

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

**COUNCIL STAFF MEETING**

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

**JUNE 15, 2015**

**1. ROLL CALL – OPEN PUBLIC MEETING STATEMENT BY MAYOR**

Mayor Longo 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: Councilman O'Toole, Tanella, Zunic, Deputy Mayor Chiusolo, Mayor Longo  
Also Present: Township Manager Tucci, Township Attorney Scrivo, and Township Clerk Stutz

**2. EXTRAORDINARY BUSINESS**

a) Recognition of Cedar Grove High School Softball Team  
Deputy Mayor Chiusolo recognized each member and coaching staff of the 2015 Cedar Grove High School Softball Team for winning the 2015 NJSIAA Group 1 State Championship. Citations signed by Senator O'Toole, and Assemblymen Russo and Rumano, and certificates of recognition from the Township were presented to each member. Deputy Mayor Chiusolo also presented Head Coach A.J. Agnor with a proclamation from the Township Council and noted that the last time the title was won by Cedar Grove was in 1979.

**3. PUBLIC HEARING**

- a) To consider adoption of Pending Ord. #15-784 – 2015 Salary Grades and Ranges, Wages and Fees of Municipal Employees

The ordinance was read 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 2015**

Mayor Longo opened the public hearing on this item. There being no one present wishing to be heard, Mayor Longo closed the public hearing.

Councilman Tanella moved that the ordinance be adopted at second reading, published in the Verona-Cedar Grove Times as a passed ordinance to take effect as prescribed by law, seconded by Councilman O'Toole, and passed by the following vote:

AYE: Councilman O'Toole, Tanella, Zunic, Deputy Mayor Chiusolo, Mayor Longo

NO: None

4. **TOWNSHIP MANAGER** – The Manager referred to a memo from the Municipal Engineer regarding award of bid for an influent screen at WWTP. Following a brief discussion, Councilman Tanella moved to concur with the Municipal Engineer’s recommendation for award subject to Township Attorney review. Motion was seconded by Councilman O’Toole and agreed to unanimously.
  
5. **TOWNSHIP ATTORNEY** – No report
  
6. **TOWNSHIP CLERK** – The Clerk referred to a memo regarding liaison appointments and Zoning Board re-appointments required for the July 1<sup>st</sup> reorganization meeting. The Clerk also noted correspondence regarding resignation of current student members to the Municipal Alliance Committee and letter of interest for said position. The Clerk noted information provided regarding the annual League of Municipalities Conference.

## 7. COUNCIL REPORTS

Deputy Mayor Chiusolo referred to a memo from the PBA Contract Committee requesting to meet to initiate new contract negotiations. Deputy Mayor Chiusolo and Mayor Longo offered to again serve on the negotiating committee. Councilman Tanella also offered to serve if needed. Deputy Mayor Chiusolo noted Councilman O’Toole’s end of service as a Councilmember and commended peers for the support and respect for each other.

Mayor Longo stated that Councilman O’Toole’s presence will be missed and thanked him for his service to the community.

Councilman O’Toole thanked fellow Councilmembers for the harmony experienced during his tenure. Councilman O’Toole described the end of his tenure as “bittersweet”.

Deputy Mayor Chiusolo initiated discussion of liaison appointments for the upcoming July 1<sup>st</sup> Reorganization meeting. Following discussion, there was consensus liaisons will stay the same with the following exceptions:

- Municipal Alliance Committee - Councilman-elect Kumburis
- Senior Citizen Club – Councilman-elect Kumburis
- Historical Society – Peter Tanella
- Regional Flood Control Board – Councilman-elect Kumburis

Following discussion of Zoning Board re-appointments there was consensus to re-appoint the two members with satisfactory attendance records, and schedule an executive session for 7/20 at 6:40 p.m. with the member with excessive absences.

## 8. NEW BUSINESS

- a) To consider resolution concerning approval of raffle application – CG Swim Team Assoc.

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**

**EVENTS, DATES TIMES & PLACE**

Cedar Grove Swim Team Parents Assoc.  
525 Pompton Ave.  
Cedar Grove NJ 07009

On-Premise draw raffles  
to be held at June 30, 2015, July 8, 16, 21,2015  
at 6:00 – 8:00 pm  
Cedar Grove Community Pool  
Slattery Drive., 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 Tanella moved adoption of the resolution, seconded by Councilman O’Toole, and passed by the following vote:

AYE: Councilman O’Toole, Tanella, Zunic, Deputy Mayor Chiusolo, Mayor Longo  
NO: None

- b) To consider resolution concerning award of contract for profession planning services for comprehensive update of Township Master Plan – Kasler Associates

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 planning services for the Comprehensive Township Master Plan and Re-examination Report; 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 May 6, 2015 as follows; and

<u>PROPOSER</u>	<u>AMOUNT</u>
MatrixNewWorld	\$ 37,500
Kasler Associates	\$ 42,500

**WHEREAS**, the Municipal Engineer and the Township Manager have recommended that a contract for the above referenced professional services be awarded to Kasler Associates; and

**WHEREAS**, funds are now available for this purpose in Bond Ordinance No. 15-783 .

**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 Kasler Associates of Springfield, New Jersey, for an amount not to exceed \$ 42,500.00 in accordance with the proposal dated April 30, 2015.
2. This agreement is awarded as a "Professional Service" in accordance with 40A:11-5(1)(a) of the Local Public Contracts Law because of the technical nature 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 Chiusolo moved adoption of the resolution, seconded by Councilman Zunic, and passed by the following vote:

AYE: Councilman O'Toole, Tanella, Zunic, Deputy Mayor Chiusolo, Mayor Longo

NO: None

- c) To consider resolution concerning waiver of developer agreement

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

**In the Matter of: Sethi & Sethi  
420 Pompton Ave.  
Block 200, Lots 28 and 26**

**BE IT RESOLVED** by the Township Council of the Township of Cedar Grove that pursuant to Section 38-32.1 of the Code of the Township of Cedar Grove, the governing body does hereby waive the requirements for a developer's agreement, performance guarantee and insurance certificate in connection with the above referenced project.

**BE IT FURTHER RESOLVED** that submission of the 5% post approval escrow required per Chapter 38-26.2 of the Code of the Township of Cedar Grove is also waived.

Councilman Tanella moved adoption of the resolution, seconded by Councilman Zunic, and passed by the following vote:

AYE: Councilman O'Toole, Tanella, Zunic, Deputy Mayor Chiusolo, Mayor Longo

NO: None

- d) To consider resolution concerning 2015 salaries of unrepresented municipal employees

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

WHEREAS, the Township Council of the Township Cedar Grove did adopt Ordinance No. 15-784 fixing salary grades and ranges, wages and fees of the officers and employees of the Township of Cedar Grove; and

WHEREAS, said ordinance provides that the Township Council shall, by resolution, fix the salary of each officer and employee within the salary ranges as set forth in Section One of the Salary Ordinance.

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of Cedar Grove that the salaries as hereinafter enumerated shall constitute the salaries for Fiscal Year 2015 for the officer and employees covered under Section One, Group I, of the Salary Ordinance.

TOWNSHIP OF CEDAR GROVE  
ESSEX COUNTY NEW JERSEY

2015 SALARY GUIDE

UNREPRESENTED EMPLOYEES

<u>GRADE</u>	<u>JOB CLASSIFICATION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
1	Clerical Assistant Building Maintenance Worker	\$30,000.	\$39,364.
3	Accounting/Payroll Assistant Assistant to the Township Clerk Department Secretary Tax/Utility Accounting Assistant Recreation Coordinator	\$35,000.	\$49,947.
4	Recreation Maintenance Worker Records Clerk-Police	\$30,753.	\$52,263.
5	Administrative Secretary Code Enforcement Officer Communications Officer Planning/Zoning Coordinator Deputy Court Administrator/Clerk Health/Sr. Transportation	\$37,592.	\$58,802.
8	Assistant Municipal Treasurer Building Inspector Senior Recreation/Pool Coordinator	\$42,259.	\$72,203.
9	Municipal Court Administrator Deputy Municipal Tax Collector Assistant Recreation Director	\$46,542.	\$82,972.

	SALARY	GRADE	LONGEVITY	JOB TITLE
Cafarella, Joseph	\$40,634.	3	---	Accounting/Payroll Asst.
McCarthy, Karen	45,212.	3	---	Dept.Sec.,Public Works
Meding, Martina	39,535.	3	---	Dept. Sec.,Build Dept.
Powers, Marie	41,513.	3	---	Tax/Utility Acct.Asst.
Fabrazzo, John	40,800.	3	---	Recreation Coordinator
Shorter, Lucia	\$51,463.	4	---	Records Clerk,Police
LaCapra, Antoinette	60,520.	5	---	Administrative, Secretary
Koster, Jackie	51,119.	5	---	Planning/Zoning Co-ord.
Courtney Demarest	38,760.	5	---	Deputy Court Admin.
Riou, Debra	44,280.	5	---	Health/Sr.Trans.Admin.
Fields, Susan	62,696.	8	---	Asst.Mun.Treasurer
Verrengia, Suzanne	49,980.	9	---	Asst. Rec. Director
Platvoet, Theresa	60,180.	9	---	Court Administrator
Walsh, Nancy	65,125.	9	---	Dept.Mun,Tax Collector

DEPARTMENT DIRECTORS

<u>GRADE</u>	<u>JOB CLASSIFICATION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
10	Director of Assessments Director of Recreation Director of Com. Develop. Dir./ Construction Official	\$51,119.	\$87,274.
11	Dir. Of Finance/Tax Collector/ CMFO Municipal Engineer	\$56,242.	\$123,026.

  

	<u>SALARY</u>	<u>GRADE</u>	<u>LONGEVITY</u>	<u>JOB TITLE</u>
Hamilton, Richard	\$ 70,671.	10	---	Director of Assessments
Landolfi, Marisa	\$ 64,260.	10	---	Director of Recreation
D'Ascensio, John	\$ 84,631.	10	---	Comm.Develop. Dir./ Construction Official
Homa, William	\$123,025.	11	---	Director of Finance/ Tax Collector/CMFO
Palumbo, Alex	\$118,439.	11	---	Dir. of Public Works/ Township Engineer

FREE PUBLIC LIBRARY

<u>GRADE</u>	<u>JOB CLASDSIFICATION</u>	<u>MINIUM</u>	<u>MAXIMUM</u>
L-2	Library Assistant	\$16,793.	\$41,817.
L-3	Technical Library Assistant	\$21,224.	\$45,221.
L-4	Senior Library Assistant	\$25,469.	\$49,858.
L-5	Principal Library Assistant Administrative Services	\$28,653.	\$54,497.
L-6	Supervising Library Assistant	\$30,775.	\$61,453.
L-7	Library Specialist	\$32,897.	\$66,064.
L-8	Children's Librarian	\$37,142.	\$69,569.
L-9	Senior Children's Librarian	\$40,326.	\$75,368.
L-10	Supervising Librarian	\$45,632.	\$82,325.
L-12	Library Director	\$59,427.	\$102,036.

	<u>SALARY</u>	<u>GRADE</u>	<u>LONGEVITY</u>	<u>JOB TITLE</u>
Havel, Peter	\$84,897.	12	---	Library Director
Wolverton, Catherine	\$85,000.	12	---	Library Director
Cheetham, Natalie	\$53,809.	8	---	Children's Librarian
DeVingo, Patricia	\$47,128.	5	---	Supr. Lib. Asst.
Falcone, Francine	\$39,899.	5	---	Adm. Services
Longo, Ursula	\$39,178.	4	---	Lib.Asst.

Councilman O'Toole moved adoption of the resolution, seconded by Councilman Tanella, and passed by the following vote:

AYE: Councilman O'Toole, Tanella, Zunic, Deputy Mayor Chiusolo, Mayor Longo

NO: None

## **9. 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 \$ 2,635,727.28.

Councilman Zunic moved adoption of the resolution, seconded by Councilman Tanella, and passed by the following vote:

AYE: Councilman O'Toole, Tanella, Zunic, Deputy Mayor Chiusolo, Mayor Longo

NO: None

## **10. PUBLIC COMMENT**

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

## **11. ADJOURNMENT**

There being nothing further to discuss, the staff council meeting adjourned at 7:30 p.m. by acclaim.