

**CAUCUS/FINANCE MEETING**  
**November 1, 2023**

**A REGULAR SCHEDULED CAUCUS/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 Wednesday, November 1, 2023 at 7:03 P.M.

Mayor Robert Zimmermann asked Claire Foy, Borough Clerk to call the roll: Mayor Robert Zimmermann, Council members James Lenoy, Joseph Emerson, Suzanne Fonseca and Diane DeBiase were present. Councilman William Roseman arrived at 7:10 P.M. and Councilman David Stoltz arrived at 7:50 P.M.

Joseph Donahue, Borough Attorney was 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 13, 2023 and the Herald News on January 13, 2023 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.

**PROFESSIONAL REPORTS**

Gregory Polyniak of Neglia Engineering read his report for the month of October on projects that were done and present projects in the Borough of Carlstadt. A copy of his report is on file in the Borough Clerk's office.

Robert Ceberio of RCM Ceberio, LLC Management Consultants read his report for the month of October regarding projects that are being done in the Borough of Carlstadt. A copy of his report is on file in the Borough Clerk's office.

**CONSENT AGENDA**

**RESOLUTION NO. 2023-260**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Carlstadt that the Sean Moran Summer Slam Foundation, 280 Santiago Avenue, Rutherford, NJ 07070 be granted permission to hold two raffles on Saturday, December 2, 2023 from 7:00 P.M. to 10:00 P.M. at 651 Route 17, Carlstadt, NJ 07072 for which the applications, fees and findings and determination sheet shall be forwarded to the Legalized Games of Chance Control Commission.

**RESOLUTION NO. 2023-261**

**WHEREAS**, the Borough of Carlstadt maintains a dedicated by rider Trust fund for Storm Recovery Trust; and

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**WHEREAS**, 2022 budget reserves may be transferred to create financial stability as identified in below, to an existing dedication by rider trust fund account in the name of Storm Recovery Trust;

<u>Budget Account</u>	<u>Amount</u>	<u>Account #</u>
TELEPHONES	\$ 8,708.46	2-01-31-440-220
WATER	\$ 1,291.54	2-01-31-445-220

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\$ 10,000.00

**WHEREAS**, NJ Law permits the transferring of funds to build up reserves and to provide for future unanticipated expenditures.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Carlstadt, in the County of Bergen, that certain transfer of funds as listed are hereby declared to be completed and shall be allocated to the Trust Fund as provided and allowed by law and determined by the Chief Financial Officer.

**RESOLUTION NO. 2023-261**

**WHEREAS**, the Borough of Carlstadt maintains a dedicated by rider Trust fund for Storm Recovery Trust; and

**WHEREAS**, 2022 budget reserves may be transferred to create financial stability as identified in below, to an existing dedication by rider trust fund account in the name of Storm Recovery Trust;

<u>Budget Account</u>	<u>Amount</u>	<u>Account #</u>
TELEPHONES	\$ 8,708.46	2-01-31-440-220
WATER	\$ 1,291.54	2-01-31-445-220

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**WHEREAS**, NJ Law permits the transferring of funds to build up reserves and to provide for future unanticipated expenditures.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Carlstadt, in the County of Bergen, that certain transfer of funds as listed are hereby declared to be completed and shall be allocated to the Trust Fund as provided and allowed by law and determined by the Chief Financial Officer.

**RESOLUTION NO. 2023-262**

**WHEREAS**, the Borough of Carlstadt maintains a dedicated by rider Trust fund for Medical Claims; and

**WHEREAS**, 2022 budget reserves may be transferred to create financial stability as identified in below, to an existing dedication by rider trust fund account in the name of Medical Claims Trust; and

<u>Budget Account</u>	<u>Amount</u>	<u>Account #</u>
GOVERNING BODY S&W	\$ 42.97	2-01-20-110-111
ADMIN & EXEC S&W	\$ 196.16	2-01-20-120-111
ADMIN & EXEC O&E	\$ 76.46	2-01-20-120-248
ELECTION O&E	\$ 104.01	2-01-20-121-248
FINANCE S&W	\$ 694.58	2-01-20-130-111
FINANCE O&E	\$ 610.70	2-01-20-130-248
TAX COLLECTOR S&W	\$ 138.74	2-01-20-145-111
TAX COLLECTION O&E	\$ 125.20	2-01-20-145-248
ASSESSMENT OF TAXES S&W	\$ 66.80	2-01-20-150-111
ASSESSMENT OF TAXES O&E	\$ 34.61	2-01-20-150-248
LEGAL SERVICES O&E	\$ 1,734.33	2-01-20-155-248
TAX APPEALS	\$ 95.80	2-01-20-156-228
ENGINEERING	\$ 69.24	2-01-20-165-248
PLANNING BOARD S&W	\$ 833.30	2-01-21-180-111
PLANNING BOARD O&E	\$ 78.50	2-01-21-180-200
ZONING BOARD S&W	\$ 1,166.63	2-01-21-185-111
ZONING BOARD O&E	\$ 1,500.00	2-01-21-185-248
ZONING OFFICIAL S&W	\$ 459.61	2-01-22-195-111
ZONING OFFICIAL O&E	\$ 144.66	2-01-22-195-248
CONSTRUCTION CODE OFFICIAL S&W	\$ 559.58	2-01-22-209-111
CONSTRUCTION CODE OFFICIAL O&E	\$ 929.55	2-01-22-209-248
EMPLOYEE GROUP INSURANCE O&E	\$ 35.78	2-01-23-220-248
POLICE DEPARTMENT S&W	\$ 855.16	2-01-25-240-111
POLICE DEPARTMENT O&E	\$ 278.66	2-01-25-240-248
SPECIAL POLICE S&W	\$ 298.00	2-01-25-241-112
EMERGENCY MGMT SERVICES S&W	\$ 800.00	2-01-25-252-112
EMERGENCY MGMT SERVICES O&E	\$ 511.65	2-01-25-252-248
FIRE DEPARTMENT S&W	\$ 347.22	2-01-25-255-111
FIRE DEPARTMENT O&E	\$ 171.98	2-01-25-255-200
LOSAP	\$ 17,869.00	2-01-25-256-248
FIRST AID AMBULANCE S&W	\$ 501.00	2-01-25-260-112
FIRE OFFICIAL (UFSA) S&W	\$ 275.76	2-01-25-261-111

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FIRE OFFICIAL (UFSA) O&E	\$ 0.80	2-01-25-261-248
MUNICIPAL PROSECUTOR	\$ 1,115.44	2-01-25-275-111
STREETS & ROADS S&W	\$ 6,719.57	2-01-26-290-111
STREETS & ROADS O&E	\$ 4,943.43	2-01-26-290-248
BUILDING & GROUNDS S&W	\$ 975.94	2-01-26-310-111
BUILDINGS & GROUNDS O&E	\$ 20.84	2-01-26-310-248
BORO MECHANIC S&W	\$ 353.60	2-01-26-315-111
BORO MECHANIC O&E	\$ 13.98	2-01-26-315-248
BOARD OF HEALTH S&W	\$ 2.74	2-01-27-330-111
SOCIAL SERVICES S&W	\$ 477.12	2-01-27-345-112
FRIENDSHIP CLUB	\$ 35.58	2-01-27-356-248
RECREATION S&W	\$ 2.87	2-01-28-370-112
ELECTRICITY	\$ 6.82	2-01-31-430-220
STREET LIGHTING	\$ 11,464.91	2-01-31-435-220
FIRE HYDRANT	\$ 7,158.72	2-01-31-436-220
TELEPHONES	\$ 102.00	2-01-31-440-220
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TOTAL:	\$ 65,000.00	

**WHEREAS**, NJ Law permits the transferring of funds to build up reserves and to provide for future unanticipated expenditures.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Carlstadt, in the County of Bergen, that certain transfer of funds as listed are hereby declared to be completed and shall be allocated to the Trust Fund as provided and allowed by law and determined by the Chief Financial Officer.

**RESOLUTION NO. 2023-263**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Carlstadt, Bergen County, New Jersey that the contract for the **Garden Orchard Recreation Complex - Phase II & III Development (BCOS Funded)** has been completed by **Union Paving & Construction Co., Inc., 1140 Globe Avenue, Mountainside, NJ 07902** in accordance with the Plans and Specifications, as directed by the Project Engineer. The said construction is hereby accepted for Payment No. 11 and 12 in the amount of **One Million Twenty-One Thousand, Nine Hundred and Seventy-Two Dollars and Eighty-Nine cents (\$1,021,972.89)** is hereby approved.

**RESOLUTION NO. 2023-264**

**AUTHORIZE BUDGET TRANSFERS BETWEEN APPROPRIATION**

**ACCOUNTS PURSUANT TO N.J.S.A. 40a:40-1**

**WHEREAS**, certain transfers of funds for various 2023 budget appropriations are necessary to cover anticipated expenditures; and

**WHEREAS**, N.J.S.A. 40a:4-58 provides for transfer of appropriations with an excess over and above the amount deemed necessary to fulfil their purposes to those appropriations deemed to be insufficient; and

**WHEREAS**, the appropriations subject to fund transfers hereby are not within those restricted by N.J.S.A. 40a:4-58 for transfer purposes.

**NOW, THEREFORE BE IT RESOLVED**, by the Council of the Borough of Carlstadt that the Chief Financial Officer shall and is hereby authorized to make transfers between appropriations accounts of the 2023 Municipal Budget as follows:

<u>DESCRIPTION</u>	<u>TRANSFER FROM</u>	<u>TRANSFER TO</u>
ADMIN & EXEC SALARY AND WAGES	\$ 44,000.00	
ADMIN & EXEC OTHER EXPENSES	\$ 10,000.00	
FINANCE SALARY AND WAGES	\$ 29,958.00	
FINANCE OTHER EXPENSES		\$ 17,000.00
FINANCE: AUDIT SERVICES		\$ 22,500.00
TAX COLLECTOR SALARY AND WAGE	\$ 5,000.00	
TAX COLLECTOR OTHER EXPENSES	\$ 2,400.00	
TAX ASSESSOR SALARY AND WAGE	\$ 1,129.99	
TAX ASSESSOR OTHER EXPENSES	\$ 25,000.00	
LEGAL OTHER EXPENSES	\$ 22,000.00	
TAX APPEALS: PROFESSIONAL FEES	\$ 9,000.00	
ENGINEERING OTHER EXPENSES	\$ 20,000.00	
PLANNING BOARD OTHER EXPENSES	\$ 1,000.00	
ZONING BOARD SALARY AND WAGES	\$ 999.97	
ZONING BOARD OTHER EXPENSES	\$ 500.00	
ZONING OFFICIAL SALARY AND WAGES		\$ 16,555.00
ZONING OFFICIAL OTHER EXPENSES	\$ 1,900.00	
CONSTRUCTION SALARY AND WAGE		\$ 3,300.00
CONSTRUCTION OTHER EXPENSES		\$ 1,600.00
LIABILITY INSURANCE		\$ 699.38
EMPLOYEE GROUP INSURANCE OTHER EXPENSES		\$ 62,488.27
SURETY BONDS	\$ 100.00	
UNEMPLOYMENT INSURANCE		\$ 9,000.00
SPECIAL POLICE SALARY AND WAGE		\$ 10,100.00

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EMERGENCY MANAGEMENT SALARY AND WAGE	\$ 2,000.00	
EMERGENCY MANAGEMENT OTHER EXPENSES	\$ 15,000.00	
FIRE DEPARTMENT OTHER EXPENSES	\$ 20,000.00	
FIRST AID SALARY AND WAGES	\$ 15,000.00	
FIRE SAFETY SALARY AND WAGES	\$ 23,000.00	
FIRE SAFETY OTHER EXPENSES		\$ 14,050.00
STREETS AND ROADS SALARY AND WAGES	\$ 70,000.00	
STREETS AND ROADS OTHER EXPENSES	\$ 70,000.00	
RECYCLING SALARY AND WAGE	\$ 63,200.00	
BUILDINGS AND GROUNDS SALARY AND WAGES		\$ 150,000.00
BUILDING AND GROUNDS OTHER EXPENSES		\$ 69,000.00
BORO MECHANIC SALARY AND WAGES		\$ 32,500.00
BOARD OF HEALTH SALARY AND WAGES	\$ 34,000.00	
BOARD OF HEALTH OTHER EXPENSES	\$ 1,600.00	
SOCIAL SERVICES SALARY AND WAGES	\$ 1,749.97	
RECREATION SALARY AND WAGES		\$ 30,200.00
ELECTRICITY		\$ 20,000.00
SOLID WASTE REMOVAL		\$ 3,000.00
HEALTH BENEFIT WAIVER	\$ 254.72	
MUNICIPAL COURT SALARY AND WAGE		\$ 31,550.00
MUNICIPAL COURT OTHER EXPENSES		\$ 2,250.00
PUBLIC DEFENDER SALARY AND WAGES	\$ 7,000.00	
<b>TOTAL:</b>	<b>\$ 495,792.65</b>	<b>\$ 495,792.65</b>

Mayor Zimmermann entertained a motion to adopt the Consent Agenda. On motion by Emerson, seconded by Roseman, unanimous on call of roll of those present.

Mayor Zimmermann entertained a motion to ratify a fruit basket for Vinnie DeCesare. On motion by DeBiase, seconded by Fonseca, unanimous on call of roll of those present.

**CORRESPONDENCE**

A letter was received from Dave Malinowski. He is asking permission to hold a Toy Drive for the Tomorrows Children's Fund in Hackensack once again. He would like to start collecting new, unwrapped toys on Monday, November 13 through Friday, December 8, 2023. He will set up bins in the lobby in which he will collect and deliver the toys the week of December 11, 2023.

Mayor Zimmermann entertained a motion to hold the toy drive.

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

A letter was received from Carol Romeo D'Alessandro of the Carlstadt Woman's Club requesting our permission to allow their group to make decorations and decorate this year's Carlstadt Holiday Tree. The tree will also be a wishing tree giving residents the opportunity to put their wishes on a certain number of balls on the tree.

Mayor Zimmermann entertained a motion to approve the Carlstadt Woman's Club request.

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

A letter was received from the Carlstadt PTA 8<sup>th</sup> Grade Dance Committee. The dance will be held in June 2024. They are asking for a donation from us. Mayor Zimmermann said normally we donate \$600.00.

Mayor Zimmermann entertained a motion to approve the amount of \$600.00.

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

Mayor Zimmermann entertained a motion for two Special Police Officers for the Winter Festival and the Tree Lighting Ceremony on November 25, 2023 at the Village Green. On motion by Fonseca, seconded by Emerson, unanimous on call of roll of those present.

Mayor Zimmermann said there is a question here about Santa's ride through town. We will have the event on December 16, 2023 with the Fire Department to ride through town.

Mayor Zimmermann entertained a motion to accept the Best Practices Survey. On motion by Emerson, seconded by Lenoy, unanimous on call of roll of those present.

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

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

Mayor Zimmermann asked if any citizen wished to be heard.

Donald Molzon, 530 Madison Street – he said there is a need to make some of the streets one way. It is horrible when you have to pull over so that a car can pass. He thinks there was research done back when the Fire Department said you cannot do that. Other towns are doing it like East Rutherford.

His other subject is November 7 which is Election Day. That is the day he likes to bring the veterans here. He thinks there are eight with a couple of aids. He would like to do that but does not know if any of the Council are attending the luncheon. Councilman Emerson said he has twenty tickets and we will take care of it for the veterans.

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The veterans will be coming down in a small bus like we have but the bus has a lift. The other thing he would like if you are going to be at the luncheon is that the Mayor stand up and acknowledge the veterans. Councilman Emerson asked that he get their names so that they can introduce them.

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 of those 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 subjects: personnel and property.

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

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

**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 Zimmermann entertained a motion to go into closed session at 7:47 P.M. On motion by Emerson, seconded by Roseman, unanimous on call of roll of those present.

Mayor Zimmermann entertained a motion to open and adjourn the meeting at 8:38 P.M. On motion by Roseman, seconded by Fonseca, the meeting was unanimously adjourned.

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

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