

REGULAR MEETING
May 16, 2016

A REGULAR SCHEDULED COUNCIL MEETING of the Mayor and Council of the Borough of Carlstadt was held in the Council Chambers of the Borough Hall, 500 Madison Street, Carlstadt, New Jersey on Monday, May 16, 2016 at 7:00 P.M.

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

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.

READING OF MINUTES:

Mayor Lahullier entertained a motion to accept the minutes of 4/14/16 Finance Meeting, 3/21/16 Council Meeting and 4/18/16 Council Meeting (Open and Closed Sessions). On motion by Bartlett, seconded by Lenoy. Councilmen Stoltz, Bartlett and Shockley voted yes. Councilman Lenoy abstained on 4/18/16 and voted yes on the other ones. Councilmen Zimmermann and Emerson were absent.

CORRESPONDENCE:

A letter was received from the Carlstadt Fire Department Board of Officers accepting the resignation of Justin Berta from the Carlstadt Fire Department Engine Company Two and Anthony Siletto from the Carlstadt Fire Department Friendship Hook and Ladder Company One; also accepting Michael Popejoy as regular member of Engine Company Three. A letter was received regarding the Memorial Day Parade that it will be held on Monday, May 30, 2016 at 9:00 A.M. starting at the American Legion on Third Street. A letter was received from a resident of Eighth Street asking permission for a street closing in the 500 block to hold a birthday party on May 21, 2016 from 12:00 P.M. to 6:00 P.M. The Mayor and Council discussed the request and it was decided to allow them to have the street closing for the birthday party on Eighth Street from 12:00 P.M. to 6:00 P.M. subject to the Police Chief's approval. On motion by Bartlett, seconded by Stoltz, unanimous on call of roll of those present.

REPORT OF THE MAYOR:

None.

REGULAR MEETING

May 16, 2016

Page 2

SPECIAL REPORTS:

The Construction Official's report was read for the month of April. This report will be filed.

The Borough Clerk's report was read for the month of April. This report will be filed.

The Tax Collector's report was read for the month of April. This report will be filed.

STANDING COMMITTEES:

FINANCE – Councilman Lenoy said we have resolutions.

CONSENT AGENDA

RESOLUTION NO. 2016-156

BE IT RESOLVED, by the Mayor and Council that the proper Borough Officials are hereby authorized and directed to make the following disbursements:

Carlstadt Board of Education	\$839,272.58
Regional Board of Education	528,487.67
Carlstadt Veteran's Fund	3,700.00

RESOLUTION NO. 2016-157

BE IT RESOLVED by the Mayor and Council that the following payments made by the Chief Financial Officer from Valley National Bank during the month of April, 2016 be ratified:

<u>Date</u>	<u>Ck #</u>	<u>Account</u>	<u>Payee</u>	<u>Amount</u>
4/21/16	501103	Current	Dennis Ritchie	\$ 5,150.00
4/21/16	501104	Current	Medical	80,000.00
4/27/16	501105	Current	Payroll	317,163.52
4/28/16	501106	Current	NY Party Works	3,340.00
4/28/16	501107	Current	Medical	44,000.00
4/28/16	501108	Current	US postal Service	3,000.00
4/28/16	501109	Current	Payroll	17,536.48
4/29/16	501110	Current	Medical	30,000.00

RESOLUTION NO. 2016-158

WHEREAS, the Tax Court of New Jersey, County of Bergen issued a Civil Action Judgment in the tax appeal of Dair Management, L.P. for property located at 773 Washington Avenue, Carlstadt, New Jersey for Block 131.01 Lot 2 as per Docket No. 001507-2015 dated 2/5/2016 reducing the 2015 property tax assessment from \$1,057,700.00 to \$855,000.00; and

WHEREAS, the reduction of 2015 property tax assessment is \$202,700.00 or \$4,195.89 in 2015 property taxes.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Carlstadt authorize the refund of \$4,195.89 and the Tax Collector shall adjust his books accordingly.

The parties having agreed that there has been no change in value or municipal-wide revaluation or reassessment adopted for the tax year 2016 (Freeze Act year) the provisions of N.J.S.A. 54: 51A8 (Freeze Act) shall be applicable to the assessment on the property referred to herein for said Freeze Act year. No Freeze Act year shall be the basis for application of the Freeze Act for any subsequent year. Since there is not a tax ratio rate for 2016 as of the writing of this Resolution the Freeze Act for 2016 will be adjusted on the third and or fourth quarter of 2016 property tax installment.

It is noted that the Borough's Finance Officer has reviewed this Tax Appeal Settlement and certifies that the Appeal is genuine and that funds are available for payment. It is also noted that the Borough's Tax Appeal Attorney, John Bang, Esq. has negotiated this Tax Appeal and has approved the settlement on behalf of the Borough of Carlstadt and that the Carlstadt Borough Attorney Dennis Ritchie, Esq., has reviewed this Resolution and finds it to be satisfactory and legal.

The refund shall be made payable to Mark Follender, Esq. and shall be mailed to The Follender Law Offices, Three University Plaza, Hackensack, New Jersey 07601.

RESOLUTION NO. 2016-159

WHEREAS, Evangelina Vazquez owns the property located at 510 Washington Street, Carlstadt, New Jersey, Block 16 Lot 10 and received a Homestead Rebate credit in the amount of \$293.66; and

WHEREAS, Evangelina Vazquez paid the second quarter (May) 2016 installment of taxes on August 28, 2015 creating an overpayment when the Homestead Rebate adjustment was credited on March 22, 2016; and

REGULAR MEETING

May 16, 2016

Page 4

WHEREAS, Evangelina Vazquez has requested that the overpayment is refunded to her.

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Carlstadt that a refund of \$293.66 is approved for the overpayment of 2016 second quarter (May) 2016 property taxes and the Carlstadt Tax Collector shall adjust his records accordingly.

The refund shall be made payable to Evangelina Vazquez and mailed to Evangelina Vazquez, 510 Washington Street, Carlstadt, New Jersey 07072.

RESOLUTION NO. 2016-160

WHEREAS, Concetta Pereira owns the property located at 327 Broad Street, Carlstadt, New Jersey Block 93 Lot 11 and received a Homestead Rebate credit in the amount of \$457.16; and

WHEREAS, CoreLogic paid the second quarter (May) 2016 installment of taxes on Block 93 Lot 11 in a bulk payment creating an overpayment in the amount of \$457.16; and

WHEREAS, Concetta Pereira has requested that the overpayment is refunded to her.

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Carlstadt that a refund of \$457.16 is approved for the overpayment of 2016 second quarter (May) 2016 property taxes and the Carlstadt Tax Collector shall adjust his records accordingly.

The refund shall be made payable to Concetta Pereira and mailed to Concetta Pereira, 327 Broad Street, Carlstadt, New Jersey 07072.

RESOLUTION NO. 2016-161

WHEREAS, the Tax Court of New Jersey, County of Bergen issued a Civil Action Judgment in the tax appeal of LJR Realty Co. for property located at 435 Meadow Lane, Carlstadt, New Jersey for Block 130 Lot 8 as per Docket No. 012413-2014 dated 1/29/2016 reducing the 2014 property tax assessment from \$747,000.00 to \$675,000.00; and

WHEREAS, the Carlstadt Governing Body approved Resolution Number 2015-308 at the December 21, 2015 Council Meeting authorizing the Tax Appeal Attorney to execute any and all documents necessary in order to settle this matter; and

WHEREAS, the reduction in 2014 property tax assessment is \$72,000.00 or \$1,433.52 in 2014 property taxes.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Carlstadt authorize the refund of \$1,433.52 and the Tax Collector shall adjust his books accordingly.

It is noted that the Borough's Finance Officer has reviewed this Tax Appeal Settlement and certifies that the Appeal is genuine and that funds are available for payment. It is also noted that the Borough's Tax Appeal Attorney, John Bang, Esq, has negotiated this Tax Appeal and has approved the settlement on behalf of the Borough of Carlstadt and that the Carlstadt Borough Attorney Dennis Ritchie, Esq., has reviewed this Resolution and finds it to be satisfactory and legal.

The refund shall be made payable to LJR Realty Co. and shall be sent to Spiotti & Esposito, PC, 271 US Highway 46 STE F105-106 Fairfield, New Jersey 07004.

RESOLUTION NO. 2016-162

WHEREAS, the Borough of Carlstadt has solicited quotes for the Roadway Repair / Patching of Amor Avenue, Dell Road, Michelle Place, Eastern Way and Broad Street located in the industrial area in the Borough of Carlstadt; and

WHEREAS, the money for said project has been appropriated; and

WHEREAS, of the four (4) received solicitations, the quote of AJM Contractors of 300 Kuller Road, Clifton, New Jersey 07011, in the amount of \$23,750.00 was the lowest responsible quote for the Base Bid, and complete in all respects.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Carlstadt that:

1. An award of contract for the Roadway Repair / Patching shall be made to AJM Contractors, 300 Kuller Avenue, Clifton, New Jersey 07011 in the quote amount of \$23,750.00; and
2. The Mayor and Clerk are hereby authorized to execute the Contract with AJM Contractors in the form attached hereto.
3. This resolution to take effect upon certification of this resolution by the Chief Financial Officer that sufficient funds are available.

Certification as to the availability of funds:

The Chief Financial Officer/Treasurer hereby certifies that sufficient funds are available to pay the anticipated amount of the fees and disbursement for these services.

RESOLUTION NO. 2016-163

**RESOLUTION AUTHORIZING CHANGE ORDER N^o 1 & FINAL FOR THE
Senior Center & Civic Center Retaining Wall and ADA Ramp**

BE IT RESOLVED by the Mayor and Council of the Borough of Carlstadt, Bergen County, New Jersey upon the recommendation of the Borough Capital Improvements Engineer that the Change Order for the Contract listed below be and is hereby approved.

TITLE OF JOB: Senior Center & Civic Center Retaining Wall and ADA Ramp

CONTRACTOR: Trino Associates, LLC. 354 Verona Way, Paramus, New Jersey 07652

NJDOT CHANGE ORDER No.: 1 & Final

AMOUNT OF CHANGE THIS RESOLUTION: (-\$24,820.00) Decrease: -8.48%

This Resolution to take effect upon certification of this Resolution by the Borough Treasurer that sufficient funds are available.

RESOLUTION NO. 2016-164

**RESOLUTION AUTHORIZING SETTLEMENT OF TAX APPEAL
ENTITLED PARK AVE. ASSOC. C/O ROSENTHAL USA V. BOROUGH OF
CARLSTADT
AT 335 MICHELE PLACE, BLOCK 128, LOT 6 HM
FOR TAX YEARS 2013, 2014 AND 2016.**

WHEREAS, Park Ave. Assoc. c/o Rosenthal USA has filed action with the Tax Court of New Jersey against the Borough of Carlstadt challenging the tax assessed against property located at 335 Michele Place and identified on the Borough's tax maps as Block 128, Lot 6 HM for tax years 2013, 2014 and 2016; and

WHEREAS, the Borough Appraiser, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Tax Appeal Attorney, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Assessor, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Assessor, the Borough Tax Appeal Attorney and Borough Appraiser, after independent review and upon consulting with each other, jointly recommends that this matter be settled according to the terms listed below.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Carlstadt, Bergen County, New Jersey that the Borough Tax Appeal Attorney be hereby authorized and directed to execute any and all documents necessary in order to settle this matter according to the following proposed terms:

The assessment for all tax years to be reduced from \$ 2,725,400 to \$ 2,450,000.

RESOLUTION. 2016-165

**RESOLUTION AUTHORIZING SETTLEMENT OF TAX APPEAL
ENTITLED MG WHITEHOUSE LP V. BOROUGH OF CARLSTADT
AT 575 GOTHAM PARKWAY, BLOCK 126, LOT 69
FOR TAX YEARS 2013 THROUGH 2016.**

WHEREAS, MG Whitehouse LP has filed action with the Tax Court of New Jersey against the Borough of Carlstadt challenging the tax assessed against property located at 575 Gotham Parkway and identified on the Borough's tax maps as Block 126, Lot 69 for tax years 2013 through 2016; and

WHEREAS, the Borough Appraiser, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Tax Appeal Attorney, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Assessor, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Assessor, the Borough Tax Appeal Attorney and Borough Appraiser, after independent review and upon consulting with each other, jointly recommends that this matter be settled according to the terms listed below.

REGULAR MEETING

May 16, 2016

Page 8

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Carlstadt, Bergen County, New Jersey that the Borough Tax Appeal Attorney be hereby authorized and directed to execute any and all documents necessary in order to settle this matter according to the following proposed terms:

- 1) The assessment for tax year 2014 to be reduced from \$ 2,486,100 to \$ 2,300,000.
- 2) The assessment for tax year 2015 to be reduced from \$ 2,486,100 to \$ 2,400,000.
- 3) Freeze Act provisions to apply to the 2015 reduction.
- 4) Appeals for all other tax years to be withdrawn by plaintiff.

RESOLUTION NO. 2016-166

**RESOLUTION AUTHORIZING SETTLEMENT OF TAX APPEAL
ENTITLED CHENG'S ENTERPRISES, INC. V. BOROUGH OF CARLSTADT
AT 620 WASHINGTON AVENUE, BLOCK 126, LOT 21 HM
FOR TAX YEARS 2013 THROUGH 2016.**

WHEREAS, Cheng's Enterprises, Inc. has filed action with the Tax Court of New Jersey against the Borough of Carlstadt challenging the tax assessed against property located at 620 Washington Avenue and identified on the Borough's tax maps as Block 126, Lot 21 HM for tax years 2013 through 2016; and

WHEREAS, the Borough Appraiser, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Tax Appeal Attorney, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Assessor, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Assessor, the Borough Tax Appeal Attorney and Borough Appraiser, after independent review and upon consulting with each other, jointly recommends that this matter be settled according to the terms listed below.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Carlstadt, Bergen County, New Jersey that the Borough Tax Appeal Attorney be hereby authorized and directed to execute any and all documents necessary in order to settle this matter according to the following proposed terms:

- 1) The assessment for tax year 2013 to be reduced from \$ 3,516,100 to \$ 3,100,000.
- 2) The assessment for tax year 2014 to be reduced from \$ 3,516,100 to \$ 3,200,000.
- 3) The assessment for tax year 2015 to be reduced from \$ 3,516,100 to \$ 3,293,000.
- 4) The assessment for tax year 2016 to be reduced from \$ 3,516,100 to \$ 3,244,000.

RESOLUTION NO. 2016-167

**RESOLUTION AUTHORIZING SETTLEMENT OF TAX APPEAL
ENTITLED KEN BAR REALTY/BARBARA NEUHAUS V. BOROUGH OF
CARLSTADT
AT 283 VETERANS BOULEVARD, BLOCK 124, LOT 42 HM
FOR TAX YEARS 2013 THROUGH 2016.**

WHEREAS, Ken Bar Realty/Barbara Neuhaus has filed action with the Tax Court of New Jersey against the Borough of Carlstadt challenging the tax assessed against property located at 283 Veterans Boulevard and identified on the Borough's tax maps as Block 124, Lot 42 HM for tax years 2013 through 2016; and

WHEREAS, the Borough Appraiser, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Tax Appeal Attorney, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Assessor, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Assessor, the Borough Tax Appeal Attorney and Borough Appraiser, after independent review and upon consulting with each other, jointly recommends that this matter be settled according to the terms listed below.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Carlstadt, Bergen County, New Jersey that the Borough Tax Appeal Attorney be hereby authorized and directed to execute any and all documents necessary in order to settle this matter according to the following proposed terms:

REGULAR MEETING

May 16, 2016

Page 10

- 1) The assessment for tax year 2013 to be reduced from \$ 1,480,600 to \$ 1,350,000.
- 2) The assessment for tax year 2014 to be reduced from \$ 1,480,600 to \$ 1,450,000.
- 3) The assessment for tax years 2015 and 2016 to remain unchanged.

RESOLUTION NO. 2016-168

**RESOLUTION AUTHORIZING SETTLEMENT OF TAX APPEAL ENTITLED
TEWANI GROUP, LLC V. BOROUGH OF CARLSTADT AT 390 STARKE ROAD,
BLOCK 123.01, LOT 28 HM FOR TAX YEARS 2008 THROUGH 2016.**

WHEREAS, Tewani Group, LLC has filed action with the Tax Court of New Jersey against the Borough of Carlstadt challenging the tax assessed against property located at 390 Starke Road and identified on the Borough's tax maps as Block 123.01, Lot 28 HM for tax years 2008 through 2016; and

WHEREAS, the Borough Appraiser, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Tax Appeal Attorney, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Assessor, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Assessor, the Borough Tax Appeal Attorney and Borough Appraiser, after independent review and upon consulting with each other, jointly recommends that this matter be settled according to the terms listed below.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Carlstadt, Bergen County, New Jersey that the Borough Tax Appeal Attorney be hereby authorized and directed to execute any and all documents necessary in order to settle this matter according to the following proposed terms:

- 1) The assessment for tax year 2008 to be reduced from \$ 2,439,800 to \$ 1,925,000.
- 2) The assessment for tax year 2009 to be reduced from \$ 2,439,800 to \$ 1,780,000.
- 3) The assessment for tax year 2010 to be reduced from \$ 2,150,000 to \$ 1,700,000.

- 4) The assessment for tax year 2011 to be reduced from \$ 2,150,000 to \$ 1,990,000.
- 5) The assessment for tax year 2012 to be reduced from \$ 2,150,000 to \$ 2,100,000.
- 6) The assessment for tax year 2013 to remain unchanged.
- 7) The assessment for tax year 2014 to be reduced from \$ 5,283,500 to \$ 5,100,000.
- 8) The assessment for tax year 2015 to be reduced from \$ 5,283,500 to \$ 5,050,000.
- 9) The assessment for tax year 2016 to be reduced from \$ 5,283,500 to \$ 5,000,000.
- 10) The assessment for tax year 2017 to be reduced from \$ 5,283,500 to \$ 4,700,000.

RESOLUTION NO. 2016-169

**RESOLUTION AUTHORIZING SETTLEMENT OF TAX APPEAL
ENTITLED FANTIS REALTY, LLC V. BOROUGH OF CARLSTADT
AT 60 TRIANGLE BOULEVARD, BLOCK 126, LOT 14
FOR TAX YEARS 2013 THROUGH 2016.**

WHEREAS, Fantis Realty, LLC has filed action with the Tax Court of New Jersey against the Borough of Carlstadt challenging the tax assessed against property located at 60 Triangle Boulevard and identified on the Borough's tax maps as Block 126, Lot 14 for tax years 2013 through 2016; and

WHEREAS, the Borough Appraiser, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Tax Appeal Attorney, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Assessor, after examination and consideration of all relevant facts and after performing all necessary due diligence, is of the opinion that the settlement proposed below is in the best interest of the Borough of Carlstadt; and

WHEREAS, the Borough Assessor, the Borough Tax Appeal Attorney and Borough Appraiser, after independent review and upon consulting with each other, jointly recommends that this matter be settled according to the terms listed below.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Carlstadt, Bergen County, New Jersey that the Borough Tax Appeal Attorney be hereby authorized and directed to execute any and all documents necessary in order to settle this matter according to the following proposed terms:

REGULAR MEETING

May 16, 2016

Page 12

- 1) The assessment for tax year 2013 to be reduced from \$ 3,500,000 to \$ 3,200,000.
- 2) The assessment for tax year 2014 to be reduced from \$ 3,500,000 to \$ 3,350,000.
- 3) The assessment for tax year 2015 to be reduced from \$ 3,500,000 to \$ 3,375,000.
- 4) The assessment for tax year 2016 to be reduced from \$ 3,500,000 to \$ 3,200,000.

RESOLUTION NO. 2016-170

**RESOLUTION AUTHORIZING CHANGE ORDER N^o 1 FOR THE
Addition of Washington Street and Fritsch Avenue Drainage Improvements**

BE IT RESOLVED by the Mayor and Council of the Borough of Carlstadt, Bergen County, New Jersey upon the recommendation of the Borough Capital Improvements Engineer that the Change Order for the Contract listed below be and is hereby approved.

TITLE OF JOB: Marsan Dr. & 9th St.(Sect. are CDBG Funded) & Starke Rd. (NJDOT Funded)

CONTRACTOR: Smith-Sondy Asphalt Construction Corp.

CHANGE ORDER N^o: 1

AMOUNT OF CHANGE THIS RESOLUTION: (\$ 96,905.65) Increase: 18.46%

This Resolution to take effect upon certification of this Resolution by the Borough Treasurer that sufficient funds are available.

RESOLUTION NO. 2016-171

BE IT RESOLVED by the Mayor and Council of the Borough of Carlstadt that permission is granted to the following for the use of facilities on the specified dates:

Community Center

1. Carlstadt Volunteer Ambulance Corps. - Tuesday, May 24, 2016 from 6:00 P.M. to 10:00 P.M. to host the District 24 New Jersey First Aid Council meeting.

RESOLUTION NO. 2016-172

WHEREAS, City Access, Inc. operating from 463 Barell Avenue, Carlstadt, NJ 07072 has made application to the Borough of Carlstadt for the renewal of one (1) limousine license; and

WHEREAS, the application has been filed together with the requisite fee, and proof of insurance and Power of Attorney as required under N.J.S.A. 48:16-14 and 16 and vehicle and driver information as required by the ordinance to the satisfaction of the Borough Clerk.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Carlstadt, County of Bergen, State of New Jersey that the renewal application of City Access, Inc. to operate one (1) limousine at 463 Barell Avenue, Carlstadt, NJ 07072 be and hereby is approved.

AND, BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized and directed to renew the license to operate one (1) limousine at the above referenced location for the period of one year, commencing May 17, 2016 and ending on May 17, 2017 and a Certificate of Compliance with the requirements of N.J.S.A. 48:16-14 and 16, through the period indicated on the proof of insurance as submitted with the application.

RESOLUTION NO. 2016-173

A RESOLUTION TO OFFER ADDITIONAL EMPLOYEE CONTRIBUTION SAVINGS TO THOSE ELIGIBLE EMPLOYEES PARTICIPATING IN ALTERNATE HEALTH BENEFIT PLANS

WHEREAS, the Borough of Carlstadt, hereinafter, the Borough, provides medical benefits to its eligible employees and dependents; and

WHEREAS, under the legislative requirements set forth by P.L. 2011 c. 78 (commonly known as Chapter 78), municipalities are encouraged to offer alternate health benefit plans that provide choice to employees afforded such benefits in accordance with the cost contribution requirements set forth by the legislation; and

WHEREAS, more specifically, the Health Benefits Consultant met with Borough Officials and union representatives to review plan designs that include:

a higher co-pay PPO plan, two EPO plans and a High Deductible (HSA) plan that collectively, provide cost-effective alternative plan designs for consideration by employees looking to contain/reduce their contributions, based upon their personal and family needs; and

WHEREAS, it is the desire of the Mayor and Council to share a portion of the overall savings generated by employees participating in the alternate plans and therefore, will provide specific financial incentives to achieve that goal.

NOW, THEREFORE BE IT RESOLVED the Mayor and Council of the Borough of Carlstadt, County of Bergen, State of New Jersey, hereby authorizes and endorses a specific portion of the Municipal savings for each alternate plan as follows:

PPO 20/35-30%
EPO 15/25-35%
EPO 20/35-35%
HSA -40%

BE IT FURTHER RESOLVED, the Borough Benefits Consultant and Borough Director of Operations are hereby authorized to coordinate these offerings as a part of the Borough's Employee Health Benefits Program during a Special Open Enrollment period to be held May 23, 2016 through June 8, 2016 for an effective date of July 1, 2016 or as soon thereafter as administratively practical; and

BE IT FURTHER RESOLVED, a certified copy of this Resolution shall be forwarded to the Borough CFO, Borough Auditor and PIA Security Programs, Inc., 429 Hackensack Street, P.O. Box 818 Carlstadt, NJ Benefits Consultant to the Borough.

Mayor Lahullier entertained a motion to approve the Consent Agenda. On motion by Lenoy, seconded by Shockley, unanimous on call of roll of those present.

RESOLUTION NO. 2016-174

WHEREAS, the Board of Officers has approved the membership of the following person as a regular member of the Carlstadt Fire Department:

1. Michael Popejoy – Engine Company Three
- and

WHEREAS, said individual has satisfactorily passed the required physical examination.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Carlstadt that Michael Popejoy is hereby appointed as a regular member of the Carlstadt Fire Department.

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

POLICE – Mayor Lahullier read his report for the month on April. This report will be filed.

FIRE/AMBULANCE/OEM - Councilman Bartlett read his reports for the month of April. These reports will be filed.

PUBLIC WORKS/PROPERTY/BOROUGH EQUIPMENT– Councilman Stoltz read his reports for the month of April. These reports will be filed.

PLANNING – Councilman Shockley read his report for the month of April. This report will be filed.

ZONING – Councilman Shockley read his report for the month of April. This report will be filed.

HEALTH/WELFARE – Councilman Bartlett read his report for the month of April. This report will be filed.

RECREATION/HUMAN RESOURCES – In the absence of Councilman Emerson, Councilman Lenoy read the report for the month of April. This report will be filed.

RECYCLING – Councilman Stoltz read his report for the month of April. This report will be filed.

PROJECTS – In the absence of Councilman Zimmermann, Councilman Bartlett read the report for the month of April. This report will be filed.

EDUCATION – In the absence of Councilman Zimmermann, Councilman Shockley read the report for the month of April. This report will be filed.

READING OF BILLS:

RESOLUTION NO. 2016-175

BE IT RESOLVED by the Mayor and Council of the Borough of Carlstadt that the following bills having been approved by the Finance Committee are approved herewith for payment:

<u>CAPITAL ACCOUNT</u>	
Trino Associates LLC	\$ 6,125.00
Neglia Engineering Associates	2,225.18
Carousel Industries	101,878.89
On-Time Solutions LLC	4,399.00
Your Way Construction Inc.	23,068.61
Neglia Engineering Associates	1,982.99
<u>TRUST ACCOUNT</u>	
Neglia Engineering	1,110.00
Craig Test Boring Co. Inc.	2,605.84
Delta Mechanical Systems Inc.	530.20
Current Account	9,480.61
WJ Casey	242.76
Kemsco	2,000.39
Kipp & Allen LLP	539.00
Neglia Engineering	535.00

REGULAR MEETING

May 16, 2016

Page 16

DOG WARDEN TRUST

TYCO Animal Control Services	766.66
NJ Department of Health & Senior Services	128.40

CURRENT ACCOUNT

AMERICAN PAPER & SUPPLY	874.90
ARAMARK UNIFORM SERVICES	1,172.03
ARROW ELEVATOR INC.	145.00
ATLANTIC UNIFORM CO.	910.80
ATLANTIC COAST FIBERS	59.28
BALCO INDUSTRIES	216.00
BELLAQUA INC.	241.25
BERGEN MUNICIPAL EMPLOYEE	17,507.00
BEVERLY FAIST	36.00
BRAEN STONE INDUSTRIES INC.	1,090.40
BRUCE'S FLORAL DESIGN	159.00
CAPITAL ACCOUNT	75,000.00
CARJEN FENCE CO. INC.	9,550.25
CARLSTADT PUBLIC SCHOOL	18.00
CARLSTADT PUBLIC SCHOOL	25.00
CARLSTADT BOARD OF EDUCATION	839,272.58
CAROUSEL INDUSTRIES OF NORTH	87.50
C & C TIRE	1,044.58
CENTER FOR OCCUPATIONAL MED.	791.00
CHEEMA OIL CORPORATION	4,883.18
CHEM-TEC	418.00
CHRISTOPHER GARVIN, ESQ.	400.00
CIRCLE D LIGHTS	310.00
CLARKE CATON HINTZ	3,302.15
CLAIRE FOY	692.83
CLEAN AIR COMPANY	262.50
CLIFFSIDE BODY CORP	986.42
COLANERI BROTHERS	590.17
COMCAST	433.49
CONTINENTAL FIRE AND SAFETY	2,029.00
CONCETTA PEREIRA	457.16
CORNER TO CORNER	683.03
C&S FENCING	1,396.39
DAKTRONICS INC.	215.00
DELUXE SALES & SERVICE	236.63
DENISE OEHLMANN	36.00

REGULAR MEETING

May 16, 2016

Page 17

DR. JOHN COLANERI	150.00
DUX PAINT LLC	3,395.00
EAGLE POINT GUN	2,832.07
ENVIRONMENTAL RENEWAL LLC	2,087.00
EVANGELINA VASQUEZ	293.66
THE CHOI LAW GROUP LLC	6,123.08
FASTENAL	33.76
FEDERAL SAFETY COMPLIANCE	298.50
FRONTIN, M. JOHN	251.59
GARBARINI & CO.	2,500.00
GARDEN STATE HWY PRODUCTS	410.00
GRAINGER/GOVERNMENT CALL CENTER	1,354.90
G.T.B.M. INC.	1,898.88
GUARDIAN TRACKING LLC	947.00
HANK COSGROVE	1,150.00
HEALTH AWARENESS REG. PR.	1,285.00
HEDIGER'S FUEL OIL INC.	1,829.33
HIGHTAIL	320.00
HOMETOWN AUTO PARTS	183.73
H R DIRECT	211.34
HUDSON TIRE EXCHANGE	700.93
I.D.A.	133,173.52
IMPRESSIVE PRINTING	829.33
INDUSTRIAL ELECTRIC	275.00
INTERSTATE BATTERY SYSTEM	30.00
JCM ASSOCIATES LLC	1,155.81
JDCI ENTERPRISES INC.	8,144.75
JOHNNY ON THE SPOT INC.	123.20
JOSEPH R. DONAHUE LLC	8,605.60
KAY PRINTING	167.50
KIPP & ALLEN LLP	1,004.00
K&K TROPHY	155.00
KORSEN'S CARPET CLEANING	882.24
LEXISNEXIS RISK SOLUTIONS	44.00
LINCOLN NATIONAL LIFE INSURANCE	71,300.00
LJR REALTY CO.	1,433.52
MARK K. FOLLENDER, ESQ.	4,195.89
MARIO'S LOCKSMITH	236.22
MCI COMM SERVICE	93.38
MCNERNEY & ASSOCIATE	850.00
MEADOWLANDS HARDWARE	523.85
MEADOWLANDS AREA YMCA.	772.50

REGULAR MEETING

May 16, 2016

Page 18

MERCHANTS ALARM SYSTEMS	90.00
MGL PRINTING SOLUTIONS	694.00
MOTOROLA	1,802.34
MSI TECHNOLOGIES LLC	457.50
NARITA MARAJ LLC	3,859.50
NEGLIA ENGINEERING ASSOCIATES	7,584.14
NEXTEL COMMUNICATIONS	77.94
NJ ADVANCE MEDIA	124.10
NJ FIRE EQUIPMENT CO.	3,891.20
NORTH JERSEY MEDIA GROUP INC.	254.55
NORTHEAST SWEEPERS LLC	14,545.00
PAYROLL ACCOUNT	691.96
PENGUIN MANAGEMENT, INC.	1,074.00
PERS	50.43
PIA	24,866.00
PINNACLE	4,000.25
POLICE & FIREMEN'S RETIREMENT	104.35
POSTMASTER	348.00
PREMIERE PRODUCTIONS	1,525.00
PRESTI, ROSARIO JR., ESQ.	837.66
PSE&G	22,340.62
RCM CEBERIO LLC	5,700.00
REGAL STAMP CO.	22.00
REGIONAL BOARD OF EDUCATION	528,487.67
RIDGEHURST AUTO PARTS	313.25
RITCHIE, DENNIS	5,150.00
ROBERT T. REGAN ESQ.	532.90
SECURITY DETECTION	3,899.95
SIMONS SAYS LLC	375.00
SLOMIENSKI, WALTER. M	1,066.00
STAN'S SPORT CENTER	5,997.90
STAPLES BUSINESS ADVANTAGE	2,446.20
SWIFTREACH NETWORKS	1,500.00
TESSCO INCORPORATED	73.81
TETERBORO CHYRSLER JEEP	844.24
CHILDREN AID & FAMILY SERVICE	3,000.00
THE TERRE CO.	1,215.85
TRANSUNION RISK & ALTERNATIVE	300.00
TRUIS INC.	1,886.71
TURN OUT UNIFORMS	418.00
SUEZ WATER NEW JERSEY	13,166.90
UNUM LIFE INS. CO. OF AMERICA	2,520.99

REGULAR MEETING

May 16, 2016

Page 19

VALLEY NATIONAL BANK	504.25
ADPP ENTERPRISES INC.	2,978.11
VERIZON	8,091.83
VERIZON WIRELESS	1,757.59
VERIZON	179.99
VFIS	3,808.50
WALLINGTON PLUMBING SUPPLY INC,	56.48
WASTE MANAGEMENT OF NJ INC.	17,355.49
WILDCAT FOOTBALL SIDELINE CLUB	250.00
WILFRED MAC DONALD INC.	719.76
SENIOR FRIENDSHIP CLUB	1,085.00
CARLSTADT SENIOR BABE RUTH	2,500.00
DRAINBUSTERS	1,725.00
MARLIN LEASING CORP.	1,029.20
PAYROLL ACCOUNT	326,803.90
PAYROLL ACCOUNT	17,633.95
MEDICAL BENEFITS ACCT	65,000.00
NEW JERSEY MOTOR VEHICLE	60.00

TOTAL \$ 2,347,458.26

TOTAL BILLS FOR THE MONTH \$ 2,505,076.79

The Chief Financial Officer certified there are sufficient funds available for payment of the aforementioned bills.

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

REPORTS OF SPECIAL COMMITTEES:

There were no reports of special committees.

UNFINISHED BUSINESS:

Mayor Lahullier said a letter was received from the Carlstadt Fire Department Board of Officers accepting the resignation of Justin Berta from the Carlstadt Fire Department Engine Company Two. On motion by Bartlett, seconded by Stoltz, unanimous on call of roll of those present. Also accepting Anthony Siletto as regular member of Engine Company Two. On motion Stoltz, seconded by Bartlett, unanimous on call of roll of those present.

HEARING OF CITIZENS:

Gunter Kuprat, 507 Washington Street – mentioned that the enrollment in gymnastics at the Turn Hall is about 120 gymnastics and all from Carlstadt as well as all their coaches and they had extended the hours to fulfill those schedules.

REGULAR MEETING

May 16, 2016

Page 20

CONSIDERATION OF ORDINANCES:

FIRST READING

ORDINANCE 16-10

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

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.
- 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.

REGULAR MEETING

May 16, 2016

Page 22

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.

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.

REGULAR MEETING

May 16, 2016

Page 24

b. 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.

c. 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.

d. Coordinate vehicle inventory maintenance and repair of any borough-owned vehicles and equipment through the Borough Mechanic.

e. Schedule, coordinate and supervise buildings upkeep, grounds maintenance, road repair, sanitation crews and equipment repair according to daily and seasonal needs.

f. 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.

g. Inspect and properly maintain all sanitary and storm water sewer lines in the borough individually or in conjunction with other designated officials.

h. 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.

i. Recommend to the appropriate committee chairperson the need for any repairs and replacements of borough-owned vehicles, equipment, structures, buildings or grounds.

j. Recommend for approval the expenditures of all funds by voucher chargeable against the public works budget.

k. Certify to the timesheets and payroll for the employees assigned to the department of public works.

l. 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.

m. Attend all emergency meetings as required for emergency service responders.

n. Respond in a timely manner with appropriate assignment of manpower and equipment necessary to accommodate requests of other borough departments.

o. 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.

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. 2016-175-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 2nd day of June, 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

REGULAR MEETING

May 16, 2016

Page 26

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.

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

FIRST READING

ORDINANCE NO. 16-11

AN ORDINANCE AMENDING CHAPTER II “ADMINISTRATION,” OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF CARLSTADT, 2002, CREATING AND ESTABLISHING THE POSITIONS PROJECT COORDINATOR AND DEPUTY PROJECT COORDINATOR IN AND FOR THE BOROUGH OF CARLSTADT

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**,” be and hereby is amended and supplemented to add the following:

I. 2-41 PROJECT COORDINATOR

2-41.1 CREATION OF OFFICE.

There shall be and hereby is created in and for the Borough of Carlstadt the position of Project Coordinator.

2-41.1a APPOINTMENT.

The Project Coordinator shall be appointed by the Mayor, with the advice and consent of the Council, for a term of one calendar year and any vacancy in the term shall be filled only for the unexpired term.

2-41.1b TERM.

The term of office of the Project Coordinator shall be for a term of one (1) year, commencing on January 1 and terminating on December 31 of the same year and until a successor shall have been appointed and qualified.

2-41.1c QUALIFICATIONS.

The Project Coordinator, prior to appointment, shall possess a Bachelor's degree from an accredited college or university, have at least three (3) years of relevant experience coordinating, supervising, or estimating the work involved in construction projects, be effective in event planning and production, 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 offices as set forth in subsection 2-41.2 below.

2-41.2 DUTIES OF PROJECT COORDINATOR

At the direction of the Mayor and Council, the Project Coordinator shall coordinate the construction activities and public events of the borough which have been approved by the Governing Body, interacting with the borough engineer, master carpenter and private contractors who are engaged in the construction and/or alteration to existing structures and public works facilities; coordinate the production, promotion, and execution of all public events and activities of the Borough that have prior approval of the Governing Body, interacting with various committees, organizations and local groups as well as borough departments to assure events and activities are conducted in an efficient and cost effective manner; does related work as required, directed and authorized by the Governing Body.

a. Coordinates the construction activities of the borough's engineering, master carpenter and public works personnel and oversees borough events and activities

b. Meets with borough officials and other interested persons to coordinate projects and activities.

c. Prepares and maintains current and accurate records for all anticipated projects, all projects approved by the Governing Body, and all completed projects, including all related documentation, project timelines, specific project timetable, and schedule of daily activities, payment vouchers and materials vouchers, close out documents, etc.

d. Prepares and submits to the Mayor and Council through the Chairperson of the Projects Committee a report of all proposed, approved, on-going, and completed construction projects, including all timelines and funding status on a monthly basis.

e. At the direction of the Mayor and Council, solicits proposals for outside contractors for submission to the Purchasing Agent/QPA to be presented to the Mayor and Counsel for award. For capital projects requiring the advertising of bids and specifications, provides necessary documentation to the Purchasing Agent/QPA for preparation of bid documents for advertising by the Borough Clerk.

REGULAR MEETING

May 16, 2016

Page 28

f. Keeps abreast of new developments in construction activities related to public works in general, procedures, methods, materials and supplies, and prepares reports, critiques, and recommendations relative to above to the Governing Body.

g. Receives all complaints from residents and taxpayers of the borough relating to on-going construction projects, investigates same, takes appropriate action, and reports results to the Mayor and Council through the Chairperson of the Projects Committee.

h. At the direction of the Mayor and Council, prepares directives to the involved parties to comply with citizen complaints and/or to correct causes of complaints.

i. Represent the borough during any audit procedure related to projects undertaken by the borough, which involved the use of grant funding.

j. Coordinates through the respective department head the needs as they relate to overall construction activities to maintain a teamwork schedule of activities and to prevent delays by road blocks or duplication of effort.

k. Coordinates activities of the borough engineer, master carpenter, public works employees and private contractors whenever they are jointly engaged in public works improvement and construction projects previously approved and authorized by the Mayor and Council.

l. Represents the borough at construction site meetings and presents to the Mayor and Council any disputes or issues for resolution in a timely manner through the Chairperson of the Projects Committee.

m. Provides on-site construction project oversight and inspection on a daily basis during active construction to ensure compliance with engineering and construction specifications with regard to materials used and quality of workmanship. Deviations that are observed shall be brought to the attention of the Borough Engineer immediately for determination and resolution and, simultaneously, to the attention of the Mayor and Council through the Chairperson of the Projects Committee. No other construction project oversight shall be permitted without prior authorization of the Mayor and Council.

n. Is authorized to make routine determinations and decisions, within the parameters as established by the Mayor and Council, to settle disputes or issues arising in the field during the construction progress to ensure that construction timetables are met. No authorization is conveyed herein that would permit any decision or determination that would have an impact on the financial aspect of the project or result in a material change/amendment to an approved construction plan.

o. When timetables for completion of projects are being delayed, reestablish and update schedules with contractors and submit them to the Mayor and Council for review and approval.

p. Responds emergency matters as they arise or as directed by the Mayor and Council. All emergencies are to be communicated to the Mayor immediately and to the Council through the Chairperson of the Projects Committee as they arise or occur.

q. Coordinates and organizes the production, promotion, and execution of all public events and activities as directed and approved by the Mayor and Council, giving due respect for past practices and long-time volunteer involvement where applicable.

r. Meet with the Chairman of the Projects Committee, together with persons from borough organizations or local groups, to plan, organize and execute public events and activities.

s. Responsible for obtaining duly authorized contracts for activities previously approved by the Mayor and Council, confirming that all insurance requisites are delivered to the Borough Clerk and in effect, and make certain that inspection by any borough department is arranged in advance and takes place in a timely manner prior to the conduct of the event or activity.

t. Be responsible for organizing necessary manpower and equipment for the set up and break down of all event venues including, tables, seating, tents, stage, sound systems, and overall property maintenance.

u. Cause to have appropriate promotional materials of the event, as approved by the Mayor and Council, appear in various formats so as to provide adequate borough-wide notice of upcoming events and activities.

v. Cause to have an adequate pictorial and commemorative record to be created, including program, attendance estimate, and contractor/vendor performance evaluation for submission as a post-event recap to the Mayor and Council.

w. Oversee and inspect the preparation of each venue to insure it is in a suitable and safe condition for access by the general public, before the onset of the event or activity.

x. Coordinate with respective department heads for crowd control and traffic control devices, volunteer fire and emergency medical personnel, if needed. Coordinate with the Borough's Insurance professional to alert them to the event or activity, if necessary.

y. Be present, personally or his/her designee, on-site for the onset and closing of each event or activity to address issues and supervise clean-up efforts so the venue is left in good condition free of any potential attractive nuisances that might cause injury or harm if left unattended.

z. Research and recommend to the Mayor and Council potential public events and activities for their consideration.

REGULAR MEETING

May 16, 2016

Page 30

II 2-41.3 DEPUTY PROJECT COORDINATOR

Under the direction and supervision of the Project Coordinator, there shall be a Deputy Project Coordinator.

2-41.3a APPOINTMENT.

The Deputy Project Coordinator shall be appointed by the Mayor, with the advice and consent of the Council, for a term of one calendar year and any vacancy in the term shall be filled only for the unexpired term.

2-41.3b TERM.

The term of office of the Deputy Project Coordinator shall be for a term of one (1) year, commencing on January 1 and terminating on December 31 of the same year and until a successor shall have been appointed and qualified.

2-41.3c QUALIFICATIONS.

The Deputy Project Coordinator, prior to appointment, shall possess a Bachelor's degree from an accredited college or university, have relevant experience with the nature of work involved in construction projects and event planning and production, possess a valid driver's license in the State of New Jersey, and be qualified by education, training and experience to perform the duties as set for in section 2-41-2 above.

2-41.3d COMPENSATION.

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

2-41.4 DUTIES OF DEPUTY PROJECT COORDINATOR.

As directed by the Project Coordinator, the Deputy Project Coordinator shall perform any and all tasks assigned to him/her by the Project Coordinator as set forth in subsection 2-41-2 above. The Deputy Project Coordinator shall not be authorized to act in the absence of the Project Coordinator, except to the extent that he/she shall be responsible for producing any and all reports and providing all required notifications to the Mayor and Council through the Chairman of the Project Committee, in the absence of the Project Coordinator in a timely manner.

III. 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.

IV. INCONSISTENT ORDINANCES

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

V. EFFECTIVE DATE

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

RESOLUTION NO. 2016-175-B

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 POSITIONS PROJECT COORDINATOR AND DEPUTY PROJECT COORDINATOR IN AND FOR 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 2nd day of June, 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 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 Stoltz, seconded by Lenoy, unanimous on call of roll of those present.

FIRST READING

ORDINANCE NO. 16-12

AN ORDINANCE AMENDING CHAPTER II “ADMINISTRATION,” OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF CARLSTADT, 2002, CREATING AND ESTABLISHING THE POSITION PERSONNEL OFFICER IN AND FOR THE BOROUGH OF CARLSTADT

REGULAR MEETING

May 16, 2016

Page 32

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,**" be and hereby is amended and supplemented to add the following:

I. 2-42 PERSONNEL OFFICER

2-42.1 CREATION OF OFFICE.

There shall be and hereby is created in and for the Borough of Carlstadt the position of Personnel Officer.

2-42.1a APPOINTMENT.

The Personnel Officer shall be appointed by the Mayor, with the advice and consent of the Council, for a term of one calendar year and any vacancy in the term shall be filled only for the unexpired term.

2-42.1b TERM.

The term of office of the Personnel Officer shall be for a term of one (1) year, commencing on January 1 and terminating on December 31 of the same year and until a successor shall have been appointed and qualified.

2-42.1c QUALIFICATIONS.

The Personnel Officer, prior to appointment, shall possess a Bachelor's degree from an accredited college or university and possess a minimum of one (1) year of supervisory personnel experience including the handling of personnel issues and problems and serving the needs of employees with issues arising specifically under the Borough's Policy Manual as approved and promulgated by the Mayor and Council.

2-41.2 DUTIES OF PERSONNEL OFFICER

At the direction of the Mayor and Council, the Personnel Officer shall be responsible for insuring that the rules and regulations set forth in the Borough's Policy Manual are adhered to by all covered borough employees and to receive all complaints from employees for forwarding to the Mayor and Council for review and resolution.

a. Disseminates policy and procedural information as approved by the Mayor and Council to appropriate staff.

b. Assists in directing the personnel activities of the borough through the respective department heads.

c. Assists department heads in maintaining adequate coverage in their respective departments on a daily basis.

d. Insures that borough personnel are in compliance with work schedules, timekeeping, and adherence to vacation/sick time allowances as set forth in the Borough's Policy Manual

e. Identifies and documents deviations and/or violations of the Borough's policies and procedures and forwards them to the Mayor and Council through the Chairman of the Personnel Committee for review and action, if necessary and warranted.

f. Receives from employees and/or members of the public complaints and issues regarding matters as covered in the Borough's Policy Manual, investigates same, and reports outcome to the Mayor and Council through the Chairman of the Personnel Committee. Unresolved matters will be addressed by the Mayor and Counsel and a remedial action plan developed, if required.

g. Forwards any emergent issues falling within the policies and procedures immediately to the Mayor.

h. At the direction of the Mayor and Council, prepares directives to the covered employees to comply with the Borough's policy and procedures and/or to correct causes of complaints.

i. Directs the establishment and maintenance of necessary records and files insuring confidentiality with regard to employee personal and medical information.

j. Compiles and maintains current and accurate records for all borough employees regarding their certification/license for their respective position and the status of meeting continuing education requirements.

k. Responsible for presenting any mandatory amendments required to the Policy Manual to the Mayor and Council for approval through the Chairman of the Personnel Committee. Responsible for promulgating to all employees all amendments and/or supplements to the Policy Manual as approved by the Mayor and Council to all employees.

l. Responsible for insuring that the biennial review and certification by the Borough Attorney is accomplished in a timely manner and submitted to the appropriate agency.

m. Shall serve as the Insurance Coordinator for the Borough.

n. Responsible for the supervision of the Insurance Officer.

REGULAR MEETING

May 16, 2016

Page 34

o. Reviews annual insurance update and make recommendations to the Mayor and Council as to its appropriateness and cost effectiveness.

p. Review and provide analysis of all health benefit contracts to the Mayor and Council through the Chairperson of the Personnel Committee. Submit all contracts, with appropriate Resolution, for approval of the Mayor and Council and execution by the Mayor.

q. Serve as liaison with the Borough's Insurance Coordinator and Third Party Administrator.

r. Maintains confidentially consistent with the HIPPA regulations as to employee health information.

s. Provides reports to the Mayor and Council, in a confidential manner, through the Chairperson of the Personnel Committee, of all instances of employee disability and workmen's compensation, including updates during any period of disability or absence due to job-related injury as provided for in the Policy Manual.

t. Receive all required medical updates during periods of disability or absence due to injury, back to work clearance, and other required documentation as provided for by the Policy Manual.

u. Monitor adjustments to salaries during periods of temporary disability and insure removal of employee from Borough payroll in instances of permanent disability.

v. At the request of the Mayor and Council, perform other assigned tasks and duties related to borough personnel issues and concerns.

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. 2016-175-C

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 PERSONNEL OFFICER IN AND FOR 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 2nd day of June, 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 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 Stoltz, seconded by Lenoy, unanimous on call of roll of those present.

FIRST READING

ORDINANCE 16-13

AN ORDINANCE AMENDING SECTIONS 10-3.7 ENTITLED “FIFTEEN MINUTE PARKING” OF REVISED GENERAL ORDINANCES OF THE BOROUGH OF CARLSTADT, 2002

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Carlstadt that **Schedule III** of **Section 10-3.7** entitled "**FIFTEEN MINUTE PARKING**" of the Revised General Ordinance of the Borough of Carlstadt, 2002 is hereby amended and supplemented by adding the following:

<i>Name of Street</i>	<i>Side</i>	<i>Location</i>
Hackensack Street	Easterly	First Northbound parking space from the intersection with Hoboken Road 8:00 a.m. – 4:00 p.m. Mon.-Sat.
Hackensack Street	Westerly	Last Southbound parking space before the intersection with Hoboken Road 8:00 a.m. – 4:00 p.m. Mon.-Sat.

REGULAR MEETING

May 16, 2016

Page 36

All other provisions of Chapter X, "TRAFFIC" shall remain in full force and effect.

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

RESOLUTION NO. 2016-175-D

BE IT RESOLVED that the ordinance entitled:

AN ORDINANCE AMENDING SECTIONS 10-3.7 ENTITLED "FIFTEEN MINUTE PARKING" OF REVISED GENERAL ORDINANCES OF THE BOROUGH OF CARLSTADT, 2002

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 2nd day of June, 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 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 Stoltz, seconded by Lenoy, unanimous on call of roll of those present.

FIRST READING

ORDINANCE NO. 16-14

AN ORDINANCE AMENDING CHAPTER II "ADMINISTRATION," OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF CARLSTADT, 2002, IN PARTICULAR, SECTION 2-20 "DEPARTMENT OF PUBLIC WORKS" CREATING AND ESTABLISHING THE POSITION MASTER CARPENTER

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 is amended and supplemented to add the following:

I.2-20 DEPARTMENT OF PUBLIC WORKS

2-20.10 Master Carpenter. Within the Department of Public works there shall be a non-union employee position of Master Carpenter who shall be subject to the direction of the Mayor and Council and under the direct supervision of the Operations Manager of the Department of Public Works.

The individual occupying the position of Master Carpenter shall be named and designated by the Mayor, with the advice and consent of the Council and retained on an hourly basis.

The individual occupying the position of Master Carpenter shall not be eligible for membership in any union, and he/she shall not perform, nor interfere with the performance of, any job, task, duty or responsibility assigned to the members of the Department of Public Work as set forth in the Bargaining Agreement between the Borough of Carlstadt and the CDPWBA, the Code of the Borough of Carlstadt, or any other previously approved job description established for DPW staff.

2-20.10a Qualifications.

The Master Carpenter shall possess a minimum of ten (10) years of experience in carpentry work involving the layout, construction, repair, and maintenance of buildings, offices, and furnishings, possess a valid driver's license in the State of New Jersey, and be qualified to perform the essential duties of the position as set forth in subsection 2-20.10b below.

2-20.10b Duties of the Master Carpenter

At the direction of the Mayor and Council, under the supervision of the Operations Manager of the Department of Public Works, the Master Carpenter shall perform general carpentry work involved in the layout, construction, repair and maintenance of buildings, office, and furnishings and other duties related to the performance of those tasks.

- a. Repairs broken and malfunctioning furniture, doors, window cords and sashes, blinds, screens, locks, glass panes, and other types of equipment, and makes and installs window frames and sashes, screens, trim, doors, flooring, siding, sheathing, stairs, railings, cabinets, and simple furniture.
- b. Constructs and repairs buildings and structures, making use of any appropriate wood joints such as dovetail, miter, mortise and tenon.
- c. Replaces damaged ceiling panels, wall coverings, or floor segments such as carpet tiles, wood planking, tiles and/or cement.
- d. Builds bookcases, cabinets, tables, stands, screens, partitions, and other types of furnishings.
- e. Makes various types of rafter cuts; lays out and cuts stair horse stringers; erects scaffolding; constructs and installs cribbing and forms for concrete; sets and operates a variety of woodworking machines including power saws and attachments, planers, joiners, sanders, electric drills, and routers, etc.
- f. Makes emergency carpentry repairs.

REGULAR MEETING

May 16, 2016

Page 38

g. Constructs block, stone, and brick walls, manholes, chimneys, columns, partitions and other structures by establishing grade, setting lines, constructing forms, determining and mixing of cement or mortar, pouring footings or foundation, and laying block stone and brick.

h. Builds or lays concrete structures such as sidewalks, stairs, and floors by laying out and setting forms, establishing pitch, preparing base, mixing concrete, pouring, and finishing the surface

i. Points brickwork or stone structures; patches plaster or stucco walls and ceilings, and repairs cracked or broken concrete structures.

j. Uses trowels, joiners, edgers, chisels, levels, plumb bobs, vibrators, and concrete mixers.

k. Mixes cement, mortar, lime, and lime mortar. Slakes lime and tempers mortar.

l. Prepares and/or works from sketches, plans, and specifications in accord with the building code or approved trade practices.

m. Makes time and materials estimates and provides them to the Operations Manager of the DPW for review and authorization.

n. Maintains adequate records of all tasks undertaken, including a list of parts, findings and materials used.

o. Responsible for developing of a list of all parts, findings, and materials with costs for all projects and tasks for submission to the Operations Manager for approval of the Mayor and Council.

p. Responsible to assure that purchase of all such items shall be made consistent with the public contracting and purchasing statutes and the borough's purchasing protocol and procedures.

q. Maintains adequate inventory and control of all materials, equipment and supplies required for the conduct of the tasks outlined herein in a safe, timely and efficient manner.

r. Responsible for keeping all tools and equipment utilized by him/her in good workable order, clean and stored in an organized manner. All areas, wherever situate, where work is performed shall be left in good order, broom swept, assuring that proper procedures are followed to prevent incidents and that all tools and equipment are removed from any site that is open and accessible to the public at the end of each day.

s. Adheres to all safety requirements for conduct of carpentry and masonry work and attends all staff training for personnel of the Department of Public Works and/or employees of the Borough.

t. Submits to the Operations Manager of the Public Works weekly reports of all work performed and services furnished for inclusion in the monthly DPW report.

u. Maintains work hours as established by the Mayor and Council.

All other provisions of Chapter II, Section 2-20 shall remain unchanged and in full force and effect

2-20.10c Compensation.

The Master Carpenter shall be compensated on an hourly basis as may be fixed and adopted by the Governing Body in the annual salary ordinance of the Borough.

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. 2016-175-E

BE IT RESOLVED that the ordinance entitled:

AN ORDINANCE AMENDING CHAPTER II “ADMINISTRATION,” OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF CARLSTADT, 2002, IN PARTICULAR, SECTION 2-20 “DEPARTMENT OF PUBLIC WORKS” CREATING AND ESTABLISHING THE POSITION MASTER CARPENTER

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 2nd day of June, 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 that the Borough Clerk be, and she hereby is, authorized and directed

REGULAR MEETING

May 16, 2016

Page 40

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 Stoltz, seconded by Lenoy, unanimous on call of roll of those present.

MISCELLANEOUS AND NEW BUSINESS:

None.

Mayor Lahullier entertained a motion to go into closed session at 7:30 P.M. to discuss personnel and property. On motion by Lenoy, seconded by Stoltz, the meeting unanimously went into closed session.

The meeting went back into open session at 8:30 P.M. with the following members in attendance: Mayor Lahullier, Councilmen Stoltz, Bartlett, Lenoy and Shockley.

Mayor Lahullier entertained a motion to approve \$200.00 from the Community Trust Fund to assist a needy resident. On motion by Stoltz, seconded by Lenoy, unanimous on call of roll of those present.

Mayor Lahullier entertained a motion to approve \$400.00 from the Community Trust Fund to assist a needy resident that was displaced. On motion by Stoltz, seconded by Bartlett, unanimous on call of roll of those present.

Mayor Lahullier entertained a motion to allow him to sign the shared service agreement contract for the Construction Official. On motion by Stoltz, seconded by Bartlett, unanimous on call of roll of those present.

Mayor Lahullier entertained a motion to adjourn the meeting at 8:45 P.M. On motion by Stoltz, seconded by Lenoy, unanimous on call of roll of those present.

APPROVED: _____
CRAIG LAHULLIER, MAYOR

ATTEST: _____
CLAIRE FOY, BOROUGH CLERK