



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 OCTOBER 2017

GENERAL

The Borough Clerk's Office continued preparations for the 2017 General Election in coordination with County and State agencies. The Office held extended hours for voter registration until 9:00 p.m. on October 17th, the deadline for voter registration in connection with the upcoming General Election; multiple applications were submitted. The Borough Clerk started a new tradition of holding a Pre-Election Meeting with candidates for municipal elected office. This meeting provided an opportunity for candidates to ask questions, receive information, and clear up any confusion that may surround Election Day operations. The meeting was respectful, informative and valuable, and is something the Borough Clerk will look to continue in the future.

The Office also finalized permits and preparations for the 2017 Fall Borough-Wide Garage Sale. Based on an initiative started with the spring borough-wide sale, the Office compiled an interactive mobile sale map through the use of Google Maps.

PURCHASING MATTERS

1) RESULTS & SOLICITATION OF SEALED BIDS:

No bids were opened during the month of October 2017.

2) PRE-CONSTRUCTION MEETINGS:

Pre-Construction Meetings were held during the month of October as follows:

Stream Bank Retaining Wall Improvements Thursday, October 5th at 2:00 p.m.

3) AUCTIONS:

The governing body authorized an online auction of six (6) assets at the Regular Meeting of Thursday, September 21, 2017. The Borough's second attempt at online auctions through GovDeals (www.govdeals.com) was conducted online from October 6, 2017 to October 17, 2017.

Five (5) of the items were sold:

1999 Ford Expedition:	\$ 302.00
2001 Ford Crown Victoria:	\$ 235.00
2007 Ford Crown Victoria:	\$ 311.00
2004 Ford Crown Victoria:	\$ 286.00
<u>2009 Dodge Charger:</u>	<u>\$ 940.00</u>
TOTAL:	\$ 2,074.00

PUBLIC INFORMATION

Advertisements were transmitted for the following meetings and hearings:

Hearing on Ordinances for Second Reading: Thursday, October 19, 2017 at 7:00 p.m.

Special Meetings: None

FINANCIAL

The Borough Clerk completed and submitted the monthly report for the 2017 County Infrastructure and Municipal Aid Grant.

On Tuesday, October 17th the Borough Clerk attended a Union County CDBG workshop in Cranford in connection with the management and disbursement of the Year 43 grants applied for and received by the Borough. The Borough Clerk will submit reports for CDBG funds as they relate to the Roadway Improvement Program portion of the grant.

NEW REGULATIONS ENACTED

Ordinance 2505, 2506, and 2507 underwent public hearing at the Regular Meeting of Thursday, October 19, 2017. The Borough Clerk would like to sincerely thank the governing body for enacting his recommendations as it relates to these three Ordinances which eliminate an outdated license procedure, modestly increase Dog License fees (\$0.80), and enacts a late fee for Cat Licenses consistent with those impose on Dog Licenses.

MONTHLY LOOK AHEAD: NOVEMBER 2017

November 2, 2017, 7 p.m.: Regular Meeting of Mayor and Council

November 7, 2017, 6 a.m. – 8 p.m.: 2017 General Election

November 16, 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>Collected</u>
ABC Licenses	1	\$ 93.10
Assessment Search	0	\$ -
Canvass License	0	\$ -
Street Opening Permit		\$ 685.00
Sidewalk Café Permit	0	\$ -
Curb Cut Permit	0	\$ -
Zoning Book	0	\$ -
Zoning Map	0	\$ -
Copies	0	\$ -
Vacant Property Registration	4	\$ 635.34
Cat Licenses	1	\$ 10.00
Dog Licenses	7	\$ 116.40
Pool Table Licenses	0	\$ -
Juke Box Licenses	0	\$ -
Pinball/Video Game Licenses	0	\$ -
Raffle/BINGO Licenses	0	\$ -
Gas Station Licenses	0	\$ -
Garage Sale Permits		\$ 565.00
Landscaper Licenses	0	\$ -
Limo Licenses	0	\$ -
Peddler Licenses	0	\$ -
Towing Licenses	0	\$ -
Transient Merchant	4	\$ 800.00
Bill Board License	0	\$ -
Housing Income		\$ 1,500.00
Return Check Fees	0	\$ -
TOTALS	17	\$ 4,404.84
<u>Donations</u>	<u>Quantity</u>	<u>Amount</u>
Blue Recycling Containers	0	\$ -
Red Recycling Containers	1	\$ 10.00
TOTALS	1	

Respectfully Submitted,



Andrew Casais, RMC
Borough Clerk

Date: November 22, 2017



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 SEPTEMBER 2017

GENERAL

The Borough resumed its regular bi-monthly meeting schedule during the month of September, however a Special Meeting was held at 6:00 p.m. on Thursday, September 7, 2017.

The Borough Clerk scheduled the second safety meeting for 2017 in coordination with the Borough's Risk Managers and will include pertinent Department Heads and public safety personnel. The meeting is currently scheduled for 2:00 p.m. on Thursday, November 9, 2017. As a reminder these meetings serve a multitude of purposes, including: (1) ensuring that all Borough matters involving loss-prevention are properly address; (2) ensuring that all Departments are on the same page with regard to matters of safety and liability; (3) showing that the Borough, as a unit, is serious about loss prevention and the elimination of avoidable liability; and (4) allowing the Borough to be eligible for certain monetary awards for safety in the future.

The Borough Clerk attended the following meetings at the request of members of the governing body:

Ad-Hoc Social Media Committee	Tuesday, September 5 th at 10:00 a.m.
Public Safety Committee Meeting	Wednesday, September 6 th at 6:00 p.m.
Ad-Hoc Code Enforcement Meeting (Signs)	Tuesday, September 12 th at 10:00 a.m.
Code Enforcement / Police Department Meeting	Tuesday, September 19 th at 10:00 a.m.
New DPW Building Technical Meeting	Wednesday, September 27 th at 10:00 a.m.

PURCHASING MATTERS

1) RESULTS & SOLICITATION OF SEALED BIDS:

The following bids were opened during the month of September at the corresponding times:

9/14/17	East Colfax Avenue Improvements	2:00 p.m.
9/14/17	Casano Community Center Roof Repl.	2:30 p.m.
9/28/17	Roselle Park Library ADA Ramp Imp.	11:00 a.m.

Bid tabulations were generated by the Borough Clerk and submitted to the Finance Department and governing body for review and reference. Contracts for the East Colfax Avenue Improvements as well as the Casano Community Center Roof Replacement projects were awarded at the Regular Meeting of Thursday, September 21st. All other bids will be subject to approval of the governing body at the Regular Meeting of Thursday, October 5th.

Bid specifications were prepared by the Borough Clerk for solicitation in connection with 2018 Bulk Waste Collection Services. Sealed bids will be will be opened on Wednesday, December 6, 2017 at 10:00 a.m. Award is anticipated in 2018.

2) PRE-CONSTRUCTION MEETINGS:

Pre-Construction Meetings were held during the month of September as follows:

Butler Avenue Improvements	Thursday, September 21 st at 10:00 a.m.
Spruce Street Improvements	Thursday, September 21 st at 10:30 a.m.
Casano Community Center Roof Replacement	Friday, September 29 th at 9:30 a.m.

3) AUCTIONS:

The governing body authorized an online auction of six assets at the Regular Meeting of Thursday, September 21, 2017. The Borough's second attempt at online auctions through GovDeals (www.govdeals.com) will be conducted online from October 6, 2017 to October 17, 2017.

PUBLIC INFORMATION

Advertisements were transmitted for the following meetings and hearings:

Hearing on Ordinances for Second Reading: None
Special Meetings: Tuesday, October 17, 2017 at 6:00 p.m.

FINANCIAL

The Borough Clerk completed and submitted the monthly report for the 2017 County Infrastructure and Municipal Aid Grant.

The Borough Clerk and Chief Financial Officer attended a meeting in Trenton with representatives of the State of New Jersey Department of Environmental Protection and the Borough's LSRP in connection with a supplemental grant application for environmental assessment of the current site of the Roselle Park Department of Public Works.

NEW REGULATIONS ENACTED

Ordinance 2500, 2501, 2503, and 2504 underwent public hearing at the Regular Meeting of Thursday, September 7, 2017.

Ordinance 2500 and 2504 were adopted, published in accordance with the law, and transmitted for codification.

Ordinance 2501, pertaining to grease traps, was defeated at the Regular Meeting of September 7th, but was reconsidered at the Regular Meeting of Thursday, September 21st and adopted. This Ordinance was published in accordance with the law, and transmitted for codification. The vote on adoption of Ordinance 2503 was tabled until September 21st at the September 7th Regular Meeting for further review by the assigned ad-hoc committee. After further review, the committee recommended the Ordinance not be adopted. The governing body accepted the recommendation of the committee by voting the Ordinance down.

UPDATES

RECORDS RETENTION: The Borough Clerk continues to review Borough archives and record-keeping practices. During the month of August the Borough Clerk, Chief Financial Officer, and Director of Code Enforcement discussed ways to maximize usable space for storage of the many permanent records kept by the Department of Code Enforcement. Certain strategic filing methods and equipment are being researched and updates will be provided.

FALL 2017 BOROUGH-WIDE GARAGE SALE: The Borough-Wide Garage Sale will take place on Saturday, October 14, 2017 (rain date of October 15th) from 9:00 a.m. to 6:00 p.m. Permits will be issued for that/those dates upon submission of an application to the Borough Clerk's Office and payment of the \$10.00 application fee. Updated application forms are available on the Borough website under the "Forms" heading, or by visiting the Borough Clerk's Office. The revised banner was hung by DPW over Chestnut Street advertising the event.

CODE REVIEW: The Borough Clerk continues to review the Borough Code with legal counsel and fellow Department Heads to ensure its accuracy and practicality. During the month of September, the Borough Clerk submitted recommendations for amendments to licensing regulations. The following is an abstract of those recommendations:

1. Dog Licenses: Raise the municipal license fee from \$15.00 to \$15.80.
Purpose: To round fees consistently and not adversely impact operating / current fund budget.
2. Cat Licenses: Institute \$2/month late fee with a \$10 annual maximum
Purpose: To remain consistent with the penalties imposed on delinquent dog licensees.
3. Event Licenses: Abolish the licensing and fees for public dances (Code Sec. 5-7)
Purpose: To remove old, outdated, underutilized, inconsistent codes.

MONTHLY LOOK AHEAD: OCTOBER 2017

October 5, 2017, 7 p.m.: Regular Meeting of Mayor and Council

October 14, 2017, 9 a.m. – 6 p.m.: Fall 2017 Borough-Wide Garage Sale

October 16, 2017, 7 p.m.: Municipal Land Use Board Meeting

October 17, 2017, 6 p.m.: Special Meeting of Mayor and Council

October 17, 2017, 4:30 p.m. – 9 p.m.: Last day to register to vote in the November 2017 General Election. Borough Clerk's Office holding extended hours for voter registration.

October 19, 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	0	\$ -
Assessment Search	0	\$ -
Canvass License	0	\$ -
Recital Permit	0	\$ -
Street Opening Permit		\$ 1,045.00
Sidewalk Café Permit	0	\$ -
Curb Cut Permit	0	\$ -
WWII Plaque (Refund)	0	\$ -
Zoning Book	0	\$ -
Zoning Map	0	\$ -
Copies	0	\$ -
Vacant Property Registration	8	\$ 1,375.02
Cat Licenses	2	\$ 25.00
Dog Licenses	6	\$ 103.20
Pool Table Licenses	0	\$ -
Juke Box Licenses	0	\$ -
Pinball/Video Game Licenses	0	\$ -
Raffle/BINGO Licenses	1	\$ 40.00
Gas Station Licenses	0	\$ -
Garage Sale Permits	15	\$ 125.00
Landscaper Licenses	0	\$ -
Limo Licenses	0	\$ -
Peddler Licenses	0	\$ -
Towing Licenses	0	\$ -
Transient Merchant	0	\$ -
Bill Board License	0	\$ -
Housing Income		\$ 3,150.00
Return Check Fees	0	\$ -
TOTALS	32	\$ 5,863.22
<u>Donations</u>	<u>Quantity</u>	<u>Amount</u>
Blue Recycling Containers	1	\$ 15.00
Red Recycling Containers	5	\$ 50.00
TOTALS	6	

Respectfully Submitted,



Andrew Casais, RMC
Borough Clerk

Date: October 2, 2017



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 AUGUST 2017

GENERAL

Four (4) full weeks elapsed between the July 2017 Regular Meeting of Mayor and Council and the sole Regular Meeting in August 2017 on Thursday, August 17th. The August agenda included several contracts awards, including multiple contracts for professional engineering services in connection with the Borough's 2017 capital improvements.

The Borough Clerk was in contact with the Borough's Risk Management team over the summer months in an effort to reinstate quarterly safety meetings that include pertinent Department Heads and public safety personnel. The first of the newly reinstated meetings occurred on Thursday, August 31st. These meetings serve a multitude of purposes, including: (1) ensuring that all Borough matters involving loss-prevention are properly address; (2) ensuring that all Departments are on the same page with regard to matters of safety and liability; (3) showing that the Borough, as a unit, is serious about loss prevention and the elimination of avoidable liability; and (4) allowing the Borough to be eligible for certain monetary awards for safety in the future.

The Borough Clerk attended a meeting of the Municipal Services Committee at the request of members of the committee.

PURCHASING MATTERS

1) RESULTS & SOLICITATION OF SEALED BIDS:

The following bids were opened during the month of August at the corresponding times:

8/15/17	Library Window Replacement	11:00 a.m.
8/30/17	Stream Retaining Wall Improvements	10:30 a.m.

8/30/17	Spruce Street Improvements	11:00 a.m.
8/30/17	Butler Avenue Improvements	11:30 a.m.

Bid tabulations were generated by the Borough Clerk and submitted to the Finance Department and governing body for review and reference. Contracts for the Library Window Replacement project were awarded at the Regular Meeting of Thursday, August 17th. All other bids will be subject to approval of the governing body at the Regular Meeting of Thursday, September 7th.

Bid specifications were prepared by the Borough Engineer for solicitation in connection with the project: East Colfax Avenue Improvements. Sealed bids will be will be opened on Thursday, September 14, 2017 at 2:00 p.m. Award is anticipated for the Regular Meeting of Thursday, September 21, 2017, if possible.

Bid specifications were prepared by the Borough Engineer for solicitation in connection with the project: Casano Community Center Roof Replacement. Sealed bids will be opened on Thursday, September 14, 2017 at 2:30 p.m. Award is anticipated for the Regular Meeting of Thursday, September 21, 2017, if possible.

2) AUCTIONS:

The Borough's first online auction concluded on Friday, August 25, 2017. The six (6) items that were auctioned garnered substantial interest from the buying community. The items being auctioned received dozens of bids and hundreds of views.

Unfortunately, due to several factors, the items received final bids from fraudulent buyers. Upon learning this, the Borough Clerk contacted the assigned GovDeals representative who explained the situation in further detail. While these buyers technically "won" the auction, they did so without any explicit intent to pay or take ownership of the items.

The recommendation at this time is that the Borough re-auction the items and end the auction mid-week and mid-day. The Borough's GovDeals representative indicated that their staff can better police the site and manage a successful conclusion to an auction at that time to ensure that Borough does not experience this type of inconvenience again.

The Borough's pricing structure for the online auctions include provisions with an absolute buyer's premium. Therefore, in this case, the Borough neither assumes, nor is charged any fee in connection with a successful or, as in this case, an unsuccessful auction.

PUBLIC INFORMATION

Advertisements were transmitted for the following meetings and hearings:

Hearing on Ordinances for Second Reading: September 7, 2017.

FINANCIAL

The Borough Clerk and Chief Financial Officer continue to review the upcoming Best Practices Checklist. Final recommendations will be presented with further anticipated action by the governing body at a future date.

The Borough Clerk completed and submitted the monthly report for the 2017 County Infrastructure and Municipal Aid Grant.

NEW REGULATIONS ENACTED

Ordinance 2502 underwent public hearing and was adopted by the governing body at the Regular Meeting of Thursday, August 17, 2017. This Ordinance expanded the membership of the Borough's Arts Committee.

Ordinance 2499, pertaining to vacant and abandoned residential properties, formally went into effect on August 1, 2017. The Clerk's Office and the Department of Code Enforcement have continued to work closely together on ensure compliance. Several vacant properties have been registered. However, it should be noted that some creditors have been more difficult to track down than others. The Borough Clerk and Deputy Code Enforcement Officer continue discussions on a daily basis with regard to specific "problem" properties as well as general issues with registration. These issues continue to be worked through and discussions will continue.

UPDATES

RECORDS RETENTION: The Borough Clerk continues to review Borough archives and record-keeping practices. During the month of August the Borough Clerk, Chief Financial Officer, and Director of Code Enforcement discussed ways to maximize usable space for storage of the many permanent records kept by the Department of Code Enforcement. Certain strategic filing methods and equipment are being researched and updates will be provided.

FALL 2017 BOROUGH-WIDE GARAGE SALE: The Borough Clerk's Office has arranged the Fall 2017 Borough-Wide Garage Sale to take place on Saturday, October 14, 2017 (rain date of October 15th) from 9:00 a.m. to 6:00 p.m. Permits will be issued for that/those dates upon submission of an application to the Borough Clerk's Office and payment of the \$10.00 application fee. Updated application forms are available on the Borough website under the "Forms" heading, or by visiting the Borough Clerk's Office.

MONTHLY LOOK AHEAD: SEPTEMBER 2017

September 7, 2017, 6 p.m.: Special Meeting of Mayor and Council

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

September 18, 2017, 7 p.m.: Municipal Land Use Board Meeting

September 21, 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	0	\$ -
Assessment Search	0	\$ -
Canvass License	0	\$ -
Recital Permit	0	\$ -
Street Opening Permit		\$ 1,210.00
Sidewalk Café Permit	0	\$ -
Curb Cut Permit	0	\$ -
WWII Plaque (Refund)	0	\$ -
Zoning Book	0	\$ -
Zoning Map	0	\$ -
Copies	0	\$ -
Vacant Property Registration	3	\$ 624.99
Cat Licenses	0	\$ -
Dog Licenses	10	\$ 168.00
Pool Table Licenses	0	\$ -
Juke Box Licenses	0	\$ -
Pinball/Video Game Licenses	0	\$ -
Raffle/BINGO Licenses	0	\$ -
Gas Station Licenses	0	\$ -
Garage Sale Permits	12	\$ 60.00
Landscaper Licenses	0	\$ -
Limo Licenses	0	\$ -
Peddler Licenses	0	\$ -
Towing Licenses	0	\$ -
Transient Merchant	0	\$ -
Bill Board License	0	\$ -
Housing Income		\$ 2,000.00
Return Check Fees	0	\$ -
TOTALS	25	\$ 4,062.99
<u>Donations</u>	<u>Quantity</u>	<u>Amount</u>
Blue Recycling Containers	1	\$ 15.00
Red Recycling Containers	5	\$ 50.00
TOTALS	6	

Respectfully Submitted,



Andrew Casais, RMC
Borough Clerk

Date: September 12, 2017



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 JULY 2017

GENERAL

Five (5) full weeks elapsed between the last June 2017 Regular Meeting of Mayor and Council and the sole Regular Meeting in July 2017 on Thursday, July 20th. The July agenda was extensive including several contracts awarded for home rehabilitation, action on the CY 2016 Audit, auction authorizations (both on-line and in-person), the hire of new employees, and the amendment to the shared service agreement for EMS with the County of Union.

The Borough Clerk thanks the governing body for their support in connection with the hire of Madeline Colandro, the Borough's new Registrar of Vital Statistics and newest clerical staff member.

PURCHASING MATTERS

1) RESULTS & SOLICITATION OF SEALED BIDS:

The following bids were opened during the month of July at the corresponding times:

7/13/17	2017 Miscellaneous Concrete Repairs	10:30 a.m.
7/14/17	West Colfax Avenue Phase III	11:00 a.m.

Bid tabulations were generated by the Borough Clerk and submitted to the Finance Department and governing body for review and reference. Contracts for the services were awarded at the Regular Meeting of Thursday, July 20th.

Bid specifications were prepared by the Borough Engineer for solicitation in connection with the project: Roselle Park Library Window Replacement. Sealed bids will be will be opened on

Tuesday, August 15, 2017 at 11:00 a.m. Award is anticipated for the Regular Meeting of Thursday, August 17, 2017, if possible.

Bid specifications were prepared by the Borough Engineer for solicitation in connection with the project: Stream Bank Retaining Wall Improvements-Variou Locations. Sealed bids will be opened on Wednesday, August 30, 2017 at 10:30 a.m. Award is anticipated for the Regular Meeting of Thursday, September 7, 2017, if possible.

2) AUCTIONS:

The Borough Clerk will auction thirty-eight (38) bicycles on Friday, August 11, 2017 beginning at 10:00 a.m. in front of the O.E.M. building on the grounds of the Municipal Complex. The starting bid on all bicycles will be \$1.00.

The Borough Clerk's office continues to prepare for the Borough's first online auction set to go live on Friday, August 11, 2017. The auction will be comprised of six (6) vehicles and will end on Friday, August 25, 2017.

The Borough Clerk thanks all Departments for their cooperation and assistance in preparation for the upcoming auctions.

PUBLIC INFORMATION

Advertisements were transmitted for the following meetings and hearings:

Hearing on Ordinances for Second Reading: August 17, 2017.

Special Meeting (Subsequently Canceled): August 17, 2017 at 6:00 p.m.

Special Meeting: September 7, 2017 at 6:00 p.m.

NOTE: Three (3) of the four (4) Ordinances introduced at the July 20th meeting will be considered upon second reading and public hearing at the Regular Meeting scheduled for Thursday, September 7, 2017. Ordinance 2502, with regard to the expansion of the Borough's Arts Committee is the only Ordinance scheduled for public hearing on Thursday, August 17, 2017.

FINANCIAL

The Borough Clerk and Chief Financial Officer completed work on the Borough's 2017 Kids Recreation Trust Fund Grant. The same was submitted to the County of Union by the Clerk's Office. Notice of award is anticipated in November 2017.

The CY 2016 Audit resulted in no comments or recommendations for the Borough to implement in the coming year. The audit synopsis, and notice of no needed corrective action, was published and transmitted to the New Jersey Department of Community Affairs.

NEW REGULATIONS ENACTED

No Ordinances were scheduled for public hearing or adopted at the Regular Meeting of Thursday, July 20, 2017.

Ordinance 2499, pertaining to vacant and abandoned residential properties, will formally go into effect on August 1, 2017. The Clerk's Office continues to work closely with the Department of Code Enforcement to ensure compliance.

UPDATES

GREASE TRAP REGULATIONS: At the request of the governing body, the Borough Clerk spoke with the Health Officer during the month of July to ensure efficient dissemination of Ordinance 2501 to local businesses. These discussions continue, and a plan will be finalized shortly. The Health Department has proposed to provide the Ordinance to business owners via personal service. This, more than likely, would be the Borough best and most effective way to ensure that everyone is as informed as possible about the newly proposed regulations.

RECORDS RETENTION: The Borough Clerk continues to review Borough archives and record-keeping practices. During the month of July the Borough Clerk and Chief Financial Officer completed a review of the Borough's finance, tax collection, purchasing, and other financial-related materials. The review of these records was both extensive and time consuming. The result of this review resulted in State of New Jersey approving the destruction of 195 archival boxes of records no longer of legal or institutional value to the municipality. This is one of the first of many steps being taken to ensure that the limited space within Borough Hall is used to the greatest extent possible.

MONTHLY LOOK AHEAD: JULY 2017

August 14, 2017, 7 p.m.: Municipal Land Use Board Meeting

August 17, 2017, 7 p.m.: Regular Meeting of Mayor and Council

August 18, 2017. 7 p.m.: Neighborhood Watch Meeting

Note: September 4, 2017: Borough Offices Closed (Labor Day)

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		\$ 730.00
Sidewalk Café Permit	0	\$ -
Curb Cut Permit	0	\$ -
Memorial Bench (Refund)	Final	\$ 325.00
WWII Plaque (Refund)	0	\$ -
Zoning Book	0	\$ -
Zoning Map	0	\$ -
Copies	0	\$ -
Cat Licenses	0	\$ -
Dog Licenses	1	\$ 38.40
Pool Table Licenses	0	\$ -
Juke Box Licenses	0	\$ -
Pinball/Video Game Licenses	0	\$ -
Raffle/BINGO Licenses	0	\$ -
Gas Station Licenses	0	\$ -
Garage Sale Permits	7	\$ 35.00
Landscaper Licenses	0	\$ -
Limo Licenses	0	\$ -
Peddler Licenses	0	\$ -
Towing Licenses	0	\$ -
Transient Merchant	0	\$ -
Bill Board License	0	\$ -
Housing Income		\$ 1,200.00
Return Check Fees	0	\$ -
TOTALS	8	\$ 2,328.40
<u>Donations</u>	<u>Quantity</u>	<u>Amount</u>
Blue Recycling Containers	0	\$ -
Red Recycling Containers	3	\$ 30.00
TOTALS	3	\$ 30.00

Respectfully Submitted,



Andrew Casais, RMC
Borough Clerk

Date: August 14, 2017



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 JUNE 2017

GENERAL

On Tuesday, June 6th the Borough Clerk's Office administered the 2017 Primary Election for the Borough of Roselle Park. Polls were open from 6:00 a.m. to 8:00 p.m. throughout the Borough. The Election was held and conducted in compliance with standards promulgated by Federal, State, and County governments. The Clerk's Office was open from 5:00 a.m. until election materials were collected by representatives of the Union County Board of Elections.

The Borough-wide garage sale was held on Saturday, June 10th with 102 registered participants. As a new feature for the event, each participating location was mapped via an interactive Google Map feature that could be accessed via smartphone and tablet. Paper copies of the map (reflecting the houses that met the advertised registration deadline) were available at the Casano Center, Library, and Borough Hall.

PURCHASING MATTERS

The following bid was opened on Tuesday, June 13, 2017 at the corresponding times:
Wood/Vegetative Waste Roll-Off Services 10:30 a.m.

A tabulation of bids was generated by the Borough Clerk and submitted to the Finance Department and governing body for review and reference. A contract for the service was awarded at the Regular Meeting of Thursday, June 15, 2017. Notice of award was subsequently published in accordance with the law.

Bid specifications were prepared by the Borough Clerk's Office for solicitation in connection with the project: 2017 Miscellaneous Concrete Repairs. Sealed bids will be will be opened on Tuesday, July 13, 2017 at 10:30 a.m. Award is anticipated for the Regular Meeting of Thursday, July 20, 2017, if possible.

Bid specifications were prepared by the Borough Engineer for solicitation in connection with the project: West Colfax Avenue Phase III. Sealed bids will be will be opened on Friday, July 14, 2017 at 11:00 a.m. Award is anticipated for the Regular Meeting of Thursday, July 20, 2017, if possible.

PUBLIC INFORMATION

Advertisements were transmitted for the following meetings and hearings:

Hearing on Ordinances for Second Reading: June 15, 2017.

NOTE: There were no Ordinances introduced at the June 15, 2017 meeting, therefore there will be no Ordinances for second reading at the July 20, 2017 Regular Meeting.

FINANCIAL

Public Hearing on the Bond Ordinance introduced at the Regular Meeting of June 1, 2017 was held at the Regular Meeting of June 15, 2017. The Ordinance was adopted subject to the statutory estopple period.

The Borough Clerk met with the Chief Financial Officer, Councilman Petrosky, and a representative of Roselle Park Recreation to discuss the potential for new recreation programs and grant opportunities.

NEW REGULATIONS ENACTED

Ordinances 2491, 2492, 2495, 2496, 2497, 2498, and 2499 have been transmitted to Coded Systems. Ordinance 2493 is a long term tax exemption (PILOT Agreement) not subject to codification; and, Ordinance 2494 is the aforementioned Bond Ordinance, also not subject to codification.

The Borough Clerk's Office implemented Ordinance 2491 by altering procedures for the issuance of parking permits; Parking permits are now being issued to the 800 Block of Pine Street in coordination and consultation with the Department of Public Works (signage) and the Police Department (Enforcement).

The Borough Clerk's Office continues to work with Code Enforcement toward the final enactment of Ordinance 2499. This Ordinance, pertaining to vacant and abandoned residential properties, with formally go into effect on August 1, 2017.

UPDATES

GREASE TRAP REGULATIONS: 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 was in contact with the Borough's Health Officer to revise the proposed ordinance, incorporating the desired alterations, for reintroduction in the near future.

During the month of June, the Borough Clerk met with the Health Officer and Plumbing Sub-Code Official as to the objections and suggestions voiced by members of the public, business community, and governing body. The result of those meetings and conversations resulted in the creation of Ordinance 2501. Ordinance 2485 could not be revised, revisited, and/or reused as the new text represents a substantial change to the original

MONTHLY LOOK AHEAD: JULY 2017

July 4, 2017: Borough Hall Operations Closed (Independence Day)

July 17, 2017, 7 p.m.: Municipal Land Use Board Meeting

July 20, 2017, 7 p.m.: Regular Meeting of Mayor and Council

<u>Type</u>	<u>Quantity</u>	<u>Fees Collected</u>
ABC Licenses	3	\$ 2,341.00
Assessment Search	0	\$ -
Canvass License	0	\$ -
Recital Permit	0	\$ -
Street Opening Permit		\$ 18,120.00
Sidewalk Café Permit	0	\$ -
Curb Cut Permit	0	\$ -
Memorial Bench (Refund)	2.6	\$ 2,150.00
WWII Plaque (Refund)		\$ 50.00
Zoning Book	0	\$ -
Zoning Map	0	\$ -
Copies		\$ 0.60
Cat Licenses	3	\$ 30.00
Dog Licenses	8	\$ 151.60
Pool Table Licenses	0	\$ -
Juke Box Licenses	0	\$ -
Pinball/Video Game Licenses	0	\$ -
Raffle/BINGO Licenses	0	\$ -
Gas Station Licenses	0	\$ -
Garage Sale Permits	93	\$ 890.00
Landscaper Licenses	0	\$ -
Limo Licenses	0	\$ -
Peddler Licenses	0	\$ -
Towing Licenses	0	\$ -
Transient Merchant	5	\$ 1,000.00
Bill Board License	0	\$ -
Return Check Fees	0	\$ -
TOTALS	114.6	\$ 24,733.20
<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

DATA

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

Respectfully Submitted,



Andrew Casais, RMC
Borough Clerk

Date: July 5, 2017



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

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 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



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 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



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 AUGUST 2017

GENERAL

Four (4) full weeks elapsed between the July 2017 Regular Meeting of Mayor and Council and the sole Regular Meeting in August 2017 on Thursday, August 17th. The August agenda included several contracts awards, including multiple contracts for professional engineering services in connection with the Borough's 2017 capital improvements.

The Borough Clerk was in contact with the Borough's Risk Management team over the summer months in an effort to reinstate quarterly safety meetings that include pertinent Department Heads and public safety personnel. The first of the newly reinstated meetings occurred on Thursday, August 31st. These meetings serve a multitude of purposes, including: (1) ensuring that all Borough matters involving loss-prevention are properly address; (2) ensuring that all Departments are on the same page with regard to matters of safety and liability; (3) showing that the Borough, as a unit, is serious about loss prevention and the elimination of avoidable liability; and (4) allowing the Borough to be eligible for certain monetary awards for safety in the future.

The Borough Clerk attended a meeting of the Municipal Services Committee at the request of members of the committee.

PURCHASING MATTERS

1) RESULTS & SOLICITATION OF SEALED BIDS:

The following bids were opened during the month of August at the corresponding times:

8/15/17	Library Window Replacement	11:00 a.m.
8/30/17	Stream Retaining Wall Improvements	10:30 a.m.

8/30/17	Spruce Street Improvements	11:00 a.m.
8/30/17	Butler Avenue Improvements	11:30 a.m.

Bid tabulations were generated by the Borough Clerk and submitted to the Finance Department and governing body for review and reference. Contracts for the Library Window Replacement project were awarded at the Regular Meeting of Thursday, August 17th. All other bids will be subject to approval of the governing body at the Regular Meeting of Thursday, September 7th.

Bid specifications were prepared by the Borough Engineer for solicitation in connection with the project: East Colfax Avenue Improvements. Sealed bids will be will be opened on Thursday, September 14, 2017 at 2:00 p.m. Award is anticipated for the Regular Meeting of Thursday, September 21, 2017, if possible.

Bid specifications were prepared by the Borough Engineer for solicitation in connection with the project: Casano Community Center Roof Replacement. Sealed bids will be opened on Thursday, September 14, 2017 at 2:30 p.m. Award is anticipated for the Regular Meeting of Thursday, September 21, 2017, if possible.

2) AUCTIONS:

The Borough's first online auction concluded on Friday, August 25, 2017. The six (6) items that were auctioned garnered substantial interest from the buying community. The items being auctioned received dozens of bids and hundreds of views.

Unfortunately, due to several factors, the items received final bids from fraudulent buyers. Upon learning this, the Borough Clerk contacted the assigned GovDeals representative who explained the situation in further detail. While these buyers technically "won" the auction, they did so without any explicit intent to pay or take ownership of the items.

The recommendation at this time is that the Borough re-auction the items and end the auction mid-week and mid-day. The Borough's GovDeals representative indicated that their staff can better police the site and manage a successful conclusion to an auction at that time to ensure that Borough does not experience this type of inconvenience again.

The Borough's pricing structure for the online auctions include provisions with an absolute buyer's premium. Therefore, in this case, the Borough neither assumes, nor is charged any fee in connection with a successful or, as in this case, an unsuccessful auction.

PUBLIC INFORMATION

Advertisements were transmitted for the following meetings and hearings:

Hearing on Ordinances for Second Reading: September 7, 2017.

FINANCIAL

The Borough Clerk and Chief Financial Officer continue to review the upcoming Best Practices Checklist. Final recommendations will be presented with further anticipated action by the governing body at a future date.

The Borough Clerk completed and submitted the monthly report for the 2017 County Infrastructure and Municipal Aid Grant.

NEW REGULATIONS ENACTED

Ordinance 2502 underwent public hearing and was adopted by the governing body at the Regular Meeting of Thursday, August 17, 2017. This Ordinance expanded the membership of the Borough's Arts Committee.

Ordinance 2499, pertaining to vacant and abandoned residential properties, formally went into effect on August 1, 2017. The Clerk's Office and the Department of Code Enforcement have continued to work closely together on ensure compliance. Several vacant properties have been registered. However, it should be noted that some creditors have been more difficult to track down than others. The Borough Clerk and Deputy Code Enforcement Officer continue discussions on a daily basis with regard to specific "problem" properties as well as general issues with registration. These issues continue to be worked through and discussions will continue.

UPDATES

RECORDS RETENTION: The Borough Clerk continues to review Borough archives and record-keeping practices. During the month of August the Borough Clerk, Chief Financial Officer, and Director of Code Enforcement discussed ways to maximize usable space for storage of the many permanent records kept by the Department of Code Enforcement. Certain strategic filing methods and equipment are being researched and updates will be provided.

FALL 2017 BOROUGH-WIDE GARAGE SALE: The Borough Clerk's Office has arranged the Fall 2017 Borough-Wide Garage Sale to take place on Saturday, October 14, 2017 (rain date of October 15th) from 9:00 a.m. to 6:00 p.m. Permits will be issued for that/those dates upon submission of an application to the Borough Clerk's Office and payment of the \$10.00 application fee. Updated application forms are available on the Borough website under the "Forms" heading, or by visiting the Borough Clerk's Office.

MONTHLY LOOK AHEAD: SEPTEMBER 2017

September 7, 2017, 6 p.m.: Special Meeting of Mayor and Council

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

September 18, 2017, 7 p.m.: Municipal Land Use Board Meeting

September 21, 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	0	\$ -
Assessment Search	0	\$ -
Canvass License	0	\$ -
Recital Permit	0	\$ -
Street Opening Permit		\$ 1,210.00
Sidewalk Café Permit	0	\$ -
Curb Cut Permit	0	\$ -
WWII Plaque (Refund)	0	\$ -
Zoning Book	0	\$ -
Zoning Map	0	\$ -
Copies	0	\$ -
Vacant Property Registration	3	\$ 624.99
Cat Licenses	0	\$ -
Dog Licenses	10	\$ 168.00
Pool Table Licenses	0	\$ -
Juke Box Licenses	0	\$ -
Pinball/Video Game Licenses	0	\$ -
Raffle/BINGO Licenses	0	\$ -
Gas Station Licenses	0	\$ -
Garage Sale Permits	12	\$ 60.00
Landscaper Licenses	0	\$ -
Limo Licenses	0	\$ -
Peddler Licenses	0	\$ -
Towing Licenses	0	\$ -
Transient Merchant	0	\$ -
Bill Board License	0	\$ -
Housing Income		\$ 2,000.00
Return Check Fees	0	\$ -
TOTALS	25	\$ 4,062.99
<u>Donations</u>	<u>Quantity</u>	<u>Amount</u>
Blue Recycling Containers	1	\$ 15.00
Red Recycling Containers	5	\$ 50.00
TOTALS	6	

Respectfully Submitted,



Andrew Casais, RMC
Borough Clerk

Date: September 12, 2017