

**ADJOURNED MEETING**  
**January 1, 2025**

**A REGULAR SCHEDULED 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 Wednesday, January 1, 2025 at 12:33 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 10, 2024 and the Herald News on January 10, 2024 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**RESOLUTION NO. 2024-308 (Rescinded 1/15/2025)**

**WHEREAS**, pursuant to the Opinion and Award of the Public Employment Relations Commission, PERC Docket No. AR 2009-98 reimbursements for Medicare Part B Premiums and prescriptions consistent with the Carlstadt SOA Contract and the Carlstadt PBA Local #312 contract are to be paid to eligible members; and

**WHEREAS**, Janet Higgins, spouse of former Deputy Chief Brian Higgins, deceased, has filed a request for reimbursement for Medicare Part B premiums and prescriptions on behalf of herself consistent with the Carlstadt SOA Contract and the Carlstadt PBA Local #312.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Carlstadt that the Chief Financial Officer is hereby authorized to make payment representing reimbursement to Janet Higgins for the year 2024 in the amount of \$3,358.00. Subsequent payment for future reimbursements shall be made upon request and proof of deductions submitted by Janet Higgins.

**RESOLUTION NO. 2024-309**  
**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. 2024-310**  
**AUTHORIZE BUDGET TRANSFERS BETWEEN APPROPRIATION  
ACCOUNTS PURSUANT TO N.J.S.A. 40a:40-1**

**WHEREAS**, certain transfers of funds for various 2024 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 Mayor and Council of the Borough of Carlstadt that the Chief Financial Officer shall and is hereby authorized to make transfers between appropriations accounts of the 2024 Municipal Budget as follows:

<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>TRANSEFER FROM</u>	<u>TRANSFER TO</u>
ADMIN & EXECUTIVE: SALARY AND WAGES	4-01-20-120-111	6,940.89	
ADMIN & EXECUTIVE: OTHER EXPENSES	4-01-20-120-248		6,500.00
FINANCE: SALARY AND WAGES	4-01-20-130-111	3.21	
TAX COLLECTION: SALARY AND WAGES	4-01-20-145-111	1,480.30	
PLANNING BOARD: OTHER EXPENSES	4-01-21-180-248	57.28	
ZONING BOARD: SALARY AND WAGES	4-01-21-185-111	399.96	
ZONING BOARD: OTHER EXPENSES	4-01-21-185-248	581.56	
ZONING OFFICIAL: OTHER EXPENSES	4-01-22-195-248	4.31	
CONSTRUCTION OFFICAL: SALARY AND WAGES	4-01-22-209-111	705.64	
CONSTRUCTION OFFICAL: OTHER EXPENSES	4-01-22-209-248	4,450.55	
SURETY BOND PREMIUM	4-01-23-211-248	200.00	
EMPLOYEE GROUP INSURANCE	4-01-23-220-248		19,653.64
UNEMPLOYMENT INSURANCE	4-01-23-225-248	7,943.17	
POLICE DEPARTMENT: SALARY AND WAGE	4-01-25-240-111	47,000.00	
POLICE DEPARTMENT: OTHER EXPENSES	4-01-25-240-248		1,000.00
SPECIAL POLICE: SALARY AND WAGES	4-01-25-241-112	2,763.60	
CROSSING GUARD: SALARY AND WAGES	4-01-25-242-112	6,058.40	
DISPATCHERS: SALARY AND WAGES	4-01-25-250-111	3,010.96	
DISPATCHERS: OTHER EXPENSES	4-01-25-250-248	95.52	
FIRE DEPARTMENT: SALARY AND WAGES	4-01-25-255-111	6,918.62	
FIRE DEPARTMENT: OTHER EXPENSES	4-01-25-255-248		6,500.00
FIRST AID AMBULANCE: SALARY AND WAGES	4-01-25-260-112	2,903.00	
MUNICIPAL PROSECUTOR: SALARY	4-01-25-275-111		3,307.85
STREETS & ROADS: SALARY AND WAGES	4-01-26-290-111	40,000.00	
RECYCLING: SALARY AND WAGES	4-01-26-306-111	1,864.97	
BUILDINGS AND GROUNDS: SALARY AND WAGES	4-01-26-310-111		40,000.00
BUILDINGS AND GROUNDS: OTHER EXPENSE	4-01-26-310-248		8,500.00
BORO MECHANIC: SALARY AND WAGE	4-01-26-315-111	564.83	
BORO MECHANIC: OTHER EXPENSES	4-01-26-315-248	10,000.00	
BOARD OF HEALTH: SALARY AND WAGES	4-01-27-330-111	7.25	
BOARD OF HEALTH: OTHER EXPENSES	4-01-27-330-248	27.77	
SENIOR BUS TRANSPORT: SALARY AND WAGES	4-01-27-365-111	1,009.88	
TAX APPEALS (TAX REFUND): OTHER EXPENSES	4-01-30-426-248		50,000.00
UTILITIES: STREET LIGHTING	4-01-31-435-220		10,000.00
MUNICIPAL COURT: SALARY AND WAGES	4-01-43-490-111	469.82	
DEBT: PRINCIPAL ON NOTES	4-01-45-925-248		7,970.50
DEBT: INTEREST ON NOTES	4-01-45-935-248	7,970.50	
		<b>153,431.99</b>	<b>153,431.99</b>

Mayor Zimmermann entertained a motion to approve the Consent Agenda. On motion by Emerson,

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seconded by DeBiase, unanimous on call of roll.

**UNFINISHED BUSINESS**

Mayor Zimmermann entertained a motion to approve the sale of a Nissan Rogue for \$2,500.00 which was stored at Nick's Towing. On motion by Emerson, seconded by Lenoy, unanimous on call of roll.

Mayor Zimmermann entertained a motion to approve the authorization to sign a letter of intent for the final contract agreement for the DPW, January 1, 2024 through December 31, 2027. On motion by Roseman, seconded by Emerson, unanimous on call of roll.

**HEARING OF CITIZENS**

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.

Mayor Zimmermann asked if any citizen wished to be heard.

Mayor Zimmermann said to let the record note there is no citizen here to speak.

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

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

**CONSIDERATION OF ORDINANCES**

**FINAL READING**

**ORDINANCE NO. 24-13**

**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 2025**

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

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

Mayor Zimmermann asked if any citizen wished to speak on this ordinance.

Mayor Zimmermann said to let the record note there is no citizen here to speak.

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

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

**RESOLUTION NO. 2024-311**

**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 2025**

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

Mayor Zimmermann entertained a motion to approve this ordinance.  
On motion by DeBiase, seconded by Roseman, unanimous on call of roll.

**FINAL READING**

**ORDINANCE NO. 24-14**

**An Ordinance Amending Chapter IV Schedule of Fees, Chapter X Parking, Section 12 Penalties and Chapter XII Fire Prevention of the Revised General Ordinances of the Borough of Carlstadt 2002.**

Mayor Zimmermann entertained a motion to open the floor to a hearing of citizens.  
On motion by Roseman, 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 is no citizen to be heard.  
Mayor Zimmermann entertained a motion to close the floor to a hearing of citizens.  
On motion by Emerson, seconded by Fonseca, unanimous on call of roll.

**RESOLUTION NO. 2024-312**

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

**An Ordinance Amending Chapter IV Schedule of Fees, Chapter X Parking, Section 12 Penalties and Chapter XII Fire Prevention of the Revised General Ordinances of the Borough of Carlstadt 2002.**

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

Mayor Zimmermann entertained a motion to approve this ordinance.  
On motion by Roseman, seconded by Fonseca, unanimous on call of roll.

**MISCELLANEOUS AND NEW BUSINESS**

None

Mayor Zimmermann entertained a motion to adjourn the meeting at 12:38 P.M. On motion by Fonseca, seconded by Stoltz, unanimous on call of roll.

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

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