

Township of Hillside  
CAUCUS MEETING OF THE TOWNSHIP COUNCIL  
MINUTES

June 11, 2025 @ 6:33pm \*Agenda subject to change\*

The Caucus Meeting of the Township of Hillside Township Council was held on June 11, 2025 in the Municipal Building, 1409 Liberty Avenue Hillside, New Jersey 07205 at 6:30pm.

**CALL TO ORDER**

Craig Epps, Council President called the meeting to order.

**FLAG SALUTE**

Craig Epps, Council President, led the flag salute.

**STATEMENT OF PUBLIC NOTICE**

Rayna E. Harris, Township Clerk read the following statement: This Meeting was called pursuant to the provisions of the Open Public Meetings Act. Notice of this meeting was sent to the Star Ledger on January 3, 2025. In addition, copies of notice were posted on the bulletin board in the Municipal Building, posted on the Town Hall doors, and field in the Office of the Township Clerk. Notices on the bulletin board have remained continuously posted. Proper notice having been given; the Township Clerk is directed to include this statement in the minutes of this meeting.

**ROLL CALL**

Rayna E. Harris, Township Clerk, read the roll call.

**PRESENT**

Council Member Lisa Bonanno, Council Member Craig Epps, Council Member David Feuerstein, Council Member Garretson, Council Member Andrea Hyatt, Council Member Daryl Joyner, and Council Member Robert Rios

**ALSO PRESENT**

Hope Smith, B.A.; Glynn Jones, CFO; Gracia Montilus, Township Attorney; Brook L. Nieves, Deputy Clerk and Rayna E. Harris, Township Clerk

**ORDINANCES >>> First Reading & Introduction >> O-25-14**

**AN ORDINANCE REGULATING TOBACCO AND NICOTINE-DELIVERY PRODUCTS IN THE TOWNSHIP OF HILLSIDE**

Motion by Council Member Hyatt; Seconded by Council Member Joyner

All Council Members voted in the Affirmative. **Motion Carries**

**PRESENTATION**

Congratulations on the Wizards AAU Championship Basketball Team

**PAYMENT OF BILLS: June 11, 2025 (AS AMENDED)**

Motion to Amended Bills List to Only Pay Utilities in the amount of \$12,744.79 & Fresh & Pretty Flowers for the Amount of \$188.25 by Council Member Joyner; Seconded by Council Member Feuerstein

All Council Members voted in the Affirmative. **Motion Carries**

**ORDINANCES: Public Hearing & Final Adoption >>**

**TOWNSHIP OF HILLSIDE  
ORDINANCE O-25-12**

**ORDINANCE AMENDING CHAPTER 73. PERSONNEL, SECTION 15: COMPENSATION AND BENEFITS**

**WHEREAS**, Chapter 73, Section 15 should be amended to include the educational incentives that the Township of Hillside provides and the reimbursement of such incentives, if deemed necessary.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF HILLSIDE THAT:**

**1. Chapter 73 – Personnel, Section 15: Compensation and Benefits shall be amended as follows:**

**§ 73-15 Compensation and Benefits**

**E. Policy for Reimbursement of Tuition Costs.**

- (1) The Township will approve payment of the cost of the employee's tuition cost for any course, seminar or class which the employee is required to take in order to obtain any specialized training, certification, licenses and/or registration needed to perform the duties required of the position they presently hold with the following provisions:
  - (a) Township will not make payment if the employee withdraws after any date allowed for cancellation of registration.
  - (b) Township will not make payment if the employee does not complete the course, seminars or class.
  - (c) Township of Hillside will not make payment if the employee does not obtain a passing grade in any course, seminar, or class to which this provision is applicable.
  - (d) If the Township has made payment and any of the above conditions as described in items 1, a through c above exists, the employee will be responsible for such payment. Payment may be reimbursed to the Township through payroll deductions.
  - (e) If the Township has paid for the schooling for any employee to obtain a Certification for a position they are appointed to or a position they are training for within the Township, the employee must continue in the position for at least two years; if the employee leaves the Township prior to two years, the following provisions for employee reimbursement exist:
    - (a) 100% reimbursement if within the first year.
    - (b) 50% reimbursement if after the first year and before the end of the second year.
    - (c) Reimbursement will be deducted from the employee's final paycheck.
- (2) The Township will approve payment of the cost of the employee's tuition for any course, seminars or class which the employee is required to take in order to maintain their certification and/or licenses required of the position they presently hold.
- (3) Other seminars, conferences, or courses will be considered upon receipt of request from an employee with approval from the Department Head.
- (4) All Department Heads should submit an estimate of required funds for such education and training for budget consideration each year.

**2. SEVERABILITY**

If any provision of this Ordinance, or the application of any such provision to any person or circumstances, shall be held invalid, the remainder of this Ordinance to the extent it can be given effect, or the application of such provision to persons or circumstances other than those to which it is held invalid shall not be affected thereby, and to this extent the provisions of this Ordinance are severable.

**3. REPEALER**

All ordinances or parts of ordinances which are inconsistent with any provisions of this Ordinance are hereby repealed as to the extent of such inconsistencies.

**4. EFFECTIVE DATE**

This Ordinance shall become effective twenty (20) days following the final adoption thereof by the Township Council of the Township of Hillside and shall be published as required by law.

<b>Introduction: May 28, 2025</b>	
<b>MOTION: Feuerstein</b>	<b>SECOND: Garretson</b>
<b>YEA: Councilmembers Bonanno, Feuerstein, Garretson, Hyatt, Joyner, Rios, Epps</b>	
<b>NAY: None</b>	

<b>ABSTAIN: None</b>
<b>ABSENT: None</b>
<b>EXCUSED: None</b>
<b>Public Hearing: June 11, 2025</b>
<b>MOTION: Hyatt      SECOND: Rios</b>
<b>YEA: Councilmembers Bonanno, Feuerstein, Garretson, Hyatt, Joyner, Rios, Epps</b>
<b>NAY: None</b>
<b>ABSTAIN: None</b>
<b>ABSENT: None</b>
<b>EXCUSED: None</b>
<b>Adoption: June 11, 2025</b>
<b>MOTION: Hyatt      SECOND: Joyner</b>
<b>YEA: Councilmembers Bonanno, Feuerstein, Garretson, Hyatt, Joyner, Rios, Epps</b>
<b>NAY: None</b>
<b>ABSTAIN: None</b>
<b>ABSENT: None</b>
<b>EXCUSED: None</b>

**Public Comments:**

Madie Holloway – 141 Bailey Ave.

- How many students are currently enrolled, and which courses are they taking?

**Motion to Close Public Comments** by Council Member Hyatt; Seconded by Council Member Joyner, **All-In-Favor**

**ORDINANCES: Public Hearing & Final Adoption >>**

**TOWNSHIP OF HILLSIDE  
ORDINANCE O-25-13**

**AN ORDINANCE ESTABLISHING AN E-MOBILITY DEVICES AND LITHIUM-ION BATTERIES IN  
THE TOWNSHIP OF HILLSIDE**

**WHEREAS**, it is in the best interest of the health and welfare of the citizens of the Township of Hillside, to authorize a new Chapter to the Code entitled E-Mobility Devices and Lithium-Ion Batteries to read as follows:

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF HILLSIDE THAT:**

**SECTION 1. Definitions.****E-MOBILITY DEVICE**

A battery-powered transportation device, including but not limited to electric bicycles or bikes (E- Bikes), electric scooters (E-scooters), hoverboards and other similarly powered mobility devices.

**LITHIUM-ION BATTERY**

A storage battery in which an electrical current is generated by lithium-ions embedded in a carbon graphite or nickel metal-oxide substrate placed in a high-viscosity carbonate mixture or gelled polymer electrolyte.

**NATIONALLY RECOGNIZED TESTING LABORATORY (NRTL)**

Applicable to this ordinance, a private sector organization that performs certification for E-Mobility and Lithium-Ion Battery products to ensure that they meet the specific applicable UL Standards 2271, 2272 and/or 2849. Each NRTL uses its own unique registered certification mark (s) to designate product conformance to the applicable product safety test standard.

**RETAIL STORE**

A retail establishment within the Township of Hillside that sells or stores E-Mobility devices, E- bikes, E-scooters, Lithium-Ion batteries and other similarly powered mobility devices to consumers.

**SECOND-USE LITHIUM-ION BATTERY**

A Lithium-Ion battery that has been assembled, repurposed, reconditioned or renewed using cells removed from used batteries.

**UL**

Underwriters Laboratories is a global safety science company that develops standards to ensure products and systems are safe and meet industry standards.

**UL 2271**

The UL Standard for Batteries for Use in Light Electric Vehicle Applications, or any storage battery for a powered bicycle or mobility device.

**UL 2272**

The UL Standard for Electrical Systems for Personal E-Mobility Devices, for all powered mobility devices, including E-Scooters.

**UL 2849**

The UL Standard for Electrical Systems for E-Bikes, for the electrical system of any powered bicycle.

**UNREGULATED LITHIUM-ION BATTERY**

A Lithium-Ion battery in a E-Mobility device, such as an electric bicycle or electric scooter, that is not listed and labeled by a nationally recognized testing laboratory and does not have a NRTL certification mark on it such as the UL mark or that specific NRTL's unique registered certification mark

**WAREHOUSE**

A warehouse within the Township of Hillside that sells, ships or stores E-Mobility devices, E-bikes, E-scooters, Lithium-Ion batteries and other similarly powered mobility devices as part of their inventory.

**SECTION 2. Sale and Storage of E-Mobility Devices and Lithium-Ion Batteries**

- A. The sale and storage E-Mobility Devices, such as electric bicycles, electric scooters, hoverboards, and Lithium-Ion Batteries are prohibited unless such devices and batteries have been listed and labeled by a nationally recognized testing laboratory and has a NRTL certification mark on it such as the UL mark or that specific NRTL's unique registered certification mark and have been tested to the applicable UL Standard (UL 2271, 2272 and/or UL 2849). A list of NRTLs can be found on the OSHA website <https://www.osha.gov/nationally-recognized-testing-laboratory-program/current-list-of-nrtls>. Be advised that not all the NRTLs listed test to UL 2271, UL 2272 and UL 2849 Standards.
- B. Retail Stores and Warehouses shall be prohibited from maintaining any unregulated E-Mobility Devices and Lithium-Ion Batteries within their inventory located in the Township of Hillside.
- C. Prior to the sale or storage of any E-Mobility Device or Lithium-Ion Battery, the applicable UL Test Report for each model or device for sale or being stored shall be supplied to the Fire Prevention Bureau to ensure compliance with the applicable UL Standard for each E-Mobility Device and Lithium-Ion Battery.
- D. Retail Stores shall only be permitted to display one uncharged model of each E-Mobility Device powered by a Lithium-Ion battery being sold at any time. If the battery is removable, the battery for any such display devices within a retail store shall remain in its original packaging and shall be stored in a secure area within the establishment that complies with all safety requirements set forth in this article for Lithium-Ion battery storage and charging.
- E. All E-Mobility Devices must be stored in an uncharged state, with its original packaging and its original manufacturer supplied charger.

- F. Fire safety and charging safety information about E-Mobility Devices and Lithium-Ion Batteries must be supplied by the seller to the purchaser of the E-Mobility Device at the time of sale.
- G. All E-Mobility devices, other than display models, shall remain boxed and safely stored within the original packaging.
- H. Retail stores or warehouses that sell or store E-Mobility Devices are required to have a monitored fire alarm system. If the building is more than one story or of a mixed-use occupancy, there shall be a monitored wet-sprinkler system present in addition to the monitored fire alarm system which shall extend into the common areas of the building and basement.
- I. If the retail store or warehouse sells or stores individual Lithium-Ion Battery Packs for E- Mobility Devices, a fire-resistant metal storage cabinet of sufficient size to hold as many E-Mobility Lithium-Ion batteries as in stock shall be used. The cabinet is required to have self-closing, self-latching doors with flame-arresting vents.
- J. All individual Lithium-Ion batteries stored in a retail stores or warehouses are to be stored in the fire-resistant cabinet at all times, except when the battery packs are being charged for delivery to customers.
- K. Retail Stores are prohibited from charging any Lithium-Ion batteries while they are stored inside the fire-resistant storage cabinet. Lithium-Ion batteries are only permitted to be charged immediately prior to delivery to the customer.
- L. Warehouses are prohibited from charging any E-Mobility Lithium-Ion batteries that are to be sold or shipped individually or with E-Mobility Devices.

### **SECTION 3. Sale of second-use Lithium-Ion batteries and Lithium Polymer Batteries Prohibited.**

It shall be unlawful to assemble or recondition a lithium-ion battery and/or using cells removed from used storage batteries; and/or

It shall be unlawful to sell or offer for sale a lithium-ion battery that uses cells removed from used storage batteries.

### **SECTION 4. Lithium-Ion Battery Charging Restrictions.**

- A. E-Mobility devices and Lithium-Ion batteries are prohibited from being stored or charged within the common areas of any multi-family residential properties including but not limited to means of egress (entrances and exits), hallways, stairwells or basements.
- B. Lithium-ion batteries shall be charged within a retail store on a wheeled metal cart with a quick-disconnect function from a wall outlet. A surge proof power strip may be secured to the cart to accommodate the charging of additional lithium-ion batteries, if necessary.
- C. Stores that charge Lithium-Ion batteries shall have a thirty-two-gallon galvanized pail that is half filled with water, an eight-foot-by-eight-foot fireproof blanket, or a "Cell Block" lithium-ion battery containment tank in the immediate vicinity of the Lithium-Ion battery charging cart.
- D. Overnight and/or unattended charging of any Lithium-Ion batteries is prohibited.
- E. At least one Class A, B, and C fire extinguisher shall be mounted within easy reach of the charging station to extinguish any possible fire extension.

### **SECTION 5. Disposal of Lithium-Ion Batteries**

- A. Proper disposal of Lithium-Ion batteries shall be in accordance with state and local regulations.
- B. Lithium-Ion Batteries are prohibited from being disposed of in the regular trash.

**SECTION 6. Violations and penalties.**

A person or entity who violates any section within this article or any rule or regulation promulgated thereunder shall be liable for a penalty as follows:

- A. For first violation, a civil fine of up to \$2,000 in addition to the penalty from the Fire Prevention Bureau.
- B. For each subsequent violation issued for the same offense within two years of the date of the first violation, a civil fine of \$2,000 in addition to the penalty from the Fire Prevention Bureau.
- C. All unregulated E-Mobility Devices and Lithium-Ion Batteries are subject to seizure by the Township of Hillside. The costs of properly disposing of the unregulated Lithium-Ion Batteries and E- Mobility Devices shall be billed to the business and property owners.

**SECTION 7. Enforcement.**

- A. The Township of Hillside Fire Department, Police Department and Code Enforcement shall be responsible for performing inspections of all stores within the Township of Hillside every three months that sell E-Mobility Devices and Lithium-Ion Batteries.
- B. The Township of Hillside Fire Department, Police Department and Code Enforcement shall have the authority for the enforcement of all aspects of this article.

**SECTION 8.** If any part of this Ordinance shall be deemed invalid, such parts shall be severed and the invalidity thereof shall not affect the remaining parts of this Ordinance.

**SECTION 9.** A copy of this Ordinance shall be available for public inspection at the offices of the Township Clerk.

**SECTION 10.** This Ordinance shall take effect at the time and in the manner as approved by law.

<b>Introduction: May 28, 2025</b>	
<b>MOTION:</b> Bonanno	<b>SECOND:</b> Rios
<b>YEA:</b> Councilmembers Bonanno, Feuerstein, Garretson, Hyatt, Joyner, Rios, Epps	
<b>NAY:</b> None	
<b>ABSTAIN:</b> None	
<b>ABSENT:</b> None	
<b>EXCUSED:</b> None	
<b>Public Hearing: June 11, 2025</b>	
<b>MOTION:</b> Rios	<b>SECOND:</b> Joyner
<b>YEA:</b> Councilmembers Bonanno, Feuerstein, Garretson, Hyatt, Joyner, Rios, Epps	
<b>NAY:</b> None	
<b>ABSTAIN:</b> None	
<b>ABSENT:</b> None	
<b>EXCUSED:</b> None	
<b>Adoption: June 11, 2025</b>	
<b>MOTION:</b> Bonanno	<b>SECOND:</b> Joyner
<b>YEA:</b> Councilmembers Bonanno, Feuerstein, Garretson, Hyatt, Joyner, Rios, Epps	
<b>NAY:</b> None	
<b>ABSTAIN:</b> None	
<b>ABSENT:</b> None	
<b>EXCUSED:</b> None	

**Public Comments:**

Madie Holloway – 141 Bailey Ave.

- More Information on ordinance

**Motion to Close Public Comments** by Council Vice President Rios; Seconded by Council Member Joyner, **All-In-Favor**

**RESOLUTIONS****R-25-145 Auth. Sewer User Charges for 2025 (TABLED: May 28, 2025)**

Reminded Tabled

**WHEREAS**, the Annual Assessment Report has been received by the Township of Hillside from Joint Meeting of Essex and Union Counties that enables the annual calculation of Sewer User Charges for the year 2025, as prescribed by law.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Township of Hillside that the sewer User Charges for 2025 be, and are hereby established as follows:

CLASS 1: Residential units @ \$209.00 per unit

CLASS 2: Commercial / Industrial properties (Class 4A & Class 4B) as designated in the current tax duplicate at \$209.00 per 59,400 gallons per year of water use with a minimum charge of \$209.00.

CLASS 3: Industrial user charge as calculated by Joint Meeting to be billed separately as follows:

<u>BLOCK</u>	<u>LOT</u>	<u>NAME</u>	<u>AMOUNT</u>
1801	5	Hillside Beverage	\$40,002.91
1108	47	Manhattan Drugs	\$1,994.93
201	3	AAK Foodservice	\$205,122.62
1802	4	A&H Products	\$21,799.57
101	18	Union Beverages	\$2,546,933.06

**BE IT FURTHER RESOLVED** that the due date for payment of the above Sewer User Charges shall be June 16, 2025.

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately.

**R-25-150 Approving Change Order #1 to Fischer Contracting INC.**

**WHEREAS**, the Township Council of the Township of Hillside had previously awarded a contract to the Fischer Contracting Inc. for the "PY 50 CDBG Improvements to Harvard Avenue" project in the total amount of \$121,500.50; and

**WHEREAS**, the Township Engineer has requested Change Order #1 for the Improvements to Harvard Avenue; and

**WHEREAS**, the Township Engineer has requested Change Order #1 in the amount of \$2,215.16, which would increase the contract price to \$123,715.66; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available for said purpose; and

**WHEREAS**, the Local Public Contracts Law Rules, specifically N.J.A.C. 5:30-11.3(a)1 provides that the governing body may issue change orders which do not increase or decrease the contract amount by more than 20%.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Council of the Township of Hillside, does hereby authorize Change Order #1 to the contract to the Fischer Contracting Inc. for the "PY 50 CDBG Improvements to Harvard Avenue" project.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to Fischer Contracting Inc.

Motioned by Council Member Joyner; Seconded by Council Vice President Rios

All Council Members voted in the Affirmative with the Exception of Council Member Bonanno who Abstain. **Motion Carries**

**R-25-151 Auth. the Award of a Professional Services Contract to Hector for the Preparation of a Five-Year Zone Development Plan for the Township of Hillside Urban Enterprise Zone (TABLED) (Steeve Augustin gave a Presentation)**



**RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT TO HECTOR FOR THE PREPARATION OF A FIVE-YEAR ZONE DEVELOPMENT PLAN FOR THE TOWNSHIP OF HILLSIDE URBAN ENTERPRISE ZONE**

**WHEREAS**, the Township of Hillside is an active participant in the New Jersey Urban Enterprise Zone (UEZ) Program; and

**WHEREAS**, in accordance with N.J.S.A. 52:27H-68, the Township is required to prepare and submit a Five-Year Zone Development Plan outlining the municipality's economic development strategies, goals, and proposed UEZ-funded initiatives; and

**WHEREAS**, the Township has determined the need to engage a professional planning firm to assist in the development of this plan; and

**WHEREAS**, HECTOR has submitted a proposal to provide professional planning services for the formulation of a Five-Year Zone Development Plan; and

**WHEREAS**, HECTOR's proposed scope of work includes outreach to state and regional business organizations, review of existing economic and demographic conditions, assessment of prior UEZ activities, and the preparation of a comprehensive and actionable development plan, at a cost not to exceed \$125,000.00, with funding to be provided through the Township's UEZ Program account; and

**WHEREAS**, the contract period shall be from July 1, 2025, to June 30, 2026; and

**WHEREAS**, this contract is being awarded as a professional services contract pursuant to N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law and is therefore not subject to public bidding requirements; and

**WHEREAS**, the Township has determined that the award of this contract is in the best interests of Hillside's business community and overall economic development.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Hillside that:

1. A professional services contract is hereby awarded to HECTOR for the formulation of a Five-Year Zone Development Plan for an amount not to exceed \$125,000.00.
2. The Mayor, Business Administrator, and/or UEZ Coordinator are authorized to execute the contract and any other necessary documents to effectuate the purposes of this resolution.
3. A copy of this resolution shall be forwarded to the UEZ Coordinator and the New Jersey Urban Enterprise Zone Authority.

Motion to Table by Council Member Garretson; Seconded by Council Member Feuerstein  
All Council Members voted in the Affirmative. **Motion Carries**

**PUBLIC COMMENTS**

Motion to Open Public Comments by Council Member Hyatt; Seconded by Council Member Feuerstein, **All-In-Favor**

**Arthur Kobitz- 327 Trinity Pl**

- Why did Steeve wait until 2025 to share the five-year development plan with the council when in 2021 they reform mandated that the each UEZ community submit a zone development plan that would last 5 years?
- There was a grant for Wilder Street to be paved. Why is the town paving sidewalks, aprons, and driveways when those are the responsibility of the property owners?

**Paula King, 1462 Hiawatha Ave**

- First, she wants to thank the council for the presentation for the kids. Next, she needs help with the Recreation Advisory Committee, as they have been paying expenses out of their own budget. There is an upcoming basketball event, and she needs funding for food, a DJ, and other expenses. Who does she need to contact to request assistance with the event? Also send a letter to the Mayor and Recreation Director Hardy.

**Val Mayo – 1424 Liberty Ave.**



- There has been ongoing discussion about having the department head attend the meetings to answer questions. Are they planning to come? What needs to be done to ensure they attend? The department heads have been showing up for the past years until this administration.

**Aldeana Mitchell, 1431 Maple Ave;**

- The council is aware that there are many different committees and boards. It shouldn't be up to the members to explain the rules and regulations to the council or the mayor that responsibility should fall to the township attorney. Additionally, the committee should be able to receive funding just like other committees do.

Motion to Close Public Comments by Council Member Hyatt; Seconded by Council Member Joyner, **All-In-Favor**

**EVENTS COMING UP**

June 21, 2025 2<sup>nd</sup> Annual Juneteenth Basketball Tournament

June 21, 2025 Rename Central Ave Park to Donald Pane Jr.

Aug. 2, 2025 – House music entertainment Festival

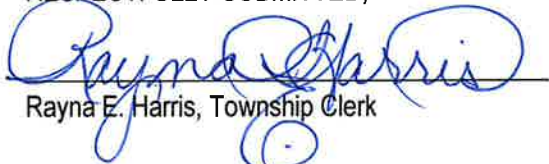
**Council Remarks**

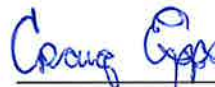
Council Member David Feuerstein  
Council Member Andrea Hyatt  
Council Member Angela Garretson  
Council Member Lisa Bonanno  
Council Member Daryl Joyner  
Council Vice President Robert Rios  
Council President Craig Epps

Motion to Adjourned by Council Member Hyatt; Seconded Council Vice President Rios, **All-In-Favor**

Adjourned at 8:31pm

RESPECTFULLY SUBMITTED,

  
Rayna E. Harris, Township Clerk



Craig Epps, Council President

DATE: 08/05/2025