

RESOLUTION NO. 276-25

**SUPPORTING SUPPLEMENTAL CLEAN-UP AND BEAUTIFICATION EFFORTS ALONG
THE NEW JERSEY ROUTE 28 CORRIDOR WITHIN THE BOROUGH OF ROSELLE PARK**

WHEREAS, New Jersey Route 28 (hereinafter, "Route 28"), locally known as "Westfield Avenue," is a highway owned, operated and maintained by the State of New Jersey through the New Jersey Department of Transportation (hereinafter, the "NJDOT"); and,

WHEREAS, Route 28 traverses the entire west-to-east length of the Borough of Roselle Park (hereinafter, the "Borough"), measuring just under 2 miles; and,

WHEREAS, the governing body of the Borough, by way of the foregoing Resolution, seeks to formally express its support for community-led and Borough-supported clean-up efforts along Route 28 that complement, but do not replace, NJDOT's maintenance operations, and conform with NJDOT's regulations; and,

WHEREAS, the governing body of the Borough also seeks to acknowledge that such efforts enhance the appearance of the corridor, promote civic pride, assist in addressing recurring concerns, and help maintain a clean and welcoming environment for local residents and visitors alike.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey formally expresses its support for community-led and Borough-sponsored clean-up efforts along the Route 28 corridor, and encourage involvement in the same from municipal departments, local civic groups, and volunteer organizations; and,

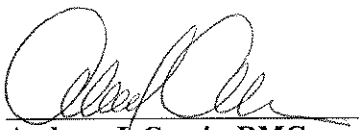
BE IT FURTHER RESOLVED that the Clean Communities Coordinator of the Borough be authorized and directed to establish a clean-up schedule, specifically for the Route 28 corridor, where Borough-sponsored clean-up efforts are to take place no less than quarterly; and,

BE IT FURTHER RESOLVED that Borough Clerk is directed to transmit of copy of this Resolution to the Commissioner of NJDOT and the Borough's Clean Communities Coordinator.

ADOPTED: September 4, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on September 4, 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. 277-25

**OPPOSING LEGISLATION THAT REQUIRES REDUCED ON-SITE PARKING STANDARDS
FOR RESIDENTIAL DEVELOPMENTS BASED ON PROXIMITY TO PUBLIC
TRANSPORTATION**

WHEREAS, the Borough of Roselle Park is committed to focused, well-planned economic development initiatives that preserve and improve quality of life for existing residents, and attract interest by those who seek invest in, or otherwise visit the community; and,

WHEREAS, in order to achieve the above-stated goals, the governing body believes it is of utmost importance that municipalities, like Roselle Park, maintain local control over on-site parking requirements and other zoning matters; and,

WHEREAS, specifically, it is the Borough of Roselle Park explicit intention to ensure that there is adequate on-site parking at each development site; and,

WHEREAS, the governing body further believes that any statewide preemption of local zoning, particularly with respect to legislation that seeks to reduce or eliminate on-site parking standards based on proximity to public transportation, would be determinantal to economic development initiatives that preserve community character and quality of life; and,

WHEREAS, by way of the foregoing Resolution, the governing body of the Borough of Roselle Park seeks to formalize its opposition to any state preemption or erosion of municipal zoning relative to on-site parking standards, particularly in areas within close proximity to public transportation; and,

WHEREAS, the Borough of Roselle Park is a uniquely impacted community - being just 1.2 square miles in area – with nearly all residential areas falling within one-mile of major public transportation routes, virtually every new development would be eligible for reduced on-site/off-street parking under New Jersey Senate Bill S-2974 and Assembly Bill A-3043; and,

WHEREAS, the proposed legislation captioned herein does not account for the cumulative impact of both existing apartment complexes and new residential developments which, together, would significantly strain already limited on-street parking in built-out communities, like Roselle Park, where many homes lack sufficient driveway or on-site/off-street parking capacity.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Roselle Park, County of Union, State of New Jersey formally expresses its opposition to further consideration of New Jersey Senate Bill S-2974 and Assembly Bill A-3043 to ensure that municipalities, like Roselle Park, can implement on-site parking requirements at development sites that meet the needs of the community; and,

BE IT FURTHER RESOLVED that Borough Clerk is directed to transmit of copy of this Resolution to the Office of the Governor, the New Jersey State Senate Community and Urban Affairs Committee, the Assembly State and Local Government Committee, and the elected delegation of New Jersey's 22nd Legislative District.

(Certification on Following Page)

I hereby certify that the foregoing Resolution was acted upon by the governing body on September 4, 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. 278-25

**REVISING THE HOME IMPROVEMENT PROGRAM POLICIES AND PROCEDURES
MANUAL OF THE BOROUGH OF ROSELLE PARK**

WHEREAS, on December 7, 2023 the governing body of the Borough of Roselle Park adopted Resolution No. 344-23 which, among other actions, revised the prevailing Home Improvement Program Policies and Procedures Manual, instituting a new manual dated August 21, 2023 (hereinafter, the "2023 Manual"); and,

WHEREAS, certain amendments to the 2023 Manual have been determined by the governing body to be desired or required; and,

WHEREAS, the governing body seeks to adopt the forgoing Resolution and thereby adopt a revised Home Improvement Program Policies and Procedures Manual dated September 4, 2025, attached hereto as Exhibit A.

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 a revised Home Improvement Program Policies and Procedures Manual dated September 4, 2025, attached to the foregoing Resolution as Exhibit A; and,

BE IT FURTHER RESOLVED that the foregoing Resolution shall be made effective immediately; and,

BE IT FURTHER RESOLVED that the Borough Clerk is directed to transmit a copy of the forgoing Resolution to the administrator of the Roselle Park Home Improvement Program, and the Borough's affordable housing attorney.

ADOPTED: September 4, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on September 4, 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			

Home Improvement Program

Policies and Procedures Manual

Borough of Roselle Park *New Jersey*

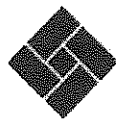
Created June 22, 2012

Revised 8.21.23: Income Limits and Funding Limits

Revised 8.27.25: Income Limits and Contractor Disqualification Municipality Process

NJHMFA promulgated emergency rules to UHAC in December 2024 and finalizing rule in 2025. Manual will be updated with final rules in fall of 2025.

Prepared by:



CGPH

Community Grants, Planning & Housing
Good People. Great Results. Since 1993.

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Home Improvement Program

I. INTRODUCTION	4
A. Fair Housing and Equal Housing Opportunities.....	4
II. ELIGIBLE PARTICIPANTS.....	5
A. Program Area.....	5
B. Categories of Participants	5
C. Income Limits	5
D. Application Selection.....	5
III. ELIGIBLE ACTIVITIES	6
A. Eligible Improvements	6
B. Ineligible Improvements	7
C. Rehabilitation Standards.....	7
D. Certifications of Substandard/Standard.....	7
IV. FUNDING TERMS FOR OWNER OCCUPIED AND INVESTOR OWNED UNITS	8
A. Terms and Conditions for Owner Occupied Units	8
B. Terms and Conditions on Owner-Occupied Multi-Family Rental Units.....	9
C. Terms and Conditions on Investor-Owned Single and Multi-Family Rental Units.....	10
D. Special Needs Waivers.....	11
E. Use of Recaptured Program Funds.....	11
V. IMPLEMENTATION PROCESS	11
A. Application/Interview.....	11
B. Eligibility Certification.....	12
C. What is Considered Income.....	12
D. What is Not Considered Income.....	13
E. How to Verify Income.....	13
F. Additional Income Verification Procedures	14
G. Other Eligibility Requirements.....	15
H. Requirements of Utilities & Taxes Paid Current	15
I. Sufficient Equity	15
J. House Conditions:	16

K. Eligibility Scenarios of Multi-Family Structures	16
L. Eligibility Certification.....	16
L. Housing Inspection/Substandard Certification/Work Write Up/Cost Estimate.....	17
M. Contractor Selection	17
N. Pre-Construction Conference/Contract Signing	18
O. Initiate Borough Voucher	18
P. Progress Inspections	18
Q. Change Orders	19
R. Final Inspection	19
S. Payment Structure and Process	20
T. Standard Certification.....	20
U. Record Mortgage Documentation	21
V. File Closing	21
W. Requests for Subordination.....	21
VI. CONTRACTOR REQUIREMENTS AND RECRUITMENT	21
A. Marketing.....	21
B. Contractor Qualifications.....	21
C. Disqualification of Contractors.....	22
VII. Lead Based Paint (LBP):	23
VIII. Rental Procedures:.....	23
A. Determining Initial Affordable Rents.....	24
B. Pricing by Household Size	24
C. Determining Rent Increases	25
IX. MARKETING STRATEGY.....	25
X. MAINTENANCE OF RECORDS AND CLIENT FILES	26
A. Programmatic Recording.....	26
B. Participant Record keeping	26
C. Reporting to DCA.....	27
D. Financial Recordkeeping.....	28
XI. HOUSING ADVISORY COMMITTEE AND APPEALS PROCESS.....	28
XII. CONCLUSION.....	28

Exhibit A
of Resolution No. 278-25

3

Home Improvement Program Policies and Procedures Manual

APPENDIX A - LIST OF PROGRAM FORMS	28
APPENDIX B – INCOME LIMITS AND UPDATES	31

home Improvement Program

Policies & Procedures Manual

I. INTRODUCTION

The purpose of this document is to establish policies, guidelines and procedures which will govern the Home Improvement Program (HIP). The HIP was created by the Borough to assist properties occupied by low and moderate income households to correct all existing interior and exterior health, safety and code violations in conformity with the standards of the New Jersey State Housing Code, N.J.A.C. 5:28 and the Rehabilitation Subcode, N.J.A.C. 5:23-6. The HIP is guided by N.J.A.C. 5:93-5.2 and is subject to all laws, regulations, ordinances, and codes of the New Jersey Department of Community Affairs (DCA) and the Borough of Roselle Park. It has been prepared with a flexible format allowing for periodic updates of its sections, when required, due to revisions in regulations and/or procedures. The Borough of Roselle Park has contracted with Community Grants, Planning & Housing LLC (CGP&H), a private consulting firm specializing in the implementation of publicly-funded housing rehabilitation programs, to manage and administer the HIP.

A. Fair Housing and Equal Housing Opportunities

It is unlawful to discriminate against any person making application to participate in the rehabilitation program or rent a unit with regard to race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, familial status, disability, nationality, sex, gender identity or expression or source of lawful income used for mortgage or rental payments.



For more information on discrimination or if anyone feels they are a victim of discrimination, please contact the New Jersey Division on Civil Rights at 1-866-405-3050 or <http://www.state.nj.us/lps/dcr/index.html>.

Fair Housing and Equal Housing Opportunities apply to both owner and tenant applications.

1

¹ 1 The HIP is guided by N.J.A.C. 5:93 except for the length of affordability controls for both owner- and renter-occupied (10 years, not six (6) years) and except for the required minimum average hard cost expenditure (\$10,000, not \$8,000).

II. ELIGIBLE PARTICIPANTS

A. Program Area

The HIP is a Borough wide program currently aimed at scattered site housing rehabilitation of housing occupied by low and moderate income households throughout the Borough of Roselle Park.

B. Categories of Participants

Both owner-occupied and renter-occupied housing units are eligible to receive funding for rehabilitation provided the occupants of the units are determined to be low- or moderate-income households and that the units are determined to be substandard. Owners of rental properties do not have to be low- or moderate-income households. If a structure contains two or more units and an owner, who is not income eligible, occupies one unit funding may be provided for the rehabilitation of the rest of the units if income-eligible households occupy those units. Rents must be affordable to low- or moderate-income households.

C. Income Limits

Household income is defined as the combined annual income of all family members over 18 years of age including wages, Social Security, disability insurance, unemployment insurance, pensions, dividend/interest income, alimony, etc. Each unit's total household gross income must fall within the State's moderate-income limits based on family size.

The income limits are based on median income figures determined by New Jersey Housing and Mortgage Finance Agency (NJHMFA) for Region 2, which includes Union County.

The income limits are in Appendix B of this manual. The Program Administrator will ensure that Appendix B is updated whenever new income limits are released.

D. Application Selection

The program will process new applicants added to the waiting list/applicant pool on a first-come, first served basis, to qualified applicants. The goal is to have a minimum of 50% of the properties assisted comprising of low income households. The HIP will establish the waiting list from the program marketing efforts identified in Section IX of this manual.

1. Emergency Processing Order

Properties with safety and/or health hazards, confirmed/certified as an emergency by the municipal Construction Official or Health Department, can by-pass the first-come, first served process however they must meet all the other program requirements including bringing the unit up to code.

The Program Administrator shall determine that an emergency situation exists based on the following:

- A. The repair problem is an immediate and serious threat to the health and safety of the building's residents
- B. The problem has been inspected and the threat verified by the appropriate local Building inspector and/or health official

Depending on the type and extent of the emergency and with the homeowner's permission, the Program may by-pass the standard bid process outlined in Section V sub-section N to expedite the bid/contractor selection process. Instead the Program may have a proven qualified contractor familiar with the Program present at the initial property inspection with the homeowner to count as the contractor's site visit. This will allow for a quick turn-around on emergency scope of work to be contracted on a single quote basis. To be awarded the emergency work, the contractor's quote must be determined to be a reasonable cost based on the Program Inspector's cost estimate and the contractor must commit to a tight timeline to resolve the emergency situation. This emergency process may apply to heavily leaking roofs, inoperable heating systems during the winter months, immediately hazardous electrical systems and/or blocked sewer lines unresolvable to unclog via a simple service call for under \$1,000.

Please note that the loan agreement will state that if the homeowner takes the emergency funds to abate the safety/health hazards and then subsequently decides to voluntarily remove themselves from participation in the Borough's rehabilitation program to complete the non-emergency substandard code violation components of their project, essentially negating any opportunity for the municipality to gain credit for a fully rehabilitated home for this unit, those public funds used for the emergency may be immediately due and payable back to the Borough.

III. ELIGIBLE ACTIVITIES

A. Eligible Improvements

The purpose of the program is to bring substandard housing up to code. In order to qualify for participation in the program, the condition of each home must be certifiable as being "substandard" as defined in N.J.A.C. 5:97-1.4.

In other words, at least one of the following major systems must be in need of replacement or substantial repair:

- Roof
- Plumbing (including wells)
- Heating
- Electrical
- Sanitary plumbing (including septic systems)
- Load bearing structural systems
- Lead paint abatement
- Weatherization (building insulation for attic, exterior walls and crawl space, siding to improve energy efficiency, replacement storm windows and storm doors and replacement windows and doors)

The related work may include, but not be limited to the following:

- Interior trim work,

- Interior and/or exterior doors
- Interior and/or exterior hardware
- Interior stair repair
- Exterior step repair or replacement
- Porch repair
- Wall surface repair
- Painting
- Exterior rain carrying system repair

B. Ineligible Improvements

Work not eligible for program funding includes but is not limited to luxury improvements (improvements which are upgrades/higher than mid-grade and/or strictly cosmetic), carpets, additions, conversions (basement, garage, porch, attic, etc.), repairs to structures separate from the living units (detached garage, shed, barn, etc.), furnishings, pools, landscaping, solar panels and generators. If determined unsafe, stoves may be replaced. The replacement or repair of other appliances is prohibited.

Rehabilitation work performed by property owners shall not be funded under this program.

C. Rehabilitation Standards

Funds are to be used for work and repairs required to make the unit standard and abate all interior and exterior violations of the New Jersey State Housing Code, N.J.A.C. 5:28 and the Rehabilitation Subcode, N.J.A.C. 5:23-6, (of which the more restrictive requirements will apply), conserve energy and remove health and/or safety hazards; and any other work or repairs, including finishing and painting, which are directly related to the above listed objectives. For projects that require construction permits, the rehabilitated unit shall be considered complete at the date of final approval pursuant to the Uniform Construction Code.

Municipal rehabilitation investment for hard costs shall average at least \$10,000 per unit, and include the rehabilitation of at least one major system, as previously defined under eligible improvements.

D. Certifications of Substandard/Standard

The Program Building Inspector will inspect the property to determine which systems, if any, are substandard in accordance with sub-section A above and issue a Certification of Substandard. Upon program construction completion, all code deficiencies noted in the inspection report must be corrected and rehabilitated units must be in compliance with the standards proscribed in sub-section C above upon issuance of a municipal certificate of completion/approval.

IV. FUNDING TERMS FOR OWNER OCCUPIED AND INVESTOR OWNED UNITS

Funding will be provided on the following terms:

A. Terms and Conditions for Owner Occupied Units

Table 1 Owner-Occupied Single Family Home Terms & Conditions

Type of Dwelling Unit	Terms and Conditions of Loan		
Owner-Occupied Single Family	Minimum Loan Amount	The municipality may rehabilitate substandard units that require less than \$10,000 of work, provided the municipal rehabilitation activity shall average at least \$10,000 per unit.	
	Maximum Loan Amount	\$25,000	
	Interest Rate	0%	No monthly payment
	Payment Terms:	100% forgivable if homeowner maintains occupancy and title during the 10 year period. Original Principal is due if house is sold and/or title/occupancy changes years 1 through 10 except for <i>Exceptions to Loan Repayment Terms</i> section below.	
	Mechanism for Securing Loan	Mortgage and Mortgage Note recorded against property	

If the owner decides to sell the property, transfer title, or if the owner should die before the terms of the lien expire, the owner, heirs, executors or legal representatives must repay the loan according to the schedule above upon a title change. If the transfer of title occurs before the ten-year period, 100% of the original loan will be due. Rental of house is allowable under certain conditions subject to approval by the Administrative Agent.

Exceptions to Loan Repayment Terms above during the lien period:

1. If the loan transfers due to inheritance by a Class A beneficiary who will take occupancy upon death of Program mortgagee/Borrower and assume the lien (income eligibility not a requirement); or if by inheritance by a qualified income eligible non-Class A beneficiary, or
2. If the house is sold at an affordable price pursuant to UHAC to someone who can be qualified as income eligible, takes occupancy and agrees to assume the program lien, or
3. If the house is sold at an affordable price pursuant to UHAC to an investor who assumes the lien and also signs a deed restriction for the remaining duration of the affordability period to rent the dwelling at the affordability controls restricted rental rate and according to the affirmative marketing requirements for re-rentals. When this occurs, the Borough's Administrative Agent will be responsible for monitoring compliance over that unit.

When a trustee of a trust deed ownership of a single-family property is the applicant occupant of the property, the owner-occupied category terms apply.

B. Terms and Conditions on Owner-Occupied Multi-Family Rental Units

Table 2 Owner-Occupied Multi-Family Home Terms & Conditions

Type of Dwelling Unit	Terms and Conditions of Loan	
Owner- Occupied Multi-family	Minimum Loan Amount	The municipality may rehabilitate substandard units that require less than \$10,000 of work, provided the municipal rehabilitation activity shall average at least \$10,000 per unit.
	Maximum Loan Amount	\$20,000 per unit
	Interest Rate	0%
	Payment Terms	No monthly payment 100% forgivable if homeowner maintains occupancy and title during the 10-year period. Original Principal is due if not in compliance with affordability controls. Rental restrictions transfer with property. See Restrictions below.
	Mechanism for Securing Loan	Mortgage, Mortgage Note and Deed Restriction recorded on property

The assisted housing unit(s) must be occupied by and affordable to a household that is certified as an income eligible household as per either the latest Income Limits by Region, or in compliance with the municipality's Settlement Agreement and Court Order, whichever is applicable.

The owner will execute a Mortgage, Mortgage Note, and Deed Restriction, the latter which guarantees the continued availability of the rental unit to low or moderate-income households for the terms of the ten-year deed restricted affordability period. The affordability terms for the rental units do not expire even if the owner sells the property, transfers title to the property, or dies within the ten-year program deed restricted affordability period.

Moreover, if Program funds were expended on the owner-occupied unit, and the homeowner sells, transfers title, dies or is not in compliance during the ten-year deed restricted affordability period, unless ownership is transferred to another low or moderate-income homeowner, any Program funds expended on work done on the owner's individual unit along with a pro-rata portion of the shared improvements must be fully repaid to the Borough and used to rehabilitate another housing unit.

Additionally, for rental units in a multi-family owner-occupied home:

For tenant units, the maximum permitted rent is pursuant to UHAC and subject to annual adjustment. If a unit is vacant upon initial rental subsequent to rehabilitation, or if a renter-

occupied unit is re-rented prior to the end of controls on affordability, the Deed Restriction shall require the unit to be rented to a low- or moderate- income household at an affordable rental price and will be affirmatively marketed by the Borough designated Administrative Agent, in accordance with the Borough of Roselle Park Affordable Housing Affirmative Marketing Plan. Landlords are responsible to pay income certification fees and affirmative marketing cost for re-rentals.

For information regarding future rental increases: Please refer to Section VIII C of this manual.

When a trustee of a trust deed ownership of a multi-family property is the applicant occupant of the property, the multi-family category terms apply.

C. Terms and Conditions on Investor-Owned Single and Multi-Family Rental Units

Table 3 Investor-Owned Terms & Conditions

Type of Dwelling Unit	Terms and Conditions of Loan	
Investor-Owned Single and Multi-Family	Minimum Loan Amount	The municipality may rehabilitate substandard units that require less than \$10,000 of work, provided the municipal rehabilitation activity shall average at least \$10,000 per unit.
	Maximum Loan Amount	\$20,000 per rental unit
	Interest Rate	0% No monthly payment
	Payment Terms	Owner pays 20% of rehab cost at construction agreement signing. 80% balance forgiven if in compliance with rental restrictions. Rental restrictions transfer with property. See restrictions below.
	Mechanism for Securing Loan	Mortgage, Mortgage Note and Deed Restriction recorded against property

The ten-year affordability controls against the property will be recorded in a Deed Restriction. The property owner agrees to abide by the rental affordability controls for the life of the Deed Restriction. Additionally, the following conditions apply:

The assisted housing unit(s) must be occupied by and affordable to a household that is certified as an income eligible household as per either the latest Income Limits by Region, or in compliance with the municipality's Settlement Agreement and Court Order, whichever is applicable and as designated by unit in the Deed Restriction. The maximum permitted rent is determined by the

Borough's Administrative Agent and is pursuant to UHAC and subject to annual adjustment. A copy of the current income figures at time of manual revision, and the methodology for going forward, until the reinstitution of COAH or another state entity performing this function is included in Appendix B of this document.

Throughout the ten year affordability controls, if a rental unit is vacant upon initial rental subsequent to rehabilitation, or if a renter-occupied unit is re-rented prior to the end of controls on affordability, the Deed Restriction shall require the unit to be rented to a low- or moderate- income household(as designated by unit in the Deed Restriction) at an affordable price and will be affirmatively marketed in accordance with the Borough of Roselle Park Affordable Housing Affirmative Marketing Plan by the Borough's current Administrative Agent at the rates and terms defined within that Agreement. Landlords are responsible to pay income certification fees and affirmative marketing costs for re-rentals.

The owner will execute a Mortgage, Mortgage Note and Deed Restriction, the latter which will guarantee the continued availability of the unit to income eligible households for the terms of the ten-year lien affordability period.

Throughout the ten-year deed restrictive period, the affordability terms do not expire even if the owner sells the property, transfers title to the property, dies, or rents to other than low or moderate-income renters, before the terms of the lien expire.

Life estate deed ownership falls under the investor category. Additionally, when a trustee of a trust deed ownership is not the applicant occupant of the property, the investor terms apply.

D. Special Needs Waivers

In cases of severe need, the Program reserves the right to make an exception and allow the expenditure of up to an additional \$5,000 per unit to address code violations. The Borough will consider other situations for special needs waivers. Individual files will be reviewed on a case-by-case basis. Upon Program approval, a Special Needs Funding Limit Waiver may be issued.

E. Use of Recaptured Program Funds

Any recaptured funds will be deposited into a Roselle Park affordable housing trust fund in accordance with N.J.A.C. 5:93-8.15 and designated for the continuation of home improvements to income eligible households. Funds will be disbursed on the same terms as the original program.

V. IMPLEMENTATION PROCESS

A. Application/Interview

For each prospective applicant, this process starts with a homeowner either submitting an online preliminary application or the Housing Rehabilitation Specialist pre-qualifies the interested homeowner by phone, whichever is the homeowner's preference. The information is entered in the program applicant pool/waiting list. If the homeowner passes the preliminary criteria review, program information, guidelines, and an application package will be mailed or emailed to the applicant when their name is reached in the program's waiting list. Each prospective applicant is to complete the application and return it to the Housing Rehabilitation Specialist, along with the required verification documents. Upon receipt of the completed application package, a case file will

be opened for the applicant and a case file number will be assigned to the unit. The Housing Rehabilitation Specialist will be available via a direct phone line to assist applicants during this and all other phases of the process. Additionally, as needed, a Housing Rehabilitation Specialist will be available for face-to-face prescheduled appointments. Once a case is assigned a number, the cases are processed in the order of receipt of completed applications.

B. Eligibility Certification

In order to be eligible for assistance, households in each unit to be assisted must be determined to be income eligible. All adult members, 18 years of age and older, of both the owner household and tenant household (if any) must be fully certified as income-eligible before any assistance will be provided by the Program. The HIP will income qualify applicant, and when applicable tenant, households in accordance with N.J.A.C. 5:93-9 and the Uniform Housing Affordability Controls (UHAC) at N.J.A.C. 5:80-16.1 et seq., except for the asset test.

The following is a list of various types of wages, payments, rebates and credits. Those that are considered as part of the household's income are listed under Income. Those that are not considered as part of the household's income are listed under Not Income.

C. What is Considered Income

The following income sources are considered income and will be included in the income eligibility determination:

Wages, salaries, tips, commissions

Alimony

Regularly scheduled overtime

Pensions

Social security

Unemployment compensation (verify the remaining number of weeks they are eligible to receive)

TANF (Temporary Assistance For Needy Families)

Verified regular child support

Disability

Net income from business or real estate

Interest income from assets such as savings, certificates of deposit, money market accounts, mutual funds, stocks, bonds

Imputed interest (using a current average annual rate of two percent) from non-income producing assets, such as equity in real estate. Rent from real estate is considered income, after deduction of any mortgage payments, real estate taxes, property owner's insurance.

Rent from real estate is considered income

Any other forms of regular income reported to the Internal Revenue Service

D. What is Not Considered Income

The following income sources are not considered income and will not be included in the income eligibility determination:

Rebates or credits received under low-income energy assistance programs

Food stamps

Payments received for foster care

Relocation assistance benefits

Income of live-in attendants

Scholarships

Student loans

Personal property such as automobiles

Lump-sum additions to assets such as inheritances, lottery winnings, gifts, insurance settlements

Part-time income of dependents enrolled as full-time students

Court ordered payments for alimony or child support paid to another household shall be deducted from gross annual income

E. How to Verify Income

To calculate income, the current gross income of the applicant is used to project that income over the next 12 months. Income verification documentation should include, but is not limited to the following for each and every member of a household who is 18 years of age or older:

1. Four current consecutive pay stubs, including bonuses, overtime or tips, or a letter from the employer stating the present annual income figure or if self-employed, a current Certified Profit & Loss Statement and Balance Sheet.
2. A signed copy of regular IRS Form 1040 (Tax computation form), 1040A or 1040EZ (as applicable) and state income tax returns filed for the last three years prior to the date of interview or notarized tax waiver letter for respective tax year(s)- OR a copy of the most recent three years tax return transcripts. Transcripts can be obtained via: <https://www.irs.gov/individuals/get-transcript> or by calling 1-800-908-9946.
3. If applicable, a letter or appropriate reporting form verifying monthly benefits such as:

- Social Security or SSI – Current award letter or computer print out letter
 - Unemployment – verification of Unemployment Benefits
 - Welfare -TANF current award letter
 - Disability - Worker's compensation letter or
 - Pension income (monthly or annually) – a pension letter
4. A letter or appropriate reporting form verifying any other sources of income claimed by the applicant, such as alimony or child support – copy of court order or recent original letters from the court (includes separation agreement or divorce papers) or education scholarship/stipends – current award letter;
 5. Reports from the last two consecutive months that verify income from assets to be submitted by banks or other financial institutions managing savings and checking accounts (bank statements and passbooks), trust funds, money market accounts, certificate of deposit, stocks or bonds (In brokerage accounts – most recent statements and/or in certificate form – photocopy of certificates), whole life insurance. Examples include copies of all interest and dividend statements for savings accounts, interest and non-interest bearing checking accounts, and investments;
 6. Evidence or reports of income from directly held assets, such as real estate or businesses owned by any household member 18 years and older.
 7. Interest in a corporation or partnership – Federal tax returns for each of the preceding three tax years.
 8. Current reports of assets – Market Value Appraisal or Realtor Comparative Market Analysis and Bank/Mortgage Co. Statement indicating Current Mortgage Balance. For rental property attach copies of all leases.

F. Additional Income Verification Procedures

1. Student Income

Only full-time income of full-time students is included in the income calculation. A full-time student is a member of the household reported to the IRS as a dependent who is enrolled in a degree seeking program for 12 or more credit hours per semester; and part-time income is income earned on less than a 35-hour workweek.

2. Income from Real Estate

If real estate owned by an applicant for affordable housing is a rental property, the rent is considered income. After deduction of any mortgage payments, real estate taxes, property owner insurance and reasonable property management expenses as reported to the Internal Revenue Service, the remaining amount shall be counted as income.

If an applicant owns real estate with mortgage debt, which is not to be used as rental housing, the Program Housing Rehabilitation Specialist should determine the imputed interest from the value of the property. The Program Housing Rehabilitation Specialist should deduct outstanding mortgage debt from the documented market value established by a market value appraisal. Based on current money market rates, interest will be imputed on the determined value of the real estate.

G. Other Eligibility Requirements

Applicant to submit the following in the application package:

- Copy of current Homeowner's insurance declarations page (not the policy or receipt);
- Proof of flood insurance, if property is located in a flood zone;
- Copy of recorded deed to the property to be assisted;
- If deed co-holder resides at another location, provide proof of same (driver's license, etc);
- If widow or widower, copy of spouse's Death Certificate;
- Receipt for paid property taxes;
- Proof that all mortgage payments and, when applicable, Homeowner Association (HOA) Fees are paid current;
- Copy of any and all other liens recorded against the property;
- Personal identification (a copy of any of the following: Driver's License, Passport, Birth Certificate, Social Security Card, Adoption Papers, Alien Registration Card, etc.); and
- Original of signed Eligibility Release form.

Properties for sale are ineligible for program assistance as well as any property the homeowner plans to sell within the next two years.

H. Requirements of Utilities & Taxes Paid Current

All applicants' water/sewer and tax accounts must be paid current. The Program reserves the right to make an exception to the requirement of paid up tax and/or water and/or sewer accounts. Individual files will be reviewed on a case-by-case basis. Upon approval by the appropriate municipal officials and the Program, a Special Needs Eligibility Requirements Waiver may be issued.

I. Sufficient Equity

Additionally, to be determined eligible, there must be sufficient equity in the home to cover the program lien. In other words, the market value of the house must be greater than the total of the existing liens and anticipated program lien combined. For the sake of this rule, the market value of the home will be calculated using the municipality's assessed value divided by the equalization ratio. All existing property liens (mortgage, home equity loan, etc.) are then deducted from the calculated house value to determine the current property equity. The Borough may consider a Special Needs Waiver approved by the municipality on a case-by-case basis for limited equity, but not for negative equity. Additionally, the applicant's income shall be sufficient to meet the carrying costs of the unit or the homeowner is to demonstrate how the unit's carrying costs are funded. This will be reviewed on a case-by-case basis.

J. House Conditions:

All areas of the house must be readily accessible, uncluttered, and clean. This is in anticipation of the Program Inspector and contractors needs of proper and sanitary access for inspections and construction work progress.

If there are any repairs or renovations currently being undertaken on the home by others or the homeowner or done within the last few years that require or required municipal permits, the work must be completed and the permits closed out prior to the homeowner applying to the Program.

K. Eligibility Scenarios of Multi-Family Structures

Several possibilities exist concerning the determination of eligibility in a multi-family structure.

Scenario 1. The Program Administrator determines that the owner is income eligible and the renters in each unit are income eligible. In this case, all of the units are eligible for rehabilitation.

Scenario 2. The Program Administrator determines that the owner is income eligible, but the renters are not. In this case, only the landlord's unit is eligible for rehabilitation. If a home improvement is undertaken which affects all the units in the house (e.g., replacement of a roof), the HIP will only cover a prorated percentage of the cost. For example, in a two family home with units of approximately equal size, only 50% of the cost of roof replacement will be covered. Where units differ by more than 10% in size, the proration should be based on percentage of square footage within each unit compared to the total interior square footage of all other units in the structure. Shared common areas should not be counted in the denominator for the pro rata calculation.

Scenario 3. The Program Administrator determines that the owner is not income eligible, but the renters are. In this case, the rental units are eligible for rehab, but the owner's is not. If a rehab activity is undertaken which affects all of the units in the house (e.g., replacement of roof), the HIP will only cover a prorated percentage of the cost. For example, in a four family home, only 75% of the cost of roof replacement would be covered. Where units differ in size, the proration is based on percentage of square footage.

If any of the conditions above apply to a particular applicant's case, CGP&H sends a letter that explicitly identifies which of the units is eligible for rehabilitation, as well as specifies any applicable percentage of the hard costs of rehabilitation between the program and the homeowner. The homeowner's monetary contribution is to be paid prior to the start of construction at the preconstruction conference in the form of a money order or certified check made payable to the contractor. The payment is held by the program until the work is satisfactorily completed, at which time the program will release the payment to the contractor.

L. Eligibility Certification

After the Program Administrator has determined that the household is income eligible and meets all other eligible requirements, a Senior Housing Rehabilitation Specialist will complete and sign the Eligibility Certification. This certification is valid for six months starting from date of eligibility certification. A Construction Agreement must be signed within this time period. If not, the Program Administrator must reevaluate the household's eligibility.

After the household is certified as income eligible, the Homeowner/Program Agreement will be executed between the owner and the Program.

If an applicant is determined ineligible, for any reason, the Program will issue a Notice of Ineligibility explaining the reason for the ineligibility determination and case termination.

L. Housing Inspection/Substandard Certification/Work Write Up/Cost Estimate

The Program Inspector will perform a comprehensive inspection to determine what work items are necessary to bring the home up to code, as identified in section III C. Photos will be taken at the comprehensive inspection to document existing conditions. As a result of the comprehensive inspection, the Program Inspector will prepare a work write-up and cost estimate. All repairs needed to bring the home up to code will be identified. To the extent that the budget may permit, home weatherization will also be included. This work write-up will include a breakdown of each work item by category and by location in the house. The work write-up will contain information as to the scope of work and specifics on materials such as type, quantity and cost. A total cost estimate will be calculated for each housing unit. In the event that not all items can be accomplished due to program funding caps, the Program Inspector will establish a priority repair system which addresses the code violations before the non-code violations. The HIP's policy is to create Work Write-Ups and Cost Estimates that fall within the HIP funding caps. In unusual hardship cases and when the cost to correct all code violations exceed the program funding limit, the HIP will seek the homeowner's monetary contribution and if the homeowner is unable to contribute funds, the HIP will request additional funds from the Borough of Roselle Park.

For houses built prior to 1978, refer to Section VII Lead Base Paint (LBP).

M. Contractor Selection

The homeowner, with the approval of the Program Inspector, will select the contractor. The Housing Rehabilitation Specialist will provide the homeowner with a copy of the work write up and the Program contractor list. The homeowner will complete the Work Write-Up Review Form indicating review and approval of the work write-up and advising of any contractors currently on the Program contractor list that the homeowner does not wish to have notified of the availability of the bid package. If the homeowner wishes to solicit a bid from a contractor not currently on the Program contractor list, the homeowner will provide the contractor's name, address and telephone number on the Work Write-Up Review Form. Any contractors that have not been previously qualified are eligible to participate but must submit their qualifications as well as their bid in the bid package.

The Housing Rehabilitation Specialist will notify at least three (3) currently active contractors that a bid package for the property is available. Each contractor must contact the Housing Rehabilitation Specialist to obtain a full bid package and the contractor must submit a bid to the Housing Rehabilitation Specialist by the submission deadline (usually within three (3) weeks of the date of the bid notification letter). All submitted bids will be opened and recorded by the Program Administrator at a meeting open to all interested parties.

The submitted bids will be reviewed by the homeowner and the Program Inspector. Generally, the lowest responsible bid from a qualified contractor will be chosen. If the homeowner selects a higher

bid, he/she must pay the difference between the chosen and the lowest responsible bid. Contractors will be notified of the results of the bidding within one (1) week of the date the homeowner makes his/her contractor selection.

N. Pre-Construction Conference/Contract Signing

The Program Inspector will conduct a pre-construction conference with the homeowner and contractor. Prior to the pre-construction conference the homeowner will be provided with copies of the loan documents and the Construction Agreement and the contractor will be provided with a copy of the Construction Agreement for review. At the time of the pre-construction conference, the scope of work will once again be reviewed. The homeowner and contractor responsibilities will also be reviewed, as well as the program's construction procedures and program limitations. The homeowner and contractor will each sign the Construction Agreement and receive copies. The homeowner will sign and receive copies of the Mortgage and Mortgage Note in the amount of the HIP subsidy. For rental properties, the property owner will also sign the Deed Restriction (COAH form Appendix E-3).

If the homeowner is providing any funds for the rehabilitation of his/her home, those funds must be provided at the time of the pre-construction conference in the form of a certified check or money order made payable to the contractor. The check will be held by the Program and will be applied towards the contractor's first progress payment.

The contractor will be provided with information regarding the Lead-Based Paint Poisoning Prevention Act (4a.USC 483 1 (b)). The homeowner will be advised of the hazards of lead base paint and provided with the EPA booklet Renovate Right. Both contractor and homeowner will each sign the respective Certifications. Additionally, for houses built prior to 1978, Section VII Lead Base Paint (LBP) applies.

It is the contractor's responsibility to ensure all required permits are applied for prior to the start of construction and, if applicable, at the time of any change orders.

The construction permitting process is handled by the municipality's Construction office.

O. Initiate Borough Voucher

During the Pre-Construction meeting, the contractor will sign two Borough vouchers for future contractor payments. Following the Pre-Construction meeting, the Housing Rehabilitation Specialist will provide the Borough with a copy of the first three pages of the Construction Agreement which includes an itemized price list of the work.

The Borough voucher will be separated into two potential payments. The Program staff will match the payment request up with the Borough voucher issued at the Pre-Construction meeting and adjust the payment amount as per the inspection results. Ultimately upon construction completion, the payments will equal the full voucher amount plus or minus any change orders.

P. Progress Inspections

The Program Inspector will make the necessary inspections of the progress of property improvements. Inspections are necessary to ensure that the ongoing improvements coincide with the scope of work outlined in the work write-up. It is the contractor's responsibility to notify the Program Inspector when a minimum of 40% of the total contract work is completed. The Program

Inspector will schedule the inspection with the homeowner, at which time the Program Inspector will also obtain verbal confirmation from the homeowner that the work is ready for inspection. If the work passes satisfactory inspection, the Request for Payment form, approved and signed by the homeowner and the Program Inspector during the inspection, will be submitted to the Borough for payment. The Program Inspector will notify the contractor and the homeowner in writing of any work deficiencies discovered during the progress inspection. Work deficiencies must be corrected prior to the contractor's request for the next inspection.

For houses built prior to 1978, a work item marked *EPA RRP Rule* cannot be paid for until the contractor provides a post renovation report to the program. Refer to Section VII Lead Base Paint (LBP) for the EPA regulation.

Q. Change Orders

If it is determined during rehabilitation that a change from the original work write-up is required, a Program Change Order Authorization form must be completed and approved by the Homeowner, the Contractor, and the Program. The Housing Rehabilitation Specialist will forward the executed change order to the Borough. The contractor will be notified by the Housing Rehabilitation Specialist of the results, and no change order work should be undertaken by the contractor until he has received a copy of the fully executed Change Order Authorization or the contractor risks non-payment for the change order work.

R. Final Inspection

Prior to requesting a final inspection, it is the contractor's responsibility to:

- Properly close out all the permits and to provide proof of closed out permits to the Housing Rehabilitation Specialist via the municipal Certificate of Approval;
- Deliver to the homeowner a complete release of all liens arising out of the Construction Agreement, a receipt in full covering all labor, materials and equipment for which a lien could be filed or a bond satisfactory to the owner indemnifying owner against any lien; and
- Provide the homeowner with all applicable warranties for items installed and work completed during the course of the rehabilitation.

Once the contractor has provided the Housing Rehabilitation Specialist with all required job closeout forms, the contractor will be responsible to request the program's final inspection. The Program Inspector will schedule the final inspection with the homeowner, at which time the Program Inspector will also obtain verbal confirmation from the homeowner that the rehabilitation work has been completed and is ready for inspection. The Program Inspector will then conduct a final inspection to certify that the required property improvements are complete. The homeowner will be present during the final inspection and the contractor will be present if there are issues to resolve.

Only 100% completed line items will be inspected and considered for payment. If the work passes satisfactory final inspection, the Request for Payment form will be signed by the homeowner and the Program Inspector to document approval and finalization of work. The Housing Rehabilitation Specialist will submit the signed Request for Payment form to the Borough for payment. The

Borough will forward a copy of the signed Request of Payment form to the Housing Rehabilitation Specialist for case file records.

For houses built prior to 1978, a work item marked *EPA RRP Rule* cannot be paid for until the contractor provides a post renovation report to the program. Refer to Section VII Lead Base Paint (LBP) for the EPA regulation.

If the Program Inspector identifies any work deficiencies during the final inspection, the Program Inspector will notify the contractor and the homeowner of the deficiencies in writing and the value of said deficiencies will be deducted from the final payment request. Work deficiencies discovered during the final inspection will require the Program Inspector to conduct a subsequent inspection upon contractor's correction of deficiencies. The Rehabilitation Program reserves the right to hold the contractor responsible to pay the cost of any additional inspections beyond the final inspection at a rate of \$300 per inspection for prematurely requesting the final inspection with the work not 100% completely done in a workman-like manner. Additional inspections are those in excess of the final inspection which are needed to inspect corrected deficiencies. The contractor must issue the failed final inspection penalty payment directly to CGP&H via a check prior to the program inspector scheduling and repeating the final inspection process. CGP&H will notify the municipality each time a penalty is levied.

The Program lien period will commence upon satisfactory completion of the final inspection. Photographs will be taken of the rehabilitated housing unit by the Program Inspector at the time of the satisfactory final inspection.

S. Payment Structure and Process

The Borough will issue all payments, which will be made according to the following schedule:

One progress payment (representing a minimum of 40% of total contract work completed) will be paid. Upon completion of one hundred percent (100%) of the rehabilitation work, the contractor is eligible for final payment of the contract price. Upon a satisfactory program inspection, and confirmation from the Housing Rehabilitation Specialist that all contractor's documents have been submitted according to program procedures, the Housing Rehabilitation Specialist will submit the Request for Payment form, with homeowner's and Program Inspector's written approval, and if applicable, a copy of the Certificate of Approval to the Borough. The Borough will match the payment request up with the Borough voucher issued following the Pre-Construction meeting and adjust the payment amount as per the inspection results.

Upon job completion, the combined payments will total the Construction Agreement and Borough Voucher amount. Progress and final payments will be made payable to the contractor.

T. Standard Certification

A Certificate of Approval issued by the municipal construction official at the time the contractor closes out the rehabilitation construction permits, will confirm the scope of rehabilitation work has been completed and that the housing unit is now up to code standard. The contractor is to provide the Certificate of Approval to the Housing Rehabilitation Specialist when requesting the final

inspection. The Housing Rehabilitation Specialist will ensure that a copy of the Certificate of Approval is placed in the case file.

U. Record Mortgage Documentation

At construction completion, the Housing Rehabilitation Specialist will forward the executed mortgage to the Borough for recording. The Borough will immediately file the mortgage with the County Clerk. For rental properties, the Deed Restriction will also be recorded.

V. File Closing

The Housing Rehabilitation Specialist will close the homeowner's file after the final payment is made and the mortgage, and when applicable, Deed Restriction is/are returned from the County with recorded date, book and page. A program letter will be sent to the homeowner, thanking him/her for participating in the Program.

W. Requests for Subordination

Roselle Park may agree to subordination of its lien if the mortgage company supplies an appraisal showing that the new loan plus the balance(s) on all unpaid loans (including the value of the rehabilitation assistance) does not exceed eighty (80%) of the appraised value of the unit. If the homeowner is simply refinancing their primary mortgage to a lower interest rate and not "cashing out" any equity, Roselle Park will subordinate up to 100% of the appraised value.

VI. CONTRACTOR REQUIREMENTS AND RECRUITMENT

A. Marketing

The Program will coordinate with the Borough to advertise the availability of construction work on the Boroughs website and display a contractor outreach poster and handouts in the municipal building, including the local construction office. Additionally, CGP&H will reach out to home improvement contractors registered with Consumer Affairs who are geographically near or in Roselle Park. If determined needed, additional outreach will be conducted in the local newspapers and through the posting of community notices. As necessary, the Program will advertise the availability of construction work by posting information at local building supply dealers. All interested contractors will have the opportunity to apply for inclusion on the Program Contractor List, which will be made available for the homeowner's use in selecting rehabilitation contractors. The contractor outreach material will also be posted on CGP&H's social media and hip@cgph.net website.

B. Contractor Qualifications

To qualify, contractors must meet the following minimum requirements:

- Contractors must carry at least \$1,000,000 in general liability insurance. The Contractor shall carry full workmen's compensation coverage including Employer's Liability limits of at least \$500,000 and statutory state coverage for all his/her employees and those of his/her subcontractors engaged in program rehab work. The Contractor must provide the Housing Rehabilitation Specialist with a certificate of insurance naming the Program as Certificate Holder, and naming the Municipality and CGP&H as additional insureds at time of Program job award; and
 - At least three favorable references on the successful completion of similar work; and

- The Contractor's State Business Registration Certificate; and
- Current Consumer Affairs Home Improvement Contractor license; and
- Applicable lead certifications for contractors working on houses built prior to 1978. As identified in the scope of work, the contractor must comply with the EPA Renovation, Repair and Painting (RRP) Rule regarding certification; and
- If claiming prior experience with local, state or federally funding housing rehabilitation programs, a record of satisfactory performance in a neighborhood rehabilitation program or other federal/state programs; and
- Appropriate licenses; e.g. plumbing, electrical.

Contractors must also complete a Contractor Qualification Form. The contractor's qualifications will be reviewed and the references cited will be checked by the Program Inspector before the contractor is awarded a job.

C. Disqualification of Contractors

The governing body of the Borough of Roselle Park may, by resolution, disqualify a contractor if the governing body finds and establishes that it has had prior negative experience with the contractor.

- For the purposes of this manual, "prior negative experience" shall mean any of the following:
 - The contractor has been found, through either court adjudication, arbitration, mediation, or other contractually stipulated alternate dispute resolution mechanism, to have: failed to provide or perform goods or services; failed to complete the contract in a timely manner; or otherwise performed unsatisfactorily under a prior contract with the Borough of Roselle Park.
 - The contractor defaulted on a contract, thereby requiring the Borough of Roselle Park to utilize the services of another contractor to provide the goods or perform the services or to correct or complete the contract.
 - The contractor defaulted on a contract, thereby requiring the Borough of Roselle Park to look to the contractor's surety for completion of the contract or tender the costs for completion.
 - The contractor is debarred or suspended from contracting with any of the agencies or departments of the State of New Jersey at the time of the contract award, whether or not the action was based on experience with the Borough of Roselle Park.

The following conditions and procedures apply if the governing body of the Borough of Roselle Park is contemplating the disqualification of a contractor based on prior negative experience:

- The existence of any of the indicators of prior negative experience set forth in this section shall not *require* that a contractor be disqualified. In each instance, the decision to disqualify shall be made within the discretion of the governing body and shall be rendered in the best interests of the Borough of Roselle Park and its Home Improvement Program.

- All mitigating factors shall be considered in determining the seriousness of the prior negative experience and in deciding whether disqualification is warranted.
- The contractor subject to a disqualification charge shall be furnished with a written notice by the governing body stipulating the following:
 - Stating that a disqualification is being considered.
 - Setting forth the reasons for the disqualification.
 - Indicating that the contractor shall be afforded an opportunity for a hearing before the governing body if the contractor so requests, in writing, within ten (10) calendar days. At the hearing, the contractor shall have the opportunity to show good cause as to why they should not be disqualified by presenting documents and testimony. Furthermore, if the governing body determines that good cause has not been shown by the contractor, they may vote to find the bidder lacking in responsibility and, thus, disqualified.
- Disqualification shall be for a reasonable, defined period of time which shall not exceed five (5) years.
- Disqualification, other than a disqualification pursuant to which a governing body is prohibited by law from entering into a contract with a contractor, may be voided or the period thereof may be reduced, in the discretion of the governing body, upon the submission of a good faith application under oath, supported by documentary evidence, setting forth substantial and appropriate grounds for the granting of relief, such as reversal of a judgment, or actual change of ownership, management or control of the contractor.
- An opportunity for a hearing need not be offered to a bidder whose disqualification is based on its suspension or debarment by an agency or department of the State of New Jersey. The term of such a disqualification shall be concurrent with the term of the suspension or debarment by the State of New Jersey, including periods of greater than five (5) years.

VII. Lead Based Paint (LBP):

For houses built prior to 1978, contractors must comply with the Environmental Protection Agency Renovation, Repair and Painting Rules (40 CFR Part 745) when any work item is marked with (EPA-RRP Rule) in the work specifications. The requirements are spelled out in the General Conditions of the work specifications.

VIII. Rental Procedures:

Rental units are subject to the Uniform Housing Affordability Controls (UHAC) at N.J.A.C. 5-80:26.1 et. seq. once the rental units are rehabilitated. In addition to the mortgage and mortgage note, the controls on affordability shall be in the form of a deed restriction.

- If a unit is vacant, upon initial rental subsequent to rehabilitation, or if a renter-occupied unit is re-rented prior to the end of controls on affordability, the deed restriction shall require the unit be rented to an income eligible household at an affordable rent and affirmatively marketed pursuant to UHAC.
- If a unit is renter-occupied, upon rehabilitation completion, the maximum rate of rent shall be the lesser of the current rent or the maximum permitted rent pursuant to UHAC.

- Rental Increases: See section VIII C, below.

The municipality's Administrative Agent will administer the rental affordability controls during the 10-year affordability period for each rental property assisted. Landlords are responsible to pay income certification fees for re-rentals.

A. Determining Initial Affordable Rents

The initial maximum affordable rent for a rehabilitated unit is determined by the program staff based on several NJ COAH rules and regulations. All initial rents will be set based on 52% of the median income for the household size appropriate to the sized unit (N.J.A.C. 5:80-26.3 (d)). Thirty percent (30%) (N.J.A.C. 5:80-26-12 (a)) of that figure is considered the "maximum base rent." Subtracted from the maximum base rent is the cost of all tenant-paid utilities as defined and calculated by the HUD Utilities Allowance figures (updated annually). The remainder becomes the maximum initial rent for that unit. The Home Improvement Program staff can provide potential applicants/landlords with a reasonable estimate of what the maximum base rent will be on their rental unit if they elect to participate in the program.

B. Pricing by Household Size

Initial rents are based on the number of legal bedrooms in each unit. Initial rents must adhere to the following rules.

Table 4 Initial Rental Pricing by Housing Size

Size of Unit	Household Size Used to Determined Max Rent
Studio/Efficiency	1
1 Bedroom	1.5
2 Bedrooms	3
3 Bedrooms	4.5
4 Bedrooms	6

- A studio shall be affordable to a one-person household;
- A one-bedroom unit shall be affordable to a one- and one-half person household;
- A two-bedroom unit shall be affordable to a three-person household;
- A three-bedroom unit shall be affordable to a four- and one-half person household; and
- A four-bedroom unit shall be affordable to a six-person household.

The above rules are only to be used for setting initial rents.

C. Determining Rent Increases

Rents in rehabilitated units may increase annually based on UHAC and N.J.A.C. 5:97-9. Rent increases are permitted at the anniversary of tenancy according to HMFA's Annual Regional Income Limits Chart.

In addition, the Borough's Administrative Agent must be used by the Landlord to ensure that all appropriate affirmative marketing and all other affordable housing compliance procedures are followed and will continually oversee compliance for these affordable rental units throughout their restrictive term.

These increases must be filed with and approved by the Administrative Agent. Property managers or landlords who have charged less than the permissible increase may use the maximum allowable rent with the next tenant with permission of the Administrative Agent. Rents may not be increased more than once a year, may not be increased by more than one approved calculated increment at a time, and may not be increased at the time of new occupancy if this occurs less than one year from the last rental. No additional fees may be added to the approved rent without the express written approval of the Administrative Agent.

IX. MARKETING STRATEGY

In coordination with the Borough, the Program Administrator will employ a variety of proven strategies to advertise the program within Roselle Park to establish the program's applicant pool/waiting list. The marketing strategy/plan possibilities include but are not limited to:

- Creation and distribution of program homeowner outreach posters, flyers and brochures
- Place program outreach material on the Borough's website
- Place program outreach material on CGP&H's website
- Municipal E-newsletter and paper newsletter (if available)
- Appending announcements and/or flyers to other municipal mailings as they become available (tax, etc)
- Municipal email blasts and Twitter communication (if available)
- Program marketing will be distributed to local community organizations and major employers including religious organizations, civic groups, senior group, ethnic organizations, etc.
- Periodic Press releases
- Program group presentations to community organizations or at the Borough Municipal Building to prospective homeowners and even to local contractors
- Free local cable TV advertising (when available)

- Paid newspaper advertisements (last resort) when deemed necessary and appropriate
- The order of method used will be analyzed to implement the most effective combination of strategies. Extensive marketing efforts are essential for all successful housing rehabilitation programs to meet their productivity objectives.

Available rental units assisted via the HIP will be affirmatively marketed in accordance with the Borough of Roselle Park Affordable Housing Affirmative Marketing Plan.

X. MAINTENANCE OF RECORDS AND CLIENT FILES

A. Programmatic Recording

The Program files will include:

- The policies and procedures manual, which will also be updated when applicable.
- An applicant pool will be maintained by the Program staff to track intake of the people interested in the program and the corresponding outgoing application invites.
- A rehabilitation log will be maintained by the Program staff that depicts the status of all applications in progress.

B. Participant Record keeping

The Program will be responsible for ensuring that individual files for each unit are established, maintained and then submitted to the municipality upon completion. Each completed file will contain a minimum of the following:

- Checklist
- Application form
- Tenant Application form (Rental Units Only) including rental lease
- Proof of ownership
- Income verification (for all households)
- Proof of currency of property tax and water/sewer accounts
- Proof of homeowner extended coverage/hazard insurance (Declaration Page)
- Proof that the municipal lien plus the total of other liens does not exceed the market value of the unit.
- Certification of Eligible Household or Notice of Ineligible Household (whichever is applicable)
- Homeowner/Program Agreement

- Certificate of Substandard
- Work Specifications/Cost Estimate aka Work Write-Up
- Bid Notice
- Contractor bids
- Bid Tabulation
- Construction Agreement
- Mortgage and Mortgage Note, and for rental properties, Deed Restriction
- Notice of Right of Rescission
- Homeowner Confirmation of Receipt of EPA Lead Information Pamphlet
- Contractor Confirmation of Receipt of Lead Paint Notice
- Copies of all required permits
- Change orders, if any
- Work progress and final inspection reports
- Copies of contractor payment documentation
- Photographs (Before and After)
- Close-out documents
- Certification of Approval

C. Reporting to DCA

For each unit the following information must be retained to be reported annually:

- Street Address
- Block/Lot/Unit Number
- Owner/Renter
- Income: Low/Mod
- Final Inspection Date
- Funds expended on Hard Costs
- Funds Recaptured
- Major Systems Repaired

- Unit Below Code & Raised to Code
- Effective date of affordability controls
- Length of Affordability Controls (yrs)
- Date Affordability Controls removed
- Reason for removal of Affordability Controls

The Program Administrator will provide each completed unit's data for annual monitoring.

D. Financial Recordkeeping

Financial recordkeeping is the responsibility of the Municipal Housing Liaison, with assistance from the Administrative Agent, as may be requested from time to time.

XI. HOUSING ADVISORY COMMITTEE AND APPEALS PROCESS

The Program staff is skilled in effectively achieving resolution of homeowner/contractor disputes, in a fair and documented manner.

If a homeowner refuses to pay the contractor and work has been done to work specification and to the satisfaction of the Program, it may authorize payment to the contractor directly. However, the Program will make a reasonable attempt to resolve the differences before taking this step.

On the rare occasion if a homeowner or contractor decides to dispute a Program staff decision, the Borough forms a Housing Advisory Committee to mediate and resolve the differences. Homeowners or contractors involved in a dispute will be instructed to submit their concerns in writing. The homeowner or contractor may request a hearing conducted by the Housing Advisory Committee. All Housing Advisory Committee decisions are final. The Housing Advisory Committee formation may occur when the first need arises.

XII. CONCLUSION

If the procedures described in this manual are followed, the Borough of Roselle Park's Home Improvement Program should operate smoothly and effectively. Where it is found that a new procedure will eliminate a recurring problem, that procedure may be incorporated into the program operation. In addition, this manual may be periodically revised to reflect changes in local, state and federal policies and regulations relative to the Home Improvement Program.

APPENDIX A - LIST OF PROGRAM FORMS

Application Transmittal Letter

Program Information Handout

Application for Assistance- Homeowner

Application for Assistance- Landlord (Investor)

Application for Assistance- Tenant

Eligibility Release Form

Checklist

Special Needs Waiver (Eligibility Requirements)

Special Needs Waiver (Exceed Program Limit)

Certification of Eligible Household

Eligibility Determination Form

Notification of Eligibility

Notification of Ineligibility

Homeowner/Program Agreement

Certificate of Substandard

Certificate of Substandard – Emergency Situation

Letter: forward work write-up and contractor list to homeowner

Work write-up review form

Request for Rehabilitation Bid

Affidavit of Contractor

Subcontractor Bid Sheet

Bid Tabulation/Contractor Selection

Construction Agreement

Mortgage

Mortgage Note – single family

Mortgage Note - multi family

Mortgage Note - investor

Notice of Right of Rescission

COAH Deed Restriction (when applicable)

Homeowner Confirmation of Receipt of EPA Lead Information Pamphlet

Contractor Confirmation of Receipt of Lead Paint Notice

Notice to Proceed

Contractor's Request for Final Inspection

Change Order Authorization

Certificate and Release

Closeout Statement

APPENDIX B – INCOME LIMITS AND UPDATES

New Jersey Housing and Mortgage Finance Agency (NJHMFA)
Maximum Income Limits (2025)
Effective May 16, 2025

Region 2: Essex, Morris, Union, Warren

Household Size	Very-Low Income	Low Income	Moderate Income	Median Income
1 Person	\$28,440	\$47,400	\$75,840	\$94,800
2 Person	\$32,490	\$54,150	\$86,640	\$108,300
3 Person	\$36,540	\$60,900	\$97,440	\$121,800
4 Person	\$40,590	\$67,650	\$108,240	\$135,300
5 Person	\$43,860	\$73,100	\$116,960	\$146,200
6 Person	\$47,100	\$78,500	\$125,600	\$157,000
7 Person	\$50,340	\$83,900	\$134,240	\$167,800
8+ Person	\$53,580	\$89,300	\$142,880	\$178,600

RESOLUTION NO. 279-25

DIRECTING RECISSION OF THE AUGUST 11, 2025 REFERRAL OF THE “510 CHESTNUT STREET REDEVELOPMENT PLAN” AS REVISED ON JULY 17, 2025 AND REFERRING A FURTHER REVISED VERSION OF THE “510 CHESTNUT STREET REDEVELOPMENT PLAN” TO THE MUNICIPAL LAND USE BOARD AND DIRECTING ITS REVIEW OF THE SAME PURSUANT TO N.J.S.A. 40A:12A-7(E)

WHEREAS, the Local Redevelopment and Housing Law, *N.J.S.A. 40A:12A-1 et seq.* (the “**Redevelopment Law**”) authorizes municipalities to determine whether certain parcels of land located therein constitute areas in need of redevelopment; and,

WHEREAS, by Resolution No. 85-25, adopted on March 6, 2025, the municipal council (the “**Borough Council**”) of the Borough of Roselle Park (the “**Borough**”) authorized and directed the Borough’s Municipal Land Use Board (the “**Land Use Board**”) to conduct a preliminary investigation to determine whether the property identified as Block 504, Lot 6 on the Borough’s tax map and commonly known by the street address 510 Chestnut Street, along with all streets and rights of way appurtenant thereto (collectively, the “**Study Area**”) meets the criteria set forth in the Redevelopment Law for designation as a non-condemnation area in need of redevelopment; and,

WHEREAS, by Resolution No. 69-25, the Borough Council authorized and directed the Borough’s Planning Consultant, the Neglia Group (the “**Planning Consultant**”), to perform the preliminary investigation to determine whether the Study Area meets the criteria set forth in the Redevelopment Law for designation as a non-condemnation area in need of redevelopment and prepare a report containing its findings; and,

WHEREAS, the Planning Consultant undertook the preliminary investigation and prepared a report containing its findings entitled, “Borough of Roselle Park 510 Chestnut Street Area in Need of Redevelopment Study Block 504, Lot 6” (the “**Report**”); and,

WHEREAS, on April 14, 2025, after providing due notice, the Land Use Board conducted a public hearing (the “**Public Hearing**”) in accordance with the Redevelopment Law to determine whether the Study Area qualifies as a non-condemnation area in need of redevelopment and whether to recommend the Borough Council designate the Study Area as a non-condemnation area in need of redevelopment; and,

WHEREAS, at the Public Hearing, the Land Use Board reviewed the findings of the Planning Consultant set forth in the Report, heard expert testimony from the Planning Consultant, and gave members of the public and interested parties an opportunity to be heard regarding the potential designation of the Study Area as a non-condemnation area in need of redevelopment; and,

WHEREAS, the Planning Consultant concluded in the Report, and testified to the Land Use Board at the Public Hearing, that there is evidence to support the conclusion that the properties in the Study Area satisfy the criteria set forth in the Redevelopment Law for designation as a non-condemnation area in need of redevelopment and as an area in need of rehabilitation; and,

WHEREAS, at the conclusion of the Public Hearing, the Land Use Board determined and recommended for the reasons set forth in the Report, and explained on the record during the Public Hearing that the property in the Study Area meets the criteria set forth in the Redevelopment Law for designation as a non-condemnation area in need of redevelopment, and recommended that the Borough Council so designate the Study Area as a non-condemnation area in need of redevelopment pursuant to the Redevelopment Law as set forth in a report of the Land Use Board; and,

WHEREAS, in accordance with the Redevelopment Law, the Land Use Board reviewed the proposed resolution designating the Study Area as an area in need of rehabilitation; and,

WHEREAS, by Resolution No. 124-25, adopted on April 17, 2025, the Borough Council designated the Study Area as a non-condemnation area in need of redevelopment pursuant to *N.J.S.A.* 40A:12A-6, such designation authorizing the Borough and Borough Council to use all those powers provided by the Redevelopment Law for use in an area in need of redevelopment, other than the power of eminent domain (the “**Non-Condensation Redevelopment Area**”); and,

WHEREAS, by Resolution No. 112-25, adopted on April 17, 2025, the Borough Council designated the Study Area as an area in need of rehabilitation pursuant to *N.J.S.A.* 40A:12A-14 (the “**Rehabilitation Area**”); and,

WHEREAS, the Planning Consultant prepared a redevelopment plan for the Non-Condensation Redevelopment Area and the Rehabilitation Area entitled “510 Chestnut Street Redevelopment Plan”, which, as revised on the record, (the “**Original Redevelopment Plan**”) was referred to the Land Use Board at the July 17, 2025 Council meeting (the “**July Referral**”) in accordance with *N.J.S.A.* 40A:12A-7; and,

WHEREAS, after further review with the Borough, the Planning Consultant has revised the Original Redevelopment Plan (the “**Redevelopment Plan**”) attached hereto as **Exhibit A**; and

WHEREAS, the Borough Council desires that the Land Use Board review the Redevelopment Plan pursuant to *N.J.S.A.* 40A:12A-7.

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

SECTION 1.

The aforementioned recitals hereof are incorporated herein as though set forth at length herein.

SECTION 2.

The July Referral, as referenced in the August 11, 2025 memorandum from the Borough Clerk to the Land Use Board, is hereby rescinded.

SECTION 3.

Pursuant to *N.J.S.A.* 40A:12A-7(e), the Borough Council hereby directs the Land Use Board to review the Redevelopment Plan and prepare a report regarding its recommendations as to the Redevelopment Plan and shall submit same to the Borough Council within forty-five (45) days after referral, as required by the Redevelopment Law.

SECTION 4.

If the Land Use Board Report is not transmitted to the Borough Council within forty-five (45) days of the date hereof, the Borough Council shall be relieved of the requirement to obtain a Land Use Board Report for the Redevelopment Plan in accordance with *N.J.S.A.* 40A:12A-7(e).

SECTION 5.

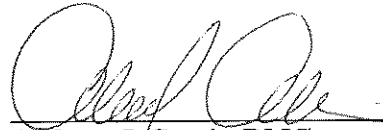
The Borough Clerk shall forward a copy of this Resolution, and the Redevelopment Plan, to the Land Use Board.

SECTION 6.

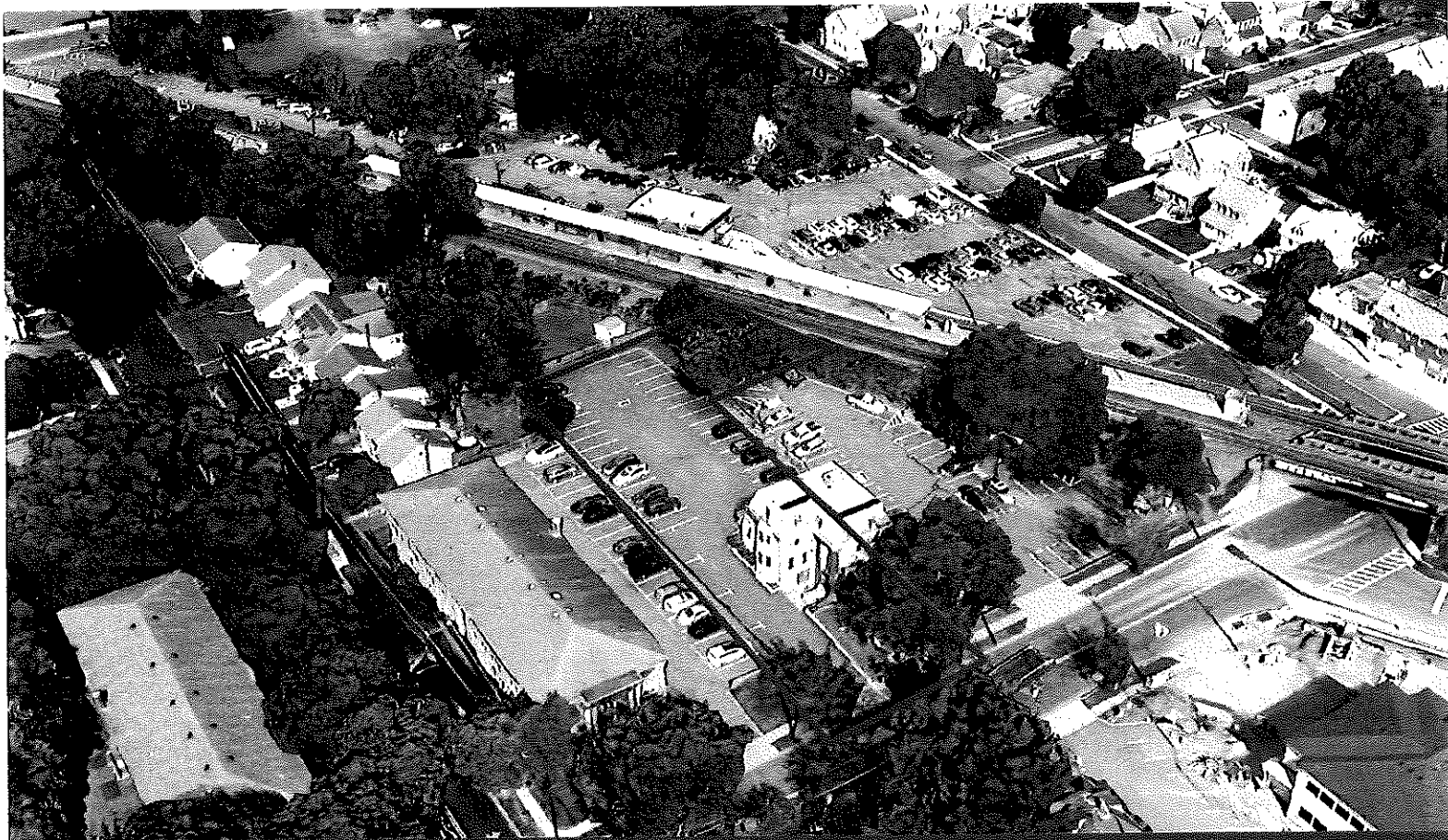
This Resolution shall take effect immediately.

ADOPTED: September 4, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on September 4, 2025 with the below captioned results on a motion to adopt.

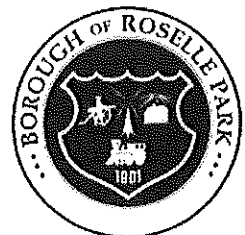

Andrew J. Casais, RMC
Borough Clerk

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



510 CHESTNUT STREET REDEVELOPMENT PLAN

BOROUGH OF ROSELLE PARK, NJ



Borough of Roselle Park

510 Chestnut Street Redevelopment Plan

Block 504, Lot 6

Prepared for:
Borough of Roselle Park
Union County, New Jersey

Prepared by
Neglia Group
34 Park Avenue, Lyndhurst, NJ 07071

June 2025

The original of this report was signed and sealed in accordance with Chapter 41 of Title 13 of the State Board of Professional Planners



Lyndsay Knight, P.P., AICP
NJ Planning License No. 6401

Exhibit A
of Resolution No. 279-25

ACKNOWLEDGEMENTS

Borough Mayor & Council

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

Municipal Land Use Board

Jorge Casalins, Chair
Andrew J. Casais, Vice Chair
Christian Camilo, Class IV
Hon. Joseph Signorello III, Class I
Hon. Jay Robaina, Class III
John Curia, Class IV
Nicola Cristofaro, Class IV
Darwin Roman, Class IV
Michael Quiroga, Class IV
Richard G. Templeton III, Alternate I
Adolfo Dicosmo, Alternate II
Steven Barandica, Alternate IV

Board Professionals

Scott D. Salmon, Esq. (Jardim, Meisner, Salmon, Sprague, and Susser), Board Attorney
Kevin Boyer, P.E. (Colliers Engineering and Design), Board Engineer
Lyndsay Knight, AICP, PP (Neglia Group), Board Planner
Talia Smith, Board Clerk

Redevelopment Counsel

Frances Ciesla McManimon, Esq., (McManimon, Scotland & Baumann, LLC)

Exhibit A
of Resolution No. 279-25

Table of Contents

A.	INTRODUCTION.....	2
1.	Basis for the Plan.....	2
B.	REDEVELOPMENT PLAN AREA	2
1.	Site Description.....	2
2.	Surrounding Land Uses.....	3
C.	REDEVELOPMENT PLAN COMPONENTS.....	4
1.	Required Components of a Redevelopment Plan.....	4
2.	Notes on Plan Terminology	5
3.	Goals and Objectives.....	5
4.	Relationship to Local Goals and Objectives.....	5
5.	Relationship to the Borough's Land Use Procedures	6
D.	REDEVELOPMENT PLAN	6
1.	Permitted Principal Uses	6
2.	Permitted Accessory Uses	6
3.	Bulk Requirements	7
4.	Parking Requirements.....	7
5.	Design Standards	8
6.	Signage.....	8
7.	Phasing Plan.....	9
8.	Traffic Study.....	9
E.	REDEVELOPMENT ACTIONS.....	9
1.	Affordable Housing	9
2.	Demolition	9
3.	New Construction.....	9
F.	RELATIONSHIP TO LAND USE/ZONING ORDINANCE.....	10
G.	RELATIONSHIP TO OTHER PLANS.....	10
1.	Adjacent Municipalities	10
H.	GENERAL PROVISIONS.....	12
1.	Adverse Influences	12
2.	Deviation Requests.....	12
3.	Procedure for Amending the Approved Plan.....	12
4.	Development Review Process.....	12
I.	DEFINITIONS.....	13

Exhibit A
of Resolution No. 279-25

A. INTRODUCTION

1. Basis for the Plan

The Borough of Roselle Park Council adopted RE 85-25 on March 6, 2025, directing the Borough Land Use Board to conduct an investigation and to hold a public hearing in order to determine if Block 504, Lot 6 qualified as an area in need of redevelopment under the criteria set forth in The Local Redevelopment and Housing Law N.J.S.A. 40A:12A-1, et seq. (the "Redevelopment Law"). The resolution also included that the hearing notice shall state that the redevelopment area determination shall not authorize the municipality to exercise the power of eminent domain, thus establishing a "Non-condemnation redevelopment area".

The Borough of Roselle Park Council adopted Resolution No 124-25 on April 17, 2025, designating Block 504, Lot 6 as an area of redevelopment without the power of condemnation, and authorizing the Borough Planner, Neglia Group, "to prepare a redevelopment plan for the Study Area and present same to the Land Use Board for review".

The Borough of Roselle Park Council adopted Resolution No 112-25 on April 17, 2025, designating Block 504, Lot 6 as an area in need of rehabilitation in accordance with the Redevelopment Law, and authorizing the Borough Planner, Neglia Group, to prepare a redevelopment plan for the Study Area.

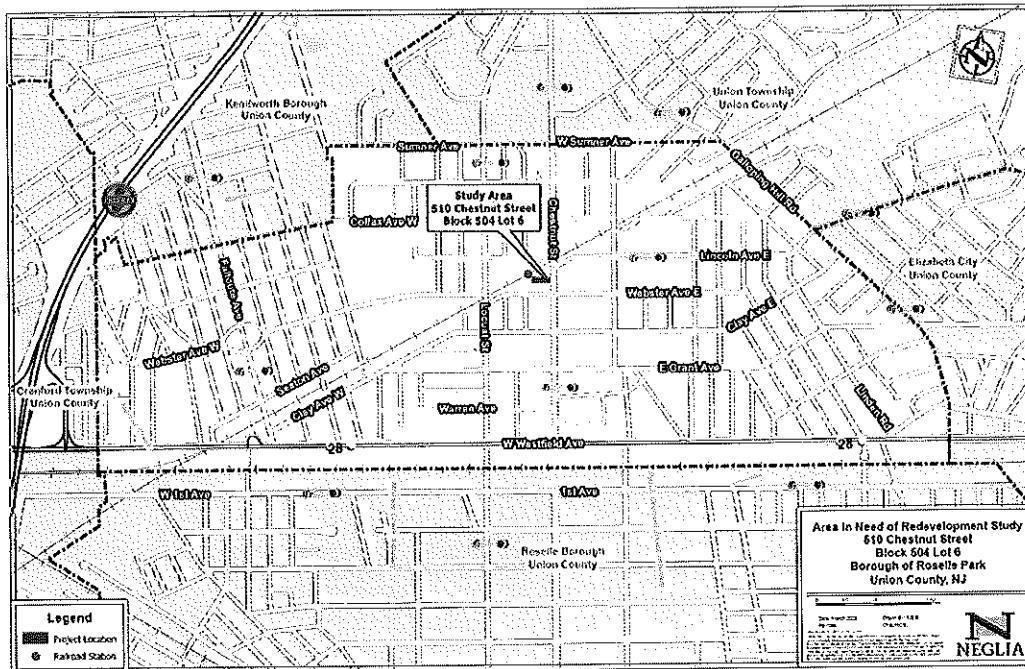
B. REDEVELOPMENT PLAN AREA

1. Site Description

The Redevelopment Area includes one (1) parcel, Block 504, Lot 6 on the Borough of Roselle Park Tax Map. The Redevelopment Area is the current location of the Roselle Park Board of Education Offices and is commonly referred to as 510 Chestnut Street. The property that was studied and approved as an area in need of redevelopment and an area in need of rehabilitation is known as the 510 Chestnut Street Redevelopment Area (the "Redevelopment Area"). The one (1) parcel consists of 0.22 acres and is situated near public transit with both rail and bus transport. The property is irregularly shaped with frontage on Chestnut Street and the rear of the property bordering the Roselle Park Train Station parking lot.

Block	Lot	Address	Acreage
504	6	510 Chestnut Street	0.22
TOTAL			0.22 acres

Exhibit A
of Resolution No. 279-25



2. Surrounding Land Uses

The Redevelopment Area is located in the ROB (Residential, Office, Building) Zone District. There are a number of uses surrounding the subject lot. To the north is an NJ Transit surface parking lot utilized by commuters for the train station. Across Chestnut Street to the west are a number of commercial businesses including a County Excellence bank on the corner of Chestnut Street and East Lincoln Avenue, a dentist office, and a professional office building. Directly to the south of the subject lot is Chestnut Station, a multi-family residential building on the corner of Chestnut Street and West Webster Avenue. The lots to the west of the Redevelopment Area have frontage along West Webster Avenue and consist of one-family residential dwellings.

C. REDEVELOPMENT PLAN COMPONENTS

1. Required Components of a Redevelopment Plan

N.J.S.A. 40A:12A-7 requires that a redevelopment plan include an outline for the planning, development, redevelopment, or rehabilitation of the Redevelopment Area sufficient to indicate the following:

1. Its relationship to definite local objectives as to appropriate land use, density of population and improved traffic and public transportation, public utilities, recreational and community facilities and other public improvements.
2. Proposed land uses and building requirements in the project area.
3. Adequate provisions for the temporary and permanent relocation, as necessary for residents in the project area, including an estimate of the extent of which decent, safe, and sanitary dwelling units affordable to displace residents will be available to them in the existing local housing market.
4. An identification of any property with the redevelopment area which is proposed to be acquired in accordance with the redevelopment plan.
5. Any significant relationship of the redevelopment plan to:
 - The master plans of contiguous municipalities;
 - The master plan of the county in which the municipality is located;
 - The State Development and Redevelopment Plan adopted pursuant to the "State Planning Act" P.L. 1985,c.398 (C.52:18A-196 et al.).
6. An inventory (as of the date of the adoption of the resolution finding the area to be in need of redevelopment) of all housing units affordable to low and moderate income households, as defined pursuant to N.J.S.A. 52:27D-304, that are to be removed as a result of implementation of the redevelopment plan, whether as a result of subsidies or market conditions, listed by affordability level, number of bedrooms, and tenure.
7. A plan for the provision, through new construction or substantial rehabilitation of one comparable, affordable replacement housing unit for each affordable housing unit that has been occupied at any time within the last 18 months, that is subject to affordability controls and that is identified as to be removed as a result of implementation of the redevelopment plan.
8. Proposed locations for zero-emission vehicle fueling and charging infrastructure within the project area in a manner that appropriately connects with an essential public charging network.
9. The redevelopment plan may include the provision of affordable housing in accordance with the "Fair Housing Act," N.J.S.A. 52:27D-301 et seq. and the housing element of the municipal master plan.
10. The redevelopment plan shall describe its relationship to pertinent municipal development regulations as defined in the "Municipal Land Use Law," P.L.1975, c. 291 (C.40:55D-1 et seq.).
11. The redevelopment plan must state whether it shall supersede applicable provisions of the development regulations of the municipality or constitute an overlay zoning district within the redevelopment area.
12. All provisions of the redevelopment plan shall be either substantially consistent with the municipal master plan or designed to effectuate the master plan; but the municipal governing body may adopt a redevelopment plan which is inconsistent with or not designed to effectuate the master

Exhibit A
of Resolution No. 279-25

plan by affirmative vote of a majority of its full authorized membership with the reasons for so acting set forth in the redevelopment plan.

2. Notes on Plan Terminology

Throughout this Redevelopment Plan, a meaningful distinction is made in the regulations between "shall" and "should." "Shall" or "must" means that a developer is required to comply with the specific regulation, without deviation. "Should" means that a developer is encouraged to comply but is not required to do so. If the exact recommendation cannot be met, the Planning Board will entertain any modification that meets the underlying spirit and intent of the regulation and/or the Redevelopment Plan generally.

3. Goals and Objectives

The goals and objectives of this Redevelopment Plan are as follows:

1. Redevelop a site in the Borough of Roselle Park which has been found to be an area in need of redevelopment and satisfies certain criteria of the Local Redevelopment and Housing Law;
2. Create a mixed-use development that reinvigorates the site and the surrounding neighborhood;
3. Redevelop a site directly adjacent to the Roselle Park train station and NJ Transit bus stops as a Transit Oriented Development ("TOD") in order to capitalize on available and existing mass transit for future and current residents, employees, and visitors to the area and to work towards the Borough's efforts to be designated as a Transit Village;
4. Encourage the development of high-quality housing and multi-generational communities that provide a variety of housing types for different age and income groups;
5. Incorporate appropriate indoor and outdoor amenities for residents of the community to utilize, as well as connection to adjacent parks, walkways, bike paths;
6. Provide streetscape improvements that create an enjoyable environment for passersby and residents of the area;

4. Relationship to Local Goals and Objectives

The Borough of Roselle Park adopted their current Master Plan in 1997 which has been supplemented by mandated periodic Re-examination Reports in 2003, 2009, and 2016. The Borough had also prepared a number of reports related to planning initiatives, including the adoption of a Vision Plan (Roselle Park – New Directions) in January 2007, a new Housing and Fair Share Plan in 2009, an amended Romerovski Redevelopment Plan in February 2009, and the introduction of a West Westfield Avenue Redevelopment Plan I in May 2016. In particular, the most recent 2016 Master Plan Re-examination Report noted these reports and their influence on future goals and recommendations. The Redevelopment Plan is consistent with the following goals and objectives listed in the 2016 Re-examination Report:

Land Use – Residential

"4. Rezone underutilized properties to capitalize on the Borough's existing resources, such as access to mass transit and highway accessibility."

Land Use – Commercial

"1. Preserve the present business areas of the Borough, maintaining sufficient retail, service, and office facilities to meet the needs of Roselle Park's residents."

Community Design

"1. Ensure that new Development is visually and functionally compatible with the physical character and desired image of the Borough.

2. Improve the visual and physical appearance of all nonresidential areas, while protecting residential neighborhoods from nonresidential encroachment.

Exhibit A
of Resolution No. 279-25

3. Ensure that all development is designed with respect to architectural heritage, including buildings, streetscape and landscape."

Circulation

"1. Provide for safe and efficient movement of persons and goods throughout the Borough."

Parks and Recreation

"2. Provide pedestrian connections between existing and proposed recreational facilities, where possible".

5. Relationship to the Borough's Land Use Procedures

The Redevelopment Area is located within the ROB (Residential, Office, Business) Zone district. The Redevelopment Area shall be redeveloped in accordance with the standards detailed within this Redevelopment Plan. Where indicated, the provisions of the Redevelopment Plan shall supersede the development regulations and standards of the ROB Zone district and the Borough Land Development Ordinance.

In the event of any inconsistencies between the provisions of this Redevelopment Plan and any prior ordinance of the Borough of Roselle Park, the provisions hereof shall be determined to govern. All other definitions, parts, portions, and provisions of the Borough of Roselle Park's Land Development Ordinance shall apply and govern.

D. REDEVELOPMENT PLAN

1. Permitted Principal Uses

There shall only be one (1) principal structure within the Redevelopment Area.

- a. Multifamily Residential
- b. Mixed-Use with ground floor commercial limited to the following:
 - 1) Cafés, coffee shops, bagel shops, bakeries or similar casual dining establishments.
 - 2) Retail stores and personal services; excluding hair, nail, massage, tattoo, and skin care services. Convenience and liquor stores are not permitted.
 - 3) Instructional and fitness facilities such as dance, yoga, and Pilates studios.

2. Permitted Accessory Uses

- a. Private indoor amenities accessory to the residential uses, such as community rooms, lobby areas, fitness centers, or similar;
- b. Private outdoor amenities connected to the residential buildings and located above grade, including common area terraces and rooftop common areas;
- c. Common outdoor public or private spaces, plazas, and terraces;
- d. Gardens, hardscape patio areas, and landscape features;
- e. Solar canopy array or roof mounted systems;
- f. Stormwater management/flood storage systems;
- g. Signage;
- h. On-site parking to serve the uses, including below grade parking, parking underneath the buildings at grade, and surface parking.

Exhibit A
of Resolution No. 279-25

- i. Generators; and
- j. Public utility uses.

3. Bulk Requirements

- a. Minimum Lot Area: 9,500 square feet
- b. Minimum Front Yard: 20 feet
- c. Minimum Rear Yard: 4 feet
- d. Minimum Side Yard: 5 feet each
- e. Maximum Residential Density: 65 residential units
- f. Minimum Affordable Housing: 20% of residential units must be affordable.
- g. Maximum Building Height: 44 feet / 4 stories
- h. Maximum Parapet Height: 12 feet
- i. Maximum Building Coverage: 80%
- j. Maximum Impervious Coverage: 80%

4. Parking Requirements

- a. 1.10 spaces per unit
 - 1) Off-site shared parking permitted with a shared parking agreement and parking management plan.
- b. Parking stall dimensions and drive aisle dimensions shall be provided pursuant to Residential Site Improvement Standards (RSIS).
- c. All ground level parking under the building shall be fully enclosed within the building with walls that are constructed with the same building materials as the main building elevations. All parking spaces located in the parking structure shall be fully enclosed on all sides of the building with decorative screening elements such as grating, louvers, or similar approved materials to meet air quality requirements, with the exception of driveway openings.
- d. The developer shall provide a Traffic Study which includes the potential on-street parking impact of the Redevelopment Area on adjacent Chestnut Street, to the satisfaction of the Land Use Board Engineer.
- e. A Traffic Circulation Plan shall be provided depicting the turning radius of emergency vehicle routes around the site. No truck circulation traffic or parking shall interfere with any surrounding on-street parking, driveways, or rights-of-way. All off-street parking shall likewise be coordinated with the public street system serving the Redevelopment Area in order to avoid conflicts with vehicular traffic and/or obstruction to pedestrian walkways and thoroughfares.
- f. Fire lanes and restricted parking areas shall be provided as directed by the Borough Fire Official prior to approval of site plan.
- g. All driveways and parking spaces located on the property shall be maintained by the owner.
- h. Bicycle storage and parking shall be provided within the parking area serving residential units.
 - 1) A minimum of 0.48 bicycle storage spaces per unit shall be provided.

Exhibit A
of Resolution No. 279-25

5. Design Standards

- a. The intention of this Redevelopment Plan is that the façades of all buildings are constructed and designed with brick as the predominant building material. EIFS (Exterior Insulating Finishing Systems), vinyl siding, blank tilt-up concrete panels, artificial stone, and brick-face veneer ("Permastone" & "Brickface") and other similar façade materials may not be used within this Redevelopment Area. Similarly, jumbo brick and concrete block of any type are not permitted as façade materials within this Redevelopment Area.
- b. No more than two stories of the building elevation shall be of the same contiguous material, along any building facade. Masonry materials are encouraged on the lower facades, with stucco, other appropriate wall finishes above.
- c. Roof projections shall be incorporated into design for entry porches, patios, and bay windows which to add scale & texture to the building façade.
- d. The building shall be designed to be attractive and inviting when viewed from all transit, vehicular, and pedestrian pathways within the redevelopment area and from vantage points outside of the redevelopment area.
- e. Decorative ornamental light fixtures shall be located along the ground level of the residential building at a pedestrian scale on either side of all ground level windows and doors. All outdoor lighting shall be LED and lighting shall be shielded down.
- f. There shall be alternating setbacks along the entire building frontage in order to create recessed areas to break up the mass of the building.
- g. Windows shall be arranged in an organized manner and windows for residential units shall be functional.

6. Signage

- a. Signs shall be consistent with the architecture of the building and relate to the features of the building in terms of location, scale, color, lettering, materials, texture and depth;
- b. Sign illumination design and sign area shall be consistent throughout the project;
- c. The street address of the building shall be displayed on the front façade or front door of each use so that it is clearly visible from the adjoining right-of-way;
- d. Window signs may consist of lettering and graphics which shall be limited to the name of the business occupying the commercial space/store front and similar information. Window signs shall occupy no more than thirty-three percent (33%) of the window area;
- e. No electrical wiring associated with a sign shall be visible to public view;
- f. Signs may be lit from gooseneck fixtures, backlit halo, or up-lights. Internally lit signs and box signs are prohibited;
- g. During construction, one (1) temporary sign indicating: the name of the project or development, general contractor, subcontractor, financing institution, and public entity officials (where applicable) shall be permitted. The sign area shall not exceed fifty (50) square feet;
- h. Prohibited Signage:
 - 1) Internally or externally illuminated box signs;
 - 2) Electronic message boards – including those that have flashing or animated signs; spinners, pennants, reflective materials that sparkle or twinkle;
 - 3) LED TVs in windows for advertising, rope lighting around windows;
 - 4) Roof signs, billboards, signboards;
 - 5) Posters, plastic or paper, that appear to be attached to the window;

Exhibit A
of Resolution No. 279-25

- 6) Pole signs;
- 7) Free-standing signs;
- 8) Fluorescent and/or glowing paint for any signage or building within the Redevelopment Area;
- 9) Waterfall style awnings, or plastic awnings;
- 10) Product advertising signage of any kind. Product advertising is defined here to include, but not be limited to signage on: parking meters, signage in windows, on light poles, benches, or other street furniture associated with the development of the project. Nothing in this paragraph shall be deemed to prohibit either lamppost mounted seasonal banners or traditional holiday decorations.

7. Phasing Plan

The designated redeveloper shall, as part of the site plan application to the Land Use Board, provide a phasing schedule for the project. All components of the phasing plan shall be reviewed and approved by the Land Use Board.

8. Traffic Study

The Redeveloper shall provide a Traffic Study, which includes the potential on-street parking impact of the Redevelopment Area on Chestnut Street at the time of the site plan hearing before the Land Use Board, and shall address the traffic impact of the proposed development on the Borough's traffic circulation and roadways, as well as access to the site in accordance with the Borough, Residential Site Improvement Standards ("RSIS"), and any applicable New Jersey Department of Transportation (the NJDOT") regulations.

E. REDEVELOPMENT ACTIONS

1. Affordable Housing

A minimum of 20 percent of the residential dwelling units are required to be set aside for affordable households. The affordable units will be designed, marketed, and administered in accordance with all applicable affordable housing rules and regulations.

2. Demolition

The Redevelopment Plan will involve the demolition of the existing improvements on the site. As a part of the demolition, all remains from the foundations of prior structures shall be removed. It is the responsibility of the Redeveloper to remove all debris, including crushed concrete and garbage from the site, regardless of whether the debris was on the site prior to the start date of the project. The reuse of crushed concrete or other materials may be acceptable and shall be addressed as part of the site plan approval, subject to the Redeveloper receiving the proper permits and approvals from NJDEP. The Redeveloper shall defend and indemnify the Borough for its use and/or proper disposal if removed from the site, of all existing and remaining improvements and other materials, including soils, on the site.

3. New Construction

The Redevelopment Plan will involve the new construction of a maximum of fifty (50) units with associated supportive features and amenities, ground level parking, and commercial space, along with all related roadways, open space, pedestrian walkways, bikeways, both on-site, off-site, and off-tract, as further described in this Redevelopment Plan. No more than one (1) principal structure shall be erected within the Redevelopment Area.

4. Properties to be Acquired

The Redevelopment Plan relates to Block 504, Lot 6 which is located in the 510 Chestnut Street Non-Condemnation Redevelopment Area. On April 17, 2025, the Borough Council adopted Resolution 124-25,

Exhibit A
of Resolution No. 279-25

which designated the properties as a non-condemnation area in need of redevelopment without the use of eminent domain, and therefore no properties are being acquired through condemnation.

5. Relocation

No residents will need to be relocated to complete this redevelopment plan.

F. RELATIONSHIP TO LAND USE/ZONING ORDINANCE

This Redevelopment Plan shall supersede all provisions of the Zoning and Development Regulations of the Borough of Roselle Park regulating development in the area addressed by this Redevelopment Plan. Final adoption of this Redevelopment Plan by the Borough Council shall be considered an amendment of the Borough of Roselle Park Zoning Map.

The zoning district map in the zoning ordinances of the Borough shall be amended to include the boundaries described in this Redevelopment Plan and the provisions therein. All of the provisions of this Redevelopment Plan shall supersede the applicable development regulations of the Borough's ordinances, as and where indicated, for the Redevelopment Area. In the event of any inconsistencies between the provisions of this Redevelopment Plan and any prior ordinance of the Borough of Roselle Park, the provisions hereof shall be determined to govern.

G. RELATIONSHIP TO OTHER PLANS

1. Adjacent Municipalities

The Borough of Roselle Park shares a border with Union Township to the northeast, the City of Elizabeth to the east, Roselle Borough to the south, Cranford to the west, and Kenilworth to the northwest. The Redevelopment Area is centrally located in the Borough and is in an area already served by infrastructure and mass transit, and therefore, it is unlikely that neighboring municipalities will be significantly impacted by the site's conversion to a mixed-use development.

2. Union County Master Plan

"The Union County Master Plan has a variety of planning goals and objectives designed to address major issues and influences that impact Union County's housing, land use, transportation/circulation and economic development. The County goals and objectives recognize the interrelationships of related policies of municipalities, regional agencies and the State regarding the future development of Union County."

The Union County Master Plan sets guidelines for the municipalities of Union County and aims to spur economic growth through commercial, residential and transportation development. The Union County Master Plan promotes development and redevelopment consistent with surrounding areas while revitalizing "older suburban areas through...commercial adaptive reuse...upgrading of community infrastructure and upgrading transportation and transit facilities."

The Roselle Park 510 Chestnut Street Redevelopment Plan is consistent with the Union County Master Plan, in that it involves the construction of multi-family apartments for multiple income groups which contributes to more variety of housing types within Roselle Park.

3. New Jersey State Plan and Redevelopment Plan

The Redevelopment Area is mapped within the Metropolitan Planning Area PA I as depicted on the New Jersey State Development and Redevelopment Plan. "In the Metropolitan Planning Area, the State Plan's intention is to provide for much of the state's future redevelopment; revitalize cities and towns; promote

Exhibit A
of Resolution No. 279-25

growth in compact forms; stabilize older communities; redesign areas of sprawl; protect the character of existing stable communities."

In 2001, the New Jersey State Planning Commission adopted The New Jersey State Development and Redevelopment Plan. A Final Draft of the State Development and Redevelopment Plan was reissued in 2010. The State Planning Act contains three key provisions that mandate the approaches the Plan must use in achieving State Planning Goals. The Plan must encourage development, redevelopment and economic growth in locations that are well situated with respect to present or anticipated public services or facilities and to discourage development where it may impair or destroy natural resources or environmental qualities; reduce sprawl; and promote development and redevelopment in a manner consistent with sound planning and where infrastructure can be provided at private expense or with reasonable expenditures of public funds. (N.J.S.A. 52:18A-196. et seq.). The general redevelopment plan strategy is to achieve all the State Planning Goals by coordinating public and private actions to guide future growth into compact, ecologically designed forms of development and redevelopment, and to protect the Environs, consistent with the Statewide Policies and the State Plan Policy Map.

The New Jersey State Plan Policy Map integrates the two critical spatial concepts of the State Plan—Planning Areas, and Center and Environs—and provides the framework for implementing the Goals and Statewide Policies. Each Planning Area has specific Intentions and Policy Objectives that guide the application of the Statewide Policies. The Policy Objectives ensure that the Planning Areas guide the development of location of Centers and protect the Environs. Applying the Statewide Policies through the State Plan Policy Map will achieve the goals of the State Planning Act.

According to the New Jersey State Development and Redevelopment Plan, the Redevelopment Area is located in the Metropolitan Planning Area, PA1. PA1 provides for much of the state's future redevelopment: revitalize cities and towns; promote growth in compact forms; stabilize older suburbs; redesign areas of sprawl; and protect the character of existing stable communities. As the name implies, the communities in this Planning Area often have strong ties to, or are influenced by, major metropolitan centers—the New York/Newark/Jersey City metropolitan region in the northeastern counties. The investment in passenger rail service in the Metropolitan Planning Area is represented by over 130 stations on eleven (11) heavy rail lines, two (2) rapid transit lines, two (2) light rail lines, and one (1) subway line.

This Redevelopment Plan is consistent with and will reinforce the goals and objectives of the State Development and Redevelopment Plan.

H. GENERAL PROVISIONS

1. Adverse Influences

No use or reuse shall be permitted which, when conducted under proper and adequate conditions and safeguards, will produce corrosive, toxic or noxious fumes, glare, electromagnetic disturbance, radiation, smoke, cinders, odors, dust or waste, undue noise or vibration, or other objectionable features so as to be detrimental to the public health, safety or general welfare.

2. Deviation Requests

In accordance with N.J.S.A. 40:55D-70 c(1), the Planning Board may grant variances allowing deviations from the regulations contained within this Redevelopment Plan where, by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or by reason of exceptional topographic conditions, pre-existing structures or physical features uniquely affecting a specific piece of property, the strict application of any such regulation adopted pursuant to this Redevelopment Plan, would result in peculiar practical difficulties to, or exceptional and undue hardship upon, the developer of such property. In accordance with N.J.S.A. 40:55c(2), the Planning Board may also grant such relief where the purposes of this Redevelopment Plan would be advanced by a deviation from the strict requirements of the Plan and the benefits of the deviation would substantially outweigh any detriments. No relief may be granted under the terms of this section unless such deviation or relief can be granted without substantial detriment to the public good and without substantial impairment of the intent and purpose of this Redevelopment Plan. An application for a variance from the requirements of this Redevelopment Plan shall provide public notice of such application in accord with the requirements of public notice as set forth in N.J.S.A. 40:55D-12a and b. Notwithstanding the above, any changes to the uses permitted in the Redevelopment Area, any deviation from any of the Conditional Uses or any change requiring a "d" variance in accordance with N.J.S.A. 40:55D-70 shall be permitted only by means of an amendment of the Redevelopment Plan by the Borough Council and only upon a finding that such amendment would be consistent with and in furtherance of the goals and objectives of the Plan.

3. Procedure for Amending the Approved Plan

This Redevelopment Plan may be amended from time to time upon compliance with the requirements of the Redevelopment Law. If the designated redeveloper requests such amendment said redeveloper shall pay an application fee and shall further reimburse the Borough for reasonable consulting costs, fees and expenses to undertake such amendment.

4. Development Review Process

Applications for redevelopment by a Redeveloper shall be reviewed as set forth herein. The application for redevelopment shall be reviewed by the Borough staff and professionals for a consistency determination which shall include, but not be limited to, a review of the project to determine general compliance with the proposed development and uses of the parcel and related standards in the Redevelopment Plan, the aesthetics of the project and the projects coordination with other existing projects and with proposed development and uses. The Borough and the Redeveloper shall negotiate a redevelopment agreement. The Borough Council may then adopt a resolution designating the redeveloper as the "Redeveloper" for the Redevelopment Area and authorizing the execution of the redevelopment agreement. No application may proceed to preliminary/final site plan approval prior to the designation of a redeveloper and the execution of a redevelopment agreement.

Exhibit A
of Resolution No. 279-25

I. DEFINITIONS

It is the intention of this Redevelopment Plan for the Redevelopment Area to supersede existing zoning (except as noted herein) as provided under the Local Redevelopment and Housing Law, N.J.S.A 40A:12A-1, et seq. However, this plan adopts the definitions of the Borough's Zoning Ordinance Section 40-601 by reference. The definitions of the Borough's Zoning Ordinance shall apply to this plan, unless this plan provides a superseding definition. The definitions defined in Section 40-601 apply to the redevelopment area with the exception of the following terms:

Pedestrian Scale: The relationship of a particular building, in terms of mass and scale to a pedestrian.

Building Step Back: The distance required from the primary building facade at the street grade to any building facade above the street level.

Main Façade: The primary face of the building located over surface parking.

Pop-Out / Protrusion: A portion of the primary building facade that projects into the building setback.

Redeveloper: Any person, firm, corporation or public entity that shall voluntarily seek and is designated as a Redeveloper by the Mayor and Council and shall enter into a Redevelopment Agreement in accordance with the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq.

RESOLUTION NO. 280-25

**ACCEPTING THE RESIGNATION OF ANDREW J. CASAIS
AS CLASS II MEMBER OF THE MUNICIPAL LAND USE BOARD**

BE IT RESOLVED that the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey hereby accepts the resignation of Andrew J. Casais as Class II Member of the Municipal Land Use Board effective September 4, 2025.

ADOPTED: September 4, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on September 4, 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. 281-25

**AUTHORIZING A \$20,000.00 INCREASE TO THE PROFESSIONAL SERVICE CONTRACT
WITH GARRUBBO & CAPECE, PC AS LABOR ATTORNEY FOR THE YEAR 2025
REFLECTING A REVISED CONTRACT AMOUNT NOT TO EXCEED \$55,000.00**

WHEREAS, the firm Garrubbo & Capece, PC 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, the firm Garrubbo & Capece, PC was appointed as Labor Attorney for the Borough of Roselle Park for the year 2025 through the adoption of Resolution No. 24-25; and,

WHEREAS, the firm Garrubbo & Capece, PC continues to perform all services as Labor Attorney for the Borough of Roselle Park consistent with the response submitted by said firm; and,

WHEREAS, adjustments to the maximum contract amount authorized in Resolution No. 24-25 were made pursuant to the adoption of Resolution No. 212-25; and,

WHEREAS, further adjustments to the authorized maximum contract amount have been deemed necessary, as attested by the Chief Financial Officer, to ensure the continuation of services.

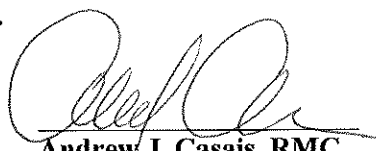
NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey, in accordance with the provisions of *N.J.A.C. 5:30-11.6 et seq.*, hereby authorize a \$20,000.00 increase to the maximum contract amount awarded to the firm Garrubbo & Capece, PC within their capacity as Labor Attorney for the Borough of Roselle Park, with a revised maximum contract amount not to exceed \$55,000.00 for year 2025; and,

BE IT FURTHER RESOLVED that charges incrementally incurred and paid associated with this contract shall be pursuant to the contract terms authorized in Resolution No. 24-25.

ADOPTED: September 4, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on September 4, 2025 with the below captioned results on a motion to adopt.

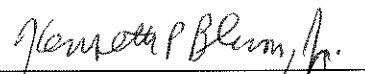
COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
SIGNORELLO (Mayor)						
PETROSKY			✓			
JOHNSON			✓			
SIGNORELLO			✓			
ROBAINA		✓	✓			
LYONS	✓		✓			
PATEL			✓			
ON CONSENT AGENDA	✓	YES	NO			



Andrew J. Casais, RMC
Borough Clerk

I hereby certify that funds are available in the

line item: 01-0240-00-01122-210



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

RESOLUTION NO. 282-25

AUTHORIZING A \$15,000.00 INCREASE TO THE PROFESSIONAL SERVICE CONTRACT WITH THE NEGLIA GROUP FOR PROFESSIONAL PLANNING SERVICES IN SUPPORT OF THE BOROUGH OF ROSELLE PARK'S FOURTH ROUND AFFORDABLE HOUSING COMPLIANCE EFFORTS REFLECTING A REVISED CONTRACT AMOUNT NOT TO EXCEED \$20,000.00

WHEREAS, the firm 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 Municipal Planner; and,

WHEREAS, the firm the Neglia Group was appointed as Municipal Planner for the Borough of Roselle Park for the year 2025 through the adoption of Municipal Land Use Board Resolution No. 2025-002; and,

WHEREAS, pursuant to Resolution No. 64-25, the firm the Neglia Group was awarded a Professional Services Contract in support of the Borough of Roselle Park's fourth round affordable housing compliance efforts; and,

WHEREAS, the firm the Neglia Group continues to perform all services as pursuant to Municipal Land Use Board Resolution No. 2025-002 and Mayor and Council Resolution No. 64-25; and,

WHEREAS, adjustments to the maximum contract amount authorized in Resolution No. 64-25 have been deemed necessary, as attested by the Chief Financial Officer, to ensure the continuation of services.

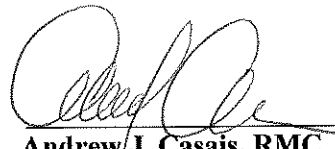
NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey, in accordance with the provisions of *N.J.A.C. 5:30-11.6 et seq.*, hereby authorize a \$15,000.00 increase to the maximum contract amount awarded to the firm the Neglia Group within their capacity as Municipal Planner for the Borough of Roselle Park, and, more specifically, pursuant to Resolution No. 64-25, with a revised maximum contract amount not to exceed \$20,000.00 for year 2025; and,

BE IT FURTHER RESOLVED that charges incrementally incurred and paid associated with this contract shall be pursuant to the contract terms authorized in Municipal Land Use Board Resolution No. 2025-002.

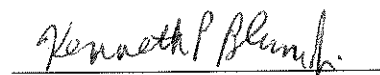
ADOPTED: September 4, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on September 4, 2025 with the below captioned results on a motion to adopt.

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


Andrew J. Casais, RMC
Borough Clerk

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


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

RESOLUTION NO. 283-25

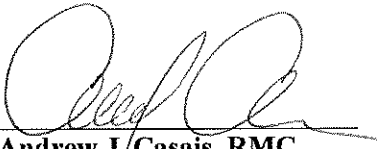
**AUTHORIZING THE TAX COLLECTOR TO ISSUE A REDUCTION AND/OR REFUND ON
ONE (1) SEWER UTILITY BILL IN THE TOTAL AMOUNT OF \$1,016.00**

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 hereby authorized to issue a reduction and/or refund on one (1) sewer utility bill totaling \$1,016.00 as follows:

Block	Lot	Address	Original Bill	Reduction/Refund	New Bill
1010	1	401 Hemlock Street	\$4,320.00	\$1,016.00	\$3,304.00

ADOPTED: September 4, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on September 4, 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. 284-25

**APPROVING THE TIME-DUE CALCULATION AND TERMS
OF FINAL PAYMENT FOR PETER KUPCZAK**

WHEREAS, Peter Kupczak was laid-off from employment with the Borough of Roselle Park with his final date of employment being August 8, 2025; and,

WHEREAS, it has been agreed by the Mayor and Council of the Borough of Roselle Park and Peter Kupczak that the break-down of time-due compensation will be paid as follows:

<u>Description</u>	<u>Amount of Days/Hours</u>	<u>Daily/Hourly Rate</u>	<u>Amount Due</u>
Compensatory Time	57.875 Hours	\$35.55	\$2,057.46
Total Due			<u>\$2,057.46</u>

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 Chief Financial Officer is hereby directed to pay Peter Kupczak the entitled compensation at the above schedule.

ADOPTED: September 4, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on September 4, 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

12-0930-00-00000 -

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. 285-25

AUTHORIZING CHANGE ORDER NO. 1 TO PORTOFINO BUILDERS, LLC FOR THE PROJECT, "IMPROVEMENTS TO BOY SCOUT PARK" IN THE AMOUNT OF A \$1,500.00 INCREASE (+1.53%) TO REFLECT A TOTAL CONTRACT AMOUNT OF \$99,500.00 AFTER ALL CHANGE ORDERS

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union County, State of New Jersey that upon the recommendation of the Borough Engineer, Change Order for the Contract listed below be and is hereby approved:

TITLE OF JOB: Improvements to Boy Scout Park

CONTRACTOR: Portofino Builders, LLC
69 Irwin Street, Springfield, New Jersey 07081

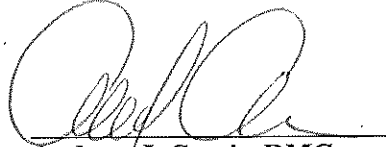
CHANGE ORDER Nº: 1

AMOUNT OF CHANGE THIS RESOLUTION: \$1,500.00 Increase (+1.53%) for an updated contract amount of \$99,500.00; and,

BE IT FURTHER RESOLVED that this Resolution to take effect immediately upon final adoption and upon certification by the Borough Treasurer that sufficient funds are available.

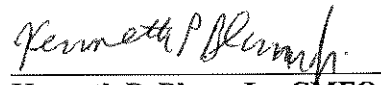
ADOPTED: September 4, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on September 4, 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: 04-2150-55-28190-105

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. 286-25

**AUTHORIZING CLOSE OUT OF THE CONTRACT WITH PORTOFINO BUILDERS, LLC
FOR THE PROJECT, "IMPROVEMENTS TO BOY SCOUT PARK"**

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that the contract for the project "Improvements to Boy Scout Park" was constructed by Portofino Builders, LLC of 69 Irwin Street Springfield, New Jersey 07081 in accordance with the plans, specifications and any approved change orders, as directed by the Borough's Special Projects Engineer; and,

BE IT FURTHER RESOLVED that final payment in the amount of \$4,440.00 is hereby approved.

ADOPTED: September 4, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on September 4, 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:

04-2150-55-26230-124 \$2,940.00
04-2150-55-28190-105 \$1,500.00


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. 287-25

APPOINTING GEORGE S. CASTRO TO THE POSITION OF CLASS III SPECIAL LAW ENFORCEMENT OFFICER WITHIN THE ROSELLE PARK POLICE DEPARTMENT

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey that George S. Castro be and is hereby appointed to the position of Class III Special Law Enforcement Officer of the Borough of Roselle Park effective September 8, 2025 at the rate of \$37.00 per hour not to exceed forty (40) hours per week; and,

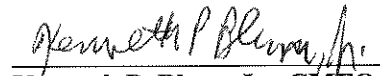
BE IT FURTHER RESOLVED that the foregoing appointment shall expire December 31, 2025.

ADOPTED: September 4, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on September 4, 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: 01-0240-00-01371-106


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. 288-25

**APPROVING THE INSERTION OF A NATIONAL OPIOID SETTLEMENT FUND GRANT AS
A SPECIAL ITEM OF REVENUE IN THE 2025 MUNICIPAL BUDGET IN THE AMOUNT OF
\$8,829.23**

WHEREAS, *N.J.S.A. 40A:4-87* provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and,

WHEREAS, the Director may also approve the insertion of any item of appropriation for equal amount.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2025 in the sum of \$8,829.23 which item is now available as a revenue from the National Opioid Settlement Fund Grant Program pursuant to the provisions of statute; and,

BE IT FURTHER RESOLVED, that the like sum of \$8,829.23 is hereby appropriated under the caption of the National Opioid Settlement Fund Grant Program; and,

BE IT FURTHER RESOLVED, that the Borough Clerk forward a certified copy of this Resolution with enclosures to the Chief Financial Officer to submit the Resolution electronically to the Director of the Division of Local Government Services.

ADOPTED: September 4, 2025

I hereby certify that the foregoing Resolution was acted upon by the governing body on September 4, 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			