



OFFICE OF THE BOROUGH CLERK

BOROUGH OF ROSELLE PARK

110 EAST WESTFIELD AVENUE, ROSELLE PARK, NJ 07204

WWW.ROSELLEPARK.NET

To: Mayor and Council
Borough of Roselle Park
Roselle Park, New Jersey

MONTHLY REPORT MAY 2017

GENERAL

Tuesday, May 16th was the last day to register to vote for the 2017 Primary Election. The Borough Clerk exercised an option to extend office hours until 9:00 p.m. that evening to allow for maximum voter registration efforts. The Borough Clerk's Office is working with County and State agencies to ensure a free and fair election during the Tuesday, June 6th Primary. Polling places and responsible parties have been put on notice and have been corresponding regularly and efficiently with the Clerk's Office.

The Borough Clerk has been to several committee meetings over the course of the past month including, but not limited to, meetings of the ad-hoc lighting committee, and meetings of the ad-hoc code enforcement and interviewing committee.

PURCHASING MATTERS

The following bids were opened on Wednesday, May 10, 2017 at the corresponding times:

Solid Waste	10:30 a.m.
Recycling	11:00 a.m.
Roll Offs	12:00 p.m.
Bulk Waste	12:30 p.m.

Tabulation of bids were generated by the Borough Clerk and submitted to the Finance Department and governing body for review and reference. Contracts for each service were awarded at the Regular Meeting of Thursday, May 18, 2017. Notice of award was subsequently published in accordance with the law.

Bid specifications were prepared by the Borough Clerk's Office for solicitation of wood/vegetative waste roll-off services. Sealed bids will be will be opened on Tuesday, June 13, 2017 at 10:30 a.m. Award is anticipated for the Regular Meeting of Thursday, June 15, 2017, if possible.

PUBLIC INFORMATION

Advertisements were transmitted for the following meetings and hearings:

Hearing on Ordinances for Second Reading: May 18, 2017 and June 1, 2017

FINANCIAL

The 2017 Municipal Budget was adopted by the Mayor and Council at the Regular Meeting of May 4, 2017. The adopted budget was executed and transmitted to the applicable County and State agencies. The complete 2017 adopted budget document is available on the Borough website for public inspection.

Upon an affirmative introduction on June 1st, the proposed bond ordinance is scheduled for public hearing on June 15th,

NEW REGULATIONS ENACTED

Ordinances 2484, 2486, 2487, 2488, 2489, and 2490 have been transmitted to Coded Systems.

The Borough Clerk's Office implemented Ordinance 2486 by altering procedures for the issuance of parking permits.

Ordinance 2489 was transmitted to the Borough's Finance Department to issue 2017 sewer bills.

Ordinance 2485, in reference to Grease Traps, was tabled by the governing body at the May 4, 2017 Regular Meeting. After the discussion at the May 18, 2017 meeting, the Borough Clerk has been in contact with the Borough's Health Officer to revise the proposed ordinance, incorporating the desired alterations, for reintroduction in the near future.

MONTHLY LOOK AHEAD: JUNE 2017

June 1, 2017, 7 p.m.: Regular Meeting of Mayor and Council

June 6, 2017, 6 a.m. – 8 p.m.: Primary Election Day (Clerk's Office will open at 5:00 a.m.)

June 10, 2017, 9 a.m. – 6 p.m.: Borough-Wide Garage Sale (Rain Date: June 11th)

June 15, 2017, 7 p.m.: Regular Meeting of Mayor and Council

June 15, 2017: East Side Bulk Waste Pickup

June 16, 2017: West Side Bulk Waste Pickup

DATA

This table reflects permits issued and deposits made throughout the calendar month of this report:

<u>Type</u>	<u>Quantity</u>	<u>Fees Collected</u>
ABC Licenses	12	\$ 13,206.00
Assessment Search	0	\$ -
Canvass License	0	\$ -
Recital Permit	0	\$ -
Street Opening Permit	3	\$ 1,805.00
Sidewalk Café Permit	0	\$ -
Curb Cut Permit	1	\$ 145.00
Memorial Bench (Refund)	3	\$ 2,475.00
Zoning Book	0	\$ -
Zoning Map	0	\$ -
Copies		\$ 7.00
Cat Licenses	5	\$ 50.00
Dog Licenses	10	\$ 166.80
Pool Table Licenses	0	\$ -
Juke Box Licenses	0	\$ -
Pinball/Video Game Licenses	0	\$ -
Raffle/BINGO Licenses	0	\$ -
Gas Station Licenses	0	\$ -
Garage Sale Permits	19	\$ 180.00
Landscaper Licenses	1	\$ 30.00
Limo Licenses	0	\$ -
Peddler Licenses	2	\$ 200.00
Towing Licenses	0	\$ -
Transient Merchant	0	\$ -
Bill Board License	0	\$ -
Return Check Fees	0	\$ -
TOTALS	56	\$ 18,264.80
<u>Donations</u>	<u>Quantity</u>	<u>Amount</u>
Blue Recycling Containers	0	\$ -
Red Recycling Containers	4	\$ 40.00
TOTALS	4	\$ 40.00

Respectfully Submitted,



Andrew Casais, RMC
Borough Clerk

Date: June 6, 2017



OFFICE OF THE BOROUGH CLERK

BOROUGH OF ROSELLE PARK

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To: Mayor and Council
Borough of Roselle Park
Roselle Park, New Jersey

MONTHLY REPORT APRIL 2017

GENERAL

Throughout the first half of the month the office processed partisan petitions for 2017 Primary Election and certified the same to the County Clerk. Various new and renewed licenses were issued including, but not limited to, sidewalk café permits, pet licenses, and garage sale permits. Reminders were mailed to all ABC licensees of the terms and conditions of their renewal. The Borough Clerk appeared in Municipal Court as an agent of the Borough on four (4) separate licensing matters. The office continues to work with the LSRP on the site of the current DPW. The following report provides additional detail on some of the previous month's operations.

PURCHASING MATTERS

The following bid opening are scheduled for Wednesday, May 10, 2017 at the corresponding times:

Solid Waste	10:30 a.m.
Recycling	11:00 a.m.
Roll Offs	12:00 p.m.
Bulk Waste	12:30 p.m.

Pending the successful receipt of bids, the award of each of the above listed contracts is anticipated for the Mayor and Council's Regular Meeting of Thursday, May 18, 2017.

PUBLIC INFORMATION

Advertisements were transmitted for the following meetings and hearings:

- Hearing on Ordinances for Second Reading: April 20, 2017 and May 4, 2017
- Special Meeting of Mayor and Council: May 4, 2017, 6:00 p.m. (USO 5K Presentation)
- Special Meeting of Mayor and Council: April 26, 2017, 6:30 p.m. (Capital Budget)
- Special Meeting of Mayor and Council: May 10, 2017, 6:30 p.m. (Capital Budget)

FINANCIAL

The Borough Clerk obtained new credentials for the State's online grant submission system as the Borough's Authorizing Official.

The Borough Clerk joined the Mayor and Chief Financial officer in attendance at a shared services meeting with the Borough of Kenilworth.

NEW REGULATIONS ENACTED

The Borough Clerk's Office implemented Ordinance 2482 by transmitting a signed copy of the same to the Borough's Tax Assessor to be forwarded to the New Jersey Department of Community Affairs (DCA).

Ordinances 2482 has been transmitted to Coded Systems. Ordinance 2480 is the annual Cap Banking Ordinance and is not codified. Likewise, Ordinance 2483 is a Salary Ordinance and therefore is also not codified. A copy has been provided to the Chief Financial Officer and the original is on file in the Clerk's Office,

COMPLIANCE

The Borough Clerk transmitted annual notifications to all Local Government Officers (LGOs) pursuant to Local Finance Notice 2017-07. Local Finance Notice 2017-08 was issued by the Local Finance Board and was provided to LGOs along with their notification letter and a set of instructions. The filing deadline for 2017 Financial Disclosure Statements was April 30, 2017.

Note: While the Local Finance Board has no authority to adjust the deadline, they have notified all municipalities that they will delay enforcement of the deadline until **May 30, 2017**.

MUNICIPAL HOUSING LIAISON

Work continued at the current site of DPW in connection with the senior housing proposed for the site. Current work is being funded by a DEP grant received in 2015.

The supplemental grant application for additional funding remains in processing with DEP. Upon completion of their review, DEP will forward the application to the New Jersey Economic Development Authority (EDA) for final approval.

MONTHLY LOOK AHEAD: MAY 2017

May 4, 2017, 6 p.m.: Special Meeting of Mayor and Council (USO 5K Presentation)
 May 4, 2017, 7 p.m.: Regular Meeting of Mayor and Council (2017 Municipal Budget Hearing)
 May 10, 2017, 6:30 p.m.: Special Meeting of Mayor and Council (Capital Budget)
 May 16, 2017: Last Day to Register to Vote in the 2017 Primary Election
 May 18, 2017, 7 p.m.: Regular Meeting of Mayor and Council
 May 29, 2017: Borough Hall Closed (Memorial Day)
 May 30, 2017: Last Day to Apply by Mail for a Mail-In Ballot for the 2017 Primary Election

DATA

This table reflects permits issued and deposits made throughout the calendar month of this report:

<u>Type</u>	<u>Quantity</u>	<u>Fees Collected</u>
ABC Licenses	0	\$ -
Assessment Search	0	\$ -
Canvass License	0	\$ -
Recital Permit	0	\$ -
Street Opening Permit	6	\$ 2,565.00
Sidewalk Café Permit	2	\$ 121.00
Zoning Book	0	\$ -
Zoning Map	0	\$ -
Copies	0	\$ -
Cat Licenses	7	\$ 70.00
Dog Licenses	29	\$ 616.80
Pool Table Licenses	0	\$ -
Juke Box Licenses	0	\$ -
Pinball/Video Game Licenses	0	\$ -
Raffle/BINGO Licenses	0	\$ -
Gas Station Licenses	1	\$ 5.00
Garage Sale Permits	5	\$ 25.00
Landscaper Licenses	5	\$ 150.00
Limo Licenses	0	\$ -
Peddler Licenses	0	\$ -
Towing Licenses	0	\$ -
Transient Merchant	0	\$ -
Bill Board License	0	\$ -
Return Check Fees	1	\$ 20.00
TOTALS	56	\$ 3,572.80
<u>Donations</u>	<u>Quantity</u>	<u>Amount</u>
Blue Recycling Containers	1	\$ 15.00
Red Recycling Containers	3	\$ 30.00
TOTALS	4	\$ 45.00

Respectfully Submitted,



Andrew Casais, RMC
Borough Clerk

Date: May 1, 2017



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To: Mayor and Council
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Roselle Park, New Jersey

MONTHLY REPORT MARCH 2017

GENERAL

On March 6, 2017 Andrew Casais assumed the position of Municipal Clerk of the Borough of Roselle Park. Of note, throughout the month the office issued various new and renewed licenses, including pet licensing which often garners the most public attention. Work in connection with the future site of senior housing was reactivated in coordination with the assigned LSRP. The following report provides additional detail on some of the previous month's operations.

PURCHASING MATTERS

Bid documents for Solid Waste Collection Services, Recycling Collection Services, Refuse Roll Off Containers, and Bulk Waste Collection were finalized by the Department of Public Works and received by the Clerk's Office for posting and advertisement. Specifications are now posted on the Borough website and the formal notice to potential bidders was published. The bid opening date for all aforementioned services is Wednesday, May 10, 2017 at the following times:

Solid Waste	10:30 a.m.
Recycling	11:00 a.m.
Roll Offs	12:00 p.m.
Bulk Waste	12:30 p.m.

The Clerk's Office has received multiple calls inquiring about Bulk Waste Collection. Residents have been advised that the contract for collection is currently out to bid. Pending the receipt of bids and award by Mayor and Council, dates will be announced in May 2017.

PUBLIC INFORMATION

Public information generally desired for the Borough website was brought up to date. This includes meeting minutes (last updated October 2016), bill list (last updated October 2016), and meeting agendas (last updated November 2016). Reports of Departments approved for 2017 were also posted.

Several sets of 2015 meeting minutes were also found to be missing from the Borough website; they were posted. Meeting minutes are now current, pending those submitted for approval by Mayor and Council.

Advertisements were transmitted for the following meetings and hearings:

- 2017 Meetings of the Roselle Park Arts Committee
- Special Meeting of Mayor and Council: March 30, 2017, 6:30 p.m. (Capital Budget)
- Special Meeting of Mayor and Council: April 6, 2017, 6:00 p.m. (PILOT Negotiations)
- Special Meeting of Mayor and Council: April 13, 2017, 6:30 p.m. (Capital Budget)
- Public Hearing on 2017 Municipal Budget: May 4, 2017, 7:00 p.m.

The Borough Clerk obtained new credentials for the State's record retention and disposition management system. A preliminary review of record and storage constraints has begun.

NEW REGULATIONS ENACTED

The Borough Clerk's Office implemented Ordinance 2479 as adopted by the governing body. Landscapers as being licensed or otherwise proofed pursuant to the new regulations.

Ordinances 2478 and 2479 have been transmitted to Coded Systems.

COMPLIANCE

The Borough Clerk obtained new credentials for the State's annual financial disclosure reporting system; Updated LGO Roster for filing year 2017 pursuant to Local Finance Notice 2017-07. Upon release of Local Finance Notice 2017-08 notifications will be sent to all LGOs by the Borough Clerk. The filing deadline for 2017 Financial Disclosure Statements is April 30, 2017.

MUNICIPAL HOUSING LIAISON

Participated in several calls regarding DPW site inspection and soil sampling with Langan Engineering and representatives of the New Jersey Department of Environmental Protection (DEP). This work is being completed in connection with the senior housing proposed for the current site of DPW. Current work is being funded by a DEP grant received in 2015.

A supplemental grant application with a request for additional funding was submitted to the State. DEP is currently reviewing the application and newly provided supporting documents. Upon completion of their review, DEP will forward the application to the New Jersey Economic Development Authority (EDA) for final approval.

MONTHLY LOOK AHEAD: APRIL 2017

April 3, 2017, 4 p.m.: Deadline for filing of partisan petitions for the June Primary
 April 10, 2017, 7:30 p.m.: Monthly Meeting of Arts Committee
 April 12, 2017: Deadline to file Party Declaration forms for June Primary
 April 6, 2017, 6 p.m.: Special Meeting of Mayor and Council
 April 6, 2017, 7 p.m.: Regular Meeting of Mayor and Council
 April 13, 2017, 6:30p.m.: Special Meeting of Mayor and Council (Capital Budget)
 April 14, 2017: Borough Hall Closed
 April 20, 2017, 7 p.m.: Regular Meeting of Mayor and Council

DATA

This table reflects permits issued and deposits made throughout the calendar month of this report:

<u>Type</u>	<u>Quantity</u>	<u>Fees Collected</u>
ABC Licenses	1	\$ 138.50
Assessment Search	0	\$ -
Canvass License	0	\$ -
Recital Permit	0	\$ -
Street Opening Pemit	2	\$ 1,100.00
Zoning Book	0	\$ -
Zoning Map	0	\$ -
Copies	0	\$ -
Cat Licenses	7	\$ 70.00
Dog Licenses	53	\$ 1,109.80
Pool Table Licenses	0	\$ -
Juke Box Licenses	0	\$ -
Pinball/Video Game Licenses	0	\$ -
Raffle/BINGO Licenses	4	\$ 280.00
Gas Station Licenses	0	\$ -
Garage Sale Permits	3	\$ 15.00
Landscaper Licenses	3	\$ 90.00
Limo Licenses	1	\$ 50.00
Peddler Licenses	0	\$ -
Toweing Licenses	0	\$ -
Transient Merchant	4	\$ 800.00
Bill Board License	11	\$ 1,100.00
TOTALS	89	\$ 4,753.30
<u>Donations</u>	<u>Quantity</u>	<u>Amount</u>
Blue Recycling Containers	1	\$ 15.00
Red Recycling Containers	4	\$ 40.00
TOTALS	5	\$ 55.00

Respectfully Submitted,



Andrew Casais, RMC
 Borough Clerk

Date: March 31, 2017