

MINUTES OF THE MEETING OF THE COUNCIL OF THE BOROUGH OF ESSEX
FELLS, ESSEX COUNTY, NEW JERSEY

Held at the Essex Fells Municipal Building in said Borough on February 6, 2024 at 7:00 p.m.

Present

Mayor Edward A. Davis
Councilman Michael Cecere
Councilman BJ D'Avella
Councilman Greg Hindy
Councilwoman Maggie O'Connor
Councilman William Sullivan

Absent

Councilman John King

Also Present

Borough Administrator/Borough Clerk Francine T. Paserchia
Borough Attorney James Parisi

Mayor Davis called the meeting to order. He stated that in compliance with the Open Public Meetings Law (Chapter 231, Public Laws of 1975) notice of this meeting was transmitted to The Progress and The Star Ledger and was filed with the Borough Clerk and is posted on the Bulletin Board of the Borough Hall.

Mayor Davis led the Council in the Pledge of Allegiance and gave the Invocation.

Councilman Hindy moved, Councilman Sullivan seconded approval of the minutes of January 16, 2024.

And was carried on call of the roll:

Ayes

BJ D'Avella
Maggie O'Connor
William Sullivan

Nays

None

Absent

John King

Abstain

Michael Cecere
Greg Hindy

Bids

- Gasoline Bids – Bid date January 17, 2024

The administrator informed the council that no bids were received and will go out to bid again.

All were in Agreement.

Appointments:

Councilman D'Avella moved, Councilman Cecere seconded approval of an Essex Fells Volunteer Fire Department Member, Vish Narayanan, 9 Gordon Road

And was carried on call of the roll:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Michael Cecere	None	John King
BJ D’Avella		
Greg Hindy		
Maggie O’Connor	<u>Abstain</u>	
William Sullivan	None	

Mayor Davis announced a public hearing on second reading of Ordinance 2024-1091

The Clerk offered proof of publication of the ordinance, indicating that it was published in The Progress issue of January 11, 2024

The public hearing was held and AN ORDINANCE FIXING THE SALARIES, COMPENSATION, RETAINERS AND ALLOWANCES FOR THE BOROUGH OF ESSEX FELLS.

BE IT ORDAINED by the Council of the Borough of Essex Fells, in the County of Essex and State of New Jersey, as follows:

Section 1. The base salaries, compensation, retainers and allowances of certain paid officers, employees and fire department volunteers of the Borough shall be at the following rates effective as of January 1, 2024, until subsequently amended, are hereby established as follows:

	MINIMUM	MAXIMUM
ADMINISTRATION & EXECUTIVE		
Borough Administrator	\$ 20,000.00	\$ 40,000.00
Borough Clerk	\$ 55,000.00	\$ 130,000.00
Administrative Assistant	\$ 25,000.00	\$ 60,000.00
Administrative Assistant Confidential	\$ 25,000.00	\$ 60,000.00
Administrative Assistant Part-time	\$ 10.00	\$ 30.00
FINANCE		
Chief Finance Officer	\$ 5,000.00	\$ 80,000.00
TAX COLLECTION		
Tax Collector	\$ 25,000.00	\$ 80,000.00
TAX ASSESSOR		
Tax Assessor	\$ 10,000	\$ 18,000.00
FIRE DEPARTMENT UNIFORM ALLOWANCE		
All Members Receive		\$ 150.00
Additional:		
Fire Chief		\$ 400.00
Deputy Chief		\$ 225.00
Battalion Chief		\$ 150.00
Drivers		\$ 75.00
POLICE DEPARTMENT		
Police Chief	\$ 80,000.00	\$ 190,000.00
Police Captain	\$ 80,000.00	\$ 180,000.00
Crossing Guards (hourly)	\$ 10.00	\$ 25.00
Class III Officer	\$ 40,000.00	\$ 70,000.00
Class III Officer (hourly)	\$ 33.00	\$ 35.00
CONSTRUCTION CODE OFFICIAL		
Construction Official	\$ 15,000.00	\$ 35,000.00
Fire Protection Subcode Official (hourly)	\$ 25.00	\$ 35.00
Property Maintenance Worker	\$ 25.00	\$ 35.00

PUBLIC WORKS		
Public Works Superintendent	\$ 60,000.00	\$ 100,000.00
Deputy Public Works Superintendent	\$ 60,000.00	\$ 90,000.00
Foreman	\$ 45,000.00	\$ 60,000.00
Part-time Seasonal Employee	\$ 10.00	\$ 35.00
Recycling Worker	\$ 10.00	\$ 35.00
RECREATION		
Recreation Director	\$ 8,000.00	\$ 32,000.00
Part-time/Seasonal Employees (hourly):		
Camp Counselors	\$ 5.00	\$ 15.00
Teachers	\$ 10.00	\$ 30.00
Site Manager	\$ 20.00	\$ 30.00
Umpires/Referees/Timers	\$ 10.00	\$ 100.00

Section 2. Longevity

Said salaries of non-uniformed full-time employees, hired before December 31, 1992, longevity pay shall be added at the following rates:

Less than 5 years	None
5 through 10 years	2% of base salary
11 through 15 years	4% of base salary
16 through 20 years	6% of base salary
21 through 24 years	8% of base salary
More than 24 years	10% of base salary

Said salaries uniformed members of the Police Department shall be as follows:

Period of continuous, uninterrupted service:

Less than 5 years	None
5 through 10 years	2% of base salary
11 through 15 years	4% of base salary
16 through 20 years	6% of base salary
21 through 24 years	8% of base salary
More than 24 years	11% of base salary

Said longevity pay shall take effect as of the employment anniversary date of the individual.

Section 3. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

Section 4. This ordinance shall take effect in the manner provided by law.

And was carried on call of the roll:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Michael Cecere	None	John King
BJ D'Avella		
Greg Hindy		
Maggie O'Connor	<u>Abstain</u>	
William Sullivan	None	

Councilwoman O'Connor moved, Councilman Cecere seconded, approval of the following resolutions on consent:

2024-43

BE IT RESOLVED, by the Council of the Borough of Essex Fells that the Borough Clerk be and is hereby authorized to advertise for the receipt of bids on February 28, 2024 at 10:00 am for the following:

Regular Unleaded Gasoline & Diesel Fuel

2024-44

RESOLUTION AUTHORIZING THE DISCRETIONARY AWARD OF A CONTRACT FOR WATERMAIN WORK AT THE INTERSECTION OF FOREST WAY AND FELLS ROAD TO SHAUGER PROPERTY SERVICES, INC. IN AN AMOUNT NOT TO EXCEED \$35,965.50

WHEREAS, the Borough of Essex Fells solicited quotes for material and labor for watermain work at the intersection of Forest Way and Fells Road and Shauger Property Services, Inc. provided the lowest quote; and

WHEREAS, the quote obtained in \$35,965.50.; and

WHEREAS, the New Jersey Pay-to-Play Law N.J.S.A. 19:44A-20.4 et seq. requires contracts in excess of \$17,500 to be issued in a fair and open or non-fair and open manner; and

WHEREAS, Shauger Property Services, Inc., has provided the required documentation, which is on file in the office of the Borough Clerk, for a non-fair and open contract to be awarded; and

WHEREAS, the Chief Financial Officer has certified that funds are available to make the award within the amount identified; and

WHEREAS, it is the recommendation of the Borough Engineer that the contract be authorized.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Essex Fells, County of Essex as follows:

1. The contract for material and labor for watermain work at the intersection of Forest Way and Fells Road is awarded to Shauger Property Services, Inc. in an amount not to exceed \$35,965.50
2. The appropriate Borough Officials are hereby authorized and directed to execute the necessary documents related to this award.

2024-45

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE BOROUGH OF ESSEX FELLS AND PETRY ENGINEERING, LLC (North Branch Foulerton's Brook Flood Study)

WHEREAS, there exists the need for professional engineering services in connection with the North Branch Foulerton's Brook Flood Study; and

WHEREAS, The Borough has received a proposal, and determined that it is in the best interest of the Borough to accept the proposal submitted by Borough Engineers Petry Engineering, LLC.

WHEREAS, the maximum amount of the contract shall not to exceed \$39,430 for completion of the study and preparation of the NJDEP Application and up to \$20,000 for NJDEP follow up; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection; and

WHEREAS, the Chief Financial Officer has certified the availability of funds.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Essex Fells, in the County of Essex, and State of New Jersey, as follows:

Section 1. The Mayor and Clerk are hereby authorized and directed to execute an agreement with Petry Engineering, LLC for engineering services for the Borough of Essex Fells for the North Branch Foulerton's Brook Flood Study for a total amount not to exceed \$39,430 for completion of the study and preparation of the NJDEP Application and up to \$20,000 for NJDEP follow up as set forth in a proposal.

Section 2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.

2024-46

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE BOROUGH OF ESSEX FELLS AND PETRY ENGINEERING, LLC (Borough-wide Topographic Mapping & North Branch Foulerton's Brook Survey)

WHEREAS, there exists the need for professional engineering services in connection with the Borough-wide Topographic Mapping & North Branch Foulerton's Brook Survey; and

WHEREAS, The Borough has received a proposal and determined that it is in the best interest of the Borough to accept the proposal submitted by Borough Engineers Petry Engineering, LLC.

WHEREAS, the maximum amount of the contract shall not to exceed \$39,850 for Aerial Topography and \$15,200 for Storm Sewer Survey; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection; and

WHEREAS, the Chief Financial Officer has certified the availability of funds.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Essex Fells, in the County of Essex, and State of New Jersey, as follows:

Section 1. The Mayor and Clerk are hereby authorized and directed to execute an agreement with Petry Engineering, LLC for engineering services for the Borough of Essex Fells in an amount not to exceed \$39,850 for Aerial Topography and \$15,200 for Storm Sewer Survey as set forth in the proposal.

Section 2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.

2024-47

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE BOROUGH OF ESSEX FELLS AND MILLENNIUM STRATEGIES, LLC.

WHEREAS, there exists the need for professional consulting services in the Borough of Essex Fells in connection with FEMA disaster recovery administration; and

WHEREAS, the maximum amount of the contract is \$5,000.00

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection; and

WHEREAS, the Chief Financial Officer has certified the availability of funds

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Essex Fells, in the County of Essex, and State of New Jersey, as follows:

Section 1. The Mayor and Clerk are hereby authorized and directed to execute an agreement with Millennium Strategies, LLC. for FEMA disaster recovery administration services for the Borough of Essex Fells as set forth in the proposal dated February 5, 2024 subject to final clarification of the scope of services by Borough representatives.

Section 2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized to practice a recognized profession that is regulated by law.

2024- 48

BE IT RESOLVED by the Council of the Borough of Essex Fells that the following Personnel action is hereby authorized;

- The following named part time person/employee of the Borough of Essex Fells, in the title, at the rate of pay, on the effective date set forth opposite his/her name:**

Name:	Title:	Rate of Pay:	Effective Date:
Emily Serrano	Part time Technical Assistant Building Department	\$30/hr.	January 22, 2024

2024- 49

Authorization for Payment of Bills

BE IT RESOLVED by the Council of the Borough of Essex Fells that;

WHEREAS, the bill list as attached has been presented by the Chief Finance Officer for payment.

NOW THEREFORE BE IT RESOLVED by the Council of the Borough of Essex Fells that the bill list as presented is approved.

<u>Fund</u>	<u>Fund No.</u>	<u>Amount</u>
Current	3-01	\$36,720.91
Current	4-01	\$486,670.77
Borough Capital	C-04	\$181,921.92
Water	3-05	\$164,049.50
Water	4-05	\$7,586.00
Grant	04	\$0
Water Capital	C-06	\$13,828.81
Animal Control	T-10	\$0
Trust	T-11	\$20,656.72
Payroll	T-13	\$273,152.99

And was carried on call of the roll:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Michael Cecere	None	John King
BJ D'Avella		
Greg Hindy		
Maggie O'Connor	<u>Abstain</u>	
William Sullivan	None	

**On motion made by Councilman Hindy, seconded by Councilman Sullivan
and approved unanimously by the Council, the meeting adjourned at 7:14 p.m.**

Respectfully submitted,

Francine T. Paserchia
Municipal Clerk