

**TOWNSHIP OF CEDAR GROVE
ESSEX COUNTY NEW JERSEY**

COUNCIL STAFF MEETING

**MINUTES
7:00 P.M.**

MAY 21, 2018

1. ROLL CALL – OPEN PUBLIC MEETING STATEMENT BY MAYOR

Mayor Tanella called the meeting to order at 7:00 p.m. and made the required announcement concerning the Open Public Meetings Act as follows: Adequate notice of this meeting was duly provided to the Verona-Cedar Grove Times and the Star Ledger, filed with the Township Clerk, and posted on the public bulletin board in the Municipal Building's lobby in accordance with the Open Public Meetings Act.

Present: Councilmember Kumburis, Peterson, Vargo, Mayor Tanella

Also Present: Township Manager Tucci, Township Attorney Zielinski, Township Clerk Stutz

Absent: Deputy Mayor Cicala

2. APPROVAL OF MINUTES

a) Joint Meeting with Board of Education – February 27, 2018

Councilman Vargo moved approval of the minutes as presented, seconded by Councilwoman Peterson, and passed by the following vote:

AYE: Councilmember Kumburis, Peterson, Vargo, Mayor Tanella

NO: None

ABSENT: Deputy Mayor Cicala

b) Staff Meeting – March 19, 2018

Councilman Vargo moved approval of the minutes as presented, seconded by Councilwoman Peterson, and passed by the following vote:

AYE: Councilmember Kumburis, Peterson, Vargo, Mayor Tanella

NO: None

ABSENT: Deputy Mayor Cicala

c) Executive Session – March 19, 2018

Councilman Kumburis moved approval of the minutes as presented, seconded by Councilwoman Peterson, and passed by the following vote:

AYE: Councilmember Kumburis, Peterson, Vargo, Mayor Tanella

NO: None

ABSENT: Deputy Mayor Cicala

d) Staff Meeting – April 16, 2018

Councilman Vargo moved approval of the minutes as presented, seconded by Councilwoman Peterson, and passed by the following vote:

AYE: Councilmember Kumburis, Peterson, Vargo, Mayor Tanella

NO: None

ABSENT: Deputy Mayor Cicala

e) Executive Session – April 19, 2018

Councilman Kumburis moved approval of the minutes as presented, seconded by Councilwoman Peterson, and passed by the following vote:

AYE: Councilmember Kumburis, Peterson, Vargo, Mayor Tanella

NO: None

ABSENT: Deputy Mayor Cicala

3. **TOWNSHIP MANAGER** – The Township Manager announced the retirement of Lt. Tower from the Police Department. The Manager also noted comments from the Police Chief regarding the proposed ordinance to prohibit marijuana. There was consensus that the Township Attorney review for possible revision. Mr. Tucci also provided an update on the memorial plaque for Judge Scanlon and dedication scheduled for June 4th.
4. **TOWNSHIP ATTORNEY** – No report
5. **TOWNSHIP CLERK** – The Clerk noted a letter of resignation from a Library Board of Trustee member. The Clerk also noted a letter of interest from a resident regarding the Library Board of Trustees. There was consensus to interview the interested resident in executive session on 6/4 at 6:45 p.m.

6. COUNCIL REPORTS

Councilwoman Peterson reported that the CGHS Softball Team win the Essex County Tournament for the first time in eight years. There was consensus to recognize the team's accomplishment(s) following completion of their season.

Councilman Vargo reported that the follow-up event "Cedar de Mayo" was cancelled because of weather and advised the Downtown Advisory Committee is still planning to auction the "Artwalk" banners. Councilman Vargo provided follow-up information regarding Bill Fearon memorial at Panther Park.

Deputy Mayor Cicala joined the meeting at 7:15 p.m.

Mayor Tanella noted the upcoming annual reorganization meeting scheduled for July 2nd, and requested nominations for Mayor and Deputy Mayor. Councilman Vargo nominated Deputy Mayor Cicala to serve as Mayor, seconded by Councilwoman Peterson and agreed to unanimously. Councilwoman Peterson nominated Councilman Vargo to serve as Deputy Mayor, seconded by Deputy Mayor Cicala and agreed to unanimously.

7. NEW BUSINESS

- a) To consider introduction of Pending Ordinance #18-825 – 2018 Salaries Unrepresented Employees

The Clerk read the ordinance by title only:

AN ORDINANCE FIXING SALARY GRADES AND RANGES, WAGES AND FEES OF THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF CEDAR GROVE FOR FISCAL YEAR 2018.

BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF CEDAR GROVE AS FOLLOWS:

Section 1. Unless heretofore created and established in the Township of Cedar Grove, the salary grades and ranges, wages and fees of all officers and employees of the Township of Cedar Grove shall be as follows:

GROUP I - SALARY GRADES

<u>Grade</u>	<u>Position Classification</u>	<u>Minimum</u>	<u>Maximum</u>
1	Clerical Assistant Building Maintenance Worker	\$32,640.	\$40,954.
3	Assistant to Township Clerk Department Secretary Accounting/Payroll Assistant Tax/Utility Accounting Assistant Recreation Coordinator	35,700.	51,965.
4	Recreation Maintenance Worker	37,488.	54,374.
5	Communications Operator Deputy Court Clerk Health/Welfare/Sr. Transportation Planning/Zoning Coordinator	40,326.	59,978.
8	Assistant Municipal Treasurer Senior Recreation/Pool Coordinator Records Clerk-Police	46,159.	66,899.
9	Administrative Secretary Municipal Court Administrator Deputy Municipal Tax Collector Assistant Recreation Director	52,000.	77,165.
10	Construction Official/Com. Develop. Dir. Dir. of Assessments/Tax Assessor Director of Recreation	62,341.	92,615.

11	Director of Finance/Tax Collector/CMFO Municipal Engineer/Public Works Director	76,500.	140,080.
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		<u>MINIMUM</u>	<u>MAXIMUM</u>
L-2	Library Assistant	17,219.	43,506.
L-3	Technical Library Assistant	21,648.	47,048.
L-4	Senior Library Assistant	25,972.	51,872.
L-5	Prinicpal Library Assistant/Adm. Services	29,226.	56,699.
L-6	Supervising Library Assistant	31,390.	63,936.
L-7	Library Specialist	33,444.	68,733.
L-8	Children's Librarian	37,885.	72,379.
L-9	Senior Children's Librarian	41,133.	78,413.
L-10	Supervising Librarian	46,545.	85,651.
L-11	Library Director	60,616.	104,077.

Group II – Fixed Salaries and Fees

Township Clerk	\$ 88,499/year
Township Manager	189,950/year
Municipal Court Judge	39,749/year
Township Attorney	29,915/year – Non-retainer \$175./hr
Electrical Sub-Code Official	17,163/year
Plumbing Sub-Code Official	17,163/year
Prosecutor	371/session
Public Defender	265/session
Planning Board Attorney	215/session
Zoning Board Attorney	255/session

Group III – Part-Time Hourly

<u>Position Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Clerk Typist	\$ 9.17	\$11.24
Life Guards	8.60	14.23
School Traffic Guards	\$15.00	16.40
Public Health Nurse		22.40
Public Health Nurse/School Nurse		30.21
Municipal Alliance Co-ordinator		14.50
Bus Driver	15.30	20.50
Recreation Supervisor	8.60	12.59
Recreation Leader	8.60	9.47
Pool Maintenance Worker	8.60	10.61
Public Workers Helper	8.60	12.98
Shelver-Library	8.60	9.56
Library Aides	8.60	9.47
Technical Library Asst.	11.54	25.09
Administrative/Computer Asst.	16.17	32.17
Library Specialist	\$17.89	\$35.26

Senior Library Assistant	13.85	26.59
Principal Library	15.60	29.07
Violations Clerk	15.76	20.10

Section 2. The Township Council shall, by Resolution, and in accordance with labor contracts, fix the salary of each officer and employee within the salary range as set forth in Section 1 of the Ordinance.

Section 3. This Ordinance shall take effect twenty (20) days after the first publication after passage pursuant to law. When adopted, the provisions of Section 1 shall be retroactive to January 1, 2018 and shall be deemed to have taken effect as of that date.

Deputy Mayor Cicala moved that Pending Ordinance #17-825 be passed at first reading, published in the Verona-Cedar Grove Times as a pending ordinance with a public hearing of June 4, 2018, seconded by Councilman Vargo, and passed by the following vote:

AYE: Councilman Kumburis, Peterson, Vargo, Deputy Mayor Cicala, Mayor Tanella

NO: None

- b) To consider resolution concerning approval of raffle application – Somerset Hills Learning Institute

The following resolution had been posted on the bulletin board, and a brief synopsis was given by the Township Clerk:

WHEREAS, application for raffle license has been received from:

APPLICANTS

Somerset Hills Learning Institute
1810 Burnt Mills Rd.
Bedminster, NJ 07921

EVENTS, DATES TIMES & PLACE

Off-Premise Merchandise Raffle to be held
October 26, 2018 at 11:00 pm at
691 Pompton Ave., Cedar Grove NJ 07009

WHEREAS, the fees have been paid, and the application has been reviewed by the Township Clerk and found acceptable.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Cedar Grove that it does hereby approve said application.

Councilman Kumburis moved adoption of the resolution, seconded by Councilman Vargo, and passed by the following vote:

AYE: Councilman Kumburis, Peterson, Vargo, Deputy Mayor Cicala, Mayor Tanella

NO: None

- c) To consider resolution concerning approval of raffle applications – Cedar Grove Elks Club

The following resolution had been posted on the bulletin board, and a brief synopsis was given by the Township Clerk:

WHEREAS, applications for raffle licenses have been received from:

APPLICANTS

EVENTS, DATES TIMES & PLACE

Cedar Grove Elks Lodge #2237
405 Bowden Rd.
Cedar Grove NJ 07009

On-Premise Merchandise Raffle to be held
October 13, 2018 at 1:00 - 5:00 pm at
405 Bowden Rd., Cedar Grove NJ 07009

Cedar Grove Elks Lodge #2237
405 Bowden Rd.
Cedar Grove NJ 07009

Off-Premise 50/50 Raffle to be held
October 13, 2018 at 4:30 pm at
405 Bowden Rd., Cedar Grove NJ 07009

WHEREAS, the fees have been paid, and the applications have been reviewed by the Township Clerk and found acceptable.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Cedar Grove that it does hereby approve said applications.

Councilman Kumburis moved adoption of the resolution, seconded by Councilman Vargo, and passed by the following vote:

AYE: Councilman Kumburis, Peterson, Vargo, Deputy Mayor Cicala, Mayor Tanella

NO: None

- d) To consider resolution concerning award of pool concession contract

The following resolution had been posted on the bulletin board, and a brief synopsis was given by the Township Clerk:

WHEREAS, requests for proposal for the food and beverage concession at the Cedar Grove Community Pool were duly advertised for publicly opening on May 8, 2018; and

WHEREAS, a sole proposal was received from Greenlight Food Concession of Long Valley, NJ; and

WHEREAS, the Director of Recreation and Recreation Advisory Board reviewed the proposal and experience of the sole concessionaire; and

WHEREAS, the Director of Recreation recommends award of a one year contract to Greenlight Food Concessions.

NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of Cedar Grove, Essex County, New Jersey, that the Community Pool Food Concession Service for the 2018 season be awarded to Greenlight Food Concession, Long Valley, NJ, for \$12,001.00.

BE IT FURTHER RESOLVED that the proper township officials be directed to execute a contract on behalf of the township.

Councilman Vargo moved adoption of the resolution, seconded by Councilwoman Peterson, and passed by the following vote:

AYE: Councilman Kumburis, Peterson, Vargo, Deputy Mayor Cicala, Mayor Tanella

NO: None

- e) To consider resolution concerning award of contract for engineering design services – Mott MacDonald

The following resolution had been posted on the bulletin board, and a brief synopsis was given by the Township Clerk:

WHEREAS, The Township has a need for professional engineering design services for the Rehabilitation of VFW Water Tank project; and

WHEREAS, pursuant to advertising duly made for a fair and open contract in accordance with N.J.S.A. 19:44A-20.1 et. seq., proposals were received and publicly opened by the Township Clerk on March 29, 2018 as follows; and

<u>PROPOSER</u>	<u>AMOUNT</u>
Mott McDonald	\$ 79,500.
Suburban Consulting Engineers	\$ 97,500.

WHEREAS, the Municipal Engineer has recommended that a contract for the above referenced professional services be awarded to Mott McDonald; and

WHEREAS, funds are now available for this purpose in Bond Ordinance #12-751.

NOW, BE IT RESOLVED by the Township Council of the Township of Cedar Grove, Essex County, New Jersey, as follows:

1. The Township Manager is hereby authorized and directed to execute an agreement with Mott McDonald of Iselin, NJ, for an amount not to exceed \$79,500.00 in accordance with the proposal dated March 29, 2018.
2. This agreement is awarded as a “Professional Service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because of the technical of the professional services required for this project; and
3. A notice of this agreement shall be published in the Verona-Cedar Grove Times as required by law.

Deputy Mayor Cicala moved adoption of the resolution, seconded by Councilman Vargo, and passed by the following vote:

AYE: Councilman Kumburis, Peterson, Vargo, Deputy Mayor Cicala, Mayor Tanella

NO: None

8. APPROVAL OF BILLS

The Bill Resolution was read by title and amount as follows:

BE IT RESOLVED by the Township Council of the Township of Cedar Grove, County of Essex, New Jersey, that the attached summary of bills having been duly audited and found correct be and they are thereby ordered paid and that warrants be drawn on the Treasurer in the aggregate amount of \$ 2,695,924.78.

Deputy Mayor Cicala moved adoption of the resolution, seconded by Councilwoman Peterson, and passed by the following vote:

AYE: Councilmember Kumburis, Peterson, Deputy Mayor Cicala, Mayor Tanella

NO: None

ABSTAIN: Councilman Vargo

9. PUBLIC COMMENT

Mayor Tanella opened this portion of the meeting to anyone wishing to be heard. There being no one present wishing to be heard, Mayor Tanella closed this portion of the meeting.

10. ADJOURNMENT

There being nothing further to discuss, the staff council meeting adjourned at 7:25 p.m. by acclim.