



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

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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