

**WORK SESSION  
OF THE  
ELMWOOD PARK MAYOR AND COUNCIL  
ACTION ITEMS  
October 5, 2023  
7:00 P.M.**

**1. CALL TO ORDER:**

The Work Session Meeting of the Mayor and Council of the Borough of Elmwood Park was called to order on Thursday, October 5, 2023 at 7:00PM in the Council Chambers of the Municipal Building, 182 Market Street, Elmwood Park, New Jersey.

On Roll Call Councilmembers: Dennis\*, Fasolo, Golabek\*, Pellegrine, Sheridan and Council President Balistrieri. Also present were Mayor Colletti, Borough Administrator Foligno, Acting Borough Clerk Shanee Morris, and Borough Attorney Salvatore Ingraffia

*\*Councilwoman Dennis arrived at 7:10pm*

*\*Councilman Golabek arrived at 7:14pm*

**2. STATEMENT OF COMPLIANCE:**

Whereas, Chapter 231 of the Public Laws of the State of New Jersey requires at the commencement of every meeting a Statement of Compliance be read by the presiding officer.

Now, Therefore Be Advised, that the meeting requirements for this meeting have been met by publishing a special meeting notice in The Record and Herald News and by posting such notice in the office of the Borough Clerk as well as in a public place within the Municipal Building, and by notifying interested citizens. Said notice was posted and transmitted on January 6, 2023 and published on January 10, 2023.

**3. RESOLUTIONS:**

R-382-23                      Appoint Crossing Guards for the 2023/2024 School Year  
Police Department

R-383-23                      Adopting Revised Personnel Policies and Procedures Manual

**4. WORK SESSION: NON-ACTION ITEMS**

**5. ADJOURNMENT:**

**BOROUGH OF ELMWOOD PARK  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION R-382-23**

**CONSENT AGENDA**

**RESOLUTION BY: COUNCILWOMAN PELLEGRINE  
SECONDED BY: COUNCILMAN FASOLO**

**APPOINT CROSSING GUARDS FOR THE 2023/2024 SCHOOL YEAR  
POLICE DEPARTMENT**

**WHEREAS**, the Police Department has recommended the hiring of crossing guards for the 2023/2024 school year; and

**WHEREAS**, the Detective Bureau has investigated the applicants and is recommending the appointments;

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Elmwood Park that the following named be and is hereby appointed as full – time crossing guards and sub-crossing guards, retroactive to September 6, 2023 and will be compensated in accordance with the 2023 Salary Ordinance:

**Full-Time Crossing Guards:**

Baker, Susan

Berens, Robert

Burke, Patrick

Casterella, Anthony

Hendrickson, Linda

Jackman, Robert

Kaczyk, Kristen

Lehr, Randoll

Mahady, Angela

Malec, Donna

Morea, Frank

Rhodes, Elena

Sluja, Ronald

Speid, James

Sullivan, Audrey

Szymanski, Marge

Thys, Margaret

**Sub Crossing Guards:**

Berens, Josephine

Zondag, Jean

I, Roy Riggitano, Chief Financial Officer for the Borough of Elmwood Park do hereby confirm that there are sufficient funds available for this resolution.

\_\_\_\_\_  
Roy Riggitano, Chief Financial Officer

October 4, 2023

Dated

APPROVED: October 5, 2023

\_\_\_\_\_  
Robert Colletti, Mayor

ATTEST: \_\_\_\_\_

Shanee Morris, CMR  
Acting Borough Clerk

Record of Council Vote on Passage

	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
Dennis				X	Pellegrine	X			
Fasolo	X				Sheridan	X			
Golabek				X	Balistreri	X			

This resolution was approved by the Mayor and Council of the Borough of Elmwood Park at a regular scheduled meeting held on the 5<sup>th</sup> day of October 2023. Signed and sealed before me.

\_\_\_\_\_  
Shanee Morris, CMR  
Acting Borough Clerk

\_\_\_\_\_  
Dated

**BOROUGH OF ELMWOOD PARK  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION R-383-23**

**CONSENT AGENDA**

**RESOLUTION BY: COUNCILMAN FASOLO  
SECONDED BY: COUNCILWOMAN PELLEGRINE**

**ADOPTING REVISED PERSONNEL POLICIES AND PROCEDURES MANUAL**

**WHEREAS**, the Policies and Procedures Manual serves as a governing document for personnel matters involving employees, volunteers, appointed officials, and independent contractors of the Borough of Elmwood Park; and

**WHEREAS**, the Borough administration and labor counsel have recommended certain revisions to the Policies and Procedures Manual to remain compliant with law and/or to adhere to best employment practices; and

**WHEREAS**, all revisions have been reviewed and approved by the Mayor and Borough Council;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council hereby adopt the revised Policies and Procedures Manual for 2023; and

**BE IT FURTHER RESOLVED** that the policies and procedures revised in the new Policies and Procedures Manual shall be effective immediately upon adoption of this Resolution; and

**BE IT FURTHER RESOLVED** that copies of the revised Policies and Procedures Manual will be distributed and made available to all current and future Borough employees, volunteers, appointed officials, and independent contractors.

APPROVED: October 5, 2023

\_\_\_\_\_  
Robert Colletti, Mayor

ATTEST: \_\_\_\_\_  
Shanee Morris, CMR  
Acting Borough Clerk

Record of Council Vote on Passage

	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
Dennis				X	Pellegrine	X			
Fasolo	X				Sheridan	X			
Golabek				X	Balistrieri	X			

This resolution was approved by the Mayor and Council of the Borough of Elmwood Park at a regular scheduled meeting held on the 5<sup>th</sup> day of October 2023. Signed and sealed before me.

\_\_\_\_\_  
Shanee Morris, CMR  
Acting Borough Clerk

\_\_\_\_\_  
Dated

## **Work Meeting Agenda Items:**

### **PUBLIC HEARING:**

Peter, 87 Lee Street went to a community officer after a Borough Employee came to his home. He stated he has made complaints throughout the winter but felt they were not addressed because of who owns the home. The resident stated he knows where Chief Foligno lives, the Chief put on the record \*For this resident to stay away from his house and if he sees him there, he will file a complaint against him. The resident then proceeds to complain about garden waste.

Anthony from Culture Craft Cannabis Collective wanted to explain his Cannabis application to the Mayor and Council. He has been communicating with Mr. Berns and wanted to clarify a few things.

### **1 – PRESENTATIONS**

- a. **Roy Riggitano – Best Practice 2023** – Roy came before the Mayor and Council to go over the “no’s” on the Best Practice survey. No discussion ensued.
- b. **Fire Company #3** – Fire Chief Bruce and Company 3 Chief M. came before the Mayor and Council to request a new Fire Engine. They came with a quote that is set to expire on October 31, 2023. They informed the Mayor and Council that the price will increase if it’s not acted on and also gave a three-year time period of when it will be ready. The Mayor and Council discuss and agree to move forward.

### **2 – ENGINEERS REPORT**

- a. **Monthly Status Report** – Thomas Lemanowisz from Alaimo Engineering went through his monthly report. Mayor Colletti asked the C.F.O Roy Riggitano to calculate grant projects over the past four years. Councilman Golabek asked about the Parkway widening project and a timeline.
- b. **Current Estimate #1 – 2023 Borough Road Program** – A resolution will be placed on the October 19, 2023 Mayor and Council Regular Meeting.
- c. **Current Estimate #4 – 2021 NJDOT – Mola Blvd Improvements** – A resolution will be placed on the October 19, 2023 Mayor and Council Regular Meeting.
- d. **Current Estimate #2 Change Order #1 – Orchard Street Drainage Improvements** – A resolution will be placed on the October 19, 2023 Mayor and Council Regular Meeting.

### **3 – CORRESPONDANCE**

- a. **Planning Board Meeting Notice** – No discussion ensued.
- b. **2024 CDBG grant application notice** – No discussion ensued.

### **4 – RESOLUTIONS**

- a. **Vacation Buyback** – A resolution will be placed on the October 19, 2023 Mayor and Council Regular Meeting.
- b. **Donation of Fire Equipment** – Councilwoman Pellegrine asked if the Borough would be responsible if anything happens. Borough Attorney Ingraffia explains. A resolution will be placed on the October 19, 2023 Mayor and Council Regular Meeting.
- c. **Encroachment agreement** – A resolution will be placed on the October 19, 2023 Mayor and Council Regular Meeting.
- d. **Recreation Staff** – A resolution will be placed on the October 19, 2023 Mayor and Council Regular Meeting.
- e. **Recreation Refund** – A resolution will be placed on the October 19, 2023 Mayor and Council Regular Meeting.
- f. **2nd Quarter Stipend** – A resolution will be placed on the October 19, 2023 Mayor and Council Regular Meeting.
- g. **Cannabis Approval Recommendation – CannaVibes LLC** – A resolution will be placed on the October 19, 2023 Mayor and Council Regular Meeting.
- h. **Cannabis Denial Recommendation – Culture Craft Cannabis Collective, LLC** – Councilman Fasolo stated it’s the first denial from the board but explains they were not comfortable with the odor ventilation and location. A resolution will be placed on the October 19, 2023 Mayor and Council Regular Meeting.

### **5 – PROPOSED ORDINANCES**

- a. **Street Opening** – Ordinance will be reintroduced at the October 19, 2023 Mayor & Council Regular Meeting.

- b. **Amendment of Fees – Police Officers** – Chief gives a brief explanation. An Ordinance will be introduced at the October 19, 2023 Mayor and Council Regular Meeting.
- c. **Amendment to Swimming Pools** – Mayor and Council discuss how this will affect potential violators. They then asked about enforcement processes. An Ordinance will be introduced at the October 19, 2023 Mayor and Council Regular Meeting

## **6 – DEPARTMENTAL REPORTS**

- a. **Recreation Advisory Board Meeting Minutes – June 5, 2023** – Accepted without discussion.
- b. **Board of Health Meeting Minutes – August 14, 2023** – Accepted without discussion.
- c. **Zoning Board Meeting Minutes – July 26, 2023** – Accepted without discussion.
- d. **Millennium Strategies Monthly Report – Through September, 2023** – Accepted without discussion.
- e. **Building Department Monthly Report – September, 2023** – Accepted without discussion.

## **7 – APPLICATIONS**

- a. **VFW Post 281 – Raffle – October 28, 2023** – Accepted without discussion.

## **8 – COMMITTEE REPORTS:**

Councilwoman Dennis reported the Monday Night Football event that was hosted by the Police Department went great.

Councilman Fasolo reported progress.

Councilman Golabek reported progress.

Councilwoman Pellegrine reported for the Board of Health how beautiful the Celebrates Seniors event was and the turn out for the Flu Clinic. She then announced the meeting change.

Councilwoman Sheridan announced upcoming events for the Home Owners Association. Lastly, she announced upcoming events for the Elks.

Council President Balistreri stated she hopes to be back in person soon.

Mayor Colletti informed the Council that Board of Health President John DeMarzio asked to make a presentation at the upcoming public meeting. He then mentions an application that was reviewed by the Planning Board in reference to a Cannabis Business. Lastly, he shared information about the Chamber of Commerce.

## **9 – 2nd PUBLIC HEARING:**

A motion was made by Councilwoman Pellegrine and seconded by Councilman Fasolo to open to the public. Motion carried unanimously.

Peter, Lee Street asked how Cannabis Dispensary will be Policed and monitored when used. He also adds on the record he is not stalking the Chief and only received information from neighbors.

Jackie, states she has seen other municipalities implement spacing and shared her knowledge about current Cannabis Businesses.

Jeffery Freitag, Hillman Drive shared considerations that were discussed at the Planning Board meeting. He then asked about number 6 on the Cannabis application and the public being able to speak at the Cannabis board meetings. Lastly, he asked about the CDBG grant.

A motion was made by Councilwoman Pellegrine and seconded by Councilman Fasolo to enter into executive session. Motion carried unanimously.

## **EXECUTIVE SESSION**

**WHEREAS**, the Open Public Meetings Act, P.L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS**, this public body is of the opinion that such circumstances presently exist; and

**WHEREAS**, the Governing Body wishes to discuss:

**Litigation/Legal Reports**

**Personnel – Clerks Office**

Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

**NOW THEREFORE BE IT RESOLVED** that the public be excluded from this meeting.

A motion was made by Councilwoman Pellegrine and seconded by Councilman Fasolo to adjourn. Motion carried by the members present.

Respectfully submitted,

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Shanee Morris, CMR  
Acting Borough Clerk

*Minutes Approved at the February 15, 2024 Regular Meeting*