

BOROUGH OF ROSELAND  
NEW JERSEY

DECEMBER 2, 2014  
BOROUGH HALL  
7:00 PM

CAUCUS MEETING MINUTES

**CALL TO ORDER & SUNSHINE STATEMENT**

The December 2, 2014 Caucus Meeting of the Roseland Mayor and Council was called to order at 7:07 PM by Mayor Duthie. Adequate Notice of the meeting was provided in accordance with the Open Public Meetings Act in that the date, time, and location of the meeting were included in the Annual Meeting Schedule, was sent to The Progress and the Star Ledger, posted on the public bulletin board in the Municipal Building, and filed in the office of the Borough Clerk.

IN ATTENDANCE:           John Duthie, Mayor  
                                  David Jacobs, Councilman  
                                  Richard N. Leonard, Councilman  
                                  Tom Tsilionis, Councilman  
                                  Mark Vidovich, Council President

ABSENT:                     Peter M. Smith, Councilman  
                                  Michele Tolli, Councilwoman

ALSO IN ATTENDANCE:   Maureen Chumacas, Borough Administrator  
                                  Ethan Jesse Sheffet, Borough Attorney  
                                  Jock H. Watkins, Borough Clerk  
                                  Gary Schall, Superintendent of Public Works

**SALUTE TO THE FLAG**

Mayor Duthie led the Salute to the Flag.

**PUBLIC COMMENT**

None

**ADOPTION OF RESOLUTIONS**

Councilman Vidovich made a motion to approve the thirteen Resolutions and the one Approval Item on the agenda:

Resolution No. 360-2014 ratifying October 2014 Salaries

Resolution No. 361-2014 authorizing the return of unused escrow in the amount of \$300.00 to Communications Construction Group for police road jobs

Resolution No. 362-2014 authorizing the return of unused escrow in the amount of \$15.00 to Williams Transco for police road jobs

Resolution No. 363-2014 approving the Bill List

Resolution No. 364-2014 approving the purchase an Amkus Rescue Cutter Model 22 at a cost of \$5,575.50 with funds from the new Squad 2 capital budget under P/O 14-01438

Resolution No. 365-2014 authorizing budget transfers

Resolution No. 366-2014 authorizing the return of unused escrow in the amount of \$3,572.09 to Prudential for site plan of the property located at 80 Livingston Avenue with no additional charges under P/O 14-01501

Resolution No. 367-2014 authorizing the return of unused escrow in the amount of \$6,338.20 to PSE&G for site plan approval of the property located at 7 Eisenhower Parkway under P/O 14-01500

Resolution No. 368-2014 rejecting all bids for the First Aid Squad HVAC

Resolution No. 369-2014 awarding contract in the amount of \$51,764.72 to Allied Oil under state contract 82770 for diesel fuel for the period from November 1, 2014 through October 31, 2015 - funds are certified for 2014 only in the amount of \$11,764.72 - funds for future years depends on availability of budget

Resolution No. 370-2014 approving Open Space Bill List

Resolution No. 371-2014 amending Resolution No. 315-2012 to include members of OPEIU Local 153 in the State Health Benefits Plan

Resolution No. 372-2014 authoring purchase of salt from Morton Salt, Inc. 123 N. Wacker Drive, Chicago, Il 60606 from November 1, 2014 through December 31, 2014 for an amount not to exceed \$6,000.00 and for 2015 for an amount not to exceed \$16,000.00 as funds are available at a rate of \$55.40/ton under the Essex County Co-op Bid No. 14-2012 contract effective October 1, 2014 through September 30, 2016

## **APPROVALS**

Approval for Jock Watkins to attend the "OPRA for Practitioners" seminar on Thursday, December 11, 2014 at the Union County Police Academy at a cost of \$99.00 under P/O 14-01599

After discussion, Council amended resolution No. 368-2014 to not only reject all bids, but also to authorize rebid of the project. Councilman Jacobs seconded the amended motion. The motion was approved by a 4-0 voice vote, with Councilman Leonard abstaining on Resolution No. 363-2014 and Resolution No. 371-2014, and Councilman Vidovich abstaining from the Coqui payment on the Bill List referenced in Resolution No. 363-2014 (Smith, Tolli absent).

## **COMMITTEE REPORTS**

### **PUBLIC WORKS**

Discussion on a Resolution for a Spending Trust Fund was tabled until the next meeting.

Gary Schall reported that Borough Architect Kevin Settembrino has prepared plans and specifications for a larger salt storage structure to replace the existing structure damaged by a previous storm. At Council's request, Mr. Schall also obtained a quote in the amount of \$9,500.00 from Settembrino Architects to prepare alternate plans and specifications for a salt storage structure of similar size to the existing structure in order to provide the insurance company with an estimated replacement cost for the damaged structure, and also to bid construction of both alternatives. Council approved putting resolutions on the next agenda authorizing the advertisement of bids and authorizing the architect to prepare the additional plans.

Following a presentation by Gary Schall, Councilman Vidovich made a motion to authorize H2M architects to prepare plans for fire damage repairs to 19 Harrison Avenue. Councilman Jacobs seconded the motion which was approved by a 4-0 voice vote (Smith, Tolli absent). A resolution awarding the contract will be put on the December 9<sup>th</sup> agenda for consideration.

Mr. Schall reported that the Borough has received a Direct Install grant that will 30% of the cost to replace HVAC equipment at the public works and fire house building. The Borough's share of the project will be added to the 2015 budget.

Mr. Schall reported that he is still awaiting a reply from the Historical District Commission with a recommendation on the design of a new sign for the municipal building at 140 Eagle Rock Avenue.

### **PUBLIC SAFETY**

Councilman Jacobs asked Mr. Schall to investigate the status of the water heater at fire headquarters following reports that cold water is coming out of hot water outlets and hot water is coming out of toilets and urinals.

Councilman Jacobs asked Mr. Schall to investigate a report that one of the four radiant heaters in firehouse is inoperative.

## RECREATION

Councilman Tsilionis reported that items on the agenda under his committee are self-explanatory and that he would entertain any questions from rest of governing body.

Council discussed the annual donation from TSS Photography Sports Pictures for Youth Baseball/Softball, Basketball and Soccer Programs/Teams for 2015.

Councilman Tsilionis reported that the Roseland Athletic Club (RAC) was created in part to fill the void of travel team support resulting from the loss of booster clubs. One difference is that unlike the booster clubs, the RAC does not dedicate excess funds at the end of the season to the Borough for recreation support. RAC is looking for preferred status in order to obtain more field access.

Council discussed the request from the Recreation Department to hire part-time gym supervisors and score/timekeepers for youth Recreation Basketball at \$10.00 per hour for gym supervisors and \$10.00 per game for score/time keepers out of Recreation Trust.

Council discussed honoring the Roseland United Boys 5-6 year Recreation Soccer Team at the December 9, 2014 Council Meeting.

Council discussed the request from the Recreation Department hire Sheryl Ryan as Youth (K-3<sup>rd</sup> grade) Arts & Crafts Program Supervisor at a rate of \$45.00 per hour.

Council discussed the proposed Recreation Fee Schedule for 2015. Councilman Tsilionis asked Administrator Chumacas about which fees were proposed to be increased. Mrs. Chumacas advised that there will be small increases in certain registration fees.

After discussion, Councilman Tsilionis made a motion to authorize relocation of the Fernwood Field batting cages from the current location to Bond Force Park, providing the relocation can be done within the scope of the contract, and upon approval of the Engineer. Councilman Jacobs seconded the motion and the motion was approved by a 4-0 voice (Smith, Tolli absent).

## CAPITAL IMPROVEMENTS

Councilman Leonard recommended that the maintenance of private roads be placed on the Capital Improvement Committee agenda in early 2015 for development of a uniform policy.

## PUBLIC AFFAIRS

Councilwoman Tolli requested that a Proclamation be prepared declaring January 2015 as "Radon Action Month".

## ADMINISTRATION & FINANCE

Councilman Vidovich confirmed changes that will be made to the 2015 Meeting Schedule as per Council discussion at their November 18, 2014 meeting as follows:

- Set – Re-Organization date and time. Eliminate Committee meeting (meeting was to take place before the Re-Organization Meeting)
- Set February Council Meeting on February 24, 2014
- Set April Caucus Meeting on April 14, 2014
- Set June Caucus Meeting on June 9, 2014
- Set September Council Meeting on September 15, 2014
- Set December Council Meeting on December 15, 2014

Mr. Vidovich outlined a proposed budget meeting schedule.

Council discussed a proposed Employee Evaluation Form.

Council discussed setting salaries as of September 1, 2014 to reflect new positions and titles that have been combined with a 0% increase for 2014 for all other positions.

Council discussed the possible adoption of Princeton's ordinance regarding soliciting and peddling.

Council discussed development of a Social Network Policy. It has been recommended that there should be a social networking policy in the employee handbook. The Social Media policy from Bay Head appears to be the best policy of other communities that were reviewed.

Council approved the request to send Ashley Passafiume to the Rutgers "Introduction to the Duties of the Municipal Clerk" program on February 28, March 7, March 14 and March 21, 2015 from 9 am to 4 pm at a total cost of \$838.00.

Council discussed the lack of performance of Galaxy Recycling Inc. and possibly keeping the bid bond for non-performance in accordance with terms of the contract.

Council discussed the possible sale of Borough Property located at 24 Monroe Avenue.

Council discussed maintenance of Roseland Green Roads.

Council discussed awarding RFP's for 2015 Professional Services.

Council discussed the proposal from Lincoln Financial Group rates for employee insurance policies.

**PUBLIC COMMENT**

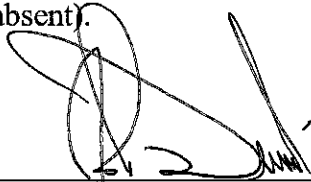
None

**EXECUTIVE SESSION**

Borough Attorney Sheffet read Resolution No. 374-2014 to close to Executive Session to discuss the following:

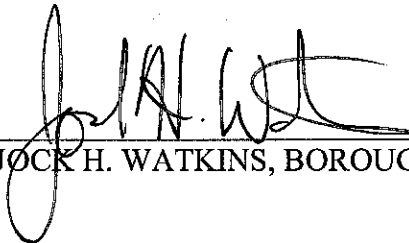
1. Road paving
2. Salaries
3. Tax Appeals

Councilman Tsilionis made a motion to close to Executive Session at 8:22 PM. Councilman Leonard seconded the motion and the motion was approved by a 4-0 voice vote (Smith, Tolli absent).



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JOHN DUTHIE, MAYOR



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JOCK H. WATKINS, BOROUGH CLERK

Approved: April 4, 2017

**Roll Call**

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