

**ADJOURNED MEETING**  
**January 1, 2023**

**THE ADJOURNED 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 Sunday, January 1, 2023 at 12:35 P.M.

Mayor Robert Zimmermann asked Claire Foy, Borough Clerk to call the roll: Mayor Robert Zimmermann, Council members David Stoltz, James Lenoy, Joseph Emerson, William Roseman, Suzanne Fonseca and Diane DeBiase were present.

Joseph Crifasi, Borough Administrator and Joseph Donahue, Borough Attorney were also present.

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

Mayor Zimmermann – 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, 2022 and the Herald News on January 6, 2022 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.

**CONSENT AGENDA**

**RESOLUTION 2022-314**

**WHEREAS**, there exists a need for the services of Public Health Nursing Services; and

**WHEREAS**, the Mayor and Council and Board of Health wishes to enter into a yearly agreement with Holy Name Hospital; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40:11-1, et. seq.) requires that the Resolution authorizing the award of Contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Carlstadt as follows:

1. Holy Name Hospital Contract is hereby appointed by the Board of Health for Public Health Nursing Services on an annual basis commencing on January 1, 2023 and ending December 31, 2023.
2. That Contract shall be seven thousand dollars (\$7,000.00) annually as provided for in the Budget for the Borough of Carlstadt.

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3. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with 40: A: 11-5(1) (a) of the Local Public Contracts Law, because the services are to be performed by a person authorized by law to practice a recognized profession.
4. A notice of this action shall be printed once in The Record Newspaper and/or any other official newspaper.

**RESOLUTION 2022-315**

**WHEREAS**, Title 40A:4-59 of the New Jersey Statutes provides that should it become necessary, during the last two months of any fiscal year, to expend for any of the purposes specified in the budget an amount in excess in any appropriation over and above the amount claimed to be necessary to fulfill the purpose of such appropriation, the Governing Body may, by resolution setting forth the facts (adopted by not less than 2/3 vote of the full membership thereof), transfer the amount of such excess of those appropriation deemed to be insufficient.

**NOW, THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough Carlstadt that the Borough Treasurer be and is hereby authorized to make the following transfers in the 2022 Budget appropriation:

**CURRENT FUND**

	<b>IN</b>	<b>OUT</b>
Governing Body		
Salaries & Wages	\$	2,600.00
Administrative & Exec.		
Salary & Wages	\$ 22,000.00	
Other Expenses		7,000.00
Financial		
Salaries & Wages		11,000.00
Other Expenses	5,000.00	
Assessment of Taxes		
Salaries & Wages		1,500.00
Other Expenses		10,700.00
Engineering		
Other Expenses		10,000.00
Zoning Official		
Salaries & Wages	5,500.00	

Construction Code Official		
Salaries & Wages		13,000.00
Other Expenses		2,000.00
Special Police		
Salary & Wages	1,000.00	
Police Department		
Salary & Wages	157,400.00	
Other Expenses		10,900.00
Fire Dept.		
Salary & Wages		26,000.00
Other Expenses		5,000.00
Tax Collector		
Salary & Wages		1,000.00
Other Expenses		3,000.00
Legal Service		
Other Expenses		10,000.00
First Aid Ambulance		
Salaries & Wages		11,000.00
Streets & Roads		
Salary & Wages		102,000.00
Building & Grounds		
Salary & Wages		17,000.00
Other Expenses	5,000.00	
Tax Appeals Professional Fees		
Other Expenses	15,000.00	
Emergency Management Services		
Other Expenses	3,000.00	
Borough Mechanic		
Salaries & Wages	1,000.00	
Other Expenses	6,000.00	
Other Insurance		

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Other Expenses	3,200.00	
Employee Group Insurance		
Other Expenses		37,800.00
Fire Official (UFSA)		
Salaries & Wages	12,000.00	
Board of Health		
Salaries & Wages		12,000.00
Other Expenses		3,000.00
Friendship Club		
Other Expenses		4,000.00
Recreation		
Other Expenses	11,000.00	
Electricity		
Other Expenses	10,000.00	
Emergency Sewer Cleaning		
Other Expenses	33,400.00	
<b>TOTAL</b>	<b>\$295,500.00</b>	<b>\$295,500.00</b>

**RESOLUTION 2022-316**  
**BOROUGH OF CARLSTADT**  
Bergen County, New Jersey

**A RESOLUTION AUTHORIZING THE RE-AFFIRMATION  
OF THE  
POLICY & PROCEDURES MANUAL OF THE MUNICIPALITY**

**WHEREAS**, the Municipality has a Policies & Procedures Manual which has been established to ensure Employees and prospective Employees are treated in a manner consistent with all applicable employment laws, regulations and protocols; and

**WHEREAS**, the Borough places great value and consideration in relation to the health, well-being and safety of its Employees; and

**WHEREAS**, said Manual is also in accordance with the requirements promulgated by the South Bergen Municipal Joint Insurance Fund and under the auspices of the New Jersey Municipal Excess Liability Fund.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Carlstadt, County of Bergen, State of New Jersey the Manual previously adopted by Resolution is hereby reaffirmed to serve as the Borough’s Policies and Procedures serving and applying to every Employee, Volunteer, Elected & Appointed Official and Independent Contractor(s) serving the Municipality; and

**BE IT FURTHER RESOLVED**, the Borough will continue to monitor changes in Federal and State Statutes and Regulations to ensure continued compliance with applicable laws, regulations and policies that impact the employment practices of the Municipality; and

**BE IT FURTHER RESOLVED**, a certified copy of this Resolution shall be maintained on file in the Clerk’s office and shall also be forwarded to Professional Insurance Associates, 429 Hackensack Street, P.O. Box 818 Carlstadt, NJ 07072, Risk Management Consultant to the Municipality.

**RESOLUTION NO. 2022-317**

**RESOLUTION AUTHORIZING CHANGE ORDER N° 1 FOR  
Reduction and Extra Quantities for 8<sup>th</sup> Street Roadway Improvements – Section 2 (NJDOT  
Funded)**

**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: 8<sup>th</sup> Street Roadway Improvements – Section 2 (NJDOT Funded)

CONTRACTOR: Smith-Sondy Asphalt Construction Co., Inc.

CHANGE ORDER No.: 1

AMOUNT OF CHANGE THIS RESOLUTION: (\$12,685.00) Decrease: 9.90%

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

**RESOLUTION NO. 2022-318**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Carlstadt, Bergen County, New Jersey that the contract for the **8<sup>th</sup> Street Roadway Improvements – Section 2 (NJDOT Funded)** currently in construction by **Smith-Sondy Asphalt** are in accordance with the Plans and Specifications, as directed by the Project Engineer. The said construction is hereby accepted for Cumulative Payment No. 3 in the amount of **Seventeen Thousand, Thirty Dollars and Eighteen Cents (\$17,030.18)** is hereby approved.

**RESOLUTION NO. 2022-319**

**WHEREAS**, the Borough of Carlstadt operates a street sweeper Monday, Tuesday, Thursday and Saturday to clean the Borough's streets; and

**WHEREAS**, the Borough of Wallington has a need for street cleaning services however lacks the equipment to conduct those operations; and

**WHEREAS**, the Borough of Wallington and the Borough of Carlstadt believe that their citizens and communities would be best served financially and operationally through the continuation of the shared services agreement for street sweeping services; and

**WHEREAS**, the continuation of the shared services agreement would not detract from servicing the needs of Carlstadt's citizens due the street sweeper being operated in Wallington on days it is not scheduled for operation; and

**WHEREAS**, the Borough of Carlstadt's need for the use of the street sweeper will supersede any scheduled operation in Wallington; and

**WHEREAS**, the continuation of the shared services agreement with Wallington initiated in 2016 would provide continued revenue for the Borough of Carlstadt.

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and Council of the Borough of Carlstadt, Bergen County, New Jersey, approve the continuation of the shared services agreement entered into in 2016 pursuant to NJSA40A:65-5 with the Borough of Wallington to continue to provide street sweeper services at the rate of \$360.00 per day for the year 2023.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect and be in force from and after the earliest date allowed by law.

Mayor Zimmermann entertained a motion to approve the Consent Agenda. On motion by Emerson, seconded by Fonseca, unanimous on call of roll.

**READING OF BILLS**

**RESOLUTION NO. 2022-320**

**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:

<b><u>CURRENT ACCOUNT</u></b>	
PAYROLL ACCOUNT	\$ 18,928.74
PAYROLL ACCOUNT	412,801.16
WILLIAM DERMODY PUBLIC LIBRARY	49,050.94
SINCLINE S INCLINE, LLC	3,198.00
LOWE'S BUSINESS ACCT/GEMB	2,278.46
SOUTH BERGEN TRAVEL BASKETBALL	260.00
<b>(See Attached List)</b>	<b>\$ 486,517.30</b>
<b>TOTAL BILLS FOR THE MONTH</b>	<b>\$ 486,517.30</b>

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

On motion by Emerson seconded by Fonseca, unanimous on call of roll.

**CORRESPONDENCE**

None.

**HEARING OF CITIZENS**

Mayor Zimmermann entertained a motion to open the floor to a hearing of citizens.

On motion by Fonseca, seconded by Lenoy, unanimous on call of roll.

Mayor Zimmermann asked if any citizen wished to be heard.

Mayor Zimmermann said to let the record note there was no citizen that wished to speak.

Mayor Zimmermann entertained a motion to close the floor to a hearing of citizens.

On motion by DeBiase, seconded by Fonseca, unanimous on call of roll.

**CONSIDERATION OF ORDINANCES**

**FINAL READING**

**ORDINANCE NO. 22-13**

**AN ORDINANCE AMENDING CHAPTER 13 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF CARLSTADT, 2002, ENTITLED FIRE PREVENTION TO ADD SECTION 13-1.4 ENTITLED REGISTRATION, FEES AND INSPECTIONS REQUIRED; 13-6 ENTITLED FIRE WATCH; 13-7 ENTITLED PUBLIC SAFETY RADIO COVERAGE; AND 13-8 ENTITLED SEVERABILITY.**

Mayor Zimmermann entertained a motion to open this ordinance to a hearing of citizens.  
On motion by DeBiase, seconded by Lenoy, unanimous on call of roll.  
Mayor Zimmermann asked if any citizen wished to be heard on this ordinance.  
Mayor Zimmermann said to let the record note there are no citizens to speak on this ordinance.  
Mayor Zimmermann entertained a motion to close this ordinance to a hearing of citizens.  
On motion by Emerson, seconded by Fonseca, unanimous on call of roll.

**RESOLUTION NO. 2022-321**

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

**AN ORDINANCE AMENDING CHAPTER 13 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF CARLSTADT, 2002, ENTITLED FIRE PREVENTION TO ADD SECTION 13.1.4 ENTITLED REGISTRATION, FEES AND INSPECTIONS REQUIRED; 13-6 ENTITLED FIRE WATCH; 13-7 ENTITLED PUBLIC SAFETY RADIO COVERAGE; AND 13-8 ENTITLED SEVERABILITY.**

heretofore introduced, does now pass on final reading and the Borough Clerk is hereby authorized and directed to publish said ordinance according to law.  
On motion by Stoltz, seconded by Lenoy, unanimous on call of roll.

**FINAL READING**

**ORDINANCE NO. 22-14**

**AN ORDINANCE AMENDING CHAPTER 4-7 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF CARLSTADT, 2002, ENTITLED FEES PAID TO FIRE OFFICIAL TO ADD SECTION 4-7.1 ENTITLED FIRE PREVENTION CODE; 4-7.3 ENTITLED SMOKE DETECTOR AND CARBON MONOXIDE INSPECTION CERTIFICATE; AND 4-7.4 ENTITLED FIRE WATCH.**

Mayor Zimmermann entertained a motion to open this ordinance to a hearing of citizens.  
On motion by DeBiase, seconded by Stoltz, unanimous on call of roll.  
Mayor Zimmermann asked if any citizen wished to be heard on this ordinance.  
Mayor Zimmermann said to let the record note there are no citizens to speak on this ordinance.  
Mayor Zimmermann entertained a motion to close this ordinance to a hearing of citizens.

On motion by Fonseca, seconded by Lenoy, unanimous on call of roll.

**RESOLUTION NO. 2022-322**

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

**AN ORDINANCE AMENDING CHAPTER 4-7 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF CARLSTADT, 2002, ENTITLED FEES PAID TO FIRE OFFICIAL TO ADD SECTION 4-7 ENTITLED FIRE PREVENTION CODE; 4-7.3 ENTITLED SMOKE DETECTOR AND CARBON MONOXIDE INSPECTION CERTIFICATE; AND 4-7.4 ENTITLED FIRE WATCH.**

heretofore introduced, does now pass on final reading and the Borough Clerk is hereby authorized and directed to publish said ordinance according to law.

On motion by Roseman, seconded by DeBiase, unanimous on call of roll.

Mayor Zimmermann entertained a motion to adjourn the meeting at 12:44 P.M.

On motion by Fonseca, seconded by DeBiase, the meeting was unanimously adjourned.

APPROVED: \_\_\_\_\_  
ROBERT J. ZIMMERMANN, MAYOR

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