



## **MEMORANDUM**

*Office of Borough Administrator*

**TO:** Mayor and Council  
**FROM:** Kyle Harris, Borough Administrator  
**DATE:** December 9, 2021  
**SUBJECT:** Administrative Report for December 9, 2021  
**CC:** Department Heads and Borough Hall Office Staff

1. On Monday, November 29<sup>th</sup>, we held a meeting with the new council members. We had most of the department heads in attendance. Our professionals and employees reviewed their departments and operations. I had the opportunity to tour different buildings and properties with the two newly elected council members. Lastly, we then met with Chief Financial Officer Sandy Bruns and she conducted a municipal finance 101 class. I received a lot of positive feedback from both the newly elected council members as well as our employees and professionals. I am looking forward to working with both Ms. Salmon and Ms. Loffredo
2. From Zoning Enforcement Officer, Len DiStafano "Since March of 2020 when COVID struck and affected our local businesses, the enforcement of temporary signage was relaxed throughout the Borough allowing the placement of multiple and oversized signs without restrictions or violations.

Beginning January 2022, this ordinance will again be enforced, and I am requesting the signage listed below removed and future temporary sign placement adhere to the attached regulations. Note this is not a violation but rather communication for clarity. Keep in mind that any and all non-temporary signs must first be approved by submitting a Zoning Permit Application to the Zoning Officer prior to placement. The entire ordinance covering signs can be found under Garwood's land Use Codes, Chapter 106."

3. PSEG had contracted Asplundh to complete tree work in and around Garwood. This work should be completed by the end of December
4. The Borough of Garwood received quotes from several tree services and has contracted with SavaTree to complete the 2021 Shade Tree Maintenance work. Affected residents were notified last week, this work should be completed soon.
5. Elizabethtown Gas will be replacing gas mains and service lines over the next two to three months. This will be taking place on Center Street, Locust Ave, Maple Ave, Spruce Ave, West Street and Willow Ave. Elizabethtown Gas has notified residents within 200 feet. All roads that have recently been paved will have to be repaved curb to curb.
6. On tonight's consent agenda, I would like to bring to your attention the following resolutions:
  - a. Resolution 21-223: This will be our third dispatcher hired to this position in the last 18 months. The police department has struggled to fill this position. As we enter to 2022, we will need to dive into our police dispatch and determine what is in the best interest for Garwood.
  - b. Resolution 21-225: Due to manufacture delays, we need to cancel our previous order of a new police truck and replace it a different style Ford F250. This change, though it delays the arrival time will save the borough a little over \$1,500
  - c. Resolution 21-226 and Resolution 21-227: I am sad to see Mr. Chris Nunes leaving his position as Municipal Court Administrator, though he was only here for a short time he was really able to improve the efficiency of our court. I wish him all the best in the future. I would like to request the councils support in appointing Ms. Yasmilca Reyes Villafana as the new interim court administrator. Ms. Villafana brings experience from a large municipal court in Union County and will be completing her bachelors in Criminal Justice this spring.
7. Lastly, I would request that Council consider moving the meeting of December 23<sup>rd</sup> to December 22<sup>nd</sup>. The borough will be closed for Christmas Eve the day after the meeting on the 23<sup>rd</sup> and then again on Monday December 27<sup>th</sup>. We really need a normal business day the day after the meeting to efficiently wrap up the end of 2021.