



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 2018

GENERAL

On Tuesday, June 5th the Borough Clerk's Office administered the 2018 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 9th with 95 registered participants (slightly less than the 102 that participated in the spring sale in 2017). For the second year in a row, 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. There were over 1,000 hits on the interactive online map over the weekend, and approximately 200 paper maps were distributed.

The June 2018 Bulk Waste Pickup was held on the Thursday and Friday after the Borough-wide garage sale. The Borough Clerk and Mayor Hokanson held numerous calls with the Department of Public Works (DPW), Suburban Disposal (the Borough's waste hauler), and the County of Union, to rectify concerns with the speed of disposal at waste facilities. The Clerk's Office coordinated public outreach about potential delays, and dedicated staff to addressing concerns from the public. Overall, after close coordination with partners at the County of Union and the Union County Utilities Authority, the Borough fared well, and collection occurred largely without delay.

Throughout the month, the Borough Clerk attended the following Committee meeting(s) and other meetings at the request of the governing body:

Economic Development Coordinator Interviews	June 14, 2018 (4:30 p.m.)
Public Safety Committee Meeting	June 19, 2018 (6:30 p.m.)
Economic Development Coordinator Interviews	June 14, 2018 (4:30 p.m.)

PURCHASING MATTERS

1) RESULTS & SOLICITATION OF SEALED BIDS:

The following bids were opened during the month at the corresponding time:

Janitorial Cleaning Services	June 15, 2018 (10:00 a.m.)
2018 Miscellaneous Concrete Repairs	June 19, 2018 (10:00 a.m.)

2) PRE-CONSTRUCTION MEETINGS:

Roadway Restoration Meeting (NJAWC)	June 19, 2018 (11:00 a.m.)
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3) AUCTIONS:

Between the dates of May 25, 2018 and June 5, 2018, on behalf of the Borough of Roselle Park, the Borough Clerk conducted an online auction of five (5) items no longer needed for public use. The auction went very well, resulting in the sale of all items. The following is a breakdown of results:

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Minimum Bid</u>	<u>Location</u>	<u>Final Sale Price</u>
1990	Ford	Backhoe 655C	\$5,000.00	RP DPW	\$ 6,760.00
1993	Ford	Bronco	\$200.00	RP DPW	\$ 271.00
1997	Ford	Crown Vic.	\$500.00	RP DPW	\$ 750.00
1998	Ford	Crown Vic.	\$200.00	RP DPW	\$ 261.00
N/A	Used Tires	Quantity: 60	\$50.00	RP DPW	\$ 272.00

Total Receipts:	\$ 8,314.00
Storage Fees:	-\$ 0.00
<u>Advertising Fees:</u>	<u>-\$ 78.40</u>
Net Effect (MRNA):	\$ 8,235.60

The following was noted by the Borough Clerk and provided for your information:

(1) The largest asset, a 1990 Ford Backhoe Model 665C, received 836 individual views, and 32 bids. The asset was exposed to 1,303 potential bidders who searched the auction site for similar items. Pending final payment and pickup by the successful bidder, this was historically one of, if not the most successful auction conducted by the Borough.

(2) The least valued asset, a lot of 60 used tires, exceeded all expectations having amassed a total final value of nearly 5.5 times the starting bid. This asset received 207 individual views, and 28 bids. The asset was exposed to 311 potential bidders who searched the auction site for similar items.

This result is representative of the ever-expanding market for items no longer needed for public use. Prior to this “experimental” auction, the Borough was paying for the disposal of used tires.

PUBLIC INFORMATION

Advertisements were transmitted for the following meetings and hearings:

Hearing on Ordinances:	June 21, 2018
	July 19, 2018
Special Meetings:	None

OPRA

The Borough Clerk received and processed 38 Open Public Records Act (OPRA) requests during the month of June 2018.

The Borough Clerk will be launching a new initiative to log all OPRA requests in electronic format (via Excel Spreadsheet) beginning in early July 2018.

FINANCIAL

The Borough received final approval of Year 44 CDBG roadway monies by the Union County Board of Chosen Freeholders in the amount of \$160,000.00. This grant was applied for through the Borough’s Clerk’s Office in coordination with the Borough Engineer. This award will be coordinated through the Finance Office and other applicable Borough Departments or professionals. Grant agreements for Year 44 CDBG funding have been executed by the Borough, and returned to the County of Union for full and final execution.

Year 43 CDBG funded roadway project on Butler Avenue remains substantially complete. The final close-out is anticipated at the Regular Meeting of Thursday, July 19, 2018. The Borough Clerk and Chief Financial Officer will close-out and drawn-down on the final Year 43 funds upon memorialization by Resolution.

NEW REGULATIONS ENACTED

- | | |
|---------------|--|
| ORD. No. 2531 | BOND ORDINANCE PROVIDING AN APPROPRIATION OF \$1,348,870 FOR VARIOUS CAPITAL IMPROVEMENTS BY AND FOR THE BOROUGH OF ROSELLE PARK IN THE COUNTY OF UNION, NEW JERSEY AND AUTHORIZING THE ISSUANCE OF \$728,000 IN BONDS OR NOTES OF THE BOROUGH FOR FINANCING PART OF THE APPROPRIATION |
| ORD. No. 2533 | AN ORDINANCE AMENDING CHAPTER XL, SECTION 3012 OF THE CODE OF THE BOROUGH OF ROSELLE PARK, ENTITLED “DUMPSTERS” |
| ORD. No. 2534 | AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER VII OF THE CODE OF THE BOROUGH OF ROSELLE PARK ADDING SECTION 43 ENTITLED, “COMBAT WOUNDED/PURPLE HEART PARKING” |

MONTHLY LOOK AHEAD: APRIL 2018

- July 9, 2018, 7:30 p.m.: Arts Committee Meeting
- July 16, 2018, 7 p.m.: Regular Municipal Land Use Board Meeting
- July 19, 2018, 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	\$ 132.00
Assessment Search	0	\$ -
Auctions	0	\$ -
Canvass License	0	\$ -
Street Opening Permit		\$ 1,480.00
Sidewalk Café Permit	1	\$ 32.00
Curb Cut Permit	0	\$ -
Zoning Book	0	\$ -
Zoning Map	0	\$ -
Copies	0	\$ -
Vacant Property Registration	2	\$ 1,000.00
Cat Licenses	0	\$ -
Dog Licenses	11	\$ 193.00
Pool Table Licenses	0	\$ -
Juke Box Licenses	0	\$ -
Pinball/Video Game Licenses	0	\$ -
Amusement Device	0	\$ -
Raffle/BINGO Licenses	0	\$ -
Gas Station Licenses	0	\$ -
Garage Sale Permits	70	\$ 680.00
Landscaper Licenses	0	\$ -
Limo Licenses	0	\$ -
Peddler Licenses	0	\$ -
Towing Licenses	0	\$ -
Transient Merchant	0	\$ -
Bill Board License	0	\$ -
Housing Income		\$ 1,000.00
Clothing Bin Permit	0	\$ -
Return Check Fees	0	\$ -
TOTALS	85	\$ 4,517.00
<u>Donations</u>	<u>Quantity</u>	<u>Amount</u>
Blue Recycling Containers	1	\$ 15.00
Red Recycling Containers	12	\$ 120.00
TOTALS	13	

Respectfully Submitted,



Andrew Casais, RMC
Borough Clerk

Date: July 16, 2018



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 2018

GENERAL

Pursuant to New Jersey Title 19 the Borough Clerk held extended hours for his office in furtherance of voter registration efforts in connection with the registration deadline for the June 2018 Primary Election. The Borough Clerk's office was open until 8:00 p.m. on Tuesday, May 15, 2018 to accommodate those seeking to register and be eligible to vote in the Primary Election set to take place on Tuesday, June 5, 2018.

The Borough Clerk continued to conduct market research on potential "Bike Share" opportunities for the Borough. For the month of May, this included a conference call with those in the industry to gauge interest and viability of such a program locally.

In conjunction with Councilman Fahoury, the Borough Clerk submitted the 2018 AARP Community Challenge Grant on behalf of the Borough.

Throughout the month, the Borough Clerk attended the following Committee meeting(s) and other meetings at the request of the governing body:

AARP Grant Review	April 9, 2018 (5:00 p.m.)
Shared Services Meeting (with Garwood)	April 16, 2018 (7:00 p.m.)
Shared Services Meeting (with School District)	April 17, 2018 (4:30 p.m.)

PURCHASING MATTERS

1) RESULTS & SOLICITATION OF SEALED BIDS:

The following bids were opened during the month at the corresponding time:

There were no bid openings held during the month of May 2018.

2) PRE-CONSTRUCTION MEETINGS:

There were no pre-construction meetings held during the month of May 2018.

3) AUCTIONS:

There were no auctions held during the month of May 2018.

PUBLIC INFORMATION

Advertisements were transmitted for the following meetings and hearings:

Hearing on Ordinances: May 17, 2018

June 7, 2018

Special Meetings: None

OPRA

The Borough Clerk received and processed 35 Open Public Records Act (OPRA) requests during the month of May 2018.

FINANCIAL

The Borough is awaiting final approval of Year 44 CDBG roadway monies by the Union County Board of Chosen Freeholders (\$160,000.00). This grant was applied for through the Borough's Clerk's Office. The subsequent award will be coordinated through the Finance Office and other applicable Borough Departments or professionals.

The Borough Clerk met with Council President Fahoury to finalize and submit the Borough's 2018 AARP Community Challenge Grant application. The outcome of this application is anticipated for mid-to-late June 2018.

NEW REGULATIONS ENACTED

ORD. No 2524 AN ORDINANCE AMENDING CHAPTER XL, ARTICLE XXII SECTION 2202 OF THE CODE OF THE BOROUGH OF ROSELLE PARK ENTITLED, "B-1 NEIGHBORHOOD BUSINESS DISTRICT"

ORD. No. 2525 AN ORDINANCE AMENDING CHAPTER XL, ARTICLE XXIII, SECTION 2302 OF THE CODE OF THE BOROUGH OF ROSELLE PARK ENTITLED, "B-2 CENTRAL BUSINESS DISTRICT"

ORD. No. 2526 AN ORDINANCE AMENDING CHAPTER XL, ARTICLE XXIV, SECTION 2402 OF THE CODE OF THE BOROUGH OF ROSELLE PARK ENTITLED, "B-3 ARTERIAL BUSINESS DISTRICT"

ORD. No. 2527 AN ORDINANCE AMENDING CHAPTER XXVII, ARTICLE III, SECTION 27-6.3 OF THE CODE OF THE BOROUGH OF ROSELLE PARK FOR THE PURPOSE OF ESTABLISHING THE RATE OF CHARGES FOR SEWER USERS IN THE BOROUGH

ORD. No. 2528 BOND ORDINANCE PROVIDING AN APPROPRIATION OF \$900,000 FOR THE REMEDIATION OF UNDERGROUND STORAGE TANKS AT THE DEPARTMENT OF PUBLIC WORKS BY AND FOR THE BOROUGH OF ROSELLE PARK IN THE COUNTY OF UNION, NEW JERSEY AND AUTHORIZING THE ISSUANCE OF \$855,000 IN BONDS OR NOTES OF THE BOROUGH FOR FINANCING PART OF THE APPROPRIATION

ORD. No. 2530 AN ORDINANCE AMENDING CHAPTER IV, SECTION 4-5 OF THE CODE OF THE BOROUGH OF ROSELLE PARK, ENTITLED “LICENSING AND BUSINESS REGULATIONS; FILMING”

MONTHLY LOOK AHEAD: APRIL 2018

- June 7, 2018, 7 p.m.: Regular Meeting of Mayor and Council
- June 11, 2018, 7:30 p.m.: Arts Committee Meeting
- June 11, 2018, 7 p.m.: Regular Municipal Land Use Board Meeting
- June 20, 2018, 7:00 p.m.: Library Board of Trustees Meeting
- June 21, 2018, 7 p.m.: Regular Meeting of Mayor and Council
- June 27, 2018, 5:30 p.m.: Community Center Committee Meeting

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		\$ 16,775.00
Assessment Search	0	\$ -
Auctions	0	\$ -
Canvass License	1	\$ 25.00
Street Opening Permit		\$ 2,378.50
Sidewalk Café Permit	0	\$ -
Curb Cut Permit	1	\$ 145.00
Zoning Book	0	\$ -
Zoning Map	0	\$ -
Copies	0	\$ -
Vacant Property Registration	3	\$ 1,500.00
Cat Licenses	1	\$ 18.00
Dog Licenses	19	\$ 378.00
Pool Table Licenses	0	\$ -
Juke Box Licenses	0	\$ -
Pinball/Video Game Licenses	0	\$ -
Amusement Device	0	\$ -
Raffle/BINGO Licenses	1	\$ 20.00
Gas Station Licenses	0	\$ -
Garage Sale Permits	28	\$ 270.00
Landscaper Licenses	1	\$ 30.00
Limo Licenses	0	\$ -
Peddler Licenses	0	\$ -
Towing Licenses	0	\$ -
Transient Merchant	0	\$ -
Bill Board License	0	\$ -
Housing Income		\$ 1,600.00
Clothing Bin Permit	0	\$ -
Return Check Fees	0	\$ -
TOTALS	55	\$23,139.50
<u>Donations</u>	<u>Quantity</u>	<u>Amount</u>
Blue Recycling Containers	1	\$ 15.00
Red Recycling Containers	6	\$ 60.00
TOTALS	7	

Respectfully Submitted,



Andrew Casais, RMC
Borough Clerk

Date: June 18, 2018



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 2018

GENERAL

The deadline for local partisan candidate petition filings in connection with the June 2018 Primary Election was Monday, April 2, 2018 at 4:00 p.m. The Borough Clerk certified local Primary candidates shortly after the deadline.

The Borough Clerk transmitted 2018 Financial Disclosure Notifications to the Borough's Local Government Officers (LGO) in accordance with the laws and regulations of the State of New Jersey. As of the end of the month, the Borough's LGO roster appeared to be roughly 90-95% compliant.

The Borough Clerk's Office worked to solidify several initiatives and services for the upcoming month of May, including: the June 2018 Borough-Wide Garage Sale, and the Borough of Roselle Park's first ever paper/document shredding event. The document shredding event will take place on Saturday, May 12, 2018 (rain or shine) between the hours of 9:00 a.m. and 1:00 p.m. This new service is funded completely by recycling grant funds without any direct cost to Roselle Park taxpayers.

Pursuant to New Jersey Title 19 the Borough Clerk has authorized extended hours for his office in furtherance of voter registration efforts in connection with the registration deadline for the June 2018 Primary Election. The Borough Clerk's office will be open until 8:00 p.m. on Tuesday, May 15, 2018 to accommodate those seeking to register and be eligible to vote in the Primary Election set to take place on Tuesday, June 5, 2018.

Throughout the month, the Borough Clerk attended the following Committee meeting(s) at the request of the governing body:

Shared Services Meeting (with Garwood)	April 16, 2018 (7:00 p.m.)
Shared Services Meeting (with School District)	April 17, 2018 (4:30 p.m.)

PURCHASING MATTERS

1) RESULTS & SOLICITATION OF SEALED BIDS:

The following bids were opened during the month at the corresponding time:

There were no bid openings held during the month of April 2018.

2) PRE-CONSTRUCTION MEETINGS:

There were no pre-construction meetings held during the month of April 2018.

3) AUCTIONS:

There were no auctions held during the month of April 2018.

PUBLIC INFORMATION

Advertisements were transmitted for the following meetings and hearings:

Hearing on Ordinances:	April 19, 2018 May 3, 2018
Special Meetings:	April 30, 2018 at 7:00 p.m.

OPRA

The Borough Clerk received and processed 48 Open Public Records Act (OPRA) requests during the month of April 2018.

Of note, one (1) request in particular required an over six-hundred (600) page response with hundreds of redacted items. The response to this request included input from the Finance Department, and several hours of dedicated work by the Borough Clerk and Deputy Borough Clerk.

FINANCIAL

The Borough Clerk's Office received good news on behalf of the Borough as a whole with the acknowledgment that the preliminary award for Roadway Rehabilitation efforts through the Year 44 Community Development Trust Fund Grant was increased from the amount of \$143,625.00 to \$160,000.00. This amount is still subject to final approval by the Union County Board of Chosen Freeholders. This grant was applied for through the Borough's Clerk's Office. The subsequent award will be coordinated through the Finance Office and other applicable Borough Departments or professionals.

The Borough Clerk collaborated with the Chief Financial Officer and members of the governing body in an effort to begin a "Wayfinding" initiative within the Borough. To this end, the Borough Clerk met with Council President Fahoury and the CFO to discuss an anticipated Borough application for funding through the 2018 AARP Community Challenge Grant.

NEW REGULATIONS ENACTED

- ORD. No. 2518 AN ORDINANCE AMENDING CHAPTER XL, PART 1, "PROCEDURES" AND PART 2, SECTION 601 "LAND SUBDIVISION AND SITE PLAN REVIEW; TERMS DEFINED" OF THE CODE OF THE BOROUGH OF ROSELLE PARK, INSERTING SECTION 103 ENTITLED "DEVELOPMENT REVIEW COMMITTEE," AND DEFINING THE TERM "DEVELOPMENT COORDINATOR"
- ORD. No. 2519 AN ORDINANCE AMENDING CHAPTER X, SECTION 10-4.1 OF THE CODE OF THE BOROUGH OF ROSELLE PARK, ENTITLED "FEES FOR RECREATION/COMMUNITY CENTER; FEES ENUMERATED"
- ORD. No. 2520 AN ORDINANCE FIXING THE SALARIES OF CERTAIN OFFICIALS AND EMPLOYEES OF THE BOROUGH OF ROSELLE PARK IN THE COUNTY OF UNION, STATE OF NEW JERSEY FOR THE YEARS 2018 AND 2019
- ORD. No. 2521 AN ORDINANCE AMENDING CHAPTER II, ARTICLE VI, "ADMINISTRATIVE POLICIES AND PROCEDURES" OF THE CODE OF THE BOROUGH OF ROSELLE PARK, INSERTING SECTION 2-62 TO BE ENTITLED "COMMUNITY ACCESS TELEVISION GUIDELINES"
- ORD. No. 2522 AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK FOR CALENDAR YEAR 2018
- ORD. No. 2523 AN ORDINANCE AMENDING CHAPTER VII, SECTION 7-10 OF THE CODE OF THE BOROUGH OF ROSELLE PARK, ENTITLED "TEMPORARY PROHIBITION FOR SNOW PLOWING AND REMOVAL"

MONTHLY LOOK AHEAD: APRIL 2018

- May 3, 2018, 7 p.m.: Regular Meeting of Mayor and Council
May 14, 2018, 7:30 p.m.: Arts Committee Meeting
May 14, 2018, 7 p.m.: Regular Municipal Land Use Board Meeting
May 16, 2018, 7:00 p.m.: Library Board of Trustees Meeting
May 17, 2018, 7 p.m.: Regular Meeting of Mayor and Council
May 30, 2018, 5:30 p.m.: Community Center Committee Meeting

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	\$ -
Assessment Search	0	\$ -
Auctions		\$ 410.00
Canvass License	0	\$ -
Street Opening Permit		\$ 480.00
Sidewalk Café Permit	1	\$ 61.00
Curb Cut Permit	0	\$ -
Zoning Book	0	\$ -
Zoning Map	0	\$ -
Copies	0	\$ -
Vacant Property Registration	3	\$ 3,500.00
Cat Licenses	4	\$ 64.00
Dog Licenses	26	\$ 558.00
Pool Table Licenses	0	\$ -
Juke Box Licenses	0	\$ -
Pinball/Video Game Licenses	0	\$ -
Amusement Device	0	\$ -
Raffle/BINGO Licenses		\$ 260.00
Gas Station Licenses	0	\$ -
Garage Sale Permits		\$ 60.00
Landscaper Licenses	8	\$ 240.00
Limo Licenses	1	\$ 50.00
Peddler Licenses	0	\$ -
Towing Licenses	0	\$ -
Transient Merchant	1	\$ 200.00
Bill Board License	0	\$ -
Housing Income		\$ 1,500.00
Clothing Bin Permit	0	\$ -
Return Check Fees	0	\$ -
TOTALS	45	\$ 7,383.00
<u>Donations</u>	<u>Quantity</u>	<u>Amount</u>
Blue Recycling Containers	1	\$ 15.00
Red Recycling Containers	6	\$ 60.00
TOTALS	7	

Respectfully Submitted,



Andrew Casais, RMC
Borough Clerk

Date: May 14, 2018



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 2018

GENERAL

The Borough Clerk's Office began preparations for the 2018 election cycle by answering questions from the public, providing information about partisan filing deadlines and requirements to local political parties, and coordinating with the Union County Clerk's Office.

The Borough Clerk's Office received good news on behalf of the Borough as a whole through receipt of a letter of award for the Union County Level the Playing Field Grant in the amount of \$25,470.00, and preliminary award for the Year 44 Community Development Trust Fund Grant in the amount of \$143,625.00. Both grants were applied for through the Borough's Clerk's Office and the subsequent awards will be coordinated through the Finance Office and other applicable Borough Departments or professionals.

The Borough Clerk's Office also continued to move forward with online archiving of records, now reaching as far back as the mid-1950s for items such as meeting minutes, agendas, Resolutions, and Ordinances.

Throughout the month, the Borough Clerk attended the following Committee meeting(s) at the request of the governing body including:

Shared Services Meeting

March 6, 2018 (9:30 a.m.)

PURCHASING MATTERS

1) RESULTS & SOLICITATION OF SEALED BIDS:

The following bids were opened during the month at the corresponding time:

There were no Bid Openeing held during the month of March 2018.

2) PRE-CONSTRUCTION MEETINGS:

There were no Pre-Construction Meetings held during the month of March 2018.

3) AUCTIONS:

The following are the results of the in-person auction that took place at 10:00 a.m. on March 8, 2018:

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Minimum Bid</u>	<u>Location</u>	<u>Final Sale Price</u>
1998	Saab	Civic	\$200.00	Sisbarro's	Released to Owner
2003	Ford	Eco (Van)	\$200.00	Sisbarro's	\$ 300.00
Total Receipts:					\$ 300.00
Storage Fees:					-\$ 302.00
Advertising Fees:					-\$ 322.78
Net Effect (MRNA):					-\$ 324.78

PUBLIC INFORMATION

Advertisements were transmitted for the following meetings and hearings:

Hearing on Ordinances: March 15, 2018
April 5, 2018

Special Meetings: March 26, 2018 at 6:30 p.m.
March 27, 2018 at 6:30 p.m.
March 27, 2018 at 6:30 p.m. - Cancellation

OPRA

The Borough Clerk received and processed 49 Open Public Records Act (OPRA) requests during the month of March 2018.

FINANCIAL

See "General" for a summary of grant awards received during the months of March 2018 for the purpose of this section for the Month of March 2018.

NEW REGULATIONS ENACTED

ORD. No. 2515 AN ORDINANCE AMENDING CHAPTER XL, PART 3 "ZONING,"
SECTION 3005 OF THE CODE OF THE BOROUGH OF ROSELLE
PARK, ENTITLED "DRIVEWAYS"

ORD. No. 2516 AN ORDINANCE FIXING THE SALARIES OF CERTAIN OFFICIALS AND EMPLOYEES OF THE BOROUGH OF ROSELLE PARK IN THE COUNTY OF UNION, STATE OF NEW JERSEY FOR THE YEARS 2018 AND 2019

ORD. No. 2517 AN ORDINANCE AMENDING CHAPTER III, SECTION 3-7.7 OF THE CODE OF THE BOROUGH OF ROSELLE PARK, ENTITLED "LITTERING AND DUMPING; RECEPTACLES REQUIRED; ILLEGAL DUMPING"

MONTHLY LOOK AHEAD: APRIL 2018

April 5, 2018, 7 p.m.: Regular Meeting of Mayor and Council
April 9, 2018, 7:30 p.m.: Arts Committee Meeting
April 16, 2018, 7 p.m.: Regular Municipal Land Use Board Meeting
April 18, 2018, 6:45 p.m.: Library Board of Trustees Meeting
April 18, 2018, 7:00 p.m.: Environmental Commission Meeting
April 19, 2018, 7 p.m.: Regular Meeting of Mayor and Council
April 25, 2018, 5:30 p.m.: Community Center Committee Meeting

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	\$ 1,385.00
Assessment Search	0	\$ -
Auctions		\$ 2,400.00
Canvass License	0	\$ -
Street Opening Permit		\$ 7,163.00
Sidewalk Café Permit	0	\$ -
Curb Cut Permit	0	\$ -
Zoning Book	0	\$ -
Zoning Map	0	\$ -
Copies	0	\$ -
Vacant Property Registration		\$ 2,500.00
Cat Licenses	8	\$ 112.00
Dog Licenses	52	\$ 1,070.00
Pool Table Licenses	0	\$ -
Juke Box Licenses	0	\$ -
Pinball/Video Game Licenses	0	\$ -
Amusement Device	0	\$ -
Raffle/BINGO Licenses	0	\$ -
Gas Station Licenses	0	\$ -
Garage Sale Permits	4	\$ 20.00
Landscaper Licenses	2	\$ 60.00
Limo Licenses	0	\$ -
Peddler Licenses	0	\$ -
Towing Licenses	0	\$ -
Transient Merchant	1	\$ 200.00
Bill Board License	11	\$ 1,100.00
Housing Income		\$ 800.00
Clothing Bin Permit	1	\$ 25.00
Return Check Fees	0	\$ -
TOTALS	80	\$16,835.00
<u>Donations</u>	<u>Quantity</u>	<u>Amount</u>
Blue Recycling Containers	0	\$ -
Red Recycling Containers	4	\$ 40.00
TOTALS	4	

Respectfully Submitted,



Andrew Casais, RMC
Borough Clerk

Date: April 2, 2018



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 FEBRUARY 2018

GENERAL

The Borough Clerk's Office remained busy carrying out the annual issuance of permits and licenses including animal (cat and dog) licensure. Late fees were instituted, per Borough Code, on February 1st and shall escalate every month thereafter to the designated maximum.

The Borough Clerk conducted a Vacant Property Registry review with the Deputy Code Enforcement Officer on February 5, 2018 to review compliance issues and overall program performance. In general, the program has been a successful one even in its early stages. Many properties that were designated a registered as vacant or abandoned have been removed due to sale or home improvements.

In addition, the Borough Clerk and Chief Financial Officer met with representatives of CGP&H; the vendor who administers the Borough's Home Improvement Program. The performance of the program was discussed as well as opportunities for renewed marketing. Several new strategies including media outreach, increased visibility within the community, at Borough buildings, and on the Borough website were discussed and agreed upon.

Throughout the month, the Borough Clerk attended several Committee Meetings at the request of the governing body including:

Finance and Administration Committee	February 13, 2018 (5:00 p.m.)
Shared Services Meeting w/ Kenilworth	February 13, 2018 (6:30 p.m.)
DPW Building Progress Meeting	February 23, 2018 (10:00 a.m.)
Ad-Hoc COAH Committee Meeting	February 26, 2018 (7:00 p.m.)

PURCHASING MATTERS

1) RESULTS & SOLICITATION OF SEALED BIDS:

The following bids were opened during the month at the corresponding time:

Vegetative Waste Collection & Disposal Services	February 27, 2018 at 10:00 a.m.
Lawn & Grounds Maintenance	February 27, 2018 at 10:30 a.m.

2) PRE-CONSTRUCTION MEETINGS:

There were no Pre-Construction Meetings were held during the month of February 2018.

3) AUCTIONS:

The following are the results of online (GovDeals) equipment auction that took place between January 26, 2018 and February 6, 2018:

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Minimum Bid</u>	<u>Location</u>	<u>Final Sale Price</u>
2003	Eglin (Sweeper)	Series P	\$9,000.00	RP DPW	Not Sold
Unk.	Versa	Bucket	\$200.00	RP DPW	\$ 630.00
Unk.	Versa	Bucket 1013	\$200.00	RP DPW	\$ 630.00
Unk.	Versa	Bucket	\$200.00	RP DPW	\$ 630.00
Unk.	Monroe	Plow	\$200.00	RP DPW	\$ 210.00
Unk.	Unk.	Plow (Blue)	\$200.00	RP DPW	\$ 210.00
Unk.	Unk.	Plow (10 ft.)	\$200.00	RP DPW	\$ 200.00

Total Receipts:	\$ 2,510.00
Storage Fees:	-\$ 0.00
Advertising Fees:	-\$ 84.28
Net Effect (MRNA):	\$ 2,425.72*

*Amount anticipates full payment by winners

PUBLIC INFORMATION

Advertisements were transmitted for the following meetings and hearings:

Hearing on Ordinances:	February 15, 2018
Special Meetings:	February 20, 2018 at 6:00 p.m.
	February 27, 2018 at 6:00 p.m.
	March 15, 2018 at 6:00 p.m.

OPRA

The Borough Clerk received and processed 24 Open Public Records Act (OPRA) requests during the month of February 2018.

FINANCIAL

The Borough Clerk and Borough Engineer gave a presentation to the CDBG Revenue Sharing Committee involving the Borough's application for the Year 44 CDBG grant as it related to public improvements. The presentation and discussion went well. The Borough will be informed in the months ahead as to any resulting grant award.

NEW REGULATIONS ENACTED

- ORD. No. 2512 AN ORDINANCE AMENDING CHAPTER XIX, SECTION 19-4.3 OF THE CODE OF THE BOROUGH OF ROSELLE PARK, ENTITLED “PROPERTY MAINTENANCE; PROHIBITED VEGETATION”
- ORD. No. 2513 AN ORDINANCE AMENDING CHAPTER III, SECTION 3-14.3 OF THE CODE OF THE BOROUGH OF ROSELLE PARK, ENTITLED “REGULATION OF VEHICLES; NOTICE OF VIOLATION; ABATEMENT; FAILURE TO COMPLY”
- ORD. No. 2514 AN ORDINANCE AMENDING CHAPTER XIX, SECTION 1.1 OF THE CODE OF THE BOROUGH OF ROSELLE PARK, ENTITLED “PROPERTY MAINTENANCE CODE; STANDARDS ADOPTED; FILING OF COPIES”

MONTHLY LOOK AHEAD: MARCH 2018

- March 1, 2018, 7 p.m.: Regular Meeting of Mayor and Council
March 5, 2018, 7 p.m.: Diversity Committee Meeting
March 12, 2018, 7 p.m.: Regular Municipal Land Use Board Meeting
March 12, 2018, 7:30 p.m.: Arts Committee Meeting
March 15, 2018, 7 p.m.: Regular Meeting of Mayor and Council
March 21, 2018, 6:45 p.m.: Library Board of Trustees Meeting
March 28, 2018, 5:30 p.m.: Community Center Committee Meeting
March 30, 2018: Holiday (Good Friday) – Borough Offices Closed

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	0	\$ -
Assessment Search	0	\$ -
Auctions	0	\$ -
Canvass License	0	\$ 50.00
Street Opening Permit		\$ 2,392.00
Sidewalk Café Permit	0	\$ -
Curb Cut Permit	0	\$ -
Zoning Book	0	\$ -
Zoning Map	0	\$ -
Copies	0	\$ -
Vacant Property Registration		\$ 10,000.00
Cat Licenses	30	\$ 350.00
Dog Licenses	152	\$ 2,955.00
Pool Table Licenses	2	\$ 150.00
Juke Box Licenses	3	\$ 75.00
Pinball/Video Game Licenses	1	\$ 150.00
Amusement Device	2	\$ 150.00
Raffle/BINGO Licenses	0	\$ -
Gas Station Licenses	2	\$ 10.00
Garage Sale Permits	4	\$ 20.00
Landscaper Licenses	3	\$ 90.00
Limo Licenses	0	\$ -
Peddler Licenses	0	\$ -
Towing Licenses	0	\$ -
Transient Merchant	0	\$ -
Bill Board License	0	\$ -
Housing Income		\$ 1,500.00
Clothing Bin Permit	0	\$ -
Return Check Fees	0	\$ -
TOTALS	199	\$17,892.00
<u>Donations</u>	<u>Quantity</u>	<u>Amount</u>
Blue Recycling Containers	0	\$ -
Red Recycling Containers	2	\$ 20.00
TOTALS	2	

Respectfully Submitted,



Andrew Casais, RMC
Borough Clerk

Date: March 12, 2018



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 JANUARY 2018

GENERAL

The Borough Clerk's Office coordinated an eventful start to the new year, having to reschedule the 2018 Reorganization Meeting from Thursday, January 4th to Sunday, January 7th due to a severe winter storm. The Borough Clerk wishes to thank all members of the governing body and the public for their patience and cooperation in ensuring the Borough met all legal requirements in the formal and ceremonial transition from 2017 to 2018.

Special Meetings of Mayor and Council were held throughout the month to conduct interviews of vendors who submitted contested proposals for 2018 Professional Services. The Borough Clerk coordinated the schedules of all prospective vendors so as to arrange two (2) interview sessions (meetings) with eight (8) vendors at each session with half-hour time allotments per vendor. The governing body completed interviews on Monday, January 15th and took final action of appointment of 2018 Professional Service vendors at the Regular Meeting of Thursday, January 18th. Contracts are currently in the drafting stages and will be completed in February.

Throughout the month, the Borough Clerk attended several Committee Meetings at the request of the governing body including:

Public Safety Committee	January 22, 2018
Finance and Administration Committee	January 23, 2018

PURCHASING MATTERS

1) RESULTS & SOLICITATION OF SEALED BIDS:

The following bids were opened during the month at the corresponding time:

There were no sealed bids opened or solicited during the month of January 2018.

2) PRE-CONSTRUCTION MEETINGS:

Community Center Generator 1/26/18 at 10:00 a.m.

3) AUCTIONS:

The following are the results of the vehicle auction that took place on Wednesday, January 24th at 10:00 a.m.:

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Minimum Bid</u>	<u>Location</u>	<u>Final Sale Price</u>
1999	Toyota	Corolla	\$200.00	Sisbarro's	\$ 250.00
2001	Ford	Expedition	\$200.00	George's	\$ 250.00
2001	Ford	Focus	\$200.00	George's	\$ 250.00
1998	Nissan	Maxima	\$200.00	George's	\$ 250.00
2005	Chevrolet	Impala	\$200.00	Sisbarro's	\$ 250.00
2000	Mitsubishi	Lancer	\$200.00	Sisbarro's	Released to Owner
2014	Subaru	Forester	\$200.00	Sisbarro's	\$ 2,350.00
1999	Chevrolet	3500	\$200.00	R.P. DPW	\$ 350.00
2000	Nissan	Maxima	\$200.00	George's	\$ 200.00
Total Receipts:					\$ 4,150.00
Storage Fees:					-\$ 2,588.00
Advertising Fees:					-\$ 508.56
Net Effect (MRNA):					\$ 1,053.44

The online auction of certain Public Works equipment began on January 26, 2018 and was set to end on February 6, 2018. The Borough Clerk's February 2018 report will include the final results of this auction.

PUBLIC INFORMATION

Advertisements were transmitted for the following meetings and hearings:

Hearing on Ordinances: None
Special Meetings: (Cancellation of) January 4, 2018
 January 7, 2018 at 12:00 p.m.
 January 9, 2018 at 6:00 p.m.
 January 15, 2018 at 6:00 p.m.

OPRA

The Borough Clerk received and processed 28 Open Public Records Act (OPRA) requests during the month of January 2018.

FINANCIAL

The Borough Clerk was informed that the presentation and discussion involving the Borough's application for the Year 44 CDBG grant as it relates to public improvements would be held on Wednesday, February 7, 2018. The Borough Clerk consulted and coordinated with Borough Engineer in connection with that the Borough's application and how they would present for the meeting in February.

The Borough Clerk was able to confirm the cancellation of an insurance policy no longer needed by the Borough with a pro-rated premium return to the Borough of \$1,486.69.

The Borough Clerk also confirmed the final assessment from the Joint Insurance Fund based on certain insurance coverage adjustments as well as the finalization of the Borough's 2018 Risk Manager's agreement. The final cost of the Borough's 2018 General Liability and Workers' Compensation insurance coverages reflects a total savings of \$175,024.46 compared to 2017.

NEW REGULATIONS ENACTED

No new Ordinances were adopted in the month of January 2018.

MONTHLY LOOK AHEAD: FEBRUARY 2018

February 1, 2018, 7 p.m.: Regular Meeting of Mayor and Council

February 5, 2018, 7 p.m.: Regular Municipal Land Use Board Meeting

February 12, 2018: Borough Hall Closed (Holiday: Lincoln's Birthday)

February 12, 2018, 7:30 p.m.: Arts Committee Meeting

February 15, 2018, 7 p.m.: Regular Meeting of Mayor and Council

February 19, 2018: Borough Hall Closed (Holiday: President's Day)

February 21, 2018, 6:45 p.m.: Library Board of Trustees Meeting

February 28, 2018, 5:30 p.m.: Community Center Committee Meeting

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	0	\$ -
Assessment Search	0	\$ -
Auctions	0	\$ 4,150.00
Canvass License	0	\$ -
Street Opening Permit		\$ 950.00
Sidewalk Café Permit	0	\$ -
Curb Cut Permit	0	\$ -
Zoning Book	0	\$ -
Zoning Map	0	\$ -
Copies	0	\$ -
Vacant Property Registration		\$ 24,000.00
Cat Licenses	102	\$ 1,030.00
Dog Licenses	464	\$ 7,999.00
Pool Table Licenses	1	\$ 75.00
Juke Box Licenses	2	\$ 50.00
Pinball/Video Game Licenses	1	\$ 2,500.00
Amusement Device	2	\$ 150.00
Raffle/BINGO Licenses	0	\$ -
Gas Station Licenses	1	\$ 5.00
Garage Sale Permits	2	\$ 10.00
Landscaper Licenses	0	\$ -
Limo Licenses	3	\$ 150.00
Peddler Licenses	0	\$ -
Towing Licenses	1	\$ 1,000.00
Transient Merchant	7	\$ 1,400.00
Bill Board License	0	\$ -
Housing Income		\$ 1,600.00
Clothing Bin Permit	2	\$ 50.00
Return Check Fees	1	\$ 20.00
TOTALS	589	\$45,139.00
<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: February 9, 2018