

FINANCE MEETING

July 13, 2017

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, July 13, 2017 at 7:05 P.M.

Mayor Craig Lahullier asked Claire Foy, Borough Clerk to call the roll: Mayor Craig Lahullier, Councilmen Robert Zimmermann, David Stoltz, Joseph Emerson and William Shockley were present. Councilmen Richard Bartlett and James Lenoy 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, 2017 and the Herald News on January 6, 2017 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.

Gregory Polyniak of Neglia Engineering read his report for the month regarding projects that are being done in the Borough of Carlstadt.

RESOLUTION NO. 2017-209

WHEREAS, Stanbee, the property owner at 70 Broad Street, Block 120, Lot 15 on the Tax Map of the Borough of Carlstadt has requested authorization to proceed with the restoration of a berm along the southern side of their property to alleviate flooding from Berry's Creek; and

WHEREAS, the property owner shall be providing the necessary materials for the project to be performed by the Bergen County Mosquito Commission, which shall provide the necessary man power and equipment; and

WHEREAS, the restoration project shall be of no cost to the Borough of Carlstadt and all liability therefore shall lie between the property owner and the Bergen County Mosquito Commission; and

WHEREAS, the Borough of Carlstadt deems the restoration of the berm to be in the best interest of the property owner as well as the general public doing business at that location and in the immediate area.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Carlstadt, Bergen County, New Jersey that, without setting precedent, it hereby supports the restoration of the berm on southern side of property located at 70 Broad Street, Block 120, Lot 15 along Berry's Creek as proposed by the property owner in his letter, subject to the following conditions:

FINANCE MEETING

July 13, 2017

Page 2

1. That the Borough of Carlstadt shall not be responsible for any cost or expense of the restoration project.
2. That the property owner shall hold the Borough of Carlstadt harmless from and against any loss, damage, or liability arising out of or in any manner relating to the restoration project.
3. That the property owner shall be responsible for investigating and obtaining any and all federal, state and local permits, if any, which may be required for the project.

AND BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized and directed to forward copies of this Resolution to: the property owner, Stanbee at 70 Broad Street, Carlstadt, NJ; the Office of the Clerk of the County of Bergen; the Bergen County Department of Public Works - Mosquito Control Division at One Bergen County Plaza, Hackensack, NJ 07601-7076.

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

Mayor Lahullier went over the correspondence.

A letter was received from a resident at 584 Center Street requesting permission to have a Block Party on Center Street between 9th Street in Wood-Ridge and Garden Street in Carlstadt on Saturday, July 22, 2017 with the block closed from noon until approximately 11:00 P.M.

Mayor Lahullier entertained a motion to approve the Block Party until 10:00 P.M. On motion by Emerson seconded by Shockley, unanimous on call of roll of those present.

A letter was received from Lt. Denise Kimak of the Carlstadt Police Department which will be hosting the Junior Police Academy on August 21, 2017 through August 25, 2017 from 9:00 A.M. to 2:30 P.M. She requested permission to use the Council Chamber and the Fire Department meeting room during that week. She also requested a bus to transport thirty children and five adults to the Marine Operations Bureau in Alpine on Wednesday, the Bergen County Detective Center in Hackensack on Thursday and the VFW Museum in Bayonne on Friday.

Mayor Lahullier entertained a motion to approve the request from Lt. Kimak. On motion by Zimmermann, seconded by Emerson, unanimous on call of roll of those present.

A request was received from the Banfield Pet Hospital to hang a banner for their grand opening for their upcoming store at 675 Paterson Avenue, Carlstadt. A picture of the banner was attached.

Mayor Lahullier entertained a motion to approve the request to hang the banner. On motion by Shockley, seconded by Emerson, unanimous on call of roll of those present.

Mayor Lahullier read a letter from Lawrence Bongiovanni, President of the Carlstadt-East Rutherford Regional Board of Education which approved sending this letter requesting a meeting with representatives of the two Boroughs to discuss the tax levy formula and municipal services provided to Becton.

Mayor Lahullier said he did respond to this request to meet with the committee.

It was mentioned that an appointment to the Carlstadt Sewerage Authority was necessary and the following resolution was approved:

RESOLUTION NO. 2017-209-A

**RESOLUTION APPOINTING
MEMBER TO THE
CARLSTADT SEWERAGE AUTHORITY**

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Carlstadt, Bergen County, New Jersey, hereby appoints Wm. Jay Roseman as Member of the Carlstadt Sewerage Authority for the remainder of the unexpired five-year term of Robert Lahullier ending January 31, 2018.

AND, BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized and directed to forward a copy of this Resolution to the Carlstadt Sewerage Authority.

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

Department budget packets were distributed which the Mayor and Council reviewed and discussed.

The Mayor and Council also discussed the salary ordinance concerning certain job descriptions.

**CONSIDERATION OF ORDINANCES
FIRST READING**

ORDINANCE NO. 17-7

**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 2017**

BE IT ORDAINED, by the Mayor and Council of the Borough of Carlstadt, County of Bergen and State of New Jersey as follows:

FINANCE MEETING

July 13, 2017

Page 4

SECTION 1 Bi-Weekly

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:

	2017
Borough Clerk	112,904.00
Deputy Borough Clerk	3,000.00
Chief Financial Officer / Treasurer	109,883.00
Certified Qualified Purchasing Agent	14,605.00
Clerk for C.F.O.	2,000.00
Clerk for Construction Code Official	65,437.00
Clerk Typist - Full Time/Part Time	12.00-22.79
Full Time Clerical	16.24-30.00
Court Administrator	53,040.00
Housing Code Official/EMT 40hrs.	54,032.00
Legislative Research Officer	75,000 - 102,000
Borough Mechanic	102,199.00
Fleet and Equipment Maintenance Coordinator (8,646 With CDL License) (4,233 W/O CDL License)	4,233.00
Senior Payroll Clerk	71,776.00
Director of Public Works Operations, Maintenance and Equipment	51,000.00
DPW Operations Manager / Project Coordinator	79,935.00
Deputy Project Coordinator	28.00-40.00
Master Carpenter	70,000.00
Front Desk Reception	40,214.00
Secretary to the Recycling Coordinator (FT)	52,530.00
Senior Transport Driver	38,544.00
Tax Collector	64,005.00
Assistant Tax Collector	3,500.00
Zoning Code Enforcement Official	49,761.00
Zoning Code Enforcement Official W/Certification	2,500.00
Deputy Zoning Code Enforcement Official	6,000.00
Zoning Code Officer - PT	29,848.00
Code Enforcement Officer	12.00-15.50
Police Matron (minimum 2 hrs. - per hr.)	18.00
Special Police (per hour)	18.00

FINANCE MEETING

July 13, 2017

Page 5

School Marshals (per shift)	36.90
Police Dispatchers (Full time) Class B	26,000.00
Police Dispatchers (Full time) Class A	62,185.00
Part-time Police Dispatchers (\$13.50 per hour) (Max.16 hrs per week)	13.50
EMT Drivers part-time or temporary (per hr.)	15.00

SECTION 2 Monthly

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:

Assessment Searcher	1,500.00
Assistant to the Assesor	1,500.00
Assistant to the Registrar	500.00
Assistant to Payroll Clerk	500.00
Assistant Records Management	5,000.00
Assistant to the Mayor	5,150.00
Assistant to Safety Delagate	2,000.00
Clerk Planning Board	2,000.00
Custodian 6th Street Firehouse	1,100.00
Custodian Washington Ave. Firehouse	1,100.00
Election Clerk	1,500.00
Emergency Mgt. Service Director	6,000.00
Land Use Administrator	1.00
Assistant Land Use Administrator	1.00
LOSAP Administrator	2,600.00
Community Insurance Officer	9,500.00
Communication Officer	10,000 - 20,000
Municipal Housing Liaison	1.00
Parks Inspector	3,000.00
Public Defender/Alternate Public Defender	\$200 per session 200.00
Personnel Officer	1.00
Tax Assessor	23, 809.00
Tax Searcher	1,500.00
Attorney to Zoning, Construction Board & Zoning Board of Adjustment	6,400.00
Secretary to Zoning Board of Adjustment	2,000.00
2 B Secretary of the Recycling Committee \$45.00 per meeting to be paid out of Recycling money.	45.00 per meeting

FINANCE MEETING

July 13, 2017

Page 6

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
Social Services Assistant Coordinator	1,500.00

2D

Mayor	7,960.00
Each Council Member	6,260.00
Magistrate	29,705.20
Prosecutor	10,051.82
Recycling Coordinator	14,988.00
Sub-Code Building Inspector/Building	12,730.50
Sub-Code Electrical Inspector	21,218.00
Sub-Code Fire Official	25,461.60

SECTION 3 SEMI-ANNUALLY

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.
\$400.00 per year (4) Fire Chiefs, DPW
Operations Manager and (3) DPW Foremen.

3 B Travel of \$300.00 per year for the CFO, Zoning Official and Deputy Zoning Official to be paid semi-annually.

SECTION 4 ANNUALLY

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:

OEM - 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

Borough Mechanic (Non-accountable Clothing Allowance) (1)	200.00
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SECTION 5 BOARD OF HEALTH

The salary schedule for the Board of Health is hereby established as follows:

5 A The Registrar of Vital Statistics shall receive the sum of \$4,411.00 payable in equal monthly installments.	4,411.50
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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 \$150.00 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
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SECTION 6 FIRE SAFETY BUREAU

The Fire Safety Bureau Compensation is hereby established as follows:

Fire Official (Full Time)	92,313.00
Inspectors (per hour)	25.00
Secretary	47,093.00
Fire Official (yearly clothing allowance) (2)	500.00
Fire Training Inspector	1,514.10

6A FIRE DEPARTMENT

All members of the Volunteer Fire Department Clothing Allowance and reimbursement for losses, is hereby established as follows:

Answering 50% or more calls (per man)	1,952.00
(Less than 50% \$38.28 per % point of fires attended)	
Chief	6,330.36
1st. Assistant Chief	5,697.32
Deputy Chief	5,064.29
Battalion Chief	4,421.26

FINANCE MEETING

July 13, 2017

Page 8

Chiefs' Secretary	360.00
President	600.00
Board of Officers Secretary	600.00
Board of Officers Treasurer	300.00
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)	901.77
Probationary Members Less than 50% (\$18.04 per % point \$850.00 maximum)	
Retired Members	900.00
Members (with 25 years answering 25% or more calls)	1,952.00
(Less than 25% \$38.28 less for each percentage point below 25%)	
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>2017</u>
Chief of Police	237,014.00
Deputy Police Chief	199,557.00
Each Captain	183,779.00
Each Lieutenant – (Per Contract Effective 1/1/2001)	155,832.00
Each Sergeant – (Per Contract Effective 1/1/2001)	143,788.00
Each Patrolman – (Per Contract Effective 1/1/2001-6/30/2011)	Below
Each Patrolman - (Per Contract Effective 1/1/2016-12/31/2019)	Below

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>2017</u>
0 – 1 Year	
1 - 2 Years	
2 - 3 Years	
3 - 4 Years	
4 - 5 Years	
5 - 6 Years	92,394.00
6 - 7 Years	104,206.00
Maximum (over 7 years)	133,675.00

The salary schedule for Patrolman of the Carlstadt Police Department hired on or after July 1, 2011 is hereby established as follows: (Hired on or after July 1, 2011)

	<u>2017</u>
Academy	26,010.00
Remainder of 1st Year	31,212.00
1 - 2 Years	38,743.00
2 - 3 Years	47,823.00
3 - 4 Years	56,129.00
4 - 5 Years	64,434.00
5 - 6 Years	72,740.00
6 - 7 Years	81,044.00
7 - 8 Years	89,350.00
8 - 9 Years	97,655.00
9 - 10 Years	105,961.00
MAXIMUM	133,675.00

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 officers annual salary, per contract."

7 D Police Dispatcher's non-accountable clothing allowance per year 500.00

Special Police non-accountable clothing allowance per year 100.00

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.

FINANCE MEETING

July 13, 2017

Page 10

7 F Over time rate is based on 1936 hours beginning January 1, 2001

SECTION 8 D.P.W. /BUILDINGS & GROUNDS

Crewmen (per hour) new hires after January 1, 1997:

	<u>2017</u>
Building & Grounds	41.79
Foreman (per hour)	43.37
Laborers (per hour) new hires after January 1, 1997	39.82
Driver (per hour) new hires after January 1, 1997:	40.73
Max (over 4 full years and 1 day) Hired after 1/1/08 and prior to 1/1/17	43.37
Max (over 14 full years and 1 day) Hired after 1/1/17	

New steps as of January 1, 2008:

	<u>2017</u>
0-1 years	14.35
1-2 years	19.00
2-3 years	21.05
3-4 years	25.00
Max (over 4 full years and 1 day) Current Laborer Rate	

New steps as of January 1, 2017:

	<u>2017</u>
1 year	17.00
2 years	20.00
3 years	23.00
4 years	25.00
5 years	26.00
6 years	28.00
7 years	29.00
8 years	31.00
9 years	32.00
10 years	35.00
11 years	37.00
12 years	39.00
13 years	41.00
14 years Current Laborer Rate	

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 \$1,250.00 each for the purpose of defraying the cost of their clothing to be paid in Jan

8 C In addition, each employee covered by the D.P.W. Contract shall be entitled to receive compensation at their regular current rate for any unused sick time remain from the current year, to be paid at the last pay period for the calendar year.

8 D 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 E Year Round Part-Time Employees (25 hours per week max) 12.00

8 F Summer employees for the Building and Grounds Department and D.P.W. shall be paid \$9.00 per hour. Summer Employees are not eligible to be paid for overtime, sick days, holidays, or vacation days. 9.00

8 G Summer employees for Recreation shall be paid as follows:

Director	(Maximum 8 weeks) (per week)	450.00
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Assistant Director	(Maximum 6 weeks) (per week)	325.00
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Counselors	(Maximum 6 weeks) (per hour)	8.50 per hr
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Recreation Advisor	Annual	5,000.00
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8 H Summer Employees are not eligible to be paid for overtime, sick days, holidays, or vacation days.

8 I

Audio/Visual Tech	per hour	15.00
Mini Bus Driver	per hour	20.00
Substitute Driver	per hour	18.00
Substitute Driver Sr. Transport	per hour	11.50

FINANCE MEETING

July 13, 2017

Page 12

SECTION 9 LONGEVITY

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.

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.

9 C PBA - Pursuant to the current PBA Contract, the longevity supplement shall be 1% for every 4 years of employment for employees with nine (9) or less years of completed service. After 10 complete years of service, longevity shall be 1% for every 3 years of service. Maximum longevity for employees hired on or after January 1, 1996 shall not exceed eight (8%) percent. Employees hired on or after January 1, 2017 shall not be entitled to receive longevity.

9 D SOA - Pursuant to the current Superior Officers Association Contract, the longevity supplement shall be 1% for every 4 years of employment with nine (9) years or less of completed services. After 10 years of service, longevity shall be (1%) for every three (3) years. The maximum longevity for employees hired on or after January 1996 shall not exceed eight (8%) percent. Employees hired on or after January 1, 2017 shall not be entitled to receive longevity.

9 E DPW - Pursuant to the current DPW contract, the longevity supplement shall be: 1% after 3 years; 2% after six years; 3% after nine years; 4% after twelve years; 6% after eighteen years; 7% after twenty-one years; 8% after twenty-four years; 9% after twenty-seven years and 10% after thirty years. Employees hired on or after January 1, 2017 shall not be entitled to receive longevity.

SECTION 10

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.

SECTION 11

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.

SECTION 12

This ordinance established shall take effect after publication pursuant to law as of January 1, 2017.

RESOLUTION NO. 2017-209-B

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 2017.

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 3rd day of August, 2017 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 Emerson, unanimous on call of roll of the present.

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

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

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

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

FINANCE MEETING

July 13, 2017

Page 14

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

Mayor Lahullier entertained a motion to go into closed session at 8:30 P.M. On motion by Zimmermann, seconded by Shockley, unanimous on call of roll of those present.

The meeting went back into open session at 8:45 P.M. with the following members in attendance: Mayor Lahullier, Councilmen Zimmermann, Stoltz, Emerson and Shockley.

Mayor Lahullier entertained a motion to adjourn the meeting at 8:45 P.M. On motion by Shockley, seconded by Zimmermann, the meeting was unanimously adjourned.

APPROVED: _____
CRAIG LAHULLIER, MAYOR

ATTEST: _____
CLAIRE FOY, BOROUGH CLERK