

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

COUNCIL STAFF MEETING

MINUTES

OCTOBER 16, 2023

1. ROLL CALL – OPEN PUBLIC MEETING STATEMENT BY MAYOR

Mayor Peterson 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 Maceri, Mega, Zazzali, Deputy Mayor Skabich, Mayor Peterson

Also Present: Township Manager Zichelli, Township Attorney Nabbie, Township Clerk Forde

2. APPROVAL OF MINUTES

a) Executive Session – September 11, 2023

Councilman Maceri moved approval of the minutes without release, seconded by Councilwoman Mega, and passed by the following vote:

AYE: Councilmember Maceri, Mega, Mayor Peterson

NO: None

ABSTAIN: Councilman Zazzali, Deputy Mayor Skabich

b) Staff Meeting – September 25, 2023

Deputy Mayor Skabich moved approval of the minutes as presented, seconded by Councilman Maceri, and passed by the following vote:

AYE: Councilmember Maceri, Mega, Zazzali, Deputy Mayor Skabich

NO: None

ABSTAIN: Mayor Peterson

c) Executive Session – September 25, 2023

Deputy Mayor Skabich moved approval of the minutes without release, seconded by Councilwoman Mega, and passed by the following vote:

AYE: Councilmember Maceri, Mega, Zazzali, Deputy Mayor Skabich

NO: None
ABSTAIN: Mayor Peterson

- 3. TOWNSHIP MANAGER** – The Township Manager reported there were plans to redo the Library’s flooring. He reported that he hoped to have more information to report the Council during the November staff meeting.

Councilman Maceri reported that he attended the Library Board Meeting and expected updates on the questions he posed to the Director by the next Meeting.

The Township Manager reported the 2024 budget would be a tight one. He reported that the Township had \$100 in the CAP Bank, notwithstanding the 2% CAP. He reported he sought ways to save money. The Township Manager reported he spoke with the Superintendent of School Anthony Grasso regarding facilities and how to recuperate money from the Board of Education. He said they agreed to split the hourly fees. The Township Manager reported major capital improvements were underway.

- 4. TOWNSHIP ATTORNEY** – No Report.

- 5. TOWNSHIP CLERK** – The Township Clerk updated Council on Board vacancies and expirations. The Township Clerk advised Council that she would advertise for volunteers to the respective Boards/Commissions.

6. COUNCIL REPORTS

Councilman Zazzali – No Report.

Councilman Maceri – No Report.

Councilwoman Mega – No Report.

Deputy Mayor Skabich – No Report.

Mayor Peterson – No Report.

7. AWARD OF BID

- a) To consider resolution concerning the award of bid for Police Vehicle Upfitting Equipment to East Coast Emergency Lighting.

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

WHEREAS pursuant to advertising duly made, proposals were received for Police Vehicle Upfitting Equipment, and were publicly opened and read by the Township Clerk on October 3, 2023 as follows:

YP Signal Corp	\$25,672.45
Major Police Supply	\$29,363.25
East Coast Emergency Lighting	\$24,983.28
Tidewater Fleet Supply	\$34,129.17

WHEREAS, the Township Attorney and Township Manager have recommended that a contract for the above referenced services be awarded to East Coast Emergency Lighting as the lowest responsible proposer; and

WHEREAS, funds are available for this purpose from the DEA Asset Forfeiture in the amount of \$15,866.12 and Capital Ordinance #67062393 in the amount of \$9,117.16; and

NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of Cedar Grove that the award be made to East Coast Emergency Lighting, of Millstone Township, New Jersey, to upfit Police Ford Explorers years 2020, 2021 and 2022; and

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

Councilman Maceri moved adoption of the resolution, seconded by Councilman Zazzali passed by the following vote:

The Township Manager reported that the Police Department went to bid was budgeted for under the Capital Ordinance in the amount of \$25,672.00.

AYE: Councilmember Maceri, Mega, Zazzali, Deputy Mayor Skabich, Mayor Peterson
NO: None

8. NEW BUSINESS

- a) To consider resolution concerning refund of tax payment.

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

WHEREAS, it has been determined upon investigation of the Township Manager that the following property tax payment be refunded:

<u>Block</u>	<u>Lot</u>	<u>Owner & Location</u>	<u>Refund Amount</u>	<u>Reason</u>
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171	8	Abajian William D & Lauren A 153 Young Avenue Cedar Grove, NJ 07009	\$64.84	Overpayment
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Payment tendered by and
 refunded to:
 Solidifi Title & Closing
 LLC
 88 Silva Lane Suite 210
 Middletown, RI 02842

\$64.84

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Cedar Grove that the Tax Collector is hereby authorized to issue a refund in the total amount of \$64.84.

Councilman Maceri moved adoption of the resolution, seconded by Councilman Zazzali passed by the following vote:

AYE: Councilmember Maceri, Mega, Zazzali, Deputy Mayor Skabich, Mayor Peterson
 NO: None

b) To consider resolution concerning approval of raffle application – Alpine Learning Group Foundation.

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

APPLICANTS

EVENTS, DATES TIMES & PLACE

Community Church of Cedar Grove
 65 Bowden Rd.
 Cedar Grove NJ 07009

Off-Premise 50/50 Raffle to be held
 November 19, 2023 at 12:00 PM at
 65 Bowden Rd., 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.

Deputy Mayor Skabich moved adoption of the resolution, seconded by Councilwoman Mega passed by the following vote:

AYE: Councilmember Maceri, Mega, Zazzali, Deputy Mayor Skabich, Mayor Peterson
NO: None

- c) To consider resolution appointing Rebecca Roth as Chief Financial Officer.

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

WHEREAS, N.J.S.A. 40A:9-140.10 requires every municipality in the State of New Jersey to have a Chief Financial Officer to be appointed by the governing body; and

WHEREAS, N.J.S.A. 40A:9-140.10 further provides that the term of office of the Chief Financial Officer “shall be four years, which shall run from January 1 in the year the Chief Financial Officer is appointed”; and

WHEREAS, the Township of Cedar Grove is in need of a Chief Financial Officer; and

WHEREAS, Rebecca Roth holds a current required Certified Municipal Finance Officer Certificate; and

WHEREAS, the Township Council has determined that Rebecca Roth has the qualifications and experience to hold the position and perform the duties of Chief Financial Officer; and

NOW, THEREFORE BE IT RESOLVED, that Rebecca Roth is hereby appointed to the position of Chief Financial Officer of the Township of Cedar Grove; and

BE IT FURTHER RESOLVED, that Rebecca Roth’s appointment shall commence November 13, 2023, and that pursuant to the provisions of N.J.S.A. 40A:9-140.10, Ms. Roth’s term of office shall be four years, beginning for purposes of statutory tenure on January 1, 2023 and ending on December 31, 2026.

Councilwoman Mega moved adoption of the resolution, seconded by Councilman Zazzali passed by the following vote:

AYE: Councilmember Maceri, Mega, Zazzali, Deputy Mayor Skabich, Mayor Peterson
NO: None

9. APPROVAL OF BILLS

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

BE IT RESOLVED, by the Township of Cedar Grove, County of Essex, New Jersey, that the summary of bills, having been duly audited and found to be correct, are hereby ordered paid and that warrants be drawn by the Treasurer in the aggregated amount of \$550,959.31.

Deputy Mayor Skabich moved adoption of the resolution, seconded by Councilman Maceri passed by the following vote:

AYE: Councilmember Maceri, Mega, Zazzali, Deputy Mayor Skabich, Mayor Peterson
NO: None

- b) The June 5, 2023 Bill Resolution was read by title and amount as follows:

BE IT RESOLVED, by the Township of Cedar Grove, County of Essex, New Jersey, that the summary of bills, having been duly audited and found to be correct, are hereby ordered paid and that warrants be drawn by the Treasurer in the aggregated amount of \$754,521.85.

Councilman Maceri moved adoption of the resolution, seconded by Councilman Zazzali passed by the following vote:

The Township Manager reported this was the first Bill List completed without a CFO. He explained there were some errors reflected in the escrow account.

AYE: Councilmember Maceri, Mega, Zazzali, Deputy Mayor Skabich, Mayor Peterson
NO: None

- c) The July 10, 2023 Bill Resolution was read by title and amount as follows:

BE IT RESOLVED, by the Township of Cedar Grove, County of Essex, New Jersey, that the summary of bills, having been duly audited and found to be correct, are hereby ordered paid and that warrants be drawn by the Treasurer in the aggregated amount of \$6,245,022.01.

Councilwoman Mega moved adoption of the resolution, seconded by Councilman Zazzali passed by the following vote:

AYE: Councilmember Maceri, Mega, Zazzali, Deputy Mayor Skabich, Mayor Peterson
NO: None

10. PUBLIC COMMENT

Mayor Peterson opened this portion of the meeting to anyone wishing to be heard.

1. Christopher Lolito – Mr. Lotito expressed his concern regarding turf being used for field upgrades, specifically Community Park.

The Township Manager reported the RFP that was awarded was for design work only. He explained the design work was approximately 10% complete.

There being no one else present wishing to be heard, Mayor Peterson closed this portion of the meeting.

11. ADJOURNMENT

There being nothing further to discuss, the staff council meeting adjourned at 7:21 p.m. by acclim.