

Township of Hillside  
CAUCUS MEETING OF THE TOWNSHIP COUNCIL  
MINUTES

August 4, 2025 @ 6:33pm \*Agenda subject to change\*

The Caucus Meeting of the Township of Hillside Township Council was held on August 4, 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

**ABSENT**

Matthew Cove-Officer in Charge, Rashawn Carey-Fire Chief, Alfuquan Hardy-Recreation, & Anthony Russomanno-DPW Director

**MINUTES:**

**August 7, 2024**

Motioned by Council Member Joyner; Seconded by Council Member Bonanno

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

**September 24, 2024**

Motioned by Council Member Joyner; Seconded by Council Member Bonanno

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

**June 11, 2025**

Motioned by Council Member Joyner; Seconded by Council Member Bonanno

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

**June 26, 2025 – ABC Meeting**

Motioned by Council Member Joyner; Seconded by Council Member Bonanno  
All Council Members voted in the Affirmative. Motion Carries

**June 30, 2025 – Special Meeting**

Motioned by Council Member Joyner; Seconded by Council Member Bonanno  
All Council Members voted in the Affirmative. Motion Carries

**July 8, 2025**

Motioned by Council Member Joyner; Seconded by Council Member Bonanno  
All Council Members voted in the Affirmative. Motion Carries

**PAYMENT OF BILLS: May 13, 2025, June 11, 2025, June 25, 2025, & August 4, 2025**

Motion to Amended & to Pull all Remington & Vernick Bills by Council Member Feuerstein; Seconded by Council Member Garretson  
All Council Members voted in the Affirmative. Motion Carries

Motion to Pay the Bills List as Amended by Council Vice President Rios; Seconded by Council Member Joyner  
All Council Members voted in the Affirmative. Motion Carries

**ORDINANCES - Public Hearing & Adoption >> O-25-14**

**ORDINANCE O-25-14**

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

**BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF HILLSIDE that:**

**Section 1: Findings**

- A. Smoking, Tobacco use, and Nicotine-Delivery Product use have significant detrimental effects on health.
- B. Businesses offering such Tobacco or Nicotine-Delivery Product sales have a responsibility to follow laws regulating the sale and consumption of such products, including preventing the sale of such products to people under the age of 21.
- C. Several businesses selling Tobacco or Nicotine-Delivery Products in the Township often ignore laws regarding the sale of such products, including sales to people under 21 years of age.
- D. The Township has also experienced the sale of Tobacco and Nicotine-Delivery Products by businesses that are not properly licensed, either by the State of New Jersey or the Township.
- E. There is a need to better regulate and control such businesses to reduce the deleterious impacts of Tobacco and Nicotine-Delivery Product usage, particularly by those under 21 years old.

**Section 2: Definitions**

"Characterizing Flavor" means a distinguishable flavor, taste, or aroma, including, but not limited to, any fruit, candy, chocolate, vanilla, honey, cocoa, wintergreen, dessert, alcoholic beverage, herb or spice flavoring, that is imparted prior to or during consumption by an Electronic Smoking Device, Tobacco product, or other related product, including electronic liquid, or any smoke, aerosol, or vapor emanating from that device or product. An Electronic Smoking Device, any cartridge, or other component of the device or other related product, including liquid nicotine, shall be deemed to have a characterizing flavor if the device, cartridge, component, or related product is advertised or marketed as having or producing any such distinguishable flavor, taste or aroma, or is distinguishable by an ordinary consumer either prior to, or during, its consumption. No Tobacco product shall be determined to have a characterizing flavor solely because of the use of additives or flavorings or the provision of ingredient information.

"Electronic Smoking Device" means an electronic or other powered device that can be used to deliver nicotine, nicotine oil or other substances to the individual inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe, or any cartridge or component of such a device or related products, including but not limited to any substances used in such devices, such as liquids or powders.

"Employee" means any individual who is employed by any Employer for direct or indirect monetary wages or profit, including but not limited to those employed full time, part time, temporarily, or contracted from a third party; the term "Employee" also means any individual who serves as a volunteer for a business, nonprofit organization, or other entity.

"Employer" means any person, business, nonprofit organization, or other entity which employs the services of one or more individuals.

"Flavored Smoking Product" means any product marketed or otherwise intended for inhalation consumption by an individual

which has a Characterizing Flavor. There shall be a rebuttable presumption that a Tobacco product is a Flavored Smoking Product if the manufacturer of said product, or any Person, agent or Employee acting in the course of their agency or employment with the manufacturer or Retailer, has made any statement or claim or disseminated any advertisement or notice directed at consumers or to the general public regarding said product, which indicates that said Tobacco or Nicotine-Delivery Product has or produces a taste or smell other than Tobacco. Examples of such statement, claim, advertisement or notice shall include, but shall not be limited to images on the product's labeling, packaging or display which are used to convey that the product has or produces a taste or smell other than Tobacco.

"Health Department" means the Township of Hillside Health Department.

"Health Officer" means the designated Health Officer of the Health Department, or their designee.

"Inspector" means any Township employee authorized to enforce this Ordinance.

"Nicotine-Delivery Product" means any product that is designed to deliver nicotine, nicotine or non-nicotine vapor, or any other substances, including but not limited to what are commonly known as "e-cigarettes" or other types of electronic smoking devices, or any cartridge or other component of such device, or related products, including but not limited to any substances used in such devices, such as liquids, powders, gels, waxes or other forms of Tobacco, nicotine or other substances, but excluding United States Food and Drug Administration-approved nicotine patches or nicotine chewing gum. For an item to be a Nicotine-Delivery Product there is no requirement for the presence or possible presence of nicotine or Tobacco. The definition also includes any product or device that claims to be nicotine free or from a non-Tobacco source. The definition further includes any future device or product used for a similar purpose.

"Person" means an individual, partnership, cooperative, association, corporation, personal representative, receiver, trustee, assignee, or any other legal entity.

"Retailer" means any Person that operates a store, stand, booth, concession, or place at which sales of Tobacco or Nicotine-Delivery Products are made or given to purchasers for consumption or use. The term shall also mean any Person that owns, operates or uses for sale or distribution a Vending Machine.

"Self-service Display" means any display promotion of Tobacco or Nicotine-Delivery Products in any area of a retail establishment not located behind a sales counter and within the grasp of the public so as to permit self-service.

"Tobacco" means any product made from the Tobacco plant for the purpose of smoking, chewing, inhaling and other personal use, including but not limited to cigars, chewing Tobacco, pipe Tobacco, snuff, and cigarettes in any form.

"Township" means the Township of Hillside.

"Vending Machine" means any automated device which, upon insertion of money, tokens, or other forms of payment, dispenses Tobacco or Nicotine-Delivery Products.

### **Section 3: Prohibited Conduct**

- A. No Person shall sell, distribute or give Tobacco or Nicotine-Delivery Products in the Township unless they are licensed in accordance with this Ordinance and as required by New Jersey law.
- B. Licenses issued pursuant to this Ordinance and New Jersey Law shall be posted in a conspicuous place in the licensed establishment.
- C. No Person shall sell, furnish, distribute or give Tobacco or Nicotine-Delivery Products in the Township unless the owner or an Employee of the establishment controls the sale of such products. A Person may only sell, furnish, distribute or give Tobacco or Nicotine-Delivery Products in a direct, face-to-face exchange between the Retailer or Employee and the consumer.
- D. It shall be unlawful to sell, offer for sale, give, distribute, or furnish Tobacco or Nicotine-Delivery Products from a Self-service Display or Vending Machine.
- E. No Person shall sell, distribute, furnish or give a Tobacco or Nicotine-Delivery Product to any individual under the age of 21, unless the receiver possesses a valid medical prescription for such products.
- F. Retailers shall conspicuously post and reasonably maintain signs having a minimum size of six inches by eight inches where Tobacco or Nicotine-Delivery Products are displayed and at all check-out counters notifying customers that proof of age is required to purchase such products.
- G. In accordance with Title 21 § 1140.14, of the Code of Federal Regulations, N.J.S.A. 54:40A-I, et seq., other applicable law, and this Ordinance, any Person selling Tobacco or Nicotine-Delivery

Products shall verify by means of government-issued photographic identification containing the bearer's date of birth that no individual purchasing the Tobacco or Nicotine-Delivery Product is younger than 21 years of age. No Retailer or Employee shall sell Tobacco or Nicotine-Delivery Product to an individual less than 21 years of age based on a note or any form of communication from any Person.

- H. No Person, either directly or indirectly by an agent or Employee, or by a Vending Machine owned by the Person or located in the Person's establishment, shall sell, offer for sale, give, furnish, or distribute for commercial purpose at no cost or minimal cost or with coupons or rebate offers, to any other Person, liquid nicotine in a liquid nicotine container, which is intended for use in a vapor product, unless the liquid nicotine is sold, offered for sale, given, furnished, or distributed for commercial purpose in a child-resistant container, as set forth in N.J.S.A. 2A:170-51.9, et seq.
- I. The sale, offering for sale, furnishing or distribution of any Flavored Smoking Product is prohibited.
- J. No Retailer shall allow the sampling of any Tobacco or Nicotine-Delivery Product.
- K. Any sale or distribution of Tobacco and Nicotine-Delivery Products must comply with any and all applicable New Jersey and federal laws and regulations governing such products. Failure to comply with such laws is a violation of this Ordinance.

#### **Section 4: Enforcement and Inspections**

- A. This Ordinance may be enforced by the Health Officer, Health Department inspectors, building department code enforcement officers, building department inspectors, or the Township Police officers.
- B. Any Township employee authorized to enforce this Ordinance may, after giving proper identification, inspect any matter, thing, documents, premises, place, Person, record, vehicle, incident, or event as necessary to execute his or her official duties in a manner prescribed by law.
- C. The filing of an application, and acceptance and use of a license issued by the Township, shall be deemed consent by the licensee to allow the Township's entry into and upon the licensed premises, and to allow the Township's inspection and search of licensed premises and business records, in order for the Township to determine whether a license should be granted and whether the licensee is operating in compliance with this Ordinance, State and Federal law.

#### **Section 5: Licensing**

- A. Retailers are required to be licensed in accordance with this Ordinance. The licensing requirements in this Ordinance are in addition to any other business licensing ordinance in effect in the Township.
- B. Where a Retailer operates at more than one property location, each location shall require a separate license.
- C. Applications for new licenses will be accepted on a rolling basis, however if the maximum number of licenses to operate a retail Nicotine-Delivery Product establishment is met, new applications will be held in the order received, and processed when the number of permissible licenses issued falls below the number that may be established in this Ordinance.
- D. Applicants seeking to obtain a license shall file a written application with the Township Business Licensing Clerk on a form to be furnished by the Township. The application must be accompanied by the correct application fee as provided herein before it can be processed.
- E. Upon receipt of the complete application and application fee, the Business Licensing Clerk, in consultation with the Health Department and such other Township departments as may be required, shall process the application and issue a determination as to whether or not a license should be issued. If a license is denied, the reason(s) for denial shall be provided to the applicant in writing.
- F. The term of each license shall commence on January 1 (or the date of initial license issuance) and expire on December 31 of each year.
- G. Applications for license renewals shall be filed by December 1st for the following calendar year in order to avoid a lapse of the license.
- I. No itinerant Retailer shall be permitted to obtain a license. Applicants for a license, or renewal thereof, shall furnish the following information to the Township Business Licensing Clerk:
  1. The name and trade name of the applicant, address and contact phone numbers;
  2. The names, addresses and phone numbers of all owners of the applicant owning 10% or more of the applicant. Where a Person owning 10% or more of the applicant is itself a corporation, partnership, or other non-individual, the 10% owners of that entity shall be provided. The disclosure shall be continued until names and addresses of every Individual exceeding the 10% ownership criteria is established;
  3. An agent and address at which the applicant consents to service of process;

4. The address from which the business will be conducted;
  5. Where the applicant is a corporation, documentation that the corporation is authorized to conduct business in the State of New Jersey; and
  6. Any other information requested by the Township.
- J. The form of application for a license and license renewal shall be prepared by the Township Attorney in consultation with the Health Department.
- K. An application may be denied for any of the following reasons:
1. The proposed property location is not in compliance with the Township's zoning and certificate of occupancy requirements, as well as all building code requirements.
  2. Where the applicant or any individual owner or officer of applicant, or of any entity owning 10% or more of the applicant, has had a Retailer license, issued by the Township or another jurisdiction, revoked within 3 years prior to the elate of the application.
  3. Where the applicant has made a misrepresentation or material omission on its application form.
  4. Based on prior violations of laws, regulations or ordinances, including any amendments or supplements thereto.
  5. Where there exists other objectively identifiable reasons, either singularly, or in conjunction with other reasons, which clearly demonstrate that either the applicant will not operate the Tobacco or Nicotine-Delivery Product business in accordance with the provisions of this Ordinance, or will operate the business in such a way that it is likely to negatively impact public safety.
- L. When an application for a license is denied, the applicant may appeal, as provided in this subsection.
1. The appeal shall be filed in writing with the Business Licensing Clerk within 30 days of the date the Township mails notice of denial to the address provided in the application. In addition to the application on file with the Township, as part of their appeal, the applicant may file with the Township Business Licensing Clerk any other documents and written argument the applicant wishes the Township to consider.
  2. Provided a timely appeal is filed, a committee consisting of the Township Administrator, Health Officer, and Director of Community Improvement, or their designee will consider the appeal based on the written record submitted by the applicant.
  3. Within 30 days following the submission of the applicant's appeal, the committee shall issue a written decision, which shall be final.

#### **Section 6: Application and licensing Fees**

- A. The application fee for an initial license for a new Retailer or Retailer location shall be \$50.
- B. In the event an initial or renewal license application is approved, upon payment of a licensing fee of \$500, the Business Licensing Clerk will issue a Retailer license.
- C. Where the application is approved after the September 30th of a calendar year, the Business Licensing Clerk shall waive the licensing fee for that current calendar year.

#### **Section 7: License Transfers Prohibited**

- A. No license shall be transferable by sale or otherwise; a license is valid only for the specific property location and Person listed thereon.
- B. No license shall be held by a Person not engaged in actively selling Tobacco and/or Nicotine-Delivery Products. No "pocket" license shall be issued, and no existing license shall be converted to a "pocket" license.

#### **Section 8: Violations, Penalties and Fines**

- A. Any Person violating or failing to comply with the provisions of this Ordinance, or the ordinances amended by this Ordinance, shall, upon the conviction thereof, be punished by a fine not to exceed \$1,000 per violation. Each day that a violation continues to exist, shall be deemed a separate violation.
- B. In addition to the penalties in subsection 8.A, the Business Licensing Clerk may administratively suspend or revoke a license issued.

**Section 9: Severability**

If any part or parts of this Ordinance are for any reason held to be invalid, such holding shall not affect the validity of the remaining portions of this Ordinance.

**Section 10: Repealer**

All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed as to the inconsistency thereof.

**Section 11: Effective Date**

This Ordinance shall take effect 20 days from the time of its final passage.

**Public Hearing opened and Tabled: June 30, 2025**

<u>MOTION</u>	<u>SECOND</u>	<u>NAME</u>	<u>YEAS</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>	<u>EXCUSED</u>
		Bonanno	X				
	X	Feuerstein	X				
		Garretson	X				
X		Hyatt	X				
		Joyner	X				
		Rios, VP	X				
		Epps, CP	X				

**Remove from the Table: August 4, 2025**

<u>MOTION</u>	<u>SECOND</u>	<u>NAME</u>	<u>YEAS</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>	<u>EXCUSED</u>
		Bonanno	X				
		Feuerstein	X				
		Garretson	X				
X		Hyatt	X				
		Joyner	X				
	X	Rios, VP	X				
		Epps, CP	X				

<b>Introduction:</b> May 28, 2025
<b>MOTION:</b> Garretson <b>SECOND:</b> Feuerstein
<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>2<sup>nd</sup> Public Hearing:</b> August 4, 2025
<b>MOTION:</b> Hyatt <b>SECOND:</b> Feuerstein

<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:</b> August 4, 2025
<b>MOTION:</b> Hyatt <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:**

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

Kristen Estremera – 1538 Morris Place

- Is anything being enforced regarding the delivery of tobacco and nicotine products?
- How can someone be held liable for breaking an ordinance?

Erskine R. Glover – Superintendent

- He would like to provide more information about the ordinance and also thank everyone for their support. This ordinance is very important for the community.

Mattie Holloway – 141 Bailey Ave.

- How will the township regulate this ordinance? What measures are being put in place to ensure compliance? There are many ordinances already, but often no one enforces them or pays attention.

Lidia Smith – 240 Winans Ave.

- Her Girl Scouts troop is committed to helping support and promote this ordinance—they're really passionate about it.

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

**RESOLUTIONS**

**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**

**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.

A copy of this resolution shall be forwarded to the UEZ Coordinator and the New Jersey Urban Enterprise Zone Authority.

Motion to Un-Table by Council Member Garretson; Seconded by Council Vice President Rios

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

Motion by Council Member Garretson; Seconded by Council Member Joyner

All Council Members voted in the Affirmative with the Exception of Council Members Feuerstein & Hyatt Who Voted Nay.

**Motion Carries**

**R-25-168 Auth. Emergency Temporary Budget Appropriation for Total Sum of \$3,238,441.00**

**WHEREAS**, an emergent condition has arisen wherein the appropriation set forth in the calendar year of 2025 temporary budget are insufficient to meet the financial obligation as set forth below and the payroll for municipal officers and employees; and

**WHEREAS**, the permanent budget for the calendar year 2025 has not yet been adopted; and

**WHEREAS**, the total emergency temporary resolution adopted for the calendar year 2025 pursuant to the provisions of N.J.S.A. 40A:4-20 is \$3,223,441.00 within the Appropriations “CAPS” and \$15,000.00 excluded from the “CAPS” for the Current Fund and, for a Grand Total of \$3,238,441.00; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township of Hillside, by (not less than two-thirds (2/3) of all members of thereof affirmatively concurring), that, in accordance with the aforementioned statute, the CFY 2025 temporary budget be and the same is hereby amended to provide for an additional emergency temporary appropriation in the total amount of \$3,238,441.00 and distributed as follows:

<b>Appropriations Within “CAPS”</b>		
<b><u>Department</u></b>	<b><u>Type</u></b>	<b><u>Amount</u></b>
Administration and Executive	SW	\$9,000.00
Administration and Executive	OE	\$3,000.00
Economic Development	SW	\$4,750.00
Economic Development	OE	\$
Record Retention	OE	\$
Repair and Maintenance Contracts	OE	\$
Township Clerk’s Office	SW	\$9,500.00
Township Clerk’s Office	OE	\$3,000.00

Advertising	OE	\$2,000.00
Election	OE	\$10,000.00
Township Council	SW	\$7,209.00
Township Council	OE	\$1,000.00
Financial Administration	SW	\$19,000.00
Financial Administration	OE	\$5,000.00
Annual Audit	OE	\$
Assessment of Taxes	SW	\$3,250.00
Assessment of Taxes	OE	\$1,992.00
Computer Services	OE	\$2,000.00
Collection of Taxes	SW	\$5,500.00
Collection of Taxes	OE	\$5,000.00
Legal Service	SW	\$5,500.00
Legal Service	OE	\$
Municipal Prosecutor	SW	\$2,500.00
Municipal Prosecutor	OE	\$332.00
Engineering Service	SW	\$
Engineering Service	OE	\$36,520.00
Alcohol Beverage Control Board	OE	\$
Buildings and Grounds	SW	\$
Buildings and Grounds	OE	\$9,000.00
Planning Board	SW	\$218.75
Planning Board	OE	\$
Zoning Cost	SW	\$218.75
Zoning Cost	OE	\$830.00
Postage	OE	\$4,000.00
Unemployment Compensation	OE	\$
Workman's Compensation	OE	
Group Insurance Plan for Employee	OE	\$1,400,000.00
Insurance Other	OE	\$
NJSTDI	OE	\$

Fire	SW	\$290,000.00
Fire	OE	\$18,000.00
Fire Ambulance Service	OE	\$6,640.00
Uniform Fire Safety Act (P.L 1983)	SW	\$8,700.00
Uniform Fire Safety Act (P.L 1983)	OE	\$1,992.00
Police	SW	\$350,000.00
Police	OE	\$20,000.00
Traffic Lights	OE	\$10,000.00
School Crossing Guards	SW	\$
Garage Service & Repair	SW	\$3,500.00
Garage Service & Repair	OE	\$16,600.00
Office of Emergency Management	SW	\$1,750.00
Office of Emergency Management	OE	\$2,490.00
Roads Repairs and Maintenance	SW	\$70,000.00
Roads Repairs and Maintenance	OE	\$53,950.00
Garbage and Trash Collection	OE	\$400,000.00
Sewer System	OE	\$9,960.00
Sewer Pumping Station	OE	\$8,300.00
Board of Health	SW	\$6,700.00
Board of Health	OE	\$
Dog License Regulation	OE	\$12,948.00
Community Recreation Committee	SW	\$18,000.00
Community Recreation Committee	OE	\$
Senior Citizens Program	SW	\$8,500.00
Senior Citizens Program	OE	\$0.00
Celebration of Public Events- Mayor	OE	\$
Celebration of Public Events - Municipal Council	OE	\$
Municipal Court	SW	\$10,800.00
Municipal Court	OE	\$
Public Defender	OE	\$2,988.00
TV	OE	\$0

Uniform Construction Code Official	SW	\$20,000.00
Uniform Construction Code Official	OE	\$2,490.00
Utilities	OE	\$123,670.00
Street Lighting	OE	\$58,930.00
Fire Hydrant	OE	\$49,800.00
Group Insurance Waiver	OE	\$
Salary Adjustment Account	SW	\$
Accumulated Leave	OE	\$83,000.00
Temporary and Summer Employees	SW	\$18,000.00
Contingent	OE	\$
PERS	OE	\$
PFRS	OE	\$
Social Security (FICA)	OE	\$
Consolidated PD/FD	OE	\$
DCRP	OE	\$3,412.50
<b>Total</b>		<b>\$3,223,411.00</b>

**Appropriations Excluded from "CAPS"**

<b>Department</b>	<b>Type</b>	<b>Amount</b>
Maintenance of Free Public Library	OE	\$
Joint Truck Sewer	OE	\$
Reserve for Tax Appeals	OE	\$
Union County Fire & EMS Dispatch Services	OE	\$
Matching Funds for Grants	OE	\$15,000.00
Union County Health Officer	OE	\$
Capital Improvement Fund	OE	\$
Interest on Notes	OE	\$
Payment of Bond Principal	OE	\$
Interest on Bonds	OE	\$
NJEIT Principal	OE	\$

NJEIT Interest	OE	\$
NJDCA Demolition Loan	OE	\$
UCIA Principal	OE	\$
UCIA Interest	OE	\$
Prior Year Bill Jen Electric	OE	\$
<b>Total Temporary Appropriation Excluded From the "CAPS"</b>		<b>\$15,000.00</b>

**Swimming Pool**

<b>Department</b>	<b>Type</b>	<b>Amount</b>
Swimming Pool S & W	SW	\$0
Swimming Pool O & E	OE	\$0
Swimming Pool Debt Services - Notes	OE	\$0
Swimming Pool Debt Service Interest	OE	\$0
<b>Total Swimming Pool</b>		<b>\$0</b>

Motion by Council Vice President Rios; Seconded by Council Member Hyatt  
 All Council Members voted in the Affirmative. **Motion Carries**

**R-25-169 Appointing Redactors in Compliance with Daniel’s Law Requirements for the Township of Hillside**

**WHEREAS**, the State of New Jersey adopted N.J.S.A. 47:1B-1 et seq (P.L. 2021, c. 371), commonly referred to as Daniel's Law, establishing a secure portal for Covered and Authorized Persons, who will submit redaction requests of personal information from certain public records and websites; and

**WHEREAS**, the purpose of Daniel's Law is to protect active, formerly active, and retired Federal and State judicial officers, prosecutors, and law enforcement officers, and their immediate family members residing with them in the same household; and

**WHEREAS**, State, County, and Municipal government agencies that post residential data on their public-facing websites must redact it for Covered Persons who have been approved for redaction by the Office of Information Privacy and account for paper records of the same; and

**WHEREAS**, since July 12, 2022, the Office of Information Privacy has registered over 10,200 persons who are eligible to apply for redaction protections through Daniel's Law Portal; and

**WHEREAS**, under Daniel's Law, the Township of Hillside must appoint Redactors for Township websites and public records.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Hillside, County of Union, and State of New Jersey that Rayna E. Harris, Registered Township Clerk, and Christopher Murray, Tax Assessor, be and are hereby appointed Redactors for the Township of Hillside in compliance with adopted N.J.S.A. 47:1B-1 et seq.

Motion by Council Member Joyner; Seconded by Council Member Bonanno  
 All Council Members voted in the Affirmative. **Motion Carries**

**R-25-170 Awarding a Contract for the Purchase of a Broom Street Sweeper with Belt Conveyor to W.E. Timmerman Co. Inc., (3554 Route 22 West, Whitehouse, NJ 08888) (TABLED)**

**WHEREAS**, the Township of Hillside ("Township") desires to award a contract for the purchase of a broom sweeper with belt conveyor pursuant to *N.J.S.A. 40A:11-1 et seq.*; and

**WHEREAS**, on May 23, 2025, W.E. Timmerman Co. Inc., (3554 Route 22 West, Whitehouse, NJ 08888) was the lowest responsive bidder; and

**WHEREAS**, the Township has evaluated the submission and has determined that the price proposed is reasonable and in accordance with industry practices; and

**WHEREAS**, the Township desires to award the contract to W.E. Timmerman Co. Inc., for the purchase of a broom sweeper with belt conveyor pursuant to *N.J.S.A. 40A:11-1 et seq.*

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

1. W.E. Timmerman Co. Inc., (3554 Route 22 West, Whitehouse, NJ 08888), is hereby awarded a contract of \$345,914.00 for the purchase of a broom sweeper with belt conveyor.
2. Upon approval of this resolution, a contract shall be executed by the Mayor and W.E. Timmerman Co. Inc., for said services, subject to approval ss to form and legality by the Township Attorney.
3. This resolution shall take effect immediately

Motion by Council Member Feuerstein; Seconded by Council Member Bonanno,  
All Council Members voted in the Affirmative. **Motion Carries**

**R-25-171 Auth. Refund of Premiums for Tax Sale Certificates**

**WHEREAS**, Certificates of Sale for unpaid municipal taxes were issued and sold to the lien holders listed on the attached spreadsheet; and

**WHEREAS**, premiums were paid to acquire these Certificates of Sale; and

**WHEREAS**, these Certificates of Sale have been fully paid and satisfied.

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

1. The Chief Financial Officer is authorized to issue checks, as indicated on the attached spreadsheet, to refund premiums.
2. This resolution shall take effect immediately.

Motion by Council Member Hyatt; Seconded by Council Vice President Rios  
All Council Members voted in the Affirmative. **Motion Carries**

**R-25-172 Tax: Auth. Refunds Due to Assessment Reduction by Order of the Tax Court of the State of NJ**

**WHEREAS**, the Tax Court of the State of New Jersey has reduced the total assessed value of the properties identified in the spreadsheet heretofore the calendar years 2024.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Hillside that the Chief Financial Officer is hereby authorized to issue checks as set forth on the spreadsheet to the owner or the attorney for the owner of each property listed in the amount indicated to refund the overpayment.

					REFUND	
Block	Lot	Owner Name	Property Location	Year	AMOUNT	Refund Payable:
1107		8 Paarikh, Biren	1401-09 Maple Ave	2024	\$2,393.37	Parikh, Biren
				int	\$30.35	c/o McCarter & English, LP
				<b>Total</b>	<b>\$2,423.72</b>	Farhan Ali, Esq
						100 Mulberry Street-Four Gateway Center
						Newark, NJ 07102

Motion by Council Member Hyatt; Seconded by Council Vice President Rios  
All Council Members voted in the Affirmative. **Motion Carries**

**R-25-173 Amending Resolution R-25-027 for the Tax: Refund Tax Sale Payment**

**WHEREAS**, the Township Council of the Township of Hillside adopted Resolution R-25-027 on January 22, 2025.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Hillside that Resolution R-25-027 is hereby amended as follows:

The Tax Collector is hereby authorized to make the necessary changes to said account accordingly.

Tax Sale Certificate in the amount of **\$1,776.71**, and a premium of **\$3,900.00** to refund the overpayment.

FNA DZ, LLC  
201 W Lake St # 165  
Chicago, IL 60602

Motion by Council Member Hyatt; Seconded by Council Vice President Rios  
All Council Members voted in the Affirmative. **Motion Carries**

**R-25-174 Auth. Settlement of OPRA Lawsuit & Attorney Fee in Rotimi Owoh Esq., on Behalf of African American Data & Research Institute v. Township of Hillside**

**WHEREAS**, in March of 2022, Rotimi Owoh, Esq., on behalf of African American Data & Research Institute, (“Complainant”) submitted an Open Public Records Act (“OPRA”) to Hillside Township (“Custodian”) seeking various Police Department records; and

**WHEREAS**, the Custodian sent a response to the Complainant regarding responsive agreements between Township and any separated police officer but failed to indicate how the provided spreadsheet was generated; and

**WHEREAS**, the Complainant filed a complaint with the Government Records Council (“GRC”) for Denial of Access of records against the Custodian; and

**WHEREAS**, based on the complaint the GRC Council ordered the Custodian to conduct a search for responsive

settlement agreements and certify how the requested personnel information was collected; and

**WHEREAS**, the Custodian was required to comply to the Executive Order and the Interim Order, providing the Custodian ten (10) business days to comply with the terms of said Order; and

**WHEREAS**, the Custodian sent a response in compliance to the Order, but failed to meet the ten (10) business day timeline; and

**WHEREAS**, under OPRA, a prevailing party is entitled to an award of reasonable attorney's fees; and

**WHEREAS**, the Complainant has agreed as part of a settlement to accept a fee award of \$1,700.00, representing reasonably attorney's fees and costs incurred; and

**WHEREAS**, the Township has determined that it is in the best interest of the Township to settle this claim rather than incurring additional costs to litigate this issue.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Township of Hillside, County of Union, that it hereby authorizes the inclusion of Rotimi Owoh, Esq. counsel fees in the settlement, in the amount of \$1,700.00, is hereby approved.

**BE IT FURTHER RESOLVED** that the Township Attorney and/or the Mayor are hereby authorized to sign any documents necessary to implement and effectuate this settlement; and

**BE IT FURTHER RESOLVED** the Township's Finance Department is hereby authorized to issue a check in the amount of \$1,700.00 to the Complainant's counsel or as directed within the settlement documents.

Motion by Council Member Garretson; Seconded by Council Member Hyatt

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

**R-25-175 Auth. the Mayor & Municipal Clerk of the Municipality of Hillside to Execute an Agreement with the County of Union to Modify the Cooperative Agreement Dated June 10, 2014, as Amended July 25, 2017**

**WHEREAS**, certain Federal funds are potentially available to the County of Union under Title I of the Housing and Community Development Block Grant Act of 1974, as amended, commonly known as the Community Development Block Grant Program; and

**WHEREAS**, certain Federal funds are potentially available to the County of Union under Title II of the National Affordable Housing Act of 1990, commonly known as the HOME Investment Partnership program; and

**WHEREAS**, substantial Federal funds provided through subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act commonly known as the Emergency Solutions Grants program (ESG) are allocated to prevent homelessness and to enable homeless individuals and families to move toward independent living; and

**WHEREAS**, it is necessary to amend an existing Cooperative Agreement for the County of Union and its people to benefit from this program; and

**WHEREAS**, it is in the best interest of the Municipality of Hillside and the County of Union in cooperation with each other to enter into a modification of the existing Cooperative Agreement pursuant to N.J.S.A. 40A:65-1 et seq;

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Governing Body of the Municipality of Hillside that the agreement entitled "**COOPERATIVE AGREEMENT BETWEEN THE COUNTY OF UNION AND CERTAIN MUNICIPALITIES FOR CONDUCTING CERTAIN COMMUNITY DEVELOPMENT ACTIVITIES**," dated June 2014, as amended July 2017 for the Purpose of Inserting a

Description of Activities for Fiscal Year 2025-2026 of the Union County Community Development Block Grant program, the HOME Investment Partnership program, and the Emergency Shelter Grant program (ESG), a copy of which is attached hereto; be executed by the Mayor and Municipal Clerk in accordance with the provisions of law;

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

Motion by Council Member Feuerstein; Seconded by Council Member Joyner

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

**R-25-176 Auth. Payment of Accumulated Severance Liabilities – Gregory Donofrio**

**WHEREAS**, Gregory Donofrio has resigned effective August 1, 2025; and

**WHEREAS**, under the applicable collective negotiated agreement between the Township of Hillside and the bargaining unit from which he is a member, he is entitled to a severance payout as indicated on the attached “Severance Pay Worksheet” in the total amount of \$97,740.16.

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

1. The compensation set forth below is hereby approved for payment through Payroll, which must be funded from the appropriation Accumulated Severance Liabilities.
2. Payment in the amount of \$97,740.16 shall be made to Gregory Donofrio upon approval of this Resolution.
3. This resolution shall take effect immediately, and a certified copy shall be placed in the employee’s personnel file.

Motion by Council Member Bonanno; Seconded by Council Member Hyatt

All Council Members voted in the Affirmative. Motion Carries

**PUBLIC COMMENTS**

Motion to Open Public Comments by Council Member Hyatt; Seconded by Council Vice President Rios, All-In-Favor

**Steven – 158 Conant St.**

- Please consider supporting legislation currently pending in the Assembly—NJ3545, the New Jersey Superfund Act. This bill holds big oil companies accountable for environmental damage caused over the past 40 years. Ultimately, it comes down to enforcing strong climate regulations and protecting our communities.

**Janice Caldwell – 140 Baltimore Ave.**

- Regarding the payment of bills for May 25 and June 11—why are these payments not listed on the agenda form, and can she get the information?
- What is the status of Resolution R-25-151? Was it passed or is it still tabled?
- Concerning Resolution R-25-170—what was the total cost of the street sweeper, and was funding already set aside for this purchase?

**Paula King; 1462 Hiawatha Ave.**

- She is waiting for someone from her committee to be approved but no one has approved of her as of yet. She wasn’t allowed to place her flyer at the front desk of the municipal building, so she had to put it in the library instead. She is asking why she needs permission.

**Arthur Kobitz – 327 Trinity Pl.**

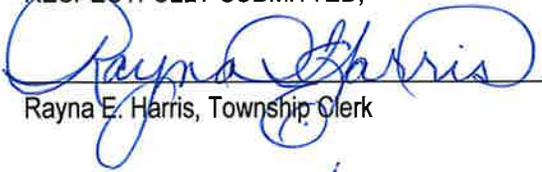
- He has a couple of questions: What happened to the videographer? With a 14% increase, how did the UEZ Coordinator's salary go from \$80,000 to \$100,000? Who has the E-zpasses, or who are they assigned to? As for the street sweeper, it should be seriously considered because the town desperately needs it.

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

Motion to Adjourned by Council Member Garretson; Seconded Council Member Joyner, All-In-Favor

Adjourned at 8:10pm

RESPECTFULLY SUBMITTED,



Rayna E. Harris, Township Clerk



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Craig Epps, Council President

DATE: 10/17/2025