

**SEPTEMBER 14, 2023 CANNABIS REVIEW BOARD MEETING**

**CALL TO ORDER**

Mayor Signorello called the meeting to order at 10:00 a.m. and read the following statement into the record:

“This is a meeting of the Roselle Park Cannabis Review Board called and held in accordance within Chapter 4, Section 11 of the Code of the Borough of Roselle Park.”

**ROLL CALL**

The following is an accounting of the Cannabis Review Board’s attendance upon roll call:

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>	<b>Departed</b>
Paul Baiamonte	Superintendent of Public Works	Present	10:00 A.M.	10:33 A.M.
Richard Belluscio	Zoning Officer	Present	10:00 A.M.	10:33 A.M.
Andrew J. Casais	Chief Administrative Officer	Present	10:00 A.M.	10:33 A.M.
Dominick Frino	Chief of Police	Present	10:00 A.M.	10:33 A.M.
Joseph Signorello III	Mayor	Present	10:00 A.M.	10:33 A.M.

Carol A. Berlen, Esq., representative of the Borough Attorney, was also present at the meeting. No members of the public were present.

**CONTINUED BUSINESS**

Given this was the inaugural meeting of the Cannabis Review Board, Mayor Signorello noted that there was no continued business before the Board.

**NEW BUSINESS**

1. Adoption of Robert’s Rules of Order

Mayor Signorello indicated that the first item of new business was the adoption of the Board’s rules for parliamentary procedure.

Chief Frino made a motion to adopt Roberts Rules of Order for the operation of Board meetings; seconded by Mr. Belluscio. All members voting in the affirmative, said motion was adopted.

2. Approval of Local License Application Forms (per § 4-11.3A)

Mayor Signorello indicated that the second item of new business was the adoption of local cannabis license application forms. Mayor Signorello indicated that Mr. Casais and the Borough Attorney created a template for the Board’s deliberations; he asked Mr. Casais to discuss the draft forms with the Board.

Mr. Casais proceeded to discuss the draft forms with the Board, referencing various aspects of the Borough Code. Discussion amongst the Board ensued, resulting in a framework for a set of forms to be used as the Borough of Roselle Park’s local cannabis licensing application.

Mr. Belluscio made a motion to adopt local cannabis license application forms in conformity with all matters discussed and agreed by the Board to be incorporated; seconded by Mr. Baiamonte. All members voting in the affirmative, said motion was adopted.

The following four (4) pages constitute the local cannabis license application forms adopted by the Board.

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# BOROUGH OF ROSELLE PARK

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110 EAST WESTFIELD AVENUE, ROSELLE PARK, NEW JERSEY 07204

MAIN: 908-245-6222

FAX: 908-245-5598

## APPLICATION FOR RECREATIONAL CANNABIS LICENSE APPLICATION INSTRUCTIONS

**PLEASE TAKE NOTICE:** In the event the governing body of the Borough of Roselle Park adopts a Resolution to issue a Local License, said License does not constitute a zoning permit or land use approval and no lot hereafter may be used and no building or part thereof hereafter may be erected, constructed, reconstructed, moved, extended, converted, altered, maintained or used except in conformity with the provisions of the Borough's Municipal Code and all other applicable government requirements, conditions, and approvals.

As per Subsection 4-11 in Chapter 4 of the Borough Code entitled "Cannabis Business Licensing," the following items must be completed, returned, and received required approvals prior to issuing a Local License:

### **APPLICATION:**

Completed and filed by principle individual owner, partner, authorized corporate officer, or managing member of limited liability company, and include copy of the following at the time of application:

- ✓ Individual – Driver's License
- ✓ Corporations - Certificate of Incorporation
- ✓ Partnerships – Partnership Agreement
- ✓ Limited Liability Company - Certificate of Formation & Operating Agreement

### **APPLICATION FEE:**

A nonrefundable application fee must be submitted at the time of application. The required application fee is based on the fee schedule below (note: fees shall aggregate).

License Class	Initial Application Fee	Renewal Application Fee
Class 1 – Cultivator	\$10,000.00	\$5,000.00
Class 2 – Manufacturer	\$10,000.00	\$5,000.00
Class 3 – Wholesaler	\$10,000.00	\$5,000.00
Class 4 – Distributor	\$10,000.00	\$5,000.00
Class 5 – Retailer	\$10,000.00	\$5,000.00

### **BACKGROUND INVESTIGATION:**

After submission, the applicant business owners, partners, or corporate officers owning one-percent (1.00%) or more of an entity may be subject to a background investigation by the Roselle Park Police Department similar to that which is completed by Alcoholic Beverage Control License transferees.

**RETURN COMPLETED APPLICATION WITH REQUIRED NON-REFUNDABLE FEE (PAYABLE BY CERTIFIED CHECK, MONEY ORDER OR CASH) TO THE BOROUGH OF ROSELLE PARK CLERK IN A SEALED ENVELOPE. APPLICATIONS WILL NOT BE ACCEPTED AFTER ANY DEADLINE ESTABLISHED BY THE ROSELLE PARK CANNABIS REVIEW BOARD.**

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# BOROUGH OF ROSELLE PARK

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110 EAST WESTFIELD AVENUE, ROSELLE PARK, NEW JERSEY 07204

MAIN: 908-245-6222

FAX: 908-245-5598

## APPLICATION FOR RECREATIONAL CANNABIS LICENSE APPLICATION FORM

APPLICATION NO. \_\_\_\_\_

(FOR BOROUGH USE ONLY)

### APPLICATION INFORMATION

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### OWNER INFORMATION *(If different than above)*

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **BUSINESS INFORMATION**

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Name of Business: \_\_\_\_\_

Proposed Location Address: \_\_\_\_\_

Proposed Location Block and Lot Number: \_\_\_\_\_

## **RECREATIONAL CANNABIS CLASS\* (Check as Applicable; All Fees are Due in Aggregate)**

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- Class 1 – Cannabis Cultivator (\$10,000 Initial Application; \$5,000 Renewal Application)
- Class 2 – Cannabis Manufacturer (\$10,000 Initial Application; \$5,000 Renewal Application)
- Class 3 – Cannabis Wholesaler (\$10,000 Initial Application; \$5,000 Renewal Application)
- Class 4 – Cannabis Distributor (\$10,000 Initial Application; \$5,000 Renewal Application)
- Class 5 – Cannabis Retailer (\$10,000 Initial Application; \$5,000 Renewal Application)

\* **Note:** Pursuant to Section 4-11.2C of the Code of the Borough of Roselle Park, the Borough shall issue no more than three (3) Local Licenses for Class 5 Cannabis Businesses. The number of Local Licenses for Class 1, Class 2, Class 3, and Class 4 shall be at the discretion of the Borough. No Local Licenses for Class 6 Cannabis Businesses shall be issued.

## **REQUIRED ATTACHMENTS (Attached Documentation as Applicable)**

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- Proof that the applicant has or will have lawful possession of the premises proposed for the Cannabis Business, which proof may consist of a deed, a lease, a real estate contract contingent upon successful licensing, or a binding letter of intent by the owner of the premises indicating intent to lease the premises to the entrant upon successful licensing.
- An affidavit and documentary proof of compliance with all state and local laws regarding affirmative action, anti-discrimination, and fair employment practices. The applicant shall also certify that they will not and shall not discriminate based on race, color, religion, creed, gender expression, gender identity, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.
- A business plan to open and operate the Cannabis Business for which the applicant is seeking a license.

- Demonstration that all applicable State licenses have been obtained or contingently obtained subject to local approvals.
- A full copy of the Application for State Licensure with pages prominently marked “CONFIDENTIAL” as appropriate for purposes of compliance with New Jersey’s Open Public Records Act. Pages not marked as confidential will be disclosed in response to any applicable OPRA request.
- Emergency Contact Information to be utilized by police, fire, and EMS personnel in the event on an on-site emergency.
- A concept plan depicting all existing structures and setbacks, distances, and an indication of whether the existing structures and uses will be retained or removed. The concept plan must include an off-street parking plan for use by the Cannabis Business.

**CERTIFICATION OF APPLICANT**

I, the undersigned applicant, hereby certify that the foregoing information given on this application is true and complete to the best of my knowledge and belief. I further agree to comply with all the laws and Ordinances of the Borough of Roselle Park applicable to the operation of the business described herein. I understand that in the event any information given was willfully false, the license being applied for herein shall be declared null and void.

I, the undersigned applicant, hereby further acknowledge that by certifying this application, in the event the Borough of Roselle Park adopts a Resolution to issue a license does not constitute a zoning permit or land use approval and no lot hereafter may be used and no building or part thereof hereafter may be erected, constructed, reconstructed, moved, extended, converted, altered, maintained or used except in conformity with the provisions of the Borough’s Municipal Code and all other applicable government requirements, conditions, and approvals.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Title of Applicant

**END OF APPLICATION FORM**

3. Mayor Signorello indicated that the third and final item of new business was setting the initial local license application period.

Mayor Signorello stated that he would like to initially solicit applications for all locally permitted classes of recreational cannabis licenses for about one month. He expressed his thoughts that this was a reasonable period of time for applicants, and that subsequent rounds could be opened if they Borough and Board felt inclined.

The Board members expressed general agreement with Mayor Signorello's sentiments.

Mr. Belluscio made a motion to set the initial application period for local cannabis licenses as beginning September 28, 2023 and concluding October 27, 2023 at 10:00 a.m.; seconded by Chief Frino. All members voting in the affirmative, said motion was adopted.

#### ADJOURNMENT

There being no further business before the Board, Mr. Casais made a motion at 10:33 a.m. to adjourn subject to the call of the Chair; seconded by Mr. Belluscio. All members voting in the affirmative, said motion was adopted.

Attest:

Andrew J. Casais, RMC  
Borough Clerk