

**FINANCE MEETING**  
**November 12, 2015**

**A REGULAR SCHEDULED FINANCE 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 Thursday, November 12, 2015 at 7:15 P.M.

Council President Craig Lahullier asked Claire Foy, Borough Clerk to call the roll: Councilmen Craig Lahullier, David Stoltz, James Lenoy and Joseph Emerson were present. Mayor William Roseman arrived at 8:15 P.M. Councilmen Robert Zimmermann and Richard Bartlett were absent.

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

Council President 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 7, 2015 and the Herald News on January 15, 2015 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.

Janusz Zielinski, 425 Hackensack Street, addressed the Council regarding the two hour parking on Hackensack Street. He mentioned he moved here ten years ago and at that time there was no two hour limit to park on Hackensack Street. He mentioned in October his tenant had received parking tickets. His tenant sent him a letter notifying him they will be moving as of January 2016 because of the parking situation on Hackensack Street. He wants to know if there is anything he can do like buy a special permit for parking. Borough Attorney, Dennis Ritchie said there has always been a parking ordinance but it was not enforced. There was a lengthy discussion on this matter. Council President Lahullier said perhaps he could approach the antique store who has a parking lot in the back of the store and something could be worked out if they offered to pay per month to park.

Council President Lahullier said we are aware of your issue now and if there is anything that comes up and across us in the near future, we would be happy to alert you and let you know what is going on.

Council President Lahullier entertained a motion to approve flowers for the family of Roseanne Giannella. On motion by Lenoy, seconded by Stoltz, unanimous on call of roll of those present.

Council President Lahullier mentioned that the Board of Officers of the Carlstadt Fire Department has accepted the resignation of Robert Carella.

A memo was received from the Bureau of Fire Safety from Robert Moore, Fire Official that a refund in the amount of \$35.00 is requested for Deborah Balchan for the property located at 601 Hoboken Road. She applied for a smoke and carbon monoxide detector certificate for the sale of the property. This is a three family residence and it does not apply. Claire Foy, Borough Clerk said we can put this on Monday's Consent Agenda for a refund.

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Claire Foy, Borough Clerk mentioned a signature is needed to sign for a \$9.74 monthly Public Service increase for additional lighting by the Civic Center. Council President Lahullier asked for a motion for him to sign this and asked for Council approval. On motion by Lenoy, seconded by Emerson, unanimous on call of roll of those present.

Council President Lahullier entertained a motion to go into closed session at 7:50 P.M. to discuss property and personnel. On motion by Stoltz, seconded by Lenoy, the meeting unanimously went into closed session.

The meeting went back into open session at 9:40 P.M. with the following members in attendance: Mayor Roseman, Councilmen Lahullier, Stoltz, Lenoy and Emerson.

FIRST READING

ORDINANCE NO 15-12

AN ORDINANCE TO FIX AND DETERMINE THE SALARIES AND COMPENSATION OF THE SEVERAL OFFICERS AND EMPLOYEES OF THE BOROUGH OF CARLSTADT, AND TO PROVIDE THE MANNER AND PAYMENT THEREOF, REVISED TO 2015

|   |                             |              |
|---|-----------------------------|--------------|
| AN ORDINANCE TO FIX AND DETERMINE THE SALARIES AND COMPENSATION OF THE SEVERAL OFFICERS AND EMPLOYEES OF THE BOROUGH OF CARLSTADT, AND TO PROVIDE THE MANNER AND PAYMENT THEREOF, REVISED TO 2015 |                             |              |
| BE IT ORDAINED, by the Mayor and Council of the Borough of Carlstadt, County of Bergen and State of New Jersey as follows:  |                             |              |
| SECTION 1 <u>Bi-Weekly</u>  |                             |              |
| The rate of compensation of each officer and employee of the Borough of Carlstadt, whose salary shall be on an annual basis and shall be paid Bi-Weekly is:                                       |                             |              |
|   |                             | <u>2015</u>  |
| Borough Clerk   |                             | \$107,465.41 |
| LOSAP Administrator   |                             | 2,500.00     |
| Senior Payroll Clerk  |                             | 68,319.57    |
| Deputy Borough Clerk  |                             | 2,500.00     |
| Clerk Typist  | \$ 12.00 - \$22.79 per hour | 12.00-22.79  |
| Part-time Clerical Help   | \$15.60 - \$22.16 per hour  | 15.60-22.16  |
| Full Time/Temporary Part-Time Clerical  | \$14.00 - \$23.18 per hour  | 14.00-23.18  |
| Municipal Housing Liaison   |                             | 1.00         |
| Land Use Administrator  |                             | 1.00         |
| Assistant Land Use Administrator  |                             | 1.00         |

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|--|------------------|
| Tax Collector  | 60,922.34        |
| Assistant Tax Collector  | 3,000.00         |
| Clerk for C.F.O.   | 2,000.00         |
| Chief Financial Officer  | 104,590.02       |
| Certified Qualified Purchasing Agent   | 13,901.89        |
| Clerk for Construction Code Official   | 62,285.52        |
| Front Desk Reception   | 38,276.76        |
| Police Matron (minimum 2 hrs. - per hr.)   | 18.00            |
| Special Police (per hour)  | 18.00            |
| School Marshals (per shift)  | 36.90            |
| Court Administrator  | 45,000.00        |
| Deputy Court Administrator W/Educational Credits   | 1,000.00         |
| Borough Mechanic   | 97,276.85        |
| Fleet and Equipment Maintenance Coordinator  | 8,646.16         |
| Housing Code Official/EMT 40hrs.   | 51,429.90        |
| Parking Enforcement Officer  | 26,000-44,762.00 |
| EMT Drivers part-time or temporary (per hr.)   | 15.00            |
| Police Dispatchers (Full time) Class B   | 29,230.45        |
| Police Dispatchers (Full time) Class A   | 59,190.61        |
| Part-time Police Dispatchers (\$13.50 per hour) (Max.16 hrs. per week)   | 13.50            |
| Secretary to the Recycling Coordinator (Full-time)   | 50,000.00        |
| Senior Transport Driver  | 36,687.11        |
| Director of Public Works Operations, Maintenance and Equipment   | 47,380.00        |
| Borough Operations Manager/Project Manager   | 77,250.00        |
| Economic Development Coordinator/Assistant Project Manager/Web-Site Coordinator  | 72,100.00        |
| <b>SECTION 2 Monthly</b>   |                  |
| 2A The rate of compensation of each officer and employee of the Borough of Carlstadt, whose salary shall be on an annual basis, and shall be paid Monthly is as follows: |                  |
| Building Inspector/Building Sub Code   | 12,730.50        |
| Magistrate   | 29,705.20        |
| Clerk Planning Board   | 2,000.00         |
| Custodian Washington Ave. Firehouse  | 1,100.00         |
| Custodian 6th Street Firehouse   | 1,100.00         |
| Borough Attorney   | 61,800.00        |
| Secretary to Recreation Comm.  | 1,000.00         |
| Tax Searcher   | 1,500.00         |

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|---|-------------------|
| Assessment Searcher   | 1,442.00          |
| Construction/ Plumbing Code Official (15 hrs. per week)   | 41.96             |
| Electrical Inspector  | 21,218.00         |
| Daytime Magistrate (\$50 per court session/arrangement)   |                   |
| Zoning Code Enforcement Official  | 47,364.43         |
| Zoning Code Enforcement Official W/Certification  | 2,500.00          |
| Deputy Zoning Code Official   | 28,410.90         |
| Deputy Zoning Code Enforcement Official   | 6,000.00          |
| Deputy Zoning Code Enforcement Official Part-Time (Max. 25 hrs. per week)   | 15.50             |
| Non-paid Zoning   | 1.00              |
| Mayor   | 7,727.72          |
| Each Council Member   | 6,077.00          |
| Prosecutor  | 10,051.82         |
| Attorney to Zoning, Construction Board & Zoning Board of Adjustment   | 6,400.00          |
| Secretary to Zoning Board of Adjustment   | 2,000.00          |
| Public Defender/Alternate Public Defender \$200 per session   | 200.00            |
| Fire Sub-Code Official  | 12,730.80         |
| Fire Training Inspector \$200.00  | 1,514.10          |
| The Prosecutor shall receive \$ per each session for each session after the 24th session of the year.   |                   |
| Recycling Coordinator   | 14,988.00         |
| Tax Assessor  | 22,663.09         |
| Emergency Mgt. Service Director   | 6,000.00          |
| Assistant to Assessor   | 1,500.00          |
| 2 B Secretary of the Recycling Committee \$45.00 per meeting to be paid out of Recycling money.   | 45.00 per meeting |
| 2C The salary of the Social Services Coordinator of the Borough of Carlstadt shall be the sum of \$8,000.00 payable in equal monthly installments. In addition to the yearly salary, the Social Services Coordinator shall receive a telephone with an answering machine to be located in her home and paid for by the Borough. | 8,000.00          |
| 2D The Borough Chiropractor shall be paid an hourly rate not to exceed \$90.00 per hour   |                   |

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| 2E   |           |
| Election Clerk   | 1,500.00  |
| Community Insurance Officer  | 4,500.00  |
| Communication Officer  | 11,000.00 |
| Assistant to Insurance Officer   | 1.00      |
| Assistant to the Registrar   | 500.00    |
| Assistant to Safety Delegate   | 2,000.00  |
| Assistant to Payroll Clerk   | 500.00    |
| Governmental Affairs Liaison   | 1.00      |
| Records Management Assistant   | 5,000.00  |
| Assistant to the Mayor and Council   | 5,150.00  |
| <b>SECTION 3 SEMI-ANNUALLY</b>   |           |
| The rate of compensation of each Officer and Employee of the Borough of Carlstadt, whose salary shall be on an Annual basis and shall be paid Semi-Annual is as follows - May & September: |           |
| 3 A Telephone allowance of \$600.00 per year for the Mayor and Council, (4) Chiefs, Operations Manager \$400.00 and DPW Foreman's \$400.00 be paid semi-annually.                          |           |
|  |           |
| 3 B Travel of \$300.00 per year for the Zoning Official, CFO and Operations Manager to be paid semi-annually.  |           |
|  |           |
| <b>SECTION 4 ANNUALLY</b>  |           |
| The rate of compensation of each Officer and Employee of the Borough of Carlstadt, whose salary shall be on an Annual basis and shall be paid Annual is as follows:                        |           |
| Emergency Mgt. Services - Assistant Director   | 600.00    |
| Off-Duty Gun Allowance   | 1.00      |
| Borough Mechanic (Tool Allowance per year) ( 1)  | 500.00    |
| Borough Mechanic (Shoe Allowance per year) (1)   | 300.00    |
|  |           |
| <b>SECTION 5 BOARD OF HEALTH</b>   |           |
| The salary schedule for the Board of Health is hereby established as follows:  |           |
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| 5 A The Registrar of Vital Statistics shall receive the sum of \$3,713.15 payable in equal monthly installments.  | 3,824.54  |
| 5 B The Doctor of the Board of Health Baby Keep Well shall be paid \$125.00 per hour upon presentation of proper voucher.   |           |
| 5 C Board of Health - CHAPTER 329 The Attorney for the Board of Health shall receive \$125.00 for every regular meeting attended and fees for all legal services rendered as determined by the Mayor and Council upon presentation of proper voucher. |           |
| In addition to the hourly rate, the Secretary shall receive for duties designated by the Board of Health, in equal monthly installments   | 2,500.00  |
| <b>SECTION 6 FIRE SAFETY BUREAU</b>   |           |
| The Fire Safety Bureau Compensation is hereby established as follows:   |           |
| Fire Official (Full Time)   | 87,867.40 |
| Inspectors (per hour)   | 25.00     |
| Secretary   | 44,824.76 |
| Fire Official (yearly clothing allowance) (2)   | 500.00    |
| <b>6A FIRE DEPARTMENT</b>   |           |
| All members of the Volunteer Fire Department Clothing Allowance and reimbursement for losses, is hereby established : follows:  |           |
| Answering 50% or more calls (per man)   | 1,858.28  |
| (Less than 50% \$36.09 per % point of fires attended)   | 37.17     |
| Chief   | 6,330.36  |
| 1st. Assistant Chief  | 5,697.32  |
| Deputy Chief  | 5,064.29  |
| Battalion Chief   | 4,431.26  |
| Chiefs' Secretary   | 360.00    |
| President   | 600.00    |
| Board of Officers Secretary   | 600.00    |
| Board of Officers Treasurer   | 300.00    |

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| Each Captain (5) (per man)  | 600.00      |             |
| Each 1st. Lieutenant (5) (per man)  | 500.00      |             |
| Each 2nd Lieutenant (5) (per man)   | 400.00      |             |
| Each Mechanic (11) (per man)  | 375.00      |             |
| Battery Man   | 375.00      |             |
| Department Mechanic (per Hour) (\$15,000.00 maximum)                      | 25.40       |             |
| Probationary Member answering 50% or more calls (per man)                 | 875.50      |             |
| Probationary Members Less than 50% (\$17.51 per % point \$850.00 maximum) | 850.00      |             |
| Retired Members   | 900.00      |             |
| Members (with 25 years answering 25% or more calls)                       | 1,858.28    |             |
| (Less than 25% \$35.02 less for each percentage point below 25%)          | 35.00       |             |
| Board of Officers Committees (20)   | 191.00      |             |
| Training Officer (2)  | 360.00      |             |
| Quartermaster   | 360.00      |             |
| Equipment Sourcing  | 360.00      |             |
| Safety/Insurance  | 360.00      |             |
| Losap Coordinator   | 360.00      |             |
| Drill Coordinator   | 360.00      |             |
| Historian   | 360.00      |             |
| Chaplain  | 360.00      |             |
| Public Information  | 360.00      |             |
| Computer  | 360.00      |             |
| Driver Instructor   | 360.00      |             |
| FD Committees (30)  | 191.00      |             |
| Department Safety Officer   | 370.00      |             |
|   |             |             |
| SECTION 7 POLICE  |             |             |
|   |             |             |
|   | <u>2015</u> | <u>2016</u> |
| Chief of Police   | 230,111.00  |             |
| Each Captain  | 176,643.00  |             |
|   |             |             |
| Each Lieutenant – (Per Contract Effective 1/1/2001)                       | 149,781.00  |             |
| Each Sergeant – (Per Contract Effective 1/1/2001)                         | 138,204.00  |             |
| Each Patrolman – (Per Contract Effective 1/1/2001)                        | Below       |             |
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| The salary schedule for the Patrolman of the Carlstadt Police Department hired prior to July 1, 2011 is hereby established as follows: (Hired on or after January 1, 2000)  |             |             |
|   | <u>2015</u> | <u>2016</u> |
| 0 - 1 Year  | 50,873.00   |             |
| 1 - 2 Years   | 58,426.00   |             |
| 2 - 3 Years   | 67,870.00   |             |
| 3 - 4 Years   | 77,450.00   |             |
| 4 - 5 Years   | 84,184.00   |             |
| 5 - 6 Years   | 88,806.00   |             |
| 6 - 7 Years   | 100,159.00  |             |
| Maximum (over 7 years)  | 128,484.00  |             |
| The salary schedule for Patrolman of the Carlstadt Police Department hired on or after July 1, 2011 is hereby:  |             |             |
|   | <u>2015</u> | <u>2016</u> |
| Academy   | 25,000.00   |             |
| Remainder of 1st Year   | 30,000.00   |             |
| 1 - 2 Years   | 37,983.00   |             |
| 2 - 3 Years   | 45,966.00   |             |
| 3 - 4 Years   | 53,949.00   |             |
| 4 - 5 Years   | 61,932.00   |             |
| 5 - 6 Years   | 69,915.00   |             |
| 6 - 7 Years   | 77,897.00   |             |
| 7 - 8 Years   | 85,880.00   |             |
| 8 - 9 Years   | 93,863.00   |             |
| 9 - 10 Years  | 101,846.00  |             |
| MAXIMUM   | 128,484.00  |             |
| 7 A The members of the Detective Bureau shall receive an additional \$1,150.00 per year.  |             |             |
| 7 B Unless otherwise provided for by individual Contract, Police Personnel shall receive College incentive pay at the rate of \$800.00 per year for A.A. Degree, \$1,100.00 per year for B.A. Degree and \$1,350.00 for and M.A. Degree. As per contract. |             |             |
| 7 C " Juvenile Officers shall receive the sum of six hundred (\$600.00) dollars per year which shall be included in the applicable officer's annual salary, per contract."  |             |             |



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|   |  |             |             |
| 7 D Police Dispatcher's non-accountable clothing allowance per year   |  | \$500.00    |             |
| 7 E Upon completion of twenty-five (25) years of service (as defined by the Police and Fire Pension Statutes) each employee of the Carlstadt Police Department shall receive compensation for six of the holidays in paid compensation which paid compensation. |  |             |             |
| 7 F Over time rate is based on 1936 hours beginning January 1, 2001   |  |             |             |
| SECTION 8 <u>D.P.W. /BUILDINGS &amp; GROUNDS</u>  |  |             |             |
| Crewmen (per hour) new hires after January 1, 1997:   |  |             |             |
|   |  | <u>2015</u> | <u>2016</u> |
| Building & Grounds  |  | 40.07       | 41.27       |
| Foreman (per hour)  |  | 41.58       | 42.83       |
| Laborers (per hour) new hires after January 1, 1997   |  | 38.19       | 39.33       |
| Max (over 4 full years and 1 day)   |  | 41.58       | 42.83       |
| Driver (per hour) new hires after January 1, 1997:  |  | 39.06       | 40.23       |
| Max (over 4 full years and 1 day)   |  | 41.58       | 42.83       |
| New steps as of January 1, 2008   |  |             |             |
|   |  | <u>2015</u> | <u>2016</u> |
| 0-1 years   |  | 14.35       | \$14.35     |
| 1-2 years   |  | 19.00       | \$19.00     |
| 2-3 years   |  | 21.05       | \$21.05     |
| 3-4 years   |  | 25.00       | \$25.00     |
| Max (over 4 full years and 1 day)   |  |             |             |
| Seasonal Part-Time Employees (20 Hours per Week)  |  | 15.00       | \$15.00     |
| 8 A All members of the Building and Grounds Crew, Foremen, Drivers and Laborers of the Department of Public Works shall be paid time and one half for work periods after forty (40) hours.  |  |             |             |
| 8 B All members of the Buildings and Grounds Department and Department of Public Works shall receive, in addition to the compensation herein set for them the sum of \$1225.00 each for the purpose of defraying the cost of their clothing to be paid in Jan   |  |             |             |
| 8 C In addition, Borough Mechanic shall be entitled to \$200.00 for non-accountable Clothing Allowance.   |  |             |             |

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| 8 D In addition, each employee of the Buildings and Grounds Department and D.P.W. shall be entitled to unused sick day credit, to be paid at the beginning of the following year.  |                                 |        |       |
| 8 E Drivers and/or laborers and/or helpers shall receive an additional fifty (.50) cents per hour when working on tree truck only when performing a task which requires the use of the elevated bucket, chipper, chain saw, stump grinder or other hazardous equipment |                                 |        |       |
| 8 F Summer employees for the Building and Grounds Department and D.P.W. shall be paid \$9.00 per hour and time and a half for work periods after forty hours.  |                                 |        |       |
| 8 G Summer employees for Recreation shall be paid as follows:  |                                 |        |       |
| Director   | (Maximum 8 weeks)<br>(per week) | 450.00 |       |
| Assistant Director   | (Maximum 6 weeks)<br>(per week) | 325.00 |       |
| Counselors   | (Maximum 6 weeks)               | 8.50   |       |
| 8 H Summer Employees are not eligible to be paid for sick days, holidays, or vacation days   |                                 |        |       |
| 8 I  |                                 |        |       |
| Audio/Visual Tech  | per hour                        | 15.00  | 15.00 |
| Mini Bus Driver  | per hour                        | 20.00  | 20.00 |
| Substitute Driver  | per hour                        | 18.00  | 18.00 |
| Substitute Driver Sr. Transport  | per hour                        | 11.50  | 11.50 |

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| SECTION 9 <u>LONGEVITY</u>  |  |  |  |
| <p>9 A In addition to the salaries and compensations to be paid to the foregoing Officers and Employees of the Borough of Carlstadt there shall be added to the base salary, for non-contractual employees hired prior to May 1, 1997, a longevity supplement of 1% upon completion of each 5 years of employment for full time employees.</p>                    |  |  |  |
| <p>9 B If the employee's anniversary date falls prior to June 30 longevity will be given in that year. However, employee's anniversary dates which fall after the June 30 cut off will receive longevity in the following calendar year.</p>  |  |  |  |
| <p>9 C Pursuant to the current Police Contract the longevity supplement shall be 1% for every 4 years of employment. After 10 complete years of service, longevity shall be 1% for every 3 years of service.</p>  |  |  |  |
| <p>9 D Pursuant to the Superior Officers Association Contract, the longevity supplement shall be (1%) for every 4 years of employment with 12 years or less. After 13 years of service, longevity shall be (1%) for every three (3) years. After completion of 29 years of service, longevity shall be 1% for every 2 years of service over 29 years.</p>         |  |  |  |
| SECTION 10  |  |  |  |
| <p>In the event that any provision of this ordinance shall be declared invalid by any court of competent jurisdiction, such declaration of invalidity shall not affect the remaining provisions of this ordinance except insofar as such provision of this ordinance as is declared invalid shall be inseparable from the reminder of any provisions thereof.</p> |  |  |  |
| SECTION 11  |  |  |  |
| <p>Any ordinances or amendments thereto which are in conflict with or inconsistent with the terms of this ordinance are hereby repealed to the extent that they are in conflict with or inconsistent with the terms of this ordinance.</p>  |  |  |  |
| SECTION 12  |  |  |  |
| <p>This ordinance established shall take effect after publication pursuant to law as of January 1, 2015.</p>  |  |  |  |

**RESOLUTION NO. 2015-275**

**BE IT RESOLVED** that the ordinance entitled:

**AN ORDINANCE TO FIX AND DETERMINE THE SALARIES AND COMPENSATION OF THE SEVERAL OFFICERS AND EMPLOYEES OF THE BOROUGH OF CARLSTADT, AND TO PROVIDE THE MANNER AND PAYMENT THEREOF, REVISED TO 2015**

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 3<sup>rd</sup> day of December, 2015 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 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.

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

Mayor Roseman entertained a motion to adjourn the meeting at 9:42 P.M. On motion by Lahullier, seconded by Lenoy, the meeting was unanimously adjourned.

APPROVED: \_\_\_\_\_  
WILLIAM ROSEMAN, MAYOR

ATTEST: \_\_\_\_\_  
CLAIRE FOY, BOROUGH CLERK