

FINANCE MEETING

August 15, 2016

The August 11, 2016 Finance Meeting of the Mayor and Council of the Borough of Carlstadt was rescheduled to Monday, August 15, 2016 at 6:00 P.M. in the Borough Hall Caucus Room, 500 Madison Street, Carlstadt, NJ 07072 followed by the regularly scheduled Council Meeting at 7:00 P.M.

A notice of the rescheduled meeting was published in The Record on August 8, 2016.

Mayor Craig Lahullier asked Claire Foy, Borough Clerk to call the roll: Mayor Craig Lahullier, Councilmen Robert Zimmermann, Richard Bartlett, James Lenoy, Joseph Emerson and William Shockley were present. Councilman David Stoltz arrived at 8:20 P.M.

Mayor Lahullier led all present in the Pledge of Allegiance to the Flag.

Mayor Lahullier – This meeting has been called pursuant to the Open Public Meetings Law and in accordance with Section 5 of the Open Public Meetings Act, adequate notice of this meeting having been provided in the annual notice schedule which contained the time, date and location of the meeting, copies of which were sent and advertised in the following official newspapers of Carlstadt: The Record on January 6, 2016 and the Herald News on January 6, 2016 a copy of which is on the Bulletin Board in the Borough Hall and a copy on file in the office of the Borough Clerk.

Mayor Lahullier said he did call the prosecutor's office today to get our personnel files back. He talked to Lieutenant Bendel. He didn't realize that they took our original records. He did call him back today to apologize and said it will take about a month to get everything together and the only thing he asks is once he gets it all together if we would be able to send a truck up there to get them.

Mayor Lahullier mentioned that Prospect Transportation is having their 5th Annual Golf Outing. Last year we donated \$300.00 and he is asking for approval to give the same contribution.

On motion by Zimmermann, seconded by Emerson, unanimous on call of roll of those present.

Mayor Lahullier read a letter from a resident who resides at 600 7th Street, Carlstadt, NJ asking for permission to have Berry Avenue between Sixth and Seventh Street closed on August 20, 2016 for an end of the summer block party. The hours will be from 9:00 A.M. to 9:00 P.M.

On motion by Zimmermann, seconded by Bartlett, unanimous on call of roll of those present.

Mayor Lahullier said we have correspondence from Lt. Denise Kimak who is involved with the Carlstadt Junior Police Academy and they will be needing a bus for transportation for thirty-eight children and five adults to the Bergen County Detention Center located at 160 South River Street in South Hackensack, NJ on August 25, 2016 as well as August 26, 2016 to attend The Memorial at Harbor View Park in Bayonne, NJ. This will be for thirty-eight children and ten adults.

On motion by Zimmermann, seconded by Emerson, unanimous on call of roll of those present.

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Mayor Lahullier read a letter from the Carlstadt Girl Scouts. They are requesting the use of the Carlstadt bus to go to the Girl Scout Camp in Glen Spey, New York. This is for October 14 through 16, 2016. She is hoping for fifty participants.

On motion by Bartlett, but to check with Becton Regional with regards to football and the availability of the bus, seconded by Emerson, unanimous on call of roll of those present.

RESOLUTION NO. 2016-272

**AUTHORIZING TRUST FUND PROJECT CONTRACT
WITH THE COUNTY OF BERGEN FOR
LINDBERGH LITTLE LEAGUE FIELD IMPROVEMENTS**

BE IT RESOLVED, that the Mayor and Council of the Borough of Carlstadt wish to enter into a Bergen County Trust Fund Project Contract (“Contract”) with the County of Bergen for the purpose of using \$48,300.00 matching grant award from the 2013 Funding Round of the Bergen County Open Space Trust Fund (“Trust Fund”) for the municipal park project entitled Lindbergh Little League Field Improvements; and

BE IT FURTHER RESOLVED, that the Mayor and Council hereby authorizes Mayor Craig Lahullier to be a signatory to aforesaid grant agreement CONTRACT; and

BE IT FURTHER RESOLVED, that the Mayor and Council hereby acknowledge that, in general the use of this Trust Fund grant toward this approved park project must be completed by or about July 15, 2017; and

BE IT FURTHER RESOLVED, that the Mayor and Council acknowledge that the grant will be disbursed to the municipality as a reimbursement upon submittal of certified Trust Fund payment and project completion documents and municipal vouchers, invoices, proofs of payment, and other such documents as may be required by the County in accordance with the Trust Fund’s requirements; and

BE IT FURTHER RESOLVED, that the Mayor and Council acknowledge that the grant disbursement to the municipality will be equivalent to fifty (50) percent of the eligible costs incurred (not to exceed total grant award) applied towards only the approved park improvements identified in the aforesaid Contract in accordance with the Trust Fund’s requirements.

On motion by Emerson, seconded by Lenoy, unanimous on call of roll of those present.

RESOLUTION NO. 2016-273

**AUTHORIZING TRUST FUND PROJECT CONTRACT
WITH THE COUNTY OF BERGEN FOR ZIMMERMANN
PARK PHASE II IMPROVEMENTS, B 54, L 1**

BE IT RESOLVED, that the Mayor and Council of the Borough of Carlstadt wish to enter into a Bergen County Trust Fund Project Contract (“Contract”) with the County of Bergen for the purpose of using \$27,176.00 matching grant award from the 2015 Funding Round of the Bergen County Open Space, Recreation, Floodplain Protection, Farmland & Historic Preservation Trust Fund (“Trust Fund”) for the municipal park project entitled Zimmermann Park – Phase II Improvement located in Block 54, Lot 1 on the tax maps of the Borough of Carlstadt; and

BE IT FURTHER RESOLVED, that the Mayor and Council hereby authorizes Mayor Craig Lahullier to be a signatory to aforesaid grant agreement CONTRACT; and

BE IT FURTHER RESOLVED, that the Mayor and Council hereby acknowledge that, in general the use of this Trust Fund grant toward this approved park project must be completed by or about May 18, 2018; and

BE IT FURTHER RESOLVED, that the Mayor and Council acknowledge that the grant will be disbursed to the municipality as a reimbursement upon submittal of certified Trust Fund payment and project completion documents and municipal vouchers, invoices, proofs of payment, and other such documents as may be required by the County in accordance with the Trust Fund’s requirements; and

BE IT FURTHER RESOLVED, that the Mayor and Council acknowledge that the grant disbursement to the municipality will be equivalent to fifty (50) percent of the eligible costs incurred (not to exceed total grant award) applied towards only the approved park improvements identified in the aforesaid Contract in accordance with the Trust Fund’s requirements.

On motion by Emerson, seconded by Zimmermann, unanimous on call of roll of those present.

RESOLUTION NO. 2016-274

**RESOLUTION ACCEPTING DEED
BLOCK 86, LOT 15, CARLSTADT, NJ**

WHEREAS, the property owners of Block 86, Lot 15, on the official Tax Map of the Borough of Carlstadt, NJ, wishes to deed the property to the Borough of Carlstadt; and

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WHEREAS, Ralph and Antoinette Magliochetti, property owners, with an address of 651 Route 17, Carlstadt, NJ 07072, have executed a Deed for Block 86, Lot 15 situated on Route 17 South in the Borough of Carlstadt, New Jersey, in which the Borough has or may have some interest for the purposes of future improvements to the adjacent municipally owned ball fields and related facilities; and

WHEREAS, the Governing Body has made no representations as to any tax ramification to the Grantor related to the granting of the property to the Borough; and

WHEREAS, the Borough of Carlstadt by and through its representatives have made inspection of the property in question and finds the property in question to be a lot which represents no unusual liability to the Borough by way of manmade issues related to the property.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Carlstadt, Bergen County, New Jersey, that the Governing Body does hereby determine to accept that property known as Block 86, Lot 15 on the Tax Map of the Borough of Carlstadt, NJ sought to be transferred to the Borough by Quit Claim Deed dated the 11th day of August, 2015 from Ralph and Antoinette Magliochetti;

AND, BE IT FURTHER RESOLVED that:

1) The Mayor and Borough Clerk are hereby authorized to execute any and all documents approved by the Borough Attorney that are necessary in order to effectuate the intent of this Resolution.

2) The Borough Attorney is authorized and directed to Record said Deed with the Bergen County Register of Deeds.

3) The Tax Collector be and hereby is authorized to cancel of record any accumulated and outstanding taxes due on Block 86, Lot 15, said amount being less than \$2,000.00 as of the date of approval of this Resolution.

On motion by Zimmermann, seconded by Emerson, unanimous on call of roll of those present.

Mayor Lahullier read correspondence from Chief Nielsen of the Carlstadt Police Department. He mentioned that due to recent resignations the number of Special Police Officers has dropped to three. He asked for us to consider these individuals for appointment to the position:

Nicolas Murphy, Vincent Guastella, Anthony Nunziato, Robert Zimmermann and Gregory Dickman. Training for Special Police Officers will be at the Bergen County Law and Public Safety Institute on September 7, 2016. There is no cost for County residents. Prior to enrollment the applicants must be appointed by resolution, have a background investigation completed and must undergo medical and psychological evaluation as required by the N.J. SLEO Act.

RESOLUTION NO. 2016-275

WHEREAS, pursuant to Section 2-22.14, the Chief of Police may appoint Special Police Officers for a term not exceeding one year, subject to the approval of the governing body by resolution; and

WHEREAS, the following individuals have been recommended for appointment as Special Police Officers to be included in the Class I SLEO training class:

Gregory Dickman
Vincent Guastella
Nicholas Murphy
Anthony Nunziato
Robert Zimmermann

NOW, THEREFORE BE IT RESOLVED by the Mayor, with the consent of the Council, does hereby appoint Gregory Dickman, Vincent Guastella, Nicholas Murphy, Anthony Nunziato and Robert Zimmermann as Special Police Officers, subject to the requisite background check and psychological evaluations.

AND, BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Carlstadt that the expenses associated with such required background check and fee to attend the next scheduled SLEO training class be and are hereby approved, subject to certification of the Chief Financial Officer.

Certification as to the availability of funds:

The Chief Financial Officer/Treasurer hereby certifies that sufficient funds are available to pay the associated expenses in an amount not to exceed \$5,000.00.

On motion by Bartlett, seconded by Emerson, Councilmen Bartlett, Lenoy, Emerson and Shockley voted yes. Councilman Zimmermann abstained and Councilman Stoltz was absent.

RESOLUTION NO. 2016-276

WHEREAS, the Borough of Carlstadt has a vacancy in the position of certified Municipal Court Administrator for the Carlstadt Municipal Court; and

WHEREAS, following an advertised search and interview process conducted by the Superior Court Municipal Division Manager and borough representatives, candidate Ilona Doviak has met the qualifications for the position, subject to a background check, and has indicated her interest in accepting the appointment to the position of Municipal Court Administrator;

NOW, THEREFORE BE IT RESOLVED that the Mayor, with the consent the Council, hereby appoints Ilona Doviak of XXXXXXXXXXXXXXXXXXXX, to the full-time position of Municipal Court Administrator, subject to the requisite background check, effective September 6, 2016, for the remainder of the one-year term to expire on December 31, 2016. Compensation shall be in accordance with the Salary Ordinance.

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On motion by Zimmermann, seconded by Bartlett, unanimous on call of roll of those present.

RESOLUTION NO. 2016-277

WHEREAS, the Mayor and Council of the Borough of Carlstadt is desirous of participating with the initiative of the Bergen County Department of Health Service, Division of Mental Health to promote a Stigma-Free environment in Bergen County; and

WHEREAS, by Resolution No. 2016-239 the Governing Body recognized the needs of the community and indicated its support of the initiative by designating the Borough of Carlstadt as a Stigma-Free Zone; and

WHEREAS, to provide oversight and promote the objectives of the Stigma-Free campaign, the Mayor is desirous of creating a committee to serve as a local task force dedicated to propagating the Stigma-Free awareness in the Borough of Carlstadt.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Carlstadt, State of New Jersey, does hereby establish a Ad Hoc Advisory Committee to be known as the Carlstadt Committee for a Stigma-Free Zone in and for the Borough of Carlstadt for the purpose of providing oversight and promotion of a Stigma-Free initiative to inspire public interest and open dialogue about stigma, raise awareness about the disease of mental illness and to create a culture of support within the community for persons in need.

AND, BE IT FURTHER RESOLVED that the Carlstadt Committee for a Stigma-Free Zone shall consist of eleven (11) members to be appointed by the Mayor, with the advice and consent of the Council, for a term of one year expiring annually on December 31st. Vacancies shall be filled by appointment of the Mayor.

AND, BE IT FURTHER RESOLVED that the eleven individuals to be appointed to the Carlstadt Committee for a Stigma-Free Zone shall be the five current full-time employees of the borough serving in its emergency services departments (Police, Fire, Ambulance, OEM and DPW), Carlstadt Board of Health President, Carlstadt Social Services Director, one member representing the Carlstadt Public School, one member of the local Clergy and two at-large members of the community. No members of the Governing Body shall be appointed to the committee. All members shall serve without compensation.

AND, BE IT FURTHER RESOLVED that the Committee is authorized to adopt bylaws governing its procedural operations and shall be required to adopt a plan to fulfill the objectives of the Committee. All members of the Committee shall be of equal status and have one vote. The Committee shall meet no less than twice per year.

AND, BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Carlstadt that the following persons are hereby appointed to the Carlstadt Committee for a Stigma-Free Zone:

Police Chief or designee, Fire Chief or designee, CVAC President or designee, OEM Coordinator or designee, DPW Director or designee, Board of Health President or designee, Social Services Director or designee, CPS Superintendent or designee, Clergy Member or designee, Resident Dennis Ritchie, Resident Cathy Dunn Cromelin.

On motion by Bartlett, seconded by Shockley, unanimous on call of roll of those present.

Mayor Lahullier and the Council discussed financial matters regarding Neglia Engineering, recreation, etc. and our CFO had gone over this and as far as the funds go everything is good except the medical fund has gone down considerably. There was a lengthy discussion on this matter.

**CONSIDERATION OF ORDINANCES
FIRST READING**

ORDINANCE NO. 16-19

AN ORDINANCE TO AMEND ORDINANCE NO. 16-5 TO FIX AND DETERMINE THE SALARIES AND COMPENSATION OF THE SEVERAL EMPLOYEES OF THE BOROUGH OF CARLSTADT AND TO PROVIDE THE MANNER AND PAYMENT THEREOF.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the Borough of Carlstadt, County of Bergen and State of New Jersey as follows:

1. Ordinance No. 16-5 is hereby amended by deletion of the following:

SECTION 1 Bi-Weekly

Director of Public Works Operations, Maintenance and Equipment	\$ 48,801.00
Borough Operations Manager /Project Manager	79,568.00
Economic Development Coordinator/Assistant Project Manager/Website Coordinator	74,263.00
Court Administrator	47,025.00

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2. Ordinance No. 16-5 is hereby further amended with the addition of the following:

SECTION 1 Bi-Weekly

DPW Operations Manager	60,368
Director of Public Works Operations, Maintenance and Equipment	50,000
Project Coordinator	18,000
Deputy Project Coordinator (Max 40 hrs. per week)	28.00-38.00
Personnel Officer	1.00
Certified Municipal Court Administrator	52,000.00
Fleet and Equipment Maintenance Coordinator (w/o CDL License)	4,233.00

The remainder of Section 1 Bi-Weekly shall remain in full force and effect.

SECTION 7 Police

Deputy Chief of Police	186,643.00
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The remainder of Section 7 Police shall remain in full force and effect.

Savings Clause. All other provisions of Ordinance No. 16-5 shall remain in full force and effect.

Repeal of Prior or Inconsistent Ordinance. All ordinances or parts thereof inconsistent herewith are hereby repealed as to such inconsistency only.

Severability. If any section, clause, sentence or other part of this Ordinance or the application thereof to any person or circumstance shall be any reason be adjudged by a Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance.

Effective Date. This Ordinance shall take effect immediately upon passage and publication as required by law.

RESOLUTION NO. 2016-277-A

BE IT RESOLVED that the ordinance entitled:

AN ORDINANCE TO AMEND ORDINANCE NO. 16-5 TO FIX AND DETERMINE THE SALARIES AND COMPENSATION OF THE SEVERAL EMPLOYEES OF THE BOROUGH OF CARLSTADT AND TO PROVIDE THE MANNER AND PAYMENT THEREOF.

heretofore introduced, does now pass on first reading, and that said ordinance be further considered for final passage at a meeting to be held on the 1st day of September, 2016 at 7:00 o'clock P.M. or as soon thereafter as the matter can be reached, at the regular meeting place of the Carlstadt Borough Council, and that at such time and place all persons interested be given an opportunity to be heard concerning said ordinance and the Borough Clerk be and she hereby is authorized and directed to publish said ordinance, according to law with a notice of its introduction and passage on first reading and of the time and place when and where said ordinance will be further considered for final passage.

On motion by Lenoy, seconded by Emerson, unanimous on call of roll of those present.

Mayor Lahullier said we have a few police commendations to bring up at the Council Meeting.

Mayor Lahullier entertained a motion to adjourn the meeting at 6:55 P.M. to go into the Council Chambers for the Council Meeting. On motion by Bartlett, seconded by Zimmermann, the meeting was unanimously adjourned.

The Finance Meeting was convened in the Caucus Room at 7:50 P.M. with the following members in attendance: Mayor Lahullier, Councilmen Zimmermann, Bartlett, Lenoy, Emerson and Shockley. Councilman Stoltz arrived at 8:20 P.M.

COUNCILMAN JOSEPH EMERSON

He went over issues with regards to recreation and the money aspect.

He also had a breakdown of the Police Department with regards to overtime and other matters. He has all of this on a spread sheet which he can look up very easily.

This was further discussed by the Mayor and Councilman Emerson.

Other matters were discussed with regards to the DPW and the Master Carpenter that was hired to do work in the Borough. He may need a budget for the expenses he may have for the work he will be doing. Mayor Lahullier said if he has any good ideas to repair things or make the town look more presentable, he should tell us. He is good at doing this and it would be to our advantage.

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Mayor Lahullier asked the Council to approve the amount not to exceed \$100.00 for a dish garden for the family of Richard Kikkert. On motion by Bartlett, seconded by Stoltz, unanimous on call of roll.

It was discussed to have the HR manual reviewed. We can start with this on September 1, 2016 and do ten pages at a time. We can revise things that way much better.

Mayor Lahullier entertained a motion to adjourn the meeting at 8:30 P.M. On motion by Bartlett, seconded by Zimmermann, the meeting was unanimously adjourned.

APPROVED: _____
CRAIG LAHULLIER, MAYOR

ATTEST: _____
CLAIRE FOY, BOROUGH CLERK