

**BOROUGH OF HALEDON
MAYOR AND COUNCIL
February 9, 2023 Work Session**

FLAG SALUTE

MOMENT OF SILENCE- for our troops and those who have lost their lives.

The work session of the Mayor and Council of the Borough of Haledon will take place on February 9, 2023 at 7PM in the Council Chambers of the Haledon Municipal Complex located at 510 Belmont Avenue, Haledon, New Jersey.

This meeting was called pursuant to the provisions of the Open Public Meetings Law. Notice of this meeting was included in a notice published in the North Jersey Herald & The Record on January 5, 2023 and posted on the bulletin board in the Municipal Building on January 5, 2023 and has remained continuously posted as the required notices under the Statute.

Proper notice having been given; the Municipal Clerk is directed to include this statement in the minutes of this meeting.

ROLL CALL – Mayor Michael Johnson called the meeting to order at 7:10 PM.

Present: Mayor Michael Johnson, Council President Aleksandra Tasic, Councilmembers Mohammad Ramadan, Jimmy Iza, Borough Attorney Joseph Wenzel, Municipal Clerk/Administrator Mounir Almaita

Absent: Councilman Carlos Aymat, Junior Morris absent with notice, Councilwoman Nereyda Curiel running late.

APPROVAL OF MINUTES

- October 13, 2022
- October 27, 2022
- January 3, 2023

Motion by Ramadan seconded by Tasic to approve

ROLL CALL

YES: RAMADAN, TASIC

NO: 0

ABSTAIN: IZA

PUBLIC HEARING

Motion by Ramadan seconded by Tasic to open the public hearing.

ROLL CALL

YES: RAMADAN, TASIC, IZA

NO: 0

No comments

Motion by Tasic seconded by Ramadan to close the public hearing.

ROLL CALL

YES: RAMADAN, TASIC, IZA

NO: 0

GOVERNING BODY RESPONSES:

DEPARTMENT HEAD REPORTS AND DISCUSSION

ADMINISTRATOR’S REPORT – Mounir Almaita- Read report

POLICE DEPARTMENT – Chief Daniele- Read report

Chief Danielle also mentioned the fatal fire at 26 Barbour Street, our sympathies to the family.

FIRE DEPARTMENT – Chief Tom Bakker- Read report

FIRE PREVENTION BUREAU/FIRE SAFETY BUREAU - Robert DeVirgilio- On file

CONSTRUCTION DEPARTMENT/PROPERTY MAINTENANCE – Jorge Padilla- Read report

OFFICE OF EMERGENCY MANAGEMENT – Carlos Aymat- No report

DEPARTMENT OF PUBLIC WORKS – Anthony Harrington – On file

BOROUGH ATTORNEY REPORT- Joseph Wenzel –

- OPRA case that was decided in the Boroughs favor, unusual to have it go that way.
- OPRA is becoming a professional job for some.
- The Borough has been doing a good job getting these OPRA’s completed.

ENGINEER’S REPORT –Alaimo Engineering- On file

Councilwoman Nereyda Curiel arrived at 7:25 pm.

Mayor Johnson requested that resolution #2023-050 and 2023-059 be removed from the consent agenda.

Motion Tasic seconded by Ramadan
YES: CURIEL,RAMADAN, TASIC, IZA
NO: 0

Motion to consider resolution 2023-050 and 2023-059 out of agenda order

Motion Tasic seconded by Ramadan
ROLL CALL
YES: CURIEL,RAMADAN, TASIC, IZA
NO: 0

RESOLUTION #2023-050 APPOINTMENT OF ANTHONY SMITH – MANCHESTER UTILITY AUTHORITY

WHEREAS, Mayor Michael Johnson requests the advice and consent of the Borough Council to appoint Anthony Smith to the Manchester Utility Authority for a five-year term effective February 1, 2023;

NOW THEREFORE BE IT RESOLVED, by the Council of the Borough of Haledon that they hereby provide their advice and consent to appoint Anthony Smith to the Manchester Utility Authority effective January 31st, 2028.

RESOLUTION #2023-059 APPOINTMENT OF BOARD OF ASSISTANCT MEMBERS, ANGELINA CUADRADO, IRMA GORHAM AND BLAN JARKASI

WHEREAS, Mayor Michael Johnson requests the advice and consent of the Borough Council to appoint Angelina Cuadrado, Irma Gorham And Blan Jarkasi to the Board of Assistance for the term expiring December 31, 2023;

NOW THEREFORE BE IT RESOLVED, the Council of the Borough of Haledon hereby provides their advice and consent to appoint Angelina Cuadrado, Irma Gorham And Blah Jarkasi to the Board of Assistance for a term expiring December 31, 2023.

Motion Ramadan seconded by Curiel approve resolution 2023-050 and 2023-059

ROLL CALL

YES: CURIEL, RAMADAN, TASIC, IZA

NO: 0

Attorney Wenzel asked for a correction to the name Blah should be spelt Blan.

Mayor Johnson administered the Oath of office to Angelina Cuadrado, Irma Gorham and Blan Jarkasi for the Board of Assistance.

Mayor Johnson administered the Oath of office to Mr. Anthony Smith for the Manchester Utilities Authority.

DEPARTMENTAL REPORTS ARE POSTED ON THE BULLETIN BOARD

COMMITTEE REPORTS

PUBLIC SAFETY COMMITTEE – Carlos Aymat, Chairperson- No report

Police Liaison – Carlos Aymat – No report

Office of Emergency Management Liaison – Aleksandra Tasic No report

Fire Liaison– Mohammad Ramadan-

- Asked Chief Bakker to make sure he tells all his members thank you for all you did today at the fire.
- Chief Daniele thanked the Police Officers for all their help today at the fire.

PUBLIC WORKS – Mohammad Ramadan, Chairperson – No report

FINANCE COMMITTEE – Mohammad Ramadan, Chairperson- No report

CAPITAL PROJECTS – Jim Iza, Chairperson – Looking to move to the next stage for the Belmont Ave. Streetscape.

ORDINANCE - Aleksandra Tasic, Chairperson

ADMINISTRATION & PERSONNEL – Aleksandra Tasic, Chairperson

- Happy to say we will have 2 part time employees working in the clerk's office

HEALTH AND WELFARE- Nereyda Curiel, Chairperson- No report

SPECIAL EVENTS – Nereyda Curiel, Chairperson-

- In the process of planning Ramadan

TECHNOLOGY – Junior Morris, Chairperson- No report

RECREATION – Junior Morris- No report

MAYOR'S REPORT

- Thanked the Police and Fire Departments for the job you all do day in and day out. Your response is quick and it is appreciated.
- Today we unfortunately had a death due to the fire, our condolences to the family.
- We have reached out to the families who were displaced to day to make sure they have what they need.
- Happy to report all who were injured today at the fire are all doing well.
- The fire is still under investigation.
- Congratulated Gabby Weday on their approved license, looking forward to their grand opening.

COMMUNICATIONS

None

Motion by _____ seconded by _____ to accept and file

ROLL CALL

CURIEL RAMADAN TASIC AYMAT IZA MORRIS

UNFINISHED BUSINESS

None

NEW BUSINESS

None

RESOLUTIONS

CONSENT AGENDA

WHEREAS, the Mayor and Council of the Borough of Haledon have reviewed the Consent Agenda consisting of various proposed resolutions; and

WHEREAS, the Mayor and Council of the Borough of Haledon are not desirous of removing any resolution from the Consent Agenda;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Haledon, that the following resolutions on the Consent Agenda are hereby approved:

- RESOLUTION #2023-051** **AUTHORIZE PATERSON IRON WORKS FOR THE FABRICATION AND INSTALLATION OF AN IRON SIDE DOORS FOR THE BAND SHELL.**
- RESOLUTION #2023-052** **AUTHORIZE THE PAYROLL AND ACCOUNTING AGREEMENT WITH ACTION DATA SERVICES AND THE BOROUGH OF HALEDON FOR PAYROLL AND ACCOUNTING SERVICES.**
- RESOLUTION #2023-053** **AUTHORIZE PAYMENT TO ERA INVESTMENTS, LLC FOR REFINISHING WOOD FLOORS AT BOROUGH HALL (FIRST FLOOR HALLWAY, 2ND FLOOR COUNCIL CHAMGERS 2ND FLOOR FOYER AND STARIS LEADING UP TO COUNCIL CHAMBERS**
- RESOLUTION #2023-054** **APPOINTMENT OF ADMINISTRATIVE ASSISTANTS- MUNICIPAL CLERK/ADMINISTRATOR’S OFFICE**
- RESOLUTION #2023-055** **APPROVE REQUEST FOR RED LIGHT AND/OR SIREN PERMIT FOR CHRISTOPHER BAKKER AND ROBERT DE VIRGILIO**
- RESOLUTION #2023-056** **AUTHORIZE REQUEST TO CONDUCT AN OFF PREMISE RAFFLE, THE VERITANS CLUB**
- RESOLUTION #2023-057** **ACCEPT RESIGNATION OF NUHA KARDAN WELFARE DIRECTOR**
- RESOLUTION #2023-058** **AUTHORIZE THE MUNICIPAL CLERK TO ACQUIRE HALEDON BOROUGH CREDIT CARD FROM VALLEY BANK**
- RESOLUTION #2023-060** **RESOLUTION TO AMEND THE BOROUGH OF HALEDON EMPLOYEE HANDBOOK**
- RESOLUTION #2023-061** **RESOLUTION TO AMEND SALARY RESOLUTION #2022-192 TO ADJUST FIRE INSPECTOR SALARY**

Motion by Ramadan seconded by Curiel to approve the consent agenda.

ROLL CALL

YES: CURIEL, RAMADAN, TASIC, IZA

NO: 0

RESOLUTION #2023-051

AUTHORIZE PATERSON IRON WORKS FOR THE FABRICATION AND INSTALLATION OF AN IRON SIDE DOORS FOR THE BAND SHELL.

WHEREAS, the Borough of Haledon is in need of fabrication and installation of an iron side doors for the band shell; and

WHEREAS, Borough DPW Superintendent solicited quotes for the fabrication and installation of an iron gate at the band shell and Paterson Iron Works submitted the lowest price quote; and

WHEREAS, the Borough has concurred in the recommendation by the DPW Superintendent and has determined that this Resolution should be adopted subject to the conditions hereinafter, stated; and

WHEREAS, Chief Financial Officer Stephen P. Sanzari has issued a certification of funds for an amount not to exceed \$ 5,800.00 from account # X-GC-04-418-226;

NOW THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Haledon that the contract for fabrication and installation of an iron gate at the band shell be awarded to Paterson Iron Works, 15 Madison Avenue, Paterson, New Jersey 07524.

RESOLUTION #2023-052

AUTHORIZE THE PAYROLL AND ACCOUNTING AGREEMENT WITH ACTION DATA SERVICES AND THE BOROUGH OF HALEDON FOR PAYROLL AND ACCOUNTING SERVICES.

WHEREAS, a Payroll and Accounting services agreement has been submitted by Action Data Services to provide payroll and accounting services; and

WHEREAS, the term of this maintenance agreement is April 1, 2023 to March 31, 2025 at the annual cost of \$18,614.00; and

WHEREAS, Chief Financial Officer Steve Sanzari has reviewed and recommended to the Borough the agreement with Action Data Services;

WHEREAS, Joseph Wenzel, Esq has reviewed the proposed contract and determined that the agreement complies with the Local Public Contract Law as it qualifies as an Extraordinary Unspecifiable Service which does not require public bidding.

Whereas, the term of the contract does not violate the statute as data processing contracts can be up to seven-year terms and this contract is at most (assuming extensions) 3 years.

WHEREAS, Chief Financial Officer Steve Sanzari has certified that funds are available in account #3-01-103-261 for an amount not to exceed \$18,614.00; and

THEREFORE, BE IT RESOLVED, by the Governing Body that the Mayor and the Municipal Clerk are authorized to sign the maintenance agreement submitted by Action Data Services.

RESOLUTION #2023-053

AUTHORIZE PAYMENT TO ERA INVESTMENTS, LLC FOR REFINISHING WOOD FLOORS AT BOROUGH HALL (FIRST FLOOR HALLWAY, 2ND FLOOR COUNCIL CHAMGERS 2ND FLOOR FOYER AND STARIS LEADING UP TO COUNCIL CHAMBERS

WHEREAS, the Borough of Haledon had authorized ERA Investment, LLC under resolution #2023-034 refinish wood floors; and

WHEREAS, all required work was satisfactorily completed by ERA Investments, LLC; and

WHEREAS, Haledon Borough DPW Superintendent Rocco Feldhann, CPW inspected and approved finished product and has recommended payment in the amount of \$ 17,669.00; and

WHEREAS, Chief Financial Officer Stephen P. Sanzari has issued a certification of funds for an amount not to exceed \$ 17,669.00 from account #X-GC-04-417-223 AMOUNT \$1887.00; Account #2-01-110-233 Amount \$15,782.00,

WHEREAS, the Borough has concurred in the recommendation of DPW Superintendent Rocco Feldhann, CPW and has determined that this Resolution should be adopted subject to the conditions hereinafter, stated;

NOW THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Haledon as follows:

- In concurrence with the invoice #00239-00240-0241 the Governing Body authorizes payment in the amount of \$17,699.00.
- Payment subject to receipt of all required documentation.

**RESOLUTION #2023-054 APPOINTMENT OF ADMINISTRATIVE ASSISTANTS-
MUNICIPAL CLERK/ADMINISTRATOR'S OFFICE**

WHEREAS, resumes were received and reviewed by Administration and Personnel Committee Council President Tasic, Councilman Aymat, and Councilwomen Curiel; and

WHEREAS, Administration and Personnel Committee conducted interviews on February 1, 2023; and

WHEREAS, the Administration and Personnel Committee was impressed by the caliber of all the candidates; and

WHEREAS, the Administration and Personnel Committee is recommending that Angelique Jones and Cristina Danois, be appointed to the position of Part Time Administrative Assistant at an hourly rate of \$15.00 per hour and not to exceed 29 hours weekly effective February 13, 2023.

NOW THEREFORE BE IT RESOLVED; that Mayor Michael Johnson requests the advice and consent of the Borough Council to appoint Angelique Jones and Cristina Danios to the position of Part Time Administrative Assistant effective February 13, 2023; and

BE IT FURTHER RESOLVED, the Council of the Borough of Haledon hereby provides their advice and consent to appoint Angelique Jones and Cristina Danios as Part Time Administrative Assistant effective February 13, 2023 at an hourly rate of \$15.00 per hour;

**RESOLUTION #2023-055 APPROVE REQUEST FOR RED LIGHT AND/OR SIREN PERMIT
FOR CHRISTOPHER BAKKER AND ROBERT DE VIRGILIO**

WHEREAS, red light permit application has been submitted for approval by Christopher Bakker and Robert DeVirgilio and;

WHEREAS, Christopher Bakker is the Assistant Fire Chief and Robert DeVirgilio is the Fire Official of the Borough of Haledon.

NOW THEREFORE BE IT RESOLVED, by the governing body of the Borough of Haledon that the Mayor is hereby authorized to sign the aforementioned red light permit applications.

**RESOLUTION #2023-056 AUTHORIZE REQUEST TO CONDUCT AN OFF PREMISE
RAFFLE, THE VERITANS CLUB**

WHEREAS, The Veritans Club has applied for a raffle license to hold an off-premise 50/50 raffle; and

WHEREAS, the purpose of this raffle is to support and benefit The Veritans Club, and

WHEREAS, the proper application has been completed and the correct fees paid; and

WHEREAS, the Municipal Clerk has reviewed the application and found everything to be in order.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Haledon that the request for a raffle license is hereby approved for an off-premise 50/50 raffle to be held on May 18, 2023 at 225 Pompton Road, Haledon NJ.

RESOLUTION #2023-057**ACCEPT RESIGNATION OF NUHA KARDAN WELFARE DIRECTOR**

BE IT RESOLVED, the Governing Body of the Borough of Haledon hereby accepts with regret the resignation of Nuha Kardan as Welfare Director as of February 1, 2023.

RESOLUTION #2023-058**AUTHORIZE THE MUNICIPAL CLERK TO ACQUIRE HALEDON BOROUGH CREDIT CARD FROM VALLEY BANK**

WHEREAS, certain items purchased by Haledon Borough requires credit card payment, and provide no other options to make payment; and

WHEREAS, Valley Bank offered the Haledon Borough a credit card at an annual cost of \$5.00; and

WHEREAS, Haledon Borough can set the amount limit of credit card and restrict use of credit card to Municipal clerk/ Administrator;

WHEREAS, Finance Committee has approved request by Municipal Clerk/Administrator to acquire a Haledon Borough credit card for use by Municipal Clerk/ Administrator for Borough business only and the maximum limit on the credit card is set to no more than \$1,000.00.

THEREFORE, BE IT RESOLVED, by the Governing Body that the Municipal Clerk/Administrator is hereby authorized to acquire a credit card form Valley Bank at annual cost of \$5.00 and a credit limit of no more than \$1,000.00.

RESOLUTION #2023-060**RESOLUTION TO AMEND THE BOROUGH OF HALEDON EMPLOYEE HANDBOOK**

WHEREAS, the Borough passed prior resolutions to establish and implement certain terms and conditions of employment for all municipal employees; and

WHEREAS, the Borough placed these terms and conditions into a document known as the Employee Handbook; and

WHEREAS, the Borough has determined that amendments are necessary to the Employee Handbook to clarify the respective obligations of employees and the Borough to various circumstances; and

WHEREAS, the Borough Administrator has reviewed the Employee Handbook and now requests the effectuation of such changes; and

WHEREAS, the Municipal Council of the Borough of Haledon desires to take such action in accordance and compliance with law.

NOW THEREFORE BE IT RESOLVED by the Municipal Council of the Borough of Haledon, County of Passaic, and State of New Jersey, as follows:

- 1) The Employee Handbook section titled Military Leave Policy is modified as follows:

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state including the Naval Militia and Air National Guard ~~is required to engage in field training or~~ is called for active duty, the employee will be granted a military leave of absence for the duration of the service. The first thirty (30) workdays of the leave shall be with full pay except that a member of the New Jersey National Guard shall receive full pay for the first ninety (90) days. ~~(Thereafter, the leave shall be without pay but without loss of time.) or (Thereafter, the employee shall be paid the difference between military salary and the employee's regular salary.)~~ The paid leave will not be counted against any available time off including but not limited to vacation, sick or personal time. A full-time temporary employee who has served less than one-year shall not be entitled to paid leave but shall be granted non-paid military leave without loss of time.

- 2) The remaining paragraphs of the Military Leave Policy are unaffected by this Resolution.
- 3) This resolution shall take effect immediately.

RESOLUTION #2023-061**RESOLUTION TO AMEND SALARY RESOLUTION #2022-192 TO
ADJUST FIRE INSPECTOR SALARY**

BE IT RESOLVED, by the Mayor and Council of the Borough of Haledon, in the County of Passaic, New Jersey, that the following positions shall be paid the following salaries within the ranges set forth in the 2022 Salary Ordinance #8-11-2022 duly adopted on September 8, 2022.

Position	Base Salary Amount
Mayor	\$ 8,043.00
Council Persons	6,651.00
Borough Clerk	113,005.00
Deputy Borough Clerk	49,877.00
Borough Clerk-Administrative Secretary	38,000.00
Elections Officer	1,486.00
Water Billing Clerk	36,414.00
Water Billing Clerk III/MUA Secretary	39,575.00
Tax Collector	5,182.00
Administrator	25,113.00
Administrative Tax Clerk	41,829.00
Finance/Accounts Payable	44,217.00
Finance/Payroll Clerk/Accounts Rec	46,920.00
DPW Foreman I	3,299.00
DPW Foreman II	24,735.00
Certified Public Works Mgr/PPWM	28,979.00
Chief of Police	165,664.37
Municipal Judge	33,094.00
Municipal Court Prosecutor	15,405.00
Assistant Court Prosecutor	2,815.00
Municipal Court Administrator	59,361.00
Deputy Court Administrator	41,803.00
Board of Health Secretary	14,086.00
Sanitary Inspector	6,258.00
Registrar of Vital Statistics	5,652.00
Deputy Registrar of Vital Statistics	1,689.00
Borough Nurse	15,256.00
Electrical Inspector	5,379.00
Building Inspector	15,000.00
Construction Code Official	38,795.00
Tax Assessor	17,904.00
Zoning Officer	10,824.00
Housing/Code Enforcement Officer	42,500.00
Public Assistance Director	7,696.00
Fire Safety Official	8,706.00
Asst. Fire Safety Official	8,706.00
Fire Inspector	8,535.00
Senior Citizen Coordinator	4,158.00
Recycling Coordinator	4,974.00
Planning Board Secretary	7,434.00
Construction Office Assistant	40,000.00
Land Use Board Secretary	5,000.00
Fire Subcode Official/Class II	10,146.00
Public Assistance Secretary	725.00

2. The annual retainers paid to the following positions within the Borough of Haledon for the year 2021 shall hereinafter be set forth and payable in the following amount:

Planning Board Attorney	\$ 4,109.00
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3. The Public Defender for the Borough of Haledon shall serve when requested by the Municipal Judge. Payment shall be affected through the submission of vouchers and payment shall be made on a per diem basis, in an amount not to exceed \$7,001.00

4. The rates of compensation of each of the employees of the borough hired on an hourly basis in various departments and job titles shall hereinafter be set forth and payable as follows:

Municipal Court/Clerical	\$ 14.13
Recycling Attendants	14.13
DPW Seasonal	14.13
DPW Part time	15.46
Police/Special Patrolman	22.08
Police /Parking Violations Officer	14.13
Police/Part time Dispatcher	16.37
Special Police Special Duty	25.00
Adm Clerical/Part time	15.00
Chief Financial Officer	53.06
Summer Intern	14.13
Custodial I	15.00
Custodial II \$15.00	16.00 effective 8/22/22
Custodial III	17.00
Recreation Attendants	15.30

5. Temporary Payroll Clerk \$ 350.00 per week
6. Temporary Construction Official \$2,000.00 per month
7. Temporary Plumbing Official/Inspector \$ 50.00

RESOLUTION #2023-062 BILLS LIST – February 9, 2023
 Motion by Curiel seconded by Ramadan to approve the bills list.

WHEREAS the attached bills have been submitted for payment; and

WHEREAS, the Chief Financial Officer has certified the availability of funds stating that the Bills list for February 9, 2023, will not constitute an over expenditure of any Ordinance or Budget Line Item.

NOW THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Haledon that the attached payments are hereby approved, and payment made when the funds of the Borough are sufficient to meet them.

TOTAL BILLS LIST FOR February 9, 2023

WITH PREPAIDS IS:

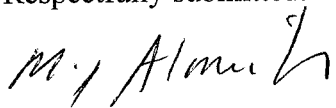
CURRENT:	\$ 763,298.76
WATER (MUA):	<u>\$ 13,925.05</u>
TOTAL:	\$ 777,223.81

ROLL CALL

YES: CURIEL, RAMADAN, TASIC, IZA
 NO: 0

ADJOURN

Motion by Tasic seconded by Curiel to adjourn
 YES: CURIEL, RAMADAN, TASIC, IZA
 NO: 0

Respectfully submitted:


Mounir Almaita, RMC
 Municipal Clerk/Administrator