

**BOROUGH OF ROSELAND  
COUNTY OF ESSEX, STATE OF NEW JERSEY**

JUNE 5, 2018  
PUBLIC MEETING ROOM  
140 EAGLE ROCK AVENUE  
6:30PM EXECUTIVE SESSION  
7:30PM OPEN SESSION

**CAUCUS MEETING MINUTES**

The June 5, 2018 meeting of the Roseland Mayor and Council was called to order at 6:30 PM by Mayor Duthie. Adequate notice of the meeting was provided in accordance with the Open Public Meeting Act in that the date and location of the meeting were included in the Annual Meeting Schedule, sent to the official newspapers, posted on the public bulletin board in the Municipal Building and filed in the office of the Borough Clerk.

**IN ATTENDANCE:**

John Duthie, Mayor  
Christopher Bardi, Councilman  
David Jacobs, Councilman  
Richard N. Leonard, Councilman  
Peter M. Smith, Councilman  
Thomas Tsilionis, Councilman

**ABSENT:**

Michelle Tolli, Council President

**ALSO IN ATTENDANCE:**

Maureen Chumacas, Borough Administrator  
Jock H. Watkins, Borough Clerk  
Ethan Jesse Sheffet, Borough Attorney

**EXECUTIVE SESSION**

Borough Attorney Sheffet read Resolution No. 180-2018 Approval to Close to Executive Session to discuss the following:

1. Minutes
2. Solicitation Ordinance
3. Condominium Agreement
4. Tax Appeal Litigation
5. NJ Clean Air Act
6. Water Sewer Ordinance

Councilman Smith made a motion to approve the Resolution at 6:31 PM. The motion was seconded by Councilman Jacobs and approved by a 5-0 voice vote (Tolli absent).

Mayor Duthie read the Sunshine Statement again at 7:30 PM and called the public meeting to order. Clerk Watkins called the roll with there being no changes.

**SALUTE TO THE FLAG**

Mayor Duthie led the Salute to the Flag.

**PUBLIC COMMENT**

Ted Glick            500 Broughton Avenue, Bloomfield  
Active with Roseland Against the Compressor Station

William Tedesco 20 Meeker Court

Nick Bellomo      7 Plymouth Street

**PRESENTATIONS**

Valerie Dolan and Andrew Kucinski from Nisivoccia LLP, the Borough Auditors, were on hand to provide a summary of the results of the 2017 audit. Mr. Kucinski commended CFO Chumacas and the finance department on the completeness and availability of the Borough's finance records, and the staff's responsiveness to the auditor's inquiries.

Mr. Kucinski provided the following summary:

Current Year Fund Balance \$4,274,422.40  
Increase of \$470,000.00 from 2016 due to increased tax revenue and decrease of \$320,000.00 in municipal spending  
\$1,192,100.00 will be utilized to support 2018 Budget

Tax Collection Rate of 98.25%  
Down slightly from 2016 but still very good for this size municipality

Trust Fund – Larger Reserves  
Storm Recovery (Snow removal) – \$85,000.00 (About the same as last year)  
Open Space – \$2,657,982.00  
Accumulated Absence Reserve -- \$227,648.05 (Increase of \$226,000.00 – Purpose is to fund potential liability of unpaid retiree benefits)

Water/Sewer Utility Fund Balance \$1,759,030.00 (Down \$493,000.00)  
\$1,285,000.00 will be utilized to support 2018 Budget

Capital & Debt  
Serial Bonds \$3,3330.000.00 – \$555,000.00 paid down in 2017 (Will be paid off by 2023)  
Bond Anticipation Notes \$6,284,489.00

Capital & Debt (Continued)

Debt Ratio 0.643% (Less than maximum allowed of 3.2% of prior three years average equalized valuation)

Comments and Recommendations

Segregation of duties not in accordance with GASB Standards (Common with small municipalities but auditor is required to disclose – Ms. Dolan added that of the firm’s seventy-five government accounts, only three do not get this comment)

List of foreclosed properties on fixed asset report was already addressed by CFO

Ms. Dolan closed the presentation stating that she is thoroughly pleased with the condition of the Borough’s finances.

**ADOPTION OF RESOLUTIONS**

Councilman Smith made a motion to approve the sixteen resolutions, and the two items on the Consent Agenda:

Resolution No. 181-2018 approving the Tax Lien Redemption Certificate 15-00003, 25 Roosevelt Street

Resolution No. 182-2018 approving of Water and Sewer installment plan for 13 Tannery Lane Account #122651-1

Resolution No. 183-2018 approving the cancellation of Water and Sewer Billing Balances

Resolution No. 184-2018 approving the return of escrow in the amount of one hundred fifty-thousand dollars (\$150,000.00) to PSE&G for the Susquehanna-Roseland Project

Resolution No. 185-2018 approving the Tax Lien Redemption Certificate 15-00001, 11 Second Avenue

Resolution No. 186-2018 approving the renewal of VFW Post 2619 Liquor License

Resolution No. 187-2018 approving the renewal of Jim Johnston’s Liquor License

Resolution No. 188-2018 authorizing Change Order No 2 to Pierce Manufacturing for the Purchase of a Fire Truck Apparatus, increasing the contract price by \$5,402.00 to \$876,866.96

Resolution No. 189-2018 approving application for a Direct Install Clean Energy Grant

Resolution 190-2018 authorizing renewal of the Interlocal Agreement with West Orange for animal control services

Resolution No. 191-2018 Governing Body certification of the 2017 Annual Municipal Audit

Resolution No. 192-2018 appointing General Public Members to the Williams Transco Gateway Expansion Project Ad Hoc Committee

Resolution No. 193-2018 approving the Corrective Action Plan – 2017 Audit

Resolution No. 194-2018 opposing the proposed Williams Transco Gateway Expansion Project and calling for a Public Health and Safety Study of the project

Resolution No. 195-2018 approving a salary increase for Assistant Superintendent of Public Works Christopher Critchett \$74,522.000 to \$90,000.00 per year

Resolution No. 196-2018 approving the June 1, 2018 Bill List

### **CONSENT AGENDA**

Approval for Officer Hesselbirg to Attend “EMT Training Courses” Monday and Wednesdays from September 5, 2018 to November 28, 2018 from 8:30AM to 4:30PM at the Trinitas Regional Medical Center in Elizabeth, NJ for a total cost of \$1,200.00

Approval for Jock Watkins and Ashley Passafiume to Attend Municipal Clerk’s Association of Essex County June Quarterly Meeting on June 14, 2018 in Nutley, NJ for a Total Cost of \$50.00

Councilman Tsilionis seconded the motion and the motion was approved by a 5-0 voice vote, with Councilman Tsilionis abstaining from the vote on Resolution No. 187-2018 (Tolli absent).

### **MAYOR’S REPORT**

Mayor Duthie announced that the town picnic will be held this Saturday at the Library, in the area commonly known as the fair grounds. A highlight of this year’s picnic will be the arrival of a World War II Howitzer Artillery piece. The Howitzer will make a brief stop at the picnic at about noon, while being transported to the VFW Post 2619 property on Eisenhower Parkway for permanent display.

### **COMMITTEE REPORTS**

#### **PUBLIC WORKS**

Council discussed a request to hire a General Foreman and 3 Grade 1 Teamsters for the Department of Public Works due to recent and future staffing changes. Councilman Smith reported that there is an immediate need to advertise for a General Foreman. Councilman

Smith made a motion to approve advertising for a General Foreman and one Grade 1 Teamster. The motion was seconded by Councilman Bardi and approved by a 5-0 voice vote (Tolli absent).

### PUBLIC SAFETY

Councilman Jacobs reported that cars were stolen, and items were stolen from unlocked cars yesterday. Mr. Jacobs reminded residents to remove their keys from their cars, remove personal items their vehicles, and lock their cars.

Mr. Jacobs reported that he is aware of several potential volunteers interested in serving on the Shade Tree Commission. Mayor Duthie asked that their qualifications be forwarded to him.

### RECREATION

After a discussion about rescheduling the June 12, 2018 Council meeting, Councilman Smith made a motion to cancel the June 12, 2018 meeting. The motion was seconded by Councilman Jacobs and approved by a 5-0 voice vote (Tolli absent).

### CAPITAL IMPROVEMENTS

Councilman Leonard recommended that three Capital Improvement requests from the Department of Public Works be authorized:

Roosevelt Street Improvement

2018 General Street Improvements

Purchase of four wheel drive truck

Mrs. Chumacas reported that these three projects were included in the Capital Improvement Budget. Council approved moving these projects forward. The necessary ordinances will be prepared for the July 10<sup>th</sup> meeting for introduction and public hearing at the July 24<sup>th</sup> meeting.

Councilman Leonard recommended that authorization be granted to accept the proposal from Bright Engineering for the first step of an engineering traffic study on Lincoln Street at a cost of \$3,950.00. After discussion, Council expressed the desire to meet with the engineering firm at committee meetings prior to awarding the contract.

Mayor Duthie expressed the desire that the Public Works Department install the speed limit monitoring sign on Lincoln Street, in the opposite direction of the existing sign. Mr. Duthie acknowledged that the project requires coordination with the Borough's electrician and PSE&G.

Councilman Leonard noted that as a result of the recent resurfacing of Eagle Rock Avenue, a Do Not Block the Box area was painted on the roadway in the area of the Exxon station. Mr. Leonard was happy to see the striping, but noted that he would also like to see similar marking at the intersections of Second and Fourth Avenues.

### PUBLIC AFFAIRS

Councilman Bardi reported that the Ad Hoc Compressor Committed passed a resolution asking that a public hearing be held on Williams/Transco's Wetlands Permit application. Mr. Bardi also asked for authorization to publish the press release that was distribute to the governing body announcing the actions of the Committee and calling on the NJ DEP to hold a public, community meeting on the Wetlands Permit application. Council approved the draft for release.

### ADMINISTRATION & FINANCE

Council discussed how sophisticated the new water meter reading system should be. Council agreed that it would be beneficial to have the Public Works Department meet with the Committee to review the options and have the Committee report back to the full Council.

Councilman Tsilionis reported that the Borough's IT consultant has recommended that the Borough adopt a policy of changing passwords every 90 days to 6 months. Mr. Tsilionis recommended that the Borough adopt the policy.

Mrs. Chumacas reported that the County has not provided the final tax rate. Council agreed that a resolution should be on the July 10<sup>th</sup> agenda authorizing sending estimated tax bills if the County does not provide the final tax rate prior to the July 10<sup>th</sup> meeting.

### APPROVAL OF MINUTES

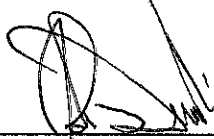
Councilman Jacobs made a motion to approve the minutes of the September 23, 2014 Council Meeting, the November 5, 2014 Caucus Meeting, the January 20, 2015 Council Meeting, the March 24, 2015 Council Meeting, the March 28, 2017 Council Meeting, the February 24, 2018 Special Budget Meeting, the March 27, 2018 Executive Session, the May 15, 2015 Executive Session, and the May 15, 2018 Council Meeting. The motion was seconded by Councilman Smith and approved by a 5-0 voice vote, with Councilman Bardi abstaining from the vote on the minutes of the September 23, 2014, November 5, 2015, January 20, 2015, March 24, 2015, and March 28, 2017 Council meetings. Councilman Leonard abstained from the vote on the minutes of the September 23, 2014, February 24, 2015, May 15, 2018 Executive Session, and May 15, 2018 Council meetings. Councilman Leonard voted against the approval of the minutes of the March 24, 2015 Council meeting.

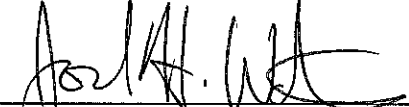
### PUBLIC COMMENT

Robin Cassidy                      2 Cooper Avenue

**ADJOURNMENT**

Councilman Tsilionis made a motion to close the meeting at 8:30 PM. The motion was seconded by Councilman Smith and approved by a 5-0 voice vote (Tolli absent).

  
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Mayor John Duthie

  
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Jock H. Watkins, Borough Clerk

Approved: July 10, 2018

**ROLL CALL**

Aye: Bardi, Jacobs, Tolli, Tsilionis  
Nay: None  
Abstain: None  
Absent: Leonard, Smith