

## Borough of Roselle Park Meeting of September 1, 2016

Attendee Name	Organization	Title	Status	Arrived
Charlene Storey	Borough of Roselle Park	Councilwoman	P	7:00 PM
Ryan Kelly	Borough of Roselle Park	Councilman	P	7:00 PM
Gino Elmarassy	Borough of Roselle Park	Councilman	P	7:00 PM
Eugene Meola	Borough of Roselle Park	Councilman	P	7:00 PM
Joseph Petrosky	Borough of Roselle Park	Councilman	P	7:00 PM
Thos Shipley	Borough of Roselle Park	Councilman	P	7:00 PM
Carl Hokanson	Borough of Roselle Park	Mayor	P	7:00 PM

Mayor Hokanson called the meeting to order at 7:03 p.m. and said it is being held in accordance with the Open Public Meetings Act and adequate notice of this meeting has been provided as required by law.

All contracts awarded by Mayor and Council must comply with the affirmative action requirements of P.L. 1975, C.172. (NJAC 17:27).

As required by the Fire Prevention Code, he indicated the fire exits and the procedure to be followed in case of fire.

Deputy Borough Clerk Corrigan read a short prayer followed by the Pledge of Allegiance.

### COMMUNICATIONS

Councilwoman Storey moved the following communications; seconded by Councilman Elmarassy, all members present voting Aye, said motion was adopted.

- Invitation from the Columbus Parade Association of Union County for Mayor and Council to attend their 28<sup>th</sup> Anniversary Annual Christopher Columbus Celebration on Sunday, October 2, 2016 from 1:00 p.m. to 6:00 p.m. at Amici's Ristorante, Linden, New Jersey.
- Request from the residents of the 300 block of Hemlock Street to hold a Block Party on Saturday, September 10, 2016 from 12:00 Noon until 10:00 p.m.

### PROCLAMATIONS & PRESENTATIONS

- New Jersey Carpenter's Technical Training Center, Tony Pagliughi & Dave Selover

Councilwoman Storey made a motion to read Resolution No. 208-16 out of order; seconded by Councilman Petrosky and adopted.

The following resolution was offered by Councilwoman Storey; seconded by Councilman Petrosky.

### RESOLUTION NO. 208-16

BE IT RESOLVED that Marino Diaz, Jr., 215 Rector Street, Perth Amboy, New Jersey 08861 be and is hereby appointed to the position of Probationary Police Officer (7-12 months) in the Roselle Park Police Department, at an annual salary of \$54,045.17 effective September 19, 2016 for a 12 month period ending September 18, 2017.

<input type="checkbox"/> Vote Record – Resolution #208-16		Yes/Aye	No/Nay	Abstain	Absent
<input checked="" type="checkbox"/> Adopted	Storey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adopted as Amended	Kelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Defeated	Elmarassy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tabled	Meola	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Withdrawn	Petrosky	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shipley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hokanson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MOTION BILLS & PAYROLLS BE NOT READ  
MOTION BILLS & PAYROLLS BE PASSED FOR PAYMENT

Councilwoman Storey moved that bills and payrolls be not read and passed for payment; seconded by Councilman Elmarassy, all members present voting Aye, said motion was adopted.

PUBLIC COMMENT

Councilwoman Storey moved at 7:15 p.m. to open the public comment portion of the meeting on agenda items only; seconded by Councilman Elmarassy and adopted.

Saul Qersdyn, 150 Berwyn Street

- Ordinances still have no time limit for public.
- Why was Resolution No. 214-16 added on.
- That was not discussed at a previous meeting.
- Ordinance that was on for first reading will be on next meeting.
- Spoke about Pay to Play follow up.
- Will the By-Laws need to be amended.
- Person sponsoring discussion items.

Jacob Magiera, 612 Sheridan Avenue

- Public portion five minutes.
- Crosses from donations; everything ok.

William Hahn, Woodside Gardens

- Workshop discussions.
- Should have resolution to accept all 60 military symbols.
- Regarding Resolution No. 205-16, there have been two resignations from the Diversity Committee.
- There will not be enough members for a quorum.
- No past practices in place.
- Committee should be suspended until after the November election.

Joseph DeIorio, 824 Larch Street

- Spoke about Code and Conduct Section in the Policies & Procedures for the Casano Community Center.
- Regarding Resolution No. 211-16, under that policy, bouncy houses are now acceptable.
- Spoke about no animals other than certified work animals are allowed on Borough property.
- Under consequences, who are the appeals made to.
- Under users, last paragraph does not read properly.
- Local/County non-profit, waiving those fees.

- Section 3 reads the Center cannot be utilized for political meetings or advocacy groups, would the Concerned Citizens fall under that.
- Section 4 under determination of classification, it reads the decision of the Center Committee shall be final.
- It later reads that the Casano Center Committee shall consider the request and make a determination which may be appealed to the Borough Council.
- There is a reference to the hours being from 9:00 a.m. to 9:00 p.m., is that still the case.
- Clarify what it means that proper notification is required for any group using the Casano Community Center.

Mr. Huxford said he will refer these suggestions to Mr. Shah, the Director of the Casano Community Center.

There being no one else wishing to speak, Councilwoman Storey moved at 7:35 p.m. to close the public comment portion of the meeting on agenda items only; seconded by Councilman Elmarassy and adopted.

### WORKSHOP DISCUSSION

- Business Development and Retention (Shipley)
- Request from Senator Kean to recognize the STEM Program participants (Shipley)
- Pay to Play Ordinance (Shipley)
- Westfield Avenue Development Public Outreach Meeting (Shipley)
- Anonymous donation of the “Battle Cross Memorial” to be placed at the Roselle Park Veterans Memorial Library (Storey)
- Donation of a Kneeling Soldier Memorial with the Star of David from Robert Domanski to be placed at the Roselle Park Veterans Memorial Library (Storey)
- Donation of a Kneeling Soldier with the “Atheist” symbol from Tom Roche to be placed at the Roselle Park Veterans Memorial Library (Storey)

Councilman Elmarassy moved to put the Pay to Play ordinance on for next meeting; there was no second, said motion was denied.

### RESOLUTIONS

The following resolutions listed on Consent Agenda were offered by Councilwoman Storey; seconded by Councilman Elmarassy.

#### RESOLUTION NO. 205-16

BE IT RESOLVED that the Mayor and Council of the Borough of Roselle Park hereby accept the resignation of Ketan Amin and Krishna Patel from the Diversity Committee effective immediately.

#### RESOLUTION NO. 206-16

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park that the retirement of Georgia Ranieri from the position of full time School Crossing Guard, effective September 1, 2016, be and is hereby accepted.

RESOLUTION NO. 207-16

BE IT RESOLVED, that Thomas Gaydos, 919 West Elm Street, Linden, New Jersey 07036, be and is hereby appointed to the position of full time School Crossing Guard, effective September 8, 2016, at the rate of \$64.65 per day.

RESOLUTION NO. 209-16

WHEREAS, N.J.S.40A:4-87 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 item shall have been made available by law and the amount was not determined at the time of the adoption of the budget, and

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

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Roselle Park, County of Union, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2016 in the sum of \$5,000.00 which item is now available as a revenue from the 2016 Drive Sober or Get Pulled Over Statewide Labor Day Crackdown Grant pursuant to the provisions of statute, and

BE IT FURTHER RESOLVED, that the like sum of \$5,000.00 is hereby appropriated under the caption of the 2016 Drive Sober or Get Pulled Over Statewide Labor Day Crackdown Grant, and

BE IT FURTHER RESOLVED, that the Borough Clerk forward a certified copy of this resolution with enclosures to the Chief Financial Officer to submit the resolution electronically to the Director of the Division of Local Government Services.

RESOLUTION NO. 210-16

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park that the following individuals be and are hereby appointed to the position of Alternate School Crossing Guards, effective immediately, at the rate of \$64.65 per day:

Thomas J. Thompson	319 East Lincoln Avenue, Roselle Park
Barbara R. Bonavita	163 West Grant Avenue, Roselle Park
Gerald E. Vitale	636 Hemlock Street, Roselle Park
Queenie M. Hagler	250 West Sumner Avenue, Roselle Park

RESOLUTION NO. 212-16

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park that the Tax Collector is hereby authorized to reduce Sewer Utility bills on five (5) properties totaling \$1,470.00 (paperwork available in the Tax Office).

RESOLUTION NO. 213-16

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park that the Tax Collector hereby authorizes the Treasurer to issue multiple checks totaling \$1,986.58 payable to two (2) lien holders on two (2) properties (paperwork available in the Tax Office); and

BE IT FURTHER RESOLVED to issue checks totaling \$1,600.00 from the Tax Collector's Premium Account.

RESOLUTION NO. 214-16

BE IT RESOLVED that the Mayor and Council of the Borough of Roselle Park hereby accepts the donation of an American flag known as a "Blue Stripe Flag" from Mariann Brenner, Retired Port Authority Police Department K-9 Unit, to be displayed on 9/11 and Police Memorial Day in May.

RESOLUTION NO. 215-15

BE IT RESOLVED that the Mayor and Council of the Borough of Roselle Park hereby authorize the agreement between the County of Union and the Borough of Roselle Park for participation at the Leaf Composting Facility for the 2016 leaf season; and

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are hereby authorized to sign the Memorandum of Understanding and an Indemnification Agreement regarding Union County's Leaf Composting Facility.

RESOLUTION NO. 216-16

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, Union County, New Jersey upon the recommendation of the Borough Engineer, Michael J. Neglia, that the Contract for:

CDBG 2016 IMPROVEMENTS TO PARK PLACE

BOROUGH OF ROSELLE PARK

UNION COUNTY, NEW JERSEY

be awarded to JTG Construction, Inc., Newark, New Jersey 07015 for the sum of One Hundred Fifty-One Thousand Four Hundred Dollars and Zero Cents (\$151,400.00). This Resolution to take effect upon approval of the New Jersey Department of Transportation.

RESOLUTION NO. 217-16

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, Union County, New Jersey upon the recommendation of the Borough Engineer, Michael J. Neglia, that the Contract for:

IMPROVEMENTS TO PINE STREET AND LARCH STREET

BOROUGH OF ROSELLE PARK

UNION COUNTY, NEW JERSEY

be awarded to Cifelli & Son General Construction, Inc., Nutley, New Jersey 07110 for the sum of One Hundred Fifty-Nine Thousand Nine Hundred Fifty-One Dollars and Fifty Cents (\$159,951.50). This Resolution to take effect upon approval of the New Jersey Department of Transportation.

RESOLUTION NO. 218-16

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, Union County, New Jersey upon the recommendation of the Borough Engineer, Michael J. Neglia, that the Contract for:

ALDENE PARK PHASE V IMPROVEMENTS

BOROUGH OF ROSELLE PARK

UNION COUNTY, NEW JERSEY

be awarded to Reivax Contracting Corporation, Newark, New Jersey 07114 for the sum of One Hundred Sixty-Four Thousand Five Hundred Ninety-Five Dollars and Zero Cents (\$164,595.00). This Resolution to take effect upon approval of the New Jersey Department of Transportation.

RESOLUTION NO. 219-16

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, Union County, New Jersey that a Professional Service Contract for Engineering and Landscape Architecture Services for:

ALDENE PARK – PHASE V IMPROVEMENTS

be awarded to Neglia Engineering Associates of Lyndhurst, New Jersey for the sum of Twenty Four Thousand Nine Hundred Dollars and No Cents (\$24,900.00). This Resolution to take effect upon certification on this Resolution by the Borough Treasurer that sufficient funds are available.

RESOLUTION NO. 220-16

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, Union County, New Jersey that a Professional Service Contract for Surveying, Design, Permitting, Contract Documents Preparation and Construction Management Services for:

**CDBG 2016 IMPROVEMENTS TO PARK PLACE**

be awarded to Neglia Engineering Associates of Lyndhurst, New Jersey for the sum of Twenty Two Thousand Three Hundred Dollars and No Cents (\$22,300.00). This Resolution to take effect upon certification on this Resolution by the Borough Treasurer that sufficient funds are available.

RESOLUTION NO. 221-16

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park, Union County, New Jersey that a Professional Service Contract for Surveying, Design, Permitting, Contract Documents Preparation and Construction Management Services for:

**IMPROVEMENTS TO PINE STREET AND LARCH STREET**

be awarded to Neglia Engineering Associates of Lyndhurst, New Jersey for the sum of Twenty Three Thousand Five Hundred Dollars and No Cents (\$23,500.00). This Resolution to take effect upon certification on this Resolution by the Borough Treasurer that sufficient funds are available.

<input type="checkbox"/> <b>Vote Record – Resolutions #205-16 to #207-16; #209-16 to #210-16 and #212-16 to #221-16</b>					
		<b>Yes/Aye</b>	<b>No/Nay</b>	<b>Abstain</b>	<b>Absent</b>
<input checked="" type="checkbox"/>	Adopted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Adopted as Amended	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Defeated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Tabled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Withdrawn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Storey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Kelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Elmarassy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Meola	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Petrosky	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shipley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hokanson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Councilwoman Storey made a motion to table Resolution No. 211-16; seconded by Councilman Shipley.

RESOLUTION NO. 211-16

BE IT RESOLVED by the Mayor and Council of the Borough of Roselle Park that the attached Policy and Procedures of the Roselle Park Casano Center be and are hereby adopted.



# THE BOROUGH OF ROSELLE PARK

N E W J E R S E Y

CASANO COMMUNITY CENTER

314 CHESTNUT STREET, ROSELLE PARK, NJ 07204

[WWW.ROSELLEPARK.NET](http://WWW.ROSELLEPARK.NET)

908 245 0666

# Policies & Procedures

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### 1. POLICY STATEMENT

Casano Community Center (Community Center) is a Borough property and public facility intended for the use of residents of Roselle Park as well as residents of Union County. The Community Center is intended to be a welcoming and safe place for individuals to congregate, socialize, meetings, events and recreational activities. The facility also serves as a Senior Citizen Center, providing programs, events and services to adults aged 55 and older. Participants of Casano Community Center are expected to conduct

themselves in a manner that most people would find reasonable and that does not infringe on the enjoyment of other participants.

Participants agree to observe the following when attending Casano Community Center:

## **2. CODE OF CONDUCT**

- Smoking is not permitted on any borough property. All applicable Borough of Roselle Park ordinances will be enforced.
- Alcohol is not permitted on any borough property. All applicable Borough of Roselle Park ordinances will be enforced.
- Bouncy house must fulfill requirements set forth by the borough. All applicable Borough of Roselle Park ordinances will be enforced.
- No animals other than certified working animals are allowed inside the building.
- Offensive language is not permitted in the Community Center.
- The Community Center structure, furnishings and fixtures must be treated with care and respect at all times.
- State and local policies, laws and regulations must be observed at all times.

### **Participants are expected to:**

- Be able to function on their own or with the assistance of an escort, but independently from Casano Community Center staff or Community Center volunteers.
- Maintain personal hygiene that is healthy and inoffensive.
- Use voice, language and behavior that will not offend or disturb other participants or staff.
- Treat others with courtesy and consideration.
- Observe all state and local laws, policies, ordinances, and regulations.
- An adult must supervise minors at all times.
- Use computers for personal projects and education. All usage must be appropriate, inoffensive, and may not interfere with the operation of the Borough's computer system. Participants are NOT to download or install any programs onto the Borough's computers. Computers are not secure; participants are responsible for the security of any personal information they make available.
- In consideration of participating in physical activities at Casano Community Center, participant represents that he/she understands the nature of, and that he/she is qualified, in good health, and in proper physical condition to participate in such activity. He/she acknowledges that if he/she believes conditions are unsafe, he/she will immediately discontinue participation in the Activity.
- He/ she fully understands that physical activities involve risks of serious bodily injury, including permanent disability, paralysis and death, which may be caused by his /her own actions, or inactions, those of others participating in the class, the conditions in which the class takes place, or the negligence of the releases named below; and that there may be other risks either not known to him/her or not readily foreseeable. Participant fully accepts and assumes all such risks and all responsibility for losses, costs and damages.
- Participant hereby releases, discharges, and covenants not to sue Casano Community Center, the Instructor who is teaching the class, or any employee associated with Casano Community Center, other participants, any sponsors, advertisers, and owners of premises on which this activity is taking place (each considered one of the "releases" herein) from all liability, claims, demands, losses, or damages on his/her account caused or alleged to be caused in whole or in part by the negligence of the "releases" or otherwise, including negligent rescue operations. Participant further agree that if, despite this release, waiver of liability, and assumption of risk participant, or anyone on behalf, makes a claim against any of the releases, participant will indemnify, save, and hold harmless each of the releases from any loss, liability, damage, or cost which any may incur as the result of such claim.
- Photos or videos taken during programs or borough events may be used for promotional purposes. Please notify Casano Community Center Director in writing if you do not want picture published.

### **Consequences of failing to observe the Code of Conduct are:**



- Verbal warning by a staff member. Participants violating the Community Center Code of Conduct will be given a verbal warning by a Casano Community Center staff member. The participant will be asked to sign that they have read and understand the Code of Conduct. A copy of the signed Code of Conduct will be kept on file in the Director's office. If a major offense has occurred that requires law enforcement intervention, the participant will be asked to leave the Community Center immediately. Depending on the violation committed, the participant may be permanently expelled from the Community Center. Law enforcement may be contacted for any threat or incident of assault or for willful destruction of property.
- Written warning by Community Center Director. A second violation of the Community Center Code of Conduct will result in a meeting with the Center Director where a discussion of the violation and possible consequences of repeated violations will take place. Consequences may include suspension from the Community Center, and if repeated violations take place, expulsion may occur.
- Suspension: A third offense will result in a second meeting with the Center Director who will go over terms of suspension. Suspensions from the Community Center are one month in length. After suspension, any further violations will result in permanent expulsion from the Community Center.
- Expulsion. A fourth offense will result in permanent expulsion from the Community Center.

Depending upon the severity of the offense, suspension or expulsion may be enforced after the first or second offense.

Appeals to suspension or expulsion can be made through Borough Clark's office located at 110 East Westfield Avenue, Roselle Park, N.J. 07204.

### **3. USERS**

Groups or individuals using/renting the Casano Community Center will be required to comply with rules and policies governing same. Failure to comply could subject the group or individual to the loss of use privileges.

The following uses are generally permitted: meetings, parties, receptions, dances, social or cultural activities, and certain fundraising activities. Certain uses identified below may be allowed, following the approval of Casano Community Center Committee and approval of the governing body.

The following groups and organizations are waived from rental fees to use the Center but not limited to the policy & procedure.

- All Deposits are subject to directors approval within 3 (Three) business days.
- Programs and non-profit groups sponsored / co-sponsored by the Borough of Roselle Park.
- Programs and events for Borough of Roselle Park Senior Citizens.
- Programs sponsored by the local schools.
- Programs, meetings or events held by other committee or units of government, either on local, state or federal level.
- Local or Union county non-profit organizations.
- Girl Scouts and Boy Scouts.

The following groups and organizations are required to pay rental fees to use the Center but not limited to the policy & procedure.

- Non-Roselle Park groups, clubs, organizations or programs
- Private Parties.

The Community Center cannot be utilized for any kind of political meetings, rallies, or fundraising events for political organizations, advocacy groups, political candidates, or groups affiliated with any political candidate, party or ballot referendum.

### **4. USER ELIGIBILITY AND DESIGNATIONS**

The Casano Community Center is made available to groups, organizations, and private individuals. It is necessary to recognize, however, that the actual use is determined by the user requirements, availability of

space and time of use. It is further recognized that in order to limit public subsidy of the building, it is necessary to make the building available for rentals on Saturday and Sunday. Borough of Roselle Park neighborhood groups and Borough of Roselle Park nonprofit groups will be allowed use of the facility during the week when space is available.

### **Determination of Classification.**

The Community Center Director shall determine the classification of any group desiring to use the Community Center. The determination of the Community Center director may be appealed to the Center Committee. The decision of the Center Committee shall be final.

The following procedure shall be utilized whenever a specific approval is required for a use or event, or when a waiver is requested.

- A written request explaining the use of event and the requested action shall be submitted to the Community Center Director.
- The Community Center Director shall forward the request to the Casano Center Committee. The Casano Center Committee normally meet the first Wednesday of every month and the request must be in at least one week prior to the meeting.
- The Casano Center Committee shall consider the request and make a determination. The decision may be appealed to the Borough Council.

## **5. SCHEDULING POLICY**

Proper notification is required for any group using the Casano Community Center. You may hold your date by filling out an Application with Certificate of Insurance and Deposit. The Casano Center is open Monday through Friday, 9:00 am-9:00 pm. the reservation date will be canceled unless the contract has been signed and the appropriate room fees paid. Reservations must be paid in full thirty days in advance. If making a reservation within thirty days of your date, all fees must be paid at the time of the reservation with cash or check payable to: Borough of Roselle Park. A contact person must check in with the building attendant at the beginning of the event and at the end of the event.

- Set up, decorating and cleaning time must be factored in when making a reservation.
- Checks should be made out to the Borough of Roselle Park and either mailed or delivered to: Casano Community Center, 314 Chestnut Street, Roselle Park, NJ 07204. Fees covered under these policies are subject to Borough ordinance
- As per Roselle Park Borough Ordinance, you may be required to obtain a Fire Permit from the Borough Clerk and you may be required to have member of the Fire Department present.
- As per Roselle Park Borough Ordinance, you may be required to obtain Police supervision at cost to the user.
- The Renter/User assumes full liability for actions resulting from his/her usage of the facility.
- By the order of the RP Fire Department & Construction Department, maximum capacity for the front room is 300, seating 198 and table and chairs 92. The maximum capacity for the rear room is 300 Concrete Seating 188 and table and chair 88.
- The contact person for all user groups must be age 18 or older.
- Borough of Roselle Park reserves the right to do a background check on Renter/ Users and its representatives.

## **6. CANCELLATION POLICY**

- If a cancellation occurs for any reason thirty days prior to the rental date the rental fee will be returned.
- If a cancellation occurs for any reason less than thirty days prior to the rental date the rental fee will be withheld. The director has the authority to wave this provision based on the circumstances of the cancelation.
- Borough reserves the right to close the building for any reason. In the case of inclement weather, scheduled meetings or events will be cancelled at Borough discretion. In this event the borough will provide written or verbal notice to the renter and renter will receive a full refund including the initial deposit.

- The Borough reserves the right to void any rental agreement due to a borough sponsored event. In this event the borough will provide written or verbal notice to the renter and renter will receive a full refund including the initial deposit.

## **7. REFUND POLICY**

- Weekend rentals will be inspected on Monday morning. If there is an emergency during your event, contact Rupen Shah [Rshah@Rosellepark.net](mailto:Rshah@Rosellepark.net)
- If the Community Center Director or staff determines that damage has occurred to the facility or that there is a need for extraordinary clean-up measures, the renter will be billed for the additional charges. Failure to pay these extra fees will lead to legal action.

## **8. HOUSEKEEPING POLICY**

- Falsification of any and all Policies & Procedures may lead to immediate closure of event and loss of all fees (if applied),
- A member of our staff must be present during the time the Casano Community Center is being used.
- Nothing is to be nailed, taped or otherwise attached to the walls or ceiling as to leave a mark when hanging.
- Groups using the facility are responsible for returning the room to the same condition as found. All trash should be placed in the trashcans provided, and tables and chairs should be returned to original position. All equipment and lights must be turned off.
- Use of Casano Center audio visual equipment is not permitted. If any equipment is found damaged or tampered with the user group will be held responsible for any loss or damage.
- Heating and/or air conditioning controls are preset and should not be tampered with.
- The partition is not to be moved by anyone other than borough staff.
- No storage of equipment or property is permitted.
- Groups are expected to cooperate with Community Center staff efforts to maintain security of the building and grounds and to provide for the safety of all visitors.
- All events must end by rental time requested. All guests must vacate the premises at these times. All music must be turned off. Final take down of personal property (decorations, gifts, etc.) and the stage and sound equipment must be done by this time.
- Renter/ User will be responsible for cleaning all damages to building, furniture and any extra cleaning. If a private caterer uses the facilities, renter/ user is responsible to see that the caterer follows the Community Center's regulations regarding clean up. Facilities left in a manner requiring other than customary cleaning will be sufficient reason to bill the utilizing individual or group to cover these added costs. Failure to pay may result in loss of utilization privileges and could result in additional administrative action.
- Renter/ User will be responsible for mopping up spills. Lessee will be responsible for removal of any tablecloths, wall decorations, and other personal equipment.
- Recycling is mandatory in the Borough of Roselle Park. To facilitate recycling efforts, specially marked bins will be made available by the Center for collecting glass, aluminum, plastic and metal containers. These containers must be clean prior to placing in the appropriate recycling bins. All trash or other disposables shall be placed in garbage bags.
- The facility is solely a warming kitchen and cannot be used for major meal preparation. If the kitchen is rented, it is the responsibility of the Renter to sweep and mop the kitchen floor, wash all countertops, make sure all other surfaces (including the sinks) are cleaned and ensure the stove(s) are shut off.
- All Renters are prohibited from using kitchen supplies, knives, slicing machines, coffee makers, food, drink, towels/linens or other expendable supplies belonging to the Center without express permission given at the time of rental. The mop/pail, broom/dustpan and vacuum may be use but the Renter is to provide his/her own cleaning supplies and towels/linens.

## **9. REVOCATION OF PERMIT FOR USE**

- If at any time the Community Center Director or his / her designee the Roselle Park Police Department determines that any use of the Community Center is contrary to the public health and safety of the Borough or such use is tending to cause or provoke a disturbance, the Community Center Director or police officer may revoke the Borough's permission to occupy the Community Center and such groups or individuals shall upon notice immediately vacate the Center. Failure to abide by these rules will result in the loss of the use of the facility and jeopardize future usage of the facility. Illegal activities will be turned over to the Police Department for investigation and possible prosecution.

## **10. REVIEW AND AMENDMENT PROCEDURES**

It is recognized that as conditions change, these "Policies and Procedures for Community Center Use" will need to be reviewed and possibly amended to reflect those changes or to address omissions which have become apparent. At such time, The Casano Center Committee shall review any proposed amendment and make a recommendation to the governing body. The governing body shall then make the final determination regarding amendments to the document.



# THE BOROUGH OF ROSELLE PARK

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## N E W J E R S E Y

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CASANO COMMUNITY CENTER  
314 CHESTNUT STREET, ROSELLE PARK, NJ 07204  
[WWW.ROSELLEPARK.NET](http://WWW.ROSELLEPARK.NET)  
908 245 0666

ATTACHMENT A

## MEMBERSHIP APPLICATION

Name:	
Address:	
Phone Number Home:	Cell:
Birth Date:	
Contact- Friend or Relative:	
Friend or Relative Phone Number:	
Youth _____ Adult _____ Senior _____	
We agree to hold the Borough of Roselle Park, Casano Community Center and any person connected and the Borough of Roselle Park and its employees, and those associated with its program harmless from any and all claims for bodily injury, negligence and property damage arising from the use of facilities or Borough equipment during the course of any events and activities. In addition, I have read the Policies and Procedures and agree to their terms and conditions. We understand the Code of Conduct for the rules during and after hours at the Community Center. Photos taken during programs may be used for promotional purposes. Please notify the Casano Community Center if you do not want your picture published.	
Date:	Signature:

**FEE \$1.00 FOR LIFETIME MEMBERSHIP**

**To cover the cost of membership cards.**

Member # \_\_\_\_\_

Staff Member: \_\_\_\_\_



# THE BOROUGH OF ROSELLE PARK

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ATTACHMENT B  
**RENTAL APPLICATION**

**Renters Name/ Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date or Dates you wish to rent the facility:** \_\_\_\_\_

**Time you wish to rent the Facility:** From: \_\_\_\_\_ to: \_\_\_\_\_

**Number of people expected to attend:** \_\_\_\_\_

**Event Type:** \_\_\_\_\_

**Request if made for use of facilities checked.**

Meeting Room front     Kitchen Facility     Rear Yard     Recreation Room Back  
 Refrigerator     Barbecue Grill     Other Equipment \_\_\_\_\_

**Note: USE OF Sound Equipment or TV IS STRICKTLY PROHIBITED.**

**What equipment will be brought into the building?**

\_\_\_\_\_

### **Indemnity and Hold Harmless Agreement**

The undersigned, for and in consideration of leasing the Casano Community Center located at 314 Chestnut Street in the Borough of Roselle Park, County of Union, State of New Jersey, for the date \_\_\_\_\_, does hereby agree to indemnify the Borough of Roselle Park and all of its departments, agencies and employees, and hold them harmless from any and all claims of liability for bodily injury or property damage arising out of the use and occupancy of the Casano Community Center as described above. In addition, **the undersigned agrees to supply to the Borough of Roselle Park a Certificate of Liability Insurance in the minimum amount of One Million (\$1,000,000.00) Dollars, naming the Borough of Roselle Park, Casano Community Center** its agencies, departments and employees as additional insured no later than thirty (30) days prior to the above date. Lastly, the undersigned hereby agrees to be responsible for any and all property damage to the structure or contents of the Roselle Park Casano Community Center and located at 314 Chestnut Street, Roselle Park, New Jersey.

**I have read the facility rental rules and regulations and agree to abide by its terms:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Deposit Received On: \_\_\_\_\_ Cash / Check # \_\_\_\_\_ \$ \_\_\_\_\_

Rental Fee Received On: \_\_\_\_\_ Cash / Check # \_\_\_\_\_ \$ \_\_\_\_\_

Certificate of Insurance Received: \_\_\_\_\_



# THE BOROUGH OF ROSELLE PARK

## N E W J E R S E Y

CASANO COMMUNITY CENTER  
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ATTACHMENT C

**Rental Inspection Checklist Date:** \_\_\_\_\_

Room	Condition		Restrooms	Condition	
	Pre	Post		Pre	Post
Walls and Ceiling			Walls and Ceiling		
Floor Covering			Floor		
Windows			Doors		
Doors			Light Fixtures		
Light Fixtures			Cabinets/Drawers		
Furniture			Counter Surfaces		
Sink, Faucet, Cabinets Refrigerator			Sink and Faucet		
Electronics, Projector Screen, etc.			Toilet/Tissue Holder		
Other			Other		
<b>Kitchen</b>			<b>Yard, Patio</b>		
Stove, Oven, Range, Hood, Broiler, Pans, Burners, etc.			External Doors and Locks		
Floor Covering			Outside Lights		
Windows, Doors			Furniture		
Cabinets/Drawers			Garbage		
Counter Surfaces			Other		
Sink, Faucet					
Microwave Oven					
Refrigerator					
Furniture					

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Pre Inspected By: \_\_\_\_\_ Renters Signature: \_\_\_\_\_

Post Inspected By: \_\_\_\_\_ Renters Signature: \_\_\_\_\_



# THE BOROUGH OF ROSELLE PARK

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## N E W J E R S E Y

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### ATTACHMENT D

FIRST READING	7-21-16
PUBLISH	8-4-16
SECOND READING	8-18-16
PUBLISH	9-1-16

### ORDINANCE NO. 2468

#### AN ORDINANCE AMENDING CHAPTER X, SECTION 10-4.1 OF THE CODE OF THE BOROUGH OF ROSELLE PARK ENTITLED FEES FOR RECREATION/COMMUNITY CENTER

**BE IT ORDAINED** by the Mayor and Council of the Borough of Roselle Park, County of Union, and State of New Jersey that Chapter 10, Section 10-4.1 of the Borough of Roselle Park Code be and here is amended as follows:

#### SECTION 1: Fees Enumerated

Community Center Rental for Private Parties.

Up to and including five (5) hours-	\$300.00 (which includes a \$50.00 non refundable deposit).
Over five (5) hours-	\$300.00 which includes a \$50.00 non refundable deposit) plus and addition \$50.00 per additional hour.

**SECTION 2:** If any section or portion of a section of this Code shall be invalid for any reason, such invalidity shall not affect the validity of the remaining sections or portions of this Ordinance.

**SECTION 3:** All ordinances or parts of ordinances, to the extent that they are inconsistent herewith, are hereby repealed.


**SECTION 4:** This amendment to the Code of the Borough of Roselle Park shall become effective upon publication and in accordance with law.

Introduced: July 21, 2016

Adopted: August 15, 2016

  
Mayor

*K. Blum  
K. Shub  
A. Brina*

Attest:   
Borough Clerk

#### Record of Vote - Introduction

	Aye	Nay	Abstain	Absent
Storey	✓			
Kelly	✓			
Elmarassy	✓			
Meola	✓			
Petrosky	✓			
Shiple	✓			

#### Record of Vote - Adoption

	Aye	Nay	Abstain	Absent
Storey	✓			
Kelly	✓			
Elmarassy	✓			
Meola	✓			
Petrosky	✓			
Shiple	✓			



<input type="checkbox"/> Vote Record – Table Resolution #211-16					
		Yes/Aye	No/Nay	Abstain	Absent
<input checked="" type="checkbox"/>	Adopted	Storey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Adopted as Amended	Kelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Defeated	Elmarassy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Tabled	Meola	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Withdrawn	Petrosky	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Shipley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Hokanson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## MAYOR AND COUNCIL COMMITTEE REPORTS

### Councilman Shipley

- Spoke about the Arts Programs in Milford, Pennsylvania.
- Roselle Park Loves Arts event is Saturday, September 24<sup>th</sup>.
- Roselle Park Loves Arts needs volunteers and supplies.
- Received notice that Clean Communities must immediately submit their report.
- Congratulated Officer Diaz.

### Councilman Elmarassy

- Congratulated Officer Diaz.
- Spoke about the new McDonald's being built on Westfield Avenue.

### Councilman Kelly

- No report

### Councilman Petrosky

- Condolences to Rannigan Family.
- Get well wishes to Sergeant Michael Wielgus.
- August 20<sup>th</sup> attended Indian Independence Day.
- August 25<sup>th</sup> there was a Public Safety Meeting.
- Would like to invite his 40 year High School Reunion classmates to the next meeting.
- First day of school is coming up.
- Wished good luck to all fall season sports.
- Congratulated Officer Diaz.

### Councilman Meola

- Board of Education Meeting at the High School on September 6<sup>th</sup>.
- There have been some issues in the First Ward.
- Stressed that everyone should lock their cars and leave things out of sight.
- Congratulated Officer Diaz.
- September 11<sup>th</sup> is also National Grandparents Day.

### Councilwoman Storey

- Congratulated Officer Diaz.
- Concert at Michael Mauri Park has been rescheduled to Labor Day from 2:00 p.m. to 4:00 p.m.
- Friends of the Library sponsored an event by the Hudson Shakespeare Co.
- Also funded the End of Summer Party at the Casano Center.

- The Library was able to purchase new chairs for the downstairs area from donations of the Family of Gloria Vaccarino, who was a member.
- Vegetables are being donated by the Farmer's Market to the Casano Center.

#### Mayor Hokanson

- Monday was the End of Summer Reading Program Party at the Casano Center.
- Wednesday, September 9<sup>th</sup> at the Sunrise Diner is Coffee with the Cops.
- The 9/11 Ceremony will be held on September 11<sup>th</sup> at 2:00 p.m. at Kelly Kaulfers Memorial Park.
- Monday, September 26<sup>th</sup> from 6:00 p.m. to 8:00 p.m. is his third "Meet and Greet" at Costa's.
- Spoke about a light pole that came down at the High School field.
- The Board is removing the lights for safety factor.
- Council is working with them and the Police for lighting to use.
- If anyone has questions, please reach out to the proper authority.
- Has reached out to the County for more lighting.

#### Donna Corrigan – Deputy Borough Clerk

- Borough Wide Garage Sale will be held on Saturday, October 1<sup>st</sup> from 9:00 a.m. to 6:00 p.m. with a rain date of October 2<sup>nd</sup>.

#### Richard Huxford – Borough Attorney

- There were three matters discussed in Closed Session at the last meeting:
  - Ongoing Litigation – Saul Qersdyn vs. Roselle Park
  - Personnel Matter – Construction Department, Jesse Atwell
  - Potential Litigation – American Humanist Association (AHA) vs. Roselle Park
- There are three matters for discussion in Closed Session this evening:
  - Ongoing Litigation – Saul Qersdyn vs. Roselle Park
  - Potential Litigation – American Humanist Association (AHA) vs. Roselle Park
  - Potential Litigation – Anti-Defamation League vs. Roselle Park
- Mr. Huxford congratulated Officer Diaz and offered get well wished to Mr. Blum, CFO.

#### Lieutenant David Pitts – Police Department

- Sitting in for Chief Morrison, who has submitted his report.
- The department is involved in a DWI enforcement campaign.
- Received a \$5,000 grant from the State to be used for roving patrols.
- Coffee with the Cops will be at the Sunrise Diner on September 7<sup>th</sup> from 8:30 a.m. to 10:00 a.m.
- Welcomed Officer Diaz.
- Spoke about the issue with unlocked vehicles being vandalized.
- Spoke about the Auxiliary Police.

#### Mark Pasquali – DPW Superintendent

- Has submitted report to Mayor and Council.
- DPW has been doing their generic work.
- Residents should put leaves in paper bags.
- Gazebo restoration program is going well.
- Spoke about the community rating system website and read an email from them.

- The website is [www.crsresource.org/success](http://www.crsresource.org/success).
- Roselle Park entered the CRS in 2015 as a Class 8 community.
- Mayor and Council have supported Roselle Park's participation in the CRS.
- Read letter that Mayor Hokanson wrote to properties in Roselle Park that are in the flood hazard area.

#### Joseph Signorello – Fire Chief

- Department is ready for the possibility of a tropical storm.
- 9/11 Ceremony will be on September 11<sup>th</sup> at 2:00 p.m.
- Spoke about street lights that are out.

Councilman Shipley said they must discuss the siren issue.

- Chief Signorello said to put a meeting together.

#### REPORT OF DEPARTMENTS

Councilwoman Storey moved to approve the following reports; seconded by Councilman Shipley, all members present voting Aye, said motion was approved.

- Police Chief Report for August 2016
- Construction Code Enforcement Department Report for August 2016

#### PUBLIC PORTION

Councilwoman Storey moved at 9:20 p.m. to open the public comment portion of the meeting on any subject matter; seconded by Councilman Kelly and adopted.

#### Jacob Magiera, 612 Sheridan Avenue

- Spoke about flood insurance.
- When Mr. Guarriello was Engineer, he was in every day and wore many hats.
- Barricades on Walnut Street and East Lincoln Avenue.

#### Patrick Jones, 5B South Sheridan Avenue

- Requested that the town fill the “moon craters” on South Sheridan Avenue.
- Is there a portal for potholes or do they rely on the public reporting them.
- Street has not been paved for over thirty years.
- Told that he's on the list.
- Is there a law that a street must be paved in a certain period of time.
- The potholes are four layers deep.
- There is a water pipe coming up sideways.

#### Dave Robertson, 220 West Sumner Avenue

- Commented on the new agenda format.
- Several things needs to be taken into account.
- Need a definite date that the final version is published.

Saul Qersdyn, 150 Berwyn Street

- Can members of the public ask for something to be put on the Workshop Session.
- Recommended that the annual garage sale be for free.
- Can this be discussed.
- Asked who put things on the agenda.

Mr. Huxford said the agenda is set by Mayor and Council.

- Mr. Qersdyn asked about a resolution being placed on the agenda.
- Is the Clean Communities Report 2015 or 2016.
- Audio is very low and not clear this week.
- Why doesn't the head of the Code Enforcement/Construction Department give a written report.

William Hahn, Woodside Gardens

- Mr. Shipley is his representative of the Fifth Ward.
- Concerned about the resolution to accept all monuments.
- This was not discussed during the workshop.
- Mayor and Council represent a lot of people.
- If we were to accept all military symbols or donations with one resolution, there would be no exclusions.
- Spoke about dissolving a non-functioning Diversity Committee.
- No best practices were put into place.

Joseph DeIorio, 824 Larch Street

- Spoke about comments made by Democratic Chairperson at the August 18<sup>th</sup> Council Meeting, who spoke about Councilwoman Storey and her husband.
- Mr. Petrosky is the paid coordinator for Clean Communities of Roselle Park.
- Spoke about a meeting that was held on August 8<sup>th</sup> between Mr. Petrosky, Construction Official Jesse Atwell and the Borough Clerk Ms. Cali.
- Who gave Mr. Petrosky the authorization to call that meeting and what role did the Borough Clerk hold.
- Was this done as a favor for someone and how did he have this power.
- Why was he negotiating for the business community.
- He should be required to give a monthly report like other departments.
- Spoke about the Borough garage sales.
- In some communities, they have the Code Official go out on the day of the sale and check if permits have been purchased.
- In his report regarding the siren, the Fire Chief mentioned that he takes his orders from the Mayor and liaison to the Committee.

There being no one else wishing to speak, Councilwoman Storey moved at 9:59 p.m. to close the public comment portion of the meeting on any subject matter; seconded by Councilman Elmarassy and adopted.

INTERRUPT THE REGULAR ORDER OF BUSINESS

Councilwoman Storey moved at 10:00 p.m. to interrupt the regular order of business for a Closed Session Meeting; seconded by Councilman Elmarassy and adopted.

Councilman Hokanson read the Closed Session resolution and said Council would be discussing the following matters:

- Ongoing Litigation – Saul Qersdyn vs. Roselle Park
- Potential Litigation – Anti-Defamation League vs. Roselle Park
- Potential Litigation – American Humanist Association (AHA) vs. Roselle Park

RESUME REGULAR ORDER OF BUSINESS

Councilman Shipley moved at 10:19 p.m. to resume the regular order of business; seconded by Councilman Elmarassy and adopted.

Borough Attorney Huxford said that during Closed Session, Council discussed the following matters:

- Ongoing Litigation – Saul Qersdyn vs. Roselle Park
- Potential Litigation – Anti-Defamation League vs. Roselle Park
- Potential Litigation – American Humanist Association (AHA) vs. Roselle Park

There being no further business to come before the meeting, Councilman Shipley moved at 10:20 p.m. to adjourn; seconded by Councilman Elmarassy and adopted.

Attest:

Deputy Borough Clerk