

Barbara Dispoto

From: Donna Puglisi <dpuglisi@maywoodboro.org>
Sent: Thursday, May 27, 2021 3:44 PM
To: kbennin; jflynn
Subject: RE: Grant Writer discussion

Sure

*Regards,
Donna Puglisi, CPM
Borough Administrator*

From: kbennin <kbennin@maywoodboro.org>
Sent: Thursday, May 27, 2021 2:48 PM
To: Donna Puglisi <dpuglisi@maywoodboro.org>; jflynn <jflynn@maywoodboro.org>
Subject: Re: Grant Writer discussion

Millennium will be forwarding a proposal and examples either this afternoon or first thing tomorrow morning. Then we can discuss.

Donna, can you reach out to the other Grant writer that submitted an RFP and ask what and/or if they would take this Grant work on a freelance basis? Also what the cost would be?

Katherine Bennin
Council President

Borough of Maywood
15 Park Avenue
Maywood, NJ 07607
201-845-2900

From: kbennin <kbennin@maywoodboro.org>
Sent: Thursday, May 27, 2021 2:13:57 PM
To: Donna Puglisi <dpuglisi@maywoodboro.org>; jflynn <jflynn@maywoodboro.org>
Subject: Re: Grant Writer discussion

I'm waiting for Bernadette to get back to me

Katherine Bennin
Council President

Borough of Maywood
15 Park Avenue
Maywood, NJ 07607
201-845-2900

From: Donna Puglisi <dpuglisi@maywoodboro.org>
Sent: Thursday, May 27, 2021 12:51:17 PM

To: kbennin <kbennin@maywoodboro.org>; jflynn <jflynn@maywoodboro.org>

Subject: RE: Grant Writer discussion

I've worked with Peter before.

Barbara is in a class all day.

If you could arrange a zoom meeting for 3:30, that would be great.

Thanks

Regards,

Donna Puglisi, CPM

Borough Administrator

From: kbennin <kbennin@maywoodboro.org>

Sent: Thursday, May 27, 2021 12:48 PM

To: jflynn <jflynn@maywoodboro.org>; Donna Puglisi <dpuglisi@maywoodboro.org>

Subject: Re: Grant Writer discussion

I agree with Jacquie. I have someone we can contact at Millennium, Bernadette McPherson and Peter Blanos. I can arrange a zoom call if you need.

Katherine Bennin

Council President

Borough of Maywood

15 Park Avenue

Maywood, NJ 07607

201-845-2900

From: jflynn <jflynn@maywoodboro.org>

Sent: Thursday, May 27, 2021 10:18 AM

To: Donna Puglisi; kbennin

Subject: Re: Grant Writer discussion

I think we need to know whether they will do something on a freelance basis and what the charges will be. Then let's discuss this afternoon. Can you find that out from both please Jacquie

Sent via the Samsung Galaxy A71 5G, an AT&T 5G smartphone

Get [Outlook for Android](#)

From: Donna Puglisi <dpuglisi@maywoodboro.org>

Sent: Thursday, May 27, 2021 9:23:48 AM

To: jflynn <jflynn@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>

Subject: RE: Grant Writer discussion

I have worked with Millennium in the past and they are great. We already know what our last grant writer's track record is like.

Maybe we could set up a zoom meeting for this afternoon or Friday afternoon as I have to get stocked for the pool in the morning. We can then also discuss the Pride Flag Ceremony.

Please let me know if this works for both of you.

Thanks

Regards,
Donna Puglisi, CPM
Borough Administrator

From: jflynn <jflynn@maywoodboro.org>
Sent: Wednesday, May 26, 2021 4:12 PM
To: Donna Puglisi <dpuglisi@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>
Subject: Grant Writer discussion

Hi Donna and Katherine
I've reread both the proposals for the grant writers who responded to our RFQs.

I think we'd have to ask both companies if they are willing/able to work on this grant on a freelance basis, if they are experienced with this particular grant program, and what they would charge.

Going by the RFQ submissions, Millennium (whose proposal said grant writing and attendance at meetings would be charged at \$130/hour). MBI's rate in the RFQ was \$1500/month.

The deadline for the submission is July 9th. With that tight deadline in mind I am available to discuss this on Thursday or Friday. Please let me know when you are both available. Hopefully we can schedule the special meeting by Friday so we can move forward next week.

Here is the RFP describing what we need to do for the grant.
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Thank you
Jacquie

Jacqueline Flynn
(she/her/hers)

Member of Council
Maywood NJ
jflynn@maywoodboro.org

Barbara Dispoto

From: jflynn <jflynn@maywoodboro.org>
Sent: Sunday, May 30, 2021 2:19 PM
To: Richard Bolan; jdemuro; kbennin; rullman; Louis Roer; Doug Herrick; Brian Eyerman; Donna Puglisi
Subject: FW: Grant Writer discussion
Attachments: RFQ - Grant Writer - Millennium Strategies.pdf; RFQ - Grant Writer - MBI - Ellen.pdf

Hello all – Please do not reply all

This is an informational/explanatory email to shade what has happened since our meeting on Tuesday and be sure we all have the same information in regard to hiring a freelance grant writer to pursue the \$50,000 NJUCF Stewardship grant opportunity due by 7/9/2021.

[https://www.state.nj.us/dep/parksandforests/forest/community/pdf_files/2021%20NJUCF%20Stewardship%20Grant%20RFP%20TO%20POST%20\(2\).pdf](https://www.state.nj.us/dep/parksandforests/forest/community/pdf_files/2021%20NJUCF%20Stewardship%20Grant%20RFP%20TO%20POST%20(2).pdf)

To recap, we agreed to the following at our meeting:

- We should engage a grant writer to do the NJUCF grant for the tree inventory on a freelance basis.
- We were informed by Council President Bennin that money for the grant writer is in the Administrator's section of the introduced budget. (Please note: Our CFO has clarified, as part of a separate discussion about the suggestion that the new gazebo planting should be charged to Shade Tree's budget, that we need to appropriate and charge monies on the same line item in the budget. The introduced budget has money for Tree Planting, Take downs and Stump removal. I have been told that this will be amended to include \$3000 for pruning and \$1000 for miscellaneous to cover the required training.)
- We'd decided to find out if the two vendors who had responded to our call for grant writers would be willing and able to do this grant on a freelance basis and what the fee would be.
- We'd have a special meeting (rather than a straw poll) this coming week to select someone to do the work.
- Council President Bennin, the BA and I would discuss further and present the options to the governing body to have a vote at that meeting.

You will, I hope, also recall that at no point during this discussion did anyone mention that we needed formal proposals from the vendors. In fact, we did discuss that we have the RFQs for these two vendors already, both of which are attached to this email for easy reference.

The string of emails below constitutes the conversation that was had this week. The Borough Administrator informed us that she believed neither party would do the grant freelance and that we would have to opt in to Millennium's portal to work with them. That was, of course, beyond the scope of what the governing body agreed at the meeting and was thus not something we could entertain.

Katherine and I, therefore, reached out to the vendors ourselves to determine if they could do the project. Happily, both said yes. The fee for MBI is a flat \$1500 and the fee from Millennium is \$150/hour up to \$3,750.

Katherine, Donna and I were able to speak all together on Friday at 4:30. I was asked during that call to ask MBI to confirm their quote in writing which they subsequently and quickly agreed to send to me after the holiday. It should be noted that I had not asked them for anything in writing as I was unaware that that was needed.

I want to remind everyone that this grant is due on July 9th and time is of the essence. Based on our discussion on Tuesday I know we are all very committed to supporting the Shade Tree Commission as they get to work and that everyone understands that, as a new body and new volunteers, they need our support and collaboration.

Thank you
Jacquie

From: Donna Puglisi <dpuglisi@maywoodboro.org>
Sent: Thursday, May 27, 2021 12:58 PM
To: jflynn <jflynn@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>
Subject: RE: Grant Writer discussion

The RFQ's are on the drive.
I believe neither do freelance work with the exception that Millennium will do it if we accept their portal (which costs money).

Regards,
Donna Puglisi, CPM
Borough Administrator

From: jflynn <jflynn@maywoodboro.org>
Sent: Thursday, May 27, 2021 12:54 PM
To: Donna Puglisi <dpuglisi@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>
Subject: RE: Grant Writer discussion

Donna – Have you confirmed that both companies are able to do this freelance assignment and discerned what the fees are. Please send that information.

Thank you
Jacquie

From: Donna Puglisi <dpuglisi@maywoodboro.org>
Sent: Thursday, May 27, 2021 12:51 PM
To: kbennin <kbennin@maywoodboro.org>; jflynn <jflynn@maywoodboro.org>
Subject: RE: Grant Writer discussion

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Council President

Borough of Maywood
15 Park Avenue
Maywood, NJ 07607
201-845-2900

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Borough Administrator

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Thank you

Jacquie

Jacqueline Flynn

(she/her/hers)

Member of Council

Maywood NJ

jflynn@maywoodboro.org

Fwd: Grant writer

jdemuro <jdemuro@maywoodboro.org>

Mon 9/27/2021 7:00 PM

To: Barbara Dispoto <bdispoto@maywoodboro.org>

Cc: Brian Eyerman <brian@damelegal.com>

This is all I have concerning the grant writer.

Jackie D.

Sent from my iPhone

Begin forwarded message:

From: "jdemuro" </O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7CD17DDE3D29426DA69276B07CA48151-JDEMURO>

Date: May 30, 2021 at 3:35:09 PM EDT

Subject: Re: Grant writer

Mr. Mayor,

I was not attempting to speak for Shade Tree. The subject of where the funds for this project were going to come from was discussed at our last meeting - the meeting where it was agreed that we would have a special meeting to decide upon a firm to help with this grant application - and it was pointed out that the grant writing funds are in the Administrative budget.

While Shade Tree is autonomous, it is not self-funded. Their budget does not include grant writing funds. To suggest that the funds we budget to grant writing will not include grants that involve Shade Tree is, frankly, news to me and a game changer. Unless I am mistaken, the library has used our grant writer.

I am not advocating for either grant writer. I haven't seen any proposals for this project. While I do recall concerns regarding the lack of quarterly reports, I also recall that MBI was instrumental in our receiving the Gardinier grant. The only thing that I recall about Millennium is that their proposal back in February was for a portal and hourly rates for the actual writing of grants.

What I was trying to avoid by responding to your last email was any confusion about where the funds are coming from.

Respectfully,

Jackie DeMuro
Council Member
201-519-0205

On May 30, 2021, at 11:31 AM, jdemuro <jdemuro@maywoodboro.org> wrote:

DO NOT REPLY ALL

Mr. Mayor,

According to information provided to the Finance Committee, the funds for a grant writer are included in the Administrative budget. The Shade Tree budget cannot accommodate this expense. Of course, as the budget has not been adopted, the appropriate funds could be moved to the Shade Tree budget.

Regarding the reasons our previous grant writer was not rehired, no conversation regarding our desire to hire or not was had, although there were multiple opportunities and requests to do so.

If the appointment of the grant writer will fall to The Shade Tree Commission and, as that body cannot hire without funds, are you suggesting that we need this special meeting to reappropriate funds, rather than to appoint a grant writer for this project? It is not the responsibility of The Shade Tree Commission to be self-funded. That being said, this grant opportunity will allow the Shade Tree to embark upon a study that will guide them in their work for years to come.

I would like to remind you and the rest of the Council that one of the goals which came from our caucus was to concentrate on trees and sidewalks, as the condition of this infrastructure are very important to the residents whom we all serve.

Respectfully,

Jackie DeMuro
Council Member
201-519-0205

On May 30, 2021, at 7:45 AM, Richard Bolan
<RBolan@maywoodboro.org> wrote:

Council President Bennin,

My schedule is becoming increasingly cluttered next week and the likelihood I will be available for a special meeting to discuss the grant writer for the shade tree application is negligible.

I'm suggesting that we advertise the special meeting for Thursday and unless we have 2 written proposals, we should limit the action to the written one only. By copy of this email, I will advise Ms. Dispoto of this and also advise her of my absence.

In my absence I have a few comments which I would like you, as the person most likely running the meeting, to present for consideration; our previous Grant writer was not reappointed because of performance issues, bringing her back seems to be a step in the wrong direction and, since this is for a tree inventory and part of the needs of the shade tree commission, I think the appointment of the grant writer as well as the cost should come from the shade tree budget.

Finally, just as an FYI I am going to ask Ms. Dispoto to place on the next agenda after the budget adoption discussion of hiring a permanent grant writer.

Richard Bolan
Mayor

Borough of Maywood
15 Park Avenue
Maywood, NJ 07607
[\(201\)-845-2900](tel:2018452900)

Barbara Dispoto

From: jflynn <jflynn@maywoodboro.org>
Sent: Wednesday, June 2, 2021 2:15 PM
To: Barbara Dispoto
Subject: RE: Confirmation of quotes / FREELANCE grant writer for the NJUCF grant

Thank you!

From: Barbara Dispoto <bdispoto@maywoodboro.org>
Sent: Wednesday, June 2, 2021 2:07 PM
To: jflynn <jflynn@maywoodboro.org>; Richard Bolan <rbolan@maywoodboro.org>; jdemuro <jdemuro@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>; rullman <rullman@maywoodboro.org>; Louis Roer <lroer@maywoodboro.org>; Doug Herrick <dherrick@maywoodboro.org>; Brian Eyerman <brian@damelegal.com>; Donna Puglisi <dpuglisi@maywoodboro.org>
Subject: Re: Confirmation of quotes / FREELANCE grant writer for the NJUCF grant

Do not reply all.

FYI, I have updated the agenda in the drive to include links to the proposals attached to this email.

Barbara Dispoto, RMC/CMR

Borough Clerk/Registrar

Borough of Maywood

15 Park Avenue

Maywood, NJ 07607

201-845-2900 ext. 201

Fax # 201-909-0673



From: jflynn <jflynn@maywoodboro.org>
Sent: Wednesday, June 2, 2021 1:41 PM
To: Richard Bolan <rbolan@maywoodboro.org>; jdemuro <jdemuro@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>; rullman <rullman@maywoodboro.org>; Louis Roer <lroer@maywoodboro.org>; Doug Herrick <dherrick@maywoodboro.org>; Brian Eyerman <brian@damelegal.com>; Donna Puglisi <dpuglisi@maywoodboro.org>
Cc: Barbara Dispoto <bdispoto@maywoodboro.org>
Subject: Confirmation of quotes / FREELANCE grant writer for the NJUCF grant

Hi All – Please do not reply all

I received the written confirmation of MBI's quote yesterday as promised. This email includes all the backup documentation for the NJUCF Stewardship grant writer including the original RFQs (which have all the information about the firms and business documents) along with the two quotes. Millennium included their business documentation and staff profiles in both documents. I told MBI it wasn't necessary to provide information already in the RFQ.

The quotes are

Millennium is \$150/hour up to \$3,750

MBI - flat fee \$1500

You can find the complete RFP for the grant at this link. We are applying for #1, Resiliency Planning tree inventory. [https://www.state.nj.us/dep/parksandforests/forest/community/pdf_files/2021%20NJUCF%20Stewardship%20Grant%20RFP%20TO%20POST%20\(2\).pdf](https://www.state.nj.us/dep/parksandforests/forest/community/pdf_files/2021%20NJUCF%20Stewardship%20Grant%20RFP%20TO%20POST%20(2).pdf)

I've pulled out the list of items we need to prepare to complete this grant application so you have that information handy for our discussion. The scoring is also included. LMK if you have any questions! Jacque

VIII. Grant Proposal Requirements and Scoring Criteria

A Project Overview is required as part of a complete grant proposal application but will not be scored or used as part of the selection criteria.

1. Community Forestry Management Plan (CFMP) Implementation (35 points) Scoring will be based on the degree to which the project's work in the chosen grant category directly supports the goals and objectives in the current, approved CFMP. There should be a direct link between the project, CFMP goals, objectives, statement of plan implementation, and CSIP practices.

- Demonstrate a focus on a specific goal or goals in the CFMP that will be addressed and how the proposed project will bring the community toward realizing that goal.
- Identify the objective(s) from the plan that will be carried out through the proposed project and how the proposed project is a step taken toward achieving the identified objective(s).
- Address how the proposed project coincides with the CFMP's Statement of Plan Implementation. Explain how the proposed project is a priority action item as identified in the plan. Clearly articulate the CSIP practices that the proposed project will address and how they relate to the goal(s), objective(s), and implementation plan addressed through this project.
- Indicate whether the project is in an overburdened community as defined by the NJ Environmental Justice Law¹. To find out if your municipality or county contains overburdened communities visit the NJDEP Environmental Justice Mapping Tool. (Note – WE ARE NOT AN OVERBURDENED COMMUNITY)

2. Workplan (25 points) For the relevant grant category, proposed projects should be presented with a clear and articulate plan for what the work is and how the work will be carried out as described below.

A. Resiliency Planning

- Describe the project location and existing conditions of the urban and community forest. If the forest condition is unknown, state that and describe the need to carry out this work and to acquire this information. Describe how this information will be applied to the CFMP and to urban and community forest management. If the forest condition is known, describe the need to carry out this work and to acquire new information. In both cases, describe how this information will be applied to the CFMP and to urban and community forest management.
- Explain the methods to be employed (e.g. inventory – sample, complete, partial; windshield survey; tree risk assessment to update current inventory; rapid count and measurement of ash trees). For tree inventories, see Appendix 1 for a list of available software programs and basics on the types of inventories and their uses.
- Identify the deliverable(s) that will be produced as a result of this grant (e.g. tree inventory report, amended management plan, risk assessment report, risk mitigation plan).
- Identify the municipal staff, shade tree commission volunteers, contractors, consultants and/or contracted nongovernmental organization or partners who will be responsible for the project implementation. This includes the people that will be managing the grant itself as well as the people that will be carrying out the proposed project. Clearly identify the roles and responsibilities of each of the project partners.
- Provide resumes and consultant qualifications for all parties as identified above who are involved in implementing the grant. If a consultant or contractor is not yet identified, provide the qualifications that will be required of these parties.
- Include letters of support from project partners clearly identifying their role in the project.
- Provide a project timeline either narratively or via a diagram that clearly illustrates when project tasks and milestones are going to be carried out within the defined work period for this grant category: two (2) years from the effective date of the grant agreement. Significant project milestones must be indicated. Milestones can include but may not be limited to: issuing an RFP for work, awarding a contract, start/end of work, and submitting required grant reports (see Section VII).

B. Reforestation & Resiliency Planning - <intentionally deleted – we are not eligible for this grant until we have the inventory>

3. Community Capacity (20 points) Describe the local government's unique strengths and past demonstrated commitment to managing the urban and community forest resource. Evidence of sustained participation in Tree City USA, successful completion of grant funded tree planting programs and studies, certification in the Sustainable Jersey program, evidence of long-term partnerships with tree-focused groups including statewide or regional nonprofits, universities or state associations and an active and engaged shade tree commission or committee should be clearly described. Provide supporting documentation of Tree City USA certification and/or Sustainable Jersey certification.

4. Monitoring and Evaluation (10 points) Demonstrate how the project links to and promotes progress on specific objectives included in the CFMP in relation to specific plan practices. Identify specific, significant, and measurable on-the-ground outcomes. Describe the project's monitoring and evaluation plan. Specific monitoring and evaluation submission elements include:

- Goals and objectives consistent with the CFMP

- Specific practices
- Measurable outcomes
- An explanation of the monitoring and evaluation plan

5. Budget (10 points) Complete the budget table in the grant proposal application.

A. Grant / Request - only provide the amount requested through the grant. Note that grantee employee salary and wages are not eligible for funding; they can be used as a cash match.

B. Match – a twenty-five percent (25%) cash and/or in-kind match (Appendix 2) of the total grant amount is required for this round of grants. Matching funding sources may be federal, state, local government, private foundations or non-profits, volunteers, or other. Enter the value contributed by each source in the appropriate budget column. Volunteer time as in-kind contributions are encouraged. The current independent sector volunteer rate for NJ may be applied to volunteer hours including shade tree commission or committee members contributing to the implementation of the project or management of the grant. It is important to account for all time local government time contributed to the execution of the project and the grant. The salary rate for all municipal employees implementing the project and/or managing the grant can be applied as cash match by the local government. Documentation accounting for all volunteer and employee hours will be required with all financial reporting to release grant payments.

C. Total Project Cost – values should be the sum of requested funds plus the required matching funds (25% of the grant request) stated for each line item (Total Project Cost = Request + Match).

D. Total – total values should be the sum of all the values in each column for each funding source. The sum of the Total Project Cost column should reflect the total amount for the entire project.

E. Budget Narrative –

- Describe how the grant funds will be spent.
- Describe source of matching funds.
- Explain how the project will supplement the applicant's existing local urban and community forestry budget to achieve holistic, sustainable, and effective urban and community forestry projects.

From: jflynn

Sent: Sunday, May 30, 2021 2:19 PM

To: Richard Bolan <rbolan@maywoodboro.org>; jdemuro <jdemuro@maywoodboro.org>; Katherine Bennin <KBennin@maywoodboro.org>; rullman <rullman@maywoodboro.org>; Louis Roer <lroer@maywoodboro.org>; Doug Herrick <dherrick@maywoodboro.org>; Brian Eyerman <brian@damelegal.com>; Donna Puglisi <dpuglisi@maywoodboro.org>

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Subject: RE: Grant Writer discussion

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 I believe neither do freelance work with the exception that Millennium will do it if we accept their portal (which costs money).

Regards,

Donna Puglisi, CPM
Borough Administrator

From: jflynn <jflynn@maywoodboro.org>
Sent: Thursday, May 27, 2021 12:54 PM
To: Donna Puglisi <dpuglisi@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>
Subject: RE: Grant Writer discussion

Donna – Have you confirmed that both companies are able to do this freelance assignment and discerned what the fees are. Please send that information.

Thank you
Jacquie

From: Donna Puglisi <dpuglisi@maywoodboro.org>
Sent: Thursday, May 27, 2021 12:51 PM
To: kbennin <kbennin@maywoodboro.org>; jflynn <jflynn@maywoodboro.org>
Subject: RE: Grant Writer discussion

I've worked with Peter before.
Barbara is in a class all day.
If you could arrange a zoom meeting for 3:30, that would be great.
Thanks

Regards,
Donna Puglisi, CPM
Borough Administrator

From: kbennin <kbennin@maywoodboro.org>
Sent: Thursday, May 27, 2021 12:48 PM
To: jflynn <jflynn@maywoodboro.org>; Donna Puglisi <dpuglisi@maywoodboro.org>
Subject: Re: Grant Writer discussion

I agree with Jacquie. I have someone we can contact at Millennium, Bernadette McPherson and Peter Blanos. I can arrange a zoom call if you need.

Katherine Bennin
Council President

Borough of Maywood
15 Park Avenue
Maywood, NJ 07607
201-845-2900

From: jflynn <jflynn@maywoodboro.org>
Sent: Thursday, May 27, 2021 10:18 AM
To: Donna Puglisi; kbennin
Subject: Re: Grant Writer discussion

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Sent via the Samsung Galaxy A71 5G, an AT&T 5G smartphone
Get [Outlook for Android](#)

From: Donna Puglisi <dpuglisi@maywoodboro.org>
Sent: Thursday, May 27, 2021 9:23:48 AM
To: jflynn <jflynn@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>
Subject: RE: Grant Writer discussion

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Please let me know if this works for both of you.

Thanks

*Regards,
Donna Puglisi, CPM
Borough Administrator*

From: jflynn <jflynn@maywoodboro.org>
Sent: Wednesday, May 26, 2021 4:12 PM
To: Donna Puglisi <dpuglisi@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>
Subject: Grant Writer discussion

Hi Donna and Katherine

I've reread both the proposals for the grant writers who responded to our RFQs.

I think we'd have to ask both companies if they are willing/able to work on this grant on a freelance basis, if they are experienced with this particular grant program, and what they would charge.

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The deadline for the submission is July 9th. With that tight deadline in mind I am available to discuss this on Thursday or Friday. Please let me know when you are both available. Hopefully we can schedule the special meeting by Friday so we can move forward next week.

Here is the RFP describing what we need to do for the grant.

[https://www.state.nj.us/dep/parksandforests/forest/community/pdf_files/2021%20NJUCF%20Stewardship%20Grant%20RFP%20TO%20POST%20\(2\).pdf](https://www.state.nj.us/dep/parksandforests/forest/community/pdf_files/2021%20NJUCF%20Stewardship%20Grant%20RFP%20TO%20POST%20(2).pdf)

Thank you

Jacquie

Jacqueline Flynn

(she/her/hers)

Member of Council

Maywood NJ

jflynn@maywoodboro.org

Barbara Dispoto

From: Richard Bolan <rbolan@maywoodboro.org>
Sent: Thursday, June 3, 2021 6:44 AM
To: jflynn; jdemuro; kbennin; rullman; Louis Roer; Doug Herrick; Brian Eyerman; Donna Puglisi
Cc: Barbara Dispoto
Subject: Re: Confirmation of quotes / FREELANCE grant writer for the NJUCF grant

All.

I will be unable to attend the special meeting tonight. In my absence the meeting will be chaired by Council President Bennin.

Richard Bolan
Mayor
Borough of Maywood
15 Park Avenue
Maywood, NJ 07607
[\(201\)-845-2900](tel:(201)845-2900)

From: jflynn <jflynn@maywoodboro.org>
Sent: Wednesday, June 2, 2021 1:41 PM
To: Richard Bolan <rbolan@maywoodboro.org>; jdemuro <jdemuro@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>; rullman <rullman@maywoodboro.org>; Louis Roer <lroer@maywoodboro.org>; Doug Herrick <dherrick@maywoodboro.org>; Brian Eyerman <brian@damelegal.com>; Donna Puglisi <dpuglisi@maywoodboro.org>
Cc: Barbara Dispoto <bdispoto@maywoodboro.org>
Subject: Confirmation of quotes / FREELANCE grant writer for the NJUCF grant

Hi All – Please do not reply all

I received the written confirmation of MBI's quote yesterday as promised. This email includes all the backup documentation for the NJUCF Stewardship grant writer including the original RFQs (which have all the information about the firms and business documents) along with the two quotes. Millennium included their business documentation and staff profiles in both documents. I told MBI it wasn't necessary to provide information already in the RFQ.

The quotes are
Millennium is \$150/hour up to \$3,750
MBI - flat fee \$1500

You can find the complete RFP for the grant at this link. We are applying for #1, Resiliency Planning tree inventory. [https://www.state.nj.us/dep/parksandforests/forest/community/pdf_files/2021%20NJUCF%20Stewardship%20Grant%20RFP%20TO%20POST%20\(2\).pdf](https://www.state.nj.us/dep/parksandforests/forest/community/pdf_files/2021%20NJUCF%20Stewardship%20Grant%20RFP%20TO%20POST%20(2).pdf)

I've pulled out the list of items we need to prepare to complete this grant application so you have that information handy for our discussion. The scoring is also included. LMK if you have any questions! Jacquie

VIII. Grant Proposal Requirements and Scoring Criteria

A Project Overview is required as part of a complete grant proposal application but will not be scored or used as part of the selection criteria.

1. Community Forestry Management Plan (CFMP) Implementation (35 points) Scoring will be based on the degree to which the project's work in the chosen grant category directly supports the goals and objectives in the current, approved CFMP. There should be a direct link between the project, CFMP goals, objectives, statement of plan implementation, and CSIP practices.

- Demonstrate a focus on a specific goal or goals in the CFMP that will be addressed and how the proposed project will bring the community toward realizing that goal.
- Identify the objective(s) from the plan that will be carried out through the proposed project and how the proposed project is a step taken toward achieving the identified objective(s).
- Address how the proposed project coincides with the CFMP's Statement of Plan Implementation. Explain how the proposed project is a priority action item as identified in the plan. Clearly articulate the CSIP practices that the proposed project will address and how they relate to the goal(s), objective(s), and implementation plan addressed through this project.
- Indicate whether the project is in an overburdened community as defined by the NJ Environmental Justice Law¹. To find out if your municipality or county contains overburdened communities visit the NJDEP Environmental Justice Mapping Tool. (Note – WE ARE NOT AN OVERBURDENED COMMUNITY)

2. Workplan (25 points) For the relevant grant category, proposed projects should be presented with a clear and articulate plan for what the work is and how the work will be carried out as described below.

A. Resiliency Planning

- Describe the project location and existing conditions of the urban and community forest. If the forest condition is unknown, state that and describe the need to carry out this work and to acquire this information. Describe how this information will be applied to the CFMP and to urban and community forest management. If the forest condition is known, describe the need to carry out this work and to acquire new information. In both cases, describe how this information will be applied to the CFMP and to urban and community forest management.
- Explain the methods to be employed (e.g. inventory – sample, complete, partial; windshield survey; tree risk assessment to update current inventory; rapid count and measurement of ash trees). For tree inventories, see Appendix 1 for a list of available software programs and basics on the types of inventories and their uses.
- Identify the deliverable(s) that will be produced as a result of this grant (e.g. tree inventory report, amended management plan, risk assessment report, risk mitigation plan).
- Identify the municipal staff, shade tree commission volunteers, contractors, consultants and/or contracted nongovernmental organization or partners who will be responsible for the project implementation. This includes the people that will be managing the grant itself as well as the people that will be carrying out the proposed project. Clearly identify the roles and responsibilities of each of the project partners.
- Provide resumes and consultant qualifications for all parties as identified above who are involved in implementing the grant. If a consultant or contractor is not yet identified, provide the qualifications that will be required of these parties.
- Include letters of support from project partners clearly identifying their role in the project.

- Provide a project timeline either narratively or via a diagram that clearly illustrates when project tasks and milestones are going to be carried out within the defined work period for this grant category: two (2) years from the effective date of the grant agreement. Significant project milestones must be indicated. Milestones can include but may not be limited to: issuing an RFP for work, awarding a contract, start/end of work, and submitting required grant reports (see Section VII).

B. Reforestation & Resiliency Planning - <intentionally deleted – we are not eligible for this grant until we have the inventory>

3. Community Capacity (20 points) Describe the local government's unique strengths and past demonstrated commitment to managing the urban and community forest resource. Evidence of sustained participation in Tree City USA, successful completion of grant funded tree planting programs and studies, certification in the Sustainable Jersey program, evidence of long-term partnerships with tree-focused groups including statewide or regional nonprofits, universities or state associations and an active and engaged shade tree commission or committee should be clearly described. Provide supporting documentation of Tree City USA certification and/or Sustainable Jersey certification.

4. Monitoring and Evaluation (10 points) Demonstrate how the project links to and promotes progress on specific objectives included in the CFMP in relation to specific plan practices. Identify specific, significant, and measurable on-the ground outcomes. Describe the project's monitoring and evaluation plan. Specific monitoring and evaluation submission elements include:

- Goals and objectives consistent with the CFMP
- Specific practices
- Measurable outcomes
- An explanation of the monitoring and evaluation plan

5. Budget (10 points) Complete the budget table in the grant proposal application.

A. Grant / Request - only provide the amount requested through the grant. Note that grantee employee salary and wages are not eligible for funding; they can be used as a cash match.

B. Match – a twenty-five percent (25%) cash and/or in-kind match (Appendix 2) of the total grant amount is required for this round of grants. Matching funding sources may be federal, state, local government, private foundations or non-profits, volunteers, or other. Enter the value contributed by each source in the appropriate budget column. Volunteer time as in-kind contributions are encouraged. The current independent sector volunteer rate for NJ may be applied to volunteer hours including shade tree commission or committee members contributing to the implementation of the project or management of the grant. It is important to account for all time local government time contributed to the execution of the project and the grant. The salary rate for all municipal employees implementing the project and/or managing the grant can be applied as cash match by the local government. Documentation accounting for all volunteer and employee hours will be required with all financial reporting to release grant payments.

C. Total Project Cost – values should be the sum of requested funds plus the required matching funds (25% of the grant request) stated for each line item (Total Project Cost = Request + Match).

D. Total – total values should be the sum of all the values in each column for each funding source. The sum of the Total Project Cost column should reflect the total amount for the entire project.

E. Budget Narrative –

- Describe how the grant funds will be spent.
- Describe source of matching funds.

- Explain how the project will supplement the applicant's existing local urban and community forestry budget to achieve holistic, sustainable, and effective urban and community forestry projects.

From: jflynn

Sent: Sunday, May 30, 2021 2:19 PM

To: Richard Bolan <rbolan@maywoodboro.org>; jdemuro <jdemuro@maywoodboro.org>; Katherine Bennin (KBennin@maywoodboro.org) <KBennin@maywoodboro.org>; rullman <rullman@maywoodboro.org>; Louis Roer <lroer@maywoodboro.org>; Doug Herrick <dherrick@maywoodboro.org>; Brian Eyerma <brian@damelegal.com>; Donna Puglisi <dpuglisi@maywoodboro.org>

Subject: FW: Grant Writer discussion

Hello all – Please do not reply all

This is an informational/explanatory email to shade what has happened since our meeting on Tuesday and be sure we all have the same information in regard to hiring a freelance grant writer to pursue the \$50,000 NJUCF Stewardship grant opportunity due by 7/9/2021.

[https://www.state.nj.us/dep/parksandforests/forest/community/pdf_files/2021%20NJUCF%20Stewardship%20Grant%20RFP%20TO%20POST%20\(2\).pdf](https://www.state.nj.us/dep/parksandforests/forest/community/pdf_files/2021%20NJUCF%20Stewardship%20Grant%20RFP%20TO%20POST%20(2).pdf)

To recap, we agreed to the following at our meeting:

- We should engage a grant writer to do the NJUCF grant for the tree inventory on a freelance basis.
- We were informed by Council President Bennin that money for the grant writer is in the Administrator's section of the introduced budget. (Please note: Our CFO has clarified, as part of a separate discussion about the suggestion that the new gazebo planting should be charged to Shade Tree's budget, that we need to appropriate and charge monies on the same line item in the budget. The introduced budget has money for Tree Planting, Take downs and Stump removal. I have been told that this will be amended to include \$3000 for pruning and \$1000 for miscellaneous to cover the required training.)
- We'd decided to find out if the two vendors who had responded to our call for grant writers would be willing and able to do this grant on a freelance basis and what the fee would be.
- We'd have a special meeting (rather than a straw poll) this coming week to select someone to do the work.
- Council President Bennin, the BA and I would discuss further and present the options to the governing body to have a vote at that meeting.

You will, I hope, also recall that at no point during this discussion did anyone mention that we needed formal proposals from the vendors. In fact, we did discuss that we have the RFQs for these two vendors already, both of which are attached to this email for easy reference.

The string of emails below constitutes the conversation that was had this week. The Borough Administrator informed us that she believed neither party would do the grant freelance and that we would have to opt in to Millennium's portal to work with them. That was, of course, beyond the scope of what the governing body agreed at the meeting and was thus not something we could entertain.

Katherine and I, therefore, reached out to the vendors ourselves to determine if they could do the project. Happily, both said yes. The fee for MBI is a flat \$1500 and the fee from Millennium is \$150/hour up to \$3,750.

Katherine, Donna and I were able to speak all together on Friday at 4:30. I was asked during that call to ask MBI to confirm their quote in writing which they subsequently and quickly agreed to send to me after the holiday. It should be noted that I had not asked them for anything in writing as I was unaware that that was needed.

I want to remind everyone that this grant is due on July 9th and time is of the essence. Based on our discussion on Tuesday I know we are all very committed to supporting the Shade Tree Commission as they get to work and that everyone understands that, as a new body and new volunteers, they need our support and collaboration.

Thank you
Jacquie

From: Donna Puglisi <dpuglisi@maywoodboro.org>
Sent: Thursday, May 27, 2021 12:58 PM
To: jflynn <jflynn@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>
Subject: RE: Grant Writer discussion

The RFQ's are on the drive.
I believe neither do freelance work with the exception that Millennium will do it if we accept their portal (which costs money).

Regards,
Donna Puglisi, CPM
Borough Administrator

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Sent: Thursday, May 27, 2021 12:54 PM
To: Donna Puglisi <dpuglisi@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>
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To: kbennin <kbennin@maywoodboro.org>; jflynn <jflynn@maywoodboro.org>
Subject: RE: Grant Writer discussion

I've worked with Peter before.
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Donna Puglisi, CPM
Borough Administrator

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Sent: Thursday, May 27, 2021 12:48 PM
To: jflynn <jflynn@maywoodboro.org>; Donna Puglisi <dpuglisi@maywoodboro.org>
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Katherine Bennin
Council President

Borough of Maywood
15 Park Avenue
Maywood, NJ 07607
201-845-2900

From: jflynn <jflynn@maywoodboro.org>
Sent: Thursday, May 27, 2021 10:18 AM
To: Donna Puglisi; kbennin
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To: jflynn <jflynn@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>
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Borough Administrator

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Sent: Wednesday, May 26, 2021 4:12 PM
To: Donna Puglisi <dpuglisi@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>
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Thank you

Jacquie

Jacqueline Flynn

(she/her/hers)

Member of Council

Maywood NJ

jflynn@maywoodboro.org

Barbara Dispoto

From: jflynn <jflynn@maywoodboro.org>
Sent: Wednesday, May 26, 2021 4:12 PM
To: Donna Puglisi; kbennin
Subject: Grant Writer discussion

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Thank you

Jacquie

Jacqueline Flynn

(she/her/hers)

Member of Council

Maywood NJ

jflynn@maywoodboro.org

Fw: Proposal - Millennium Strategies - Urban Community Forestry Grant

kbennin <kbennin@maywoodboro.org>

Mon 9/27/2021 10:35 PM

To: Barbara Dispoto <bdispoto@maywoodboro.org>

For the OPRA request

Katherine Bennin

Council President

Borough of Maywood

15 Park Avenue

Maywood, NJ 07607

(201)-845-2900

From: Peter Blanos <pblanos@m-strat.com>

Sent: Tuesday, June 15, 2021 1:19 PM

To: kbennin <kbennin@maywoodboro.org>

Cc: Bernadette McPherson <bernadette@m-strat.com>

Subject: RE: Proposal - Millennium Strategies - Urban Community Forestry Grant

Hi Council President Bennin,

I apologize for the delay in responding. I was out of the office for the past few days and am just catching up on emails. No problem at all. We appreciate the opportunity to have been considered and look forward to speaking with you further about our portal service when you are ready to do so.

Best Regards

Peter Blanos

Director of Business Development

Millennium Strategies

60 Columbia Road

Building B, Suite 230

Morristown, NJ 07960

Phone: 973-226-3329

Cell: [REDACTED]

Fax: [REDACTED]

From: kbennin <kbennin@maywoodboro.org>

Sent: Thursday, June 10, 2021 7:34 PM

To: Peter Blanos <pblanos@m-strat.com>

Cc: Bernadette McPherson <bernadette@m-strat.com>

Subject: Re: Proposal - Millennium Strategies - Urban Community Forestry Grant

Peter,

Thank you for checking in. The council did decide to use another grant writer for this particular grant. However, when the council begins their larger conversation about getting a grant writer, I will surely reach out to you so that Millennium can have an opportunity to explain their portal and services.

Thank you,

Katherine Bennin
Council President

Borough of Maywood
15 Park Avenue
Maywood, NJ 07607
201-845-2900

From: Peter Blanos <pblanos@m-strat.com>
Sent: Tuesday, June 8, 2021 11:35:14 AM
To: kbennin <kbennin@maywoodboro.org>
Cc: Bernadette McPherson <bernadette@m-strat.com>
Subject: RE: Proposal - Millennium Strategies - Urban Community Forestry Grant

Hi Council President Bennin,

I hope all is well. I just wanted to circle back to see if a final decision had been made regarding the UCF grant or if it was still under review.

Thanks

Peter Blanos

Director of Business Development
Millennium Strategies
60 Columbia Road
Building B, Suite 230
Morristown, NJ 07960
Phone: 973-226-3329
Cell: [REDACTED]
Fax: [REDACTED]

From: kbennin <kbennin@maywoodboro.org>
Sent: Tuesday, June 1, 2021 5:40 PM
To: Peter Blanos <pblanos@m-strat.com>
Cc: Bernadette McPherson <bernadette@m-strat.com>
Subject: Re: Proposal - Millennium Strategies - Urban Community Forestry Grant

Peter,
Yes I did and we will be discussing it an upcoming special meeting

Katherine Bennin
Council President

Borough of Maywood
15 Park Avenue
Maywood, NJ 07607
201-845-2900

From: Peter Blanos <pblanos@m-strat.com>
Sent: Tuesday, June 1, 2021 12:15:29 PM
To: kbennin <kbennin@maywoodboro.org>
Cc: Bernadette McPherson <bernadette@m-strat.com>
Subject: FW: Proposal - Millennium Strategies - Urban Community Forestry Grant

Good Afternoon Council President Bennin,

I hope you had a great Memorial Day weekend. I just wanted to follow-up to confirm you received our proposal?
Thanks again and I look forward to hearing from you.

Best Regards

Peter Blanos

Director of Business Development
Millennium Strategies
60 Columbia Road
Building B, Suite 230
Morristown, NJ 07960
Phone: 973-226-3329
Cell: [REDACTED]
Fax: [REDACTED]

From: Peter Blanos
Sent: Friday, May 28, 2021 12:09 PM
To: kbennin@maywoodboro.org
Cc: Bernadette McPherson <bernadette@m-strat.com>
Subject: Proposal - Millennium Strategies - Urban Community Forestry Grant
Importance: High

Good Morning Council President Bennin,

Thank you again for taking the time to speak with Bernadette and I yesterday. As requested, enclosed please find a copy of our proposal for the preparation and submission of an Urban Community Forestry Grant Application on behalf of the Borough of Maywood. Following your review, if you have any questions please do not hesitate to let us know. Have a great weekend!

Best Regards

Peter Blanos

Director of Business Development
Millennium Strategies
60 Columbia Road
Building B, Suite 230
Morristown, NJ 07960
Phone: 973-226-3329
Cell: [REDACTED]
Fax: [REDACTED]

FW: NJUCF submitted!

Doug Herrick <dherrick@maywoodboro.org>

Tue 9/28/2021 12:05 PM

To: Barbara Dispoto <bdispoto@maywoodboro.org>

Hi Barbara,

As per your OPRA request

Doug Herrick

Councilman

Borough of Maywood
15 Park Avenue
Maywood, NJ 07607
201-845-2900 ext. 308



From: [jflynn](#)

Sent: Friday, July 9, 2021 3:56 PM

To: [Donna Puglisi](#); [Richard Bolan](#); [jdemuro](#); [kbennin](#); [Louis Roer](#); [Doug Herrick](#); [rullman](#); [Brian Eyerman](#); [Lisa Schieli](#); [Gary Neumann](#)

Subject: NJUCF submitted!

DNRA y'all

Just a brief email to thank you all for your help and support for the NJUCF stewardship grant application. It is officially submitted! Please light a candle, say a prayer or do a rain dance - as the spirit moves you - to bring us good luck. The grant writer services that you authorized were worth every penny. Our application is stronger than it would have been without an experienced hand at the helm, and I can't begin to guess how many hours having her saved me and the STC volunteers.

I hope you'll be pleased to know that we were able to put together a budget that covers the full inventory AND software program to manage and maintain the data for \$32k (far less than I had feared) and that we were able to blow through our 25% match obligation with staff and volunteer time. So no cash outlay will be required if get the grant and go ahead with the project.

Thank you all and have a great weekend. Let me know if you have any questions about the application, inventory or anything else.

Jacquie

Jacqueline Flynn

(she/her/hers)

Member of Council

9/28/21, 12:34 PM

Mail - Barbara Dispoto - Outlook

Maywood NJ

jflynn@maywoodboro.org

Fwd: Grant Preparation of the NJUC Forestry Stewardship Grant

Brian Eyerman <brian@damelegal.com>

Mon 7/19/2021 4:26 PM

To: Donna Puglisi <dpuglisi@maywoodboro.org>; Gerry Gallitano <ggallitano@maywoodboro.org>; Barbara Dispoto <bdispoto@maywoodboro.org>



Brian E. Eyerman, Esq., LL.M.
Partner

Attorney/Client Privilege

DARIO, ALBERT, METZ, EYERMAN
CANDA, CONCANNON, ORTIZ & KROUSE, LLC
~Attorneys at Law~
345 Union Street
Hackensack, New Jersey 07601
Phone: [\(201\) 968-5800](tel:2019685800)
E-Fax: [\(201\) 968-5801](tel:2019685801)
www.damelegal.com

Disclaimer: The filters and firewalls needed in the current internet environment may delay receipt of emails, particularly those containing attachments. We strongly urge you to use delivery receipt and/or telephone calls to confirm receipt of important email.

Confidentiality Notice: This electronic message contains information from the law firm of Dario, Albert, Metz, Eyerman, Canda, Concannon, Ortiz & Krouse, LLC. This e-mail and any files attached may contain confidential information that is legally privileged. If you are not the intended recipient, or a person responsible for delivering it, you are hereby notified that any disclosure, copying, distribution or use of any of the information contained in or attached to this transmission is strictly prohibited. If you have received this transmission in error, please forward same to sender and destroy the original transmission and its attachments without reading or saving in any manner.

IRS Circular 230 Disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that any U.S. federal tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing, or recommending to another party any transaction or matter addressed herein.

Begin forwarded message:

From: "Mackey, Scot" <smackey@mbi-gs.com>
Date: July 19, 2021 at 1:25:28 PM EDT
To: Barbara Dispoto <BDispoto@maywoodboro.org>, "Ellis, Robin" <rellis@mbi-gs.com>
Cc: Donna Puglisi <dpuglisi@maywoodboro.org>, jdemuro <jdemuro@maywoodboro.org>, jflynn <jflynn@maywoodboro.org>, Doug Herrick <dherrick@maywoodboro.org>, Louis Roer <lroer@maywoodboro.org>, rullman

<rullman@maywoodboro.org>, kbennin <kbennin@maywoodboro.org>, Brian Eyeran
<brian@damelegal.com>

Subject: RE: Grant Preparation of the NJUC Forestry Stewardship Grant

Barbara,

My apologies for any confusions this has caused you and the Borough of Maywood. As of February 3rd of this year we ended our relationship with the Borough and our grant writer Ms. Ellen Stein. While she was an excellent grant writer, we were no longer interested in this line of work for our company and the Borough was no longer interested in our service having run its course.

However, it appears Ms. Stein accidentally used our letterhead to submit her grant application, as she signed it with her new firms email address and phone number. Again, my apologies but MBI is no longer in this line of work. You may want to reach out to Ms. Stein to clarify the application and her oversight.

Thanks for your attention to this matter.

Sincerely

Scot

Scot C. Mackey
Partner, MBI
212 W. State Street
Trenton, NJ 08608

c-609-332-9511

From: Barbara Dispoto <bdispoto@maywoodboro.org>

Sent: Monday, July 19, 2021 12:59 PM

To: Ellis, Robin <rellis@mbi-gs.com>

Cc: Mackey, Scot <smackey@mbi-gs.com>; Donna Puglisi <dpuglisi@maywoodboro.org>; jdemuro <jdemuro@maywoodboro.org>; jflynn <jflynn@maywoodboro.org>; Doug Herrick <dherrick@maywoodboro.org>; Louis Roer <lroer@maywoodboro.org>; rullman <rullman@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>; Brian Eyeran <brian@damelegal.com>

Subject: Re: Grant Preparation of the NJUC Forestry Stewardship Grant

CAUTION: [EXTERNAL EMAIL. Do not click links or open attachments unless you recognize the sender and know the content is safe].

Hello Robin,

Thank you for reaching out, I am confused and concerned by your email.
The resolution and letter was prompted by the attached quote for the

submission of the grant.

I have added the Mayor and Council to this email for informational purposes. Please do not respond all.

Barbara Dispoto, RMC/CMC/CMR

Borough Clerk/Registrar

Borough of Maywood

15 Park Avenue

Maywood, NJ 07607

201-845-2900 ext. 201

Fax # 201-909-0673



From: Ellis, Robin <rellis@mbi-gs.com>
Sent: Monday, July 19, 2021 10:14 AM
To: Barbara Dispoto <bdispoto@maywoodboro.org>
Cc: Mackey, Scot <smackey@mbi-gs.com>
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Hello Barbara,

We are in receipt of the attached letter and resolution granting our firm the preparation of the NJUC Forestry Stewardship Grant. Thank you for your consideration, however I wanted to let you know that we no longer prepare grants and did not apply for this grant work. Please let me know if you need anything else. Thank you, Robin

Robin Ellis
Business Administrator

609-392-3100 ext# 263 (main)



Martin Bontempo Matacera Bartlett, Inc.
212 West State Street
Trenton, NJ 08608
www.mbi-gs.com

Re: Grant Preparation of the NJUC Forestry Stewardship Grant

Barbara Dispoto <bdispoto@maywoodboro.org>

Mon 7/19/2021 4:29 PM

To: Brian Eyerman <brian@damelegal.com>

Here is the word version of 124-21 for you to modify.

Barbara Dispoto, RMC/CMC/CMR

Borough Clerk/Registrar

Borough of Maywood

15 Park Avenue

Maywood, NJ 07607

201-845-2900 ext. 201

Fax # 201-909-0673



From: Brian Eyerman <brian@damelegal.com>

Sent: Monday, July 19, 2021 4:26 PM

To: Donna Puglisi <dpuglisi@maywoodboro.org>; Gerry Gallitano <ggallitano@maywoodboro.org>; Barbara Dispoto <bdispoto@maywoodboro.org>

Subject: Fwd: Grant Preparation of the NJUC Forestry Stewardship Grant

Brian E. Eyerman, Esq., LL.M.
Partner

Attorney/Client Privilege

DARIO, ALBERT, METZ, EYERMAN
CANDA, CONCANNON, ORTIZ & KROUSE, LLC
~Attorneys at Law~
345 Union Street
Hackensack, New Jersey 07601
Phone: (201) 968-5800
E-Fax: (201) 968-5801

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Subject: Re: Grant Preparation of the NJUC Forestry Stewardship Grant

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Business Administrator



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MBI•GluckShaw
Martin • Bontempo • Matacera • Bartlett, Inc.

212 West State Street • Trenton, NJ 08608 • Tel: 609/392-3100 • Fax: 609/392-6347

June 1, 2021

Jacqueline Flynn
Councilwoman
Borough of Maywood
15 Park Avenue
Maywood, N.J. 07607

Dear Councilwoman Flynn:

Thank you for contacting us about the NJ Urban Community Forestry (NJUCF) – Stewardship Grant. The Stewardship Grant provides an excellent opportunity for municipalities to address Resiliency Planning or Reforestation and Tree Planting.

After our conversation, I took the opportunity to review the Stewardship Grant. To file an application, the Borough needs to be NJUCF accredited and have a current approved Forestry Plan. Extra consideration is also given to municipalities with Sustainable Jersey accreditation. We have worked on a numerous NJUCF grant applications over the years.

We, respectfully request, to be considered to write the NJUCF – Stewardship Grant application for the Borough of Maywood. Our fee for compiling the NJUCF – Stewardship Grant application would be \$1500.

Thank you for your consideration.

Sincerely,

Ellen Stein
Grant Writer

HPS-Public Affairs Group

estein@hps-publicaffairs.com

MILLENNIUM

STRATEGIES

May 28, 2021

Ms. Donna Puglisi
Borough Administrator
Borough of Maywood
15 Park Avenue
Maywood, NJ, 07607

Re: NJ Department of Environmental Protection - Urban Community Forestry Grant Application

Dear Ms. Puglisi,

Millennium Strategies, LLC is pleased to submit the following proposal to the Borough of Maywood for assistance with the preparation and submission of a grant application to the New Jersey Department of Environmental Protection through the Urban Community Forestry Grant Program.

COMPANY PROFILE

Founded in 2005, Millennium Strategies is the largest full-service grants consulting firm in the region. We currently represent more than 100 municipalities, counties, school districts and non-profit entities in New Jersey, New York, and Pennsylvania. Specific to the County of Bergen, Millennium currently provides grant consulting services on behalf of 27 municipalities within the County. In addition, Millennium also serves as the Grant Consultant for the County of Bergen itself. A complete listing of our current clients is included with our proposal as an attachment.

Since our inception, we have helped to procure over \$800 million in both governmental and non-governmental grant funding on behalf of our clients. What sets Millennium Strategies apart is our comprehensive and aggressive approach towards grant research and grant writing. We help our clients meet their complex challenges by securing funding for a wide range of projects which fall within the following categories: arts, community services, human services, disaster recovery, economic development, environmental protection, historic preservation, open space preservation, recreation, public safety, transportation infrastructure and transit-oriented development.

STAFF PROFILE

As Millennium's CEO and former Chief of Staff to Congressman Bill Pascrell, Ed Farmer has shepherded critical projects to completion with federal, state, and county agencies. As Millennium's Principal, Susan Scavone has more than 25 years of experience in government and grant consulting. Together, Ed and Susan have assembled Millennium's accomplished team which includes a full-time research associate, 23 grant writers, and the support staff necessary to meet the demands of timely and professional submissions. All staff that will support the delivery of service on behalf of the Borough will be stationed out of our corporate headquarters located at 60 Columbia Road, Building B, Suite 230, Morristown, NJ, 07960. All proposed services will be performed directly by employees of Millennium Strategies. We will not hire subcontractors to perform any of the proposed services outlined within this proposal.

EXPERIENCE – URBAN COMMUNITY FORESTRY GRANT

Millennium Strategies has considerable experience helping local governments secure funding through the Urban Community Forestry Grant Program. Outlined below please find details pertaining to the grant awards that Millennium helped secure on behalf of local governments over the past several funding cycles.

<i>2019 Funding Cycle</i>		
Client	Grant Award Amount	Project Scope
Township of Teaneck	\$10,000.00	Resiliency planning (tree inventory)
Village of Ridgewood	\$10,000.00	Resiliency planning (tree inventory)
<i>2018 Funding Cycle</i>		
Client	Grant Award Amount	Project Scope
County of Passaic	\$10,000.00	Resiliency planning (hazard tree assessment)
Township of Springfield	\$10,000.00	Resiliency planning (tree inventory)
Borough of Fanwood	\$9,600.00	Reforestation and tree planting
City of Hoboken	\$30,000.00	Reforestation and tree planting
Borough of New Milford	\$15,000.00	Reforestation and tree planting
Township of Parsippany	\$30,000.00	Reforestation and tree planting
<i>2017 Funding Cycle</i>		
Client	Grant Award Amount	Project Scope
City of Long Branch	\$10,000.00	Resiliency planning (tree inventory)
Township of South Hackensack	\$6,741.00	Reforestation and tree planting
Township of West Orange	\$30,000.00	Reforestation and tree planting
Borough of Pompton Lakes	\$30,000.00	Reforestation and tree planting

PROPOSED SERVICES

Millennium Strategies will organize, prepare and submit one Urban Community Forestry Grant Application to the New Jersey Department of Environmental Protection on behalf of the Borough of Maywood. Activities to be completed by Millennium in support of this are outlined below.

- Analysis of grant guidelines.
- Conference calls or meetings with various project stakeholders.
- Research and data collection associated with the application and project.
- Coordination with other Borough Professionals, as necessary.
- Preparation of applicable application components (i.e. narratives, resolutions, letters of support, etc.).
- Packaging and submission of grant application.

FEE PROPOSAL

Millennium Strategies will provide all proposed services, as outlined and described above, on an hourly basis at a rate of \$150.00 per hour, for an amount not to exceed \$3,750.00. There are no hidden costs associated with our fee structure. Millennium will enter into a contractual relationship with the Borough as an independent contractor and would remain an independent contractor for the duration of our contract.

DISCLOSURES

Millennium Strategies is a limited liability corporation. Since our inception in 2005, Edward Farmer and Susan Scavone have remained the sole principals of Millennium Strategies. During this time, the company has not undergone any changes to the business name. Millennium Strategies is registered as a Small Business Enterprise (SBE) and complies with all applicable EEO, Anti-Discrimination and Affirmative Action Laws as evidenced by the compliance documentation included with our proposal as an attachment. No judgments, claims or suits have been filed against our company. In addition, Millennium Strategies is not now, nor has it ever been involved in any bankruptcy or reorganization proceedings.

Millennium Strategies does not employ any relatives of the Borough of Maywood nor are any of our employees unionized. In addition, no principals or employees of Millennium Strategies are related to any employee or elected official of the Borough of Maywood. All staff employed by Millennium Strategies possess post-secondary degrees related to government consulting/grant writing and are in good standing with the State of New Jersey and other grant agencies. Neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice or from working with public entities by any federal, state, or local agency.

CONCLUSION

Thank you for considering Millennium Strategies. We look forward to being of service to the Borough of Maywood. Please do not hesitate to contact me at (973) 226-3329 should you have any questions or require any further information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'PB', is written over a light blue circular stamp.

Peter Blanos

Director of Business Development

BUSINESS DOCUMENTATION

11/06/17

Taxpayer Identification# 203-749-864/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:

MILLENNIUM STRATEGIES LLC

ADDRESS:

60 COLUMBIA ROAD, BLDG B, STE
MORRISTOWN NJ 07960-4635

EFFECTIVE DATE:

07/14/06

TRADE NAME:

SEQUENCE NUMBER:

1250157

ISSUANCE DATE:

11/06/17



Director
New Jersey Division of Revenue

FORM-BRC
(04-08), D205846V

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

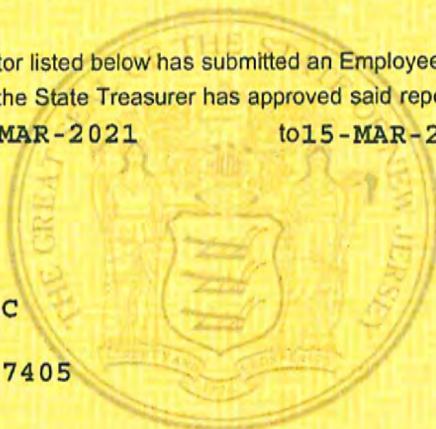
Certification 39523

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-MAR-2021 to 15-MAR-2028

MILLENIUM STRATEGIES LLC
60 COLUMBIA ROAD
MORRISTOWN NJ 07405



Elizabeth Maher Muoio

ELIZABETH MAHER MUOIO
State Treasurer



State of New Jersey

PHIL MURPHY
Governor

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES
P.O. BOX 026

SHEILA OLIVER
Lt. Governor

TRENTON, NJ 08625-034
PHONE: 609-292-2146 FAX: 609-984-6679

ELIZABETH MAHER MUOIO
State Treasurer

APPROVED

under the
Small Business Set-Aside Act

This certificate acknowledges MILLENNIUM STRATEGIES LLC as a Category 2 approved Small Business (SBE) that has met the criteria established by N.J.A.C. 17:13 and/or 17:14..

This registration will remain in effect for three years. Annually the business must submit, not more than 60 days prior to the anniversary of the registration notice, an annual verification statement in which it shall attest that there is no change in the ownership, revenue eligibility or control of that business.

If the business fails to submit the annual verification statement by the anniversary date, the SBE registration will lapse and the business SBE status will be revoked in the New Jersey Selective Assistance Vendor information (NJSAVI) database that lists registered Small businesses. If the business seeks to be registered again, it will have to reapply and complete a new application



A handwritten signature in black ink that reads "Peter Lowicki".

Peter Lowicki
Deputy Director

Issued: 10/10/2020
Certification Number: A0125-62

Expiration: 10/10/2023



MILLSTR-01

LPONDISCIO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/8/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Acrisure, LLC D/B/A Chadler Solutions 100 Passaic Ave, Suite 120 Fairfield, NJ 07004-3508	CONTACT NAME: Laura Pondiscio	
	PHONE (A/C, No, Ext): (973) 227-0025 140 FAX (A/C, No):	
	E-MAIL ADDRESS: lpondiscio@chadlersolutions.com	
INSURED Millennium Strategies, LLC 60 Columbia Road, Bldg B Ste 230 Morristown, NJ 07960	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Hartford Insurance Company of Midwest	37478
	INSURER B: Sentinel Insurance Company Ltd	11000
	INSURER C: United States Liability Insurance Company	25895
	INSURER D: RLI Insurance Company	13056
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:		13SBAIL8856	2/28/2021	2/28/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 EPLI \$ 5,000
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		13SBAIL8856	2/28/2021	2/28/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000		13SBAIL8856	2/28/2021	2/28/2022	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y ☒ N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	13WECTC8758	3/1/2021	3/1/2022	PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Directors & Officers		CD 1550197G	5/20/2020	5/20/2021	
D	Errors & Omissions		RTP0021750	3/1/2021	3/1/2022	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

INFORMATIONAL PURPOSES ONLY
XXXXXXXXXX
XXXXXXXXXX

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Millennium Strategies LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► C Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see Instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions. 60 Columbia Road, Building B, Suite 230	Requester's name and address (optional)
6 City, state, and ZIP code Morristown, NJ, 07960	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
2	0		3	7	4	9	8	6	4

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of
U.S. person ►



Date ► **10/29/2020**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

STAFF PROFILES

ED FARMER | PRESIDENT & CEO

Ed founded Millennium Strategies in 2005 with the goal of establishing a Company that provides governments with a comprehensive and aggressive approach to grant writing, research, and administration. As President, Ed is responsible for the oversight on all facets of Millennium's operation, with a focus on ensuring that the firm provides the best customer service in the industry. Prior to forming Millennium, Ed served as Chief of Staff to Congressman Bill Pascrell, Jr. (NJ-8). As the highest-ranking member of the team, Ed was responsible for running the daily operations of the Congressman's offices in Washington, D.C. and New Jersey. Congressman Pascrell's assignments on the House Transportation and Infrastructure Committee and the House Committee on Homeland Security have allowed Ed to gain invaluable insight into two issues that are critical for the State of New Jersey. Throughout his career, Ed has volunteered his time across New Jersey, including serving as the former President of the Passaic County Community College Board of Trustees and current member of its Foundation; Member of the 2010 Congressional Redistricting Commission; and, as a 2016 NJ elector for the Democratic Party. He is routinely recognized as one the 100 most influential personalities in New Jersey politics and government by Insider NJ. Ed graduated from Bethany College in Bethany, West Virginia with a Bachelor of Arts Degree in Political Science.



SUSAN SCAVONE | PRINCIPAL

Sue joined the firm in 2005 as a Principal and has more than 30 years of experience in public outreach, grant writing, and governmental affairs. Through her time with Millennium, she has become the firm's leader on disaster recovery projects and funding procurement, securing her position as a regional expert in FEMA Public Assistance and Hazard Mitigation Grant Programs. Susan's knowledge of the field and existing relationships enable her to communicate effectively with multiple levels of stakeholders on complex projects, ensuring that all stages of a project are followed through in the most effective and efficient way possible. Prior to joining Millennium Strategies, Sue served as President of SMS Consulting Services, Inc. for ten years, where she provided governmental relations, grant procurement, and consulting services to both private and public sector clients. In addition Sue also served in the administration of Governor James J. Florio, on the staff of several members of the New Jersey Legislature, and in Essex County government. Sue is a graduate of Montclair State University where she received a Bachelor of Arts Degree in Political Science.



LISA MARTINEZ | DIRECTOR OF OPERATIONS

Lisa has been a member of the firm since 2006. In her role as Director of Operations, Lisa manages the day-to-day operations of Millennium. Prior to joining Millennium, she served as Field Director and Scheduler for Congressman Bill Pascrell, Jr. for nine years. In this critical position, Lisa was responsible for maintaining the Congressman's New Jersey schedule and managing all community outreach activities for the congressional office. She strategically coordinated field activities with the Congressman's legislative agenda and administered government relations issues with all state and local entities. Lisa has an extensive knowledge of the federal government and enjoys an excellent reputation and track record for her work on projects in the public and private sector. Her organizational skills have helped Millennium become a leader within the government consulting industry.



DAVID JENKINS | DIRECTOR OF NEW YORK OPERATIONS

Dave has been a member of the firm since 2012. In his role as Director of New York Operations, Dave is responsible for overseeing all facets of the firm's New York operations and clients. His responsibilities include overseeing client management and grant writing operations, leading team members, developing and implementing policies and procedures, ensuring quality control and identifying and developing new business. Prior to this, Dave served as a Grants Manager working with cities and nonprofit organizations to secure grant funding for various projects and programs. Prior to joining the firm, Dave served as Chief of Staff to Assemblyman Joseph Cryan during his tenure as Chairman of the New Jersey Democratic State Committee, and Majority Leader of the New Jersey General Assembly. Dave graduated from Elon University where he received a Bachelor of Arts Degree in Political Science.



CHRISTOPHER SPRAGUE | DIRECTOR OF CLIENT SERVICES

Chris has been a member of the firm since 2010. In his role as Director of Client Services, Chris co-leads the service team working with New Jersey, Pennsylvania, and Delaware clients. His responsibilities include, but are not limited to: overseeing client management and grant writing operations, leading team meetings, developing and implementing policies and procedures, ensuring quality control, and managing data. Prior, Chris was a Senior Grants Manager working with cities and nonprofit organizations to secure grant funding for various projects and programs include early childhood education, parks, transportation infrastructure, restorative justice, and health and human services. Chris is a graduate of Seton Hall University where he received a Bachelor's Degree in History, English and Italian and a Master's Degree in Diplomacy and International Relations.



CATHERINE KAPURA | DIRECTOR OF CLIENT SERVICES

Catherine has been a member of the firm since 2015. In her role as Director of Client Services, Catherine co-leads the service team working with New Jersey clients. Her responsibilities include, but are not limited to: overseeing client management and grant writing operations, leading team meetings, developing and implementing policies and procedures, ensuring quality control, and managing data. Prior to this, Catherine served as a Senior Grants Manager working with municipalities and counties to secure grant funding for various projects and programs focused on education, parks, transportation infrastructure, restorative justice, and health and human services. Catherine graduated from Fairfield University where she received a Bachelor of Arts Degree in English. Additionally, Catherine holds a Masters Degree in Environmental Policy and International Development from the University of Maryland.



LAURA WINTROUB | DIRECTOR OF CLIENT SERVICES

Laura has been a member of the firm since 2015. In her role as a Senior Grants Manager, Laura is responsible for servicing Millennium's municipal and board of education clients. Prior to joining the firm, Laura spent 13 years working with several community development non-profit entities, focusing on economic development and entrepreneurship training. She has led program development, managed community investment pooled loan funds, and overseen grant writing activities. Laura currently serves on the Strategic Advisory Board of Rising Tide Capital, a nonprofit entrepreneurship training organization located in Jersey City, New Jersey. Laura is a graduate of Haverford College where she received a Bachelor's Degree in History.



PETER BLANOS | DIRECTOR OF BUSINESS DEVELOPMENT

Peter has been a member of the firm since 2011. In his role as Director of Business Development, Peter oversees all aspects of the firm's sales and marketing related efforts. His responsibilities include, but are not limited to: developing and overseeing the firm's annual business development strategy, managing the RFP/RFQ process for the firm's 90+ public sector clients, and attending various conferences. Prior to this, Peter served as Director of Client Services where he was responsible for overseeing client management and grant writing operations, leading team meetings, developing and implementing policies and procedures, ensuring quality control, and managing data. Peter is a graduate of the University of Scranton where he received a Bachelor of Arts Degree in Political Science.



KATIE KOCHER | DEPUTY DIRECTOR OF RESEARCH AND SPECIAL PROJECTS

Katie has been a member of the firm since 2019. In her role as Deputy Director of Research and Special Projects, Katie is responsible for overseeing all research conducted by the firm into governmental and non-governmental funding sources. In addition, she is also responsible for overseeing all clients enrolled and content within Millennium's Grant Research Portal Service as well as all special projects performed on behalf of outside agencies. Prior to this Katie served as a Senior Grant Manager, where she was responsible for working with urban municipalities and counties to secure grant funding for key projects and programs. One of Katie's biggest passions is education. Prior to joining Millennium Katie served as an assistant editor for a not-for-profit publisher, and taught English at Seton Hall University. Katie is a graduate of Seton Hall University where she earned a Bachelor and a Master of Arts degree in English.



TONY ARDIS | CHIEF FINANCIAL OFFICER

Tony has been a member of the firm since 2017. In his role as CFO, Tony is responsible for overseeing a number of the company's administrative and financial operations. Prior to joining Millennium, Tony served for nine years as the District Director for Congressman Bill Pascrell Jr. In this role, he supported the District's 21 municipalities by supervising casework, field activities and representing the Congressman. Tony has over 30 years of experience serving in administrative positions for various local, state, and federal government agencies. Tony is a graduate of William Paterson University where he received a degree in Political Science.



BERNADETTE McPHERSON, ESQ. | DIRECTOR OF OUTREACH

Bernadette has been a member the firm since 2012. In her role as Director of Outreach, Bernadette is responsible for marketing Millennium Strategies to municipal and county governments. Bernadette brings extensive municipal and county government experience to Millennium, having served as a member of the Bergen County Board of Chosen Freeholders from 2003 to 2011 and as Mayor of Rutherford from 2000 to 2007. Bernadette remains active in politics and currently serves as the Legislative District 36 Chairwoman for the Democratic Committee of Bergen County. Bernadette is a graduate of La Salle University where she received a Bachelor of Arts degree in Political Science and English. Additionally, Bernadette holds a Juris Doctorate from Temple University School of Law.



JESSICA CARVAJAL | HUMAN RESOURCES GENERALIST

Jessica has been a member of the firm since 2021. In her role as Human Resource Generalist, Jessica manages the daily functions of the Human Resources Department including benefit and leave administration, recruitment, and assisting with enforcing company policies and practices. Jessica has over seven years of experience in the field of Human Resources. Prior to joining Millennium, she was the Assistant Director of Human Resources at a large non-profit organization, where she handled all aspects of human resources including benefits, payroll and employee relations. Jessica has strong working knowledge in employment compliance, HRIS, and benefit management. Jessica is a graduate of the College of Saint Elizabeth where she received a Bachelor's Degree in Business Administration and Management. Additionally, Jessica holds an MBA in Finance from the New Jersey Institute of Technology.



CAITLIN GEORGE | SENIOR GRANT MANAGER

Caitlin has been a member of the firm since 2020. In her role as Senior Grant Manager, Caitlin is responsible for assisting her municipal clients secure funds for their key projects. Prior to joining Millennium, Caitlin worked in various nonprofits throughout Northern Jersey where she managed and administered state and federal grants. In 2019, Caitlin was elected to the Passaic County Democratic Committee representing her hometown of Hawthorne. She has also served as the Treasurer of the Hawthorne Domestic Violence Response Team since 2015. Caitlin is a graduate of William Paterson University, where she received a Bachelor of Arts Degree in Political Science.



MELANI FILOSA | SENIOR GRANT MANAGER

Melani has been a member the firm since 2018. In her role as Senior Grant Manager, Melani is responsible for working with several municipal clients throughout New Jersey. She works alongside her clients to find and pursue grant opportunities that will make their vision a reality. Prior to joining Millennium, Melani worked with several non-profit organizations. She applies this experience and passion into her everyday work by identifying the best ways to explain project goals in an application, seeking the right grant opportunities for those projects and executing that process meticulously. Melani is a graduate of Seton Hall University where she received a Bachelor of Arts Degree in both Political Science and English, receiving the Departmental Citation in Literature & Writing.



ALYSON TROWBRIDGE | SENIOR GRANT MANAGER

Alyson has been a member the firm since 2018. In her role as Senior Grant Manager, Alyson is responsible for servicing Millennium's municipal and county clients within New York state. Prior to joining the firm, Alyson worked as a Project and Grant Coordinator for a complex municipality in Southeast Virginia. During this time, she played an integral role in designing and developing policies and procedures while leveraging sound industry and business practices to advance the City's strategic goals. Alyson is a graduate of the California Polytechnic State University where she received a Bachelor's Degree.



KAREN SPICER | SENIOR GRANT MANAGER

Karen has been a member of the firm since 2020. In her role as Senior Grant Manager, Karen is responsible for working with several of the firms municipal clients throughout New Jersey. Prior to joining Millennium, Karen worked for museums and cultural institutions in the Philadelphia and New York City areas focusing on exhibition development, public engagement, and historic preservation. She earned a Bachelor of Arts in Anthropology from Franklin & Marshall College and a Master of Arts in Museum Professions from Seton Hall University.



EVAN COVELLO | GRANT MANAGER

Evan has been a member the firm since 2018. In his role as Grant Manager, Evan is responsible for working with the firms municipal clients to secure public and private grant funding for their key programs and projects. Prior to joining the firm, Evan served as the Student Body President of Rutgers University New Brunswick Campus, representing over 35,000 undergraduate students. He also served as an intern for the Phil Murphy for Governor Campaign, and the Passaic County Department of Human Resources. Evan is a graduate of Rutgers University where he received Bachelor of Arts Degrees in Planning/Public Policy and Human Resource Management.



CARLY O'CONNELL | GRANT MANAGER

Carly has been a member of the firm since 2020. In her role as Grant Manager, Carly is responsible for working with municipal clients in New Jersey and Pennsylvania to secure public and private funding for their key projects. Prior to joining Millennium, Carly taught English at multiple New Jersey public high schools and helped to manage a busy copy review process at a major medical device company. She applies her passion for writing as well as her experience managing deadline-driven projects to her everyday work at Millennium. Carly is a graduate of Rutgers University where she received a Bachelor of Arts Degree in English. Additionally, she holds a Masters Degree in Teaching from Montclair State University.



ASHLEY TAYLOR | GRANT MANAGER

Ashley has been a member of the firm since 2020. In her role as Grant Manager, Ashley is responsible for working with several of the firm's municipal and board of education clients to help secure funding for key projects and programs. Prior to joining Millennium, Ashley worked for the US Department of Commerce as well as for the State of Delaware. Ashley is a graduate of Delaware State University where she received a Bachelor of Arts degree in Criminal Justice and a Minor in Law Studies. Ashley was led to Millennium by her passion for government policy and how it can be used to create a better quality of life for all communities.



SUNNY GULA | GRANT MANAGER

Sunny has been a member of the firm since 2020. In her role as Grant Manager, Sunny is responsible for working with several of the firm's municipal and board of education clients to help secure funding for key projects and programs. Sunny brings over 10 years of Higher Education Administration experience to her role with the firm. Prior to joining Millennium, Sunny served as a Perkins Grant Activity Coordinator for Middlesex County College and a Title III Grant Assistant Project Director at Lehigh Carbon Community College. Sunny is a graduate of Ramapo College of New Jersey where she received a Bachelor of Arts degree in Literature. She is currently pursuing a Master of Arts degree in Grant Writing, Management and Evaluation at Concordia University Chicago, online. Sunny was led to Millennium by her passion for education, research, and nonprofit organizational management.



RYAN TALMADGE | GRANT MANAGER

Ryan has been a member of the firm since 2020. In his role as Grant Manager, Ryan is responsible for working with several of the firm's municipal and county clients to help secure both public and private sector grant funding on their behalf. Prior to joining Millennium, Ryan was Interim Security Lieutenant in the Department of Public Safety for Rutgers University - Newark. He was a collaborator and guest lecturer for the Rutgers' Honors Living-Learning Community (HLLC) program. In 2017, Ryan was a candidate for the Newark Public Schools Advisory Board and is an Alumnus of the Leadership Newark 2019 Cohort. Ryan is a graduate of Rutgers University-Newark where he received a Bachelor of Arts Degree in Political Science.



TARYN PRONKO | GRANT MANAGER

Taryn has been a member of the firm since 2019. In her role as Grant Writer, Taryn is responsible for servicing several of the Firm's municipal clients. Some of her daily responsibilities include working with the Directors of Client Service to service clients and the preparation of narratives as well as other supporting documentation associated with various grant applications. Prior to joining the firm, Taryn was a Deputy Clerk Intern within the U.S. Federal Court system, where she assisted in numerous departments, including jury, pro se law offices, and the circuit library. Taryn graduated from Penn State University with a Bachelor's Degree in English, receiving the Academic Excellence Award for the Humanities.



CALEB DUNCAN | GRANT MANAGER

Caleb has been a member of the firm since 2019. In his role as Grant Writer, Caleb is responsible for servicing the growing number of municipalities and nonprofits in New York by assisting the Grants Manager and Director of New York Operations in their commitment to providing a high level of management. Caleb prepares narratives, applications, and other supporting documentation for the various grants associated with Millennium Strategies' growing New York based clients. Prior to joining the firm, Caleb worked for at tech startup where he helped create a quality assurance department to service Fortune 500 clients and as an editing consultant for a growing sports news website. Caleb is a graduate of the University of Houston where he received a Bachelor's Degree in English Literature.



KAMARI MOORE | RESEARCH MANAGER

Kamari has been a member the firm since 2018. In her role as Research Manager, Kamari oversees all aspects of the firms grant research related activities. Her responsibilities include identifying, analyzing, and summarizing available governmental and non-governmental grant opportunities that match the needs of Millennium's clients; communicating with various funding agencies. In addition, Kamari is responsible for updating and posting content within Millennium's Grant Research Portal. Prior to joining Millennium, Kamari proudly served as a member of the service fraternity Alpha Phi Omega, where she participated in community outreach programs aimed at servicing disadvantaged populations. Kamari is a graduate of Seton Hall University where she received Bachelor of Arts Degrees in English and Philosophy.



MICHAEL WEISS | GRANT WRITER

Taryn has been a member of the firm since 2019. In his role as Grant Writer, Michael is responsible for servicing several of the Firms municipal clients. Some of her daily responsibilities include working with the Directors of Client Service to service clients and the preparation of narratives as well as other supporting documentation associated with grant applications. Prior to joining the firm, Michael worked as a graduate assistant for the West Chester University History Department. Michael is a graduate of West Chester University where he received a Bachelor's Degree in History, with a minor in Political Science, and a Master's Degree in History. During his time as a graduate student he was inducted into the National History Honor's Society, Phi Alpha Theta, and earned the Award of Excellence for Excellence in Scholarship and/or Creative Activity from the History Department.



SHEILA MONDEJAR | GRANT WRITER

Sheila has been a member of the firm since 2020. In her role as Grant Writer, Sheila is responsible for working with several of the Firms municipal clients to help secure both public and private sector grant funding on their behalf. Some of her daily responsibilities include working closely with the Directors of Client Service on different projects as well as preparing narratives, applications, and other supporting documentation associated with grant applications. Prior to joining Millennium, she served as a legislative intern for Senator Robert Menendez and a finance intern for Rep. Josh Gottheimer's Congressional Campaign. Sheila is a graduate of Montclair State University where she received a Bachelor of Arts Degree in Political Science and Public Administration.



MADELINE SALINO | GRANT WRITER

Madeline has been a member of the firm since 2020. In her role as Grant Writer, Madeline is responsible for working with some of the firm's municipal and county clients to help secure public and private funding on their behalf. Some of her responsibilities include creating narratives and organizing supporting documents to secure public and private funding for the firm's clients. Prior to joining Millennium, Madeline interned for the communications team of the US House Committee on Natural Resources, as well as for Columbia University's Lamont-Doherty Earth Observatory. Madeline graduated from William & Mary, where she received Bachelor of Arts degrees in History and Environmental Policy.



HANNAH SAKHA | GRANT WRITER

Hannah has been a member of the firm since 2020. In her role as Grant Writer, Hannah is responsible for working with some of the firm's municipal clients to help secure public and private funding on their behalf. Some of her daily responsibilities include working closely with the Directors of Client Service on different projects, as well as drafting narratives and gathering supporting documents associated with grant applications. Prior to joining the firm, Hannah was an intern for a science and medical content publishing company, where she was able to copyedit documents and conduct manuscript analyses. Hannah is a graduate of Seton Hall University where she received a Bachelor's Degree in English with a minor in Public Relations.



JENNIFER GALLAGHER | GRANT WRITER

Jennifer has been a member of the firm since 2020. In her role as Grant Writer, Jennifer is responsible for working with some of the firm's municipal clients to help secure public and private funding on their behalf. Some of her daily responsibilities include working closely with the Directors of Client Service on different projects, as well as drafting narratives and gathering supporting documents associated with grant applications. Prior to joining Millennium, Jennifer worked as an intern for The Land Conservancy of New Jersey, assisting municipalities with planning their open space and recreation projects. Jennifer is a graduate of the University of Delaware where she received a Bachelor Degree in Environmental Studies.



MICHAEL NEARY | PORTAL GRANT WRITER

Michael has been a member of the firm since 2020. In his role as Portal Grant Writer, Michael is responsible for working with Millennium's Grant Research Portal clients. Some of his daily responsibilities include working with the Director of Research to prepare competitive grant proposals on behalf of portal clients, including narratives and other supporting documentation. Prior to joining Millennium, Michael interned at a refugee agency in Arlington, VA where he helped recently arrived clients resettle and navigate their new lives. Michael is a graduate from Georgetown University where he received a Bachelor's Degree in English and Government.



JAMEL HOLLEY | BUSINESS DEVELOPMENT ADVISOR

Jamel has been a member the firm since 2008. In his role as Business Development Advisor, Jamel is responsible for marketing Millennium Strategies to municipal and county governments. Jamel currently serves as Director of Public Works for the Township of Irvington and is member of the New Jersey General Assembly representing the 20th Legislative District. Prior to joining the New Jersey General Assembly, Jamel served as Mayor and Councilman At-Large for the Borough of Roselle. Jamel is a graduate of New Jersey City University where he received a Bachelor of Arts Degree in Criminal Justice. Jamel also holds a Masters Degree in Public Administration from Kean University.



CLIENT ROSTER/LENGTH OF SERVICE

Bayonne (05/09 - present)	Harrison, NY (05/15 - present)	Oradell (10/12 - present)
Belleville (06/16 - present)	Hillside (01/18 - present)	Orange (10/12 - present)
Bergen County (01/13 - present)	Hoboken (03/10 - present)	Palisades Park (02/17 - present)
Bergenfield (05/15 - present)	Hopatcong (03/08 - present)	Paramus (02/13 - present)
Bloomfield (02/07 - present)	HOPES CAP, Inc. (08/11 - present)	Parsippany (01/18 - present)
Bogota (02/21 - present)	Hudson County (06/15 - present)	Passaic City (12/09 - present)
Bound Brook (01/16 - present)	Irvington (01/17 - present)	Passaic County (09/08 - present)
Bradley Beach (05/20 - present)	Jefferson (05/20 - present)	Paterson (08/18 - present)
Burlington County (05/20 - present)	Jersey City (02/14 - present)	Plainfield (04/19 - present)
Butler BOE (03/20 - present)	Kent, NY (11/19 - present)	Pompton Lakes (06/07 - present)
Camden County (05/15 - present)	Keyport (02/15 - present)	Port Chester, NY (10/15 - present)
Carmel, NY (04/20 - present)	Lambertville (01/21 - present)	Poughkeepsie, NY (01/21 - present)
Cliffside Park (07/20 - present)	Leonia (01/18 - present)	Prospect Park (01/18 - present)
Cresskill (05/20 - present)	Little Falls (01/18 - present)	Rahway (05/19 - present)
Dover (09/12 - present)	Lodi (11/17 - present)	Red Bank (06/18 - present)
Dumont (03/18 - present)	Long Hill (09/20 - present)	Red Bank RHS (06/20 - present)
East Orange (07/14 - present)	Lumberton (01/20 - present)	Red Bank BOE (06/20 - present)
East Newark (06/20 - present)	Mamaroneck, NY (08/18 - present)	Ridgefield (01/15 - present)
Edgewater (06/08 - present)	Manchester (09/20 - present)	Rockland County, NY (07/17-present)
Edison (09/16 - present)	Mendham (09/20 - present)	Roseland (04/20 - present)
Elmwood Park (03/17 - present)	Metuchen (03/18 - present)	Roselle BOE (03/10 - present)
Englewood (07/13 - present)	Metuchen BOE (05/20 - present)	Rye City, NY (04/18 - present)
Essex County Parks (08/16 - present)	Middlesex County (08/19 - present)	Rye Town, NY (05/19 - present)
Essex County Sheriff (07/16 - present)	Middletown, NJ (03/14 - present)	Secaucus (01/18 - present)
Evesham (01/20 - present)	Middletown, PA (01/10 - present)	Sleepy Hollow, NY (05/19-present)
Fair Lawn (03/19 - present)	Millstone BOE (06/20 - present)	South Hackensack (01/16- present)
Fairview (08/18 - present)	Monroe, NY (06/19 - present)	Sparta (07/17 - present)
Fairview BOE (04/13 - present)	Montgomery, NY (01/21 - present)	Spring Valley, NY (05/19 - present)
Falls, PA (03/20 - present)	Moonachie (01/13 - present)	Stanhope (07/12 - present)
Fallsburg, NY (05/17 - present)	Morris Township (05/20 - present)	Summit (09/16 - present)
Family Serv., NY (09/19-present)	Morristown (07/14 - present)	Teaneck (03/17 - present)
Fanwood (01/13 - present)	Mount Arlington (02/17 - present)	Trenton (01/19 - present)
Fort Lee (08/13 - present)	Mount Holly (04/18 - present)	Totowa (03/10 - present)
Freehold (03/20 - present)	Nassau County, NY (01/19-present)	Union City (03/15- present)
Freehold BOE (05/20 - present)	Newburgh, NY (01/18 - present)	Union County (03/11 - present)
Garfield (01/13 - present)	Newark Police Dept. (01/20-present)	Upper Freehold (05/20 - present)
Glen Rock (01/17 - present)	NJ State Police (04/13 - present)	West Orange (09/16 - present)
Guttenberg (05/16 - present)	North Bergen (01/17- present)	Wharton (01/20 - present)
Hackensack (02/06 - present)	North Bergen BOE (01/17 - present)	Woodbridge (03/14 - present)
Haledon (03/07 - present)	North Caldwell (01/21 - present)	Woodbury, NY (03/20 - present)
Hamilton (09/20 - present)	Northvale (03/08 - present)	Woodcliff Lake (04/14 - present)
Hanover (10/20 - present)	Nutley (04/09 - present)	Woodland Park (02/12 - present)
Hyde Park Fire, NY (01/21 - present)	Ocean (03/20 - present)	

REFERENCES

County of Union

Name: Edward Oatman

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City of Jersey City

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Borough of Red Bank

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Borough of Paramus

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City of Paterson

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Township of Bloomfield

Name: Matthew Watkins,

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City of Hackensack

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Borough of Woodcliff Lake

Name: Carlos Rendo

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BOROUGH CLERK
Barbara L. Dispoto, RMC

ADMINISTRATOR
Donna Puglisi, CPM, CPRP



MAYOR
Richard Bolan

COUNCIL PRESIDENT
Katherine Bennin

COUNCIL MEMBERS
Jacqueline DeMuro
Jacqueline Flynn
Douglas Herrick
Louis D. Roer
Ryan P. Ullman

BOROUGH OF MAYWOOD
15 Park Avenue, Maywood, NJ 07607

RESOLUTION #124-21
RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT TO MBI
GLUCKSHAW FOR SERVICES RELATED TO THE PREPARATION OF THE NJUC
FORESTRY STEWARDSHIP GRANT

WHEREAS, MBI Gluckshaw of Trenton, NJ has provided a proposal to provide grant preparation services related to the preparation of the NJUC Forestry Stewardship Grant for the amount of \$1,500.00; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) permits the awarding of contracts for professional services without competitive bids and provides that the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Maywood, County of Bergen, State of New Jersey that the Mayor be and he is hereby authorized and directed to execute, and the Borough Clerk to attest, any documents necessary to facilitate payment to MBI Gluckshaw of Trenton, NJ in the amount of \$1,500.00 pursuant to their proposal to provide preparation services related to the preparation of the NJUC Forestry Stewardship Grant.

Date: June 22, 2021

APPROVED: Richard Bolan
Richard Bolan, Mayor

ATTEST: Barbara Dispoto
Barbara L. Dispoto, RMC
Borough Clerk

	Moved	Seconded	Ayes	Nays	Abstain	Absent	Recuse
Mayor Bolan							
Councilwoman DeMuro			X				
Councilwoman Flynn			X				
Councilman Herrick	X		X				
Councilman Roer			X				
Councilman Ullman			X				
Council President Bennin		X	X				

CERTIFICATION

I, Barbara L. Dispoto, Municipal Clerk of the Borough of Maywood in the County of Bergen and the State of New Jersey do hereby certify that the foregoing resolution is a true copy of the original resolution duly passed and adopted by the Governing Body at the meeting of June 22, 2021.

Date: _____

Barbara L. Dispoto, RMC
Borough Clerk

Barbara Dispoto, RMC
Municipal Clerk



BOROUGH OF MAYWOOD
15 PARK AVENUE
MAYWOOD, NJ 07607

201-845-2900, Ext. 201
BDispoto@maywoodboro.org

June 23, 2021

MBI Gluckshaw
212 West State Street
Trenton, NJ 08608

RE: Grant Preparation of the NJUC Forestry Stewardship

At the June 22, 2021 Maywood Mayor and Council meeting the Grant Preparation of the NJUC Forestry Stewardship Grant has been granted to your firm. Attached you will find Resolution #124-21 for your records.

Should you have any questions or need additional information, please feel free to contact me.

Thank you.

Sincerely,

Barbara L. Dispoto, RMC
Borough Clerk

RE: Grant Preparation of the NJUC Forestry Stewardship Grant

Mackey, Scot <smackey@mbi-gs.com>

Mon 7/19/2021 1:25 PM

To: Barbara Dispoto <bdispoto@maywoodboro.org>; Ellis, Robin <rellis@mbi-gs.com>

Cc: Donna Puglisi <dpuglisi@maywoodboro.org>; jdemuro <jdemuro@maywoodboro.org>; jflynn <jflynn@maywoodboro.org>; Doug Herrick <dherrick@maywoodboro.org>; Louis Roer <lroer@maywoodboro.org>; rullman <rullman@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>; Brian Eyerman <brian@damelegal.com>

Barbara,

My apologies for any confusions this has caused you and the Borough of Maywood. As of February 3rd of this year we ended our relationship with the Borough and our grant writer Ms. Ellen Stein. While she was an excellent grant writer, we were no longer interested in this line of work for our company and the Borough was no longer interested in our service having run its course.

However, it appears Ms. Stein accidentally used our letterhead to submit her grant application, as she signed it with her new firms email address and phone number. Again, my apologies but MBI is no longer in this line of work. You may want to reach out to Ms. Stein to clarify the application and her oversight.

Thanks for your attention to this matter.

Sincerely

Scot

Scot C. Mackey
Partner, MBI
212 W. State Street
Trenton, NJ 08608

c-609-332-9511

From: Barbara Dispoto <bdispoto@maywoodboro.org>

Sent: Monday, July 19, 2021 12:59 PM

To: Ellis, Robin <rellis@mbi-gs.com>

Cc: Mackey, Scot <smackey@mbi-gs.com>; Donna Puglisi <dpuglisi@maywoodboro.org>; jdemuro <jdemuro@maywoodboro.org>; jflynn <jflynn@maywoodboro.org>; Doug Herrick <dherrick@maywoodboro.org>; Louis Roer <lroer@maywoodboro.org>; rullman <rullman@maywoodboro.org>; kbennin <kbennin@maywoodboro.org>; Brian Eyerman <brian@damelegal.com>

Subject: Re: Grant Preparation of the NJUC Forestry Stewardship Grant

CAUTION: [EXTERNAL EMAIL. Do not click links or open attachments unless you recognize the sender and know the content is safe].

Hello Robin,

Thank you for reaching out, I am confused and concerned by your email. The resolution and letter was prompted by the attached quote for the submission of the

grant.

I have added the Mayor and Council to this email for informational purposes. Please do not respond all.

Barbara Dispoto, RMC/CMC/CMR

Borough Clerk/Registrar

Borough of Maywood

15 Park Avenue

Maywood, NJ 07607

201-845-2900 ext. 201

Fax # 201-909-0673



From: Ellis, Robin <rellis@mbi-gs.com>
Sent: Monday, July 19, 2021 10:14 AM
To: Barbara Dispoto <bdispoto@maywoodboro.org>
Cc: Mackey, Scot <smackey@mbi-gs.com>
Subject: Grant Preparation of the NJUC Forestry Stewardship Grant

Hello Barbara,

We are in receipt of the attached letter and resolution granting our firm the preparation of the NJUC Forestry Stewardship Grant. Thank you for your consideration, however I wanted to let you know that we no longer prepare grants and did not apply for this grant work. Please let me know if you need anything else. Thank you, Robin

Robin Ellis
Business Administrator

[REDACTED]
609-392-3100 ext# 263 (main)

8/17/2021

Mail - Barbara Dispoto - Outlook



Martin Bontempo Maticera Bartlett, Inc.
212 West State Street
Trenton, NJ 08608
www.mbi-gs.com



INVOICE

HPS Public Affairs Group

Ellen K. Stein

530 South Wood Ave, C3
Linden, New Jersey 07036
United States

BILL TO
Borough of Maywood
15 Park Avenue
Maywood, NJ 07607

Invoice Number: 0007132021

Invoice Date: July 13, 2021

Payment Due: Upon Receipt

Amount Due (USD): \$1,500.00

Items	Amount
NJUCF Stewardship Grant Application	\$1,500.00

Subtotal: \$1,500.00

Total: \$1,500.00

Amount Due (USD): \$1,500.00

Notes

Please make check payable to: Ellen K. Stein

Mail To:
Ellen K. Stein
530 South Wood Ave., C3
Linden, NJ 07036

**BOROUGH OF MAYWOOD
SPECIAL MEETING MINUTES**

June 3, 2021

5:00p.m.

Meeting was called to order by Council President Bennin at 5:00p.m.

SALUTE TO THE FLAG & MOMENT OF SILENCE

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

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.

Now, therefore be advised, that the meeting requirements for this meeting have been met by notifying The Record and Our Town newspaper 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 on June 1, 2021.

This meeting is being recorded by both audio and video.

ROLL CALL

Members of the Governing Body present: Councilmembers DeMuro, Flynn, Herrick, Roer, Ullman and Bennin. Also present were Borough Attorney Brian E. Eyerman, Borough Administrator Donna Puglisi and Borough Clerk Barbara Dispoto. Mayor Bolan was absent.

1 – GRANT WRITER DISCUSSION FOR THE PURPOSE OF A SHADE TREE GRANT – Council President Bennin stated two proposals were received regarding the submission of the NJ Urban Community Forestry Stewardship Grant. Millennium Strategies' proposal was for \$150 per hour with a maximum cost of \$3,750, while MBI had a flat cost of \$1,500.

A motion was made by Councilwoman DeMuro and seconded by Councilwoman Flynn to appoint MBI to perform duties associated with the grant application at a cost of \$1,500. Motion carried unanimously. A resolution will be placed on the June 22, 2021 agenda confirming the appointment for said grant.

2 – MEETING OPEN TO THE PUBLIC (FIVE MINUTE TIME FRAME)

No one wished to be heard.

3 - ADJOURNMENT

A motion was made by Councilwoman DeMuro and seconded by Councilwoman Flynn to adjourn. Motion carried unanimously and meeting was adjourned at 5:07p.m.

Respectfully submitted;



Barbara L. Dispoto, RMC
Borough Clerk

**BOROUGH OF MAYWOOD
ELECTRONIC PUBLIC WORK/COUNCIL MEETING
JUNE 22, 2021**

Meeting was called to order by Mayor Richard Bolan at 7:33p.m

SALUTE TO THE FLAG & MOMENT OF SILENCE

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

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.

Now, therefore be advised, that the meeting requirements for this meeting have been met by publishing a meeting notice in The Record and Our Town newspaper 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 on January 5, 2021.

This meeting is being recorded by both audio and video.

ROLL CALL

Members of the Governing Body present: Mayor Bolan, Councilmembers DeMuro, Flynn, Herrick, Roer, Ullman and Bennin. Also present were Borough Attorney Brian E. Eyerman, and Borough Clerk Barbara Dispoto. Borough Administrator Donna Puglisi was absent.

Mayor Bolan acknowledged the retirement of Maria Ross and allowed her to express her thoughts. Thanks were expressed for her many years of service.

PUBLIC HEARING ON PENDING ORDINANCES - ADOPTION OF ORDINANCES

Mayor Bolan opened the meeting to the public for any comments or questions.

Mayor Bolan asked for Ordinance #10-21 to be pulled from the agenda. A motion was made by Councilman Herrick and seconded by Councilman Roer to pull Ordinance #10-21. Motion carried unanimously. Ordinance #10-21 is hereby pulled and will be reintroduced as Ordinance #12-21.

**ORDINANCE #8-21
AN ORDINANCE AUTHORIZING AN
EMERGENCY APPROPRIATION
N.J.S.A. 40A:4-53**

BE IT ORDAINED, by the Mayor and Council of the Borough of Maywood, County of Bergen, State of New Jersey, that pursuant to N.J.S. 40A:4-53 (Ch. 48, P.L. 1956 as amended, including Ch. 46, P.L. 2010 and Ch. 38, P.L. 1969) the sum of \$175,000 is hereby appropriated for A Reassessment of Real Property (as ordered by the Bergen County Board of Taxation) and shall be deemed a special emergency appropriation as defined and provided for in N.J.S. 40A:4-55.

The authorization to finance the appropriation shall be provided for in succeeding annual budgets by the inclusion of at least 1/5 of the amount authorized pursuant to this act (N.J.S. 40A:4-55).

BE IT FURTHER ORDAINED, that this ordinance shall take effect at the time and in the manner provided by law.

ORDINANCE #9-21

AN ORDINANCE TO CREATE CHAPTER 293 OF THE BOROUGH OF MAYWOOD CODE SO AS TO REGULATE TATTOOING AND BODY PIERCING PARLORS WITHIN THE BOROUGH OF MAYWOOD, STATE OF NEW JERSEY

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MAYWOOD, IN THE COUNTY OF BERGEN AND STATE OF NEW JERSEY, AS FOLLOWS:

WHEREAS, the Mayor and Council of the Borough of Maywood wish to update Borough Code so as to provide regulations for Tattooing and Body Piercing Parlors that operate within the Borough.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Maywood, County of Bergen, as follows:

Section 1: Chapter 293 is created and shall read as

Title of Chapter § 293: Tattooing and Body Piercing Parlors

§ 293-1 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

BODY PIERCER:

One who engages in body piercing.

BODY PIERCING:

Refers to the piercing of any portion of the human body for placement of any type of jewelry or any other ornamentation, other than ear lobe piercing.

CERTIFICATE OF INSPECTION

Written approval from the Health Officer or his/her authorized representative that said tattooing or body piercing establishment has been inspected and meets all of the terms of this chapter.

ESTABLISHMENT

The premises wherein tattooing or body piercing is performed.

HEALTH OFFICER

The Maywood Borough Health Officer or his/her authorized representative.

OPERATOR

Any individual, firm, company, corporation or association that owns or operates an establishment where tattooing or body piercing is performed and any individual who performs or practices the art of tattooing on the person of another.

PERSONAL IDENTIFICATION

A document or other written or memorialized instrument setting forth the presenter's true name, address, correct age or other identifying data, examples of which include but are not limited to driver's license, credit card issued by a national company, birth certificate, passport, employment identification card or any instrument issued by a governmental agency setting forth the pertinent and required information.

SANITIZE

A bacterial treatment of cleaned surfaces by a process which is effective in reducing the number of microorganisms to a safe level.

SINGLE USE

Products or items that are disposed of after use on each client, including, but not limited to, cotton swabs or balls, tissues or paper products, paper or plastic cups, gauze and sanitary covering, razors, needles, scalpel blades, stencils and ink cups.

STERILIZATION

The destruction of all forms of microbotic life, including spores, through the use of a steam sterilizer or autoclave.

TATTOO, TATTOOED OR TATTOOING

Refers to any method of placing designs, letters, scrolls, figures, symbols or any marks under the skin with ink or any other substance resulting in the coloration of the skin by the aid of needles or any other instruments designed to puncture the skin.

TATTOO ARTIST

One who engages in tattooing.

§ 293-2 Licensing regulations.

- A. It shall be unlawful for any operator to engage in the business of operating an establishment where tattooing or body piercing is performed without first obtaining a license from the Maywood Board of Health to engage in such business in accordance with the provisions hereof.
- B. An application for an initial license shall be made to the Board of Health of the Borough of Maywood accompanied by a fee as provided in the Board of Health Fee Ordinance at §330-20.
 - i. Application for licenses under this chapter shall be made to the Maywood Board of Health, in writing, upon such printed forms as the Maywood Board of Health shall prescribe and prepare. Such forms as the Board of Health shall prescribe and prepare may be obtained from the Maywood Board of Health and shall be signed by the applicant under oath and shall contain the following information:
 - a. If an individual, the full name, age, sex and residence address at the time of application.
 - b. If a corporation, the full corporate name, the date and the state of incorporation, address of the place or places of business, the name and address of the registered agent and the name, address and age of any principal owning more than 10% of the stock

- c. If a partnership, the information required by Subsection B(1)(a) above for each partner and the name under which the business is being conducted.
 - d. The apprenticeship, training and/or business experience of the applicant in the business or occupation for which the license is sought.
 - e. The length of time that the applicant has been engaged in such business or occupation.
 - f. Whether the applicant carries public liability insurance and, if so, the amount of said coverage and the company providing such liability insurance.
 - g. Name, address and age of every tattoo artist and/or body piercer to be initially employed to conduct the service. This shall be a continuing obligation for licensees to update once a year the list of tattoo artists and/or body piercers employed by the establishment.
 - h. State the date upon which Construction Official has approved the location for business.
- C. No ownership rights in any license or renewal thereof granted under the provisions of this chapter shall be assignable or transferable without the permission of the Board of Health whose permission shall not be unreasonably withheld. Any change of ownership shall require a new application and license with payment of fees.
- D. The renewal license fee for engaging in the business of operating an establishment subject to this chapter within the Borough of Maywood shall be as provided in the Board of Health Fee Ordinance, §330-20. All licenses shall expire on the last day of each calendar year. All applications for renewal must be presented to the Board of Health in writing on a form prescribed by the Board of Health within 30 days of the end of the calendar year.
- E. All establishments existing at the time of the enactment of this chapter will be considered renewal applications, provided that they apply for renewal of said license within one month after the effective date of this chapter. Establishments failing to apply within the specified time period will be considered new applicants and will be subject to the provision of Subsection B of this section.
- F. If renovations of the tattoo or body piercing establishment occur, plans must be submitted to the Maywood Board of Health and the applicant will be required to comply with § 293-4, herein, as well as all other applicable codes, regulations or laws.
- G. In the event that an applicant fails to qualify for a license under this chapter, the fee herein shall not be refunded.
- H. The license issued pursuant to this section shall be posted conspicuously in the place of business or location named therein.
- I. All establishments shall manage contaminated (body fluids) contact waste materials as medical waste pursuant to N.J.A.C. 7:26-A.8. All establishments shall be licensed with the State of New Jersey as a medical waste generator, pursuant to N.J.A.C. 7:26-A.8, prior to approval from the Maywood Board of Health.
- J. Applicants must also have the following:
- i. The applicant furnishes proof of having practiced the art of tattooing or body piercing as a full-time occupation, which may take the form of a letter from a tattoo and/or body piercing establishment representing that the applicant is/was employed by said establishment as a tattoo artist or body piercer, or that the applicant presently operates or had in the past operated a tattoo or body piercing establishment, or had in the past or presently maintains an ownership interest in a business, partnership or corporation which operates or operated a tattoo or body piercing establishment
 - ii. The applicant furnishes proof of having attended blood borne pathogen training which includes principles of disinfection and sterilization.

- iii. The operator-applicant shall develop operating guidelines, in accordance with the Centers for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA), that will reduce the likelihood of accidental needle sticks, and establish a monitoring system for those person(s) accidentally stuck by a needle. The guidelines shall be submitted to the Maywood Board of Health for approval prior to the issuance of a license and subsequent renewals of license
- iv. The operator- applicant of a tattoo/body piercing establishment shall submit a written aftercare plan to the Maywood Board of Health. Body piercing establishments will submit an aftercare plan specific to each body site intended to pierce.

§ 293-3 General provisions.

- A. It shall be a violation of this chapter for anyone or any tattoo or body piercing business to tattoo or body pierce any individual under 18 years of age without authorization signed by the parent or legal guardian, witnessed and attested to by a notary public. The operator shall be responsible for maintaining the original consent form and copies of all consent information for a period of two years beyond the recipient's 18th birthday. The operator shall obtain a copy of a two forms of personal identification of such individual being tattooed and/or pierced.
- B. Each person wishing to receive a tattoo or body piercing must first sign a consent form presented by the operator, the content of which has been approved by the Maywood Board of Health. This form shall commence with the following statement: "I swear, certify or affirm under the penalties of false swearing or perjury the following information." The consent form shall contain language above the applicant's signature which shall read, "I have read and understand the contents of this form, and acknowledge that an operator of the above-named tattoo and/or body piercing establishment has reviewed the same with me. I have presented to the operator the following forms of identification which I represent, warrant and guarantee are truthful and correct and are identification that relates to me. I further represent that I am an adult over the age of 18, and am not currently intoxicated or under the influence of any narcotic substance, and make this statement entirely of my own free will and sound mind." The form shall also include a signature line for the operator above which the following language shall appear: "I have reviewed the language of this form with the applicant who has represented to me that he/she fully understands the contents of same, and that the information provided is truthful, in addition, I have reviewed the documentation presented by the applicant with respect to his/her age." If the applicant appears to be visibly intoxicated or disoriented, the operator must refuse the applicant.
- C. All records regarding tattoos or body piercing are to be maintained for a minimum of two years. Information required for each applicant referred to in § 293-3B is to include the name, age, date of birth, health history, including allergies and medical conditions, home address and telephone numbers of the applicant as well as the name of the person who did the tattoo or body piercing, the design, location and the date of the tattoo or type of body piercing done.

§ 293-4 Sanitary requirements; design and layout specification.

- A. Each tattoo or body piercing facility shall have a bathroom accessible to the public and staff and a stainless steel sink in a separately designated sterilization room which is to be used by staff only as required by Subsection I of this section. The sink in the sterilization room shall be connected to hot and cold running water. Each bathroom shall be equipped with a commode and a sink, with the sink being connected to hot and cold running water. Soap and sanitary towels, or other approved hand drying devices, shall be available at the sink in the bathroom(s) and sterilization room at all times. Common towels are prohibited. Employee hand washing signs shall be posted in each bathroom and

- sterilization room. There shall be no door requiring the use of a tattoo artist/body piercer's hand in going from a hand-washing area to a work area.
- B. The chair or seat reserved for the person receiving the tattoo or body piercing shall be a material that is smooth and easily cleanable and constructed of material that is nonabsorbent. Any surface on the chair that becomes exposed to blood or body fluids must be cleaned and sanitized prior to use by the next customer.
 - C. The worktable or counter used by the tattoo artist or body piercer shall be smooth and easily cleanable and constructed of material that is nonabsorbent. There shall be a nonpermeable juncture between a table/counter and a wall if the table/counter is to be placed against a wall. This table/counter must be cleaned and sanitized (utilizing a method approved by the Maywood Board of Health) between customers.
 - D. The walls in the tattooing or body piercing area shall be smooth and easily cleanable and constructed of a nonabsorbent material.
 - E. The floor in the tattooing or body piercing area shall be of durable material that is nonabsorbent and is smooth and easily cleanable. Floors shall be kept clean.
 - F. Lighting within the tattoo or body piercing area shall be adequate so as to provide a minimum of 100 foot candles in all areas. Such illumination shall be reasonably free from glare and distributed to avoid shadows.
 - G. Each establishment must contain at least one enclosed privacy room so as to protect the confidentiality of the applicant and revelation of the service provided. The privacy room must be used when tattooing or body piercing is to be performed on either female breasts or the buttocks or groin areas of males or females. The privacy room shall have a swinging-type door for ingress and egress and be separated from other areas of the establishment by either walls or durable partitions, or other materials able to be sanitized, extending at least six feet in height and so designed to prevent visual observation of the customer and the tattoo artist from any other area by any persons other than the customer and the tattoo artist or body piercer.
 - H. Any surfaces in the establishment that become exposed to blood or body fluids must be cleaned and sanitized, utilizing a method approved by the Maywood Board of Health.
 - I. Cleaning, disinfection and sterilization activities must be conducted in a physically separate work area. This area should have a clearly defined work pattern from soiled to clean in order to prevent cross-contamination. All sterile equipment must be stored in enclosed cabinets outside of the processing room. All containers, regardless of size, must be clearly marked with the name of the product.
 - J. Proper waste receptacles shall be provided, and waste shall be disposed of at appropriate intervals.
 - K. The use of tobacco in any form in the establishment is prohibited.
 - L. The consumption of food or drink shall be prohibited in the tattoo/body piercing work areas of the parlor.
 - M. Only articles considered necessary for the routine and customary operation and maintenance of the tattoo/body piercing business shall be permitted in the tattoo or body piercing establishment.
 - N. No live bird, turtle, snake, dog, cat or other animal shall be permitted in any area used for the conduct of tattooing and/or body piercing operations or in the immediate open, adjacent areas, including the main waiting area and the public access to the toilet room, with the exception of animals utilized for the assistance of the blind and/or deaf.
 - O. Effective measures shall be taken to protect the entrance into the parlor and the breeding or presence on the premises of insects and rodents.
 - i. Anyone using pesticides must be certified by the State of New Jersey for application of same.
 - ii. The use of pesticides shall not result in the contamination of dyes, inks, ink reservoirs, needles, jewelry or gloves or any equipment used in connection with the operation.
 - P. Proper ventilation and exhaust will be provided.

§ 293-5 Regulation of tattoo or body piercing parlors.

- A. Before working on each patron, each tattoo artist or body piercer shall scrub and wash his/her hands thoroughly with hot water and antiseptic soap. Fingernails shall be kept clean and short.
- B. Disposable vinyl or latex gloves shall be worn by the tattoo artist or body piercer during tattoo preparation and application to prevent contact with blood or body fluids. Universal precautions described by the Centers for Disease Control and Prevention (CDC) shall be followed. All materials shall be disposed of in accordance with § 293-5E of this chapter after contact with each patron. Hands shall be washed immediately after removal of gloves. Any skin surface that has contact with blood shall be washed immediately.
- C. Immediately after tattooing or body piercing a patron, the tattooist or body piercer shall advise the patron on the care of the tattoo or body piercing in a written form and shall instruct the patron to consult a physician at the first sign of infection of the tattoo or body piercing. Printed instructions regarding these points shall be given to each patron.
- D. All medically diagnosed infections resulting from the practice of tattooing or body piercing which become known to the operator shall be promptly reported to the Health Officer by the person owning or operating the tattoo or body piercing establishment or by the tattoo artist or body piercer within 24 hours.
- E. Employee health.
 - i. The establishment shall comply with all the current OSHA requirements applicable to its operation.
 - ii. No person affected with infected wounds, open and infected sores and acute respiratory infection shall work in any area of a tattoo or body piercing establishment in any capacity in which there is a likelihood of contaminating tattoo or body piercing equipment, supplies or work surfaces.
- F. Skin preparation.
 - i. Tattooing or body piercing shall be done only on normal, healthy skin surface that is free of moles or infection.
 - ii. Only safety razors with disposable blades shall be used for the skin preparation. Blades shall be disposed of according to § 293-5E of this chapter after each use, and new blades shall be used for each patron.
 - iii. Following shaving, the area shall be thoroughly cleansed and scrubbed with tincture of green soap or its equivalent and warm water. Before placing the design or body piercing on the patron's skin, the area shall be treated with 70% alcohol and allowed to air dry. Piercing of mucous membranes (i.e., oral, nasal, vaginal, etc.) shall be treated with an industry appropriate and medically indicated antiseptic solution prior to the procedure.
 - iv. Only petroleum jelly (United States of America or National Formulary) or antiseptic ointment shall be applied to the tattoo area prior to tattooing or body piercing. The ointment shall be applied in a sanitary manner, disposing of the utensil after spreading. Collapsible tubes of ointment or jelly may also be used.
- G. Tattooing or body piercing.
 - i. The use of single-service hectographic stencils shall be required for applying a tattoo outline to the skin. Multi-use stencils shall be prohibited.
 - ii. Only nontoxic dyes or pigments may be used. Premixed sterile materials are preferred. Premixed dyes shall be used without adulteration of the manufacturer's original formula. The operator shall represent to the Maywood Board of Health, at the time of license application and renewal, that to the best of his/her knowledge the dyes and pigments used in tattoo applications are of nontoxic origins and shall submit supporting documentation on same. The operator shall also present to the Maywood Board of Health labels or manufacturer's data sheets relating to dyes and pigments or such other

written documentation as is applicable to the dyes and pigments that they are non-toxic or nonhazardous to human health.

- iii. Single-service or individual containers of dye or ink shall be used for each patron and the container disposed of immediately after completing work on each patron.
- iv. The completed tattoo shall be washed with sterile gauze or single-use paper tissue and a solution of tincture of green soap or its equivalent, then disinfected with 70% alcohol. The area shall be allowed to air dry and antiseptic ointment shall be applied and spread with sterile gauze and sterile dressing attached.
- v. Upon completion of piercing of the mucous membranes, the area shall be disinfected with the industry appropriate and medically indicated solutions.

H. Needles, instruments and dyes.

- i. Only single-service sterilized needles and needle bars shall be used for each patron.
- ii. If solder is used in manufacturing needles, needle bars or needle tubes, it must be free of lead.
- iii. Any needle that penetrates the skin of the tattoo artist or body piercer shall be immediately disposed of in accordance with § 293-5E of this chapter.
- iv. Needle tubes shall be ultrasonically cleaned in a solution which isalconox or its equivalent, then scrubbed with a clean brush, then rinsed clean. Needle tubes shall be sterilized in accordance with § 293-5D(5), stored in sterile bags and maintained in a dry, closed area.
- v. Each item to be sterilized shall be individually wrapped using chemical indicator bags or chemical indicator strips. Sterilization shall be by steam sterilization/autoclave. The autoclave shall be well maintained with a tight-fitting gasket and clean interior. The manufacturer's operating instructions and sterilization specifications shall be at hand. The sterilizer shall conform to the manufacturer's specifications with regard to temperature, pressure and time of sterilization cycle. Proper functioning of sterilization cycles shall be verified by the monthly use of biologic indicators (i.e., spore tests). A record of these monthly test results shall be available, and a test may be required to be done during any inspections. Establishments are required to maintain an autoclave on site, with a minimum interior chamber that is no less than seven inches in diameter and 15 inches in depth.
- vi. If the primary source of sterilization malfunctions, the Maywood Board of Health shall be notified no later than four hours after the deficiency. In an emergent situation, the Maywood Board of Health may approve alternate sterilization techniques.
- vii. Needles and bars shall not be bent or broken prior to disposal. Tattoo artists or body piercers shall take precautions to prevent injuries from contaminated needles or tubes.
- viii. All dyes and inks shall be from a source of supply which complies with applicable United States Food and Drug Administration regulations when available. Dyes and inks are to be used in accordance with the manufacturer's directions and are not to be adulterated with any substance not recommended by the manufacturer.
- ix. Immediately before applying a tattoo, the quantity of dye to be used for the tattoo shall be transferred from the dye bottles and placed into sterile, single-use paper cups or plastic caps. Upon completion of the tattoo, these single-use cups or caps and their contents shall be discarded.
- x. Excess dye or ink shall be removed from the skin with a single-service wiping tissue or sterile gauze which shall be discarded after each use.

- I. Disposal of waste. All used needles, needle bars or other disposable tools used in the tattooing process, as well as gloves, gauze and other materials saturated with blood or body fluids, shall be removed through the use of a licensed medical waste hauler.

§ 293-6 Prohibitions.

Temporary tattoo/body piercing establishments are prohibited.

§ 293-7 Violations and penalties.

- A. Any person or entity who or which violates any section of this chapter shall be subject to the following penalty: a fine not to exceed \$1,000; imprisonment not to exceed 90 days in the county jail; community service not to exceed 90 days; or any combination thereof in the discretion of the Municipal Court Judge. Each day that the violation exists is considered to be a separate offense.
- B. After due notice and hearing, the Board of Health may suspend or revoke any license issued under this chapter for violation of the provisions of this chapter.

Section 2: All ordinances of the Borough of Maywood which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

Section 3: If any section, subsection, sentence, clause or phrase of this ordinance if, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this ordinance.

Section 4: This ordinance shall take effect upon passage and publication according to law.

PULLED FROM AGENDA

ORDINANCE #10-21

AN ORDINANCE TO CREATE CHAPTER 107 OF THE BOROUGH OF MAYWOOD CODE SO AS TO PERMIT ALL CLASSES OF CANNABIS AS DEFINED BY THE NEW JERSEY CANNABIS REGULATORY ENFORCEMENT ASSISTANCE & MARKETPLACE ACT WITHIN THE BOROUGH OF MAYWOOD, STATE OF NEW JERSEY

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MAYWOOD, IN THE COUNTY OF BERGEN AND STATE OF NEW JERSEY, AS FOLLOWS:

WHEREAS, in 2020 New Jersey voters approved Public Question No. 1, which amended the New Jersey Constitution to allow for the legalization of a controlled form of marijuana called “cannabis” for adults at least 21 years of age; and

WHEREAS, Public Question No. 1 was approved by the voters of the Borough of Maywood; and

WHEREAS, on February 22, 2021, Governor Murphy signed into law P.L. 2021, c.16, known as the “New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act” (the “Act”), which legalizes the recreational use of marijuana by adults 21 years of age or older, and establishes a comprehensive regulatory and licensing scheme for commercial recreational (adult use) cannabis operations, use and possession; and

WHEREAS, the Act establishes six marketplace classes of licensed businesses, consisting of:

1. Class 1 Cannabis Cultivator license, for facilities involved in growing and cultivating cannabis;

2. Class 2 Cannabis Manufacturer license, for facilities involved in the manufacturing, preparation, and packaging of cannabis items;
3. Class 3 Cannabis Wholesaler license, for facilities involved in obtaining and selling cannabis items for later resale by other licensees;
4. Class 4 Cannabis Distributor license, for businesses involved in transporting cannabis plants in bulk from one licensed cultivator to another licensed cultivator, or cannabis items in bulk from any type of licensed cannabis business to another;
5. Class 5 Cannabis Retailer license for locations at which cannabis items and related supplies are sold to consumers; and
6. Class 6 Cannabis Delivery license, for businesses providing courier services for consumer purchases that are fulfilled by a licensed cannabis retailer in order to make deliveries of the purchased items to a consumer, and which service would include the ability of a consumer to make a purchase directly through the cannabis delivery service which would be presented by the delivery service for fulfillment by a retailer and then delivered to a consumer.

WHEREAS, Section 3 of the Act defines a “cannabis establishment” as “a cannabis cultivator, a cannabis manufacturer, a cannabis wholesaler, or a cannabis retailer”); and

WHEREAS, Section 31a of the Act authorizes municipalities to adopt by ordinance regulations governing the number of (1) cannabis establishments, (2) cannabis distributors and (3) cannabis delivery services, except for the delivery of cannabis items and related supplies by a cannabis delivery service based and initiated from outside of the municipality; and

WHEREAS, Section 31a of the Act also authorizes municipalities to adopt by ordinance regulations governing the local licensing endorsement, location, manner and times of operation of cannabis establishments and cannabis distributors, and the location and manner of cannabis delivery services, and establishing civil penalties for the violation of any such regulations; and

WHEREAS, Section 31b of the Act authorizes municipalities to prohibit by ordinance the operation of any one or more classes of cannabis establishments, distributors, or delivery services anywhere in the municipality, except for the delivery of cannabis items and related supplies by a delivery service based and initiated from outside of the municipality; and

WHEREAS, Section 31b of the Act also stipulates, however, that any municipal regulation or prohibition must be adopted within 180 days of the effective date of the Act (i.e., by August 21, 2021); and

WHEREAS, pursuant to Section 31b of the Act, the failure to do so shall mean that for a period of five years thereafter, the growing, cultivating, manufacturing, selling and reselling of cannabis and cannabis items shall be permitted uses in all industrial zones, and the retail selling of cannabis items to consumers shall be a conditional use in all commercial and retail zones; and

WHEREAS, at the conclusion of the initial and any subsequent five-year period following a failure to enact local regulations or prohibitions, the municipality shall again, in 2026, have 180 days to adopt an ordinance regulating or prohibiting cannabis businesses, but any such ordinance would be prospective only and would not apply to any cannabis business already operating with appropriate approvals within the municipality; and

WHEREAS, section 40 of the Act permits a municipality to adopt an ordinance imposing a transfer tax on the sale of cannabis or cannabis items by a cannabis establishment that is located in the municipality on receipts from the sale of cannabis by a cannabis cultivator to another cannabis cultivator; receipts from the sale of cannabis items from one cannabis establishment to another cannabis establishment; receipts from the retail sales of

cannabis items by a cannabis retailer to retail consumers who are 21 years of age or older; or any combination thereof and to set its own rate or rates, but in no case exceeding: two percent of the receipts from each sale by a cannabis cultivator; two percent of the receipts from each sale by a cannabis manufacturer; one percent of the receipts from each sale by a cannabis wholesaler; and two percent of the receipts from each sale by a cannabis retailer.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Maywood, County of Bergen, as follows:

Section 1: Chapter 107 is created and shall read as

Title of Chapter § 107: Alternate Treatment Centers

§ 107-1 TRANSFER TAX

- A. Transfer Tax Imposed.** There is hereby imposed a transfer tax of two percent (2%) on receipts from the sale of cannabis by a cannabis cultivator to another cannabis cultivator; receipts from the sale of cannabis items from one cannabis manufacturer to another cannabis establishment; and receipts from the retail sales of cannabis items by a cannabis retailer to retail consumers who are 21 years of age or older; and a tax of one percent of the receipts from each sale by a cannabis wholesaler. Such tax shall be collected or paid and remitted to the municipality by the cannabis establishment from the cannabis establishment purchasing or receiving the cannabis or cannabis item, or from the consumer at the point of sale, on behalf of the municipality by the cannabis retailer selling the cannabis item to that consumer. The transfer tax shall be stated, charged, and shown separately on any sales slip, invoice, receipt, or other statement or memorandum of the price paid or payable, or equivalent value of the transfer, for the cannabis or cannabis item. No cannabis establishment required to collect a transfer tax imposed hereunder shall advertise or hold out to any person or to the public in general, in any manner, directly or indirectly, that the transfer tax or user tax will not be separately charged and stated to another cannabis establishment or the consumer, or that the transfer tax will be refunded to the cannabis establishment or the consumer.
- B. Tax Liability.** Every cannabis establishment required to collect a transfer tax imposed by ordinance pursuant to this section shall be personally liable for the transfer tax or user tax imposed, collected, or required to be collected under this section. Any cannabis establishment shall have the same right with respect to collecting the transfer tax from another cannabis establishment or the consumer as if the transfer tax was a part of the sale and payable at the same time, or with respect to nonpayment of the transfer tax or user tax by the cannabis establishment or consumer, as if the transfer tax was a part of the purchase price of the cannabis or cannabis item, or equivalent value of the transfer of the cannabis or cannabis item, and payable at the same time; provided, however, that the chief fiscal officer of the municipality shall be joined as a party in any action or proceeding brought to collect the transfer tax or user tax.
- C. Collection of Taxes and Lien.** All revenues collected from a transfer tax imposed by ordinance pursuant to this section shall be remitted to the chief financial officer in the manner prescribed herein. The chief financial officer shall collect and administer any transfer tax imposed by ordinance pursuant to this chapter. The municipality may enforce the payment of delinquent taxes or transfer fees imposed by ordinance pursuant to this section in the same manner as provided for municipal real property taxes. In the event that the transfer tax imposed by ordinance pursuant to this section is not paid as and when due by a cannabis establishment, the unpaid balance, and any interest accruing thereon, shall be a lien on the parcel of real property comprising the cannabis establishment's premises in the same manner as all other unpaid municipal taxes, fees, or other charges. The lien shall be superior and paramount to the interest in the parcel of any owner, lessee, tenant, mortgagee, or other person, except the lien of municipal taxes, and shall be on a parity with and deemed equal to the municipal lien on the parcel for unpaid property taxes

due and owing in the same year. The municipality shall file in the office of its tax collector a statement showing the amount and due date of the unpaid balance and identifying the lot and block number of the parcel of real property that comprises the delinquent cannabis establishment's premises. The lien shall be enforced as a municipal lien in the same manner as all other municipal liens are enforced.

D. Administration of Transfer Tax. The Borough Chief Financial Officer is charged with the administration and enforcement of the provisions of this chapter, and is empowered to prescribe, adopt, promulgate and enforce rules and regulations relating to any matter pertaining to the administration and enforcement of this chapter, including provisions for the reexamination and corrections of declarations and returns, and of payments alleged or found to be incorrect, or as to which an overpayment is claimed or found to have occurred, and to prescribe forms necessary for the administration of this chapter. Should a cannabis establishment fail or refuse to provide adequate information to the chief financial officer to determine the amount of tax due, the chief financial officer may use information provided to the chief financial officer from other sources (i.e., the Commission or Department of Treasury) to determine the amount of tax liability.

- i. It shall be the duty of the chief financial officer to collect and receive the taxes, fines, and penalties imposed by this chapter. It shall also be the duty of the chief financial officer to keep a record showing the date of such receipt. The chief financial officer is authorized to enter into agreements with the State of New Jersey to obtain information to facilitate administration of the tax. The chief financial officer is authorized to issue a ruling upon written request of a taxpayer or upon its own volition.
- ii. The chief financial officer is hereby authorized to examine the books, papers and records of any taxpayer to verify the accuracy of any declaration or return, or if no declaration or return was filed, to ascertain the tax due. Every taxpayer is hereby directed and required to give to the chief financial officer, or to any agent designated by him/her, the means, facilities and opportunity for such examinations and investigations, as are hereby authorized.

E. Recordkeeping. Taxpayers liable for the transfer tax are required to keep such records as will enable the filing of true and accurate returns or the tax and such records shall be preserved for a period of not less than three (3) years from the filing date or due date, whichever is later, in order to enable the chief financial officer or any agent designated by him to verify the correctness of the declarations or returns filed. If records are not available in the municipality to support the returns which were filed or which should have been filed, the taxpayer will be required to make them available to the chief financial officer either by producing them at a location in the municipality or by paying for the expenses incurred by the chief financial officer or his agent in traveling to the place where the records are regularly kept.

F. Returns. All cannabis establishments operating in the municipality are required to file a transfer tax return with the Chief Financial Officer to report their sales during each calendar quarter and the amount of tax in accordance with the provisions of this chapter. Returns shall be filed and payments of tax imposed for the preceding calendar quarter shall be made on or before the last day of April, July, October, and January, respectively. A taxpayer who has overpaid the transfer tax, or who believes it is not liable for the tax, may file a written request on an amended tax return with the chief financial officer for a refund or a credit of the tax. For amounts paid as a result of a notice asserting or informing a taxpayer of an underpayment, a written request for a refund shall be filed with the chief financial officer within two (2) years of the date of the payment.

G. Confidentiality. The returns filed by taxpayers, and the records and files of the chief financial officer respecting the administration of the transfer tax, shall be considered confidential and privileged and neither the municipality nor any employee or agent engaged in the administration thereof or charged with the custody of any such records or files, nor any former officer or employee, nor any person who may have secured information there from, shall divulge, disclose, use for their own personal advantage, or examine

for any reason other than a reason necessitated by the performance of official duties any information obtained from the said records or files or from any examination or inspection of the premises or property of any person. Neither the chief financial officer nor any employee engaged in such administration or charged with the custody of any such records or files shall be required to produce any of them for the inspection of any person or for use in any action or proceeding except when the records or files or the facts shown thereby are directly involved in an action or proceeding under the provisions of the State Uniform Tax Procedure Law or of the tax law affected, or where the determination of the action or proceeding will affect the validity or amount of the claim of the municipality under the tax provisions of this chapter.

- H. Audit and Assessment.** The chief financial officer may initiate an audit by means of an audit notice. If, as a result of an examination conducted by the chief financial officer, a return has not been filed by a taxpayer or a return is found to be incorrect and transfer taxes are owed, the chief financial officer is authorized to assess and collect any tax due. If no return has been filed and tax is found to be due, the tax actually due may be assessed and collected with or without the formality of obtaining a return from the taxpayer. Deficiency assessments (i.e., where a taxpayer has filed a return but is found to owe additional tax) shall include taxes for up to three (3) years to the date when the deficiency is assessed. Where no return was filed, there shall be no limit to the period of assessment. Upon proposing an assessment, the chief financial officer shall send the taxpayer an interim notice by certified mail, return receipt requested, which advises the taxpayer of additional taxes that are due. Should the taxpayer wish to dispute the assessment administratively by requesting a hearing with the chief financial officer, it must do so within thirty (30) days of the date of such interim notice. If, after the chief financial officer sends an interim notice, a taxpayer fails to timely request a hearing with the Chief financial officer or requests a hearing and after conducting a hearing, the chief financial officer determines that the taxes are due, the chief financial officer shall send the taxpayer by certified mail, return receipt requested, a final notice. Should the taxpayer wish to dispute the assessment set forth in the final notice, he or she must initiate an appeal in the New Jersey Tax Court within ninety (90) days after the mailing of any final notice regarding a decision, order, finding, assessment, or action hereunder.
- I. Time Limitations.** The following periods of limitations shall apply to suits for collection of taxes:
- i. When a return has been filed but no tax paid, any suit brought to recover the tax due and unpaid shall be filed within two (2) years after the return was due or filed, whichever is later.
 - ii. Where no return was filed or a fraudulent return was filed, there shall be no limits to file suit for the collection of taxes.
 - iii. Where, before the expiration of the time prescribed in this section for the filing a lawsuit against the taxpayer, both the chief financial officer and the taxpayer have consented in writing to its extension after such time, the suit may be filed at any time prior to the expiration of the period agreed upon.
 - iv. The period so agreed upon may be extended by subsequent agreements in writing made before the expiration of the period previously agreed upon.
- J. Hearings.** Any person who receives an interim notice from the chief financial officer may within thirty (30) days after the date of an interim notice, request a hearing with the chief financial officer. Any person who fails to request a chief financial officer's hearing in a timely manner waives the right to administratively contest any element of the assessment. The chief financial officer shall accept payments of disputed tax amounts under protest pending appeals; however, any request for refund of such monies must be filed in accordance with this section.

- K. Appeals.** Any aggrieved taxpayer may, within ninety (90) days after the mailing of any final notice regarding a decision, order, finding, assessment, or action hereunder, or publication of any rule, regulation or policy of the chief financial officer, appeal to the Tax Court pursuant to the jurisdiction granted by N.J.S.A. 2B:13-2a(3) to review actions or regulations of municipal officials by filing a complaint in accordance with the New Jersey Court Rule 8:3-1. The appeal provided by this section shall be the exclusive remedy available to any taxpayer for review of a final decision of the chief financial officer in respect to a determination of liability for the tax imposed by this chapter.
- L. Definitions and Repealer.** Unless specifically defined otherwise herein, any term used herein shall be incorporate the definition of that term in the Act. Any article, section, paragraph, subsection, clause, or other provision of the Borough of Maywood inconsistent with the provisions of this ordinance is hereby repealed to the extent of such inconsistency.
- M. Interpretation and Savings Provision.** No ordinance, regulation or interpretation thereof shall conflict with the Act. If any section, paragraph, subsection, clause, or provision of this ordinance shall be adjudged by a court of competent jurisdiction to conflict with the Act or otherwise be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause, or provision so adjudged, and the remainder of this ordinance shall be deemed valid and effective.
- N. Violations and penalties.** Any person or business who violates any provision of this chapter shall, upon conviction, be subject to the penalties provided by § 1-15 of this Code.

§ 107-2 STANDARDS ADOPTED; LICENSE REQUIRED.

It shall be unlawful for any person or any corporate entity to operate an Alternate Treatment Center establishment as defined in and governed by Chapter 429.6 of the Borough Code and P.L. 2021, c.16, known as the "New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act" (the "Act") without first having procured an annual license from the Local Board of Health so to do and without complying with any or all of the provisions concerning operation and maintenance of the same as contained in the aforementioned Chapter XII of the State Sanitary Code.

§ 107-3 LICENSE FEES; RENEWAL; LATE FEES.

- A. An Alternate Treatment Center shall pay an annual License fee \$35,000.00.
- B. The licenses issued aforesaid shall be effective for the calendar year, expiring on the 31st day of December of the year of issue, and may be renewable for succeeding calendar years thereafter. The fee for license renewals shall be due and payable on or before the first day of February in the year of renewal. Retail food establishments in operation and holding current licenses at the time of enactment of this chapter shall be required to renew licenses at the revised fees specified herein for succeeding years.
- C. Late fees. A late fee of \$50 shall be charged for license which are not paid on/or before February 1 of the license year. An additional \$75 shall be charged for each thirty-day period that the license fee is not paid after February 1 of the license year

§ 107-4 REVOCATION, SUSPENSION OR CANCELLATION OF LICENSES; HEARING.

- A. Any license issued under the terms and provisions of this chapter may be suspended or revoked by the Board of Health of this municipality for the violation by the licensee of any provision of this chapter or Chapter XII of the New Jersey State Sanitary Code or whenever it shall appear that the business, trade,

calling, profession or occupation of the person, firm or corporation to whom such license was issued is conducted in a disorderly or improper manner or in violation of any law of the United States, the State of New Jersey or any ordinance of this municipality or that the purpose for which the license has been issued is being abused to the detriment of the public or is being used for a purpose foreign to that for which the license was issued.

- B. A license issued under the terms and provisions of this chapter shall not be revoked, canceled or suspended until a hearing thereon shall have been had by the Board of Health. Written notice of the time and place of such hearing shall be served upon the licensees at least three days prior to the date set for such hearing. Such notice shall also contain a brief statement of the grounds to be relied upon for revoking, canceling or suspending such license. Notice may be given either by personal delivery thereof to the person to be notified or be deposited in the United States Post Office in a sealed envelope, postage prepaid, addressed to such person to be notified at the business address appearing upon said license. At the hearing before the Board of Health, the person aggrieved shall have an opportunity to answer and may thereafter be heard, and upon due consideration and deliberation by the Board of Health, the complaint may be dismissed, or if the governing body concludes that the charges have been sustained and substantiated, it may revoke, cancel or suspend the license held by the licensee.
- C. If any such license shall have been revoked, neither the holder thereof nor any person acting for him, directly or indirectly, shall be entitled to another license to carry on the same business within the Borough, unless the application for such license shall be approved by the Governing Body

§ 107-5 NON-APPLICABILITY.

No provision of this chapter shall be applied so as to impose any unlawful burden on either interstate commerce or any activity of the state or federal government.

§ 107-6 VIOLATIONS AND PENALTIES.

Any person, firm or corporation who shall violate any of the provisions of this chapter shall, upon conviction, be subject to the penalties provided by § 1-15 of this Code, and each violation of any of the provisions of this chapter and each day the same is violated shall be deemed and taken to be a separate and distinct offense.

Section 2: All ordinances of the Borough of Maywood which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

Section 3: If any section, subsection, sentence, clause or phrase of this ordinance if, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this ordinance.

Section 4: This ordinance shall take effect upon passage and publication according to law

Councilman Ullman moved for the adoption; seconded by Council President Bennin. Motion passed unanimously.

BE IT RESOLVED by the Mayor and Council of the Borough of Maywood that Ordinances #8-21 & #9-21 be and are hereby passed upon second and final reading and that the Borough Clerk is hereby authorized and directed to advertise the same according to law.

Mayor Bolan announced that a Special Meeting will be held on July 7th and the Work Session originally scheduled for July 13th will be included on the July 7th Special Meeting.

APPROVAL OF MINUTES

May 25, 2021 Council Meeting Minutes

May 25, 2021 Closed Session Minutes

June 3, 2021 Special Meeting Minutes

Council President Bennin made a motion and was seconded by Councilman Herrick for the approval of minutes. Motion carried unanimously.

ENGINEER REPORT

a. June 2021 Monthly Status Report

1. NJDOT MUNICIPAL AID GRANT (PALMER AVENUE AND PALMER AVENUE BUS STOP SIGNAGE)

All punch list items were addressed in early January 2021. On January 18, 2021, our office issued the NJDOT Construction Completion / Final Inspection letter request with a response letter received on April 05, 2021. No remedial action was required by the NJDOT.

Our office prepared and submitted the municipal project closeout documents. The project was closed out by the Borough in late May 2021. We have proceeded with the NJDOT Closeout package. Once submitted to the NJDOT, the Borough will receive its outstanding grant funds.

2. YEAR 2020 SPRING ROADWAY IMPROVEMENTS PROGRAM

Since the contractor for the Year 2020 Fall Roadway Improvement Program had better availability, the Borough Hall parking lot concrete improvements were addressed by that contractor during the week of April 26, 2021. This included the conduit sweep installation for a future, potential EV charging station. A change order for these concrete improvements will be included within the Year 2020 Fall Roadway Improvement Program contract instead of the Year 2020 Spring Roadway Improvement Program.

The Year 2020 Spring Roadway Improvement Program contractor will only address the milling, paving, and striping of the Borough Hall parking lots. The milling and paving of the parking lots occurred in mid-May 2021. On June 04, 2021, our office submitted the final closeout documents for review and action by the Borough at its next available Mayor and Council meeting.

3. YEAR 2020 FALL ROADWAY IMPROVEMENTS PROGRAM

It shall be noted that PSE&G will be implementing a gas main replacement program throughout the Borough of Maywood. Main replacements will occur on West Pleasant Avenue. Therefore, the Borough needed to select a different roadway to mill and pave due to the PSE&G project schedule. The Borough selected Oak Avenue from Coolidge Avenue to West Spring Valley Avenue. Concrete improvements were addressed on Oak Avenue in early June 2021. Milling and paving on Park Avenue, Locust Drive, Cedar Avenue, and Oak Avenue is to proceed on June 17, 2021 pending weather conditions.

Since the contractor for this project had better availability, the Borough Hall parking lot concrete improvements were addressed by this contractor during the week of April 26, 2021. This included the construction of a conduit sweeper for a future, potential EV charging station within the parking lot. A change order for these concrete improvements will be included within this project contract instead of the Year 2020 Spring Roadway Improvement Program. The Year 2020 Spring Roadway Improvement Program will only address the milling, paving, and striping of the Borough Hall parking lots.

4. MAYWOOD SENIOR CENTER - ADA SLIDING DOORS, STORAGE CLOSETS, & VESTIBULE IMPROVEMENTS (BERGEN COUNTY CDBG FUNDED)

On June 15, 2021, the contractor signed the contracts and returned them to our office. We forwarded the contracts to the Borough for signature by Mayor Bolan. Once signed, our office would schedule the pre-construction meeting for the project.

It shall be noted that Bergen County Community Development required a letter providing an explanation as to why the funds were not expended a year from the award of the grant. The COVID pandemic was an acceptable response for delay but the letter stating so must be provided. This letter was required to be issued expeditiously in order not to jeopardize the grant funding. We confirmed with Bergen County that current project bid shall not be delayed though. The Borough submitted this grant extension request on April 15, 2021 to permit an extension on December 31, 2021.

5. NJDOT MUNICIPAL AID GRANT (WYOMING AVENUE FROM WEST PLEASANT AVENUE TO TERMINUS AT MEMORIAL PARK)

On December 01, 2020, we issued a proposal for surveying, engineering, and construction management services for this project. The preliminary engineer's estimate is more than the grant award amount. Therefore, the Borough will be required to contribute capital funding for this project.

6. BERGEN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (SOUTH ELM AVENUE)

On April 15, 2021, our office forwarded the construction drawings and specifications to Bergen County Community Development to permit their office to perform a project environmental review. The Resolution to Advertise was adopted by the Governing Body on April 27, 2021. After Bergen County completed their environmental review, a bid notice was forwarded to the Borough on May 14, 2021 with the document availability and bid opening dates as May 27, 2021 and June 17, 2021, respectively. We anticipate a Summer 2021 construction schedule.

It shall be noted that the intersection of Edgewood Place and South Elm Avenue is shown to be included as part of the PSE&G Gas Main replacement project. We have informed PSE&G of the Bergen County Community Development Grant deadline which requires project closeout to occur at the end of December 2021. PSE&G informed our office during a ZOOM Meeting on May 11, 2021 that they do not intend to impact this intersection.

7. BOROUGH LIBRARY AND SPENCER JOSEPH WAY PARKING LOT IMPROVEMENTS

Our office was authorized to proceed with the project in late March 2021. On April 29, 2021, the Resolution to Advertise was forwarded to the Borough for consideration by the Mayor and Council. A bid notice was forwarded to the Borough on May 14, 2021 with the document availability and bid opening dates as May 27, 2021 and June 17, 2021, respectively. We anticipate a Summer 2021 construction schedule.

8. BOROUGH DPW BUILDING – FLOOR DRAIN SYSTEM

On March 15, 2021, our office inspected the floor drains and storm system with Montana Construction and the DPW Superintendent to review the potential to clean and televise the existing floor drain system. A daily quote from Montana Construction was provided to the Borough on March 16, 2021. It was in the amount of \$4,720 per day plus \$250 per 1,000 gallons of material to be disposed. Per the visual surface inspection, the contractor believes that the work could be completed in approximately two days, but it shall be noted that this

is only an estimate. They are not aware of how clogged / blocked the existing system is which could increase the number of days.

Per the Mayor and Council's authorization, Montana Construction proceeded with the cleaning and televising of the existing floor drains within the DPW building. During these actions, it was found that T-connections / obstructions existed which affected the Montana's operations. The Borough DPW determined that they would sawcut small floor slab sections to permit access to these points of concern. We understand that the Borough DPW intends to perform this work within the next few weeks. Once completed, Montana would proceed with the remainder of its services.

9. BERGEN COUNTY OPEN SPACE – CALL FOR YEAR 2021 – 2022 PROJECTS

Our office has been informed by Bergen County Open Space that the Year 2021-2022 Call for Projects was open on February 22, 2021. The Declaration of Intent to Apply is due on April 09, 2021 with the complete submission due on May 14, 2021. The Borough wanted to pursue a grant for the Fred Zigrest / Grove Street Park. The grant application package submission occurred after that meeting on May 14, 2021.

10. YEAR 2022 NJDOT MUNICIPAL AID GRANT – CALL FOR PROJECTS

On April 26, 2021, the NJDOT issued a call for Year 2022 NJDOT Municipal Aid Grant submissions for roadway improvement projects. We understand that the Borough would like to submit an application package. This application's submission deadline is July 01, 2021.

To provide sufficient time to prepare the application and to provide time to have the endorsing resolution adopted by the Governing Body, we would respectfully request that the Borough select a roadway to be submitted at either its May 11, 2021 or May 25, 2021 Mayor and Council meeting. Per the Borough's request, we will submit an application for Briarcliff Avenue on the Borough's behalf.

Frank Cilento asked about the paving of Wyoming Avenue. Mayor Bolan responded that Wyoming Avenue is being paved during the PSE&G project, therefore another street in Maywood can be paved.

PRESENTATION OF BILLS AND CLAIMS AND REQUEST FOR PUBLIC COMMENT

The Clerk presented the bill resolution.

Councilman Roer made a motion and was seconded by Councilwoman DeMuro to approve the Bill List. Motion carried unanimously.

Vendor	PO #	Chk #	Amount	Description	Account	Invoice
BROWN'S JANITORIAL	210702	115014	82.72	INVOICE #018936	01-2010-26-3112-257	INVOICE #018936
C. WINTERS SUPPLY	210703	115015	1380.00	INVOICE #60836, 60837, 60838, 60839, 60860, 60926, 60940, 60947, 60949	01-2010-26-2902-131	addtn'l INVOICE #60947, 60949
CAREER DEVELOPMENT	210772	115016	389.00	HUMANE LAW ENFORCEMENT COURSE	01-2010-25-2402-269	HUMANE LAW ENFORCEMENT COURSE DELLA BELLA
CHIEF FIRE EQUIPMENT &	210681	115017	81.35	BLANKET PD. REFILL & MAINTENANCE FOR FIRE EXTINGUISHERS	01-2010-25-2402-022	INVOICE #129511845
CHEMICAL EQUIPMENT LABS	210658	115018	116.89	INVOICE #7051222 REMAINING BALANCE	01-2010-26-2902-222	INVOICE #7051222 REMAINING BALANCE
CLARKE CATON HINTZ,	210006	115019	1305.25	PROFESSIONAL SERVICES RENDERED COAH INVOICE #79498	01-2010-20-1552-167	INVOICE #79498
CONCENTRA OCCUP H/TH	210484	115020	105.00	PRE EMPLOYMENT PHYSICAL FOR FIRE POLICE	01-2010-23-2202-181	PRE EMPLOYMENT PHYSICAL FOR FIRE POLICE
DAVIS CARBURATOR &	210619	115021	99.97	INVOICE #7118	01-2010-26-3112-132	INVOICE #7118
DAVIS CARBURATOR &	210619	115021	49.98	INVOICE #7118	01-2010-41-7050-170	INVOICE #7118
BELL, INC.	210510	115022	3058.16	QUOTE #3000082026473.1	01-2010-25-2542-084	INVOICE #10480554978
BELL, INC.	210693	115023	1445.33	Fire Department Computer as per quote # 3000085785554.1	01-2010-25-2542-084	quote # 3000085785554.1
BERVILLE STRING BAND	210768	115024	2500.00	PERFORMANCE AT THE 4TH OF JULY PARADE TO BE HELD ON JULY 5TH, 2021	01-2010-30-4203-118	PERFORMANCE AT THE 4TH OF JULY PARADE TO BE H
DOOR WORKS, INC.	210589	115025	620.30	INVOICE #12711	01-2010-26-3112-132	INVOICE #12711
EAST COAST DESIGNS	210688	115026	505.00	INVOICE #15622 - t-shirts for clean up event	01-2131-00-0000-003	INVOICE #15622 - t-shirts for clean up event
EJC SPORTS, LLC	210709	115027	4300.00	INVOICE #1060292	01-2010-28-3702-283	INVOICE #1060292
ENFORSYS POLICE	210509	115028	5750.00	INVOICE #10405	01-2010-25-2402-057	INVOICE #10405
ENVIRONMENTAL RENOV.	210704	115029	661.00	INVOICE #308116, 307910	01-2010-26-3051-281	INVOICE #308116, 307910
KARTA RECYCLING CO.,	210842	115030	66339.35	INVOICE #308116, 307910	01-2010-26-3052-152	INVOICE #308116, 307910
GALES, LLC	210582	115031	142.96	QUOTE #18033807	01-2010-25-2402-063	QUOTE #18033807
GATES FLAG AND BANNER	210788	115032	197.10	FLAGS FOR PRIDE	01-2010-30-4202-193	INVOICE #205622
GROFF TRACTOR	210672	115033	190.72	INVOICE #SM0132670-3	01-2010-26-3152-071	INVOICE #SM0132670-3
H N ROEDLER NURSERY,	210679	115034	368.72	ORDER #0-1198612	01-2010-26-3112-132	ORDER #0-1198612
HONG DEPOT INC.	210789	115035	672.59	INVOICE #1014904, 9020827, 6112573, 3623702, 8113503, 6011378, 5022972, 5102957, 1023575, 1044317	01-2010-26-3112-132	INVOICE #1014904, 9020827, 6112573, 3623702, 8113
KAUKER & KAUKER LLC	210729	115036	520.00	INVOICE #2021-117, 2021-118	01-2010-20-1552-167	INVOICE #2021-117, 2021-118
INSURANCE DESIGN	210790	115037	725.00	INVOICE #430995	01-2010-23-2202-113	INVOICE #430995
JAW-SAR-MASHI, LLC	210270	115038	144.69	BLANKET PD BORO VEHICLES CAR WASH	01-2010-26-3152-183	MAY 5/1-5/31/21
LANGUAGE LINE SERVICES	210306	115039	47.00	BLANKET PD INTERPRETATION	01-2010-25-2402-057	INVOICE #10243291
Vendor	PO #	Chk #	Amount	Description	Account	Invoice
MAIN LOCK, INC.	210674	115046	126.00	SERVICES INVOICE #0177143-IN.	01-2010-26-3112-132	INVOICE #0177143-IN.
MINIMUS RESTAUS, INC.	210640	115041	110.00	INVOICE #1-533413	01-2010-26-3112-132	INVOICE #1-533413
MKTNG MK & SAFETY	210760	115042	1905.55	INVOICE #36418	01-2010-26-3112-025	INVOICE #36418
MGL PRINTING SOLUTIONS,	210751	115043	1421.00	INVOICE #180619 ENVELOPES & PD VOUCHER FORMS	01-2010-20-1452-258	INVOICE #180619 ENVELOPES & PD VOUCHER FORMS
MICRO CENTER	210697	115044	449.91	Cameras and thumb drives	01-2010-20-1002-169	INVOICE #6814145
ANDREW MULLIGAN	210814	115045	200.00	REIMBURSEMENT FOR OUT OF POCKET EXPENSES	01-2010-23-2102-124	REIMBURSEMENT FOR OUT OF POCKET EXPENSES
JOSEPH NATALE	210735	115046	200.00	REIMBURSEMENT FOR OUT OF POCKET EXPENSES	01-2010-23-2102-124	REIMBURSEMENT FOR OUT OF POCKET EXPENSES
NEOSIA ENGINEERING	210723	115047	1666.67	INVOICE #2101127	01-2010-20-1652-162	INVOICE #2101127
NECHAM, GARY	210792	115048	39.05	Inv - 31903 and Inv - 31903	01-2010-26-3152-147	REIMBURSEMENT FOR OUT OF POCKET EXPENSES Inv
NJ DEPT. OF COMMUNITY	210052	115049	1816.00	4TH QUARTER DCA REPORT TRAINING FEES	01-2010-00-6000-001	4TH QUARTER DCA REPORT TRAINING FEES
NJ DEPT. OF	210803	115050	600.00	INVOICE #210690740	01-2010-26-3152-071	INVOICE #210690740
NJ STATE LEAGUE OF	210713	115051	375.00	NJ Municipalities Magazine renewal	01-2010-20-1002-253	INVOICE #21M-9013
NORTH JERSEY MEDIA	210779	115052	237.15	Legal ad blanket for The Record & Herald News	01-2010-20-1202-169	ORDER #0004746213,0004740224,0004752481
OUR TOWN NEWSPAPER	210125	115053	175.60	2021 Legal Notice Blanket	01-2010-20-1202-169	INVOICE #10752, 10754
OUR TOWN NEWSPAPER	210125	115054	36.70	2021 Legal Notice Blanket	01-2010-20-1202-169	INVOICE #10782
P & A AUTO PARTS	210707	115055	10.51	INVOICE #15041-201061	01-2010-26-3152-183	INVOICE #15041-201061
OTS TRUCKING, LLC	210673	115056	375.00	INVOICE #INVDTS3557	01-2010-26-3051-281	INVOICE #INVDTS3557
OTS TRUCKING, LLC	210804	115056	175.00	TICKET #H92521	01-2010-26-3051-281	TICKET #H92521
P & G AUTO, INC.	210635	115057	22.72	INVOICE #001-210574	01-2010-26-3152-147	INVOICE #001-210574
P & G AUTO, INC.	210683	115057	349.64	REF #001-214006, 001-213696, 001-212599, 001-213876	01-2010-26-3152-183	REF #001-214006, 001-213696, 001-212599, 001-213
P & G AUTO, INC.	210777	115057	70.37	INVOICE #001-215647, 001-215508, 001-215378	01-2010-26-3152-193	INVOICE #001-215647, 001-215508, 001-215378
P & G AUTO, INC.	210778	115057	209.29	INVOICE #001-215379, 001-215497	01-2010-26-3152-147	INVOICE #001-215379, 001-215497
PARANUS POLICE	210636	115058	720.00	10 ct. BLANK STREET SIGNS w/ LETTERING CHARGE	01-2010-26-2902-249	10 ct. BLANK STREET SIGNS w/ LETTERING CHARGE
WILLIAM PHAYRE	210784	115059	133.25	REIMBURSEMENT FOR OUT OF POCKET EXPENSES	01-2010-25-2402-057	REIMBURSEMENT FOR OUT OF POCKET EXPENSES
P.I.A. SECURITY	210730	115060	4375.00	2ND QUARTERLY CONSULTANT COORDINATORS-FEE 4/1/21-6/30/21	01-2010-23-2102-124	2ND QUARTERLY CONSULTANT COORDINATORS FEE 4/1
PINE ISLAND TURF	210576	115061	1065.00	Sod delivery w/pallets	01-2010-28-3752-092	INVOICE #17868
PROCOPY, INC.	210225	115062	69.00	LEASE PAYMENT FOR TAX OFFICE	01-2010-20-1452-258	INVOICE #58527

Vendor	PO #	Chk #	Amount	Description	Account	Invoice
PROFESSIONAL, INC.	210648	115063	3549.00	PRINTER BLANKET INVOICE #40382 ACCIDENT & HEALTH RENEWAL - RECREATION & MYAA	01-2010-23-2102-124	INVOICE #40382 ACCIDENT & HEALTH RENEWAL - REC
READY REFRESH BY NESTLE	210722	115064	412.39	INVOICE #11F0437956899	01-2010-26-3112-132	INVOICE #11F0437956899
MARIA HEDA	210853	115065	360.00	BANK RECONCILIATION	01-2010-20-1452-078	BANK RECONCILIATION
REGIONAL COMMUNICATIONS	210752	115066	234.95	Inv 147024	01-2010-25-2782-183	INVOICE #147024
RE-TWON TECHNOLOGIES,	210708	115067	491.64	INVOICE #28590	01-2010-26-3152-071	INVOICE #28590
ROBERT'S & SON, INC.	210684	115068	245.70	INVOICE #05628313	01-2010-26-3152-071	INVOICE #05628313
ROCK EQUIPMENT RENTALS	210670	115069	3625.00	RENTAL FOR EQUIPMENT VINI1FVAG3FEXMHMF6295	01-2010-26-2902-146	RENTAL FOR EQUIPMENT VINI1FVAG3FEXMHMF6295
THE RODGERS GROUP, LLC	210737	115070	1113.00	PUBLIC SAFETY TELECOM IN SERVICE TRAINING	01-2010-25-2402-269	PUBLIC SAFETY TELECOM IN SERVICE TRAINING
DACHS & ZITZER SUPPLY	210775	115071	187.01	INVOICE #425746	01-2010-26-3112-132	INVOICE #425746
DACHS & ZITZER SUPPLY	210776	115072	380.89	PICKING TICKET #R442214	01-2010-26-3112-132	PICKING TICKET #R442214
SECURITY SHREDDING	210817	115073	65.00	INVOICE #31362	01-2010-20-1002-149	INVOICE #31362
BENJAMIN SINGER	210785	115074	155.00	REIMBURSEMENT FOR OUT OF POCKET EXPENSES	01-2010-25-2402-269	REIMBURSEMENT FOR OUT OF POCKET EXPENSES
SKYLINERS ALUMNI DRUM &	210767	115075	2400.00	PERFORMANCE AT 4TH OF JULY PARADE ON JULY 5TH, 2021	01-2010-30-4203-118	PERFORMANCE AT 4TH OF JULY PARADE ON JULY 5TH
SOUTH BERGEN MUN. JOINT	210080	115076	280927.50	INVOICE #SDER319-2021 FOURTH INSTALLMENT 2020. FIRST INSTALLMENT 2021	01-2010-23-2102-124	INVOICE #SDER319-2021 FOURTH INSTALLMENT 2020
STALKER RADAR	210583	115077	2214.00	QUOTE #2048769	01-2010-25-2402-267	INVOICE #304818
STANDARD INSURANCE CO.	210732	115078	1188.98	JUNE 2021 DISABILITY INSURANCE	01-2010-23-2202-069	JUNE 2021 DISABILITY INSURANCE
STAPLES	210761	115079	289.98	VOTE HERE A-FRAME SIGN HOLDER	01-2010-20-1212-011	VOTE HERE A-FRAME SIGN HOLDER
STAPLES	210787	115080	53.62	OFFICE SUPPLIES	01-2010-20-1002-149	ORDER #7332004898
STAPLES	210787	115080	195.29	OFFICE SUPPLIES	01-2010-20-1202-229	ORDER #7332004898
STAPLES	210787	115080	106.99	OFFICE SUPPLIES	01-2010-20-1812-163	ORDER #7332004898
STAPLES	210431	115081	65.51	BLANKET PO	01-2010-25-2402-163	INVOICE #3476889425
SUPERIOR DISTRIBUTORS	210682	115082	53.90	INVOICE #211180048	01-2010-26-3152-071	INVOICE #211180048
SUPERIOR DISTRIBUTORS	210794	115092	194.67	Invoices #211390177, #211390176	01-2010-26-3152-147	Invoices #211390177, #211390176
TERNE CO.	210639	115083	379.85	INVOICE #3131825	01-2010-28-3752-255	INVOICE #3131825
TERNE CO.	210705	115083	3544.80	INVOICE #3146375	01-2010-28-3752-092	INVOICE #3146375
TERNE CO.	210706	115083	602.64	ORDER #3141527	01-2010-28-3752-092	ORDER #3141527
THANE	210171	115084	75.00	BLANKET PO DET. BUREAU ACCT#5099321 INVESTIGATE TOOL	01-2010-25-2402-057	INVOICE #5099321-202105-1
TREASURER- STATE OF NEW	210733	115085	3260.00	INVOICE #210674520	01-2010-26-3112-132	INVOICE #210674520
WIELKOTZ & COMPANY, LLC	210686	115086	10000.00	INVOICE #21-106-01414	01-2010-20-1352-014	INVOICE #21-106-01414
WIELKOTZ & COMPANY, LLC	210686	115087	850.00	INVOICE #21-106-01399	01-2010-20-1352-014	INVOICE #21-106-01399
WIELKOTZ & COMPANY, LLC	210745	115087	350.00	INVOICE # 21-106-01449	01-2010-20-1352-014	INVOICE # 21-106-01449
VIGILANTE PLUMBING &	210742	115088	3322.00	INVOICE #BOM-006, BOM-007	01-2010-26-3112-132	INVOICE #BOM-006, BOM-007

Vendor	PO #	Chk #	Amount	Description	Account	Invoice
DARRYL MOERS	210313	115089	200.00	REIMBURSEMENT FOR OUT OF POCKET EXPENSES	01-2010-23-2102-124	REIMBURSEMENT FOR OUT OF POCKET EXPENSES
ZUTOMA PORTABLE	210652	115090	140.00	INVOICE #161426	01-2010-28-3702-146	
PITNEY BOWEN GLOBAL	210811	115091	284.40	Qty Lease Inv #331343810	01-2010-20-1002-133	Qty Lease Inv #331343810
PITNEY	210269	115092	167.18	BLANKET PO ACCOUNT #07870-432086-01	01-2010-25-2402-057	120-06-21
VERIZON CONNECT HWY,	210845	115093	226.66	INVOICE # OSV000002456975	01-2010-26-3102-197	INVOICE # OSV000002456975
VERIZON	210261	115094	1076.41	INVOICE #9877031628	01-2010-25-2542-084	INVOICE #9877031628
Borough of Maywood	0	610211	1430.54	JUNE 11, 2021 PAYROLL	01-2010-20-1000-001	
Borough of Maywood	0	610211	10007.19	JUNE 11, 2021 PAYROLL	01-2010-20-1001-204	
Borough of Maywood	0	610211	6357.23	JUNE 11, 2021 PAYROLL	01-2010-20-1201-011	
Borough of Maywood	0	610211	7123.59	JUNE 11, 2021 PAYROLL	01-2010-20-1451-204	
Borough of Maywood	0	610211	826.98	JUNE 11, 2021 PAYROLL	01-2010-20-1501-204	
Borough of Maywood	0	610211	9332.75	JUNE 11, 2021 PAYROLL	01-2010-22-1951-204	
Borough of Maywood	0	610211	19957.83	JUNE 11, 2021 PAYROLL	01-2010-25-2401-091	
Borough of Maywood	0	610211	7247.23	JUNE 11, 2021 PAYROLL	01-2010-25-2401-093	
Borough of Maywood	0	610211	5370.00	JUNE 11, 2021 PAYROLL	01-2010-25-2401-095	
Borough of Maywood	0	610211	2605.74	JUNE 11, 2021 PAYROLL	01-2010-25-2401-098	
Borough of Maywood	0	610211	3454.12	JUNE 11, 2021 PAYROLL	01-2010-25-2401-170	
Borough of Maywood	0	610211	110069.98	JUNE 11, 2021 PAYROLL	01-2010-25-2401-204	
Borough of Maywood	0	610211	85.85	JUNE 11, 2021 PAYROLL	01-2010-25-2631-204	
Borough of Maywood	0	610211	39481.55	JUNE 11, 2021 PAYROLL	01-2010-26-2901-204	
Borough of Maywood	0	610211	1018.41	JUNE 11, 2021 PAYROLL	01-2010-29-3902-061	
Borough of Maywood	0	610211	13607.49	JUNE 11, 2021 PAYROLL	01-2010-29-3902-061	
Borough of Maywood	0	610211	8388.95	JUNE 11, 2021 PAYROLL	01-2010-36-4722-247	

Total Fund 01 Current Fund 742,175.32

NEGATA ENGINEERING	210724	410194	195.00	INVOICE #2101131	04-2150-55-9715-003	INVOICE #2101131
NEGATA ENGINEERING	210725	410194	3584.01	INVOICE #2101132	04-2150-55-9715-005	INVOICE #2101132
NEGATA ENGINEERING	210727	410194	3132.40	INVOICE #3101130	04-2150-55-9705-002	INVOICE #3101130
NEGATA ENGINEERING	210728	410194	585.00	INVOICE #2101129	04-2150-55-9715-005	INVOICE #2101129
NEGATA ENGINEERING	210731	410194	6192.50	INVOICE #2101134	04-2150-55-9715-002	INVOICE #2101134
TNT HVAC CORP	210712	410195	7700.00	INVOICE #2070	04-2150-55-9680-001	INVOICE #2070

Total Fund 04 CAPITAL FUND 21,388.91

DONNA PUGLISI-POOL	210766	1431	200.00	2021 CHANGE FUND SWIM POOL CONCESSION STAND DONNA PUGLISI	05-2030-55-5020-013	2021 CHANGE FUND SWIM POOL CONCESSION STAND D
SUEZ WATER-NEW	210797	1432	272.85	SWIMPOOL APRIL 2021 SUEZ BILL	05-2030-55-5020-004	SWIMPOOL APRIL 2021 SUEZ BILL
DUX PAINTS, LLC	210675	1433	1975.30	Invoice # 203521	05-2030-55-5020-009	Invoice # 203521
EAST COAST DESIGNS	210762	1434	2339.50	INVOICE # 15641	05-2030-55-5020-016	INVOICE # 15641

Vendor	PO #	Chk #	Amount	Description	Account	Invoice
A.H.C.S. POOL SERVICE	210469	1435	1700.00	PROPOSAL 984	05-2030-55-5020-009	INVOICE #20310
ALPINE NATIONAL, INC.	210625	1436	2799.70	BLANKET PURCHASE ORDER CHEMICALS FOR 2021 SWIM POOL SEASON	05-2010-55-5020-002	INVOICE #37080,37102
ALPINE NATIONAL, INC.	210625	1437	483.85	BLANKET PURCHASE ORDER CHEMICALS FOR 2021 SWIM POOL SEASON	05-2010-55-5020-002	INVOICE #37101
COSTCO WHOLESALE CORP	210837	1439	72.62	SNACK BAR EXPENSE	05-2010-55-5020-013	PO #210837
FULCRUM GUY LLC, THE	210691	1439	6800.00	As per quote number 5206 to resurface diving boards	05-2030-55-5020-010	INVOICE #3386
HARVEST LAWN CARE	210577	1440	447.00	BLANKET PURCHASE ORDER LANDSCAPER FERT PROGRAM	05-2010-55-5020-012	INVOICE #670493
INTERSTATE HOOD-BUOT	210656	1441	500.00	As per April 20, 2021 quote	05-2030-55-5020-013	CLEAN HOOD, FRYER, GRILL
JINI THE ICE CREAM MAN,	210749	1442	545.40	BLANKET PURCHASE ORDER - ICE CREAM SUPPLIES	05-2030-55-5020-013	INVOICE #796655,796661,796698
THOMAS KAVANAGH	210771	1443	250.00	REFUND OF SWIMMING LESSONS FOR MADDIE AND DEVIN	05-2010-55-5020-011	REFUND OF SWIMMING LESSONS FOR MADDIE AND DEV
METRO FIRE & SAFETY	210694	1444	197.00	INVOICE # SM36419	05-2010-55-5020-005	INVOICE # SM36419
DONNA PUGLISI	210795	1445	413.16	Costco - Concession Snacks - Swim Pool	05-2010-55-5020-013	Costco - Concession Snacks - Swim Pool
DONNA PUGLISI	210835	1445	63.98	COSTCO - CONCESSION STAND MEMBERSHIP	05-2010-55-5020-005	COSTCO - CONCESSION STAND MEMBERSHIP
WEARY REFRESH BY NESTLE	210690	1446	53.45	BLANKET PURCHASE ORDER - WATER COOLER RENTAL AND SUPPLIES FOR 2021 SWIM POOL SEASON	05-2010-55-5020-005	INVOICE #1127602608048
JANE SENOR	210770	1447	200.00	MEMBERSHIP REFUND #210032	05-2010-55-5020-011	MEMBERSHIP REFUND #210032
HA RIN SHIN	210769	1448	481.00	REFUND MEMBERSHIP	05-2010-55-5020-011	REFUND MEMBERSHIP
SIGN-A-RAMA	210800	1449	350.00	INVOICE # INV-70857	05-2010-55-5020-005	INVOICE # INV-70857
SCAPLES	210823	1450	87.60	Order # 7332243641	05-2010-55-5020-014	Order # 7332243641
VIKING TERMITE & PEST	210748	1451	183.00	April and May 2021 Pest Control Invoice Numbers 190050791 and 190064714	05-2010-55-5020-005	April and May 2021 Pest Control Invoice Numbe
V.E. RALPH & SONS, INC.	210689	1452	544.64	BLANKET PURCHASE ORDER - 2021-FIRST AID SUPPLIES	05-2030-55-5020-005	INVOICE #420128,420242
Borough of Maywood	0	610211	1595.10	JUNE 11, 2021 PAYROLL	05-2010-55-5010-002	
Borough of Maywood	0	610211	2263.20	JUNE 11, 2021 PAYROLL	05-2010-55-5010-003	
Borough of Maywood	0	610211	2436.00	JUNE 11, 2021 PAYROLL	05-2010-55-5010-004	
Borough of Maywood	0	610211	482.80	JUNE 11, 2021 PAYROLL	05-2010-55-5010-008	
Borough of Maywood	0	610211	144.00	JUNE 11, 2021 PAYROLL	05-2010-55-5010-009	
Borough of Maywood	0	610211	502.86	JUNE 11, 2021 PAYROLL	05-2010-55-5010-001	
Total Fund 05 POOL OPERATING			28,383.99			
NEW JERSEY DEPT. OF	210832	131053	29.40	May 2021 Dog Licenses	13-0200-00-0080-001	May 2021 Dog Licenses
Vendor	PO #	Chk #	Amount	Description	Account	Invoice
Total Fund 13 ANIMAL CONTROL			29.40			
CHRISTOPHER NICHOLS	210839	281120	77.83	REIMBURSEMENT FOR OUT OF POCKET EXPENSES	28-2000- - -	REIMBURSEMENT FOR OUT OF POCKET EXPENSES
TRADES	210772	281121	158.00	INVESTIGATIVE TOOL/DEA ACCT #5482041	28-2000- - -	INVOICE #5482041-202105-1
MAYWOOD VETERINARY	210580	281122	207.83	INVOICE #399161 & 399965	28-2000- - -	INVOICE #399161 & 399965
Total Fund 28 DRUG ENFORCEMENT-JUSTICE			435.66			
MICRO CENTER	210698	351184	704.19	BLANKET PURCHASE ORDER	35-2000- - -	INVOICE #6814154
RON BRIDGES	210815	351185	1600.00	REFUND FOR SUMMER CLUB	35-2000- - -	REFUND FOR SUMMER CLUB
LESLIE BELLEN	210816	351186	1600.00	REFUND FOR SUMMER CLUB	35-2000- - -	REFUND FOR SUMMER CLUB
Total Fund 35 RECREATION TRUST			5,904.19			
Total Bill List:			798,317.47			

CORRESPONDENCE AND REPORT OF THE BOROUGH CLERK

Borough Clerk Dispoto reported under correspondence a letter was received from NJDOT regarding the 2022 Safe Routes to School Program. She also stated the Primary went well and she thanked all the Poll Workers. Lastly, the Clerk explained that tonight's meeting was a combined Work Session/Council Meeting due to the Primary Election being on the same day the work session would have been scheduled.

REPORT OF THE ADMINISTRATOR

Administrator Puglisi was absent.

COMMITTEE REPORTS

Councilwoman DeMuro reported on the Historical Society and the discovery of a portion of the original trolley tracks on West Pleasant.

Councilwoman Flynn reported on the Pride flag raising ceremony, the Shade Tree Commission and the Green Team working towards the Silver Award for Sustainable Jersey.

Councilman Herrick congratulated the MYAA for a well-run Summer Slam Tournament and reported on items being completed by the DPW.

Councilman Roer reported on the Finance Committee regarding the budget.

Councilman Ullman spoke about the upcoming Movie Night in September.

Council President Bennin reported on the Board of Health and the Personnel Resolutions.

REPORT OF THE MAYOR

Mayor Richard Bolan recognized the recent Eagle Scouts and the Council having discussion regarding the length of meetings and public portions.

NEW BUSINESS

1. Appointments

- a. Tina Graziano - Recreation Advisory Committee – term ending 12/31/2023
- b. Matthew McDonnell - Green Team – term ending 12/31/2021
- c. Tom Anzevino - Green Team – term ending 12/31/2021

Councilwoman Flynn made a motion and was seconded by Councilman Roer for the above stated appointments. Motion carried unanimously.

OLD BUSINESS

1. **Evaluation of RFQs for Banking Services** – Mayor Bolan asked for this item to be tabled to the next meeting so that the CFO can give his evaluation.
2. **Two Per Diem Dispatchers** – A confirming resolution appointing two per diem dispatchers will be placed on the next meeting agenda.

MONTHLY REPORTS

- a. Recycling Report – May 2021- accepted without discussion
- b. Recreation Report – May 2021 – accepted without discussion
- c. Building Department Report – May 2021 – accepted without discussion
- d. Police Department Report – May 2021 – accepted without discussion

- e. Finance Report – May 2021- accepted without discussion
- f. Fire Prevention Report – May 2021- accepted without discussion
- g. DPW Report – May 2021 – accepted without discussion
- h. Shade Tree Commission – May 2021- accepted without discussion
- i. TANAAC – 1st Quarter Report – accepted without discussion
- j. Swim Pool – May 2021 – accepted without discussion

RESOLUTIONS BY TITLE - CONSIDERATION OF THE FOLLOWING

RESOLUTION #115-21
RENEWAL OF 2021/2022 LIQUOR LICENSES

WHEREAS, the Licensees as noted below have filed application for renewal of their liquor licenses at premises as noted; and

WHEREAS, all applications are in proper order, the license fee has been paid and a Tax Clearance Certificate has been issued by the State of New Jersey, Division of Taxation;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Maywood, County of Bergen, New Jersey that the Borough Clerk is hereby authorized to issue renewal licenses as follows effective July 1, 2021:

CLUB LICENSE

Maywood Columbian Club Inc.	105 Grove Avenue
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PLENARY RETAIL CONSUMPTION

0234-33-005-008	TopGolf USA May LLC	(INACTIVE)
0235-33-004-008	RCSH Operations LLC	93 W. Spring Valley Avenue

PLEMARY RETAIL DISTRIBUTION

0234-44-001-003	Maywood Liquors & Deli Inc.	40 West Pleasant Avenue
0234-44-003-006	Maywood Marketplace LLC	78 West Pleasant Avenue
0234-44-006-006	Amisha & Sheela LLC	117 East Passaic Avenue
0234-44-008-006	Krishi LLC	138 West Pleasant Avenue

RESOLUTION #116-21
RESOLUTION AUTHORIZING THE BOROUGH OF MAYWOOD
TAX COLLECTOR TO PREPARE AND MAIL ESTIMATED TAX BILLS IN ACCORDANCE WITH
P.L. 1994 C.72

WHEREAS, the Bergen County Board of Taxation is unable to certify Maywood’s tax rate as of the current date and the Borough of Maywood Tax Collector will be unable to mail the Borough’s 2021 tax bills by June 14, 2021; and

WHEREAS, the Borough of Maywood Tax Collector in consultation with the Chief Financial Officer has computed an estimated tax levy in accordance with N.J.S.A. 54:4-66.3, and he has signed a certification showing the tax levies for the previous year, the tax rates and the range of permitted estimated tax levies; and

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Maywood, in the County of Bergen, State of New Jersey on this the 22th day of June 2021 as follows:

1. The Maywood Tax Collector is hereby authorized and directed to prepare and issue estimated tax bills for the Borough of Maywood for the Third Installment of 2021 taxes pursuant to P.L. 1994, c72 (N.J.S.A. 54:4-66.2 and 54:4-66.3)
2. The entire estimated tax levy based on 2020 at 101.93% for 2021 is hereby set at \$37,173,881.30.
3. In accordance with the law the Third Installment of 2021 taxes shall not be subject to interest until August 10th, 2021.

BE IT FURTHER RESOLVED, that the Borough Clerk is hereby authorized and directed to furnish copies of this Resolution to the Chief Financial Officer and the Tax Collector.

RESOLUTION #117-21
APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT
WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION
FOR THE BRIARCLIFF AVENUE DRAINAGE IMPROVEMENTS PROJECT

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Borough of Maywood formally approves the grant application for the above stated project; and

BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2022-Briarcliff Avenue Drainage Improvements-00146 to the New Jersey Department of Transportation on behalf of the Borough of Maywood; and

BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Maywood and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

RESOLUTION #118-21
AUTHORIZING CHANGE FUNDS
FOR THE YEAR 2021

BE IT RESOLVED by the Mayor and Council of the Borough of Maywood, County of Bergen, New Jersey that the following change fund and petty cash fund are hereby authorized for the year 2021 and the authorized Custodian of the following change fund and petty cash fund be confirmed as David Wells effective upon the passage of this resolution.

CHANGE FUND

Swim Pool	200.00
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PETTY CASH

Swim Pool

120.00

RESOLUTION #119-21

A RESOLUTION AUTHORIZING THE TEMPORARY HIRE OF A SEASONAL EMPLOYEES FOR THE SWIM POOL

WHEREAS, the Borough of Maywood has the need to hire, on a temporary-seasonal basis individuals to operate the Maywood Swim Pool; and

WHEREAS the following individuals shall be hired on an hour per basis with hours set as needed at the hourly rate listed below:

1. Lifeguards at a rate of \$12.00 per hour shall be:
Gianna D'Amato Ana Gervino John Stallon
Jordan Stallone
2. Snack Bar Manager at a rate of \$15.00 per hour shall be:
Jon Febre
3. Snack Bar Employees at a rate of \$12.00 per hour shall be:
Nicole Cruz Carissa Dever Daniel Esposito
Daniel Messar
4. Activities Manager at a rate of \$15.00 per hour shall be:
Kyle Sandberg

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Maywood, County of Bergen, State of New Jersey that the Mayor be and he is hereby authorized and directed, and the Borough Clerk to attest, to any and all documents necessary to hire employees pursuant to the terms of this resolution; and

BE IT FURTHER RESOLVED, that a copy of the within resolution be available for public inspection during regular business hours and pursuant to the laws of the State of New Jersey, County of Bergen and Borough of Maywood.

RESOLUTION #120-21

RESOLUTION AUTHORIZING CANCELLATION OF OUTSTANDING CHECKS

WHEREAS, the Audit recommends the review and cancellation of old stale dated checks; and

WHEREAS, after review the Municipal Court Administrator has requested checks from 2019 and 2020 for the General Account be cancelled in order to transfer monies back to the municipality;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Maywood that the listed stale dated checks be and are hereby cancelled effective this date June 22, 2021.

Municipal Court – General Account – Outstanding Check List as of June 22, 2021

<u>Date</u>	<u>Ck #</u>	<u>Amount</u>
03/2019	1402	\$ 22.00

01/2020	1456	\$ 1.00
02/2020	1461	\$ 2.00
02/2020	1472	\$ 1.00
07/2020	1485	\$ 1.00
11/2020	1502	\$ 18.00

TOTAL = \$ 45.00

A motion was made by Councilman Roer and seconded by Councilwoman Flynn to table Resolutions #121-21, #122-21 and #125-21. Motion carried unanimously. The previously stated resolutions will be listed on the next agenda.

RESOLUTION #121-21 (PULLED FROM AGENDA)
RESOLUTION TO ESTABLISH A POLICY FOR PROFESSIONAL DEVELOPMENT
OF NON-CONTRACTUAL EMPLOYEES

WHEREAS, the Mayor and Council of the Borough of Maywood recognize that certain standard educational courses are necessary for non-contractual employees to perform specific duties and/or maintain or earn certifications in order for the employee to better perform their assigned duties with the Borough; and

WHEREAS, the Mayor and Council of the Borough of Maywood recognize the benefits of encouraging its non-contractual employees to take part in courses that go beyond these standard educational courses to further their professional development; and

WHEREAS, the Mayor and Council of the Borough of Maywood recognize the benefits of covering the costs of its non-contractual employees to take part in all levels of professional development that complements the employee's assigned duties to the Borough; and

WHEREAS, the Mayor and Council of the Borough of Maywood recognize the need to evaluate and approve of those courses that employees wish to take part in and to evaluate whether a course of instruction would warrant a pay increase for an employee; and

WHEREAS the Mayor and Council of the Borough of Maywood recognize the high cost of certain courses of study and the need to assure that the Borough of Maywood benefits from paying for such courses;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Maywood, County of Bergen, State of New Jersey the following:

1. The attached form shall be submitted to the Borough Administrator for approval by all non-contractual employees seeking cost coverage to undertake a course of study prior to enrollment
2. All courses exceeding a total cost of \$1,000 shall be submitted to the Mayor and Council for approval. No single employee shall take classes that exceed a total cost of \$1,000 in a single calendar year without first receiving Mayor and Council approval.
3. Employees that are not successful in their course work or who do not attend a registered class will be responsible for the cost of the course.
4. If applicable, the attached form shall be submitted prior to enrollment to the Borough Administrator indicating the non-contractual employee's request that their successful course of study will warrant a salary increase. In such event, the Borough Administrator shall submit this request to the Borough Mayor and Council for their consideration prior to enrollment.

5. The Mayor and Council should evaluate the course of study the non-contractual employee wishes to undertake, how same would benefit the Borough's goals, further the employee in their duties to the Borough, weigh the cost/benefits of the course of study and consider what, if any, pay increase would be deemed appropriate upon the employee's successful completion prior to enrollment.
6. In the event the Mayor and Council approves of a course of study exceeding \$1,000, and the approved employee leaves the service of the Borough while taking the course, the employee shall reimburse the Borough for the costs of the course up until the date of separation. If the employee is successful in their course work, the employee must remain in the service of the Borough for three (3) years following completion or will be responsible to reimburse the Borough for the cost of the course at the rate of one third (1/3) the cost per year post completion calculated monthly. The Borough retains the right to subtract any monies owed from any separation payments due and owing to the employee to cover the above costs.

RESOLUTION #122-21 (PULLED FROM AGENDA)
RESOLUTION AUTHORIZING AN EDUCATIONAL MERIT INCREASE FOR
TECHNICAL ASSISTANT DINA LYNCH

WHEREAS the Mayor and Council of the Borough of Maywood recognize that Dina Lynch has achieved her technical assistant certification and as such, which to increase her yearly salary by \$5,000.00 for such professional development;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Maywood, County of Bergen, State of New Jersey that the Mayor be and he is hereby authorized and directed to execute, and the Borough Clerk to attest, to any and all documents necessary and the Borough Administrator is hereby authorized to increase the yearly salary of employee Dina Lynch pursuant to this resolution.

RESOLUTION #123-21
RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH
OF MAYWOOD AND BOROUGH OF PARAMUS FOR GRASS/LEAF COLLECTION AND
DISPOSAL SERVICES

WHEREAS, *N.J.S.A. 40A:65-1 et seq.*, the "Uniformed Shared Services and Consolidation Act," authorizes contracts between municipalities for the sharing of services within their respective jurisdictions; and

WHEREAS, the governing bodies of the Boroughs of Paramus and Maywood deem it to be in the best interests of the residents in their respective communities to enter into such an agreement for the Borough of Paramus to perform the grass/leaf collection and disposal services of the Borough of Maywood for the 2021-2022 respective seasons, with such agreement being made a part of this resolution; and

WHEREAS, such agreement provides the following:

1. For leaf/brush collection paid at one thousand dollars (\$1,000.00) per pick up with a total cost that shall not exceed fifteen thousand dollars (\$15,000.00). Paid only for work performed.
2. For year round grass brush and vegetative waste collection at a total cost for work and management services of fifty-two thousand and five hundred dollars (\$52,500.00) paid annually.

WHEREAS, the Local Public Contracts Law (*N.J.S.A. 40A:11-1 et seq.*) permits contracts made pursuant *N.J.S.A. 40A:65-1 et seq.*, the "Uniformed Shared Services and Consolidation Act," to be done without competitive bids.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Maywood, Bergen County, New Jersey,

pursuant to the provisions of *N.J.S.A. 40A:65-1 et seq.*, that the Mayor is hereby authorized to execute, and the Borough Clerk to attest, a Shared Services Agreement, of a form approved by the Borough Attorney, between the Borough of Maywood and the Borough of Paramus, for the Borough of Paramus to perform the grass/leaf collection and disposal services of the Borough of Maywood, a copy of which shall be on file in the office of the Borough Clerk, and is available for public inspection.

RESOLUTION #124-21

RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT TO MBI GLUCKSHAW FOR SERVICES RELATED TO THE PREPARATION OF THE NJUC FORESTRY STEWARDSHIP GRANT

WHEREAS, MBI Gluckshaw of Trenton, NJ has provided a proposal to provide grant preparation services related to the preparation of the NJUC Forestry Stewardship Grant for the amount of \$1,500.00; and

WHEREAS, the Local Public Contracts Law (*N.J.S.A. 40A:11-1 et seq.*) permits the awarding of contracts for professional services without competitive bids and provides that the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Maywood, County of Bergen, State of New Jersey that the Mayor be and he is hereby authorized and directed to execute, and the Borough Clerk to attest, any documents necessary to facilitate payment to MBI Gluckshaw of Trenton, NJ in the amount of \$1,500.00 pursuant to their proposal to provide preparation services related to the preparation of the NJUC Forestry Stewardship Grant.

RESOLUTION #125-21 (PULLED FROM AGENDA) **RESOLUTION APPROVING EMPLOYEE COMPLAINT FORM**

WHEREAS upon the recommendation of the Personnel Committee, and in compliance with State and Federal regulations governing employment practices of municipal corporations, the Mayor and Council of the Borough of Maywood wish to adopt the attached form and utilize the below procedure for use by those employed by the Borough to officially register complainants;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Maywood, County of Bergen, State of New Jersey that the attached form is to be used by and made available to all Borough of Maywood employees for the purpose indicated; and

AND BE IT FURTHER RESOLVED that the following policy shall be the established procedures for use by those employed by the Borough to officially register complainants:

EMPLOYEE COMPLAINT INVESTIGATION PROCEDURE:

Employees have the right to formally or informally report any statement, act, or behavior by a co-employee, Department Head, elected official or visitor that they believe to be improper.

- Reporting: Employees should be asked to report complaints in writing utilizing the Employee Complaint form, but are not compelled to do so.

- Identification/Screening: Complainant or The Department Head, must report all written or verbal complaints to the Borough Administrator unless the complaint is against the Borough Administrator, in such event the complainant/Department Head shall contact the Borough Attorney. Upon receipt, the Borough Administrator will

determine if the complaint was made pursuant to the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy, the Whistle Blower Policy, a grievance procedure or is another form of complaint. A file will be established including the written complaint, the investigation procedure followed and the response action plan. As soon as possible but no later than ten days after receiving the complaint, the Borough Administrator or investigator appointed by the Borough Administrator will interview the employee. If the employee is reluctant to sign a written complaint, the Borough Administrator or investigator will prepare written notes of the date, time and place of the complaint and the specific allegations. These notes will be read back to the employee who will be asked to affirm, preferably in writing the information's accuracy.

- Investigation: The Borough Administrator will seek the advice of the Borough Attorney planning the investigation. The investigation should be conducted by the Borough Attorney and/or Labor Attorney or county prosecutor if it involves potential criminal charges. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment events such as a poor performance evaluation. The investigation should also determine if other employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint and the alleged wrongdoer.

- Response Plan – No Corrective Action Required: The Borough Administrator will discuss the conclusions with the Borough Attorney and/or Labor Attorney and render a decision within fourteen days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining employee should be notified in writing. Care should be taken to avoid being too specific, confrontational or accusatory and to avoid any language that might be construed as defamatory. A general statement is usually more appropriate that the claim was thoroughly investigated, but could not be sufficiently documented or confirmed to justify taking formal action. The employee should be assured that future complaints will be investigated and that the Borough of Maywood is committed to eliminating wrongful employment practices when they are found to exist. If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant must be notified of the seriousness of filing a false complaint, and the appropriate disciplinary penalty under the circumstances, up to and including termination.

- Response Plan – Corrective Action Required: If the investigation reveals that the complaint is justified and substantiated, the Borough Administrator will formulate with the advice of the Borough Attorney and/or Labor Attorney a corrective action plan as well as possible disciplinary action. The complaining employee will be notified, in writing that it appears that the complaint was justified and an appropriate response plan has been formulated. A copy of the response plan should be attached to the letter. The response plan should provide for appropriate remedial action to prevent a recurrence of the wrongful act or behavior. Requests for Employment Verification and Reference Procedure:* Inquiries and written requests for references or employment verification regarding a current or former employee must be referred to the Borough Administrator. No employee may issue a reference letter without the permission of the Borough Administrator. Under no circumstances should any information be released over the phone. In response to a request for information, the Borough Administrator will only verify an employee's name, dates of employment, job title, department and final salary. No other data or information will be furnished unless (1) the Borough of Maywood is required to release the information by law or (2) the employee or former employee authorizes the Borough of Maywood in writing to furnish this information and releases the Borough of Maywood from liability.

RESOLUTION # 126-21
CHANGE ORDER #2 & FINAL
2020 SPRING ROADWAY IMPROVEMENT PROGRAM

BE IT RESOLVED by the Mayor and Council of the Borough of Maywood, Bergen County, New Jersey upon the recommendation of the Borough Engineer that the Change Order for the Contract listed below be and is hereby approved.

TITLE OF JOB: 2020 SPRING ROADWAY IMPROVEMENT PROGRAM

CONTRACTOR: Frank A. Macchione Const.Inc. 141 Central Avenue, Rochelle Park, NJ

NJDOT CHANGE ORDER #: 2 & Final

AMOUNT OF CHANGE THIS RESOLUTION: -\$61,889.28 (-10.79% Increase)

AMOUNT OF CHANGE TO DATE: -\$56,765.42 (-9.89% Decrease)

This Resolution to take effect upon certification by the Borough Treasurer that sufficient funds are available.

RESOLUTION # 127-21
PAYMENT VOUCHER #3 & FINAL
2020 SPRING ROADWAY IMPROVEMENT PROGRAM

BE IT RESOLVED, by the Mayor and Council of the Borough of Maywood, Bergen County, New Jersey that the contract for the 2020 Spring Roadway Improvement Program was constructed by Frank Macchione Construction & Paving of 141 Central Avenue, Rochelle Park, NJ 07662 in accordance with the Plans and Specifications, as directed by the Borough Engineer. The said construction is hereby accepted and final payment in the amount of Seventy Thousand Nine Hundred Ninety-Three Dollars and Fifty-Three Cents (\$70,993.53) is hereby approved.

RESOLUTION # 128-21
PAYMENT VOUCHER #3
2020 FALL ROADWAY IMPROVEMENT PROGRAM

BE IT RESOLVED, by the Mayor and Council of the Borough of Maywood, Bergen County, New Jersey that the contract for the 2020 Fall Roadway Improvement Program currently in construction by AJM Contractors Inc. are in accordance with the Plans and Specifications, as directed by the Project Engineer. The said construction is hereby accepted for Payment #3 in the amount of Fifteen Thousand, One Hundred Seventy-Seven Dollars and Seventy-Five Cents (\$15,177.75) is hereby approved.

RESOLUTION # 129-21
RESOLUTION APPOINTING EDWARD HAZUKA AS A FULL FIREFIGHTER
IN THE BOROUGH OF MAYWOOD

WHEREAS, upon the advice and recommendation of Chief of the Maywood Fire Department, Matthew Reiner, and upon his successful completion of his probationary period, the Mayor and Council of the Borough of Maywood wish to appoint Edward Hazuka as a full member Firefighter with the Borough of Maywood Volunteer Fire Department assigned to Undine Hose Company and issued Badge No. 520;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Maywood, County of Bergen, State of New Jersey that the Mayor be and he is hereby authorized and directed to execute, and the Borough Clerk to attest, to any and all documents necessary to appoint Edward Hazuka as a full member

Firefighter with the Borough of Maywood Volunteer Fire Department assigned to Undine Hose Company and issued Badge No. 520; and

BE IT FURTHER RESOLVED, that a copy of the within resolution be available for public inspection during regular business hours and pursuant to the laws of the State of New Jersey, the County of Bergen and the Borough of Maywood.

CERTIFICATION OF FUNDS

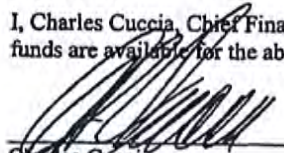
June 22, 2021

<u>Resolution #</u>	<u>Payee/Item</u>	<u>Amount</u>
119-21	Appt Seasonal Pool Emp.	\$12.00 hrly (x9)
	Pool line item	\$15.00 hrly (x1)
124-21	Appt MBI for grant preparation	\$1,500.00
	Shade Tree line item	
*	Payment #3 & Final – 2020 Spring Rd Prog	\$ 70,993.53
	Bond Ordinance #12-20	
**	Payment #3 – 2020 Fall Rd Prog	\$15,177.75
	Bond Ordinance #16-20	

*Resolution is up for Council consideration – upon Council's approval resolution shall be given #126-21

**Resolution is up for Council consideration – upon Council's approval resolution shall be given #127-21

I, Charles Cuccia, Chief Financial Officer of the Borough of Maywood, hereby duly certify that funds are available for the above stated resolutions.


Charles Cuccia

6/21/21
Date

A motion was made by Councilwoman DeMuro and seconded by Councilwoman Flynn for approval of Resolutions #115-21 through #129-21, with the exception of #121-21, #122-21 and #125-21. Motion carried unanimously.

INTRODUCTION OF ORDINANCES

ORDINANCE #12-21

AN ORDINANCE TO CREATE CHAPTER 107 OF THE BOROUGH OF MAYWOOD CODE SO AS TO PERMIT CANNABIS INDUSTRIES AS DEFINED BY THE "NEW JERSEY CANNABIS REGULATORY, ENFORCEMENT ASSISTANCE, AND MARKETPLACE MODERNIZATION ACT" (THE "ACT") WITHIN THE BOROUGH OF MAYWOOD, STATE OF NEW JERSEY

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MAYWOOD, IN THE COUNTY OF BERGEN AND STATE OF NEW JERSEY, AS FOLLOWS:

WHEREAS, in 2020 New Jersey voters approved Public Question No. 1, which amended the New Jersey Constitution to allow for the legalization of a controlled form of marijuana called “cannabis” for adults at least 21 years of age; and

WHEREAS, Public Question No. 1 was approved by the voters of the Borough of Maywood; and

WHEREAS, on February 22, 2021, Governor Murphy signed into law P.L. 2021, c.16, known as the “New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act” (the “Act”), which legalizes the recreational use of marijuana by adults 21 years of age or older, and establishes a comprehensive regulatory and licensing scheme for commercial recreational (adult use) cannabis operations, use and possession; and

WHEREAS, the Act establishes six marketplace classes of licensed businesses, consisting of:

7. Class 1 Cannabis Cultivator license, for facilities involved in growing and cultivating cannabis;
8. Class 2 Cannabis Manufacturer license, for facilities involved in the manufacturing, preparation, and packaging of cannabis items;
9. Class 3 Cannabis Wholesaler license, for facilities involved in obtaining and selling cannabis items for later resale by other licensees;
10. Class 4 Cannabis Distributor license, for businesses involved in transporting cannabis plants in bulk from one licensed cultivator to another licensed cultivator, or cannabis items in bulk from any type of licensed cannabis business to another;
11. Class 5 Cannabis Retailer license for locations at which cannabis items and related supplies are sold to consumers; and
12. Class 6 Cannabis Delivery license, for businesses providing courier services for consumer purchases that are fulfilled by a licensed cannabis retailer in order to make deliveries of the purchased items to a consumer, and which service would include the ability of a consumer to make a purchase directly through the cannabis delivery service which would be presented by the delivery service for fulfillment by a retailer and then delivered to a consumer.

WHEREAS, Section 3 of the Act defines a “cannabis establishment” as “a cannabis cultivator, a cannabis manufacturer, a cannabis wholesaler, or a cannabis retailer”); and

WHEREAS, Section 31a of the Act authorizes municipalities to adopt by ordinance regulations governing the number of (1) cannabis establishments, (2) cannabis distributors and (3) cannabis delivery services, except for the delivery of cannabis items and related supplies by a cannabis delivery service based and initiated from outside of the municipality; and

WHEREAS, Section 31a of the Act also authorizes municipalities to adopt by ordinance regulations governing the local licensing endorsement, location, manner and times of operation of cannabis establishments and cannabis distributors, and the location and manner of cannabis delivery services, and establishing civil penalties for the violation of any such regulations; and

WHEREAS, Section 31b of the Act authorizes municipalities to prohibit by ordinance the operation of any one or more classes of cannabis establishments, distributors, or delivery services anywhere in the municipality, except for the delivery of cannabis items and related supplies by a delivery service based and initiated from outside of the municipality; and

WHEREAS, Section 31b of the Act also stipulates, however, that any municipal regulation or prohibition must be adopted within 180 days of the effective date of the Act (i.e., by August 21, 2021); and

WHEREAS, pursuant to Section 31b of the Act, the failure to do so shall mean that for a period of five years thereafter, the growing, cultivating, manufacturing, selling and reselling of cannabis and cannabis items shall be permitted uses in all industrial zones, and the retail selling of cannabis items to consumers shall be a conditional use in all commercial and retail zones; and

WHEREAS, at the conclusion of the initial and any subsequent five-year period following a failure to enact local regulations or prohibitions, the municipality shall again, in 2026, have 180 days to adopt an ordinance regulating or prohibiting cannabis businesses, but any such ordinance would be prospective only and would not apply to any cannabis business already operating with appropriate approvals within the municipality; and

WHEREAS, section 40 of the Act permits a municipality to adopt an ordinance imposing a transfer tax on the sale of cannabis or cannabis items by a cannabis establishment that is located in the municipality on receipts from the sale of cannabis by a cannabis cultivator to another cannabis cultivator; receipts from the sale of cannabis items from one cannabis establishment to another cannabis establishment; receipts from the retail sales of cannabis items by a cannabis retailer to retail consumers who are 21 years of age or older; or any combination thereof and to set its own rate or rates, but in no case exceeding: two percent of the receipts from each sale by a cannabis cultivator; two percent of the receipts from each sale by a cannabis manufacturer; one percent of the receipts from each sale by a cannabis wholesaler; and two percent of the receipts from each sale by a cannabis retailer.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Maywood, County of Bergen, as follows:

Section 1: Chapter 107 is created and shall read as

Title of Chapter § 107: CANNABIS

§ 107-1 SMOKING, VAPORIZING AND CONSUMPTION IN PUBLIC IS PROHIBITED

- A.** No person shall consume any cannabis product on any of the public streets, sidewalks, parking lots, roadways, pathways, playgrounds, parks or quasi-public areas or any other public property whatsoever within the Borough at any hour of the day or night unless a special permit is issued therefor in accordance with applicable statutes.
 - i.** Unless another penalty is expressly provided by New Jersey Statute, any person who violates any provision of this article shall, upon conviction thereof, be punished by a fine in the amount of not less than \$100 and shall not exceed \$1000.
- B.** The use of cannabis shall be in compliance with Chapter 234 of the Borough of Maywood Code which prohibits smoking/vaporizing on public property and in public vehicles
 - i.** Unless another penalty is expressly provided by New Jersey Statute, any person who violates any provision of this article shall, upon conviction thereof, be punished by a fine in the amount of not less than \$100 and shall not exceed \$1000.
- C.** All businesses within the Borough shall comply with the New Jersey's Smoke-Free Air Act of 2006.
 - i.** Unless another penalty is expressly provided by New Jersey Statute, any person who violates any provision of this article shall, upon conviction thereof, be punished by a fine in the amount of not less than \$500 and shall not exceed \$2000.

§ 107-2 PERMITTED CANNABIS BUSINESSES; LOCATIONS

- A.** No class of cannabis industry is permitted to establish/operate within the areas designated by Chapter 201 of the Borough Code as the Special Improvement District, the A-1 Residential one family district, the A-2 Residential two-family district, the GA Garden Apartment district, or the TH Townhouse Use District.

- B. The following Cannabis industries are permitted to establish a business and operate within the Borough of Maywood in the designated area of zoning other than those provided in section A of this chapter.
- i. Class 1 Cannabis Cultivator license, for facilities involved in growing and cultivating cannabis in the LL, SOB, OR and HDO District;
 - ii. Class 2 Cannabis Manufacturer license, for facilities involved in the manufacturing, preparation, and packaging of cannabis items in the LL, SOB, OR and HDO District;
 - iii. Class 3 Cannabis Wholesaler license, for facilities involved in obtaining and selling cannabis items for later resale by other licensees in the LL, SOB, OR and HDO District;
 - iv. Class 4 Cannabis Distributor license, for businesses involved in transporting cannabis plants in bulk from one licensed cultivator to another licensed cultivator, or cannabis items in bulk from any type of licensed cannabis business to another LL, SOB, OR and HDO District;
 - v. Class 5 Cannabis Retailer license for locations at which cannabis items and related supplies are sold to consumers in the LL, SOB, OR, RC (except the Special Improvement Zone) and the HDO; and
 - vi. Class 6 Cannabis Delivery license, for businesses providing courier services for consumer purchases that are fulfilled by a licensed cannabis retailer in order to make deliveries of the purchased items to a consumer, and which service would include the ability of a consumer to make a purchase directly through the cannabis delivery service which would be presented by the delivery service for fulfillment by a retailer and then delivered to a consumer in the LL, SOB, OR and HDO District;
- C. Unless part of an industrial process; the vaporizing, smoking and/or consumption of cannabis for personal use of any form is strictly prohibited from taking place on the premises of any business established pursuant to this chapter.

§ 107-3 CANNABIS BUSINESSES STANDARDS; LICENSE REQUIRED.

- A. It shall be unlawful for any person or any corporate entity to operate a cannabis business establishment as defined in and governed by Chapter 429.6 of the Borough Code and P.L. 2021, c.16, known as the “New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act” (the “Act”) without first having procured an annual license from the Local Board of Health so to do and without complying with any or all of the provisions concerning operation and maintenance of the same as contained in the aforementioned Chapter XII of the State Sanitary Code.
- B. All cannabis businesses must comply with the New Jersey's Smoke-Free Air Act of 2006.

§ 107-4 LICENSE FEES; RENEWAL; LATE FEES.

- D. A cannabis business operating pursuant to this chapter shall pay an annual License fee which shall be established by the Borough of Maywood
- E. The licenses issued aforesaid shall be effective for the calendar year, expiring on the 31st day of December of the year of issue, and may be renewable for succeeding calendar years thereafter. The fee for license renewals shall be due and payable on or before the first day of February in the year of renewal. Retail food establishments in operation and holding current licenses at the time of enactment of this chapter shall be required to renew licenses at the revised fees specified herein for succeeding years.
- F. Late fees. A late fee of \$50 shall be charged for license which are not paid on/or before February 1 of the license year. An additional \$75 shall be charged for each thirty-day period that the license fee is not paid after February 1 of the license year

§ 107-5 REVOCATION, SUSPENSION OR CANCELLATION OF CANNABIS BUSINESS LICENSE LICENSES; HEARING.

- D. Any license issued under the terms and provisions of this chapter may be suspended or revoked by the Board of Health of this municipality for the violation by the licensee of any provision of this chapter or Chapter XII of the New Jersey State Sanitary Code or whenever it shall appear that the business, trade, calling, profession or occupation of the person, firm or corporation to whom such license was issued is conducted in a disorderly or improper manner or in violation of any law of the United States, the State of New Jersey or any ordinance of this municipality or that the purpose for which the license has been issued is being abused to the detriment of the public or is being used for a purpose foreign to that for which the license was issued.
- E. Any license issued under the terms and provisions of this chapter may be suspended or revoked if the personal use of cannabis is permitted on the business premises.
- F. A license issued under the terms and provisions of this chapter shall not be revoked, canceled or suspended until a hearing thereon shall have been had by the Board of Health. Written notice of the time and place of such hearing shall be served upon the licensees at least three days prior to the date set for such hearing. Such notice shall also contain a brief statement of the grounds to be relied upon for revoking, canceling or suspending such license. Notice may be given either by personal delivery thereof to the person to be notified or be deposited in the United States Post Office in a sealed envelope, postage prepaid, addressed to such person to be notified at the business address appearing upon said license. At the hearing before the Board of Health, the person aggrieved shall have an opportunity to answer and may thereafter be heard, and upon due consideration and deliberation by the Board of Health, the complaint may be dismissed, or if the governing body concludes that the charges have been sustained and substantiated, it may revoke, cancel or suspend the license held by the licensee.
- G. If any such license shall have been revoked, neither the holder thereof nor any person acting for him, directly or indirectly, shall be entitled to another license to carry on the same business within the Borough, unless the application for such license shall be approved by the Governing Body

§ 107-6 CANNABIS BUSINESSES TRANSFER TAX

- O. **Transfer Tax Imposed.** There is hereby imposed a transfer tax of two percent (2%) on receipts from the sale of cannabis by a cannabis cultivator to another cannabis cultivator; receipts from the sale of cannabis items from one cannabis manufacturer to another cannabis establishment; and receipts from the retail sales of cannabis items by a cannabis retailer to retail consumers who are 21 years of age or older; and a tax of one percent of the receipts from each sale by a cannabis wholesaler. Such tax shall be collected or paid and remitted to the municipality by the cannabis establishment from the cannabis establishment purchasing or receiving the cannabis or cannabis item, or from the consumer at the point of sale, on behalf of the municipality by the cannabis retailer selling the cannabis item to that consumer. The transfer tax shall be stated, charged, and shown separately on any sales slip, invoice, receipt, or other statement or memorandum of the price paid or payable, or equivalent value of the transfer, for the cannabis or cannabis item. No cannabis establishment required to collect a transfer tax imposed hereunder shall advertise or hold out to any person or to the public in general, in any manner, directly or indirectly, that the transfer tax or user tax will not be separately charged and stated to another cannabis establishment or the consumer, or that the transfer tax will be refunded to the cannabis establishment or the consumer.

- P. Tax Liability.** Every cannabis establishment required to collect a transfer tax imposed by ordinance pursuant to this section shall be personally liable for the transfer tax or user tax imposed, collected, or required to be collected under this section. Any cannabis establishment shall have the same right with respect to collecting the transfer tax from another cannabis establishment or the consumer as if the transfer tax was a part of the sale and payable at the same time, or with respect to nonpayment of the transfer tax or user tax by the cannabis establishment or consumer, as if the transfer tax was a part of the purchase price of the cannabis or cannabis item, or equivalent value of the transfer of the cannabis or cannabis item, and payable at the same time; provided, however, that the chief fiscal officer of the municipality shall be joined as a party in any action or proceeding brought to collect the transfer tax or user tax.
- Q. Collection of Taxes and Lien.** All revenues collected from a transfer tax imposed by ordinance pursuant to this section shall be remitted to the chief financial officer in the manner prescribed herein. The chief financial officer shall collect and administer any transfer tax imposed by ordinance pursuant to this chapter. The municipality may enforce the payment of delinquent taxes or transfer fees imposed by ordinance pursuant to this section in the same manner as provided for municipal real property taxes. In the event that the transfer tax imposed by ordinance pursuant to this section is not paid as and when due by a cannabis establishment, the unpaid balance, and any interest accruing thereon, shall be a lien on the parcel of real property comprising the cannabis establishment's premises in the same manner as all other unpaid municipal taxes, fees, or other charges. The lien shall be superior and paramount to the interest in the parcel of any owner, lessee, tenant, mortgagee, or other person, except the lien of municipal taxes, and shall be on a parity with and deemed equal to the municipal lien on the parcel for unpaid property taxes due and owing in the same year. The municipality shall file in the office of its tax collector a statement showing the amount and due date of the unpaid balance and identifying the lot and block number of the parcel of real property that comprises the delinquent cannabis establishment's premises. The lien shall be enforced as a municipal lien in the same manner as all other municipal liens are enforced.
- R. Administration of Transfer Tax.** The Borough Chief Financial Officer is charged with the administration and enforcement of the provisions of this chapter, and is empowered to prescribe, adopt, promulgate and enforce rules and regulations relating to any matter pertaining to the administration and enforcement of this chapter, including provisions for the reexamination and corrections of declarations and returns, and of payments alleged or found to be incorrect, or as to which an overpayment is claimed or found to have occurred, and to prescribe forms necessary for the administration of this chapter. Should a cannabis establishment fail or refuse to provide adequate information to the chief financial officer to determine the amount of tax due, the chief financial officer may use information provided to the chief financial officer from other sources (i.e., the Commission or Department of Treasury) to determine the amount of tax liability.
- i. It shall be the duty of the chief financial officer to collect and receive the taxes, fines, and penalties imposed by this chapter. It shall also be the duty of the chief financial officer to keep a record showing the date of such receipt. The chief financial officer is authorized to enter into agreements with the State of New Jersey to obtain information to facilitate administration of the tax. The chief financial officer is authorized to issue a ruling upon written request of a taxpayer or upon its own volition.
 - ii. The chief financial officer is hereby authorized to examine the books, papers and records of any taxpayer to verify the accuracy of any declaration or return, or if no declaration or return was filed, to ascertain the tax due. Every taxpayer is hereby directed and required to give to the chief financial officer, or to any agent designated by him/her, the means, facilities and opportunity for such examinations and investigations, as are hereby authorized.
- S. Recordkeeping.** Taxpayers liable for the transfer tax are required to keep such records as will enable the filing of true and accurate returns or the tax and such records shall be preserved for a period of not less

than three (3) years from the filing date or due date, whichever is later, in order to enable the chief financial officer or any agent designated by him to verify the correctness of the declarations or returns filed. If records are not available in the municipality to support the returns which were filed or which should have been filed, the taxpayer will be required to make them available to the chief financial officer either by producing them at a location in the municipality or by paying for the expenses incurred by the chief financial officer or his agent in traveling to the place where the records are regularly kept.

- T. Returns.** All cannabis establishments operating in the municipality are required to file a transfer tax return with the Chief Financial Officer to report their sales during each calendar quarter and the amount of tax in accordance with the provisions of this chapter. Returns shall be filed and payments of tax imposed for the preceding calendar quarter shall be made on or before the last day of April, July, October, and January, respectively. A taxpayer who has overpaid the transfer tax, or who believes it is not liable for the tax, may file a written request on an amended tax return with the chief financial officer for a refund or a credit of the tax. For amounts paid as a result of a notice asserting or informing a taxpayer of an underpayment, a written request for a refund shall be filed with the chief financial officer within two (2) years of the date of the payment.
- U. Confidentiality.** The returns filed by taxpayers, and the records and files of the chief financial officer respecting the administration of the transfer tax, shall be considered confidential and privileged and neither the municipality nor any employee or agent engaged in the administration thereof or charged with the custody of any such records or files, nor any former officer or employee, nor any person who may have secured information there from, shall divulge, disclose, use for their own personal advantage, or examine for any reason other than a reason necessitated by the performance of official duties any information obtained from the said records or files or from any examination or inspection of the premises or property of any person. Neither the chief financial officer nor any employee engaged in such administration or charged with the custody of any such records or files shall be required to produce any of them for the inspection of any person or for use in any action or proceeding except when the records or files or the facts shown thereby are directly involved in an action or proceeding under the provisions of the State Uniform Tax Procedure Law or of the tax law affected, or where the determination of the action or proceeding will affect the validity or amount of the claim of the municipality under the tax provisions of this chapter.
- V. Audit and Assessment.** The chief financial officer may initiate an audit by means of an audit notice. If, as a result of an examination conducted by the chief financial officer, a return has not been filed by a taxpayer or a return is found to be incorrect and transfer taxes are owed, the chief financial officer is authorized to assess and collect any tax due. If no return has been filed and tax is found to be due, the tax actually due may be assessed and collected with or without the formality of obtaining a return from the taxpayer. Deficiency assessments (i.e., where a taxpayer has filed a return but is found to owe additional tax) shall include taxes for up to three (3) years to the date when the deficiency is assessed. Where no return was filed, there shall be no limit to the period of assessment. Upon proposing an assessment, the chief financial officer shall send the taxpayer an interim notice by certified mail, return receipt requested, which advises the taxpayer of additional taxes that are due. Should the taxpayer wish to dispute the assessment administratively by requesting a hearing with the chief financial officer, it must do so within thirty (30) days of the date of such interim notice. If, after the chief financial officer sends an interim notice, a taxpayer fails to timely request a hearing with the Chief financial officer or requests a hearing and after conducting a hearing, the chief financial officer determines that the taxes are due, the chief financial officer shall send the taxpayer by certified mail, return receipt requested, a final notice. Should the taxpayer wish to dispute the assessment set forth in the final notice, he or she must initiate an appeal in the New Jersey Tax Court within ninety (90) days after the mailing of any final notice regarding a decision, order, finding, assessment, or action hereunder.

W. Time Limitations. The following periods of limitations shall apply to suits for collection of taxes:

- i. When a return has been filed but no tax paid, any suit brought to recover the tax due and unpaid shall be filed within two (2) years after the return was due or filed, whichever is later.
- ii. Where no return was filed or a fraudulent return was filed, there shall be no limits to file suit for the collection of taxes.
- iii. Where, before the expiration of the time prescribed in this section for the filing a lawsuit against the taxpayer, both the chief financial officer and the taxpayer have consented in writing to its extension after such time, the suit may be filed at any time prior to the expiration of the period agreed upon.
- iv. The period so agreed upon may be extended by subsequent agreements in writing made before the expiration of the period previously agreed upon.

X. Hearings. Any person who receives an interim notice from the chief financial officer may within thirty (30) days after the date of an interim notice, request a hearing with the chief financial officer. Any person who fails to request a chief financial officer's hearing in a timely manner waives the right to administratively contest any element of the assessment. The chief financial officer shall accept payments of disputed tax amounts under protest pending appeals; however, any request for refund of such monies must be filed in accordance with this section.

Y. Appeals. Any aggrieved taxpayer may, within ninety (90) days after the mailing of any final notice regarding a decision, order, finding, assessment, or action hereunder, or publication of any rule, regulation or policy of the chief financial officer, appeal to the Tax Court pursuant to the jurisdiction granted by N.J.S.A. 2B:13-2a(3) to review actions or regulations of municipal officials by filing a complaint in accordance with the New Jersey Court Rule 8:3-1. The appeal provided by this section shall be the exclusive remedy available to any taxpayer for review of a final decision of the chief financial officer in respect to a determination of liability for the tax imposed by this chapter.

Z. Definitions and Repealer. Unless specifically defined otherwise herein, any term used herein shall be incorporate the definition of that term in the Act. Any article, section, paragraph, subsection, clause, or other provision of the Borough of Maywood inconsistent with the provisions of this ordinance is hereby repealed to the extent of such inconsistency.

AA. Interpretation and Savings Provision. No ordinance, regulation or interpretation thereof shall conflict with the Act. If any section, paragraph, subsection, clause, or provision of this ordinance shall be adjudged by a court of competent jurisdiction to conflict with the Act or otherwise be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause, or provision so adjudged, and the remainder of this ordinance shall be deemed valid and effective.

BB. Violations and penalties. Any person or business who violates any provision of this chapter shall, upon conviction, be subject to the penalties provided by § 1-15 of this Code.

§ 107-7 NON-APPLICABILITY.

No provision of this chapter shall be applied so as to impose any unlawful burden on either interstate commerce or any activity of the state or federal government.

§ 107-8 VIOLATIONS AND PENALTIES.

Any person, firm or corporation who shall violate any of the provisions of this chapter shall, upon conviction, be subject to the penalties provided by § 1-15 of this Code, and each violation of any of the provisions of this chapter and each day the same is violated shall be deemed and taken to be a separate and distinct offense.

Section 2: All ordinances of the Borough of Maywood which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

Section 3: If any section, subsection, sentence, clause or phrase of this ordinance if, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this ordinance.

Section 4: This ordinance shall take effect upon passage and publication according to law.

Discussion regarding changes to the zoning ensued, the ordinance was introduced by title only and the Borough Attorney will make the appropriate changes in time to be accessible at the time of the public notice. A motion was made by Councilman Ullman and was seconded by Councilman Herrick for the introduction of Ordinance #12-21. Motion carries unanimously.

Be it resolved, that the above stated ordinance #12-21 was passed and adopted on first reading and that a final hearing on said ordinance will be heard via the ZOOM electronic meeting on Tuesday, July 27, 2021 at 7:30p.m. or as soon thereafter, at which time any persons interested in said ordinance can be heard;

And be it further resolved, that the Borough Clerk be, and she is hereby authorized to advertise in a legal newspaper a notice of introduction and final hearing as required by law.

MEETING OPEN TO THE PUBLIC (FIVE MINUTE TIME FRAME)

Mayor Bolan opened the meeting to the public for any comments on or off the agenda.

Joseph McGrath, Briarcliff Avenue, discussed numerous issues with tree roots causing problems with his sewer line.

Christine Maria Guerrero Ullman, Ackerman Street, stated her disappointment about the cancellation of summer camp.

Leslie Ames, Lenox Avenue, inquired about the closing of one of the entrances to the pool parking lot. Mayor Bolan stated this was done to address safety concerns.

Rudy Angeli, Wyoming Avenue, thanked Administrator Puglisi and Gerry Gallitano for their assistance with the Dog Park.

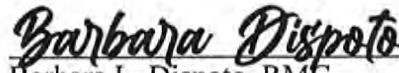
Laura Ketchum, East Central Avenue, inquired about parking of oversized commercial vehicles on borough streets, running a commercial business out of your home and the noise ordinance. Ms. Ketchum was directed to contact the Police Department at the time of a noise disturbance so it can be acted upon.

Cindy Bergen, State Farm, West Pleasant Avenue, thanked the DPW for trimming the tree in front of her store. She expressed her disappointed the tree was not removed and replaced with a planter because it obstructs her signage. She was directed concerns regarding shade trees need to be brought before the Shade Tree Commission.

The closed session was removed from the agenda as the items will be listed at the next council meeting.

A motion was made by Councilman Ullman and seconded by Councilwoman DeMuro to adjourn. Motion carried unanimously and meeting was adjourned at 10:02 pm.

Respectfully submitted;

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Barbara L. Dispoto, RMC
Borough Clerk