

**MINUTES OF THE BOROUGH OF EAST RUTHERFORD  
SPECIAL MAYOR & COUNCIL  
MEETING HELD ON  
FEBRUARY 22, 2017**

SPECIAL MEETING WAS CALLED TO ORDER BY MAYOR CASSELLA AT 6:35PM. FLAG SALUTE WAS HELD AND THE FOLLOWING OPEN PUBLIC MEETING STATEMENT WAS READ:

This meeting is a Special Meeting of the Mayor and Council of the Borough of East Rutherford and is called pursuant to the provisions of the Open Public Meetings Law. This meeting was transmitted to the three newspapers listed below on February 8, 2017, posted on the bulletin board at the Municipal Building and has remained continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk.

*The Herald News*

*The Record*

*The Bergenite*

**ROLL CALL:**

<b>Councilmember</b>	<b>Present</b>	<b>Absent</b>
Lahullier	<b>X</b>	
Perry		<b>X</b>
Stallone	<b>X</b>	
Ravettine	<b>X</b>	
Cronk	<b>X</b>	
Sorbera	<b>X</b>	

Also present were Borough Clerk Danielle Lorenc and Attorney Gerald Salerno

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Mayor Cassella asked for a motion to adjourn into Executive Session at 6:35PM for personnel:

### **EXECUTIVE SESSION RESOLUTION**

**WHEREAS**, the “Open Public Meetings Act” requires that a public body adopt a resolution at an open meeting before going into Closed Session to discuss a matter which excludes the public as permitted under Section 7b;

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council will hold a closed meeting at 6:35p.m. on Wednesday, February 22, 2017 in Borough Hall to discuss the following matters:

1. Personnel

**WHEREAS**, 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** by the Governing Body of the Borough of East Rutherford that the public be excluded from this portion of the meeting.

Moved: Councilman Lahullier  
Second: Councilman Stallone  
Roll Call: All present voted aye

### **EXECUTIVE SESSION**

Mayor Cassella asked for a motion to adjourn the Executive Session and reopen the special meeting at 7:15PM:

Moved: Councilman Lahullier  
Second: Councilman Stallone  
Roll Call: All present voted aye

A motion was made to hire Alexis Harden as a full time employee – she will serve as Clerk/Typist at the DPW and Safety Coordinator from 7:00AM to 3:00PM. She will also be a first responder/EMT from the hours of 6:00AM to 6:00PM. She will be paid a salary of \$35,360.00 and receive benefits.

Moved: Councilman Lahullier  
Second: Councilman Ravettine  
Roll Call: All present voted aye

Mayor Cassella asked for a motion to adjourn back into Executive Session at 7:19PM for personnel:

### EXECUTIVE SESSION RESOLUTION

WHEREAS, the "Open Public Meetings Act" requires that a public body adopt a resolution at an open meeting before going into Closed Session to discuss a matter which excludes the public as permitted under Section 7b;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council will hold a closed meeting at 7:19p.m. on Wednesday, February 22, 2017 in Borough Hall to discuss the following matters:

1. Personnel

WHEREAS, 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 by the Governing Body of the Borough of East Rutherford that the public be excluded from this portion of the meeting.

Moved: Councilman Lahullier

Second: Councilman Stallone

Roll Call: All present voted aye

### EXECUTIVE SESSION

Mayor Cassella asked for a motion to adjourn the Executive Session and reopen the special meeting at 8:30PM:

Moved: Councilman Lahullier

Second: Councilman Stallone

Roll Call: All present voted aye

A motion was made to accept the February 3, 2017 retirement letter from Lieutenant Paul Cece. He will retire effective June 30, 2017 and is requesting that his six month terminal leave be paid over four years (on the 1<sup>st</sup> of each month) starting August, 2017 through August, 2020.

Moved: Councilman Stallone

Second: Councilman Sorbera

Roll Call: All present voted aye

Mayor Cassella submitted Resolution #51 setting forth the job description of Shawn Stuiso who was hired at the February 21, 2017 Council meeting:

**Resolution #51 - 2017**

**A RESOLUTION TO HIRE A LABORER FOR THE FLEET MAINTENANCE DIVISION FOR THE BOROUGH OF EAST RUTHERFORD**

**WHEREAS**, due to a retirement the Mayor and Council wish to hire Shawn Stuiso as laborer in the Fleet Maintenance Division of the Borough's Vehicle Maintenance Program; and

**WHEREAS**, the items described in this Resolution will improve the efficiency of East Rutherford's vehicles maintenance and repair functions, and will help control costs, for those functions.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of East Rutherford as follows:

1. The Borough hereby allocates to a Fleet Services Division, under the direction of the Department of Public Works, the functions of repair and preventative maintenance of all Borough vehicles and associated fleet equipment ("Fleet Maintenance").

2. The FSD will be staffed by one current Laborer employee of the DPW who is experienced with Fleet Maintenance. Any further hires in the FSD shall be in accord with applicable procedures. The FSD Employee shall report daily to the Superintendent of Public Works when he arrives at and leaves work and shall report all absences from work from whatever cause, including but not limited to, vacation or sick days.

3. THE FSD employee shall follow the contract of the DPW laborers.

4. The FSD Employee's salary shall be \$75,000.00 and he will be entitled to a benefit package. Unless specifically authorized by the Mayor in an emergency or other unforeseen situation, there will be no overtime allowed with the position. In the future the Borough may consider authorizing overtime when the cost of overtime associated with shared services is reimbursable to the Borough.

5. Hours of the employee shall be set by the Superintendent of Public Works.

6. The FSD will have the following responsibilities listed below, all of which shall be deemed a part of Fleet Maintenance and any other responsibilities that may be necessary to perform the job:

- Repair all Borough vehicles and equipment, in a timely and cost efficient manner.
- Work with Borough departments to create a preventative maintenance schedule for all vehicles and equipment.

- Develop maintenance budgets in cooperation with Mayor, Borough Departments and Council Finance Committee
- Directly manage expenditures of the Borough's Vehicle Maintenance Budget
- Compile an Annual Inventory and Status Report of all vehicles to be provided to the Mayor and Council and applicable departments
- Respond and ready all vehicles and equipment during emergencies and inclement weather
- Order and maintain stock of all FSD hardware, parts, engine oils hydraulic oils, and greases for vehicles
- Directly communicate with the Borough's Superintendent of Public Works regarding the maintenance and repairs of Public Works vehicles
- Maintain and ready all Public Works vehicles, plows, spreaders, and special equipment for winter weather events
- Report for duty during times of inclement weather when emergency repairs may be necessary
- Directly communicate with the Borough's Fire Chief(s) regarding the maintenance and repairs of Fire Department vehicles
- Directly communicate with the Borough's Police Chief(s) regarding the maintenance and repairs of Police Department vehicles
- Oversight and coordination of all third-party vendors providing repair and maintenance services
- Ensure all paperwork (i.e. insurance, registration, warranties, etc) is in order for all Borough vehicles
- Maintain all records associated with Fleet Services
- Obtain quotes and make purchases pertaining to service and parts
- Complete all other assigned tasks associated with fleet services
- Take care of all motor vehicle transactions with New Jersey Motor Vehicle
- Assist Borough Clerk with all phases of vehicle auctions
- Work with all department heads with purchases of new vehicles
- Work with adjusters and body shops for all borough vehicles involved in an accident
- Go to dealership for vehicles and obtain parts
- Take ambulance for yearly inspection at New Jersey Motor Vehicle Inspection Station

▪Fill out all requisition forms for parts and service

7. The FSD Employee may voluntarily provide equipment and tools associated with the Division's function. The Borough will provide no compensation for the supply and use of tools, but will reserve the right to purchase said tools at a later date at the tools fair market value at that time. If the FSD Employee is reassigned or leaves the Borough's employ, he may elect to remove his equipment and tools from the Division, at no penalty to himself.

8. When a tool vital to Fleet Maintenance is required, the FSD shall advise the Mayor who may: (i) if the cost of the tool is under \$250 and there are funds in the budget available for such purchase, authorize such purchase; or (ii) if the cost of the tool is \$250 or more, then the Mayor shall refer the need to the full Mayor and Council for discussion. The Borough will retain ownership of any tool or equipment purchase with Borough funds.

9. The Borough hereby assigns the Ford Ranger pickup currently assigned to the FSD. The vehicle will be utilized to respond to road-service calls, pick up parts and equipment, and other functions related to the service and maintenance of the Borough's fleet.

Moved: Councilman Ravettine  
Second: Councilman Stallone  
Roll Call: All present voted aye

Mayor Cassella asked for a motion to accept the retirement of Michael Alberta effective March 1, 2017. He is requesting to be paid for all of his unused time in one lump sum upon retirement (total of 101 days):

Moved: Councilman Stallone  
Second: Councilman Cronk  
Roll Call: All present voted aye

The Council discussed the February 21, 2017 letter received from Daryl Murray. She is looking to donate some of her sick time to her son in law, Michael Falco, who works for the DPW just as she did back 2-3 years ago. He is going out on surgery on March 7, 2017 and may run out of sick time. She is looking to donate 30 days at this time. The Council approved her request based on the same terms as approved last time in which Michael will have to have used all his own vacation, sick and personal time first. Once he returns to work any unused time that was donated will revert back to Daryl Murray:

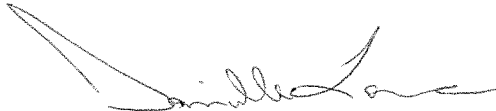
Moved: Councilman Ravettine  
Second: Councilman Stallone  
Roll Call: All present voted aye

Mayor Cassella appointed a committee consisting of himself, Councilman Stallone and Councilman Sorbera to proceed with the interviewing and recommendation of selecting a new Police Chief:

Moved: Councilman Ravettine  
Second: Councilman Cronk  
Roll Call: All present voted aye

Mayor Cassella asked for a motion to adjourn the Special Meeting at 8:30PM:

Moved: Councilman Stallone  
Second: Councilman Cronk  
Roll Call: All present voted aye



Danielle Lorenc, RMC