

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

**PUBLIC MEETING**

**MINUTES**

**FEBRUARY 3, 2025**

**1. ROLL CALL, INVOCATION AND FLAG SALUTE**

Mayor Skabich called the meeting to order at 7:00 PM.

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

The flag salute was led by Mayor Skabich.

Mayor Skabich 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 on December 12, 2024, filed with the Township Clerk, and posted on the public bulletin board in the Municipal Building Lobby in accordance with the Open Public Meeting Act.

**2. APPROVAL OF MINUTES**

a) To consider approval of minutes of regular public meeting – January 6, 2025.

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

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

b) To consider approval of minutes of special meeting – January 27, 2025.

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

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

**3. PUBLIC HEARING**

a) To consider adoption of Pending Ordinance #25-943 – Ordinance to Exceed the Municipal Budget Appropriation Limits and Establish a CAP Bank.

The ordinance was read by title only as follows:

**PASSED ORDINANCE NO. 25-943**

**ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND ESTABLISH A CAP BANK.**

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

Deputy Mayor Mega 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 Councilwoman Peterson and passed by the following vote:

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

**4. AWARD OF BID**

- a) To consider resolution authorizing award of Bid No. 2024-1 Carlson Parkway and Smith Place Reconstruction to 4 Clean Up, Inc. in an amount not to exceed \$229,877.75.

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

**AUTHORIZING AWARD OF A CONTRACT THROUGH A FAIR AND OPEN PROCESS FOR BID NO. 2024-01 CARLSON PARKWAY AND SMITH PLACE RECONSTRUCTION TO 4-CLEAN UP, INC. OF NORTH BERGEN, NEW JERSEY IN AN AMOUNT NOT TO EXCEED \$229,877.75,**

**WHEREAS**, the Township of Cedar Grove has, in accordance with the Local Public Contracts Law, NJSA 40A:11-1 et seq, received bids for the following: BID NO. 2024-01 Carlson Parkway and Smith Place Reconstruction; and

**WHEREAS**, after review by the Township Engineer, Township Attorney, and the Qualified Purchasing Agent, they have determined the contract should be awarded to the lowest responsive and responsible bidder to be: 4-CLEAN UP, INC., OF NORTH BERGEN, NEW JERSEY; and

**WHEREAS**, the Chief Financial Officer has certified funds for said contract are available in:

Line No.	Amount
C-04-55-6078-2402	\$229,877.75
TOTAL	\$229,877.75

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Township Council of the Township of Cedar Grove that:

- 1. The subject contract be awarded pursuant to a fair and open process 4-Clean Up Inc; and
- 2. The Township Manager and Township Clerk are hereby authorized to execute the contract and all other necessary documents to effectuate the purpose of this resolution.

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

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

## 5. MEETING OPEN TO RESIDENTS OF THE TOWNSHIP WISHING TO BE HEARD ON ANY ITEM ON THE AGENDA

Mayor Skabich opened this portion of the meeting to anyone wishing to be heard on any item on the agenda. There being no one present wishing to be heard, Mayor Skabich closed this portion of the meeting.

## 6. REPORTS OF TOWNSHIP OFFICIALS

- a) Township Manager – The Township Manager reported that the Budget Hearing on January 27<sup>th</sup>, provided an opportunity for him and Department Heads to present rough appropriations to Council before striking the final numbers when the revenues are finalized. He reported he hoped to have the 2025 budget wrapped up in April or May. The Township Manager reported the Essex County Clerk’s Office will be hosting their mobile passport service at Town Hall on Tuesday, February 11, 2025 at 9:00 am. The Township Manager reported the Township received a grant to redo the playground at Community Park to ensure ADA accessibility and all new features and play structures. He reported he hoped to have the project completed for the summer. The Township Manager reported this grant along with a few others grants received for 2024-2025 totaled \$2,191,378.
- b) Township Clerk – No Report.
- c) Township Attorney – No Report.
- d) Other Reports

Councilwoman Peterson read a report on behalf of Friends of the Cedar Grove Library President Denise Bailey.

“The Friends of the Cedar Grove Library was formed in late 2023 as an independent 501© (3) organization. The Friends mission is to support the library through awareness, and fundraising efforts to assist in adding new programs and materials not covered by the library budget.

In 2024 with public support the Friends added a WIFI extension to improve connectivity to the library, supplied a new Children’s toy box and supported the Summer Reading program with gift cards. Moving forward they want to add more upgrades and enhancements to the library.

On Wednesday, Feb. 5<sup>th</sup>, the Friends are holding a family meal fundraiser with the Lakeside Deli in Verona. Please follow them on their Facebook page for information on this and upcoming 2025 events.

The Friends meet on the 2<sup>nd</sup> Tuesday each month at 6:30pm at the town library. They are always looking for volunteers as well as membership to help continue their mission.”

Councilwoman Peterson reported the Buildings and Grounds Committee of the Library Board was meeting with a contractor to obtain an estimate to do the floors.

Deputy Mayor Mega – Deputy Mayor Mega reported that she attended the Buddhist Tzu Chi Foundation Year End Blessing Ceremony and Ribbon Cutting for the Taiwan Center for Mandarin Learning. She thanked them for having her and wished them continued success in helping so many people in the US and globally. Deputy Mayor Mega reported there were many new senior citizens programs through the Recreation Department. She reported the youth and adult programs were taking online registrations. Deputy Mayor Mega also reported the Rabies Clinic was scheduled for February 12, 2025 at the Library.

Councilman Zazzali – Councilman Zazzali reported there was a Planning Board meeting on January 21<sup>st</sup>. He reported after hearing testimony from the property owner’s planner and the Township Planner, the Board determined 1201 Pompton Avenue was a Non-Condensation Area in Need of Redevelopment. Councilman Zazzali commended the Township Manager and Department Heads on the presentation of the budget.

Mayor Skabich –Mayor Skabich echoed Councilman Zazzali’s sentiments regarding the Township Manager. She reported it was nice having the budget presented in one night. Mayor Skabich reported the notifications for upcoming events sent by the Recreation Department were a great resource. She reported there were summer jobs and senior programs available.

## 7. NEW BUSINESS

- a) To consider introduction of Pending Ordinance #25-944 – An Ordinance Amending Chapter 55 of the Code of the Township of Cedar Grove Entitled Police Department Adding Section 55-4 “Promotional Procedures.

The ordinance was read by title only as follows:

### **PENDING ORDINANCE NO. 25-944**

#### **AN ORDINANCE AMENDING CHAPTER 55 OF THE CODE OF THE TOWNSHIP OF CEDAR GROVE ENTITLED POLICE DEPARTMENT ADDING §55-4 (“PROMOTIONAL PROCEDURES”)**

**WHEREAS**, the Township Council of the Township of Cedar Grove wishes to amend Chapter 55 of the Code of the Township of Cedar Grove entitled POLICE DEPARTMENT to formally codify promotional procedures.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Council of the Township of Cedar Grove, in the County of Essex, State of New Jersey, that Chapter 55 is hereby expanded as follows

#### **HIRING AND PROMOTIONAL PROCEDURES**

- 1) Qualifications for Candidates as Police Officer
  - a. Each person applying for a full-time position in the Police Department shall have the following qualifications to be considered eligible for an appointment:
    - i. Shall be a citizen of the United States

- ii. Shall be at least 21 years of age, but not more than 35 years of age at the time of appointment to a full-time position in the Department as evidenced by a certificate of birth.
  - iii. Shall be fingerprinted and photographed.
  - iv. Possess formal education or training as evidenced by a high school diploma or an equivalency certificate.
  - v. Possess a minimum of sixty (60) college credits or thirty (30) college credits from an accredited college or university recognized by the New Jersey Department of Education and have prior military experience or law enforcement experience.
  - vi. Must not have been convicted of any crime of the first, second, third, or fourth degree as designated by the Criminal Code of New Jersey or a crime of felony offense in any other jurisdiction involving, but not limited to, a conviction based on moral turpitude or, at the time of application, is undergoing or awaiting adjudication of any kind in regard to such a crime or felony offense.
  - vii. No candidate shall receive a permanent appointment as a police officer unless such a person has successfully completed the basic police training course at a Police Training Commission Certified New Jersey Police Training Academy.
  - viii. A person shall not be employed by the Township of Cedar Grove as a law enforcement officer, as defined in section 2 of P.L.1961, c.56 (C.52:178-67), in this State unless the person holds a valid, active license as a law enforcement officer issued in accordance with P.L.2022, c.65 (C.52:17B-71a et al.). A person shall not act as a law enforcement officer, as defined in section 2 of P.L.1961, c.56 (C. 52: 178-67), in this State beyond the scope of the authorization provided pursuant to any designations to the license approved by the Police Training Commission.
- 2) Application and Examination Process for Transfer Hires
- a. Except for the maximum age requirement set forth above, all hires transferring from one agency with initial hiring requirements equal to or greater than those set forth herein shall be considered for full-time employment consistent with the provisions set forth as it relates to hiring new candidates.
  - b. Assuming a transferee is hired and appointed a full-time police officer, their salary shall be commensurate with the collective bargaining agreement in place at the time of the hiring and shall begin at Step One in the collective bargaining agreement's pay structure.
  - c. No consideration shall be given to prior salary, experience, or other additional qualifications to justify a greater initial starting salary or advanced step positioning within the pay structure of the collective bargaining agreement,
- 3) Promotions
- a. Standards and Procedures
    - i. Candidates being considered for the promotional rank of Sergeant
      - 1. Candidates shall have completed five (5) years of service as a full-time police officer with the Township of Cedar Grove Police Department as of the date of the examination.
    - ii. Candidates being considered for the promotional rank of Lieutenant
      - 1. Candidates shall have held the rank of Sergeant for a minimum of three (3) years as of the date of the examination. This requirement may be waived at the discretion of the Township Manager based on the number of eligible candidates and available positions.
    - iii. Candidates being considered for the promotional rank of Captain

1. Candidates shall have held the rank of Lieutenant for a minimum of two (2) years prior as of the date of the examination. This requirement may be waived at the discretion of the Township Manager based on the number of eligible candidates and available positions.
  - iv. Candidates being considered for the promotional rank of Chief
    1. Candidates shall have held the rank of Captain for a minimum of two (2) years prior as of the date of the examination. This requirement may be waived at the discretion of the Township Manager based on the number of eligible candidates and available positions.
  - b. Recommendations of Candidates to the Township Manager
    - i. The following formula shall be used to tabulate the scores of all eligible candidates for the rank of Sergeant and Lieutenant:
      1. Nonexamination Criteria: up to a maximum of thirty (30) points.
      2. NJSACOP Written Examination: up to a maximum of thirty-five (35) points.
      3. NJSACOP Oral Examination: up to a maximum of thirty-five (35) points.
      4. Total Possible Points: one hundred (100).
    - ii. The following formula shall be used to tabulate the scores of all eligible candidates for the rank of Captain:
      1. Nonexamination Criteria: up to a maximum of fifty (50) points.
      2. NJSACOP Oral Examination: up to a maximum of fifty (50) points.
      3. Total Possible Points: one hundred (100).
    - iii. The following formula shall be used to tabulate the scores of all eligible candidates for the rank of Chief:
      1. Oral Examination: up to a maximum of fifty (50) points.
      2. Nonexamination criteria: up to a maximum of fifty (50) points.
      3. Total Possible Points: one hundred (100).
    - iv. After scores are tabulated, the Township Manager and Chief of Police, or, in the absence of a Chief of Police, at the discretion of the Township Manager, his designee, shall review all scores and compile a list of candidates in order of point standing, together with any mutually derived comments as to the suitability of each candidate for promotion.
    - v. For each rank, the Township Manager shall then compile a list of three (3) finalists. The list shall be in order of those candidates receiving the highest scores and shall include the actual score received.
    - vi. The highest scoring candidate per rank will be recommended to the Township Council for promotion, however, such promotion may not take effect until a resolution conferring the promotion is passed by a majority vote of the Township Council.
- 4) Testing Procedure
- a. Letter of Intent

- i. Upon the posting of the procedural requirements set forth herein, each candidate eligible to participate in the promotional process will be advised, in writing, of their eligibility. The candidate must furnish to the Township Manager and Chief of Police a letter of intent to participate in the promotional process. The letter of intent shall detail the candidate's interest in the position they seek, why they believe they are fit for the role, and what their candidacy brings to the Department and Township as a whole. Failure to submit a letter of intent precludes participation in the promotional process.
  - ii. If an eligible candidate declines to participate in the promotional process, the candidate must indicate their intention to not participate by signing and returning the eligibility letter to the Township Manager indicating the candidate wishes not to participate.
- b. Nonexamination Criteria:
- i. The following areas will be considered, and a set number of points or half points will be awarded by the Township Manager and the Chief of Police, or, in the absence of a Chief of Police, at the Township Manager's discretion, his designee, in each of the individual areas. In fixing the exact number of points to be awarded in any area, the Township Manager and the Chief of Police will base their decision on relevant documents on file at the Police Department.
    1. Seniority: Eligible candidates will be entitled to one-half (1/2) point for each year of continuous service with the Cedar Grove Police Department as a police officer. Points will be awarded for each completed year of service, starting in the fifth (5<sup>th</sup>) year and continuing to accrue until completion of the twenty-fifth (25<sup>th</sup>) year, up to a maximum of ten (10) points.
      - a. To establish a candidate's anniversary date, the formal resolution appointing the candidate a full-time police officer of the Township of Cedar Grove will be used. Should a resolution not exist, the candidate's green sheet executed upon hiring as a full-time police officer will be used.
    2. Military Service: Candidates will receive one-half (1/2) point for each year, or part thereof, of active-duty military service in any branch of the United States Armed Forces, up to a maximum of four years, for a maximum award of up to two (2) points. A candidate must have served a minimum of one-hundred-eighty (180) days on active duty to qualify for any points.
      - a. To establish a candidate's length of military service, a DD Form 214 or equivalent will be used.
    3. Education: Officers will receive one-half (1/2) point for each of thirty (30) college credits earned at any time from a degree conferring institution at an accredited college, up to a maximum of one-hundred-twenty (120) credits, for a maximum award of up to two (2) points.
      - a. To establish the total number of credits earned by a candidate, a certified course transcript from the accredited college will be used.
    4. Personnel Jacket Review/Merit: The Township Manager and the Chief of Police, or, in the absence of the Chief of Police, at the Township Manager's discretion, his designee, shall award each candidate any number of points, or part thereof, up to a maximum of sixteen (16) points

for Sergeant and Lieutenant candidates; and up to a maximum of thirty-six (36) points for Captain candidates.

- a. This award shall be based on reviewing the candidate's past performance in their current rank, any overall value added to the Department, and their dedication and professionalism as a police officer serving the Township of Cedar Grove.
  - b. The review shall include, but in no way will be limited to, work habits; taking initiative; job skills; enforcement activities; availability; attendance; performance evaluations; disciplinary actions or inquiries; letters of commendation, citations and awards; educational history; training; certifications; demonstrated leadership abilities; management skills; productivity; reliability; adherence to policy; and any other criteria the Township deems relevant to the assessment.
  - c. A comprehensive review of the candidate's personnel jacket and employee file, from their date of hiring to present, will be reviewed as part of this assessment.
  - d. An oral interview will be conducted by the Township Manager and the Chief of Police or, in the absence of the Chief of Police, at the Township Manager's discretion, his designee. This interview will consist of uniform questions associated with rank that relate to agency specific issues and Township of Cedar Grove matters that an individual holding each respective rank would be expected to comprehend and appropriately act on. The scoring for this interview shall be reflected in the non-examination criteria described above and all point maximums shall remain the same as described therein.
- c. Written Examination
- i. Each candidate participating in the promotional process for the rank of Sergeant or Lieutenant shall be required to take a written examination, which shall be administered by the New Jersey State Association of Chiefs of Police ("NJSACOP") or, in lieu of the foregoing, by the International Association of Chiefs of Police ("IACP") Assessment Center.
  - ii. The choice of which organization will administer the examination, and the type related thereto, will be made jointly by the Township Manager and Chief of Police in their sole discretion prior to testing. Notice of the approximate or actual examination date shall be posted a minimum of ten (10) weeks prior to the examination.
  - iii. Any police personnel on leave or vacation at the time of posting of the notice shall be notified of the date by personal telephone and personal email.
  - iv. The testing organization shall assign each candidate an identification number, which shall be the only identification used when the examination is graded. Grades on the written examination shall be used to determine eligibility to proceed to the oral examination as follows:
    1. Those candidates receiving a grade of seventy percent (70%) or above shall be eligible to participate in the oral examinations.
  - v. A complete master list of the results of the written examination shall be placed under seal and retained in the Office of the Township Manager and shall not be revealed except after the ranking is complete.



- vi. No test scores shall be made available until the entire testing procedure is completed and documented by the Township Manager and Chief Financial Officer.
- vii. Scores of Passing Examinations for Purposes of Final Evaluation
  - 1. Each candidate shall be graded with their score computed on the basis of one hundred (100) being a perfect score.
  - 2. The maximum points a candidate shall receive on the written exam shall be as follows:
    - a. Sergeant: thirty-five (35) points
    - b. Lieutenant: thirty-five (35) points
  - 3. Point allocation is determined by multiplying the test score or grade attained by the weighted factor, then dividing by one hundred (100).  
Example: Grade 70 x 35 = 2,450/100 = 24.50 points
  - 4. Scoring shall be accurate to two (2) decimal places.
- d. Oral Examination
  - i. An oral examination shall be conducted by a panel of three Police Chiefs who are members of the New Jersey State Chiefs of Police Examination Committee and selected by the Chairman of the Examination Committee of the New Jersey State Chiefs of Police for the positions of Sergeant, Lieutenant, and Captain.
  - ii. The score of each examiner shall be weighed equally.
  - iii. The oral examination for each promotional level shall be concerned with the various facets of the police profession and shall focus on rank specific questions and scenarios. Each candidate for promotion shall be asked the same questions and will be graded on their responses.
  - iv. The questions asked shall be different for each rank (Sergeant, Lieutenant, and Captain) and shall reflect current and dynamic trends in law enforcement, court decisions, case law, Constitutional protections, policies, administration, organization, community specific issues, and any new developments pertaining to law enforcement.
  - v. All answers shall be scored numerically, and these scores shall be totaled and divided by three for a single, final grade.
  - vi. The questions to be asked of each candidate will be prepared by the New Jersey State Chiefs of Police Examination Committee.
  - vii. Scoring
    - 1. Each candidate shall be graded with their score computed on the basis of one hundred (100) being a perfect score.
    - 2. The maximum grade a candidate shall receive on an oral examination shall be as follows:
      - a. Sergeant: thirty-five (35) points
      - b. Lieutenant: thirty-five (35) points
      - c. Captain: fifty (50) points
    - 3. Point allocation is determined by multiplying the test score or grade attained by the weighted factor, then dividing by one hundred (100).  
Example: Grade 70 x 35 = 2,450/100 = 24.50 points
    - 4. Scoring shall be accurate to two (2) decimal places.

## 5) Subsequent Promotions

- a. Results from the promotional exam shall be valid for a minimum of two (2) years from the day a resolution(s) is passed conferring a promotion to one or more of the candidates for their respective ranks. The two (2) year validity begins from the first promotion issued and is not specific to each rank.
  - b. In the event a vacancy occurs within the two (2) years that the examination scores are valid, the Township Manager shall compile a new list of finalists from among the highest scoring candidates, using the last evaluation process and scores associated thereto.
  - c. The Township Manager may, at his sole discretion, extend the eligibility list for an undefined period.
- 6) Promotions of Chief of Police
- a. Candidates applying for the Chief of Police position shall be interviewed and have their personnel file and jacket reviewed by the Township Manager and any other individuals the Township Manager may request assist in the process, if any.
    - i. Oral Interview
      1. Candidates will be asked a uniform set of questions supplied by the Township Manager.
      2. The Township Manager will provide a rubric for answering questions with a scoring scale that will be equally weighted by each interviewer and average amongst the candidates.
      3. The interviewer(s) shall produce a sealed list of scores which shall remain unopened until the accompanying personnel review has been furnished.
      4. The scoring from the Oral Interview shall constitute 50% of the candidate's consideration.
    - ii. Personnel File/Jacket Review (Nonexamination Criteria)
      1. Candidates shall have their personnel file and jacket reviewed by the Township Manager who will provide comments and feedback in a sealed envelope to the listing his opinion(s) and consideration(s) and furnish a list of candidates according to the review of the personnel file and jacket.
      2. The listing from the personnel file/jacket review shall constitute 50% of the candidate's consideration.
  - b. Appointment of the Chief of Police
    - i. Upon computing the combined scores, the Township Manager shall recommend the appointment of the Chief of Police to the Township Council who must approve of the appointment by a majority vote on an accompanying resolution.
- 7) Vacant Appointments
- a. Should there be a retirement, resignation, or other removal of an individual holding a supervisory rank, with the exception of a vacancy in the Office of the Chief of Police, the Chief shall recommend an acting appointment to the Township Manager subject to the Township Manager's approval, for a duration not exceeding six (6) months.
  - b. An officer who fulfills an acting role shall be compensated as if their appointment to that role was permanent and shall be remunerated with compensation in accordance with Collective Bargaining Agreement in effect at the time of the acting appointment.
  - c. Selection for an acting appointment shall be made off of the most recent examination list provided said list is not older than two (2) years old from the date of initial promotion. Should the list be older than two (2) years old, the Chief may use that list in recommending an acting appointment but is not required to do so.

- d. In the event there is a vacancy of greater than two (2) weeks in the office of the Chief of Police, the appointment of an Officer in Charge or an Acting Chief shall be at the sole discretion of the Township Manager and no further ratification shall be required.
- e. Appointment to an Acting Capacity or as Officer-in-Charge shall not, under any circumstances, confer an enforceable right or claim by or against the Township should either position not become permanent or be subsequently dissolved by the Township Council.

Councilwoman Peterson moved that the ordinance be passed on first reading, published in the Verona-Cedar Grove Times as a pending ordinance with a public hearing of March 3, 2025, seconded by Councilman Zazzali, and passed by the following vote:

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

- b) To consider resolution authorizing change order No. 1 Acceptance of Maintenance Bond and release of Performance Bond for D.L.S. Contracting, Inc. for the Reconstruction of Brunswick Rd., reflecting an overall decrease of \$23,422.49.

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

**AUTHORIZING CHANGE ORDER NO. 1 ACCEPTANCE OF MAINTENANCE BOND AND RELEASE OF PERFORMANCE BOND FOR DLS CONTRACTING, INC., OF 36 MONTESSANO ROAD, FAIRFIELD, NEW JERSEY, 07004 FOR THE RECONSTRUCTION OF BRUNSWICK ROAD, REFLECTING AN OVERALL DECREASE OF \$23,422.49-- TOTAL CONTRACT NOT TO EXCEED \$203,311.56.**

**WHEREAS**, a contract was awarded by the Township Council at a meeting held on June 3, 2024, to DLS Contracting, Inc., for the Reconstruction of Brunswick Road, Agenda Item #(5A); 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 \$23,422.49 which is 10.33% less than the original contract award; and

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

**NOW, THEREFORE BE IT HEREBY RESOLVED** by the Township Council of the Township of Cedar that the Change Order No. 1 aggregately decreasing increasing the contract in the amount of \$23,422.49 for a total not to exceed \$203,311.56, is hereby approved.

**BE IT FURTHER RESOLVED** by the Township Council of the Township of Cedar Grove that Performance Bond which is on file in the Office of the Township Clerk and is hereby released, as well as the release of Labor & Materials Bond, and that the final payment is hereby authorized to be released in the amount of \$203,311.56.

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

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

- c) To consider resolution authorizing the Township of Cedar Grove to become a member of the Somerset County Cooperative Pricing System.

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

**AUTHORIZING THE TOWNSHIP OF CEDAR GROVE TO BECOME A MEMBER OF THE SOMERSET COUNTY COOPERATIVE PRICING SYSTEM, #2-SOCCP**

**WHEREAS**, it is the desire of the Township of Cedar Grove to become a member of the Somerset County Cooperative Pricing System, #2-SOCCP; and

**WHEREAS**, the membership shall be for a five-year term ending December 31, 2029; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Cedar Grove that the Municipal Clerk is hereby authorized to send two copies of this resolution along with two copies of the signed to Melissa A. Kosensky, Purchasing Agent, Somerset County Purchasing Division, P.O. Box 3000, 20 Grove St., Somerville, NJ 08876-1262 for submission to the Director of the Division of Local Government Services of the State of New Jersey for their approval.

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

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

- d) To consider resolution rescinding Petty Cash Funds.

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

**RESOLUTION RESCINDING PETTY CASH FUNDS**

**WHEREAS**, it is the desire of the Township Council of the Township of Cedar Grove to rescind the following petty cash funds; and

Clerk	\$50.00
Engineering	\$100.00
Recreation	\$60.00

Police	\$100.00
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**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Cedar Grove that the Clerk, Engineering, and Recreation Petty Cash funds are hereby rescinded and the Chief Financial Officer will submit this resolution to the NJ Division of Local Government Services through NJ FAST.

The Township Manager reported this resolution eliminated petty cash funds for the Clerk’s Office (\$50); Engineering Office (\$100); Recreation Office (\$60) and Police Department (\$100).

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

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

- e) To consider resolution changing the Custodian of Petty Cash Fund - Library.

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

**RESOLUTION TO CHANGE THE CUSTODIAN OF PETTY CASH FUND**

**WHEREAS**, Jeanne Luehs was the Custodian of the Library Petty Cash Fund since January 13, 1986; and

**WHEREAS**, it is the desire of the Township Council of the Township of Cedar Grove to change the Custodian of the Library Petty Cash Fund to Catherine Wolverton, Library Director; and

**WHEREAS**, Catherine Wolverton, Library Director is bonded by virtue of an employee blanket bond in the amount of \$1,000,000; and

**WHEREAS**, the total of the fund is \$100.00 and will only be used for small miscellaneous expenses not to exceed \$40.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Cedar Grove that Catherine Wolverton, Library Director will now be the Custodian of the Library Petty Cash Fund and the Chief Financial Officer will submit this resolution to the NJ Division of Local Government Services through NJ FAST.

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

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

- f) To consider resolution changing the Custodian of Petty Cash Fund.

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

**RESOLUTION TO CHANGE THE CUSTODIAN OF PETTY CASH FUND**

**WHEREAS**, William Homa was the Custodian of the Finance Petty Cash Fund since October 12, 1983; and

**WHEREAS**, it is the desire of the Township Council of the Township of Cedar Grove to change the Custodian of the Finance Petty Cash Fund to Rebecca M. Roth, Chief Financial Officer; and

**WHEREAS**, Rebecca M. Roth, CFO is bonded in the amount of \$350,000.00 by virtue of a surety bond; and

**WHEREAS**, the total of the fund is \$120.00 and will only be used for small miscellaneous expenses not to exceed \$40.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Cedar Grove that Rebecca M. Roth, Chief Financial Officer will now be the Custodian of the Finance Petty Cash Fund and will submit this resolution to the NJ Division of Local Government Services through NJ FAST.

The Township Manager reported this resolution removed William Homa as the Custodian of the Petty Cash Fund for the Finance Department. This has not been updated since October 12, 1983. He reported this resolution appointed Rebecca Roth, CFO, as the Custodian of the Finance Department's Petty Cash Fund. He said she was secured with a \$350,000 surety bond and \$1,000,000 employee blanket bond.

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

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

- g) To consider resolution approving the list of Volunteer Members of the Cedar Grove Township Ambulance and Rescue Squad who Qualify for Contributions under the Township LOSAP Program

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

**RESOLUTION APPROVING LIST OF VOLUNTEER MEMBERS OF THE CEDAR GROVE TOWNSHIP AMBULANCE & RESCUE SQUAD WHO QUALIFY FOR CONTRIBUTIONS UNDER THE TOWNSHIP LOSAP PROGRAM**

**WHEREAS**, the Township of Cedar Grove has created and established a length of service awards program (“LOSAP”) in accordance with N.J.S.A. 40A:14-183 et. seq., and the Cedar Grove Ambulance & Rescue Squad has certified to the Township of Cedar Grove a list of all volunteer members who have qualified for credit under the LOSAP program for the year 2024; and

**WHEREAS**, in accordance with N.J.S.A. 40A: 14-191 each participating emergency service organization shall annually furnish to the sponsoring agency an annual certification list, certified under oath, of all volunteer members, which shall identify those active volunteer members who have qualified for credit under the award program for the previous year; and

**WHEREAS**, the increase in the 2024 CPI adjustment for use in calendar year 2025 is 3.4% for municipal LOSAP.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township Cedar Grove that the attached certified list herein of the Cedar Grove Ambulance & Rescue Squad is hereby accepted and the certified list shall be posted at the office of the Township Clerk, the Township Library and a copy thereof shall be returned to the Cedar Grove Ambulance & Rescue Squad for posting pursuant to N.J.A.C. 5:30-14.10.

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

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

- h) To consider resolution authorizing the remittance of National Opioid Settlement Funds to the County of Essex.

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

**AUTHORIZING THE REMITTANCE OF NATIONAL OPIOID SETTLEMENT FUNDS TO THE COUNTY OF ESSEX**

**WHEREAS**, the Township of Cedar Grove has received \$23,648.14 from National Opioid Settlement Funds; and

**WHEREAS**, the County of Essex is a participating county in the National Opioid Litigation Resolution; and

**WHEREAS**, the County of Essex has established a comprehensive Opioid Remediation Program which is beneficial to both the residents of the County of Essex and the Township of Cedar Grove; and

**WHEREAS**, the Memorandum of Agreement between the State of New Jersey and Local Governments on Opioid Litigation Recoveries permits participating Local Governments to transfer Opioid Abatement Funds to the participating County in which it is located; and

**WHEREAS**, it is the desire of the Mayor and Council of the Township of Cedar Grove to remit the National Opioid Settlement Funds received to the County of Essex for Opioid Remediation Programs; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Township Council of the Township of Cedar Grove that the National Opioid Settlement Funds will be remitted to the County of Essex in the amount of \$23,648.14.

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

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

- i) To consider resolution reappointing member 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 Amy Tufaro be appointed to the Municipal Alliance Commission for a three-year term, effective immediately and expiring December 31, 2027.

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

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

- j) To consider resolution designating certain property located at 1201 Pompton Avenue as a Non-condemnation Area in Need of Redevelopment pursuant to the Local Redevelopment and Housing Law and Authorizing the preparation of a Redevelopment Plan.

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

**RESOLUTION OF THE TOWNSHIP OF CEDAR GROVE, COUNTY OF ESSEX, NEW JERSEY DESIGNATING CERTAIN LOCATED AT 1201 POMPTON AVENUE, WITHIN THE TOWNSHIP, WHICH PROPERTY IS IDENTIFIED AS BLOCK 330, LOTS 16 AND 16.01, AS SHOWN ON THE OFFICIAL TAX MAP OF THE TOWNSHIP OF CEDAR GROVE, AS A NON-CONDEMNATION AREA IN NEED OF REDEVELOPMENT, PURSUANT TO THE LOCAL REDEVELOPMENT AND HOUSING LAW, N.J.S.A. 40A:12A-1 TO -89, AND AUTHORIZING THE PREPARATION OF A REDEVELOPMENT PLAN**



**WHEREAS**, the Township of Cedar Grove, in the County of Essex, New Jersey (the “Township”), a public body corporate and politic of the State of New Jersey, is authorized pursuant to the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 to -89 (the “Redevelopment Law”), to determine whether certain parcels of land within the Township constitute an area in need of rehabilitation and/or an area in need of redevelopment; and **WHEREAS**, N.J.S.A. 40A:12A-6 authorizes the governing body of any municipality, by resolution, to have its Planning Board conduct a preliminary investigation to determine whether an area of the municipality is a non-condemnation “area in need of redevelopment” pursuant to the criteria contained in N.J.S.A. 40A:12A-5; and

**WHEREAS**, on October 12, 2024, the Mayor and Township Council adopted a Resolution authorizing and directing the Township of Cedar Grove Planning Board (the “Planning Board”) to undertake a preliminary investigation hold a public hearing, and undertake any other necessary steps to determine if certain property identified as Block 330, Lots 16 and 16.01, as shown on the official Tax Map of the Township (the “Study Area”), constituted a non-condemnation “area in need of redevelopment” in accordance with the Redevelopment Law; and

**WHEREAS**, on January 21, 2025, the Planning Board held a public hearing, duly noticed under the Redevelopment Law, and reviewed an investigation report titled “Preliminary Investigation Block 330, Lot 16” prepared by James T. Kyle, PP, AICP, dated October 29, 2024 (the “Study”); and

**WHEREAS**, any persons interested in or affected by a determination that the Study Area is a non-condemnation redevelopment area were given an opportunity to be heard, and any objections to such a determination and evidence in support of those objections, were received and considered and made part of the public record; and

**WHEREAS**, on January 21, 2025, the Planning Board adopted a Resolution recommending that the Study Area be determined by the Township Council to be a non-condemnation “area in need of redevelopment” under the Redevelopment Law as it relates to Block 330, Lots 16 & 16.01; and

**WHEREAS**, the Township Council concurs and agrees with the Planning Board’s recommendation as supported by the reasons stated in the Study, that the Study Area constitutes and meets the criteria under the Redevelopment Law and that the Study Area should be determined and declared a non-condemnation “area in need of redevelopment”, which determination shall, among other things, authorize the Township to use all of the powers provided by the Legislature for use in a redevelopment area, however, it shall not authorize the Township to exercise the power of eminent domain to acquire all or any portion of such Study Area; and

**WHEREAS**, the Township is desirous of continuing revitalization and redevelopment efforts in the Township; and

**WHEREAS**, the Township desires to direct the Planning Board to prepare a redevelopment plan for Block 330, Lots 16 and 16.01 (the “Redevelopment Plan”); and

**WHEREAS**, the Township believes that the properties are potentially valuable for contributing to, serving and protecting the public health, safety and welfare and will promote smart growth within the Township; and

**WHEREAS**, the Township Council believes that the preparation of the Redevelopment Plan is in the best interests of the Township for the redevelopment of Block 330, Lots 16 and 16.01.

**NOW THEREFORE BE IT RESOLVED**, by the Township Council of the Township of Cedar Grove, as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The property located at Block 330, Lots 16 and 16.01, as shown on the official Tax Map of the Township is hereby designated a non-condemnation "area in need of redevelopment" under the Redevelopment Law.
3. The Township Council hereby directs the Township Clerk to transmit a copy of the within Resolution to the Commissioner of the Department of Community Affairs and to serve notice on the owners of such Study Area and other parties within ten (10) days of the date hereof, in accordance with N.J.S.A. 40A:12A-6(b)(5), that Block 330, Lots 16 and 16.01 is designated a non-condemnation "area in need of redevelopment".
4. The Planning Board is hereby authorized and directed to prepare a Redevelopment Plan for the property located at Block 330, Lots 16 and 16.01, as shown on the official Tax Map of the Township, in accordance with the Redevelopment Law.
5. The Planning Board shall transmit the Redevelopment Plan to the Township Council for further consideration and action upon completion of same.
6. This Resolution shall take effect immediately.

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

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

- k) To consider resolution approving the issuance of a Fireworks Permit for a Fireworks Display executed by Starfire Corporation.

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

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF CEDAR GROVE APPROVING THE ISSUANCE OF A FIREWORKS PERMIT FOR A FIREWORKS DISPLAY EXECUTED BY STARFIRE CORPORATION OF CARROLLTON, PA AT LEONARD R. PARKS ATHLETIC FIELD ON MONDAY, JUNE 30, 2025 WITH A RAIN DATE SCHEDULED FOR TUESDAY, JULY 1, 2025**

**BE IT RESOLVED** by the Township Council of the Township of Cedar Grove, County of Essex, State of New Jersey that it does hereby approve a Fireworks Display to be furnished and executed by Starfire Corporation of Carrollton, PA at Leonard R. Parks Athletic Field on Monday June 30, 2025 with a rain date scheduled for Tuesday July 1, 2025.

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

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

**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 \$6,445,534.21.

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

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

**9. MEETING OPEN TO RESIDENTS OF THE TOWNSHIP WISHING TO BE HEARD ON ANY ITEM ON OR OFF THE AGENDA CONCERNING TOWNSHIP BUSINESS**

Mayor Skabich opened this portion of the meeting to anyone wishing to be heard on any item on the agenda.

1. Kate Hartwyk – Ms. Hartwyk reported Deer Management would continue throughout March. She reported the County would hold a Job Fair at Turtle Back Zoo.
2. Sal Minieri – Mr. Minieri explained he received a Magazine in the mail that was very informative. He recommended the Council try something similar so the residents can be informed because everyone does not use social media

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

**11. ADJOURNMENT**

Councilwoman Peterson moved adjournment of the public council meeting, seconded by Deputy Mayor Mega, and passed by the following vote:

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

The meeting adjourned at 7:37 PM.

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MELISSA SKABICH                      MAYOR

ATTEST:

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DALE A. FORDE                      MUNICIPAL CLERK