

**WORKSHOP MEETING  
OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LITTLE FALLS WAS  
HELD THIS EVENING IN THE MUNICIPAL BUILDING**

**Monday, August 9, 2021**

Council President Sgobba called the meeting to order at 7:00 p.m. with the following members present: Christine Hablitz, Albert Kahwaty, Tanya Seber, and Christopher Vancheri. Also present were Mayor James Damiano, Township Attorney Joseph Wenzel, Township Engineer Tom Lemanowicz, Township Administrator Charles Cuccia, Deputy Clerk Melissa DePiro and Township Clerk Cynthia Kraus.

Absent: None.

Township Employees present: Police Chief Steve Post.

**SALUTE TO THE FLAG.**

**STATEMENT OF PUBLIC NOTICE:** Take notice that adequate notice of this meeting has been provided in accordance with N.J.S.A. 10:4-10 as follows: A notice of the meeting was prominently posted on the bulletin board at the Municipal Building, located at 225 Main Street, Little Falls, N.J. on July 22, 2021. A copy of the notice was faxed to the North Jersey Herald and News and The Record on the same date. Additionally, a copy of the notice was filed in the office of the Township Clerk on said date. **This meeting is being conducted under the circumstances surrounding the COVID-19 health situation. Only 25 members of the public will be allowed to attend the meeting in person. A link and a telephone number to join the meeting can be accessed on the Township website at [www.lfnj.com](http://www.lfnj.com). Electronic provisions have been established for the public to participate during the public comment portion of the meeting.**

NATIONAL NIGHT OUT PROCLAMATION – At this time, Mayor Damiano read the Proclamation recognizing August 3, 2021 as National Night Out in the Township of Little Falls.

PROCLAMATION RECOGNIZING SENIOR CITIZEN’S DAY – Mayor Damiano read the Proclamation recognizing August 21, 2021 as Senior Citizen Day in the Township of Little Falls.

PROCLAMATION RECOGNIZING WOMEN’S EQUALITY DAY – Mayor Damiano read the Proclamation recognizing August 26, 2021 as Women’s Equality Day in the Township of Little Falls.

**PUBLIC COMMENT – GENERAL MATTERS**

Anyone wishing to address the Township Council may do so through the Council President. Please give your name and address for the record. Comments are to be limited to three minutes, however, if appropriate, you may be granted additional time at the sole discretion of the Council President.

Members of the public who joined the Meeting virtually and desire to provide comment shall raise their virtual hand in the Zoom application. The Meeting moderator will queue the members of the public that wish to provide comment and the Council President will recognize them in order. Members of the public who have joined the Meeting by calling in must press \*6 to mute and unmute themselves and \*9 to raise their hand. Members of the public who have joined the meeting via the Zoom application must click the Reactions icon and then raise the Hand icon. Please give your name and address for the record. Once the process is complete, we will return to the regular order of business.

It was moved by Councilmember Vancheri, seconded by Councilmember Seber, that the meeting be and it was opened to the public.

Poll:           Ayes:   Hablitz, Kahwaty, Seber, Vancheri, and Council President Sgobba  
              Nays:   None

The Council President declared the motion passed.

Council President SGOBBA announced that he conferred with Mrs. Kraus and Mr. Wenzel, the public will be asked to give their name and address when first speaking and will not have to give their address a second time.

Luis Fernandez, 54 Harrison Street, made comments in regard to the provision of the speaker’s name and address when addressing the Council. Councilmember SEBER and Mayor Damiano provided examples of how this information is already made available to the public. Mr. Fernandez inquired about Mr. Sweezy and questioned whether residents would be given more information once litigation is complete. Council President SGOBBA responded the Council is not able to discuss personnel matters. Mayor Damiano added no taxpayer’s money has been affected at this time. Mr. Fernandez commented on the Planning Board meeting to which Council President SGOBBA discussed technical aspects of the Planning Board meeting, leadership, that he and the Mayor both sit on the Planning Board, and noted Mr. Fernandez was welcome to make comments to the Planning Board in person. Councilmember VANCHERI requested the role of the Planning Board be explained for residents to gain a better understanding. In response, Councilmember KAHWATY elaborated upon the role of the Planning Board.

**Meeting of August 9, 2021**

No one further having come forward to be heard, it was moved by Councilmember Kahwaty, seconded by Councilmember Vancheri, that the meeting be and it was closed to the public.

Poll: Ayes: Hablitz, Kahwaty, Seber, Vancheri, and Council President Sgobba  
Nays: None

The Council President declared the motion passed.

**ITEMS TO BE DISCUSSED:**

**MAYOR/ADMINISTRATOR:** Mayor Damiano reported on a productive meeting held with the Fire Department to review the proposed Ordinance. On August 17, 2021 the Mayor announced he will hold a Town Hall with a focus on development in the Township, however, all questions are welcome.

1. RESOLUTION ADOPTING 2021 PERSONNEL POLICIES AND PROCEDURES MANUAL – Mayor Damiano explained the Manual is updated yearly. The most major change has to do with legalization of cannabis and which employees are allowed or not permitted to use cannabis whether on or off duty in their role as a municipal employee. The document is posted on the Township website and is available in the Clerk’s Office.
2. RESOLUTION AUTHORIZING PLACEMENT OF “DO NOT BLOCK THE BOX” SIGNAGE AND STREET MARKINGS AT VARIOUS LOCATIONS – The Mayor provided background of the statute and explained the resolution authorizes placement of signage as well as road markings. Councilmember VANCHERI thanked County representatives, the Police, and DPW Departments for their work to bring this resolution to fruition. Mayor Damiano highlighted the nine roads where “Do Not Block the Box” locations are being proposed.
3. RESOLUTION AUTHORIZING A CONCESSION FOR ACQUISITION AND CONSTRUCTION OF SCORE BOARDS AT THE LITTLE FALLS SPORTS AND RECREATION COMPLEX – Mayor Damiano discussed the improvements of new scoreboards in and outside of the Recreation complex. He explained the concession that will allow the Township to open the concession and ask for there to be contributions made for advertisements, which will offset the cost of the scoreboards.

**ACTION ITEMS:**

It was moved by Councilmember Kahwaty, seconded by Councilmember Vancheri, to approve the following:

**APPLICATIONS**

RAFFLE, PASSAIC VALLEY FOOTBALL PARENTS’ ASSOCIATION OFF-PREMISE 50/50, 11/21/21, 8:00 A.M. – 2:00 P.M., 100 EAST MAIN STREET, LITTLE FALLS

\*\*\*\*\*

Poll: Ayes: Hablitz, Kahwaty, Seber, Vancheri, and Council President Sgobba  
Nays: None

The Council President declared the motion passed.

It was moved by Councilmember Vancheri, seconded by Councilmember Hablitz, to approve the following Resolutions A through D:

Adopting 2021 Personnel Policies & Procedures Manual

**RESOLUTION [A] 21-08-09 - #1  
RESOLUTION ADOPTING THE 2021 PERSONNEL POLICIES AND PROCEDURES  
MANUAL FOR THE TOWNSHIP OF LITTLE FALLS**

**WHEREAS**, it is necessary for the Township to adopt policies and procedures supporting the basic operations of the Township; and

**WHEREAS**, said policies and procedures have been approved by the Council in past; and

**WHEREAS**, the best practices program in the State of New Jersey has addressed the adoption of formal policies in local municipalities,

**NOW, THEREFORE, BE IT RESOLVED**, in accordance with those directives, the Township Council of the Township of Little Falls hereby adopts the following policies and procedures: Updated Little Falls Personnel Policies and Procedures Manual 2021.

\*\*\*\*\*

Authorization of “Do Not Block the Box” Signage

**RESOLUTION [B] 21-08-09 - #2**

**RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LITTLE FALLS, IN THE COUNTY OF PASSAIC, STATE OF NEW JERSEY, TO AUTHORIZE THE PLACMENT OF “DO NOT BLOCK THE BOX” SIGNAGE AND STREET MARKINGS AT VARIOUS LOCATIONS**

**WHEREAS**, the Municipal Council of the Township of Little Falls (“Council”) has found that there are several intersections of roadways within the Township of Little Falls (“Township”) that experience high levels of vehicular traffic; and

**WHEREAS**, due to the aforementioned traffic, vehicles remain stationary for a period of time within the intersection area which results in delays to those vehicles attempting to traverse the intersection, which effectively causes a further increase in traffic; and

**WHEREAS**, in accordance N.J.S.A. 39:4-67, it is violation of law for any vehicle, as defined by statute, to block, obstruct, impede or delay the regular flow of traffic through intersections; and

**WHEREAS**, in order to effectuate the statutory goal, the Council pursuant to its general police powers now seeks the installation of such signs and roadway markings to advise drivers against blocking or interrupting the flow of traffic through an intersection; and

**WHEREAS**, the intersections identified below have been reviewed and identified through the Township Police Department and in consultation with the Township Chief of Police; and

**NOW THEREFORE BE IT RESOLVED** by the Township Council of the Township of Little Falls, as follows:

- 1) “DO NOT BLOCK BOX” signage and roadway markings shall be placed so that drivers coming into the intersections listed herein are so advised to avoid blocking, obstructing, impeding or delaying the flow of traffic:
  - Jacobus Avenue and Long Hill Road
  - Browertown Road and East Main Street
  - Hopson Avenue, Cedar Grove Rd and East Main Street
  - Arlington/Main

**Meeting of August 9, 2021**

- Montclair Avenue and Main Street
  - Union Avenue and Main Street
  - Center Avenue and Main Street
  - Arlington Street and Main Street
  - Van Pelt Place and Main Street
- 2) Signage and street markings shall be in accordance with applicable laws and regulations or other guidelines promulgated by State or Federal departments and/or agencies.
  - 3) The Township Administrator shall effectuate the purposes of this Resolution to procure such materials in accordance with applicable law and regulation and assign such tasks as may be required.
  - 4) A copy of this Resolution shall be transmitted to the County of Passaic.
  - 5) This resolution shall take effect immediately.

**RESOLUTION [C] 21-08-09 - #3**

**RESOLUTION OF THE TOWNSHIPSHIP OF LITTLE FALLS, COUNTY OF PASSAIC, STATE OF NEW JERSEY, AUTHORIZING A CONCESSION FOR THE ACQUISITION AND CONSTRUCTION OF SCORE BOARDS AT THE LITTLE FALLS SPORTS AND RECREATION COMPLEX**

**WHEREAS**, the Township has a desire to provide for a proper score boards for youth and adult sports at the Little Falls Sports and Recreation Complex as a concession; and

**WHEREAS**, such acquisition is currently available to be provided through a competitive quotes (in lieu of formal public bidding) under the New Jersey Local Publics Contract Law, N.J.S.A. 40A:11-4.1(j); and

**WHEREAS**, the Township desires to evaluate such service offerings from Vendors within the procedures as set forth in the New Jersey Local Publics Contract Law (N.J.S.A. 40A:11-4.1 et. seq. and N.J.A.C. 5:34-4 et. seq.,) of Price and Other Factors; and

**WHEREAS**, the Township desires to conduct the concession selection process in order to obtain the best provider, to be awarded based upon the most advantageous price and other factors; and

**WHEREAS**, the estimated value of the concession in the aggregate is not expected to be in excess of the Townships bid threshold [required per N.J.S.A. 5:34-9.4(d)(2)(iv)]; and

**WHEREAS**, the costs to be incurred for the advertising of the concessions are minimal, related only to the competitive contracting costs; and

**WHEREAS**, the Township desires to enter into a year to year extension contract for up to five (5) years that will satisfy the needs of the Township renewable for an additional year to year extension contact of up to another five (5) year period ; and

**WHEREAS**, as per statute the process will be administered by the Qualified Purchasing Agent (N.J.S.A. 40A:11-4.5(d)); and

**WHEREAS**, as per statute the concession has been approved in writing as legal by the Township Attorney (N.J.A.C. 5:34-9.4(d)).

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Little Falls, County of Passaic, State of New Jersey, as follows:

1. That the Qualified Purchasing Agent be and hereby is authorized to advertise for and receive responses for the concession of the acquisition and construction of various score boards at the Little Falls Sports and Recreation Complex.
2. That the Township Clerk shall forward a certified copy of this Resolution to the following:
  - A. Business Administrator;
  - B. Chief Financial Officer;
  - C. Purchasing Agent; and
  - D. Director of the Department of Recreation

Bill List

**RESOLUTION [D] 21-08-09 - #4**

**BE IT RESOLVED** by the Township Council of the Township of Little Falls the Council having received the Treasurer’s certification of the availability of funds for payment of all bills presented, that payment of all bills approved by the Finance Committee be and is hereby authorized, subject to the availability of funds and subject to the appropriate and available appropriation in the line item.

\*\*\*\*\*

Poll: Ayes: Hablitz, Kahwaty, Seber, Vancheri, and Council President Sgobba  
Nays: None

The Council President declared the motion passed.

**NEW BUSINESS**

Ordinance No. 1420 - -It was moved by Councilmember Vancheri, seconded by Councilmember Kahwaty, that the public hearing on Ordinance No. 1420, “**AN ORDINANCE OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LITTLE FALLS, IN THE COUNTY OF PASSAIC, STATE OF NEW JERSEY, TO ESTABLISH CHPATER 33 (CANNABIS REGULATION) OF THE CODE OF THE TOWNSHIP OF LITTLE FALLS,**” be and it was opened.

Poll: Ayes: Hablitz, Kahwaty, Seber, Vancheri, and Council President Sgobba

Nays: None

The Council President declared the motion passed.

As no comments from the public were received, it was moved by Councilmember Hablitz, seconded by Councilmember Vancheri, that the public hearing on Ordinance No. 1420 be and it was closed.

Poll: Ayes: Hablitz, Kahwaty, Seber, Vancheri, and Council President Sgobba  
Nays: None

The Council President declared the motion passed.

It was moved by Councilmember Kahwaty, seconded by Councilmember Vancheri, that the Ordinance No. 1420 be and it was adopted.

Poll: Ayes: Hablitz, Kahwaty, Seber, Vancheri, and Council President Sgobba  
Nays: None

The Council President declared the motion passed.

**Meeting of August 9, 2021**

Ordinance No. 1421 - -It was moved by Councilmember Vancheri, seconded by Councilmember Hablitz, public hearing on Ordinance No. 1421, “**AN ORDINANCE OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LITTLE FALLS, IN THE COUNTY OF PASSAIC, STATE OF NEW JERSEY, AMENDING THE TOWNSHIP CODE CHAPTER 182, RETAIL FOOD ESTABLISHMENTS AND VENDING MACHINES**” be and it was opened.

As no further comments from the public were received, it was moved by Councilmember Kahwaty, seconded by Councilmember Vancheri, that the public hearing on Ordinance No. 1421 be and it was closed.

Poll:           Ayes:   Hablitz, Kahwaty, Seber, Vancheri, and Council President Sgobba  
                  Nays:   None

The Council President declared the motion passed.

It was moved by Councilmember Vancheri, seconded by Councilmember Hablitz, that the Ordinance No. 1421 be and it was adopted.

Poll:           Ayes:   Hablitz, Kahwaty, Seber, Vancheri, and Council President Sgobba  
                  Nays:   None

The Council President declared the motion passed.

**COUNCIL TOPICS FOR DISCUSSION**

Councilmember VANCHERI thanked everyone involved with organizing the National Night Out and thanked the Recreation Department for a successful summer camp. Councilmember VANCHERI provided a Transportation Committee status report with regard to speed humps,” Do Not Block the Box,” and the traffic signal on Francisco Avenue, Wilmore Road, and Cedar Grove Road. There will be a 9-11 Ceremony to recognize the 20<sup>th</sup> anniversary with more details provided as they become available. The Passaic Valley UNICO will hold a flag raising on Monday, October 4, 2021 for Italian Heritage Month. Councilmember VANCHERI then discussed his opinion of social media comments made toward the Councilmembers and Mayor.

Councilmember KAHWATY commented on the success of the PBA’s National Night Out. He added to comments made by Councilmember VANCHERI. Councilmember KAHWATY discussed a program called “I want to Mow your Lawn” which uses volunteers to mow lawns for veterans, seniors, disabled, and that volunteers are needed. Councilmember KAHWATY announced the Domestic Violence Vigil will be held on October 13, 2021 and encouraged residents to attend the Movie Nights which have been well received.

Councilmember HABLITZ thanked the Mayor and Council for the Proclamations made, making special note of the Proclamation for Women’s Equality Day. Councilmember HABLITZ thanked the Library and highlighted all the activities run by the Library in the past weeks. She reminded residents the Library continues to have many virtual workshops. Councilmember HABLITZ highlighted the Town wide Garage sale and how residents can sign up on Community Pass or at the Farmer’s Market.

Councilmember SEBER discussed the Proclamation tonight; and noted many of the vendors at the Farmer’s Market are female owned businesses. She thanked Councilmember VANCHERI for his comments regarding social media. Councilmember SEBER announced the Second Run Little Falls 5K will be October 3, 2021,runners can sign up at Runsignup.com, and business sponsorship is being sought. Lastly, the Green Fair will be at the Farmers Market on September 12, 2021.

Council President SGOBBA thanked the Mayor for the Proclamations tonight. On August 14, 2021 the Senior Citizens Advisory Board will sponsor a BBQ held at the American Legion from 12PM-3PM. In response to a resident request regarding Long Hill Road and Woods Road, Council President SGOBBA discussed his follow-up with the Township Engineer and referred the issue to Councilmember VANCHERI for further review.

**PUBLIC COMMENT – AGENDA ITEMS ONLY**

Anyone wishing to address the Township Council may do so through the Council President. Please give your name and address for the record. Comments are to be limited to three minutes, however, if appropriate, you may be granted additional time at the sole discretion of the Council President.

Members of the public who have joined the Meeting virtually and desire to provide comment shall raise their virtual hand in the Zoom application. The Meeting moderator will queue the members of the public that wish to provide comment and the Council President will recognize them in order. Members of the public who have joined the Meeting by calling in must press \*6 to mute and unmute themselves and \*9 to raise their hand. Members of the public who have joined the meeting via the Zoom application must click the Reactions icon and then raise the Hand icon. Please give your name and address for the record. Once the process is complete, we will return to the regular order of business.

It was moved by Councilmember Vancheri, seconded by Councilmember Kahwaty, that the meeting be and it was opened to the public.

Poll:           Ayes:   Hablitz, Kahwaty, Seber, Vancheri, and Council President Sgobba  
                  Nays:   None

The Council President declared the motion passed.

Luis Fernandez – Mr. Fernandez responded to comments previously made about social media and requested a status report on the progress of Hemlock Road. Mayor Damiano stated Hemlock Road is being re-designed taking into consideration the comments many residents provided and discussed the possible options.

**Meeting of August 9, 2021**

It was moved by Councilmember Vancheri, seconded by Councilmember Kahwaty, that the meeting be and it was closed to the public.

Poll:           Ayes:   Hablitz, Kahwaty, Seber, Vancheri, and Council President Sgobba  
              Nays:   None

The Council President declared the motion passed.

There being no further business to come before the meeting, it was moved by Councilmember Kahwaty, seconded by Councilmember Vancheri, that the meeting be and it was adjourned at 8:01 p.m.

---

Cynthia Kraus  
Municipal Clerk