

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

COUNCIL STAFF MEETING

MINUTES

NOVEMBER 20, 2023

1. ROLL CALL – OPEN PUBLIC MEETING STATEMENT BY MAYOR

Deputy Mayor Skabich 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 Mega, Zazzali, Deputy Mayor Skabich

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

Absent: Councilmember Maceri, Mayor Peterson

2. APPROVAL OF MINUTES

a) Staff Meeting – October 16, 2023

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

AYE: Councilmember Mega, Zazzali, Deputy Mayor Skabich

NO: None

ABSENT: Councilman Maceri, Mayor Peterson

b) Executive Session – October 16, 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

NO: None

ABSENT: Councilman Maceri, Mayor Peterson

c) Executive Session – November 6, 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
NO: None
ABSENT: Councilman Maceri, Mayor Peterson

3. **TOWNSHIP MANAGER** – The Township Manager reported the Christmas Tree Lighting Ceremony was scheduled for December 1, 2023 at 6 PM at Community Park. The Township Manager reported he received correspondence regarding leaf blowers. He recommended the Township not change the Ordinance.
4. **TOWNSHIP ATTORNEY** – No Report.
5. **TOWNSHIP CLERK** – No Report

6. COUNCIL REPORTS

Councilman Zazzali – No Report.

Councilwoman Mega – Councilwoman Mega reported Morgan’s Farm was participating in the Holiday House Tour on December 2nd and December 3rd.

Deputy Mayor Skabich – No Report.

7. CONSENT AGENDA

- a) To consider resolution concerning reappointment of Environmental Commission members.

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 Tim Heyer be re-appointed as a member of the Environmental Commission for a three-year term effective January 1, 2024 and terminating December 31, 2026.

BE IT FURTHER RESOLVED, THAT Sharon Duhaney who was originally appointed as an Alternate #2 member is appointed to a full three-year term effective January 1, 2024 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
NO: None
ABSENT: Councilman Maceri, Mayor Peterson

- b) To consider resolution concerning reappointment of Advisory Health Council Member.

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 Radhika Pisupati be re-appointed as a member of the Advisory Health Council for three-year terms, effective January 1, 2024 and terminating December 31, 2026.

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

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

- c) To consider resolution concerning reappointment of Municipal Alliance Committee member.

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 Michael Grabas be re-appointed to the Alliance for Substance Abuse Prevention Committee (aka Municipal Alliance Committee) for a three-year term, effective January 1, 2024 and expiring December 31, 2026.

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

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

- d) To consider resolution concerning reappointment of Recreation Advisory Board members.

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 Tom Perri be re-appointed as a member of the Recreation Advisory Board for a three year term, effective January 1, 2024 and terminating December 31, 2026.

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

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

- e) To consider resolution concerning renewal of Amusement Device License.

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

WHEREAS, the following businesses have applied for renewal of their Amusement Device License for 2024:

APPLICANT	TRADE NAME	LICENSE FOR
Al Lombardi (<i>Owner</i>)	Lombardi	Juke Box/Video Game
Edward Fitzpatrick (<i>Owner</i>)	Grasshopper	Juke Box/Video Game

WHEREAS, the application has been reviewed, the fee has been paid, and the Fire Prevention Bureau, Code Enforcement Official, the Police Department have all made inspections and certify that the above locations comply with local ordinances;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Cedar Grove that the Township Clerk be directed to renew the license of the above-named establishment.

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

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

- f) 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:

<u>APPLICANTS</u>	<u>EVENTS, DATES TIMES & PLACE</u>
Cedar Grove Elks Lodge #2237 405 Bowden Road Cedar Grove NJ 07009	On-Premise 50/50 Raffle to be held December 15, 2023 from 6:00 PM to 10 PM at Cedar Grove Elks Lodge 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 passed by the following vote:

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

8. NEW BUSINESS

- a) To consider resolution authorizing the execution of a consulting contract with Holman, Frenia Allison, P.C. for purposes of transitioning financial software.

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

RESOLUTION AUTHORIZING THE EXECUTION OF A CONSULTING CONTRACT WITH THE FIRM HOLMAN FRENIA ALLISON, P.C. (“HFA”) FOR PURPOSES OF TRANSITIONING FINANCE SOFTWARE

WHEREAS, the Township appointed Rebecca Roth, CMFO, CTC, QPA, RMC as the Township’s Chief Financial Officer effective November 13, 2023; and

WHEREAS, the prior need to have a private firm perform municipal finance duties is no longer required due to the appointment of Rebecca Roth, CMFO, CTC, QPA, RMC; and

WHEREAS; the Township has terminated the prior professional services contract previously entered into by and between the Township and HFA dated August 8, 2023 because of the appointment of Rebecca Roth, CMFO, CTC, QPA, RMC; and

WHEREAS, the Township has introduced and passed Capital Ordinance #23-919, appropriating \$100,000 in funds for the implementation of Edmunds Finance Software in the Finance Office; and

WHEREAS, the general unfamiliarity with the Township’s current finance software, GFMS, would make the software transition difficult without consultative assistance from HFA, a firm familiar the operations of both GFMS and Edmunds; and

WHEREAS, the Division of Local Government Services (“DLGS”) has reviewed this temporary consulting contract without objection; and

WHEREAS, HFA is willing to render such services to the Township; and

WHEREAS, the Township intends to award a professional services contract to HFA for an amount not to exceed fifty thousand dollars (\$50,000) to perform transitory software consulting while the Township moves from GFMS to Edmunds Finance Software.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Cedar Grove, in the County of Essex, State of New Jersey, that the Township Manager is hereby authorized to execute the professional service contract with HFA for providing transitory software consulting services for a term not to exceed six (6) months.

The Township Manager reported HFA, formerly contracted as the CFO, would transfer the financial software from GFIS to Edmunds.

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

AYE: Councilmember Mega, Zazzali, Deputy Mayor Skabich

NO: None

ABSENT: Councilman Maceri, Mayor Peterson

- b) To consider resolution appointing Rebecca M. Roth as Qualified Purchasing Agent of the Township of Cedar Grove.

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

RESOLUTION APPOINTING REBECCA M. ROTH AS QUALIFIED PURCHASING AGENT (“QPA”) OF THE TOWNSHIP OF CEDAR GROVE

WHEREAS, Rebecca M. Roth holds the certification of Qualified Purchasing Agent (QPA) issued by the Director of the Division of Local Government Services of the State of New Jersey; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq. permits the local contracting unit to have a bid threshold up to \$44,000 and a quote threshold of 15% of the bid threshold (\$6,600) with the designation of a Qualified Purchasing Agent; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.4 and 20.5, the Governing Body may delegate authority to the Qualified Purchasing Agent to award contracts having an anticipated value in excess of \$17,500 but below the municipality’s bid threshold; and

WHEREAS, the Township Council desires to authorize the Qualified Purchasing Agent to award contracts up to the Township’s bid threshold;

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of Cedar Grove, County of Essex, State of New Jersey, that Rebecca M. Roth is hereby appointed as Qualified Purchasing Agent for the Township of Cedar Grove, increasing the bid threshold

to \$44,000, and authorizing the Qualified Purchasing Agent to award contracts up to the Township's bid threshold.

The Township Manager reported the bid threshold would increase from \$17,500.00 to \$44,000.00.

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

AYE: Councilmember Mega, Zazzali, Deputy Mayor Skabich

NO: None

ABSENT: Councilman Maceri, Mayor Peterson

- c) To consider resolution authorizing award of proprietary services relating to the Purchase of Edmunds & Associates, Inc. Financial, Tax and Utility Software in an amount not to exceed \$73,450.00.

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

AUTHORIZING AWARD OF PROPRIETARY SERVICES RELATING TO THE PURCHASE OF EDMUNDS & ASSOCIATES, INC. FINANCIAL, TAX & UTILITY SOFTWARE IN AN AMOUNT NOT TO EXCEED \$73,450.00

WHEREAS, the Township of Cedar Grove has a need to purchase financial, tax, and utility software; and

WHEREAS, pursuant to N.J.S.A. 40A:11-2 (39) and N.J.A.C. 5:34-9.1, proprietary services are that of a specialized nature, in which the good or services that will be used has such unique characteristics that only the goods or services of a single vendor are capable of meeting the contracting unit's needs; and

WHEREAS, services such as support and/or maintenance of proprietary hardware and software may be awarded without competitive bidding pursuant to N.J.S.A. 40A:11-5(dd); and

WHEREAS, the Township Council adopted Ordinance #23-919 on November 6, 2023 appropriating \$100,000 in funds for this software; and

WHEREAS, there will be sufficient funds in the Capital Budget for the procurement of this software.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Cedar Grove hereby awards a contract to Edmunds & Associates, Inc., 301A Tilton Road, Northfield, NJ 08225, for the purchase of financial, tax, utility software in an amount not to exceed \$73,450.00.

The Township Manager reported the funding for the software was secured during the November 6, 2023 Council Meeting.

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

AYE: Councilmember Mega, Zazzali, Deputy Mayor Skabich

NO: None

ABSENT: Councilman Maceri, Mayor Peterson

- d) To consider resolution concerning 2024 Police Department employee salaries.

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

WHEREAS, the Township of Cedar Grove adopted Ordinance No. 22-896, fixing salary grades and ranges, wages, and fees of the Officers of the Cedar Grove Police Department of the Township of Cedar Grove; and

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

WHEREAS, the salaries set forth below have a “for-budgeted” purpose of taking effect January 1, 2024, with certain Officers not receiving the reflected about set forth in their respective column until such time their step adjustment shall take place during various times during the year.

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 2024 which shall become effective January 1, 2024 for Officers of the Cedar Grove Police Department covered under Section One of the Salary Ordinance subject to the third recital concerning step movement.

The Township Manager reported the 2024 Police Department increases would take effect January 1, 2024.

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

AYE: Councilmember Mega, Zazzali, Deputy Mayor Skabich

NO: None

ABSENT: Councilman Maceri, Mayor Peterson

**PROPOSED 2024
Effective January 1, 2024**

POLICE DEPARTMENT PATROL GRADE P-1

PROBATIONARY

1	2	3	4	5	6	MAX
\$48,072	\$62,474	\$76,874	\$91,276	\$105,678	\$120,080	\$134,484

PATROL

NAME	2024 SALARY	LONGEVITY	HOLIDAY PAY
Dominick Buscio	\$134,484	\$8,069	\$6,579
Anthony Cardona	\$134,484	\$2,690	\$6,331
Daniel Cirasa	\$91,276	--	\$4,213
Connor Grawehr	\$134,484	\$2,690	\$6,331
Anthony Grigolo	\$134,484	\$2,690	\$6,331
Christopher Heck	\$134,484	\$5,379	\$6,455
Robert Hectus	\$134,484	\$13,448	\$6,828
Nicole Hoyt	\$134,484	\$5,379	\$6,455
Joseph Johnson	\$134,484	\$2,690	\$6,331
Carolyn Lynch	\$134,484	\$10,759	\$6,704
Christopher Lynch	\$134,484	\$2,690	\$6,331
Jeffrey McElroy	\$134,484	\$13,448	\$6,828
James Muneyyirci	\$91,276	--	\$4,213
Michael Passafiume	\$134,484	\$5,379	\$6,455
Alan Rock	\$134,484	\$2,690	\$6,331
Stephen Sinisi	\$91,276	--	\$4,213
John Smigelsky	\$134,484	\$5,379	\$6,455
Nyron Watson	\$105,678	--	\$4,877
Justin Westra	\$134,484	\$2,690	\$6,331
VACANT	\$62,474	--	\$2,883

SERGEANT

NAME	2024 SALARY	LONGEVITY	HOLIDAY PAY
Raymond Casella	\$150,621	\$6,025	\$7,230
Joseph Ligas	\$150,621	\$3,012	\$7,091
Jason Rivers	\$150,621	\$6,025	\$7,230
Kristain Schnieder	\$150,621	\$15,062	\$7,647

LIEUTENANT

NAME	2024 SALARY	LONGEVITY	HOLIDAY PAY
Robert McDermott	\$174,724	\$10,483	\$8,548
Richard Parisi	\$174,724	\$17,472	\$8,871
Jose Rodriguez	\$174,724	\$10,483	\$8,548
Joseph Russomanno	\$174,724	\$10,483	\$8,548

Jason Wolfstirn	\$174,724	\$10,483	\$8,548
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CAPTAIN

NAME	2024 SALARY	LONGEVITY	HOLIDAY
Eileen O’Toole	\$188,702	\$15,096	\$9,406
Francis Pumphrey	\$188,702	\$18,870	\$9,580

CHIEF

NAME	2024 SALARY	LONGEVITY	HOLIDAY
John Kennedy	\$203,799	\$20,380	\$10,347

- e) To consider resolution concerning 2024 Dept. of Public Works and stipends.

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

A RESOLUTION AUTHORIZING ISSUANCE OF STIPENDS TO VARIOUS LICENSED PROFESSIONALS FOR 2023 AND SETTING FORTH SALARIES, WAGES, AND FEES FOR CERTAIN EMPLOYEES WITHIN THE DEPARTMENT OF PUBLIC WORKS OF THE TOWNSHIP OF CEDAR GROVE FOR 2024

WHEREAS, the Township of Cedar Grove gives stipends to employees possessing specialized licenses; and

WHEREAS, the Township appreciates the skill associated with possessing such specialized licenses and wants to recognize those in possession of such licenses; and

WHEREAS, the Township Council of the Township of Cedar Grove did adopt Ordinance #20-855, fixing salary grades and ranges, wages, and fees for certain employees within the Department of Public Works of the Township of Cedar Grove; and

WHEREAS, said ordinance provides that the Township Council shall, by resolution, fix the salary of each 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 stipends set forth below are ordered to be paid for Fiscal Year 2023.

BE IT FURTHER RESOLVED by the Township Council of the Township of Cedar Grove that the salaries as hereinafter enumerated shall constitute the salaries for Fiscal Year 2024 for the employees covered under Section One of the Salary Ordinance, represented by the Township of Cedar Grove Employees’ Association.

The Township Manager reported the 2024 Public Works Department increases would take effect January 1, 2024.

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

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

- f) To consider resolution concerning Public Employee Stipends.

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

A RESOLUTION AUTHORIZING ISSUANCE OF STIPENDS TO VARIOUS LICENSED PROFESSIONALS FOR 2023 AND SETTING FORTH SALARIES, WAGES, AND FEES FOR CERTAIN EMPLOYEES WITHIN THE DEPARTMENT OF PUBLIC WORKS OF THE TOWNSHIP OF CEDAR GROVE FOR 2024

WHEREAS, the Township of Cedar Grove gives stipends to employees possessing specialized licenses; and

WHEREAS, the Township appreciates the skill associated with possessing such specialized licenses and wants to recognize those in possession of such licenses; and

WHEREAS, the Township Council of the Township of Cedar Grove did adopt Ordinance #20-855, fixing salary grades and ranges, wages, and fees for certain employees within the Department of Public Works of the Township of Cedar Grove; and

WHEREAS, said ordinance provides that the Township Council shall, by resolution, fix the salary of each 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 stipends set forth below are ordered to be paid for Fiscal Year 2023.

BE IT FURTHER RESOLVED by the Township Council of the Township of Cedar Grove that the salaries as hereinafter enumerated shall constitute the salaries for Fiscal Year 2024 for the employees covered under Section One of the Salary Ordinance, represented by the Township of Cedar Grove Employees' Association.

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

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

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 \$3,588,330.14.

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

AYE: Councilmember Mega, Zazzali, Deputy Mayor Skabich

NO: None

ABSENT: Councilman Maceri, Mayor Peterson

10. PUBLIC COMMENT

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

11. ADJOURNMENT

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