

CAUCUS MEETING

January 4, 2019

A REGULAR SCHEDULED CAUCUS MEETING of the Mayor and Council of the Borough of Carlstadt was held in the Caucus Room of the Borough Hall, 500 Madison Street, Carlstadt, New Jersey on Friday, January 4, 2019 at 7:04 P.M.

Council President Richard Bartlett asked Claire Foy, Borough Clerk to call the roll: Councilmen Robert Zimmermann, David Stoltz, Richard Bartlett, James Lenoy, Joseph Emerson and William Roseman were present. Mayor Craig Lahullier was absent.

Council President Bartlett led all present in the Pledge of Allegiance to the Flag.

Council President Bartlett – In accordance with the provisions of the New Jersey Open Public Meetings Act, the Mayor and Council of the Borough of Carlstadt is giving notice of the following meeting which was published in The Record on Monday, December 24, 2018 as follows:

Friday, January 4, 2019
7:00 P.M. – Borough Hall Caucus Room
Purpose: Caucus Meeting

Council President Bartlett entertained a motion to approve flowers and fruit basket for Lahullier and DeSimone families. On motion by Stoltz, seconded by Roseman, unanimous on call of roll.

Council President Bartlett said we received correspondence from Robert Healey, Carlstadt Boy Scout Troop 1, requesting to use the Caucus Room on Monday, January 7, 2019 from 7:00 P.M. to 9:00 P.M. It will be the adult leaders and one scout who will be undergoing his Board of Review for the rank of Eagle Scout. On motion by Zimmermann, seconded by Stoltz, unanimous on call of roll.

COUNCILMAN WILLIAM ROSEMAN

He sent everyone a copy of the proposed ordinance change that has to be done on first reading. Council President Bartlett said it is a change in section 2-20.4 for the Director of Public Works, operations, maintenance and equipment. He went into detail what this would be.

FIRST READING

ORDINANCE NO. 19-1

AN ORDINANCE AMENDING CHAPTER II “ADMINISTRATION,” OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF CARLSTADT, 2002, CREATING AND ESTABLISHING THE POSITION OF OPERATIONS MANAGER IN AND FOR THE DEPARTMENT OF PUBLIC WORKS OF THE BOROUGH OF CARLSTADT

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NOW, THEREFORE BE IT ORDAINED by the Governing Body of the Borough of Carlstadt that **Chapter II** of the Revised General Ordinances of the Borough of Carlstadt, 2002, entitled “**Administration,**” Subsection **2-20 “Department of Public Works,”** be and hereby deleted in its entirety and is further replaced, amended and supplemented to add the following:

I. 2-20 DEPARTMENT OF PUBLIC WORKS

2-20.1 CREATION OF POSITION.

There shall be a position of Operations Manager in the Department of Public Works.

2-20.1a HIRING.

The Operations Manager shall be named and designated by the Mayor and hired with the advice and consent of the Council.

2-20.1b EMPLOYMENT STATUS

The Operations Manager shall be a non-exempt, full-time, salaried employee of the Borough and receive such benefits equivalent to those provided to all other department heads.

2-20.1c QUALIFICATIONS.

The Operations Manager, prior to hiring, shall possess a Bachelor’s degree from an accredited college or university, have at least three (3) years of relevant experience in public works or a related field, shall be a resident of the borough, possess a valid driver’s license in the State of New Jersey, and be qualified by education, training and experience to perform the duties of the office as set forth in subsection 2-20.2 below. Certified Public Works Manager (CPWM), Certified Facilities Manager (CFM) or Landscape Industry Certified Manager (LICM) credentials are preferred.

2-20.1d COMPENSATION.

The Operations Manager shall receive as salary such sums as may be fixed and adopted by the Governing Body in the annual salary ordinance of the Borough.

2-20.2 DUTIES OF OPERATIONS MANAGER

At the direction of the Mayor and Council, the Operations Manager shall supervise the day to day field operations of the Department of Public Works. The Operations Manager shall be responsible for providing direction to supervisors, foreman, and staff assigned to the DPW, maintaining equipment and resources necessary to complete daily assignments, managing the daily workload of the department, compiling data and preparing administrative reports on operational and quality assurance/quality control activities. He/she shall be accountable for the safe and efficient conduct of all activities of the department, performing the following specific tasks, and assuming any additional responsibilities as directed by the Mayor and Council.

- a. The Operations Manager shall serve as the Director of the Department of Public Works.
- b. Enforces borough ordinances, policies and procedures pertaining to the Department of Public Works as promulgated by the Mayor and Council.
- c. Maintains consistency with all contractual terms and requirements of the negotiated bargaining agreement between the Borough and CDPWBA, as written and without interference, with no authority to change, amend, negotiate or release any employee of the department from the provisions thereof.
- d. Establishes and maintains adequate inventory and control of all materials and supplies needed for the maintenance and repair of all public works under his/her supervision.
- e. Maintains current and accurate records, including but not limited to, attendance, overtime, project and task costing, and training.
- f. Creates, manages, and maintains department vacation and on-call schedules, and coordinates overtime assignments of staff as approved by the Mayor and Council.
- g. Presides over daily morning attendance check and briefing, communicating assignments and tasks to staff. Schedules and assigns resources (staff and equipment) on a daily basis to meet department goals and objectives.
- h. Responds to emergency matters as they arise and to priority issues as directed by the Mayor and Council. All emergencies are to be reported to the Mayor immediately, and matters requiring priority are to be communicated to the Mayor and Council through the Chairperson of the Public Works Committee as they arise or occur.
- i. Collects daily data from supervisors, including but not limited to, weigh tickets, completed work orders, attendance reports, logs, etc. and compiles same for regular reporting to the Mayor and Council regarding performance and efficiencies.

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j. Inspects work performed by department staff to see that proper safety procedures are taken by the crews at work and that proper procedures are taken to protect the public from injury which could result from crew's activities.

k. Provides technical direction and support to staff in field, if required.

l. Monitors staff performance in the field, satisfactory completion of core functions, documents deficiencies or inefficiencies and reports significant matters to Mayor and Council to address.

m. Evaluates Borough projects, equipment and services and makes recommendations on modifications and improvements thereto to the Mayor and Council through the Chairperson of the Public Works Committee.

n. Attends all public meetings of the Mayor and Council.

o. Receives DPW employee concerns and complaints and takes proper action, conducts investigations, and performs follow up as required. Conducts employee conferences, resolves issues or refers same to Mayor and Council, through the Chairperson of Public Works Committee, for further action and follow up.

p. Receives all complaints from residents and taxpayers of the borough relating to the operations under his/her jurisdiction, investigates same, takes appropriate action, and reports results to the Mayor and Council through the Chairperson of the Public Works Committee.

q. Participates in employee development initiatives and ensures annual staff training is complete. Assures that all department employees successfully complete any and all safety and/or training requirements as mandated by any agency on an annual basis. All training sessions must be scheduled at reasonable times and attendance and completion by DPW employees fully documented.

r. Submits to the Chairperson of the Public Works Committee a monthly report of all work performed and services furnished as well as inspections made during the previous month.

s. Manages borough task force initiatives such as ice and snow control operations, leaf collection, and storm water catch basin cleanout.

t. Inspects all sewer lines and catch basins in the borough individually or in conjunction with other designated borough officials on a regular and routine schedule, maintaining current and accurate records and reporting such activity to the Mayor and Council in the monthly report.

u. Serves as Department of Public Works safety representative and ensures staff compliance with all safety regulations and requirements. Attends all Safety meetings as scheduled by the Borough's Safety Officer and provides necessary and customary reports on activity of DPW in a timely manner. Any and all issues and concerns with regard to safety are to be reported to the Mayor and Council through the Chairperson of the Public Works Committee, together with recommendations for corrective and preventative action.

v. Serves as the Department of Public Works Storm Water Management representative responsible for all statutory rules and regulations that touch and concern the department. Attends to all record keeping and reporting requirements on a timely basis and assures submission to the designated Storm Water Management Coordinator designee.

w. Submits to the Chairperson of the Public Works Committee his/her recommendations for budget appropriations for the ensuing year.

x. Upon request of the Mayor and Council, the Operations Manager may be required participate in any contract negotiations with Department of Public Works employees as a borough department head assisting with the collective bargaining processes of the Borough and recommending to the Mayor and Council collective bargaining terms and conditions for their consideration.

2-20.3 CREATION OF POSITION.

There shall be created within the Borough of Carlstadt the position of Director of Public Works Operations, Maintenance and Equipment.

2-20.1a HIRING.

The Director of Public Works Operations, Maintenance and Equipment shall be name and designated by the Mayor and hired with the advice and consent of the Council.

2-20.1b EMPLOYMENT STATUS

The Director of Public Works Operations, Maintenance and Equipment shall be a non-exempt, full-time, salaried employee of the Borough and receive such benefits equivalent to those provided to all other department heads.

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2-20.3c. QUALIFICATIONS.

The Director of Public Works Operations, Maintenance and Equipment shall possess a CPWM Certification should the governing body deem it necessary, possess the ability to create oral and written reports and to work with computers and relevant software and be capable of meeting online filing requirements. Additionally, he/she shall be qualified by education, training or experience to perform the duties of the position as set forth in subsection 2-20.4 below.

2-20.3d COMPENSATION.

The Director of Public Works Operations, Maintenance and Equipment shall receive as salary such sums as may be fixed and adopted by the Governing Body in the annual salary ordinance of the Borough.

2-20.4 DUTIES OF DIRECTOR OF PUBLIC WORKS OPERATIONS, MAINTENANCE AND EQUIPMENT

The Director of Public Works Operations, Maintenance and Equipment, under the direction of the Mayor and Council, shall:

- a. Oversee and coordinate buildings and grounds operations of the Department of Public Works including building upkeep and repairs, field, park and grounds maintenance, tree maintenance and removal, snow removal and use of all associated equipment through the respective Foreman of the Division of Buildings and Grounds.
- b. Oversee and supervise the Borough Mechanic, including his or her maintenance and supervision of the Borough's fleet and equipment, upkeep and repairs thereof, and employee(s) hours of operation, scheduling of vacation and sick time.
- c. Oversee and coordinate street maintenance operations of the Department of Public Works including road repair, signage, striping, curb painting, and snow removal and meet the requirements of the storm water management regulations with regard to all storm water utilities throughout the borough through the respective Foreman of the Divisions of Streets.
- d. Oversee and coordinate sanitation operations of the Department of Public Works including daily refuse/trash/garbage collection, weekly recycling collection, debris and leaf collection through the respective Foremen of the Division of Sanitation.
- e. Coordinate vehicle inventory maintenance and repair of any borough-owned vehicles and equipment through the Borough Mechanic.
- f. Schedule, coordinate and supervise buildings upkeep, grounds maintenance, road repair, sanitation crews and equipment repair according to daily and seasonal needs.
- g. Oversee and coordinate compliance with the New Jersey Storm water Management Control Regulations including all recordkeeping and reporting responsibilities and serve as the designated Storm Water Coordinator on behalf of the borough.

- h. Inspect and properly maintain all sanitary and storm water sewer lines in the borough individually or in conjunction with other designated officials.
- i. Set up, keep and maintain all the books, records, field notes, maps, surveys and similar records necessary to perform the duties of the position and turn over all such records to his/her successor or the Chairperson of the Public Works Committee upon expiration of his/her term or upon separation from employment with the borough.
- j. Recommend to the appropriate committee chairperson the need for any repairs and replacements of borough-owned vehicles, equipment, structures, buildings or grounds.
- k. Recommend for approval the expenditures of all funds by voucher chargeable against the public works budget.
- l. Certify to the timesheets and payroll for the employees assigned to the department of public works.
- m. At the request of the Public Works Committee, attend any meetings of the public Works Committee and, at the request of the Mayor and Council, attend any council meetings.
- n. Attend all emergency meetings as required for emergency service responders.
- o. Respond in a timely manner with appropriate assignment of manpower and equipment necessary to accommodate requests of other borough departments.
- p. Assure all DPW operations are conducted in a safe, efficient and economic manner.

2-20.5 DUTIES OF THE DEPARTMENT OF PUBLIC WORKS

The department of public works, under the direction of the Operations Manager and the Director of Public Works Operations, Maintenance and Equipment, shall take charge of and shall be responsible for the construction, operation and maintenance of all parks, sewers, cutting of brush, mowing of grass, removal of snow, maintenance of pipes, valves and pumps in the pump stations, if any, cleaning of ditches, collection of rubbish/trash/debris, compliance with storm water regulations and the care of other public works in the borough subject to the direction and policies established by the mayor and council.

2-20.6 RULES AND REGULATIONS

The Mayor and Council, by Resolution, shall make such rules and regulations necessary for proper operation of the Department of Public Works and when same are adopted by the Mayor and Council they shall be known as the rules and regulations for the governing of the Department of Public Works and shall be binding on each member of the department.

2-20.7 DIVISION OF STREETS

Within the Department of Public Works there shall be a Division of Streets which shall through its designated Foreman and assigned manpower, be responsible for the maintenance of all borough streets and roads, including the street lighting system.

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2-20.8 DIVISION OF SANITATION

Within the Department of Public Works there shall be a Division of Sanitation which shall through its designated Foreman and assigned manpower, provide, operate and maintain facilities for the collection and disposal of refuse, trash and garbage at such times and in such manner as may be authorized by the mayor and council by resolution.

2-20.9 DIVISION OF BUILDINGS AND GROUNDS

Within the Department of Public Works there shall be a Division of Buildings and Grounds which shall through its designated Foreman and assigned manpower, be responsible for the maintenance of all borough recreation areas, parks, buildings and grounds and all borough-owned property, including streets, lawns, trees and shrubs.

II. SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

III. INCONSISTENT ORDINANCES

Any Ordinance inconsistent with this Ordinance is repealed, but only to the extent of such inconsistencies.

IV. EFFECTIVE DATE

This Ordinance shall take effect upon immediately upon passage and publication pursuant to law.

RESOLUTION NO. 2019-24-A

BE IT RESOLVED that the ordinance entitled:

AN ORDINANCE AMENDING CHAPTER II “ADMINISTRATION,” OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF CARLSTADT, 2002, CREATING AND ESTABLISHING THE POSITION OF OPERATIONS MANAGER IN AND FOR THE DEPARTMENT OF PUBLIC WORKS OF THE BOROUGH OF CARLSTADT

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 17th day of January, 2019 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 that 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.

Council President Bartlett entertained a motion on the change of this Ordinance No. 19-1 to be adopted on January 17, 2019. On motion by Emerson, seconded by Lenoy, unanimous on call of roll.

Council President Bartlett entertained a motion for a Rice Notice to be sent to the Borough Mechanic. On motion by Emerson, seconded by Lenoy, unanimous on call of roll.

COUNCILMAN JAMES LENOY

He had nothing to discuss at this time.

COUNCILMAN ROBERT ZIMMERMANN

He had nothing to discuss at this time.

COUNCILMAN JOSEPH EMERSON

Councilman Emerson mentioned that the Borough of Oakland had been hacked on December 23, 2018 in a major way. Rockaway Township as well as Montville was also hacked. Oakland was actually ransomed to the tune of a couple of thousand dollars. He feels we should put out a memo to the Borough employees for basic internet procedure for receiving email. Don't open anything that you don't know where it came from.

He also brought up the American Dream project in East Rutherford and wanted to know if we will be given anything as East Rutherford was. If so, what it is and what is it for. This opening will impact our Police, Fire Department and EMS as well as traffic flow. This was further discussed among the Councilmen.

COUNCILMAN DAVID STOLTZ

He had nothing to discuss at this time.

**EXECUTIVE SESSION MEETING ACT
RECESS INTO CLOSED SESSION**

WHEREAS, it is necessary for the Governing Body of the Borough of Carlstadt to conduct an executive session closed to the public in order to discuss one or more of the following subjects: property

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Carlstadt hereby moves to go into executive session in accordance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6 et. Seq. for the purpose of discussing one or more of the following subjects: property

AND, BE IT FURTHER RESOLVED that the public will be informed either later this evening after reconvening the public meeting or at a future public meeting said date is not predictable at the present time.

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AND, BE IT FURTHER RESOLVED that the matters discussed in and minutes of the closed session shall be disclosed to the public when the reason for confidentiality no longer exists.

Council President Bartlett entertained a motion to go into closed session at 7:20 P.M. On motion by Stoltz, seconded by Zimmermann, unanimous on call of roll.

The meeting went back into open session at 8:00 P.M. with the following members in attendance: Councilmen Zimmermann, Stoltz, Bartlett, Lenoy, Emerson and Roseman.

After the Carlstadt Fire Department Installation in the Council Chambers, the Council reconvened in the Caucus Room at 8:52 P.M.

Council President Bartlett asked Joseph Crifasi, DPW Operations Manager, what he thought about mulching the Christmas trees in the flower beds here. Mr. Crifasi replied last year we looked into doing this and apparently the type of wood that the pine tree gives attracts termites and ants.

Council President Bartlett asked if there was any progress on The Balcony property. Joseph Crifasi said they are going to court on this. The court date is January 17, 2019. Mr. Crifasi went into detail on this situation.

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AND, BE IT FURTHER RESOLVED that the matters discussed in and minutes of the closed session shall be disclosed to the public when the reason for confidentiality no longer exists.

Councilman Roseman made a motion to go into closed session at 9:00 P.M., seconded by Stoltz, unanimous on call of roll.

The meeting went back into open session at 9:06 P.M. with the following members in attendance: Councilmen Zimmermann, Stoltz, Bartlett, Lenoy, Emerson and Roseman.

Council President Bartlett entertained a motion to adjourn the meeting at 9:06 P.M. On motion by Roseman, seconded by Emerson, the meeting was unanimously adjourned.

APPROVED: _____
RICHARD BARTLETT, COUNCIL PRESIDENT

ATTEST: _____
CLAIRE FOY, BOROUGH CLERK