

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

**COUNCIL STAFF MEETING**

**MINUTES**

**JANUARY 22, 2024**

**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: Councilmembers Mega, Zazzali, Deputy Mayor Skabich, Mayor Peterson  
Also Present: Township Manager Zichelli, Township Attorney Nabbie, Township Clerk Forde  
Absent: Councilman Maceri

**2. APPROVAL OF MINUTES**

a) Staff Meeting – December 18, 2023

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

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

b) Executive Session – December 18, 2023

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

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

c) Regular Meeting – January 8, 2024

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

AYE: Councilmember Mega, Deputy Mayor Skabich, Mayor Peterson

NO: None  
ABSTAIN: Councilman Zazzali  
ABSENT: Councilman Maceri

d) Executive Session – January 8, 2024

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

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

3. **TOWNSHIP MANAGER** – No Report. The Township Manager requested an Executive Session to discuss personnel and potential litigation.
4. **TOWNSHIP ATTORNEY** – No Report.
5. **TOWNSHIP CLERK** – No Report.
6. **COUNCIL REPORTS**

Councilman Zazzali – No Report.

Councilwoman Mega – Councilwoman Mega reported the Historical Society sought new members. She encouraged residents to join.

Deputy Mayor Skabich – No Report.

Mayor Peterson – No report.

7. **CONSENT**

- a) To consider resolution concerning reappointment to the Municipal Alliance Committee.

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

**BE IT RESOLVED** by the Township Council of the Township of Cedar Grove, County of Essex, New Jersey, that, Rev. Sarah Welch-Pomerantz be reappointed as a member of the Municipal Alliance Committee effective immediately and terminating December 31, 2026.

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

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

- b) To consider resolution concerning approval of raffle application – Cedar Grove Elks.

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

**WHEREAS**, an application for raffle license has been received from:

**APPLICANTS**

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

**EVENTS, DATES TIMES & PLACE**

On-Premise 50/50 Raffle to be held  
 February 24, 2024 at 6PM– 8PM at  
 405 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.

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

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

- c) To consider resolution concerning a correction to the Holiday Schedule.

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

**BE IT RESOLVED** the Township Council of the Township of Cedar Grove, Essex County, New Jersey, approved the following official holidays shall to be observed by the Township of Cedar Grove for the year 2024. The official observance for Juneteenth, moving forward, is recognized on the third Friday of June; therefore, the date has been changed to Friday, Jun 21, 2024.

**2024 HOLIDAY SCHEDULE**

January 1	Monday	New Year’s Day
January 15	Monday	Martin Luther King, Jr. Day
February 19	Monday	President's Day
March 29	Friday	Good Friday

May 27	Monday	Memorial Day
<b>June 21</b>	<b>Friday</b>	<b>Juneteenth*</b>
July 4	Thursday	Independence Day
September 2	Monday	Labor Day
October 14	Monday	Columbus Day
November 11	Monday	Veteran’s Day
November 28	Thursday	Thanksgiving Day
November 29	Friday	Thanksgiving
December 25	Wednesday	Christmas Day

**\*Amended date**

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

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

- d) To consider resolution concerning approval of raffle application – Cedar Grove Elks.

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

**WHEREAS**, an application for raffle license has been received from:

**APPLICANTS**

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

**EVENTS, DATES TIMES & PLACE**

Off-Premise 50/50 Raffle to be held  
 September 7, 2024 at 5:30PM held at  
 405 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.

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

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

## 8. NEW BUSINESS

- a) To consider resolution concerning the appointment of a Deputy Tax Collector.

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

### **A RESOLUTION APPOINTING REBECCA M. ROTH DEPUTY TAX COLLECTOR**

**WHEREAS**, Article X, §3-22.2 provides that the Township Manager shall appoint a Tax Collector; and

**WHEREAS**, the Township has appointed Christopher Tufaro, CTC, as the Township's Tax Collector; and

**WHEREAS**, in the event of the Tax Collector's absence or similar inability to perform the statutory functions of Tax Collector, the Township deems it of importance to appoint a Deputy Tax Collector; and

**WHEREAS**, Rebecca M. Roth, CMFO, CTC, QPA, RMC possesses the necessary qualifications to serve as Deputy Tax Collector.

**NOW THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Cedar Grove, County of Essex, State of New Jersey that the Township Manager is hereby authorized to appoint Rebecca M. Roth, CMFO, CTC, QPA, RMC as Deputy Tax Collector effective immediately.

The Township Manager reported the Deputy Tax Collector would not receive additional compensation.

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

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

NO: None

ABSENT: Councilman Maceri

- b) To consider resolution authorizing refund of taxes due to NJ Tax Court Judgments.

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

### **RESOLUTION AUTHORIZING REFUND OF TAXES DUE TO NJ TAX COURT JUDGMENTS**

WHEREAS, the Tax Collector has certified to the Township of Cedar Grove payments be refunded as a result of overpayments due to NJ Tax Court Judgments

WHEREAS, the Governing Body has reviewed said certification and approved the same.

NOW THEREFORE, BE IT RESOLVED by the Township Council of the Township of Cedar Grove, being the Governing Body thereof that payment is refunded as follows:

Block/Lot/Qualifier	Refund to:	Amount:
Block 222 Lot 40 526 Ridge Rd.	Skoloff & Wolfe PC 293 Eisenhower Parkway Livingston, NJ 07039	\$60,340.39
Block 330 Lot 1 25 E. Lindsley Road	Skoloff & Wolfe PC 293 Eisenhower Parkway Livingston, NJ 07039	\$101,479.18

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

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

NO: None

ABSENT: Councilman Maceri

- c) To consider resolution authorizing change order no. 1, 2, 3 and Acceptance of Maintenance Bond and Release of Performance Bond for Bridgeway Associates Corp for the Equalization Tank Rehabilitation Bid Awarded to Bridgeway Associates Corp on September 11, 2023 – Overall Increase in Contract of \$29,100.00 Total Not to Exceed \$418,700.00.

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

**RESOLUTION**

**AUTHORIZING CHANGE ORDER NO. 1, 2, 3 AND ACCEPTANCE OF MAINTENANCE BOND AND RELEASE OF PERFORMANCE BOND FOR BRIDGEWAY ASSOCIATES CORP. FOR THE EQUALIZATION TANK REHABILITATION BID AWARDED TO BRIDGEWAY ASSOCIATES CORP. ON SEPTEMBER 11, 2023 – OVERALL INCREASE IN CONTRACT OF \$29,100.00; TOTAL NOT TO EXCEED \$418,700.00**

WHEREAS, a contract was awarded by the Township Council at a meeting held on September 11, 2023 to Bridgeway Associates Corp. for the Equalization Tank Rehabilitation Bid, in the amount of \$389,600.00, Agenda Item #4(b); and

WHEREAS, it has been determined that certain changes and modifications were needed, and

WHEREAS, Change Order 1 increases the amount of the contract by \$12,000.00 which is 3.1% more than the original contract award; and

WHEREAS, Change Order 2 increases the amount of the contract by \$2,100.00 which is 0.6% more than the original contract award; and

WHEREAS, Change Order 3 increases the amount of the contract by \$15,000.00 which is 3.9% more than the original contract award; and

WHEREAS the Maintenance Bond has now been received, reviewed, and approved by the Township Attorney; and

NOW, THEREFORE BE IT HEREBY RESOLVED that the Township Council of the Township of Cedar Grove hereby authorizes the Change Order Nos. 1, 2 & 3 increasing the contract in the amount of \$29,100.00 for a total not to exceed \$418,700.00.

BE IT FURTHER RESOLVED that the Township Council of the Township of Cedar Grove hereby accepts Maintenance Bond No. 100001388 which is on file in the Office of the Township Clerk, and hereby authorizes the release of Performance Bond No. 100001388 as well as the release of Labor & Materials Bond 100001388 and that the final payment is hereby authorized to be released.

The Township Manager reported the funding for this project was earmarked ten years ago. He reported he was happy to announce both tanks were online and functioning.

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

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

NO: None

ABSENT: Councilman Maceri

- d) To consider resolution concerning the Municipal Alliance Grant.

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

### **RESOLUTION**

**WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliance for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

**WHEREAS**, the Township Council of the Township of Cedar Grove, County of Essex, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

**WHEREAS**, the Township Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

**WHEREAS**, the Township Council has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Essex.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Cedar Grove, County of Essex, State of New Jersey hereby recognizes the following:

1. The Township Council does hereby authorize submission of a strategic plan for the Cedar Grove Municipal Alliance grant funding for period July 1, 2024 to June 30, 2025 in the amount of:

DEDR	\$10,121.26
Cash Match	\$2,530.32
In-Kind	\$7,590.95

2. The Township Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

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

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

- e) To consider resolution authorizing Change Order No. 1 and Authorizing Payment 1 to D&L Paving Contractors for Partial Completion of Reconstructing the Little Falls Road Basketball Courts for the Bid Awarded to D&L Paving Contractors on September 11, 2023 – Reflecting an Overall Increase of \$8,846.80 – Total Not to Exceed \$140,403.20.

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

**RESOLUTION**

**AUTHORIZING CHANGE ORDER NO. 1 AND AUTHORIZING PAYMENT 1 TO D&L PAVING CONTRACTORS FOR PARTIAL COMPLETION OF**



**RECONSTRUCTING THE LITTLE FALLS ROAD BASKETBALL COURTS FOR THE BID AWARDED TO D&L PAVING CONTRACTORS. ON SEPTEMBER 11, 2023 – REFLECTING AN OVERALL INCREASE OF \$8,846.80-- TOTAL NOT TO EXCEED \$140,403.20.**

**WHEREAS**, a contract was awarded by the Township Council at a meeting held on September 11, 2023 to D&L Paving Contractors for the Reconstruction of Basketball Courts on Little Falls Road, in the amount of \$131,556.40, Agenda Item #4(A); and

**WHEREAS**, it has been determined that certain changes and modifications were needed, and

**WHEREAS**, Change Order 1 increases the amount of the contract by \$8,846.80 which is 6.72% more than the original contract award.

**NOW, THEREFORE BE IT HEREBY RESOLVED** by the Township Council of the Township of Cedar Grove hereby authorizes Change Order No. 1 increasing the contract in the amount of \$8,846.80 for a total not to exceed \$140,403.20, is hereby approved.

**BE IT FURTHER RESOLVED** that the Township Council of the Township of Cedar Grove authorizes payment 1 in the amount of \$116,034.74 to D& L Paving Contractors.

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

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

- f) To consider resolution authorizing Changer Orders No. 1 and No. 2 and Acceptance of Maintenance Bond for American Asphalt & Trucking LLC for the Reconstruction of Anderson Parkway, Reflecting an Overall Decrease of \$24,298.09 total Contract Not to Exceed \$280,333.77

### **RESOLUTION**

**AUTHORIZING CHANGE ORDERS NO. 1 NO. 2 AND ACCEPTANCE OF MAINTENANCE BOND FOR AMERICAN ASPHALT & TRUCKING LLC FOR THE RECONSTRUCTION OF ANDERSON PARKWAY, REFLECTING AN OVERALL DECREASE OF \$24,298.09 TOTAL CONTRACT NOT TO EXCEED \$280,333.77.**

**WHEREAS**, a contract was awarded by the Township Council at a meeting held on March 20, 2023 to American Asphalt & Trucking LLC for the Reconstruction of Anderson Parkway in the amount of \$304,631.86 Agenda Item #7(A); and

**WHEREAS**, it has been determined that certain changes and modifications were needed, and

**WHEREAS**, Change Order 1 decreases the amount of the contract by \$22,519.68 which is 7.39% less than the original contract award; and

**WHEREAS**, Change Order 2 decreases the amount of the contract by \$1,778.41 which is 7.98% less than the original contract award; and

**WHEREAS**, the Maintenance Bond has been received, reviewed, and approved by the Township Manager.

**NOW, THEREFORE BE IT HEREBY RESOLVED** by the Township Council of the Township of Cedar Grove hereby authorizes Change Order No. 1 and Change Order No. 2, which decreases the contract in the amount of \$24,298.09 for a total not to exceed \$280,333.77.

**BE IT FURTHER RESOLVED** by the Township Council of the Township of Cedar Grove hereby accepts Maintenance Bond No. CSC-229327M which is on file in the Office of the Township Clerk and that the final payment is hereby authorized to be released.

The Township Manager reported there was a reduction in cost in the amount budgeted for this project.

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

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

NO: None

ABSENT: Councilman Maceri

## 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 \$7,564,032.19.

The Township Manager reported \$2.7 million went toward the Board of Education and \$2.5 million went toward taxes.

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

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

NO: None  
ABSENT: Councilman Maceri

## 10. PUBLIC COMMENT

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

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

### AUTHORIZATION TO GO INTO EXECUTIVE SESSION

WHEREAS, Section 8 of the Open Public Meetings' Act (N.J.S.A.10:4-12 (b) (1-9) permits the exclusion of the public from a Meeting of the Mayor and Council in certain circumstances; and

WHEREAS, the Mayor and Council of the Township of Cedar Grove are of the opinion that such circumstances exist.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Cedar Grove, County of Essex, State of New Jersey that:

1. The public shall be excluded from discussion of any action in the Executive Session of the Meeting of the Mayor and Council of January 22, 2024.
2. The general nature of the subject matters to be discussed are personnel and potential litigation.
3. It is anticipated at this time that the above stated subject matter will be made public as soon thereafter as it is deemed in the public interest to do so.
4. This Resolution shall take effect immediately.

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

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

## 11. ADJOURNMENT

There being nothing further to discuss, the staff council meeting adjourned at 7:09 p.m. by acclaim.