

Borough of Garwood
Meeting of the Mayor and Council
MINUTES

December 13, 2016

Start Time: 7:21 p.m.

Moment of Silence.....

Salute to the Flag.....

Adequate notice of this meeting was provided to the Westfield Leader and Union County Local Source, advertised on January 7, 2016, notification was sent to the Star Ledger and prominently posted on the municipal public bulletin board and filed in the office of the municipal clerk informing the Public of the time and place according to the Provisions of the Open Public Meeting Law (Chapter 231, P.L. 1975).

ROLL CALL:

| | | | |
|----------------------|---|-------------------------------|---|
| Mayor Lombardo | P | | |
| Councilwoman Cuccaro | P | Councilman Sarno | P |
| Councilman Martin | P | Councilwoman Todisco | P |
| Councilman Mathieu | P | Council President Petruzzelli | P |

MINUTES:

Regular, Workshop and Executive Minutes of the Mayor and Council held on November 29, 2016
Executive Minutes of the Special meeting held on December 6, 2016.

Motion by: Councilwoman Todisco, Second by: Councilman Martin to accept minutes as presented.
Abstain: Councilman Sarno for 12/6/16 minutes.

COMMUNICATIONS:

- 1) **NEW JERSEY STATE LEAGUE OF MUNICIPALITIES –**
 - a. Mayor's Advisory –
 - i. 11/23/16, RE: Weekly Update
 - ii. 11/29/16, RE: Daily Update
 - iii. 11/30/16, RE: Daily Update
 - iv. 12/02-16, RE: Weekly Update
- 2) **GARWOOD PUBLIC LIBRARY BOARD OF TRUSTEES –** 12/06/16, RE: Minutes of the meeting held on November 2, 2016

ALL RECEIVED AND FILED

ORDINANCES:

NONE

COUNCIL STANDING COMMITTEE REPORTS AND OTHER REPORTS:

POLICE: Councilman Sarno, Chr. NO REPORT

Councilwoman Cuccaro asked if entire council would be interviewing for the replacement Police Chief. Brief discussion followed.

PUBLIC HEALTH: Councilwoman Cuccaro NO REPORT

STREETS AND ROADS/ECOLOGY: Councilman Petruzzelli, Chr. NO REPORT

FIRE: Councilwoman Cuccaro, Chr.

Announced 2017 Officers for the Garwood Fire Department, Read Activity Report prepared by Chief Spina

FINANCE: Councilwoman Todisco, Chr. NO REPORT

BUILDINGS AND GROUNDS: Councilman Mathieu, Chr.

Councilman Mathieu asked about invoices for truck repair. Councilman Petruzzelli responded. Ms. Ariemma will provide 2016 truck repair invoices.

LAWS AND LICENSES: Councilman Martin, Chr. NO REPORT

RECREATION: Councilman Martin Chr. NO REPORT

GARWOOD SENIOR CITIZEN LIAISON: Councilwoman Cuccaro

Thanked the Senior Club for invitation to their Christmas party.
Mayor Lombardo mentioned that he would acknowledge the scouts.

LIBRARY, MAYOR'S REPRESENTATIVE: Councilman Petruzzelli

Santa and Mrs. Claus visited the Library on **December 3rd**. Over 45 children attended this event.
On Saturday, **December 10th** Adelante Alliance's Immigration Info Seminar was attended by about 30 people.

In **January** the Library will hold computer classes for seniors and coding classes for kids on the **9th, 10th and 11th**. Call the Library for details.

The Library ongoing programs include:

Knitting Club – Every Monday and Thursday at 10:30am

Book Clubs – Monday afternoon and Thursday evening

Bilingual Knitting Class – Every Tuesday at 10:00am

Adult Craft – Tonight and Tuesday, January 10th at 6:00pm

Story Time - Every Wednesday at 10:30am,

Kids Craft – Wednesday, December 14th at 3:00pm

Lego Club - Thursday, December 15th and 22nd at 3:00pm

Movie Time - Every Friday at 10:00 am

The Garwood Library is open Monday through Thursday from 9:00 AM to 8:00 PM, Fridays from 9:00 AM to 4:30 PM, and Saturdays from 9:00 AM to 1:00 PM. The Library will be closed on December 24th through the 26th. It will reopen on the 27th and close for the New Year's holiday the 31st and January 1st.

SCHOOL BOARD LIAISON: Councilman Sarno NO REPORT

CELEBRATION OF PUBLIC EVENTS AND HOLIDAYS LIAISON:

Councilwoman Todisco

Thank you, Mayor. If you have not yet registered your house for the Holiday House Decorating Contest, there are still a couple more days left. Please register by emailing your address to garwoodcelebrations@garwood.org by this Thursday, December 15th. Judging will take place December 17 and 18th. If you ordered luminaries, they will be available for pickup on Saturday, December 17th between 10 am and 12 noon at the Garwood Sports and Recreation Complex. Extra luminaries will be available for purchase on a first come first serve basis for those who were unable to pre-order. The Celebrations Committee had a great year. The Committee thanks all of the residents who participated in our events in 2016. I'd also like to say a big thank you on behalf of the Borough to Kathy Villaggio for serving as the Chairwoman of the Celebrations Committee for the past 6 years. Kathy has been a true leader of this important committee that puts on many events throughout the year from the Egg Hunt to Movie Night and much more. Thank you. That's all for my report, Mayor.

UNION COUNTY AIR TRAFFIC NOISE ADVISORY BOARD REPRESENTATIVE:

Councilman Mathieu NO REPORT

ADMINISTRATIVE REVIEW COMMITTEE: Councilwoman Todisco NO REPORT

HISTORICAL COMMITTEE: Councilwoman Todisco

Thank you, Mayor. The Historical Committee welcomes new members Rhiannan Stanke, Adele Lewis, Christina Ariemma, and Tony Benzinger. We look forward to 2017 with our first meeting set for January 23rd. That's all for my report, Mayor.

PARKING COMMITTEE: Councilman Sarno NO REPORT

OFFICER'S REPORTS:

Chief of Police Bruce Underhill: monthly reports for October 2016
Chief of Police Bruce Underhill: Year End Report
Zoning Code Enforcement Officer Len DiStefano: monthly report for November 2016
Motion by: Councilman Sarno, Second by: Councilwoman Todisco, to accept Officer's reports.

PUBLIC COMMENT:

Is there anyone in the audience who wishes to address the mayor and council please step to the microphone, and state your full name and address. Please limit your comments to three minutes.
Bruce Paterson, 325 Willow Avenue commented on his redevelopment questions. He thanked Councilman Mathieu and Councilman Martin for their service.

UNFINISHED BUSINESS:

CONSENT AGENDA

(Adoption upon Roll Call)

"Consent agenda items are considered to be routine and will be enacted with a single motion; any items requiring expenditure are supported by a Certification of Availability of funds; any item requiring discussion will be removed from the Consent Agenda; all Consent Agenda items will be reflected in the full minutes."

RESOLUTION NO. 16-310

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances 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 Garwood Council of the Borough of Garwood, County of Union, 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 Garwood Borough 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 Garwood Borough Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Union;

NOW, THEREFORE, BE IT RESOLVED by the Borough of Garwood, County of Union, State of New Jersey hereby recognizes the following:

1. The Garwood Borough Council does hereby authorize submission of a strategic plan for the Garwood Municipal Alliance grant for fiscal year July 1, 2017 – June 30, 2018 in the amount of:
DEDR \$ 14,202
Cash Match \$ 3,550
In-Kind \$ 10,652
2. The Garwood Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

RESOLUTION NO. 16-311

WHEREAS the Council of the Borough of Garwood, County of Union, State of New Jersey, heretofore adopted Resolution No. 16-303 setting forth the 2017 Bulk program dates in accordance with Borough Code, Chapter 99-12.1-B,C; and

WHEREAS it is necessary to amend the date for the spring pick up to Monday, May 22, 2017 because Garwood Rocks is held on June 4, 2017 and interferes with the town-wide yard sale which precedes the spring bulk pick up.

THEREFORE BE IT RESOLVED that Resolution No. 16-303 is hereby amended as follows:

1. The bulk pickup program will be held twice in 2017. Spring pick up will be held on Monday, May 22, 2017 and run for as many days as necessary to complete the program in accordance with the number of permits sold. Fall pick up will be held on Monday, October 16, 2017 and run for as many days as necessary to complete the program in accordance with the number of permits sold.
2. The bulk permit program fee for 2017 is hereby set at \$90.00 per permit, per household for the disposal of up to 750 lbs. of bulk type waste.

BE IT FURTHER RESOLVED by the Council of the Borough of Garwood, County of Union, State of New Jersey, hereby authorize the Borough Administrator/Clerk to proceed to implement the above accordingly.

RESOLUTION NO. 16-312

WHEREAS, N.J.S.A. 40A:87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any County or Municipality when such items shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount;

NOW THEREFORE, BE IT RESOLVED, that the Council of the Borough of Garwood hereby requests the Director of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2016 in the sum of \$7,500.00 which item is now available as a revenue from the 2016 LIBRARY GRANT, in the amount of \$7,500.00;

BE IT FURTHER RESOLVED, that the sum of \$7,500.00 is hereby appropriated under the caption of "2016 LIBRARY GRANT".

RESOLUTION NO. 16-313

BE IT RESOLVED, by the Council of the Borough of Garwood, County of Union, State of New Jersey, hereby awards the Borough's 2017 Insurance Package to Willis of New Jersey, Inc., 350 Mt. Kemble Avenue, Morristown, NJ, 07960.

RESOLUTION NO 16-314

RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, the Borough of Garwood (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the "Fund" has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of "Local Unit", in the County of Union and State of New Jersey, as follows:

1. The Borough Council hereby appoints Willis of New Jersey, Inc. its local Risk Management Consultant.

The Mayor and Municipal Clerk be and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2017 in the form attached hereto.

RESOLUTION NO. 16-315

BE IT RESOLVED by the Council that Christina M. Ariemma, Borough Administrator/ Clerk be and is hereby appointed as the Safety and Loss Prevention Representative for 2017 for the Borough of Garwood, County of Union, State of New Jersey, in accordance with the requirements set forth by the Statewide Insurance Fund.

RESOLUTION NO. 16-316

WHEREAS, the Borough of Garwood is a member of the Statewide Insurance Fund, a joint insurance fund as defined in N.J.S.A. 40A: 10-36 *et seq.*; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner; and

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Garwood that Christina M. Ariemma, Borough Administrator/Clerk be and is hereby appointed as the Fund Commissioner for the Local Unit; and

BE IT FURTHER RESOLVED that Sandy Bruns, Chief Financial Officer/Treasurer/Assistant Administrator/Tax Collector be and is hereby appointed as the Alternate Fund Commissioner for the Local Unit; and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

RESOLUTION NO. 16-317

BE IT FURTHER RESOLVED by the Council of the Borough of Garwood that the Municipal Clerk be and is hereby authorize to renew the agreement with UNUM for 2017 at the same rate as 2016.

RESOLUTION NO. 16-318

WHEREAS, the Council of the Borough of Garwood has heretofore adopted Ordinance 16-17.

ORDINANCE NO. 16-17

AN ORDINANCE FIXING THE SALARIES AND WAGES FOR THE DEPARTMENT OF PUBLIC WORKS OF THE BOROUGH OF GARWOOD, IN THE COUNTY OF UNION, STATE OF NEW JERSEY.

WHEREAS, said ordinance reflects changes of salaries and/or hourly rates to be paid to said employees of the Borough of Garwood for the year 2017.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Garwood that the proper officer or officers of the Borough be and they are hereby authorized and directed to execute checks on Borough Funds for the purpose of paying the annual salaries and/or hourly rates to the employees of the Borough of Garwood as set forth opposite each job classification. Said salaries to be paid bi-weekly less such deductions as in such cases made. The schedule of salaries hereafter set forth shall be effective as of January 1, 2017.

| NAME | TITLE | SALARY PER HOUR |
|-------------------------|-----------------|-----------------|
| Atkinson, Jeffrey | Laborer/Foreman | \$35.19 |
| Bongiovanni, Peter | Laborer | \$32.19 |
| Byrne, Richard | Laborer | \$32.19 |
| Lewis, Glenn | Laborer | \$32.19 |
| Fagan-Moore, Matthew W. | Laborer | \$16.10 |
| Moore, William N. | Laborer | \$32.19 |
| Navarro, Linwood | Laborer | \$32.19 |

RESOLUTION NO. 16-319

WHEREAS, the Council of the Borough of Garwood has heretofore adopted Ordinance No. 15-14.

ORDINANCE NO. 15-14

AN ORDINANCE PROVIDING FOR THE COMPENSATION OF REGULAR POLICE OFFICERS OF THE BOROUGH OF GARWOOD.

WHEREAS, said ordinance reflects changes of salaries and/or hourly rates to be paid to said employees of the Borough of Garwood for the year 2017.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Garwood that the CFO/Treasurer of the Borough be and is hereby authorized and directed to payrolls on Borough funds for the purpose of paying the annual base salaries and or hourly rates to the employees of the Garwood Police Department in the Borough of Garwood as set forth opposite each job classification. Said salaries to be paid bi-weekly less such deductions as in such cases made. The schedule of salaries hereafter set forth shall be effective as of January 1, 2017, or as indicated and in accordance with law.

| Name | Title/Class/Effective Dates | Salary |
|---------------------------|-----------------------------|-----------|
| Stoffer, Douglas | CAPTAIN: 1/1/17-12/31/17 | \$106,937 |
| Rocco, Samuel | LIEUTENANT: 1/1/17-12/31/17 | \$102,099 |
| Wright, James | LIEUTENANT: 1/1/17-12/31/17 | \$102,099 |
| Perrotta, David | SERGEANT: 1/1/17-12/31/17 | \$98,068 |
| Wright, John | SERGEANT: 1/1/17-12/31/17 | \$98,068 |
| Herz, Todd | STEP 10: 1/1/17-12/31/17 | \$90,580 |
| Kleinsorgen, Jeffery | STEP 10: 1/1/17-12/31/17 | \$90,580 |
| Eriksen, Scott | STEP 10: 1/1/17-12/31/17 | \$90,580 |
| Ostrander, Joseph | STEP 10: 1/1/17-12/31/17 | \$90,580 |
| Lewis, Philip J | STEP 9: 1/1/17-12/14/17 | \$84,000 |
| Lewis, Philip J | STEP 10: 12/15/17-12/31/17 | \$90,580 |
| Suggs, George | STEP 8: 1/1/17-7/17/17 | \$78,000 |
| Suggs, George | STEP 9: 7/18/17-12/31/17 | \$84,000 |
| Czachorowski, Christopher | STEP 8: 1/1/17-4/14/17 | \$78,000 |
| Czachorowski, Christopher | STEP 9: 4/15/17-12/31/17 | \$84,000 |
| Cosgrove, Dylan | STEP 3: 1/1/17-7/31/17 | \$53,000 |
| Cosgrove, Dylan | STEP 4: 8/1/17-12/31/17 | \$57,462 |
| Zuena, Valerio | STEP 1: 1/1/17 - 2/16/17 | \$44,000 |
| Zuena, Valerio | STEP 2: 2/17/17-12/31/17 | \$49,000 |
| Pridy, Jonathan | STEP 3: 1/1/17 - 1/11/17 | \$53,000 |
| Pridy, Jonathan | STEP 4: 1/12/17 - 12/31/17 | \$57,462 |

RESOLUTION NO. 16-320

RESOLUTION CANCELING UNEXPENDED BALANCE OF 2016

BUDGET APPROPRIATIONS PURSUANT TO N.J.S.A. 40A: 4-60

WHEREAS, N.J.S.A. 40A: 4-60 provides for the governing body to cancel unexpended budget appropriations prior to the end of the fiscal year; and

WHEREAS, the CFO/Treasurer has identified appropriations in the 2016 budget that she intends to cancel.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Garwood, County of Union, that the following unexpended balances of 2016 budget appropriations be canceled to the credit of Fund Balance:

Operations – Excluded from “CAPS”

| | |
|--|---------|
| Debt Service – Interest on Bonds | \$7.50 |
| Debt Service – Interest on Notes | \$41.61 |
| Debt Service – Interest on Loan Repayments | \$1.62 |

BE IT FURTHER RESOLVED, that the Chief Financial Officer is hereby directed to record the effects of this resolution on the financial accounts of the Borough.

RESOLUTION NO. 16-321

WHEREAS, the Mayor and Council of the Borough of Garwood, County of Union, State of New Jersey, hereby directs the transfers of 2016 budget appropriations be and they are hereby made:

2016 Budget Transfer #1

Resolution #16-320

| FROM: | Department | Account Name | Account Number | Amount |
|-------|-------------------|-------------------|----------------------|-----------------|
| | Salary Adjustment | S&W | 6-01-30-425-100-0100 | 175.00 |
| | Legal Services | Legal Fees | 6-01-20-155-200-0950 | 8,000.00 |
| | | | Total | <u>8,175.00</u> |
| TO: | Department | Account Name | Account Number | Amount |
| | Tax Assessor | S&W | 6-01-20-150-100-0100 | 175.00 |
| | Fair Housing Plan | Professional Fees | 6-01-21-190-200-0970 | 8,000.00 |
| | | | Total | <u>8,175.00</u> |

Motion by: Councilwoman Todisco, Second by: Councilman Martin to adopt Consent Agenda.

Roll Call:

| | | | |
|-----------------------------|------------|--------------------------------------|------------|
| Councilwoman Cuccaro | AYE | Councilman Sarno | AYE |
| Councilman Martin | AYE | Councilwoman Todisco | AYE |
| Councilman Mathieu | AYE | Council President Petruzzelli | AYE |

RESOLUTIONS DELETED FROM THE CONSENT AGENDA:

NONE

NEW BUSINESS:

APPOINTMENT: Planning Board Alt. IV – Unexpired Term: 12/13/16-12/31/17

Denise Ridente

Councilman Sarno thanked Councilman Mathieu and gave him a gift. He also thanked Councilman Martin. Councilman Mathieu thanked God and expressed how he enjoyed being on council. He stated he looks forward to the future for Garwood and for Captain Stoffer to be the new Chief.

PAYMENT OF CLAIMS:

BE IT RESOLVED that the following claims as approved be and the same are hereby ordered paid when properly signed and verified; and the payment of payrolls as listed is hereby confirmed and ratified.

Motion by: Councilman Sarno, Second by: Councilwoman Todisco to adopt Payment of Claims Resolution.

Roll Call:

| | | | |
|-----------------------------|------------|--------------------------------------|------------|
| Councilwoman Cuccaro | AYE | Councilman Sarno | AYE |
| Councilman Martin | AYE | Councilwoman Todisco | AYE |
| Councilman Mathieu | AYE | Council President Petruzzelli | AYE |

ADJOURNMENT:

There will be a special closed session meeting of the Mayor and Council on **TUESDAY, DECEMBER 20, 2016**, at 7:00 p.m., in Council Chambers. The purpose of the meeting is to conduct interviews for 2017 Professional Services. **NO ACTION WILL BE TAKEN.**

The Regular meeting of the Mayor and Council scheduled for **TUESDAY, DECEMBER 27, 2016** is hereby canceled.

The Re-organization Meeting of the Mayor and Council will be held on, **TUESDAY, JANUARY 3, 2017**, in Council Chambers at 7:00 p.m.

Mayor Lombardo expressed Good Tidings and Happy Holidays

Motion by: Councilwoman Cuccaro, Second by: Councilman Martin to adjourn. End Time: 7:49 p.m.

Respectfully submitted:



CHRISTINA M. ARIEMMA, Municipal Clerk
 Borough of Garwood