

RESOLUTION NO. 1-25

RE-ADOPTING THE BY-LAWS OF MAYOR AND COUNCIL

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the forgoing By-Laws of Mayor and Council dated December 5, 2024 be hereby re-adopted without revision:

Roselle Park is governed by a Mayor and Council form of government.

BY-LAWS

ARTICLE I
MEETINGS

The Annual Reorganization Meeting of the Governing Body is held on January 1st at twelve o'clock noon, or during the first seven days of January in any year.

Section 1. All regular meetings of the Council of the Borough of Roselle Park, shall be held in accordance with the provisions of Chapter 231, P.L. 1975, known as THE OPEN PUBLIC MEETING ACT. Unless otherwise advertised, the regular meeting of Council shall be held at the Council Chambers on the FIRST and THIRD Thursday of each month at 7:00 p.m. Special meetings may be called as provided by law. Regular meetings of Mayor and Council shall conclude by 10:00 p.m. unless continued by a majority vote of Council.

Section 2. When any special meeting is called it shall be the duty of the Clerk to notify all members of the Council thereof, in writing, at least two days in advance of the time fixed for holding same.

Section 3. A quorum shall be as provided by law, to wit: Three (3) Councilmembers and the Mayor, or four (4) Councilmembers in the Mayor's absence. No business shall be transacted at any meeting in the absence of a quorum.

Section 4. Except at the Annual Reorganization Meeting, the order of business shall be as follows:

Regular Meeting:

1. Roll Call;
2. Moment of Silence/Prayer;
3. Pledge of Allegiance;
4. Communications;
5. Approval of Minutes;
6. Payment of Bills;
7. Public Portion (Agenda Items Only 5 Minute limit)
8. Reports of Departments (3 Minute limit, extension of time may be granted by Chair);
9. Passage of Ordinances;
10. Consent Agenda for Resolutions;

11. Council/Committee Reports (7 Minute limit, extension of time may be granted by Chair);
12. Mayor's Report and Appointments (7 Minute limit);
13. Public Portion (On Any Subject 4 Minute limit);
14. Executive (Closed) Session, only if appropriate; and,
15. Adjournment

Section 5. The consent agenda shall include all resolutions, which have the unanimous support of the Mayor and Council and a vote to approve the consent agenda shall be deemed to be a vote approving all of the resolutions and matters contained therein. Any member of Council may, if they so choose prior to the adoption of the consent agenda, request that an item contained therein be deleted for independent consideration. Under such a circumstance, the requested item shall be deleted from the consent agenda and shall be voted upon separately after adoption of the consent agenda.

Section 6. Resolutions offered shall be in writing, a copy of which shall be given to the Mayor and each Councilmember prior to its introduction. Members of Council shall be seated at the Council dais for Council meetings as designated by the Mayor.

Section 7. The meetings of the Council shall be governed by these by-laws but where the by-laws are silent, the meetings of the Council shall be governed by Robert's Rules of Order.

Section 8. Absence from meetings policy shall be:

Whenever the Mayor or a member of the Governing Body fails to attend and participate in any meeting of the Governing Body for a period of eight (8) consecutive weeks, unless excused from attendance by a majority of the members of the Governing Body, at the conclusion of such period, the office of said member shall be deemed vacant. (N.J.S.A. 40a:16-3)

Section 9. The deadline for submission of agenda items to the Borough Clerk and Mayor shall be the close of Borough business on the Thursday immediately prior to a Regular Meeting held pursuant of Section 1 of this Article. If the Borough is scheduled to be closed on Thursday, the deadline for submission of agenda items shall be adjusted to the last business day prior to Thursday's closing.

Two general exemptions shall exist to this deadline as follows: (1) Matters and items which affect the health, safety, and welfare of the public-at-large; and, (2) Matters affecting the financial operation of Borough.

Section 10. Meeting agenda, inclusive of all agenda items, shall be disseminated to the Governing Body by the Borough Clerk on the Friday immediately prior to a Regular Meeting held pursuant to Section 1 of this Article. If the Borough is scheduled to be closed on Friday, the meeting agenda, inclusive of all agenda items, shall be distributed to the Governing Body by the Borough Clerk on the last business day prior to Friday's closing.

ARTICLE II
RULES OF PROCEDURE

Section 1. For the purpose of this section, the “Chair” shall be defined as the Mayor, or in his absence the Council President. The Chair shall preside, maintain order and decorum at all meetings, and shall use the guidelines established in these by-laws when ruling on a points of order. The Chair shall decide all questions of parliamentary procedure, subject to an appeal by Council. Rules of Procedure are governed by these by-laws. Where the by-laws are silent, the Rules of Procedure are governed by Robert’s Rules of Order. The question on appeal shall be put to vote by the President of Council. In the event of the President not being present, or if the President shall be the Chair, then the question shall be put by the Borough Clerk in the following form: “Shall the decision stand as a decision of the Council?” A decision to stand as a decision of Council shall require two-thirds (2/3) vote of Council as a while to overrule the decision made by the Chair.

Section 2. All matters requiring consideration by a committee shall, upon introduction, be referred by the Mayor to the appropriate committee subject to the right of Council to make any other reference or disposition of the same, which they deem best.

Section 3. Roll call of members of the Council shall be according to seniority of service; that is, the member of Council serving the longest number of consecutive years on the Council shall be called first, then to be followed by those members serving next in number of years. If members on the Council have served the same number of years, the call shall be in alphabetical order. Although it is the duty of every member who has an opinion on a question to express it by his vote, he can abstain or recuse, since he cannot be compelled to vote. No member of Council shall be required by any person to explain or justify a particular position or vote. Once the call of roll is ordered, no member of Council shall discuss or explain their vote until the conclusion of voting on that item.

Section 4. There will be two (2) public portions consisting of five (5) minutes for the first public portion and three four (4) for the second public portion. Any response made by the Governing Body shall be included in the speaker’s five (5) minute and four (4) minute allotted time period. All statements, comments, questions and/or dialogue from a speaker shall be directed to the Chair.

A member of the Public may only speak once at each of the public portions. The initial public portion will be limited to agenda items only. During the second public portion, the public will be able to speak on any topic.

Section 5. A member of public shall be called to order and given a warning for certain actions, including but not limited to: speaking without first being recognized, vulgarity or obscenity, hostile gestures or threatening or intimidating language, interruptions other than calls to order, or other violations as the Chair deems appropriate. After receiving a warning, the member of the public will be subject to removal by the Chair for any subsequent violations.

Section 6. Whenever the President of Council is called upon to preside at an official meeting of the Governing Body, the President shall be entitled to retain the right to vote as a member of Council on all issues brought before the Governing Body at the time the President of Council is so presiding.

Section 7. A Council member may be called to order for conduct violative of the Rules of Procedure. A Council member called to order shall immediately cease speaking, unless the Chair permits the member to explain their actions. The decision of the Chair shall be final, subject to an appeal by Council requiring 2/3 vote to veto the Chair's decision. A member of Council shall be called to order for certain actions, including but not limited to: interruptions other than calls to order, calls to order made in bad faith or lacking merit, discussion of any issue beyond the scope of the question under consideration, discussion not germane to the question under consideration, discussion primarily intended to cause undue delay, or other violations as the Chair deems appropriate.

Section 8. Every member of the Council shall address all statements, motions, and comments to the Chair. The member of Council, upon addressing the statement, motion, or comment to the Chair, shall await recognition before speaking. Upon recognition, the speaking member of Council shall confine themselves to the issue under consideration addressed by the statement, motion, or comment.

Section 9. No member of Council shall speak a second time on the same question until every other member of Council desiring to speak shall have spoken at least once.

Section 10. No member of Council shall retire from the Council chamber while the Council is in session without the permission of the Chair.

Section 11. The Governing Body's use of electronic communication devices during Borough Meetings may lead to the public's perception that a member of the Governing Body is not paying attention to the subject matter at hand and/or that such member is receiving information relative to the subject matter at hand that other Councilmembers and members of the public are not receiving, either of which does not further good government and transparency. Therefore, the Governing Body's use of electronic communication devices, other than for the purpose of accessing agenda materials and/or personal notes that are on a Councilmember's tablet, cell phone, or laptop computer, is prohibited during Borough Meetings.

Notwithstanding the foregoing, the Governing Body may, in each member's own sole discretion, use electronic communication devices for limited personal use such as, family or professional emergencies and/or other pressing personal issues.

ARTICLE III BOROUGH CLERK

Section 1. In addition to the duties imposed by law, the Borough Clerk shall record a summary of the proceedings of the Council, furnishing to the Mayor, each Councilmember and the Borough Attorney, a copy of the minutes of each regular and special session. The pages of

these minutes shall be consecutively numbered commencing with the report of the first meeting and ending with the last meeting of the calendar year. One copy of all such minutes shall be retained by the Clerk as of the official record of the Mayor and Council, and at the end of the calendar year, shall be permanently bound and retained with the Borough records. The Borough Clerk shall also keep an Ordinance Book containing a signed copy of all ordinances, an appointment book containing a record of all appointments to office, the term to which each is appointed, and his or her salary, if any. The Clerk shall make a monthly report in such form as the Council may decide.

Section 2. The Borough Clerk shall have custody of the Official Seal of the Borough.

ARTICLE IV COMMITTEES

Section 1. In addition to such special committees as the Mayor shall from time to time create and appoint, there shall be four standing committees, each to consist of Sub-Committees, the Chairperson of each to be appointed by the Mayor. Each Sub-Committee Chairperson shall submit such reports of their committee to the Mayor as the Mayor shall from time to time request or require. Each Sub-Committee chairperson shall limit their respective report to three (3) minutes. Whenever a major decision, as determined by the Mayor, is needed to be made by a particular chairperson, it shall be brought up to the other members of the same standing committee, and a standing committee decision and recommendation shall be made to Mayor and Council. In any case, the Mayor shall serve as an ex-officio member of all committees and shall make amendments concerning policy, as he/she shall deem necessary. Reports of the committee chairman shall be made at each meeting of Council under committee reports. Each committee chairman shall receive notice of meeting dates of each standing committee.

Section 2. It shall be a requirement that each member of the Council serve as a member of at least one (1) of the governing body's standing committees and serve as a liaison to at least one (1) of the various committees or entities established by the Borough.

Section 3. The standing committees of the Council and such special committees as may from time to time be created by the Mayor, shall be appointed as set forth in Section 1 of Article IV as follows:

STANDING COMMITTEES

When a committee member is absent, the Mayor may appoint a temporary committee member to serve as needed.

PUBLIC SAFETY

A Chairperson selected from one of the Sub-Committees will be named by the Mayor to oversee the Public Safety Committee. It is the responsibility of the Public Safety Chairperson to report on Public Safety Meetings to the Mayor and Council.

The Public Safety Standing Committee shall consist of three Sub-Committee Chairpersons who will address issues concerning the safety of the Borough and its residents. The Public Safety Chairperson shall be responsible for scheduling, conducting and, when necessary, canceling meetings of the Public Safety Committee. The Public Safety Committee shall be comprised of a Sub-Committee Chairperson for Police, Fire, and First Aid as stated herein:

Police Committee:

The Chair of the Police Committee will report and make recommendations to the Mayor and Council with regard to all police activity as set by Ordinance and law. This activity will include, but not exclusively, personnel, sick time, overtime, crime and other types of violations, grievances, litigation, equipment, and any other activity pertaining to the department. With this position, all activity pertaining to Emergency Management, Special Police, Crossing Guards, Auxiliary Police, and Municipal Court will be under the oversight function of the Police Chair.

Fire Committee:

The Chair of the Fire Committee will report and make recommendations to the Mayor and Council with regard to all fire safety activity. This activity will include, but not exclusively, personnel (including volunteers), equipment, litigation, and any other activity pertaining to the department. With this position, all activity pertaining to Fire Prevention will be under the oversight function of the Fire Chair.

First Aid Committee:

The Chair of the First Aid Committee will report and make recommendations to the Mayor and Council with regard to all first aid activity. This activity will include, but not exclusively, personnel (including volunteers), equipment, grievances, violations and any other activity pertaining to the department.

MUNICIPAL SERVICES

A Chairperson selected from one of the Sub-Committees will be named by the Mayor to oversee the Municipal Services Committee. It is the responsibility of the Municipal Services Chairperson to report on Municipal Services Meetings to the Mayor and Council.

The Municipal Services Standing Committee shall consist of three Sub-Committee Chairpersons of DPW, Construction and Transportation, and Code Enforcement and shall address issues concerning Public Works and Engineering for the betterment of the Borough and its residents as stated herein:

DPW Committee:

The Chair of the DPW Committee will report and make recommendations to the Mayor and Council with regard to all department activity. This activity will include, but not exclusively, personnel, sick time, overtime, grievances, and any other activity pertaining to the department.

Construction and Transportation Committee:

The Chair of Construction and Transportation Committee will report and make recommendations to the Mayor and Council with regard to all construction and engineering activity. This activity will include, but not exclusively, personnel, sick time, construction permits and any type of violations with respect to the construction code, all activity pertaining to construction of the Borough Infrastructure, i.e. streets, sidewalks, sewers, buildings, etc. and any other activity within the Construction and Engineering Department.

Code Enforcement:

The Chair of Code Enforcement Committee shall oversee residential property maintenance, multi-family unit enforcement, general Code compliance and amendments, and issues concerning the upkeep of all property in the Borough.

FINANCE AND ADMINISTRATION

A Chairperson selected from one of the Sub-Committees will be named by the Mayor to oversee the Finance and Administration Committee. It is the responsibility of the Finance and Administration Chairperson to report on Finance and Administration Meetings to the Mayor and Council.

The Finance and Administration Standing Committee shall consist of three Sub-Committee Chairpersons of Municipal Budget and Finance, Public Buildings and Facilities and Commerce and shall address issues concerning Finance and Administration as stated herein:

Municipal Budget and Finance Committee:

The Chair of the Municipal Budget and Finance Committee will report and make recommendations to the Mayor and Council with regard to the municipal budget. The Chair will also report to Mayor and Council on activity within the Finance Department and Tax Assessor's Office (i.e. personnel, sick time, etc.) All claims and bills against the Borough shall be referred to this committee. In addition, said Chair will set policy as to the dollar amount required to approve purchase orders with the advice and consent of the Mayor. In addition, it will be the responsibility of the Municipal Budget Chair to assist in the preparation of the Borough's Annual Municipal Budget. The Chair will report and make recommendations to the Mayor and Council with regard to grants available to the Borough of Roselle Park.

Public Buildings and Facilities Committee:

The Chair of the Public Buildings and Facilities Committee will report and make recommendations to the Mayor and Council with regard to all public buildings and facilities owned by the Borough and the buildings and grounds budget.

Commerce Committee:

The Chair of the Commerce Committee shall address concerns or questions from within the business community and forward them to the overall Committee for discussion.

PUBLIC SERVICES AND ADMINISTRATION COMMITTEE

A Chairperson selected from one of the Sub-Committees will be named by the Mayor to oversee the Public Services and Administration Committee. It is the responsibility of the Public Services and Administration Committee Chairperson to report on Public Services and Administration Committee Meetings to the Mayor and Council.

The Public Services and Administration Standing Committee shall consist of three Sub-Committee Chairpersons of Technology, Human Resources and Legislative and shall address issues concerning Public Services and Administration as stated herein:

Technology Committee:

The Chair of the Technology Committee shall investigate the need for and implement improved technology through the Borough.

Human Resources Committee:

The Chair of the Human Resources Committee will report and make recommendations to the Mayor and Council with regard to human resources and personnel issues. The responsibility of the Chair shall include, but not limited to a review of past and present personnel issues, identifying existing personnel policies adopted by the Borough, as well as training and education of personnel. The Chair shall make recommendations to improve the effectiveness of management and thereby improve the deliveries of services to the public.

Legislative Committee:

The Chair of the Legislative Committee will report and make recommendations to the Mayor and Council with regard to the effect of pending or existing legislation introduced or enacted by county, state and federal level government on the municipality. The intent of the Legislative Committee is to review legislation on the merits of its impact to the Borough's finances (i.e. taxes, municipal budget, grants) and overall public safety.

ARTICLE V
AMENDMENT TO BY-LAWS

These By-Laws may be amended provided the amendment be proposed at a regular meeting and considered and adopted by a majority of members of Council at the next succeeding regular meeting, the Mayor to cast the deciding vote in cases of a tie-vote; but any one of these By-Laws may be suspended temporarily with the concurrence of four members of the Council, or with the concurrence of three members, in case of a tie, with the Mayor casting the affirmative vote to suspend same.

December 5, 2024

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ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt



Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA		✓ YES		NO		

RESOLUTION NO. 2-25

ADOPTING REGULAR MEETING DATES OF MAYOR AND COUNCIL FOR 2025

WHEREAS, pursuant to Chapter 231, Laws of 1975, known as the Open Public Meetings Act, all meetings of all public bodies wherein formal action, decision or discussion relating to the public business may take place, are required to be publicly announced and scheduled, with adequate posting and advance notice of the time, date, location, and to the extent known, the purpose or agenda of each such meeting.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey, as follows:

1. All Boards, Commissions or other agencies of the Borough of Roselle Park, coming within the scope and intent of said statute shall comply with same, according to the terms thereof.
2. The following are designated as meetings of the Mayor and Council of the Borough of Roselle Park, in the County of Union, at which public business may be formally discussed, decided, or acted upon for the calendar year 2025. All meetings are held in the Municipal Building located at 110 East Westfield Avenue, Roselle Park, New Jersey 07204 on Thursday evenings beginning at 7:00 p.m. unless indicated otherwise:

January 16, 2025	July 17, 2025
February 6, 2025	August 21, 2025
February 20, 2025	September 4, 2025
March 6, 2025	September 18, 2025
March 20, 2025	October 2, 2025
April 3, 2025	October 16, 2025
April 17, 2025	November 6, 2025
May 1, 2025	November 20, 2025
May 15, 2025	December 4, 2025
June 5, 2025	December 18, 2025
June 19, 2025	

3. In addition, such other meetings as the public business may require, shall be scheduled and held, but pursuant to and with such additional notice as is required by said statute; and,
4. Appropriate officials are hereby authorized and directed to (1) post and maintain a copy hereof official bulletin board reserved for public notices; (2) file a copy of the foregoing Resolution with the Borough Clerk; (3) transmit copies to the local official newspapers circulating in Roselle Park, New Jersey; and,
5. Do anything necessary hereafter to comply with said statute to the end that adequate public notice of all such public meetings, pursuant to such statute be given according to law.

(Certification of Resolution on Following Page)

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt



Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA		✓	YES	NO		

RESOLUTION NO. 3-25

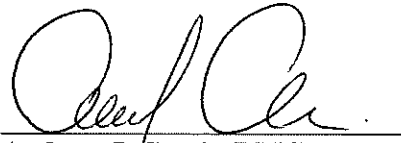
**APPOINTING ANDREW J. CASAIS AS
PUBLIC AGENCY COMPLIANCE OFFICER FOR 2025**

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that Andrew J. Casais of 1139 Dorsey Place, Plainfield, New Jersey 07062 be and is hereby named the Public Agency Compliance Officer (P.A.C.O.) for Affirmative Action of the Borough of Roselle Park for the year 2025; and,

BE IT FURTHER RESOLVED that the Borough Clerk is hereby directed to forward notice of this appointment to the New Jersey Department of the Treasury, Office of Affirmative Action pursuant to statute.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.



Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA		✓	YES	NO		

RESOLUTION NO. 4-25

DESIGNATING OFFICIAL BOROUGH NEWSPAPERS FOR 2025

WHEREAS, R.S. 40:53-1 et seq. provides for the designation of an official newspaper or newspapers for publication of all advertisements or notices required to be published by the municipality by law; and,

WHEREAS, R.S. 10:4-8 provides, among other things, that notice be given to at least two (2) newspapers to be designated by the governing body for the purpose of complying with the requirements of notice under the “Open Public Meetings Law”; and,


WHEREAS, no newspaper is published and circulated in the Borough of Roselle Park.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the Borough of Roselle Park hereby designates, for purposes of R.S. 40:53-1 et seq., The Union County Local Source of Union, New Jersey, and The Star Ledger of Newark, New Jersey, as its official newspapers; and,

BE IT FURTHER RESOLVED that the Borough of Roselle Park hereby designates for purposes of the “Open Public Meetings Law”, R.S. 10:4-8 et seq., The Union County Local Source of Union, New Jersey, and The Star-Ledger of Newark, New Jersey, as the newspapers to receive notices of all public meetings held in the Borough of Roselle Park.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt


Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA			✓ YES	NO		

RESOLUTION NO. 5-25


AUTHORIZING THE CHIEF FINANCIAL OFFICER TO ISSUE CERTAIN PAYMENTS FOR CALENDAR YEAR 2025 WITHOUT THE NEED FOR FURTHER ACTION BY THE GOVERNING BODY

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the Chief Financial Officer, Kenneth P. Blum, Jr., is hereby authorized and directed to perform all matters necessary to enable the following without the need for further actions by the governing body:

- (1) Issue Social Security payments in twenty-six (26) installments;
- (2) Issue payroll checks in twenty-six (26) installments;
- (3) Issue County Tax payments;
- (4) Issue 2025 debt payments;
- (5) Issue 2025 unemployment and disability payments; and,
- (6) Issue 2025 insurance premium payments.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt


Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA			✓ YES	NO		

RESOLUTION NO. 6-25

DESIGNATING A DEPOSITORY AND AUTHORIZING CHECK SIGNATORIES

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the Bank of America shall be the depository for the Affordable Housing Trust Fund Account – COAH, Animal Control Trust Fund Account, Assessment Trust Fund Account, Current Account, Federal Special Law Enforcement Fund Account, General Capital Account, HUD Trust Account, Recreation Trust Fund Account, Sewer Utility Capital Account, Sewer Utility Operating Account, Special Law Enforcement Fund Account, State Unemployment Insurance Account, Tax Collector Premium Account and Trust Others Account of the Borough of Roselle Park and the custodian shall be Kenneth P. Blum, Jr., Chief Financial Officer. All disbursements shall be made by checks signed by Kenneth P. Blum, Jr., Chief Financial Officer (or Maria Pereira, Tax Collector), Joseph Signorello III, Mayor (or the prevailing Council President) and Andrew J. Casais, Borough Clerk (or Donna L. Corrigan, Deputy Borough Clerk); and,

BE IT FURTHER RESOLVED that the Bank of America shall be the depository for the Payroll Account, Payroll Agency Account and Retiree Reimbursement Account of the Borough of Roselle Park and the custodian shall be Kenneth P. Blum, Jr., Chief Financial Officer or Maria Pereira, Tax Collector. All disbursements shall be made by checks signed by Kenneth P. Blum, Jr., Chief Financial Officer or Maria Pereira, Tax Collector.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt



**Andrew J. Casais, RMC
Borough Clerk**

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA		✓ YES		NO		

RESOLUTION NO. 7-25

ADOPTING THE 2025 CASH MANAGEMENT PLAN

WHEREAS, the new revisions to the Local Fiscal Affairs Law has expanded and reconfirmed the obligation of each Local Unit to adopt a Cash Management Plan; and,

WHEREAS, this obligation has existed for over 30 years under *N.J.S.A. 40A: 5-14*, this Act imposes specific requirements in connection with such a Cash Management Plan.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey hereby adopt the following Cash Management Plan as required by the Local Fiscal Affairs Law, and do hereby designate the Chief Financial Officer of the Borough of Roselle Park to implement the Plan so as to assure, to the extent practicable, investment of local funds in interest bearing accounts and other permitted investments:

**CASH MANAGEMENT PLAN OF THE BOROUGH OF ROSELLE PARK,
IN THE COUNTY OF UNION, NEW JERSEY**

I. STATEMENT OF PURPOSE.

This Cash Management Plan (the Plan) is prepared pursuant to the provisions of N.J.S.A. 40A: 5-14 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain public funds of the Borough of Roselle Park, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough of Roselle Park:

Animal Control Account		Current Account
Federal Special Law Enforcement Fund Account	General Capital Account	HUD Trust Account
Recreation Trust Fund Account	Sewer Utility Capital Account	Sewer Utility Operating Account
State Special Law Enforcement Fund Account	S.U.I. Account	Tax Collector Premium Account
Trust Other Account	Affordable Housing Trust Fund Account - COAH	

- B. It is understood that this Plan is not intended to cover certain funds and accounts of the Borough of Roselle Park, specifically: the Payroll Account, the Payroll Agency Account, and the Retiree Reimbursement Account.

III. DESIGNATION OF OFFICIALS OF THE BOROUGH OF ROSELLE PARK AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

The Chief Financial Officer of the Borough of Roselle Park (and the Assistant Treasurer) (the "Designated Officials") are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Borough of Roselle Park are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES.

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

Bank of America
New Jersey Cash Management Fund
Valley National Bank
New Jersey Class/Municipal Investors Service Corporation
TD Bank
Wells Fargo Bank
Sovereign Bank
Investors Bank
Columbia Bank
Unity Bank

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official referred to in Section III above.

V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Officials of the Borough of Roselle Park referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Officials referred to in Section III above.

VI. AUTHORIZED INVESTMENTS.

- A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factors;
- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52: 18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17: 9-41); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed.

For the purposes of the above language, the terms "government money market mutual fund" and "local government investment pool" shall have the following definitions:

Government Money Market Mutual Fund.

An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. sec. 80a-1et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.

- (b) the portfolio of which is limited to U.S. Government Securities that meet the definition of any eligible security pursuant to 17. F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) which has:
 - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940," 15 U.S.C. sec. 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool.

An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
 - (b) which is rated in the highest category by a nationally recognized statistical rating organization;
 - (c) which is limited to U.S. Government securities that meet the definition of a eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
 - (d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (c.52: 14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
 - (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
 - (f) which purchases and redeems investments directly from the issuer, government money market mutual fund; or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49: 3-56) and has at least \$25 million in capital stock (or equivalent reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. government securities.
- B. Notwithstanding the above authorization, the monies on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows:

Animal Control Account		Current Account
Federal Special Law Enforcement Fund Account	General Capital Account	HUD Trust Account
Recreation Trust Fund Account	Sewer Utility Capital Account	Sewer Utility Operating Account
State Special Law Enforcement Fund Account	S.U.I. Account	Tax Collector Premium Account
Trust Other Account	Affordable Housing Trust Fund Account - COAH	

VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough of Roselle Park, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough of Roselle Park to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Borough of Roselle Park or by a third party custodian prior to or upon the release of the Borough of Roselle Park's funds.

To assure that all parties with whom the Borough of Roselle Park deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

VIII. REPORTING REQUIREMENTS.

On the first day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Borough of Roselle Park a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Borough of Roselle Park as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.


- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough of Roselle Park.

IX. TERM OF PLAN.

This Plan shall be in effect from January 1, 2025 to December 31, 2025. Attached to this Plan, and made a part hereof, is a Resolution of the governing body of the Borough of Roselle Park approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt


Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES	NO			

RESOLUTION NO. 8-25

AUTHORIZING THE MAYOR AND COUNCIL PRESIDENT TO SIGN CHECKS

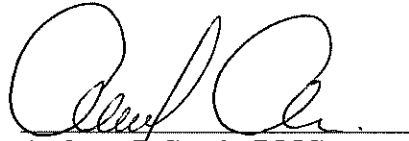
BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the Honorable Joseph Signorello III, Mayor of the Borough of Roselle Park, be and is hereby authorized to sign checks and warrants on behalf of the Borough of Roselle Park and otherwise act for the Borough of Roselle Park in such instances as may become necessary in the various banking transactions involving the Borough; and,

BE IT FURTHER RESOLVED, that the President of the Municipal Council of the Borough of Roselle Park, be and is hereby authorized to act as aforesaid in the place and stead of the Mayor at such times as by law he/she is empowered so to do; and,

BE IT FURTHER RESOLVED, that a copy of this Resolution be filed with Bank of America, one of the official depositories of the Borough.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt


Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA		✓ YES		NO		

RESOLUTION NO. 9-25

**AUTHORIZING PERSONNEL TO CERTIFY RECEIPT OF LABOR,
SERVICES, AND MATERIALS**

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the following named persons shall be and are hereby authorized to certify for their respective departments, board or other component of local government with respect to receipt of labor, services or materials within their jurisdiction:

DEPARTMENT

Municipal Clerk
Mayor and Council
Assessment of Taxes
Revenue Administration
Liquidation of Tax Title Liens
Finance Administration
Group Insurance
Public Buildings & Grounds
Municipal Land Use Board
Engineering
Fire
Uniform Fire Safety Act
Police
Maintenance "911"
Traffic Control-School
Emergency Management
Public Works/Sewer System
Sewer Utility

Sanitation
Recycling

Code Enforcement
Board of Health
Recreation
Community Center
Community Development
Municipal Court
Borough Prosecutor
Public Defender
Environmental Services
Community Alliance Committee
R.P. Veterans Memorial Library
Farmers Market
Local Historian
TV34

INDIVIDUAL


Borough Clerk or Deputy Borough Clerk
Borough Clerk or Deputy Borough Clerk
Tax Assessor
Tax Collector
Tax Collector
Treasurer or Assistant Treasurer
Treasurer or Assistant Treasurer
Public Works Superintendent
Chairperson or Board Clerk
Engineer
Fire Chief or Deputy Fire Chief
Fire Subcode Official
Police Chief or Officer in Charge
Police Chief or Officer in Charge
Police Chief or Officer in Charge
Emergency Management Coordinator
Public Works Superintendent
Sewer Utility Collector or Public Works
Superintendent
Public Works Superintendent
Recycling Coordinator or Public Works
Superintendent
Construction Code Official
Board Clerk
Recreation Director
Community Center Director
Community Center Director
Judge or Court Administrator
Borough Clerk or Deputy Borough Clerk
Borough Clerk or Deputy Borough Clerk
Chairperson of Commission
Alliance Coordinator
Librarian
Farmers' Market Manager
Historian
Broadcast Technician

BE IT FURTHER RESOLVED that the Chief Administrative Officer, Deputy Chief Administrative Officer, Borough Clerk, or Chief Financial Officer be and are hereby authorized as aforesaid for all other labor, services or materials not herein provided for and to act on behalf of all other designated

officials in their absence.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt


Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES	NO			

RESOLUTION NO. 10-25

ESTABLISHING THE INTEREST RATE FOR DELINQUENT PROPERTY TAXES

WHEREAS, *N.J.S.A. 54:4-66* establishes that taxes are paid quarterly on the first days of February, May, August and November after which dates they are delinquent and subject to interest; and,

WHEREAS, *N.J.S.A. 54:4-67* requires that any taxes remaining unpaid by the first day of February, May, August and November are subject to interest at the rate of up to eight percent (8%) per annum up to \$1,500.00 and eighteen percent (18%) per annum over \$1,500.00; and that municipalities may provide a grace period not exceeding ten days and a six percent (6%) penalty may be charged on any delinquency in excess of \$10,000.00 if not paid by the end of the fiscal year.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the Tax Collector is required to collect interest at the rate of eight percent (8%) per annum upon delinquent taxes, assessments and sewer charges on the first \$1,500.00 of the delinquency and eighteen percent (18%) per annum on any amount in excess of \$1,500.00; and,

BE IT FURTHER RESOLVED that the Tax Collector shall grant a grace period of ten (10) days within which an installment of taxes, assessment or sewer charge may be received without an additional charge for interest; and,

BE IT FURTHER RESOLVED that any installment received after the expiration date of this grace period would bear interest from the due date; and,

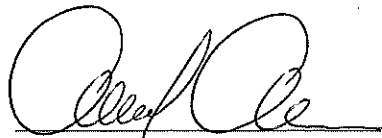
BE IT FURTHER RESOLVED that an additional penalty of six percent (6%) will be required on delinquencies in excess of \$10,000.00 that are not paid prior to the end of the fiscal year; and,

BE IT FURTHER RESOLVED, that the Collector of Taxes is authorized to hold a Tax Sale for the 2024 taxes, sewer utility and all other municipal charges.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA		✓	YES	NO		


Andrew J. Casais, RMC
Borough Clerk

RESOLUTION NO. 11-25

**APPOINTING THE 2025 COMMISSIONER AND ALTERNATE COMMISSIONER OF THE
SUBURBAN MUNICIPAL JOINT INSURANCE FUND**

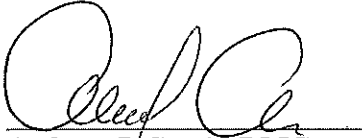
BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the following municipal officials are hereby appointed as the Borough of Roselle Park's Commissioner and Alternate Commissioner to the Suburban Municipal Joint Insurance Fund for the calendar year 2025:

Commissioner: Andrew J. Casais, RMC
Chief Administrative Officer

Alternate Commissioner: Kenneth P. Blum, Jr., CMFO
Chief Financial Officer

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.


Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES	NO			

RESOLUTION NO. 12-25

APPOINTING OFFICERS OF THE ROSELLE PARK FIRE DEPARTMENT

WHEREAS, the officers of the Roselle Park Fire Department are appointed by the Mayor subject to the advice and consent of the Borough Council pursuant to Section 2-26 of the Code of the Borough of Roselle Park; and,

WHEREAS, Mayor Joseph Signorello III has filed his 2025 appointments of Fire Department officers.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the following individuals be appointed as Roselle Park Fire Department Officers effective immediately (all addresses are located within Roselle Park unless otherwise noted):

ROSELLE PARK FIRE DEPARTMENT

LORRAINE FIREHOUSE (STATION NO. 1)

<u>Position</u>	<u>Name</u>	<u>Address</u>	<u>Term Expiration</u>	<u>Annual Salary</u>
Deputy Chief	Raymond A. Parenteau	614 Chester Ave.	December 31, 2025	\$4,814.00
Captain	Jared Pietz	223 Halsted Rd. Elizabeth, NJ 07208	December 31, 2025	\$2,565.00
Lieutenant	Joshua Regan	231 Sherman Ave.	December 31, 2025	\$1,712.00
Engineer	William Ferdinando	19C W. Roselle Ave.	December 31, 2025	\$1,712.00
Engineer	Bradley Carle	117 E. Clay Ave.	December 31, 2025	\$1,712.00

CENTRAL FIREHOUSE (STATION NO. 2)

<u>Position</u>	<u>Name</u>	<u>Address</u>	<u>Term Expiration</u>	<u>Annual Salary</u>
Deputy Chief	Mark Jaskula	141 W. Grant Ave.	December 31, 2025	\$4,814.00
Captain	Ryan Urban	1901 Elizabeth Ave. Rahway, NJ 07065	December 31, 2025	\$2,565.00
Lieutenant	Robert Loneker	710 Richfield Ave. Kenilworth, NJ 07033	December 31, 2025	\$1,712.00
Engineer	Daniel Martin	1 Woodside Rd., B-52	December 31, 2025	\$1,712.00
Engineer	Allen Swirz	221 Bender Ave.	December 31, 2025	\$1,712.00


FAITOUTE FIREHOUSE (STATION NO. 3)

<u>Position</u>	<u>Name</u>	<u>Address</u>	<u>Term Expiration</u>	<u>Annual Salary</u>
Deputy Chief	Raymond J. Kuterka	4 W. Colfax Ave.	December 31, 2025	\$4,814.00
Lieutenant	Travis Literate	622 Larch St.	December 31, 2025	\$1,712.00
Engineer	Michael Senglar	22 E. Colfax Ave.	December 31, 2025	\$1,712.00
Engineer	John Gura	303 Seaton Ave.	December 31, 2025	\$1,712.00
Engineer	James McCrady	26 E. Colfax Ave.	December 31, 2025	\$1,712.00


(Certification of Next Page)

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.


Andrew J. Casais, RMC
Borough Clerk

I hereby certify that funds are available in line item(s): Fire Department: 01-0240-00-01331-101


Kenneth P. Blum, Jr., CMFO
Chief Financial Officer

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES	NO			

RESOLUTION NO. 13-25

APPOINTING THE 2025 COMMISSIONER AND ALTERNATE COMMISSIONER OF THE JOINT MEETING OF ESSEX AND UNION COUNTY SEWERAGE AUTHORITY

WHEREAS, the Borough of Roselle Park is a member of the Joint Meeting of Essex and Union County Sewerage Authority (hereinafter "JMEUC"); and,

WHEREAS, the Borough of Roselle Park wishes to designate an individual to serve as representative of the Borough of Roselle Park to serve on the Board of Commissioners of the JMEUC; and,

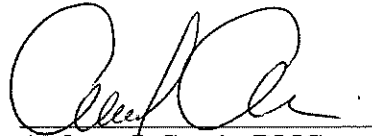
WHEREAS, under the Borough form of government the Mayor appoints all subordinate officers of the municipality subject to the confirmation of the Municipal Council.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the following individuals be appointed as the Borough of Roselle Park's Commissioner/Alternate Commissioner of the JMEUC effective immediately (all addresses are located within Roselle Park unless otherwise noted):

<u>Position</u>	<u>Name</u>	<u>Term Expiration</u>
Commissioner	Councilman Joseph E. Petrosky	December 31, 2025
Alt. Commissioner	Councilman Gregory Johnson	December 31, 2025

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.


Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES	NO			

RESOLUTION NO. 14-25

ADOPTING THE 2025 TEMPORARY BUDGET

WHEREAS, *N.J.S.A. 40A:4-19* provides that the Governing Body may, and if any contracts, commitments or payments are to be made prior to the adoption of the Budget shall by Resolution adopt prior to January 31st of the fiscal year, make appropriations to provide for the period between the beginning of the fiscal year and the adoption of the Budget.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the following temporary appropriations be made for the year 2025:

<u>APPROPRIATIONS</u>	<u>SALARIES AND WAGES</u>	<u>OTHER EXPENSES</u>
Mayor and Council	\$ 19,691.44	\$ 3,228.75
Municipal Clerk	\$ 111,796.13	\$ 63,759.94
Economic Business Development	\$ -	\$ -
Financial Administration	\$ 73,983.26	\$ 15,750.00
Audit Services		\$ 11,241.56
Tax Assessment Administration	\$ 5,891.03	\$ 1,745.63
Revenue Administration	\$ 30,179.63	\$ 5,250.00
Liquidation of Tax Title Liens		\$ -
Legal Services		\$ 23,625.00
Human Resources		\$ 10,500.00
Tax Appeals		\$ 10,500.00
Municipal Prosecutor's Office		\$ 6,300.00
Engineering Services and Costs		\$ 18,375.00
Buildings and Grounds		\$ 110,250.00
Planning Board	\$ -	\$ -
Municipal Land Use Board	\$ 3,343.46	\$ 7,875.00
Board of Adjustment	\$ -	\$ -
Employee Group Insurance		\$ 460,687.50
Health Benefits Waiver		\$ 18,375.00
Liability Insurance		\$ 190,312.50
Workers Compensation Insurance		\$ -
Other Public Works Functions	\$ -	\$ -
Fire	\$ 13,371.75	\$ 36,956.06
Supplemental Fire Services	\$ -	\$ -
Fire Protection	\$ 10,897.69	\$ 3,097.50
Police	\$ 1,094,588.51	\$ 117,285.00
Traffic Control (Schools)	\$ 83,311.46	\$ 3,990.00
Aid to Volunteer Ambulance Company		\$ -
Office of Emergency Management	\$ 2,875.69	\$ 3,806.25
Maintenance of Vehicles		\$ 47,250.00
Streets and Roads Maintenance	\$ 164,814.83	\$ 22,312.50
Solid Waste Disposal Costs		\$ 113,137.50
Solid Waste Collection		\$ 255,937.50

<u>APPROPRIATIONS</u>	<u>SALARIES AND WAGES</u>	<u>OTHER EXPENSES</u>
Recycling	\$ 1,213.28	\$ 189,000.00
Recycling Tax	\$ -	\$ 393.75
Board of Health	\$ 2,812.69	\$ 44,263.80
Animal Control	\$ -	\$ -
Community Alliance Program	\$ -	\$ -
Recreation Services	\$ 67,515.00	\$ -
Maintenance of Parks	\$ -	\$ -
Celebration of Public Events		\$ 12,455.63
Youth Center	\$ -	\$ -
Community Center	\$ 19,658.36	\$ 6,825.00
Historical Sites Office		\$ 3,045.00
Senior Citizens Activities	\$ -	\$ -
Environmental Services		\$ -
State Uniform Construction Code	\$ 130,498.99	\$ 7,087.50
Shuttle Bus	\$ -	\$ -
Union County S.L.A.P. Program		\$ -
Municipal Services Act		\$ -
Farmers Market	\$ 1,126.13	\$ 393.75
Compensated Absences	\$ 6,562.50	
Utilities:		
Street Lighting		\$ 53,812.50
Fire Hydrant Service		\$ 32,025.00
Cable TV 34		\$ 12,337.50
Telephone		\$ 26,250.00
Electricity		\$ 27,562.50
Water		\$ 9,187.50
Natural Gas		\$ 14,437.50
Gasoline		\$ 39,375.00
Contingent		\$ 525.00
Contribution to:		
PERS		\$ 107,606.63
DCRP		\$ 3,150.00
Social Security		\$ 86,231.25
Consolidated PFRS		\$ -
PFRS		\$ 360,302.51
State Unemployment Insurance		\$ 13,125.00
Municipal Court	\$ 69,276.64	\$ 3,643.50
Public Defender		\$ 3,937.50
Maintenance of Free Public Library		\$ 152,556.16
Police Dispatch "911"	\$ -	\$ -
PEOSHA		\$ -
L.O.S.A.P.		\$ 10,565.63
Interlocal Agreement - Borough of Kenilworth	\$ -	\$ -
COAH - Fair Housing		\$ 7,875.00
Matching Funds for Grants		\$ -
Drunk Driving Enforcement Fund Grant		\$ -
Body Armor Grant		\$ -
Recycling Tonnage Grant		\$ -

<u>APPROPRIATIONS</u>	<u>SALARIES AND WAGES</u>	<u>OTHER EXPENSES</u>
Municipal Alliance Program	\$	-
Municipal Alliance Program - Match	\$	-
Capital Improvement Fund	\$	26,250.00
Bond Principal	\$	1,755,000.00
Interest on Bonds	\$	504,128.75
Interest on Notes	\$	-
Green Trust Loan Program	\$	11,659.66
Reserve for Uncollected Taxes	\$	284,204.81
Deficit in Dedicated Trust Assessment	\$	-
Total	\$ 1,913,408.47	\$ 5,370,761.52


SEWER UTILITY

<u>APPROPRIATIONS</u>	<u>SALARIES AND WAGES</u>	<u>OTHER EXPENSES</u>
Joint Meeting Sewer	\$	233,438.63
Rahway Valley Sewerage Authority	\$	129,200.93
City of Elizabeth Agreement	\$	210,000.00
Operations	\$ -	\$ 26,250.00
Social Security	\$	-
PERS	\$	-
Capital Outlay	\$	78,750.00
Reserve for Joint Meeting	\$	196,875.00
State Unemployment Insurance	\$	-
Maintenance of Vehicles	\$	1,312.50
Bond Principal	\$	-
Interest on Bonds	\$	-
Total	\$ -	\$ 875,827.06

ADOPTED: January 2, 2025

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES	NO			

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.


Andrew J. Casais, RMC
Borough Clerk


RESOLUTION NO. 15-25

**READOPTING THE NEWLY ELECTED OFFICIALS HANDBOOK
OF THE BOROUGH OF ROSELLE PARK**

BE IT RESOLVED that the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey hereby re-adopts the “Newly Elected Officials Handbook” of the Borough of Roselle Park, incorporating updates and accurate information, as attached to this Resolution in Exhibit A.

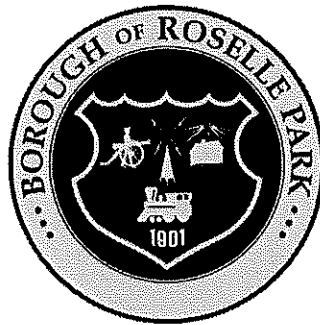
ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.


Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓ YES		NO			

EXHIBIT A OF RESOLUTION No. 15-24



BOROUGH OF ROSELLE PARK
COUNTY OF UNION
STATE OF NEW JERSEY

NEWLY ELECTED OFFICIALS HANDBOOK

Andrew J. Casais, RMC
Chief Administrative Officer and Municipal Clerk
110 East Westfield Avenue
Roselle Park, New Jersey 07204

Telephone: 908-245-6222 x1002

Fax: 908-245-5598

E-Mail: acasais@rosellepark.net

Version: January 2, 2025
(Ref: Resolution No. 15-25)

PREAMBLE

Introduction:

This guide is established as a “How to do...” and “What to know...” for new, or even experienced, members of the governing body. First and foremost, elected officials are *not* expected to be an expert in all matters pertaining to local government. This can be hard to understand especially as most are expected, almost immediately, to make final and often important decisions on behalf of the thousands of constituents. This guide is intended to provide a working understanding of the array of information needed to represent and serve the municipality.

Municipalities, by their very definition in New Jersey, are political subdivisions of the State itself. Therefore, as one might expect, many areas of municipal government in New Jersey are governed by State laws, which are subject to periodic modifications by the New Jersey State Legislature (divided into its two houses: the General Assembly and the State Senate). Additionally, the State’s various Departments, Divisions, and subsidiary agencies from time to time review, revise, and promulgate regulations affect local government.

Among the State Departments that frequently have an impact on local affairs are the Department of Community Affairs (DCA), the Department of Environmental Protection (DEP), the Department of Transportation (DOT), and the Department of the Treasury.

The Division of Local Government Services (DLGS) or “The Division” in the DCA is charged with overseeing many local government functions, most notably finance, budgeting and terms and qualifications for certain offices.

The New Jersey State League of Municipalities:

The New Jersey State League of Municipalities (NJLM) remains the preeminent advocate for municipalities across the entire State of New Jersey. NJLM regularly represents the interests of municipalities to the State government and disseminates information of interest to local officials to its member communities (of which the Borough of Roselle Park *is* one). The League publishes a magazine, maintains a Bureau of Municipal Information, hosts online classified advertisements, compiles sample Ordinances and codes, conducts government research, provides legislative analysis, publishes and disseminates legislative bulletins, issues notices about new laws enacted by the State Legislature and other bodies of governments, compiles sample contracts, conducts in-service training, conducts personal consultation on municipal matters, hosts instructional seminars, and publishes research findings.

NJLM offers new officials periodic comprehensive courses on the powers, responsibilities and limitations of local government. Some of which you may be hearing about soon, or on an ongoing basis!

For further guidance on specific matters, officials should turn to their local expert advisors: the Municipal Attorney for interpretation of laws, and the Municipal Clerk whose office records and length of experience can constitute an important resource for all of local government.

Check out NJLM’s website at www.njlm.org for more information.

THE BASICS

Acronyms:

There are many acronyms used in both local and State government that are useful for elected officials to know. Some of the most utilized one are outlined below:

ABC	Alcoholic Beverage Control
AGO	Attorney General's Opinion
BOE	Board of Education
BPU	Board of Public Utilities
CAO	Chief Administrative Officer
CDBG	Community Development Block Grant
CEU	Continuing Education Unit
CFO	Chief Financial Officer
CMFO	Certified Municipal Finance Officer
CMC	Certified Municipal Clerk
COAH	Council on Affordable Housing
CY	Calendar Year
DCA	Department of Community Affairs
DLGS	Division of Local Government Services
FY	Fiscal Year
GRC	Government Records Council
IPMC	International Property Maintenance Code
LGCCC	Legalized Games of Chance Control Commission
LOSAP	Length of Service Awards Program
LPCL	Local Public Contracts Law
MLUL	Municipal Land Use Law
NJAC	New Jersey Administrative Code
NJDOT	New Jersey Department of Transportation
NJSA	New Jersey Statutes Annotated
OPMA	Open Public Meetings Act
OPRA	Open Public Records Act
OSHA	Occupational Safety & Health Administration
PAL	Peer Alliance for Learning
PERC	Public Employment Relations Commission
PERS	Public Employees' Retirement System
PFRS	Police & Firemen's Retirement System
PL	Public Law
QPA	Qualified Purchasing Agent
RFP	Request for Proposal
RMC	Registered Municipal Clerk
RTK	Right to Know
SFY	State Fiscal Year
UCC	Uniform Construction Code

WHO'S WHO IN LOCAL GOVERNMENT

Certified Municipal Officials

The State of New Jersey has mandated certain municipal posts be filled by staff holding appropriate certifications, achieved through state-supervised and mandated courses of study and qualifying examinations. State law fixes the terms of appointment for many such officers and provides tenure of office for some.

The following is a list of the names of, and positions held by local officials in the Borough of Roselle Park. Not all of them necessarily work fulltime. Some of them may now be or may later become tenured in office.

<u>Position</u>	<u>Name</u>	<u>Phone Number & E-Mail Address</u>
Municipal Clerk	Andrew J. Casais, RMC, QPA (Tenured)	908-245-6222 x1002 acasais@rosellepark.net
Chief Financial Officer	Kenneth P. Blum, Jr., CMFO (Tenured)	908-245-0819 kblum@rosellepark.net
Construction Official	Richard Belluscio (Not Tenured)	908-245-2721 rbelluscio@rosellepark.net
Qualified Purchasing Agent	Margaret Heisey, QPA (Not Eligible for Tenure)	
Superintendent of Public Works	Gregory Budeshim, CPWM (Not Eligible for Tenure)	908-245-7676 dpwsuperintendent@rosellepark.net
Tax Assessor	Gail Scaglione, CTA (Tenured)	908-245-2540 taxassessor@rosellepark.net
Tax Collector	M. Dina Pereira, CTC (Tenured)	908-245-0819 dpereira@rosellepark.net

Public Safety

The Borough of Roselle Park has four (4) main public safety functions, including: the Police Department, the Office of Emergency Management (OEM), the Fire Department, and Emergency Medical Services (EMS). The Police Chief serves as the head of the Police Department as well as the head of the Office of Emergency Management. The Fire Chief serves as the head of the Fire Department. Currently, the Borough of Roselle Park has a shared service agreement with the County of Union for around the clock borough-wide EMS coverage. The head of Union County EMS is the Director of the Union County Division of Emergency Services.

The points of contact for each of the public safety departments are as follows:

Position	Name	E-Mail Address
Police Chief	Dominick Frino	dfrino@roselleparkpd.org
Fire Chief	Steven A. Thompson	sthompson@rosellepark.net
Director of U.C. Division of Emergency Services	Michael Scanio	mscanio@ucnj.org

General Personnel Provisions:

Local Ordinances (laws) and other regulations may also govern personnel practice. In addition to the Borough Code, the Borough has a Personnel Policies and Procedures Manual, individual employment agreements for management employees, as well as Collective Bargaining Agreements for unionized employees.

The organized Collective Bargaining Units that cover many Borough employees are as follows:

1. The Clerical Bargaining Unit
2. Public Works Bargaining Unit
3. Police Benevolent Association
4. Police Superior Officers Associations

The Borough of Roselle Park also recognizes the following as a group for the purpose of negotiations:

1. School Crossing Guard Group

Staff Compensation:

Compensation, whether arrived at by union negotiations or unilaterally fixed by the governing body, is authorized by the Salary Ordinance adopted by the governing body. The Salary Ordinance fixes ranges for each position.

Uncertified Staff:

Even uncertified and/or unlicensed positions may be affected by such forces outside local control as new State statutes, union contracts, and Civil Service regulations. Any of these may prevent local elected officials from freely altering terms and conditions of employment of municipal staff.

TYPES AND FORMS OF NEW JERSEY MUNICIPAL GOVERNMENT

All 564 New Jersey municipalities can be classified as belonging to one of five types of municipal government: 1) Borough 2) Township 3) City 4) Town 5) Village

Likewise, all 565 New Jersey municipalities, regardless of type, can be classified under one of the 12 forms of municipal government:

- | | |
|---------------|---|
| 1) City | 7) Special Charter |
| 2) Borough | 8) Municipal Manager |
| 3) Township | 9) OMCL -Mayor-Council-Administrator |
| 4) Town | 10) OMCL – Mayor-Council (Strong Mayor) |
| 5) Village | 11) OMCL – Council Manager Plan |
| 6) Commission | 12) OMCL – Small Municipalities Plan |

Note: OMCL stands for “Optional Municipal Charter Law”

The first five forms are associated with a particular type of municipality. Each of these five types has a unique form of government historically associated with it. The next seven forms are “optional” forms of government available for adoption, with the exception of Optional Municipal Charter Law “OMCL” Small Municipality Plan (*which is available only to municipalities with a population of under 12,000*).

The Borough of Roselle Park is a **BOROUGH** form of government. Roselle Park is somewhat unique in that the Borough form of government utilized is grandfathered by the State of New Jersey, with only one other municipality having the exact same form of government (the Borough of Roselle).

The Borough Form of government (N.J.S.A. 40A:60-1) remains the single most popular form of local government in New Jersey. This form dates back to the Borough Act of 1878 and was revised in 1987 and by the Borough Act of 1987. The typical Borough form has a Mayor elected at-large to a four-year term and six council members elected at-large to staggered three-year terms.

However, as noted above, Roselle Park’s form of government is somewhat unique, and of a modified Borough form. To this point, Roselle Park elects a Mayor at-large to a four-year term, and six council members; one council member is elected at-large, and the remaining five are elected from Wards, all for three-year staggered terms.

The Borough form is often referred to as a “weak mayor-strong council” form. The Mayor retains all general law authority, presides over council meetings and can vote in the case of a tie. The Mayor appoints, with the advice and consent of council, all subordinate officers of the municipality. The council is the legislative body of the Borough. All executive responsibilities not placed in the office of the Mayor by general law or the Borough law, remain with the Council.

Like the other traditional forms, a Borough may appoint an administrator and delegate all or a portion of the executive responsibilities to him/her. As of December 2019, the Borough Council has retained a Business Administrator to operate the day-to-day operations of the municipality. The council may also adopt an administrative code, prescribing how the council shall perform its duties. As of 2006, 218 New Jersey municipalities operate under this form.

ROSELLE PARK SUMMARY

Type:	Borough
Form:	Borough (with Wards)
Elected Officials:	Mayor – 4 Year Term; Council – 3 Year Staggered Terms (1 at-large, 5 Wards)

MEETINGS

By law, with only a few permissible exceptions, meeting of public bodies must be open to the public at all times. N.J.S.A. 10:4-6, New Jersey's Open Public Meetings Act, known as "The Sunshine Law", is designed to ensure that decision-making government bodies in the state conduct their businesses in public except in specific circumstances where exclusion of the public is needed to protect the privacy of individuals, the safety of the public or the effectiveness of government in such areas as negotiations or investigations.

In general, gatherings of enough members to constitute a quorum of a governing body or any other public board or commission are prohibited when no public notice has been given. Some exceptions are allowed for events that clearly constitute purely social gatherings and for political party meetings.

Meetings of the governing body, as it relates to order and procedure, are governed by the By-Laws of the Mayor and Council of the Borough of Roselle Park. These By-Laws may be periodically amended at the discretion of the governing body as a whole, and are on file in the Office of the Borough Clerk.

Regular Meetings:

Annual public notices set forth the dates, times and location of all regularly scheduled meetings of a public body for the ensuing year.

Although additional meetings may be scheduled and meeting dates or places may be changed if necessary, State law requires public notice to at least two newspapers, at least 48 hours in advance, giving the date, place and time of any meeting of a public body, or any changes in such meetings.

Special Meetings:

At times, a governing body must take prompt action on a specific matter. This can be done at a Special Meeting called for this specific purpose.

With exceptions for properly declared emergencies, notice of Special Meetings must be given at least 48 hours in advance, and must specify the items to be considered at the Special Meeting to the extent known.

Closed or "Executive" Sessions

The law sets forth a handful of reasons that are legally valid for barring the public from a meeting of the governing body. When a governing body moves to go into closed session, it is usually for deliberating on one of the following permissible matters:

- Negotiation of terms of a collective bargaining agreement
- Pending or anticipated litigation in which the governing body is or may become involved
- Matters falling within the attorney-client privilege if the attorney deems confidentiality required to exercise his ethical duty as a lawyer
- Personnel matters involving employment, appointment, termination, performance, promotion or discipline, provided specifically affected employees have received proper notice (Rice Notice) and have not asked for discussion in an open public meeting.

The governing body members should consult with their Municipal Attorney for advice on specific applications of the Sunshine Law and the requirements of Closed / "Executive" Session.

A Resolution authorizing Closed / "Executive" Session must be adopted by the governing body before it can proceed to exclude members of the general public. A sample Resolution used by the Borough of Roselle Park is as follows:

RESOLUTION – CLOSED SESSION

WHEREAS, the Mayor and Council of the Borough of Roselle Park wish to discuss matters which are described in the New Jersey Open Public Meeting Act "Sunshine Law" N.J.S.A. 10:4-12; and

WHEREAS, the matters to be discussed include the following:

WHEREAS, the time when the circumstances under which the items discussed in closed session can be disclosed to the public are at a future time.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Roselle Park adjourn the open portion of the meeting and open a closed portion of the meeting to discuss the above item(s).

Meeting Agenda:

An agenda sets forth the orders of the day, including what is to be considered and discussed by the governing body. Every meeting must have an agenda. Each agenda is created by the governing body with assistance and support of Borough professionals. The agenda is organized by the Clerk and kept as a permanent, public record.

Note: The Borough of Roselle Park has an established procedure and understanding that the deadline for agenda items is the close of Borough business on the Monday prior to a Regular Meeting (Thursday). There are some exceptions to this that are important to know and understand:

The final deadline for agenda items is subject to adjustment for the following matters:

- (1) Matters that are of an immediate or overriding financial nature
- (2) Matters that if not considered immediately would risk the Borough's receipt of grant funds
- (3) Matters that are of an immediate concern to the public's health, safety, and welfare

Reorganization Meeting & Oath of Office:

The first meeting of the year of any local governing body is often called the "Reorganization Meeting" and is held pursuant to the provisions set by State Statute N.J.S.A. 40:45A-1. The Reorganization Meeting is held at 12:00 p.m. (Noon) on January 1st, or at some other hour on any day during the first week in January.

The following are examples of items of business conducted at the Reorganization Meeting:

- a. Appointment of Council President, Municipal Attorney and other Municipal Officials whose terms of office have expired.
- b. Appointments to expired or vacated terms on all municipal boards, commissions and committees;
- c. Adoption of rules for the conduct of meetings (Roberts Rules of Order);
- d. Adoption of annual meeting calendar;
- e. Establishment of depositories for municipal funds.

In addition to the above referenced items, the oath of office is administered to officials elected in the preceding General Election held in November. Before assuming office, every person elected or appointed shall take and subscribe to an oath of office. All oaths must be administered by the Municipal Clerk (or other official as permitted by law) and filed with the office of the Municipal Clerk.

Parliamentary Procedure & Voting:

Parliamentary procedures are the rules and regulations utilized to conduct the business of each meeting of the governing body. Robert's Rules of Order are the general rules that govern procedure during meetings of the governing body. Some common procedures are as follows:

A. Motions

Motions are made by a member of the governing body to initiate an action of the whole. Most motions require a sufficient second by a member of the governing body, other than who made the motion, to be considered by the governing body.

→ Example:

Councilperson A: "Mayor, I make a motion to approve the minutes."

Councilperson B: "Second."

The structure of parliamentary procedure provides for several different kinds of motions and a ranking structure. Motions of a high rank take precedence over motion of a lower rank. The different motions and their ranking(s) are as follows:

1. **PRIVILEGED MOTIONS** – These motions do not relate to pending business, but instead to matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else.

Examples: Fix time to which to adjourn (Set time for next meeting)
Adjourn
Recess
Question of Privilege
Orders of the day

2. **MAIN MOTIONS** - Proposals to commit the organization to action. It is a motion that stands alone and does not apply to another motion. There can be only one main motion on the floor at a time.
3. **SUBSIDIARY MOTIONS** - Change the wording, controls the discussion or disposes of a main motion without accepting or rejecting it.

Examples: Lay on the table
End debate
Limit or extend debate
Postpone to a definite time
Refer to committee
Amend
Postpone indefinitely

Beyond the three (3) primary categories of motions, there are two (2) other categories that stand to be utilized in conjunction or as a supplement to the others. They are as follows:

INCIDENTAL MOTIONS - Questions of procedure arising out of another pending motion or another motion or item of business.

Example(s): Division of Question
Division of the assembly
Withdraw or modify a motion
Object to consideration
Point of order
Parliamentary inquiry
Point of information
Appeal from decision of the Chair
Suspend a rule

SPECIAL MOTIONS - Motions to reopen matters previously voted upon.

Example(s): Take from the table
Rescind, repeal or annul/amend something previously adopted

Reconsider – Note: Can only be offered by a member who voted on the prevailing side. A second is required and may be made by any member.

B. Voting

There are several ways a governing body may vote on a motion. Some of the most common methods of voting are as follows:

1. Voice Vote

Also known as a “Vote of Acclamation,” and often used for routine non-controversial issues unless otherwise desired by a member of the body.

2. Roll Call

A vote in which the name of each member of the body is called by the Clerk individually for them to cast their vote. Each member is called alphabetically by last name, except the Chairperson who shall always be called last if applicable.

Note: The Borough of Roselle Park has established a procedure where members are called by seniority except for the Mayor, only voting in the event of a tie, who is called last. In the event two or more members are equally senior to the body, the determination of voting order amongst them shall be set by numerical ward with the at-large councilmember (if applicable) voting last.

3. Standing Vote / Show of Hands

A vote where members of the body are asked to raise or lower their hands, or, in the alternative, sit or stand when asked to respond to the vote on a motion.

4. Ballot Vote

Used sparingly in local government, but includes the use of paper or electronic balloting amongst the body’s membership to determine the approval or disapproval of a motion.

5. Rule of Consent or Unanimous Consent

Used somewhat sparingly in local government, but is when the Chairperson deems the motion and the action referenced therein approved and ordered without an actual vote of the body. In this situation, it is incumbent on a member of the body who objects to the motion’s approval to voice their objection and request a vote in one of the designated forms.

Appropriate responses to a call for a vote are as follows:

“Aye” or “Yes” – This means the member consents, endorses, and agrees with the motion and the actions taken therein.

“Nay” or “No” – This means the member does *not* consent, endorse, or agree with the motion and the actions taken therein.

“Abstain” or “Present” – This means that the member chooses not to vote on the motion. This response is not counted toward the general tally, but is noted in the meeting minutes.

The passage or failure of a motion is only determined based on the tally of affirmative votes versus the tally of negative votes.

After voting has concluded the vote must be formally announced and is at that point finalized.

➔ Example of Voice Vote Procedure:

Councilperson A: “Mayor, I make a motion to approve the minutes.”

Councilperson B: “Second.”

Mayor: “There is a motion and a second; is there any discussion? Hearing none, all those in favor say ‘aye’.”

All Borough Council: “Aye”

Mayor: “All those opposed please say ‘nay’.”

Mayor: “All in the affirmative, the motion carries.”

➔ Example of Roll-Call Vote Procedure:

Councilperson A: “Mayor, I make a motion to approve the minutes.”

Councilperson B: “Second.”

Mayor: “There is a motion and a second; is there any discussion? Hearing none, Mr. Clerk please call the roll.”

Clerk: “Councilperson A...B...C...D...E...F...”

Councilperson A-F: “Aye...Aye...Aye...Aye...Aye...Aye...”

Clerk: “Six votes in the affirmative, Mayor.”

Mayor: “The motion carries.”

COMMITTEES

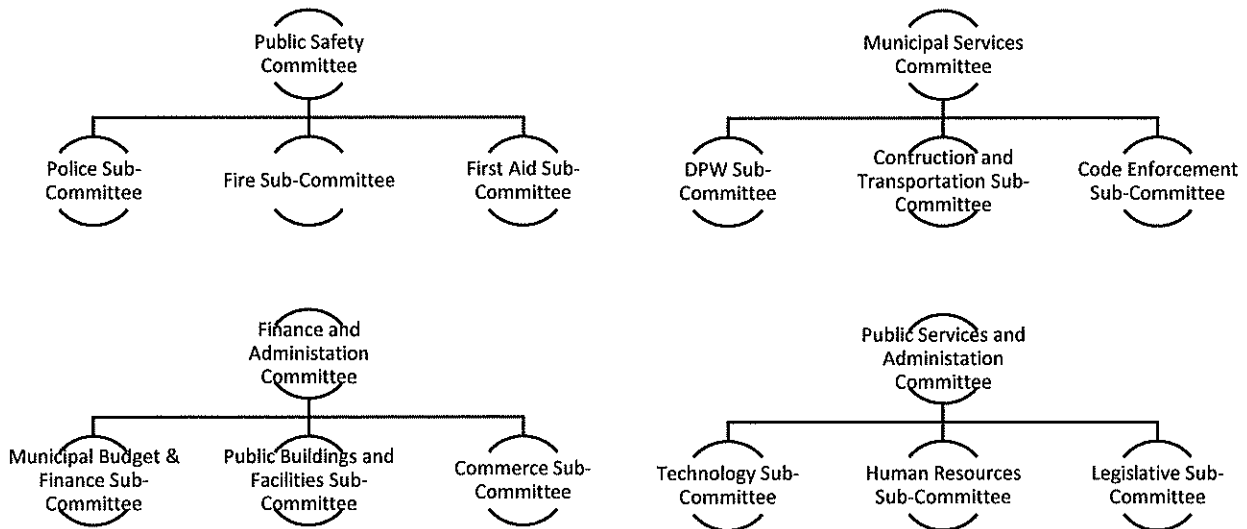
The vast amount of committee appointments are made at the annual Reorganization Meeting of the governing body. However, it is important to understand that all committees are not the same. The Borough of Roselle Park has a variety of “citizen committees” that are in place to encourage public participation in government. This also assists the governing body gain insight, in an organized manner, on specialized matters. Citizen committees within the Borough of Roselle Park include the: Arts Committee, Diversity and Inclusion Committee, Community Center Committee, and Recreation Committee among others.

In contrast to citizen committees as described above, the Mayor, and in some cases the governing body as a whole, assigns duties to individual members of the governing body. There are three (3) main types of committee assignments that a member of the Roselle Park may experience during their tenure: serving on a Committee of Council/Standing Committee, serving as a “liaison” to a group or citizen committee, and serving on a special/ad-hoc committee.

Committees of Council

The operation and function of Committees of Council, sometimes referred to as “Standing Committees” are set forth in the By-Laws of Mayor and Council. There are four (4) of such committees assigned amongst the members of the Roselle Park governing body, including: Public Safety, Municipal Services, Finance and Administration, and Public Services and Administration. Assignments to Committees of Council are solely made by the Mayor.

Each Committee of Council is made up of three (3) subcommittees. The Chairman of each sub-committee is sometimes informally referred to as a “liaison” or “commissioner.” All subcommittees report to the Committee as a whole, and then to Mayor and Council as a whole. The structure of such committees are illustrated below:



Liaisons

Liaison assignments are made by the Mayor with or without the advice and consent of the Council (depending on the position). Liaison positions are sometimes codified, but are sometimes simply appointed and used as a matter of past or continuing practice. All Liaisons are utilized by the governing body as a messenger on important matters to and from the group.

Examples of Liaison appointments include: Board of Education Liaison, Arts Committee Council Representative, Diversity Committee Council Representative, Community Center Liaison, Clean Communities Liaison, among others.

Ad-Hoc Committees

Ad-Hoc Committees, sometimes referred to as Special Committees, are those which are organized and informally appointed by the governing body. Usually as a matter of unanimous consent, these committees are designed to review particular matters. Such a committee may include up to three (3) members of the governing body and Borough professionals as deemed appropriate and necessary.

These Committees meet their objective by reviewing particular matters and reporting back to the governing body for final action. An Ad-Hoc Committee is disbanded once the initiating matter is reviewed and resolved.

LEGISLATION

As an elected official in the State of New Jersey one of one's main responsibility is making local law and policy. Local law is established mainly in three ways: (1) the adoption of a Resolution, (2) the adoption of an Ordinance. Or (3) the adoption of a Motion. While the effect is generally the same, there are some key differences that elected officials should be aware of.

Motions

Actions that do not create municipal laws spend money or commit and funds may be taken by simple motion. Minutes can be approved by motion; municipal staff may be directed by motion to perform a task; the Chair may call for a motion to open or close a meeting to public comments and questions, or to adjourn. A typical motion is: "I move that we do/ authorize/ request/ direct such and such."

Resolutions

A Resolution is any act or regulation of the Governing Body that is required to be reduced to writing, but which may be finally passed at the meeting at which it is introduced. Resolutions *do not* require legal publication prior to, or after adoption. Some resolutions require affirmation votes by two-thirds of the governing body for approval, rather than simple majority. Depending on the Municipal Attorney's advice, certain Resolutions may also need to be re-adopted in subsequent years to remain in effect.

Resolutions are appropriate for action involving appropriation, expenditure or commitment of funds, for example:

- Introducing and adopting the municipal budget
- Making emergency appropriations;
- Authorizing payment of bills;
- Fixing interest rates on past-due taxes;
- Refunding tax overpayment;
- Awarding contracts;
- Making transfers between appropriation accounts or reserves

Note: The practice of the Borough of Roselle Park is to number Resolutions in sequential order as determined by the Borough Clerk followed by the current year. For example, the first Resolution considered in the year 2017 was Resolution 1-2017. Resolutions are given an abbreviated title that are published on the final meeting agenda and kept in a running ledger of all Resolutions adopted in a given year.

Ordinances

Generally, an Ordinance is any act or regulation of the Governing Body required to be reduced to writing and read at more than one meeting and published. Ordinances do not require legal publication prior to introduction, but do require legal publication, by title, after introduction, and before second reading and public hearing. Ordinances do further require that a notice of adoption be legally published should it be adopted by the governing body after the second reading and public hearing.

Ordinances, regulate traffic, authorize debt, fix annual salaries or salary ranges for municipal employees, establish zoning, create municipal positions and departments, govern construction of new buildings and regulate business licensing, among other functions. Once enacted, they usually remain permanently in effect unless and until a rescinding ordinance is enacted.

The following is the adoption procedure for general Ordinances:

- 1) Ordinance is written and sequenced by number.
- 2) Ordinance is read by title and read at an open public meeting. The Ordinance is assigned a public hearing date at least ten (10) days after first reading. The governing body votes on introduction of the Ordinance.
- 3) The Clerk arranges the Ordinance be published in a legal newspaper at least one (1) week prior to the scheduled public hearing date. The Clerk arranges that the Ordinance be posted in a prominent place in the Municipal Building, and to have copies made available for the public.
- 4) Upon meeting all legal prerequisites, the public hearing is held where all persons are given an opportunity to be heard concerning the Ordinance. No time limit may be imposed on individuals speaking during a public hearing on an Ordinance.
- 5) The governing body votes to take final action on the Ordinance. The governing body may vote to adopt, reject, or table/postpone the Ordinance for a vote at a later date.
- 6) When the Ordinance is adopted: The Clerk arranges a notice of final adoption be advertised in a legal newspaper.

Note: The practice of the Borough of Roselle Park is to number Ordinances in sequential order utilizing the next available number. For example, if the last Ordinance adopted was Ordinance 1000, the next Ordinance would be 1001.

PUBLIC RECORDS

Public records are, most generally, written / typed records that evidence the transaction of public business. The New Jersey Open Public Records Act (OPRA), compiled in N.J.S.A. 47:1A-1 et seq. and adjusted based on Case Law, governs the public's access to government records. It is important for elected officials to understand that their formal actions, written (e-mail, text message, etc...) conversations that involve government business are, generally and with certain exceptions, subject to disclosure pursuant to OPRA.

The New Jersey Government Records Council (GRC) is the regulatory body for matters relating directly with public records disclosure in the State of New Jersey. The GRC has published the document, *A Citizen's Guide to the Open Public Records Act*, which can be helpful for newly elected officials who seek to understand the scope and importance of public records, the management thereof, and how they are disclosed to or restricted from the public-at-large. In addition to the disclosure of public documents, each municipality is tasked with the maintenance and retention of these records.

The Borough Clerk is in the officer responsible for the dissemination and management of all public records. Both prior to and post-certification, the Borough Clerk receives extensive training as it relates to the proper procedures and protocols for the disclosure and keeping of records. Such training is essential as regulations often change due to the evolution of technology systems and Case Law adjudication.

MUNICIPAL FINANCE

Borrowing in General:

Municipalities may borrow either relatively long-term, to fund capital projects; or, if necessary, relatively short-term, to meet current expenses.

Bond Ordinances are adopted by governing bodies to authorize borrowing for capital projects with a minimum useful life of five years, such as construction of roads, sewers, and public buildings, or purchase of fire trucks and other items of heavy municipal equipment. Adopted by an affirmative vote of two-thirds of the entire governing body, bond ordinances must be supported by a Supplemental Debt Statement demonstrating that the proposed borrowing will not exceed the municipality's State-imposed debt limit.

Bond Anticipation Notes (B.A.N.'s) are short-term debt instruments. With maturities of one year or less, that allows municipalities to realize cash from bond ordinances while postponing the expense of a bond sale until interest rates are favorable or economies of scale can be achieved.

Bond Sales permanently finance municipal capital projects. Municipal bonds in a sale will mature and be paid off on a staggered basis over a period up to 20 years from the date of issue.

Tax Anticipation Notes (T.A.N.'s) are short-term debt instruments usually maturing in days or months, that permit the municipality to borrow to meet current expenditure needs for itself, the County and school system when tax collections lag behind expenses. Neither the county nor the school system is required to help pay the interest on such debt.

Local Finance Board

5:30-5.1 General Authority

- (a) This chapter shall apply to all government agencies subject to the authority of the Local Finance Board pursuant to the Local Budget Law (NJSA 40A:4-1 et seq.) or the Local Authorities Fiscal Control Act (NJSA 40A:5A-1 et seq.). For the purpose of this subchapter, such government agencies shall be referred to as local units.
- (b) Every governing body and chief executive office shall take reasonable steps as necessary so that all officials and employees responsible for the administration of public contracts are aware of and are able to comply with the requirements of the law and these rules.

Encumbrance Accounting

The state is serious about requiring balanced budgets for its municipalities. The State has required municipal accounting systems to "encumber," or earmark and set aside, the cost of each proposed purchase as soon as it is authorized. For this reason, most municipal purchasing procedures mandate prior approval from the Finance Office before an employee may order any goods or services.

Additionally, a formal "Certification of the Availability of Funds" is usually required from the Finance office for the protection of the governing body before it votes to authorize any expenditure, such as awarding a contract. Generally, the Municipal Clerk ensures that the Chief Financial Officer certifies the availability of funds for each Resolution where specific fund expenditures are authorized.

Purchasing

The Local Public Contracts Law (N.J.S.A. 40A:11) regulates municipal buying of goods and services. In general, the higher the expense, the more restrictive the purchasing procedures become. The State decrees that municipality must aggregate, or lump together, the cost of all similar goods or services brought or expected to be brought in a single year to determine which procedures and restriction apply.

Purchasing Categories:

With certain exceptions, all municipal purchasing falls into three cost-dependent financial categories. Although the dollar amounts governing the three categories are periodically adjusted, they are differentiated as follows:

1. Requisition:
Used for contracts, goods, or services that are less than fifteen percent (15%) of the bid threshold; or other amount lower than 15% as authorized by the contracting unit.
2. Quotes:
Used for contracts below the bid threshold, but fifteen percent (15%) or more of that amount.
3. Sealed Bids:
Used for contracts above the bid threshold, and must be awarded by Resolution of the governing body. Certain exemptions to the solicitation of sealed bids are authorized by the State of New Jersey and Local Public Contracts Law, including: the cost of professional services (governed by State of New Jersey and Local Pay-to Play Regulations), election expenses, cost for preparation of tax maps, cost for printing of bonds, and cost of legal notices.

Bid Thresholds are adjusted every five (5) years by the Governor in consultation with the New Jersey Department of the Treasury. Pursuant to Statute, Thresholds vary depending on whether a municipality employs a Qualified Purchasing Agent (QPA). At this time, the Borough of Roselle Park does employ a QPA.

Current Thresholds are as follows:

	With a QPA	Without a QPA	Borough of Roselle Park
Bid Threshold	\$ 44,000.00	\$ 17,500.00	\$ 44,000.00
Quote Threshold	\$ 6,600.00	\$ 2,625.00	\$ 6,600.00

Group Purchasing:

Two additional procedures also modify the requirements of the Local Public Contract Law:

1. "Joint Purchasing" by duly authorized inter-governmental groups, in which one member entity acts as "lead agency" to advertise and receive bids on behalf of all members of the group (sometimes referred to as "Cooperative Pricing").
2. Purchasing of items for which the State has awarded a contract that extends the bid price to other governmental entities (sometimes and more commonly referenced as using a "State Contract").

THE BUDGET

The Director of the Division of Local Government Services within the Department of Community Affairs (hereafter referred to as "Director") and the policy-making Local Finance Board possess very broad powers over local government finance. The Local Budget Law [*N.J.S.A. 40A:4-1 et seq.*] deals with state regulation of local budget matters.

The primary purpose of the official budget is to provide an orderly system of financial control. It is the basis for limitations and controls on local government financial operations. New Jersey statutes mandate a "cash basis" budget; that is, every municipality must budget sufficient income (revenue) to meet the total authorized expenditures (appropriations).

Although the main focus of budgeting is on setting appropriations, there is the revenue aspect of the budget as well. Various revenues (e.g. franchise and gross receipts taxes, construction fees and permits, federal and state grants, etc.) are examined and estimated for the ensuing budget. These revenues are used to support spending.

The difference between the total appropriations and the miscellaneous revenues represents the amount to be raised through taxation for municipal purposes. Adoption of the budget constitutes the legal authorization to levy taxes and to spend funds. These taxes shall be assessed, levied and collected by the municipality.

Municipalities are prohibited from increasing their tax levy by more than two percent (2%). Exceptions may be subtracted from any increase to the levy. A complete listing of exceptions is noted in N.J.S.A. 40A:4-5.3. However, the most frequently reference are: debt service, increases in health insurance, and emergency appropriations.

Temporary Budget Provisions:

Because the budget is not available at the beginning of the fiscal year, each municipality adopts a Temporary Budget to 26.25% of the prior year's total budget expenses, or "appropriations." Within the total, funds may be allocated as needed to pay the first-quarter expenses actually anticipated for the New Year. The Director may permit additional temporary budget appropriations where budget dates are extended.

Emergency Temporary Appropriations:

If a municipality's budget adoption is delayed until after the end of the first quarter, or if its expenses before adoption exceed the standard 26.25% appropriation amount, the State permits it to make ends meet by adopting one or more Emergency Temporary Appropriation Resolutions. A copy of any Emergency Temporary Appropriation Resolution must be sent to the Division of local Government Services. Although State approval of these is not required, DLGS makes note of them to be sure the municipality funds them in full in the permanent budget, as mandated by State law.

Permanent Budget:

State law (N.J.S.A. 40A:4 et seq.) mandates balanced operating budgets for all municipalities and generally required municipal budget to show that provable income sources support proposed expenditures.

The governing body formally considers the municipal budget twice: Initially, when the drafted budget is introduced; and again after the public hearing, when it finally adopts the budget by affirmative vote of a majority.

Dates for introduction and adoption of the budget are mandated by State law, although exceptions often occur. Municipalities must pay to advertise the proposed budget in full in a newspaper in general local circulation, together with the scheduled date of the Public Hearing on the budget.

A municipality may not alter its budget, once adopted, except to the extent allowed by State law. Even if revenues exceed expectations, a municipality may generally not spend more than is specified in the appropriations of its adopted budget, except in a few very restricted cases.

Formal action by the governing body and State approval are both required to make the following permissible changes in the adopted budget:

- Amendment of the budget to add a special item of revenue and appropriation (usually based on a newly-received grant).
- Emergency appropriations for items or expenses that could not reasonably have been foreseen at the time of budget adoption.
- Transfer of funds between appropriations in the last two months of the budget year.
- Transfer of funds between prior years appropriation reserves during the first three months of the New Year (to pay prior years bills).

The adopted budget must include, in addition to current operation expenses, a capital budget and a reserve for uncollected taxes.

Capital Budget:

The Capital Budget sets forth 5% down payment amounts for anticipated capital borrowings for the year as part of a multi-year capital expenditure plan. The governing body may amend it during the current fiscal year.

Reserve for Uncollected Taxes:

In addition to items of proposed expenditure, all municipal budgets must include a Reserve for Uncollected taxes. This highly technical, non-spendable, appropriation item acts like a business for bad debts. It plugs an amount into the budget to ensure the municipality will have enough tax money to fund its requirements, based on the prior year's rate of tax collection. (Collections rarely run to 100% of taxes billed; collection rates in the vicinity of 95% are quite normal, and in hard times may fall lower still).

Fund Balance / Surplus:

Because of "cap" limitations and the inflexibility of budget, municipalities may sometimes receive revenue that the law does not allow them to spend. The unappropriated cash balance is called "surplus".

No municipality may expend surplus in the same year in which it is generated. However, surplus may legally be invested to generate interest income until the next year, when the governing body is free to use it in the new budget.

The governing body decides how much of the prior year's surplus to use as revenue in the new budget. Financial officials generally recommend retaining a portion of it in case of a cash shortage that might otherwise force a municipality to borrow funds to meet its day-to-day expenses.

ETHICS

Ethics Code

The statute permits municipalities to establish a local municipal ethics board; however, such local boards must adopt a local code of ethics that is either identical to the statutory code or even more restrictive. The Borough of Roselle Park relies on State Statute and the Local Finance Board that serves as the municipality's Local Ethics Board.

Financial Disclosures

The Local Government Ethics Law (40A:0-22.1 et. seq.), enacted in 1991, requires some officials to reveal personal financial information, and binds all local officials and employees to fulfill its ethical requirements.

The Local Government Ethics Law requires certain local officials to file an annual Financial Disclosure form showing sources, but not amounts, of annual income, using information drawn from the prior's year's income tax return. Information is required not only for local officials, but also for his or her spouse and dependent children living at home.

Initially, the State advised that Financial Disclosure forms were required from all municipal elected officials, the Municipal Clerk, the Police Chief, and members of the local Board of Health, Planning Board and Zoning Board.

Subsequent opinions of the State Attorney General have continued to specify additional local officials who must also file disclosure forms. Current information on who must file disclosure forms can be obtained from your Municipal Clerk.

ADOPTION OF HANDBOOK

The Mayor and Council of the Borough of Roselle Park shall adopt the foregoing document by Resolution and, as necessary and appropriate, may amend and otherwise alter this handbook in the same manner. At a minimum, this document shall be readopted by the governing body at its annual Reorganization Meeting.

VALUABLE LINKS:

Office of the Governor- Homepage for NJ

www.state.nj.us/governor/

New Jersey State Legislature

www.njleg.state.nj.us/

Contact Your Legislator

www.njleg.state.nj.us/members/legsearch.asp

NJ State Departments & Agencies

www.nj.gov/nj/gov/deptserv/

Departments

- Agriculture
- Environmental Protection
- Health & senior Services
- Military & Veterans Affairs
- Labor & Workforce
- State
- Transportation
- Treasury

www.state.nj.us/agriculture/
www.state.nj.us/dep/index.html
www.state.nj.us/health/
www.state.nj.us/military/
<http://lwd.dol.state.nj.us/labor/>
www.state.nj.us/state/
www.nj.gov/transportation/
www.state.nj.us/treasury/index.shtml

Agencies

- Council on Local Mandates
- Election Law Enforcement
(Campaign and Lobbying Disclosure)
- Garden State Preservation Trust
- Government Records Council
- Council on Alcoholism & Drug Abuse
- Historic Trust (NJHT)
- Public Employment Relations Commission
- State Ethics Commission
- State Police, New Jersey
- Transit, New Jersey
- New Jersey State League of Municipalities

www.state.nj.us/localmandates/
www.elec.state.nj.us/
www.state.nj.us/gspst/
www.nj.gov/grc/
www.state.nj.us/treasury/gcada/
www.njht.org/
www.state.nj.us/perc/
www.state.nj.us/ethics/
www.njsp.org/
www.njtransit.com
www.njslom.org

RESOLUTION NO. 16-25

**APPOINTING SURENIAN, EDWARDS, BUZAK & NOLAN, LLC
AS 2025 AFFORDABLE HOUSING ATTORNEY**

WHEREAS, the firm Surenian, Edwards, Buzak & Nolan, LLC was responsive to the Request for Proposals (hereinafter, "RFP") due November 13, 2024 at 11:00 a.m. for the position of 2025 Affordable Housing Attorney; and,

WHEREAS, Mayor Joseph Signorello III has filed his appointment of Surenian, Edwards, Buzak & Nolan, LLC as Affordable Housing Attorney of the Borough of Roselle Park (hereinafter, the "Borough") for the year 2025; and,


WHEREAS, the firm Surenian, Edwards, Buzak & Nolan, LLC shall perform all services as 2025 Affordable Housing Attorney of the Borough consistent with the response submitted by said firm.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the firm Surenian, Edwards, Buzak & Nolan, LLC of 311 Broadway, Suite A, Point Pleasant Beach, New Jersey 08742 be and is hereby appointed to the position of Affordable Housing Attorney of the Borough effective immediately for a term set to expire December 31, 2025 pursuant to a Fair and Open process under *N.J.S.A. 19:44A-20.4 et seq.*; and,

BE IT FURTHER RESOLVED that a professional service agreement is hereby authorized so as to include compensation in the amounts of \$200.00 per hour for services rendered by Partners, \$185.00 per hour for services render by Associates, and \$90.00 per hour for services rendered by paralegals with a total contract amount not to exceed \$20,000.00.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.


Andrew J. Casais, RMC
Borough Clerk

I hereby certify that funds are available in the line item 01-0240-00-03122-205.

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA		✓	YES	NO		


Kenneth P. Blum, Jr., CMFO
Chief Financial Officer

RESOLUTION NO. 17-25

**APPOINTING DAVID B. LITTMAN, ESQ.
AS 2025 ALTERNATE PUBLIC DEFENDER**

WHEREAS, David B. Littman, Esq. was responsive to the Request for Proposals (hereinafter “RFP”) due November 13, 2024 at 11:00 a.m. for the position of 2025 Alternate Public Defender; and,

WHEREAS, Mayor Joseph Signorello III has filed his appointment of David B. Littman, Esq. as Alternate Public Defender of the Borough of Roselle Park (hereinafter, the “Borough”) for the year 2025; and,

WHEREAS, David B. Littman, Esq. shall perform all services as 2025 Alternate Public Defender of the Borough consistent with the response submitted by said firm.


NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that David B. Littman, Esq. of 129 North Wood Avenue, Linden, New Jersey 07036 be and is hereby appointed to the position of 2025 Alternate Public Defender of the Borough effective immediately for a term set to expire December 31, 2025 pursuant to a Fair and Open process under *N.J.S.A. 19:44A-20.4 et seq.*; and,

BE IT FURTHER RESOLVED that a professional service agreement is hereby authorized so as to include compensation of \$200.00 per court session for services rendered as 2025 Alternate Public Defender; and,

BE IT FURTHER RESOLVED that notice of this award be published in a newspaper authorized to receive legal advertisements on behalf of the Borough within ten (10) days of this date in accordance with New Jersey law.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.



Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES		NO		

RESOLUTION NO. 18-25

**APPOINTING ROGUT MCCARTHY, LLC
AS 2025 BOND COUNSEL**

WHEREAS, the firm Rogut McCarthy, LLC was responsive to the Request for Proposals (hereinafter, "RFP") due November 13, 2024 at 11:00 a.m. for the position of 2025 Bond Counsel; and,

WHEREAS, Mayor Joseph Signorello III has filed his appointment of Rogut McCarthy, LLC as Bond Counsel of the Borough of Roselle Park (hereinafter, the "Borough") for the year 2025; and,

WHEREAS, the firm Rogut McCarthy, LLC shall perform all services as Bond Counsel of the Borough consistent with the response submitted by said firm.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the firm Rogut McCarthy, LLC of 47 Alden Street, Cranford, New Jersey 07016 be and is hereby appointed to the position of Bond Counsel of the Borough of Roselle Park effective immediately for a term set to expire December 31, 2025 pursuant to a Fair and Open process under *N.J.S.A. 19:44A-20.4 et seq.*; and,

BE IT FURTHER RESOLVED that a professional service agreement is hereby authorized so as to include compensation in the form of itemized service costs as follows:

Service	Each
Approval of General Obligation Bonds at Public Sale	\$5,000.00 plus \$1.00 per \$1,000.00 of bonds approved
Additional Bond Series	\$1,000.00
Bond/Capital Ordinance	\$500.00 per Single-Purpose Ordinance prepared or reviewed. \$900.00 per Multi-Purpose Ordinance prepared or reviewed.
Bond Anticipation Notes Issues	\$60.00 per \$100,000.00 of notes prepared, or fraction thereof, with a minimum of \$600.00 for each issue of notes.
Disbursements	As-needed and agreed.

BE IT FURTHER RESOLVED that the professional service agreement shall set forth a \$175.00 hourly rate, as submitted by the firm, for other services rendered not otherwise contractually specified; and,

BE IT FURTHER RESOLVED that notice of this award be published in a newspaper authorized to receive legal advertisements on behalf of the Borough within ten (10) days of this date in accordance with New Jersey law.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.



**Andrew J. Casais, RMC
Borough Clerk**

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES	NO			

RESOLUTION NO. 19-25

**APPOINTING CLEARY GIACOBBE ALFIERI JACOBS, LLC
AS 2025 BOROUGH ATTORNEY**

WHEREAS, the firm Cleary Giacobbe Alfieri Jacobs, LLC was responsive to the Request for Proposals (hereinafter, "RFP") due November 13, 2024 at 11:00 a.m. for the position of 2025 Borough Attorney; and,

WHEREAS, Mayor Joseph Signorello III has filed his appointment of Cleary Giacobbe Alfieri Jacobs, LLC as Borough Attorney of the Borough of Roselle Park (hereinafter, the "Borough") for the year 2025; and,

WHEREAS, the firm Cleary Giacobbe Alfieri Jacobs, LLC shall perform all services as Borough Attorney of the Borough consistent with the response submitted by said firm.


NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the firm Cleary Giacobbe Alfieri Jacobs, LLC of 169 Ramapo Valley Road, UL 105, Oakland, New Jersey 07436 be and is hereby appointed to the position of Borough Attorney of the Borough effective immediately for a term set to expire December 31, 2025 pursuant to a Fair and Open process under *N.J.S.A. 19:44A-20.4 et seq.*; and,

BE IT FURTHER RESOLVED that a professional service agreement is hereby authorized so as to include rates of compensation inclusive of \$185.00 per hour for all attorneys, \$90.00 per hour for paralegals, and reimbursable costs as stipulated and agreed, for a total contract amount not to exceed \$70,000.00 per annum; and,

BE IT FURTHER RESOLVED that notice of this award be published in a newspaper authorized to receive legal advertisements on behalf of the Borough within ten (10) days of this date in accordance with New Jersey law.

ADOPTED: January 2, 2025


I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.


Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA		✓	YES	NO		

I hereby certify that funds are available in the line item

01-0240-00-01112-210


Kenneth P. Blum, Jr., CMFO
Chief Financial Officer

RESOLUTION NO. 20-25

**APPOINTING SUPLEE CLOONEY AND COMPANY CPAS
AS 2025 AUDITOR**

WHEREAS, *N.J.S.A. 40A:5-4* requires the Borough of Roselle Park (hereinafter, the "Borough") to cause to have an annual audit of its books, accounts and financial transactions be made for the fiscal (calendar) year ending December 31, 2025; and,

WHEREAS, the above captioned statute requires the Borough to employ a Registered Municipal Accountant of New Jersey to perform said annual audit; and,

WHEREAS, the funds for the purpose of performing said audit are available; and,

WHEREAS, the firm Suplee Clooney & Company CPAs was responsive to the Request for Proposals (RFP) due November 13, 2024 at 11:00 a.m. for the position of 2025 Auditor; and,

WHEREAS, Mayor Joseph Signorello III has filed his appointment of Suplee Clooney & Company CPAs as Auditor of the Borough for the year 2025; and,

WHEREAS, Suplee Clooney & Company CPAs shall perform all services as Auditor of the Borough consistent with the response submitted by said firm.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the firm Suplee Clooney & Company CPAs of 308 East Broad Street, Westfield, New Jersey 07090 be and is hereby appointed to the position of Auditor of the Borough of Roselle Park effective immediately for a term set to expire December 31, 2025 pursuant to a fair and open process under *N.J.S.A. 19:44A-20.4 et seq.*; and,

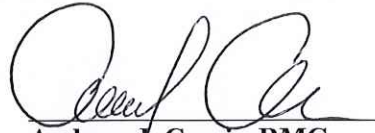
BE IT FURTHER RESOLVED that a professional service agreement is hereby authorized so as to include compensation to the captioned firm for their services as Auditor as follows:

Item	Suplee, Clooney & Company CPAs
Statutory Audit Including Sewer Utility:	\$40,125.00
Annual Financial Statement:	\$8,150.00
Annual Debt Statement:	\$725.00
Review of Deferred Compensation Plan:	\$1,250.00
Review of LOSAP Report:	\$825.00
Budget Document Review and Preparation:	Included with Annual Financial Statement
TOTAL FOR AUDIT ITEMS:	\$ 51,075.00
Supplemental Debt Statement (Per Statement):	\$ 425.00
Preparation of Official Statement for Bond/Note Sales	\$ 18,500.00
Each Update of Official Statement:	\$ 7,500.00
Consult Services of Technical Nature	\$ 1,000.00
Hourly Rate for Partners:	\$ 200.00
Hourly Rate for Managers	\$ 150.00
Hourly Rate for Senior Staff Accountant	\$ 120.00
Hourly Rate for Staff Assistants	\$ 90.00

BE IT FURTHER RESOLVED that a notice of this award be published in a newspaper authorized to receive legal advertisements on behalf of the Borough within ten (10) days of this date in accordance with New Jersey law.

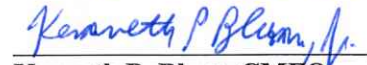
ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.


Andrew J. Casais, RMC
Borough Clerk

I hereby certify that funds are available in the line item 01-0240-00-01042-210 \$44,075.00

07-0440-00-42032-217 \$7,000.00


Kenneth P. Blum, CMFO
Chief Financial Officer

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓ YES		NO			

RESOLUTION NO. 21-25

**APPOINTING COLLIERS ENGINEERING & DESIGN, INC.
AS BOROUGH ENGINEER**

WHEREAS, the firm Colliers Engineering & Design, Inc. was responsive to the Request for Proposals (hereinafter, "RFP") due November 13, 2024 at 11:00 a.m. for the position of Borough Engineer; and,

WHEREAS, Mayor Joseph Signorello III has filed his appointment of Colliers Engineering & Design, Inc. as Borough Engineer of the Borough of Roselle Park (hereinafter, the "Borough") for the years 2025, 2026 and 2027; and,

WHEREAS, the firm Colliers Engineering & Design, Inc. shall perform all services as Borough Engineer of the Borough consistent with the response submitted by said firm.

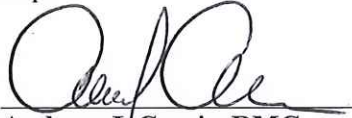
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the firm Colliers Engineering & Design, Inc. of 331 Newman Springs Road, Suite 203, Red Bank, New Jersey 07701 be and is hereby appointed to the position of Borough Engineer of the Borough effective immediately for a term set to expire December 31, 2027 pursuant to a Fair and Open process under *N.J.S.A. 19:44A-20.4 et seq.*; and,

BE IT FURTHER RESOLVED that a professional service agreement is hereby authorized so as to include compensation in the form of itemized service costs as follows with a total annual contract cost not to exceed \$60,000.00 subject to the sufficiency and certification of funds:

<u>Service</u>	<u>Hourly Rate</u>
Technical Director	\$ 195.00
Project Manager	\$ 190.00
Senior Project Specialist	\$ 180.00
Project Specialist	\$ 175.00
Technical Professional	\$ 170.00
Technical Specialist	\$ 165.00
Specialist	\$ 160.00
Senior Data Technician	\$ 155.00
Senior Technical Assistant	\$ 145.00
Technical Assistant	\$ 135.00
Data Technician	\$ 125.00
Survey Crew – 1 Man w/Robotic Equipment	\$ 190.00
Additional Survey Crew Member	\$ 80.00
SUE Crew (designating) – 1 Man	\$ 155.00
Additional (designating) Member	\$ 80.00
SUE Crew (locating) – 2 Man	\$ 210.00
Additional (locating) Member	\$ 80.00
Expert Witness	\$ 425.00
Sr. LSRP	\$ 320.00
LSRP	\$ 275.00

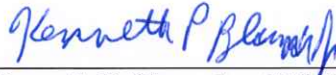
ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.



Andrew J. Casais, RMC
Borough Clerk

I hereby certify that funds are available in the line item 01-0240-00-01172-205.



Kenneth P. Blum, Jr., CMFO
Chief Financial Officer

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES	NO			

RESOLUTION NO. 22-25

**APPOINTING PHOENIX ADVISORS, LLC
AS 2025 FINANCIAL ADVISOR**

WHEREAS, the firm Phoenix Advisors, LLC was responsive to the Request for Proposals (hereinafter, "RFP") due November 13, 2024 at 11:00 a.m. for the position of 2025 Financial Advisor; and,

WHEREAS, Mayor Joseph Signorello III has filed his appointment of Phoenix Advisors, LLC as Financial Advisor of the Borough of Roselle Park (hereinafter, the "Borough") for 2025; and,

WHEREAS, the firm Phoenix Advisors, LLC shall perform all services as 2025 Financial Advisor of the Borough consistent with the response submitted by said firm.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the firm Phoenix Advisors, LLC of 625 Farnsworth Avenue, Bordentown, New Jersey 08505 be and is hereby appointed to the position of Financial Advisor of the Borough effective immediately for a term set to expire December 31, 2025 pursuant to a Fair and Open process under *N.J.S.A. 19:44A-20.4 et seq.*; and,


BE IT FURTHER RESOLVED that a professional service agreement is hereby authorized so as to include compensation in the form of itemized service costs as follows:

<u>Service</u>	<u>Scalable Rate</u>
Bond Issuance	\$9,500.00 plus \$0.50 per \$1,000.00 issued (minimum of \$13,500.00)
Note Issuance	\$1,000.00 plus \$0.25 per \$1,000.00 issued (an added fee of \$2,500.00 applies when notes are sold with a POS)
<u>Service</u>	<u>Hourly Rate</u>
Managing Director	\$ 195.00
Associate/Analyst	\$ 115.00

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES	NO			


Andrew J. Casais, RMC
Borough Clerk

RESOLUTION NO. 23-25

**APPOINTING SHAIN SCHAFFER, PC
AS 2025 TAX APPEAL ATTORNEY**

WHEREAS, the firm Shain Schaffer, PC was responsive to the Request for Proposals (hereinafter, "RFP") due November 13, 2024 at 11:00 a.m. for the position of 2025 Tax Appeal Attorney; and,

WHEREAS, Mayor Joseph Signorello III has filed his appointment of Shain Schaffer, PC as Tax Appeal Attorney of the Borough of Roselle Park (hereinafter, the "Borough") for the year 2025; and,

WHEREAS, the firm Shain Schaffer, PC shall perform all services as 2025 Tax Appeal Attorney of the Borough consistent with the response submitted by said firm.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the firm Shain Schaffer, PC of 150 Morristown Road, Suite 105, Bernardsville, New Jersey 07924 be and is hereby appointed to the position of Tax Appeal Attorney of the Borough effective immediately for a term set to expire December 31, 2025 pursuant to a Fair and Open process under *N.J.S.A. 19:44A-20.4 et seq.*; and,

BE IT FURTHER RESOLVED that a professional service agreement is hereby authorized so as to include compensation in the amounts of \$175.00 per hour for services by all attorneys, and \$75.00 per hour for services by all paralegals with a total contract amount not to exceed \$20,000.00.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.



**Andrew J. Casais, RMC
Borough Clerk**

I hereby certify that funds are available in the line item

01-0240-00-01132-210



**Kenneth P. Blum, Jr., CMFO
Chief Financial Officer**

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES		NO		

RESOLUTION NO. 24-25

**APPOINTING GARRUBBO & CAPECE, PC
AS 2025 LABOR ATTORNEY**

WHEREAS, the firm Garrubbo & Capece, P.C. was responsive to the Request for Proposals (hereinafter, "RFP") due November 13, 2024 at 11:00 a.m. for the position of 2025 Labor Attorney; and,

WHEREAS, Mayor Joseph Signorello III has filed his appointment of Garrubbo & Capece, P.C. as Labor Attorney of the Borough of Roselle Park (hereinafter, the "Borough") for the year 2025; and,


WHEREAS, the firm Garrubbo & Capece, P.C. shall perform all services as Labor Attorney of the Borough consistent with the response submitted by said firm.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the firm Garrubbo & Capece, P.C. of 2204 Morris Avenue, Suite 304, Union, New Jersey 07083 be and is hereby appointed to the position of Labor Attorney of the Borough effective immediately for a term set to expire December 31, 2025 pursuant to a Fair and Open process under *N.J.S.A. 19:44A-20.4 et seq.*; and,


BE IT FURTHER RESOLVED that a professional service agreement is hereby authorized so as to include compensation in the amount of \$135.00 per hour for a maximum contract amount not to exceed \$25,000.00.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.


Andrew J. Casais, RMC
Borough Clerk

I hereby certify that funds are available in the line item 01-0240-00-01122-210.


Kenneth P. Blum, Jr., CMFO
Chief Financial Officer

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓ YES		NO			

RESOLUTION NO. 25-25

**APPOINTING CONSULTING & MUNICIPAL ENGINEERS, LLP
AS 2025 LICENSED SITE REMEDIATION PROFESSIONAL**

WHEREAS, the firm Consulting & Municipal Engineers, LLP was responsive to the Request for Proposals (hereinafter, "RFP") due November 13, 2024 at 11:00 a.m. for the position of 2025 Licensed Site Remediation Professional; and,

WHEREAS, Mayor Joseph Signorello III has filed his appointment of Consulting & Municipal Engineers, LLP as Licensed Site Remediation Professional of the Borough of Roselle Park (hereinafter, the "Borough") for the year 2025; and,

WHEREAS, the firm Consulting & Municipal Engineers, LLP shall perform all services as 2025 Licensed Site Remediation Professional of the Borough consistent with the response submitted by said firm.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the firm Consulting & Municipal Engineers, LLP of 3141 Bordentown Avenue, Parlin, New Jersey 08859 be and is hereby appointed to the position of Licensed Site Remediation Professional of the Borough effective immediately for a term set to expire December 31, 2025 pursuant to a Fair and Open process under *N.J.S.A. 19:44A-20.4 et seq.*; and,

BE IT FURTHER RESOLVED that the professional service agreement shall set forth hourly rates as submitted and provided in the proposal by the firm for projects, assigned by the Borough.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.



**Andrew J. Casais, RMC
Borough Clerk**

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA		✓ YES		NO		

RESOLUTION NO. 26-25

**APPOINTING RUSSELL J. HUEGEL, ESQ. OF THE FIRM RUSSELL J. HUEGEL
ATTORNEY AT LAW AS 2025 MUNICIPAL PROSECUTOR**

WHEREAS, Russell J. Huegel, Esq. of the Firm Russell J. Huegel Attorney at Law was responsive to the Request for Proposals (hereinafter, "RFP") due November 13, 2024 at 11:00 a.m. for the position of 2025 Municipal Prosecutor; and,

WHEREAS, Mayor Joseph Signorello III has filed his appointment of Russell J. Huegel, Esq. as Municipal Prosecutor of the Borough of Roselle Park (hereinafter, the "Borough") for the year 2025; and,


WHEREAS, Russell J. Huegel, Esq. of the Firm Russell J. Huegel Attorney at Law shall perform all services as 2025 Municipal Prosecutor of the Borough consistent with the response submitted by said firm.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that Russell J. Huegel, Esq. of the Firm Russell J. Huegel Attorney at Law, 190 Middlesex Essex Turnpike, Suite 200, Iselin, New Jersey 08830 be and is hereby appointed to the position of 2025 Municipal Prosecutor of the Borough effective immediately for a term set to expire December 31, 2025 pursuant to a Fair and Open process under *N.J.S.A. 19:44A-20.4 et seq.*; and,


BE IT FURTHER RESOLVED that a professional service agreement is hereby authorized so as to include compensation in the form of a flat, monthly amount of \$2,000.00 (\$24,000.00 per annum) for all services rendered as 2025 Municipal Prosecutor.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.


 Andrew J. Casais, RMC
 Borough Clerk

I hereby certify that funds are available in the line item 01-0240-00-01152-210.


 Kenneth P. Blum, Jr., CMFO
 Chief Financial Officer

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA		✓	YES	NO		

RESOLUTION NO. 27-25

**APPOINTING FRIEND & WENZEL, PC
AS 2025 PUBLIC DEFENDER**

WHEREAS, Friend & Wenzel, PC was responsive to the Request for Proposals (hereinafter, "RFP") due November 13, 2024 at 11:00 a.m. for the position of 2025 Public Defender; and,

WHEREAS, Mayor Joseph Signorello III has filed his appointment of Friend & Wenzel, PC as Public Defender of the Borough of Roselle Park (hereinafter, the "Borough") for the year 2025; and,


WHEREAS, Friend & Wenzel, PC shall perform all services as 2025 Public Defender of the Borough consistent with the response submitted by said firm.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that Friend & Wenzel, PC of 1000 Clifton Avenue, Suite 101, Clifton, New Jersey 07013 be and is hereby appointed to the position of 2025 Public Defender of the Borough effective immediately for a term set to expire December 31, 2025 pursuant to a Fair and Open process under *N.J.S.A. 19:44A-20.4 et seq.*; and,


BE IT FURTHER RESOLVED that a professional service agreement is hereby authorized so as to include flat fee compensation of \$15,000.00 per annum, payable in equal monthly installments.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.


Andrew J. Casais, RMC
Borough Clerk

I hereby certify that funds are available in the line item 01-0240-00-03032-210 \$12,500.00
12-0577-00-00000 \$2,500.00


Kenneth P. Blum, Jr., CMFO
Chief Financial Officer

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES	NO			

RESOLUTION NO. 28-25

DESIGNATING TAPINTO ROSELLE PARK AS THE 2025 OFFICIAL ELECTRONIC NEWS SOURCE FOR THE BOROUGH OF ROSELLE PARK WITH RESPECT TO ELECTRONIC NOTICES AND OTHER MATERIALS AS MAY BE OPTIONALLY PROVIDED PURSUANT TO THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-6 ET SEQ.


BE IT RESOLVED that the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey hereby designate *Tap into Roselle Park* as the 2025 electronic news source for the Borough of Roselle Park for which notices and other matters may be provided pursuant to the New Jersey Open Public Meetings Act (*N.J.S.A. 10:4-6, et seq.*), but which shall not be required; and,

BE IT FURTHER RESOLVED that any publication of any statutory advertisements, legal notices, or any other advertisements shall be at the expense of *Tap into Roselle Park*, not the Borough of Roselle Park; and,

BE IT FURTHER RESOLVED that the foregoing designation of *Tap into Roselle Park* shall not require or mandate that legal advertising, or any other notices be provided to them.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.


Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES	NO			

RESOLUTION NO. 29-25

**APPOINTING MCMANIMON, SCOTLAND & BAUMANN, LLC
AS 2025 REDEVELOPMENT ATTORNEY**

WHEREAS, the firm McManimon, Scotland & Baumann, LLC was responsive to the Request for Proposals (hereinafter, "RFP") due November 13, 2024 at 11:00 a.m. for the position of 2025 Redevelopment Attorney; and,

WHEREAS, Mayor Joseph Signorello III has filed his appointment of McManimon, Scotland & Baumann, LLC as Redevelopment Attorney of the Borough of Roselle Park (hereinafter, the "Borough") for the year 2025; and,

WHEREAS, the firm McManimon, Scotland & Baumann, LLC shall perform all services as 2025 Redevelopment Attorney of the Borough consistent with the response submitted by said firm.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the firm McManimon, Scotland & Baumann, LLC of 75 Livingston Avenue, Second Floor, Roseland, New Jersey 07068 be and is hereby appointed to the position of Redevelopment Attorney of the Borough effective immediately for a term set to expire December 31, 2025 pursuant to a Fair and Open process under *N.J.S.A. 19:44A-20.4 et seq.*; and,


BE IT FURTHER RESOLVED that the professional service agreement shall set forth hourly rates as submitted by the firm for projects, assigned by the Borough, as follows:

Service	Hourly Rate
Attorneys (when billing Borough)	\$ 225.00
Attorneys (when billing Developer Escrow)	\$ 395.00
Legal Assistants (when billing Borough)	\$ 135.00
Legal Assistants (when billing Developer Escrow)	\$ 195.00

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES	NO			


Andrew J. Casais, RMC
Borough Clerk

RESOLUTION NO. 30-25

**APPOINTING ACRISURE, LLC
AS 2025 RISK MANAGER AND INSURANCE BROKER**

WHEREAS, the firm Acrisure, LLC was responsive to the Request for Proposals (hereinafter, "RFP") due November 13, 2024 at 11:00 a.m. for the position of 2025 Risk Manager and Insurance Broker; and,

WHEREAS, Mayor Joseph Signorello III has filed his appointment of Acrisure, LLC as Risk Manager and Insurance Broker of the Borough of Roselle Park (hereinafter, the "Borough") for the year 2025; and,

WHEREAS, the firm Acrisure, LLC perform all services as 2025 Risk Manager and Insurance Broker of the Borough consistent with the response submitted by said firm.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the firm Acrisure, LLC of 1460 Route 9 North, Suite 310, Woodbridge, New Jersey 07095 be and is hereby appointed to the position of Risk Manager and Insurance Broker of the Borough effective immediately for a term set to expire December 31, 2025 pursuant to a Fair and Open process under *N.J.S.A. 19:44A-20.4 et seq.*; and,

BE IT FURTHER RESOLVED that a professional service agreement is hereby authorized so as to include compensation in the amount of 5% of the Borough's annual assessment from the Suburban Municipal Joint Insurance Fund to the captioned firm for their services as Risk Manager and Insurance Broker; and,

BE IT FURTHER RESOLVED that notice of this award be published in a newspaper authorized to receive legal advertisements on behalf of the Borough within ten (10) days of this date in accordance with New Jersey law.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.



**Andrew J. Casais, RMC
Borough Clerk**

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES		NO		

RESOLUTION NO. 31-25

**APPOINTING THE NEGLIA GROUP
AS 2025 SPECIAL PROJECT ENGINEER**

WHEREAS, the Neglia Group was responsive to the Request for Proposals (hereinafter, "RFP") due November 13, 2024 at 11:00 a.m. for the position of 2025 Special Project Engineer; and,

WHEREAS, Mayor Joseph Signorello III has filed his appointment of the Neglia Group as Special Project engineer of the Borough of Roselle Park (hereinafter, the "Borough") for the year 2025; and,


WHEREAS, the firm, the Neglia Group, shall perform all services as 2025 Special Project Engineer of the Borough consistent with the response submitted by said firm.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the Neglia Group of 34 Park Avenue – P.O. Box 426, Lyndhurst, New Jersey 07071 be and is hereby appointed to the position of 2025 Special Project Engineer of the Borough effective immediately for a term set to expire December 31, 2025 pursuant to a Fair and Open process under *N.J.S.A. 19:44A-20.4 et seq.*; and,

BE IT FURTHER RESOLVED that the professional service agreement shall set forth hourly rates as submitted and provided in the proposal by the firm for projects, assigned by the Borough.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.



Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓ YES		NO			

RESOLUTION NO. 32-25

**APPOINTING PETER KUPCZAK TO THE POSITION OF
APPRENTICE OPERATOR**

WHEREAS, there exists a need for one or more Apprentice Operators within the Roselle Park Department of Public Works; and,


WHEREAS, the Superintendent of Public Works has recommended Peter Kupczak for appointment to the position of Apprentice Operator; and,

WHEREAS, the Mayor and Council wish to act upon the recommendation of the Superintendent of Public Works and fill said position.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey hereby appoint Peter Kupczak of 7 Grand Boulevard, Monroe Township, New Jersey 08831 to the position of Apprentice Operator effective January 27, 2025 at the salary of \$73,948.05 per annum.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.


Andrew J. Casais, RMC
Borough Clerk

I hereby certify that funds are available in the line item: 01-0240-00-01451-101


Kenneth P. Blum, Jr., CMFO
Chief Financial Officer

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA		✓	YES	NO		

RESOLUTION NO. 33-25

**APPOINTING ROSANGELA BENCOSME TO THE
ROSELLE PARK LIBRARY BOARD OF TRUSTEES**

WHEREAS, the members of the Roselle Park Library Board of Trustees are appointed by the Mayor subject to the advice and consent of the municipal Council pursuant to State Statute; and,


WHEREAS, Mayor Joseph Signorello III has filed his 2025 appointments of the Roselle Park Library Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the following individual be appointed to the Roselle Park Library Board of Trustees (all addresses are located within Roselle Park unless otherwise noted):

<u>Position</u>	<u>Name</u>	<u>Address</u>	<u>Term Expiration</u>
Board Member	Rosangela Bencosme	30 West Clay Avenue	December 31, 2029

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.


Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓ YES		NO			

RESOLUTION NO. 34-25

**APPOINTING SUSAN ANN CARLSTROM TO THE
ROSELLE PARK LIBRARY BOARD OF TRUSTEES**

WHEREAS, the members of the Roselle Park Library Board of Trustees are appointed by the Mayor subject to the advice and consent of the municipal Council pursuant to State Statute; and,


WHEREAS, Mayor Joseph Signorello III has filed his 2025 appointments of the Roselle Park Library Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the following individual be appointed to the Roselle Park Library Board of Trustees (all addresses are located within Roselle Park unless otherwise noted):

<u>Position</u>	<u>Name</u>	<u>Address</u>	<u>Term Expiration</u>
Board Member	Susan Ann Carlstrom	167 West Colfax Avenue	December 31, 2029

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.


Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA		✓ YES		NO		

RESOLUTION NO. 35-25

AUTHORIZING STANDARD MILEAGE EXPENSE FOR AUTOMOBILE BUSINESS USAGE AT 70 CENTS PER MILE EFFECTIVE JANUARY 1, 2025

WHEREAS, the Mayor and Council of the Borough of Roselle Park (hereinafter, the "Borough") reimburse officials, officers and employees for automobile business usage; and,


WHEREAS, the Mayor and Council are desirous of setting a rate for automobile business usage; and,

WHEREAS, the Internal Revenue Service has announced the standard mileage expense rate for automobile business usage effective January 1, 2025 will be 70 cents per mile.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that effective January 1, 2025 the Borough will reimburse officials, officers and employees for automobile business usage at a rate of 70 cents per mile.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt


Andrew J. Casais, RMC
Borough Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA		✓ YES		NO		

RESOLUTION NO. 36-25

AWARDING AN OPEN-ENDED GOODS AND SERVICES CONTRACT WITH RICH TREE SERVICE, INC. FOR TREE TRIMMING, PRUNING, AND REMOVAL SERVICES PURSUANT TO NEW JERSEY STATE CONTRACT NO. 18-DPP-00645 IN AN AMOUNT NOT TO EXCEED \$50,000.00

WHEREAS, the Borough of Roselle Park desires and requires to purchase goods and services consisting of tree trimming, pruning, and removal services; and,

WHEREAS, in furtherance of such purchase, the Borough of Roselle Park has identified an authorized vendor under New Jersey State Contract; and,

WHEREAS, Rich Tree Service, Inc. of 325 Bergen Street, South Plainfield, New Jersey 07080 has been awarded New Jersey State Contract No. 18-DPP-00645 for the provision of certain goods and services inclusive of tree trimming, pruning, and removal services.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the open-ended purchase of tree trimming, pruning, and removal services be and are hereby authorized from Rich Tree Service, Inc. of 325 Bergen Street, South Plainfield, New Jersey 07080 pursuant to New Jersey State Contract No. 18-DPP-00645 expiring June 30, 2025, in an amount not to exceed fifty thousand dollars and zero cents (\$50,000.00).

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 the below captioned results on a motion to adopt.



**Andrew J. Casais, RMC
Borough Clerk**

I hereby certify that funds are available in line item 01-0240-00-01192-205.



**Kenneth P. Blum, Jr., CMFO
Chief Financial Officer**

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES	NO			

RESOLUTION NO. 37-25

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR 2025
MANAGED IT SERVICES TO PCS**

WHEREAS, the Borough of Roselle Park has a need to acquire Managed IT Services as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and,

WHEREAS, the Chief Financial Officer has determined and certified in writing, upon this Resolution, that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is twelve (12) months and may not be extended by the governing body; and,

WHEREAS, PCS submitted a proposal on December 12, 2024 indicating they will provide Managed It Services for \$93,470.40 plus other such costs for ancillary services as may be situationally required; and,

WHEREAS, PCS has completed and submitted a Business Entity Disclosure Certification which certifies that PCS has not made any reportable contributions to a candidate committee in the Borough of Roselle Park in the previous one year, and that the contract will prohibit the PCS from making any reportable contributions through the term of the contract; and,

WHEREAS, the foregoing shall not be effective until both the time of adoption by the governing body and the Chief Financial Officer's certification upon this Resolution, in accordance with *N.J.A.C. 5:30-5.4*, as to the availability of adequate funds.


NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey award a non-fair and open professional services contract to PCS of 304 Harper Drive, Suite 130, Moorestown, New Jersey 08057 for Managed IT Services in an amount not to exceed \$98,000.00 with a term effective January 1, 2025 and expiring December 31, 2025; and,

BE IT FURTHER RESOLVED that the that the Business Entity Disclosure Certification shall be placed on file and appended to the foregoing Resolution; and,

BE IT FURTHER RESOLVED that the governing body acknowledges the forgoing contract award to be in excess of the municipal bid threshold, and that the Borough Clerk shall accordingly cause a notice of award to be published in a legal newspaper so designated by the Borough in accordance with the laws of the State of New Jersey.

ADOPTED: January 2, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on January 2, 2025 with the below captioned results on a motion to adopt.


Andrew J. Casais, RMC
Borough Clerk

I hereby certify that the value of the contract referenced within the foregoing Resolution is in excess of \$17,500.00. I so further certify that funds are available in the line item: 01-0240-00-01012-205

Kenneth P. Blum, Jr.

Kenneth P. Blum, Jr., CMFO
Chief Financial Officer

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON						✓
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES	NO			

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant to N.J.S.A. 19:44A-20.8
BOROUGH OF ROSELLE PARK

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that business entity named herein has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2023, c. 30 would bar the award of this contract in the one-year period preceding January 1, 2025 to any of the following named candidate committee or joint candidates committee as defined pursuant to N.J.S.A. 19:44A-3 (q) and (r).

Mayor Joseph Signorello III	Council Member Jay Robaina
Council Member Joseph Signorello, Jr.	
Council Member Gregory Johnson	
Council Member Joseph E. Petrosky	
Council Member Rosanna Lyons-Antonuccio	
Council Member Khanjan S. Patel	

Part II – Ownership Disclosure Certification

I certify that the list below contains the names and addresses of all owners holding ownership or control of more than 10% of the profits or assets of the undersigned or, in the case of a business entity that is a corporation for profit, 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

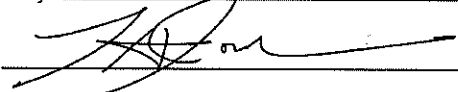
- Partnership
 Corporation
 Sole Proprietorship
 Subchapter S Corporation
 Limited Partnership
 Limited Liability Corporation
 Limited Liability Partnership

Name of Stockholder or Shareholder	Address
Anthony W. Mongeluzo	406 Willow Lane, Southhampton, NJ 08088

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: The Pro Computer Service, LLC dab PCS

Signature of Affiant: 

Printed Name of Affiant: Traci H. Jordan

Date: 12/16/2024