

**CAUCUS MEETING**  
**March 19, 2025**

**A REGULAR SCHEDULED CAUCUS 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, March 19, 2025 at 7:00 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, Suzanne Fonseca and Diane DeBiase were present. Councilman William Roseman arrived at 7:33 P.M.

Joseph Crifasi, Borough Administrator was present and Joseph Donahue, Borough Attorney was absent.

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 7, 2025 and the Herald News on January 7, 2025 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.

Mayor Zimmermann entertained a motion to carry over Ordinance No. 25-2 to adopt flood hazard maps to April 2, 2025. On motion by Emerson, seconded by Fonseca, unanimous on call of roll of those present.

**CONSIDERATION OF ORDINANCES**  
**FINAL READING**

**ORDINANCE NO. 25-4**

**AN ORDINANCE TO ESTABLISH A NEW CHAPTER IN THE CODE OF THE BOROUGH OF CARLSTADT, CHAPTER XXIII ENTITLED, “RESTRICTED AREAS IN BUILDINGS WHERE MUNICIPAL OPERATIONS ARE CONDUCTED LIMITED TO AUTHORIZED EMPLOYEES ONLY TO PROTECT AND SAFEGUARD PUBLIC RECORDS CONTAINING PERSONALLY IDENTIFIABLE INFORMATION”**

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 speak on this ordinance.

Mayor Zimmermann said to let the record note there is no citizen 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 of those present.

**RESOLUTION NO. 2025-95-A**

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

**AN ORDINANCE TO ESTABLISH A NEW CHAPTER IN THE CODE OF THE BOROUGH OF CARLSTADT, CHAPTER XXIII, ENTITLED, “RESTRICTED AREAS IN BUILDINGS WHERE MUNICIPAL OPERATIONS ARE CONDUCTED LIMITED TO AUTHORIZED EMPLOYEES ONLY TO PROTECT AND SAFEGUARD PUBLIC RECORDS CONTAINING PERSONALLY IDENTIFIABLE INFORMATION”**

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

**CORRESPONDENCE**

Mayor Zimmermann said we received correspondence from the Carlstadt Volunteer Fire Department Board of Fire Officers asking us to support New Jersey Assembly Bill A-4649 to extend cancer screening to Volunteer Firefighters, Volunteer Ambulance Corps. and First Responders. Currently, only paid firefighters receive cancer screening through the State Health Benefits Program. They have attached a sample resolution.

Mayor Zimmermann said we can have this resolution for the April 2, 2025 meeting.

Mayor Zimmermann entertained a motion to have this resolution for the April 2, 2025 meeting. On motion by Stoltz, seconded by Fonseca, unanimous on call of roll of those present.

Mayor Zimmermann said we have another letter from the Board of Officers of the Carlstadt Fire Department. The Board of Officers has accepted the resignation of Isaac Williams from Bergen Engine Company One, effective March 10, 2025.

Mayor Zimmermann entertained a motion to accept this resignation with regrets. On motion by Stoltz, seconded by Emerson, unanimous on call of roll of those present.

Mayor Zimmermann said we have correspondence from Police Chief Thomas Cox with regards to Special Police Officer James Haines resigning from that position. Chief Cox thanked Officer Haines for his service to the Borough of Carlstadt and the Carlstadt Police Department.

Mayor Zimmermann entertained a motion to accept the resignation of Special Police Officer, James Haines with regrets. On motion by Emerson, seconded by Fonseca, unanimous on call of roll of those present.

Mayor Zimmermann said he received a resolution from Hernan Lopez supporting that legal notices for official government business be put on the town website and we don't do it through the newspaper

anymore. Joseph Crifasi, Borough Administrator thinks we still can and went into detail on this. This resolution is to give us the authorization to make the website as the official notification.

We will still use the newspapers but the resolution states that when we need a public notice or something that is of time constraints, we can do it on the website.

There was a lengthy discussion on this matter with the Council. This can be adopted at our next meeting.

### **HEARING OF CITIZENS**

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

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

Mayor Zimmermann asked if any citizen wished to be heard.

Mayor Zimmermann said there was no one here 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 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 7:08 P.M. On motion by Fonseca, seconded by Emerson, unanimous on call of roll of those present.

Mayor Zimmermann entertained a motion to go into open session at 7:50 P.M. On motion by Fonseca, Seconded by DeBiase, unanimous on call of roll.

**RESOLUTION NO. 2025-95-A-1**  
**BOROUGH OF CARLSTADT**  
**COUNTY OF BERGEN**

**AGREEMENT FOR PROFESSIONAL SERVICES**

**WHEREAS**, The Law Office of John McCann, LLC, will provide the Borough of Carlstadt with an Agreement for Professional Services under New Jersey Local Public Contracts Law 40A:11-2 for providing special counsel legal services; and

**WHEREAS**, the Agreement for Professional Services will include a not to exceed cost of \$10,000.00 representing a rate of \$150.00 per hour; and

**WHEREAS**, the CFO has certified that these funds have been appropriately budgeted for; and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized to execute the agreement of services for the special counsel legal services with The Law Office of John McCann, LLC, 13 Ponds Road, Oakland, NJ 07436.

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

Joseph Crifasi, Borough Administrator said you are giving permission to the Borough Attorney to pursue a petition for certification at the Supreme Court for one of our personnel matters. On motion by Emerson, seconded by Fonseca, unanimous on call of roll.

Joseph Crifasi, Borough Administrator said the technical assistant that we would like to make an offer to Raquel Romero and offer her \$72,500.00 and seek your confirmation. On motion by Fonseca, seconded by Roseman, unanimous on call of roll.

Joseph Crifasi, Borough Administrator said he would like to give Larry Wood of the Carlstadt Fire Department the amount of \$275.00 to go to the May 14 to 16, 2025 training session. On motion by Roseman, seconded by Emerson, unanimous on call of roll.

Joseph Crifasi, Borough Administrator said we interviewed someone from the new payroll company that has payroll experience. The woman's name is Joyce Hardwick. She will be paid \$55.00 an hour, part-time for twenty hours a week to implement the new payroll system. On motion by Fonseca, seconded by DeBiase, unanimous on call of roll.

Joseph Crifasi, Borough Administrator said the last thing is for a summer intern in the court, Emma Romano for whatever hours she can work. She will be home from college and she is doing criminal

justice and need authorization to coordinate that. On motion by Fonseca, seconded by DeBiase, unanimous on call of roll.

Mayor Zimmermann entertained a motion to adjourn the meeting at 7:50 P.M. On motion by Fonseca, seconded by Roseman, unanimous on call of roll.

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

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