

CAUCUS/FINANCE MEETING
January 2, 2026

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 Friday, January 2, 2026 at 7:36 P.M.

Mayor Robert Zimmermann asked Kimberly Koziel, Acting 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 absent.

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

Mayor Zimmermann – In accordance with the provisions of the New Jersey Open Meetings Act, the Mayor and Council of the Borough of Carlstadt is giving notice of the following meeting which was published in The Record and the Herald News on January 7, 2025 as follows:

Friday, January 2, 2026
7:00 P.M. – Borough Hall Council Chambers
Purpose: Carlstadt Fire Department Installation of Officers

8:00P.M. – Borough Caucus Room
Purpose: Caucus/Finance Meeting

CONSENT AGENDA

RESOLUTION NO. 2025-279-A

WHEREAS, the Mayor and Council of the Borough of Carlstadt received the resignation of its Payroll Clerk, Joyce Hardwick effective October 31, 2025; and

WHEREAS, the Mayor and Council intend to conduct a search for the replacement of a qualified and experienced Payroll Clerk at some point in 2026; and

WHEREAS, the Mayor and Council have temporarily established the positions of Temporary Payroll Administrator and Temporary Assistant Payroll Administrator in the Salary Ordinance 25-15.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Carlstadt, Bergen County, New Jersey that CFO Ashley Morrone and Finance Assistant Elizabeth Noto are hereby assigned temporarily to perform the Temporary Payroll Administrator and Temporary Assistant Payroll Administrator respectively until and permanent Payroll Clerk search has been completed.

RESOLUTION NO. 2026-23

RESOLUTION AUTHORIZING EXECUTION OF THE SETTLEMENT AGREEMENT WITH FAIR SHARE HOUSING CENTER IN CONNECTION WITH CARLSTADT'S FOURTH ROUND AFFORDABLE HOUSING PLAN.

WHEREAS, the Fair Housing Act, as amended placed enormous demands on municipalities regarding their Fourth Round Affordable Housing Plans, including setting forth a definite timeframe for municipalities to conclude their Plans; and

WHEREAS, the deadline for compliance has been set for December 31, 2025; and

WHEREAS, the Borough has been working diligently and has been compliant throughout this entire process and has negotiated a settlement agreement with Fair Share Housing Center ("FSHC"), the only objector to the Borough's June 30 Housing Element and Fair Share Plan; and

WHEREAS, representatives of the Borough have informed the court of the settlement with FSHC thus meeting the deadline and with the consent the Mayor and Council have tentatively executed the settlement agreement to meet the deadline; and

WHEREAS, formal action by the Mayor and Council is necessary in order to protect the interests of the Borough and to maintain compliance with the Fair Housing Act, as amended.

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

1. The Mayor and Borough Clerk are hereby authorized to enter into the attached Settlement Agreement with FSHC resolving all Fourth Round Affordable Housing matters.
2. This resolution shall take effect immediately.

RESOLUTION NO. 2026-24

AGREEMENT FOR PROFESSIONAL SERVICES

WHEREAS, Neglia Group has provided the Borough with an Agreement for Professional Services for Dell Road (NJDOT Municipal Aid Grant Funded)

WHEREAS, the Agreement for Professional Services includes a lump sum cost of \$86,750.00 representing Surveying and Engineering Services; and includes a not to exceed cost to be invoiced on a time basis (schedule in contract) of \$84,935.00 representing Construction Management Services; 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 project for Neglia Group, 34 Park Avenue, Lyndhurst, New Jersey.

Mayor Zimmermann entertained a motion to adopt the Consent Agenda.
On motion by Stoltz, seconded by Lenoy, unanimous on call of roll.

Mayor Zimmermann said he would like to give approval to the Acting Borough Clerk to obtain quotes for the 2027 Testimonial Dinner for the Fire Department.

Mayor Zimmermann entertained a motion for the Acting Borough Clerk to obtain the quotes. On motion by DeBiase, seconded by Emerson, unanimous on call of roll.

Mayor Zimmermann entertained a motion to approve \$250.00 for the Fire Chief's gift.
On motion by Stoltz, seconded by Roseman, unanimous on call of roll.

Mayor Zimmermann entertained a motion to approve the contract for the purchase of 632-634 Division Avenue.
On motion by Emerson, seconded by Fonseca, unanimous on call of roll.

Mayor Zimmermann entertained a motion to approve May 22, 2026 as the floating holiday for Borough Hall employees.
On motion by Fonseca, seconded by DeBiase, unanimous on call of roll.

CORRESPONDENCE

Mayor Zimmermann read a letter of resignation from Fran Cassella, a crossing guard, effective immediately. She stated circumstances over the last few months in her life have changed and she needs to resign her post.

Mayor Zimmermann entertained a motion to accept this resignation with regrets. On motion by Fonseca, seconded by Stoltz, 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 said to let the record note no citizens wished to be heard.

Mayor Zimmermann entertained a motion to close the floor to a hearing of citizens.
On motion by DeBiase, seconded by Roseman, unanimous on call of roll.

CLOSED SESSION

CAUCUS/FINANCE MEETING

January 2, 2026

Page 4

None

MISCELLANEOUS/NEW BUSINESS

Mayor Zimmermann entertained a motion to grant permission for the hiring of a police dispatcher. On motion by DeBiase, seconded by Emerson, unanimous on call of roll.

Council member Emerson mentioned that if any members have anything for special projects, they should bring it to the next meeting. He also mentioned separating bids for equipment and uniforms for the sports teams.

Mayor Zimmermann entertained a motion to adjourn the meeting at 8:00 P.M. On motion by DeBiase, seconded by Roseman, unanimous on call of roll.

APPROVED: _____
ROBERT J. ZIMMERMANN, MAYOR

ATTEST: _____
KIMBEERLY KOZIEL, ACTING BOROUGH CLERK