by a Tax Assessor of the Borough of Roselle, Block 905, Lot 01
 38. Authorizing Redemption of Tax Sale Certificate 12-019, Block 1207, Lot 19, in the Amount of \$19,261.16
 39. Authorizing Redemption of Tax Sale Certificate 12-062, Block 5002, Lot 09, in the Amount of \$26,356.12
 40. Authorizing Redemption Of Tax Sale Certificate 12-061, Block 5002, Lot 06, in the amount of \$40,829.73

Recreation

41. Authorizing the Reimbursement to the Roselle Track Team in the Amount of \$506.00

ORDINANCES

ORDINANCE ON SECOND READING AND FINAL PASSAGE – Ordinance Number 2474-13

ORDINANCE GRANTING FIVE (5) YEARS OF TAX ABATEMENT TO THE OWNER(S) OF THE QUALIFIED RESIDENTIAL STRUCTURE, MORE SPECIFICALLY IDENTIFIED ON THE OFFICIAL TAX MAP AS BLOCK 2505 LOT 9.02 COMMOMLY KNOW AS 1126-1128 CHANDLER AVENUE, ROSELLE, NEW JERSEY FOR THE PERIOD COMMENCING FROM AUGUST 1, 2013 IN ACCORDANCE WITH ORDINANCES OF THE BOROUGH AND N.J.S.A. 40A:21-1 ET SEQ.

(Public Hearing to be held December 18, 2013)

ORDINANCE ON INTRODUCTION AND FIRST READING – Ordinance Number 2475-13 [Anticipated]

REVISED STAFFING LEVEL ORDINANCE

(Public Hearing to be held on _____, 2013 – Pending Adoption)

ORDINANCE ON INTRODUCTION AND FIRST READING – Ordinance Number 2476-13 [Anticipated]

SALARY ORDINANCE FOR CY 2014

(Public Hearing to be held on _____, 2013 – Pending Adoption)

PUBLIC COMMENT

Councilwoman Dansereau then opened the meeting for public comment. Seeing no one else come forward, Councilwoman Dansereau closed the public comment portion of the meeting

Motion by Councilman Sandifer, seconded by Councilman Hayman, all in favor, none opposed, to adopt Resolution Number 2013-424, and go into Closed Executive Session.

The Deputy Clerk Lydia Agbejimi read resolution 2013-424 into the record, and by consensus of the Council, she also read into the record that no further business would be discussed after the Closed (Executive) Session.

RESOLUTION

2013-424 Resolution for Closed (Executive) Session

Personnel Matters

Potential Litigation

Negotiations

Contract Negotiations with Roselle Redevelopment Partners

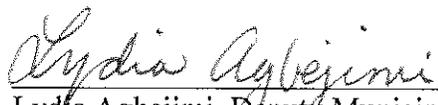
Relating to Redevelopment Agreements

Potential Litigation – Ashbrit & Nature's Choice

Motion by Councilwoman Dansereau, seconded, by Councilman Sandifer, to move the Executive Session to the Baker Conference Room. All were in favor, none were opposed to move the Closed (Executive) Session into the Baker Room.

ADJOURNMENT

By consensus, the Workshop meeting was duly adjourned at approximately 9:00 P.M., after the Closed (Executive) Session.


Lydia Agbejimi, Deputy Municipal Clerk