

**BOROUGH OF HASBROUCK HEIGHTS**

**320 Boulevard**

**Hasbrouck Heights, NJ**

**And via livestream <https://www.aaliveevents.com/events>**

**REGULAR SESSION MINUTES**

**December 19, 2023**

A Regular Session Meeting of the Mayor and Council of the Borough of Hasbrouck Heights was held on December 19, 2023, at 7:00 p.m. in Council Chambers at 320 Boulevard.

Councilman Kistner declared the meeting in Session and Acting Borough Clerk, Michelle Sery, stated that the meeting complied with the Sunshine Law, "Adequate notice of this meeting has been made to all members of the Council on December 30, 2022, and transmitted to The Record and The Herald News on January 4, 2023, in accordance with the provisions of the "Open Public Meetings Act", Chapter 231, P.L. 1975."

**ROLL CALL: Present:** Councilman Michael Sickels, Councilman Robert Bing, Councilwoman Susan McGuire, Councilman Ron Kistner, Councilman Thomas Meli, Councilman Christopher Hillmann

**Absent:** Mayor DeLorenzo

**SALUTE TO THE FLAG AND PLEDGE OF ALLEGIANCE:** Councilman Kistner led in the Salute to the Flag and Pledge of Allegiance.

**INVOCATION:** The Invocation was given by Councilman Hillmann

**APPOINTMENTS/PRESENTATIONS:** Councilman Kistner advised there were no appointments or presentations

**MINUTES:** Councilman Kistner advised there were no minutes

**COMMUNICATIONS:** Councilman Kistner asked the clerk to read the communications which included:

- Letter from the Hasbrouck Heights Police Department which includes list of approved 2024 Towing Applications



**HASBROUCK HEIGHTS POLICE DEPARTMENT**  
248 HAMILTON AVENUE  
HASBROUCK HEIGHTS, NEW JERSEY 07604

Chief of Police, Joseph Rinke

Headquarters (201) 288-1000  
Traffic (201) 288-1114

Chief Rinke,

This department has received 6 completed applications for towing for 2024. Application fees were turned over to the Borough tax office. The applications received were from - Courthouse Auto Body 129 John St. Hackensack, Belfi's Auto 208 Palisade Ave. Garfield, David's Auto Body/Towing 70 Lincoln Pl Garfield, Nutchies Service 72 South Main St. Lodi, Polify Towing Inc. 164 Green St. Hackensack, NJ, Nick's Towing Service 209 Berger St. Wood Ridge Courthouse Auto Body, Belfi's Towing, David's Towing, Nutchies Service, Polify Towing and Nick's towing service were found to be in compliance with Boro Code, Chapter #271, titled "Vehicles, Towing of" and in this officer's opinion, do qualify to be used as towers for the Borough.

2024 Approved Towers: Courthouse Auto Body  
Belfi's Auto  
David's Towing  
Nutchies Service  
Polify Towing  
Nick's Towing Service

Respectfully,

Lt. Ian Robertson

When done, he asked for a motion to approve the communications as read, which was made by Councilman Sickels and seconded by Councilman Bing. He then requested for a motion to approve the towing vendor list as read which was made by Councilman Sickels, seconded by Councilman Bing and unanimously approved.

**BILLS:** Councilman Kistner asked the clerk to read the bills resolution.

"WHEREAS, claims and accounts amounting to \$ 3,219,031.99 specified in the schedule hereto annexed, have been examined and approved by the Finance Commissioner, or his Deputy; and

WHEREAS, the Chief Financial Officer has certified that funds are available in the accounts listed for payment of the claims;

NOW, THEREFORE BE IT RESOLVED, that the claims be paid, and checks be issued on the funds and accounts indicated on the attached schedule."

When done, he requested a motion to approve the Bills Resolution which was made by Councilman Meli, seconded by Councilman Bing and unanimously carried.

**CONSENT AGENDA:** Councilman Kistner asked the clerk to read the Consent Agenda. Acting Borough Clerk, Michelle Sery, read "The Consent Agenda contains Resolution Numbers 182-189 as identified specifically in the agenda as laid out in the back of this room and also posted on the website for this meeting." When done, he requested a motion and second to approve the Consent Agenda which was made by Councilman Sickels, seconded by Councilman Meli and unanimously carried.

- 182. Payroll
- 183. Authorizing Raffle License for:  
- Corpus Christi Church
- 184. Authorizing Fire Department Percentages
- 185. Authorizing Payment to former Firemen for 25 Years of Service
- 186. Authorizing HH Fire Department Application for NJ Department of Community Affairs' Fiscal Year 2024 American Rescue Plan Firefighter Grant Program
- 187. Authorizing Tax Refund on 100% Tax Exempt Disabled Veteran
- 188. Authorizing 2023 Budget Appropriation Transfers
- 189. Authorizing Contract with an Approved State Contract Vendor, Nielsen Dodge, for two 2023 Dodge Durango Pursuit AWD Base Vehicles for the Police Department

**RESOLUTIONS:** Councilman Kistner advised there were no resolutions

**RESIGNATIONS:** Councilman Kistner advised there were no resignations

**ORDINANCE(S) ON INTRODUCTION:** Councilman Kistner advised there were no ordinances on introduction

**ORDINANCE(S) ON PUBLIC HEARING:** Councilman Kistner requested the clerk to read Ordinance Number 2538 by title and where the Acting Borough Clerk, Michelle Sery, read:

***"ORD NO. 2538 – AN ORDINANCE TO AMEND AND ADD TO CHAPTER 275 ENTITLED "ZONING" CODE OF THE BOROUGH OF HASBROUCK HEIGHTS SCHEDULE 1 (SCHEDULE OF DISTRICT USE REGULATIONS"***

When done, Councilman Kister asked for a motion and second to open the meeting for public comments on Ordinance Number 2538 only which was made by Councilman Bing and seconded by Councilman Sickels and unanimously carried.

Councilman Kistner then asked if anyone from the public would like to come forward with any comments on Ordinance Number 2538 only. Seeing no one, he asked for a motion and second to close the meeting for public comments on Ordinance Number 2538 which was made by

Councilman Bing and seconded by Councilman Sickels and carried by all except Councilman Meli who abstained. Councilman Kistner then asked for a motion and second to adopt Ordinance Number 2538 which was made by Councilman Bing and seconded by Councilwoman McGuire and carried by all except Councilman Meli who abstained. He then requested Acting Borough Clerk, Michelle Sery, to read the notice of adoption which she read, "Ordinance Number 2538 be now passed on second and final reading and the Borough Clerk be and is hereby authorized and directed to publish said Ordinance, same to be published in The Record, a newspaper circulating in the Borough of Hasbrouck Heights."

Councilman Kistner requested the clerk to read Ordinance Number 2539 by title and where the Acting Borough Clerk, Michelle Sery, read:

***ORD No. 2539 – AN ORDINANCE TO AMEND AND ADD TO CHAPTER 275 ENTITLED "ZONING" CODE OF THE BOROUGH OF HASBROUCK HEIGHTS SCHEDULE 2 (AREA, BULK AND YARD REQUIREMENTS FOR PRINCIPAL USES) AND §275-25 (PARKING IN RESIDENTIAL DISTRICTS)***

When done, Councilman Kister asked for a motion to open the meeting for public comments on Ordinance Number 2539 only which was made by Councilman Sickels and seconded by Councilman Bing and unanimously carried.

Councilman Kistner then asked if anyone from the public would like to come forward with any comments on Ordinance Number 2539 only. Seeing no one, he asked for a motion and second to close the meeting for public comments on Ordinance Number 2539 which was made by Councilman Sickels and seconded by Councilman Bing and unanimously carried. Councilman Kistner then asked for a motion to adopt Ordinance Number 2539 which was made by Councilman Sickels and seconded by Councilwoman McGuire and carried by all except Councilman Meli who abstained. He then requested Acting Borough Clerk, Michelle Sery, to read the notice of adoption which she read, "Ordinance Number 2539 be now passed on second and final reading and the Borough Clerk be and is hereby authorized and directed to publish said Ordinance, same to be published in The Record, a newspaper circulating in the Borough of Hasbrouck Heights."

Councilman Kistner requested the clerk to read Ordinance Number 2540 by title and where the Acting Borough Clerk, Michelle Sery, read:

***ORD No. 2540 – AN ORDINANCE TO AMEND AND ADD TO CHAPTER 275 ENTITLED "ZONING" CODE OF THE BOROUGH OF HASBROUCK HEIGHTS §275-20 (REGULATIONS GOVERNING CERTAIN PRINCIPAL USES)***

When done, Councilman Kister asked for a motion to open the meeting for public comments on Ordinance Number 2540 only which was made by Councilman Sickels and seconded by Councilman Bing and unanimously carried.

Councilman Kistner then asked if anyone from the public would like to come forward with any comments on Ordinance Number 2540 only. Seeing no one, he asked for a motion to close the meeting for public comments on Ordinance Number 2540 which was made by Councilman

Sickels and seconded by Councilman Bing and unanimously carried. Councilman Kistner then asked for a motion to adopt Ordinance Number 2540 which was made by Councilman Sickels and seconded by Councilman Bing and carried by all except Councilman Meli who abstained. He then requested Acting Borough Clerk, Michelle Sery, to read the notice of adoption which she read, "Ordinance Number 2540 be now passed on second and final reading and the Borough Clerk be and is hereby authorized and directed to publish said Ordinance, same to be published in The Record, a newspaper circulating in the Borough of Hasbrouck Heights."

Councilman Kistner requested the clerk to read Ordinance Number 2541 by title and where the Acting Borough Clerk, Michelle Sery, read:

***ORD No. 2541 – AN ORDINANCE TO AMEND AND ADD TO CHAPTER 275 ENTITLED "ZONING" CODE OF THE BOROUGH OF HASBROUCK HEIGHTS §275-21 (REGULATIONS GOVERNING CERTAIN ACCESSORY STRUCTURES AND USES)***

When done, Councilman Kister asked for a motion to open the meeting for public comments on Ordinance Number 2541 only which was made by Councilman Sickels and seconded by Councilman Bing and unanimously carried.

Councilman Kistner then asked if anyone from the public would like to come forward with any comments on Ordinance Number 2541 only. Seeing no one, he asked for a motion to close the meeting for public comments on Ordinance Number 2541 which was made by Councilman Bing and seconded by Councilman Sickels and carried by all except Councilman Hillmann who voted no as he feels it is inadvertently outlawing Christmas lights at the stores, to which Councilman Sickels commented that he thinks Mr. Hillmann has a point that needs to be said that none of these are perfect but moving towards consistency through the master plan and hope that we will continue to look at these moving forward and fine tune which Councilman Kistner agreed. He then asked for a motion to adopt Ordinance Number 2541 which was made by Councilman Bing who also requested the ordinance be revisited to modify and expand the language on LED. It was seconded by Councilwoman McGuire and carried by all except Councilman Meli who abstained and Councilman Hillmann who voted "No". He then requested Acting Borough Clerk, Michelle Sery, to read the notice of adoption which she read, "Ordinance Number 2541 be now passed on second and final reading and the Borough Clerk be and is hereby authorized and directed to publish said Ordinance, same to be published in The Record, a newspaper circulating in the Borough of Hasbrouck Heights."

Councilman Kistner requested the clerk to read Ordinance Number 2542 by title and where the Acting Borough Clerk, Michelle Sery, read:

***ORD No. 2542 – AN ORDINANCE TO AMEND AND ADD TO CHAPTER 181 ENTITLED "MOTOR VEHICLE SALES ENTERPRISES, LICENSING OF CERTAIN" OF THE BOROUGH OF HASBROUCK HEIGHTS §181-2 (APPLICATION FOR LICENSE)***

When done, Councilman Kister asked for a motion to open the meeting for public comments on Ordinance Number 2542 only which was made by Councilman Sickels and seconded by Councilman Bing and unanimously carried.

Councilman Kistner then asked if anyone from the public would like to come forward with any comments on Ordinance Number 2542 only. Seeing no one, he asked for a motion to close the Motion was made by Councilman Sickels, seconded by Councilman Bing and unanimously carried. Councilman Kistner then asked for a motion to adopt Ordinance Number 2542. Prior to motion, Councilman Sickels advised that this ordinance would be revisited in the future to look at parking spaces. The motion was made by Councilman Bing, seconded by Councilwoman McGuire and carried by all except Councilman Hillmann who abstained. He then requested Acting Borough Clerk, Michelle Sery, to read the notice of adoption which she read, "Ordinance Number 2542 be now passed on second and final reading and the Borough Clerk be and is hereby authorized and directed to publish said Ordinance, same to be published in The Record, a newspaper circulating in the Borough of Hasbrouck Heights."

Councilman Kistner requested the clerk to read Ordinance Number 2543 by title and where the Acting Borough Clerk, Michelle Sery, read:

***ORD No. 2543 – AN ORDINANCE TO AMEND AND ADD TO CHAPTER 275 ENTITLED "ZONING" CODE OF THE BOROUGH OF HASBROUCK HEIGHTS §275-21 (REGULATIONS GOVERNING CERTAIN ACCESSORY STRUCTURES AND USES)***

When done, Councilman Kister asked for a motion to open the meeting for public comments on Ordinance Number 2543 only which was made by Councilman Sickels and seconded by Councilman Bing and unanimously carried.

Councilman Kistner then asked if anyone from the public would like to come forward with any comments on Ordinance Number 2543 only. Seeing no one, he asked for a motion to close the Motion was made by Councilman Sickels, seconded by Councilman Bing and unanimously carried. Prior to adopting, Councilman Bing requested that the last line of the Ordinance be changed to include the colors, gray, maroon, dark brown, or similar color. Borough Attorney, Richard Malagiere, advised that he would have to make a motion to amend the Ordinance. Councilman Bing made a motion to amend the Ordinance to include the colors as he requested and was seconded by Councilman Sickels. Councilman Kistner then requested a roll call where it was carried by all except Councilman Meli who abstained and Councilman Hillmann who voted no. He then requested Acting Borough Clerk, Michelle Sery, to read the notice of adoption which she read, "Ordinance Number 2543 be now passed on second and final reading and the Borough Clerk be and is hereby authorized and directed to publish said Amended Ordinance, same to be published in The Record, a newspaper circulating in the Borough of Hasbrouck Heights."

Councilman Kistner requested the clerk to read Ordinance Number 2544 by title and where the Acting Borough Clerk, Michelle Sery, read:

***"ORD NO. 2544 – AN ORDINANCE TO FIX THE SALARY AND COMPENSATION OF MEMBERS OF THE HASBROUCK HEIGHTS POLICE DEPARTMENT FOR THE YEAR 2024 IN ACCORDANCE WITH THE TERMS OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE BOROUGH OF HASBROUCK HEIGHTS AND THE POLICEMEN'S BENEVOLENT ASSOCIATION LOCAL 102"***

When done, Councilman Kister asked for a motion to open the meeting for public comments on Ordinance Number 2544 only which was made by Councilman Sickels and seconded by Councilman Bing and unanimously carried.

Councilman Kistner then asked if anyone from the public would like to come forward with any comments on Ordinance Number 2544 only. Seeing no one, he asked for a motion to close the Motion was made by Councilwoman McGuire, seconded by Councilman Bing and unanimously carried. Councilman Kistner then requested a motion to adopt Ordinance Number 2544 which was made by Councilman Sickels, seconded by Councilman Bing and unanimously carried. He then requested Acting Borough Clerk, Michelle Sery, to read the notice of adoption which she read, "Ordinance Number 2544 be now passed on second and final reading and the Borough Clerk be and is hereby authorized and directed to publish said Ordinance, same to be published in The Record, a newspaper circulating in the Borough of Hasbrouck Heights."

**DEPARTMENT UPDATES:** Mayor Kistner advised that Norberto Hernandez from Neglia Engineering was not in attendance to give the engineer's update (see report attached)



EXPERIENCE  
PROFESSIONAL  
RESPONSIBILITY

NEW YORK, NY 10017

DECEMBER 19, 2023  
BOROUGH OF HASBROUCK HEIGHTS  
ENGINEER'S REPORT



**1. New Department of Public Works Facility**

As requested by the Borough, our office has coordinated with various architectural firms to provide proposals for a new public works facility. These proposals would provide necessary services to prepare conceptual level floor plans and renderings for a potential new public works facility as well as provide a preliminary estimate for the proposed facility based on the Borough's needs.

On May 4, 2023, our office submitted a proposal to provide professional architectural services through our sub-consultant, Arcari + Iovino Architects for proceeding with the conceptual level evaluation of the DPW property and preparation of conceptual floor plans, renderings, and probable cost. Our office has scheduled a project kickoff meeting between our office, the project architect, and the appropriate Borough officials to be held on June 15, 2023.

On June 15, 2023, our office met with the project architect and Borough officials to discuss the prospects of a new DPW facility and subsequently performed a walkthrough of the existing facility. Based on the information gathered to date, our architect has submitted preliminary documents detailing potential layouts and building programming to the Borough for review. Once we receive comments from the Borough, we will coordinate with our architect and begin finalizing the conceptual documents. We will continue to provide updates on this project, as appropriate.

**2. 2023 Municipal Road Program**

Our office has coordinated with the Borough Administrator and Borough DPW Superintendent and determined that the roadways listed below will be included in this year's municipal road program.

Base Bid		
Street Name	Between Street 1	Between Street 2
Field Avenue	Passaic Avenue	Franklin Avenue
Passaic Avenue	Burr Place	Dead End
Division Avenue	Burr Place	Oldfield Avenue
Alternate Bid A		
Street Name	Between Street 1	Between Street 2
Madison Avenue	Garrison Avenue	Hasbrouck Avenue
Garrison Avenue	Washington Place	Madison Avenue
Alternate Bid B		
Street Name	Between Street 1	Between Street 2
Oldfield Avenue	Passaic Avenue	Franklin Avenue
Alternate Bid C		
Street Name	Between Street 1	Between Street 2
Burr Place	Passaic Avenue	Cul-De-Sac

LYNDHURST  
24 Park Avenue  
PO Box 426  
Lyndhurst, NJ 07071  
p 201.939.8805 f. 201.939.0846

MOUNTAINSIDE  
200 Central Avenue  
Suite 102  
Mountainside, NJ 07092  
p 201.939.8805 f 732.943.7249

The Contractor successfully completed all roadway repaving improvements during the week of November 20 with the exception of Burr Place, between Division Avenue and the dead-end cul-de-sac, due to necessary drainage improvements. We anticipate that the contractor will return within the next couple of weeks to complete the remaining drainage improvements on Burr Place with roadway repaving to follow in Spring 2024.

**3. Woodside Avenue Roadway Improvements – Phase 1 (FY 2022 CDBG Funded)**

The Contractor successfully mobilized on October 9, 2023 and has completed drainage, concrete, and paving improvements on Woodside Avenue, between Raymond Street and Division Avenue. We are currently working with the Contractor to address punch list items before recommending project closeout.

**4. 2023 NJDOT Municipal Aid Grant Application**

On June 30, 2022, our office successfully submitted a New Jersey Department of Transportation (NJDOT) FY2023 Municipal Aid grant application regarding roadway improvements to Kipp Avenue (between Woodside Avenue and Oldfield Avenue). The proposed improvements include but are not limited to, milling, repaving, partial curbing, drainage improvements, and ADA curb ramp reconstruction within the project limits. The total requested funds for this grant application were approximately \$1.3 million which is the estimated cost for this project. The estimated cost includes costs associated with construction, engineering design, construction inspection, and material testing.

On November 23, 2022, NJDOT provided our office with notification of a grant award in the amount of \$248,240.00 for the above-referenced application which must be awarded a contract for construction by November 23, 2024. Due to capital commitments to the current 2023 Municipal Program, this project will be reconsidered for inclusion in the 2024 Municipal Road Program.

**5. 2023 NJ DCA Local Recreation Improvement Grant Application**

Neglia was recently informed that the New Jersey Department of Community Affairs (DCA) is accepting applications for the Local Recreation Improvement Grant program. The Local Recreation Improvement Grant (LRIG) is a competitive grant that supports the improvement and repair of public recreation facilities including local parks, municipal recreation centers, and local stadiums. Neglia has reviewed this grant opportunity with Borough officials and the Borough has determined it most appropriate to request funds for improvements to Miers Playground located within the Borough of Hasbrouck Heights. The proposed improvements will consist of the removal of existing playground equipment and the installation of new state-of-the-art playground equipment. Our office has begun working on completing all required documents associated with this grant application and estimates this project will cost approximately \$121,900.00 to construct.

On April 13, 2023, our office was notified that the DCA awarded \$75,000.00 to the Borough of Hasbrouck Heights for this project. At this time, this project is currently planned to be completed during the 2024 calendar year.

**6. 2022 Municipal Road Program**

At this time, this project is substantially complete and our office is working on project closeout procedures. Our office will continue to provide updates on the status of this project, as appropriate.

**7. Paterson Avenue Roadway Improvements (NJDOT Funded)**

On June 22, 2022, our office was authorized to proceed with surveying, engineering design, and construction management services for the Paterson Avenue Roadway Improvements project. This project is funded by a FY2022 NJDOT Municipal Aid grant and received funding in the amount of \$201,000.00. The planned improvements for this project include but are not limited to, full curb-to-curb milling and paving, spot repairs for concrete curbs, ADA ramp reconstruction, and installation of traffic stripes, on Paterson Avenue, between Terrace Avenue and Oak Grove Avenue.



Our office is currently working with the Contractor to address punch list items before commencing project close-out procedures. Our office will continue to provide updates on this project, as appropriate.

**8. 2024 NJDOT Municipal Aid Grant Application**

Our office was recently notified that the New Jersey Department of Transportation (NJDOT) is now accepting applications for this year's municipal aid grant program. After reviewing the Borough's needs for roadway improvements with the Administrator and Borough DPW Superintendent, it was determined that Wood Street (from Lincoln Avenue to Passaic Avenue), Washington Place (Oak Grove Avenue to Boulevard), and Collins Avenue (from Route 46 to Coolidge Avenue) are appropriate roadways for funding consideration by NJDOT under this grant program. Anticipated improvements to these roadways include milling and repaving of the roadways, ADA curb ramp construction, and tree removals/plantings (as necessary) within the project limits noted above.

Our office has assisted the Borough's grant writer in preparing this grant application package in support of the above-mentioned roadways. Kindly note that this grant application was submitted prior to the due on July 1, 2023, and copies of the authorizing resolution approving the submission of the grant application were submitted to NJDOT.

On November 1, 2023, the NJDOT announced that the Borough of Hasbrouck Heights received a total grant award of \$249,252.00 for the above-referenced project with a deadline to award a construction contract by October 31, 2025. Our office will continue to provide updates on this project, as appropriate.

**9. Bergen County ADA Curb Ramp Improvement Project (Bergen County Contract #3)**

The remaining ADA curb ramps along Terrace Avenue will be completed Spring 2024. Our office will continue to coordinate with Bergen County to ensure the completion of these improvements and provide updates on the project, as appropriate.

**10. 2024 Bergen County Community Development Block Grant Application**

Our office is currently assisting the Borough's grant writers with the submission of a 2024 Bergen County Community Development Block Grant (CDBG) application. Upon further discussion with the Borough Administrator and Department of Public Works Superintendent, it was determined that Collins Avenue is the most appropriate roadway to be included for this funding request based on the current condition of the roadway and the available areas that are eligible for funding. The proposed improvements include, but are not limited to, ADA ramp reconstruction, signage replacements, roadway resurfacing, and roadway striping along Collins Avenue, between Williams Avenue and NJ Route 46.

This application was successfully submitted on Thursday, December 14, 2023. We will continue to provide updates on the status of this grant application once we receive additional information.

We trust you will find the above in order. Should you have any additional questions, comments, or require any additional information, please do not hesitate to contact the undersigned.

Respectfully submitted,  
Neglia Group



Norberto A. Hernandez, P.E.  
For the Borough Engineer  
Borough of Hasbrouck Heights

Mayor Kistner then invited CFO, David Sireci, to give his Financial Update.

#### FINANCE REPORT FOR THE DECEMBER 19th 2023 MEETING

The Current Fund cash balance at November 30th is \$7,256,939 and at October 31st was \$1,292,387 which represents an increase of \$5,964,552. The entire balance was invested and earning 5.25%.

Cash receipts for the month of November totaled \$10,259,240 consisting of:

- \$9,793,859 for current 2023 taxes
- \$102,729 in Community "Development & Open Space Grant reimbursements transferred to Capital Fund
- \$71,771 in hotel fees
- \$57,876 in Energy Receipt Tax State Aid
- \$55,590 from NJ for Vet/Senior Deduction Reimbursement
- \$46,811 in interest earned
- \$43,853 in prepaid 2024 taxes
- \$28,307 for fees/permits & miscellaneous other revenues
- \$17,993 in municipal court fines
- \$10,081 from Teterboro for fire, ambulance & 9-1-1 service fees
- \$8,933 in construction code fees
- \$8,757 in Rite of Way Cellular Franchise Fees
- \$5,307 in interest on delinquent taxes
- \$3,220 in DUI Grant Overtime Reimbursements
- \$2,116 in Housing Inspection Fees
- \$1,037 from Port Authority for PILOT payment
- \$1,000 in Auto Wholesale permit fees

Cash disbursements for the month of November totaled \$4,294,688 of which \$2,744,549 was for local School taxes (64%), \$838,506 was for salaries (19%), \$102,729 Grant reimbursements transferred to Capital Fund (2%), and \$608,904 was for other budgeted expenses (15%).

#### Other Items/Projects:

- Attended NJ League of Municipalities and met with many of the Borough's vendors to discuss past and possible future purchases. Walked away with some good ideas for potential implementation in the future.
- Starting the 2024 budget preparation process. Request forms and backup sent to department heads on 11/27/23.
- Preparing for year-end financial closing.
- Cash collections have increased significantly as 4<sup>th</sup> quarter tax bills were due 11/13.

Mayor Kistner then invited the commissioners to give their department updates.



**HASBROUCK HEIGHTS POLICE DEPARTMENT**  
248 HAMILTON AVENUE  
HASBROUCK HEIGHTS, NEW JERSEY 07604



Joseph Rinke  
Chief of Police

Headquarters 201-288-1000  
Fax 201-288-4006

**TO:** Mayor J. DeLorenzo  
Comm. M. Sickels  
Comm. R. Bing

**FROM:** Chief J. Rinke

**DATE:** December 19, 2023

**SUBJECT:** Police Department News

The Hasbrouck Heights Police Department answered 1,239 calls for service for the month of November. Officers responded to 64 medical/ambulance calls. There were 99 motor vehicle crashes and 188 motor vehicle stops; over 745 summons and warnings issued to drivers.

- On November 20, 2023, Lt. Robertson represented the Hasbrouck Heights Police Department at a candlelight vigil remembering victims that lost their lives in DWI accidents.
- A police test was given on November 22, 2023. Process is ongoing to hire several officers.
- Officers provided security for the annual holiday parade that was held on November 24, 2023.
- On December 3, 2023, Chief Rinke represented the Hasbrouck Heights Police Department at a wreath memorial service at the Veteran's Home in Paramus.

Respectfully,

  
Joseph Rinke  
Chief of Police

**MONTHLY REPORT BUILDING DEPT – DECEMBER, 2023**

Permit totals from November were \$9498.00. Residential and commercial permits are being processed, as well as outdoor permits for garages, decks and solar installs. Work is moving along for the new duplexes on Kipp Avenue.

The Planning Board held a meeting November 1, 2023. The proposed ordinance permitting drive through restaurants in the B-2 zone was approved. John Batista's request to amend a resolution for 163-167 Kipp Avenue was adjourned to the next meeting. 259 Lawrence Avenue applied for two variances, both of which were denied.

In Property Maintenance, from 11/10 to 12/14, twelve complaints were received and answered. Fifteen warnings were issued.

Homeowners have been notified concerning late fall property maintenance as well as trash pickup. Business owners on the Boulevard have been notified regarding maintenance of their property as well.

## **Social Services Report for November 2023**

For the month of November 2023, we had 98 residents who accessed the Food Pantry.

The Food Pantry is open on Mondays from 9:00am to 11:00am with approximately 25 people each week.

There is a Link on our Hasbrouck Heights website for the Food Pantry which will bring you to the Amazon sign on screen where you can create an account if you don't already have one.

We have recently updated the Amazon Wish List by request from our food Pantry vounteers.

When Donating you can choose your qnantity, anything is much appreciated. Please make sure the ship to address is HH Food Pantry or Rob Brady 320 Boulevard Hasbrouck Heights NJ 07604.

Our Food Pantry Volunteers continue to do an amazing job organizing and stocking shelves, as well as packing bags and distributing the food on Monday mornings. We appreciate all their help.

Thank you also to the residents and various organizations who continue to donate food and gift cards. Hasbrouck Heights is a strong community and it is comforting to know that we can count on our fellow residents for support during these uncertain times.

Paper bags and reusable bags are also needed so we can redistribute the food.

Donations are accepted at the Borough Clerk's Office, Monday through Friday between the hours of 9am and 4:30pm.

**COMMISSIONER OF PUBLIC WORKS****STREETS**

- The DPW installed a speaker system on Blvd. for Holiday music.
- The DPW assisted with the Holiday Parade setting up 31 barricades, 30 cones, and sweeping the parade route prior to the parade starting. Also, set up of two tables at TD bank, Mr. & Mrs. Claus chairs, and set up power for speakers at tree lighting.
- Leaf removal continues daily. Residents are reminded leaves can be put in the street until Dec. 8<sup>th</sup>. No Brush is leaf piles, must be separate.
- Tree trimming and street sweeping continue daily.

**PUBLIC FACILITIES**

- DPW picked up bags of food at Corpus Christi for the food pantry.
- DPW assisted the Boy Scouts with donations to the food pantry. Over 250 bags were brought to the basement of Borough Hall.
- The DPW assisted PSEG around all Borough buildings for evaluation of energy efficient audit. An audit for the energy direct installation program. PSEG will contribute up to 75% to upgrade LED lights and energy efficient heating and air conditioning equipment, based on their audit.
- DPW assisted Hasbrouck Heights Little League with (3) 20 yard containers for cleanup of the fields.
- DPW assisted BOE at Franklin gym carrying in new wrestling mats also installed 2 new TV's on the wall.

**PARKS**

- DPW installed the winter tarp on soccer field at Woodland Park.

Councilman Kistner gave an update on the Fire Department and commended Fire Chief Greco and Fire Official Robert Knobloch who saved a child's life. It was broadcast on ABC news, and he went into detail on the events of that day.

Councilman Meli added his thoughts to that story as Deputy Fire Commissioner. He also gave the Health Department update and announced that there would be a free rabies clinic coming up. The Library update included that there are always events happening and to check with Mimi and/or the website for details.

**Borough of Hasbrouck Heights  
Health Department  
320 Boulevard  
Hasbrouck Heights, NJ 07604  
Tel: (201) 288-1636 – Fax: (201) 288-1468**

*Laura French  
Secretary/Registrar*

November 20, 2023

Dear Councilman Meli,  
I am writing to update you in regard to Mid-Bergen’s Enhancing Grant fund opportunities for Has. Hts. Board of Health.

To date the Board of Health received a total of \$19,408.00 from Mid-Bergen’s Enhancing Grant.

• Bergen County Animal Control Contract 2 <sup>nd</sup> half of 2022	\$8,999.00
• H.A.R.P. Public Nursing Contract for 2023	7,980.00
• MAC & MILS Program for 2023	1,350.00
• Meadowlands Vet Svc., Rabies Clinic 2023	400.00
• Dog waste supplies for Town Parks (DPW)	477.00
• Dog License Renewal Flyers 2023	<u>201.00</u>
	Total \$19,408.00

The Board of Health will also receive additional grant funds for the reimbursement for the 1<sup>st</sup> half of the Animal Control Contract for 2023 in the sum \$9,396.00.

The total grant funding allocated to the Board of Health will be the sum of \$28,804.00.

Please inform the Mayor and Council at your next council meeting

Thank you

Laura French  
Health/Secretary Board of Health

Councilman Hillmann gave his Transportation update:

**Transportation Report for November 2023**

The Senior Bus is currently used to provide transportation for our Senior Citizens, (age 62 and older) living in Hasbrouck Heights.

During the month of November 2023, the bus traveled to Shop Rite on Wednesdays with an average of 8 Bus riders each week.

The bus also traveled to Stop N Shop with 3 riders & Aldi's twice this month with 5 riders each week.

The seniors enjoyed a trip to the Bergen Mall on 11/16/23.

On 11/8/23 the Leisure Club met and the bus provided transportation for 3 residents.

To register, senior residents may reserve a seat by calling our Senior Bus Driver, Marty at 201-693-8124 or The Borough Clerk's Office 201-288-0195.

Councilman Kistner acknowledged that while he is filling in for a sick Mayor DeLorenzo, as Mayor-Elect, he would like to take the opportunity to thank his fellow council members and the Borough employees for all their support since winning the election in November and look forward for a smooth transition.

**MISCELLANEOUS FROM PUBLIC:**

Councilman Kistner requested a motion to open the meeting to the public which was made by Council Sickels and seconded by Councilman Bing and unanimously carried.

Councilman Kistner asked if anyone else would like to speak.

Mr. B. Valente residing at 115B Berkshire Court requested a meeting with the Mayor and Council regarding his termination from the Hasbrouck Heights Fire Department. He felt that his rights were violated. Mayor Kistner acknowledged speaking earlier that evening and advised that Administrator, Rob Brady, was not present but would discuss his situation with the proper authorities and would be in touch with an actual meeting date. Borough Attorney, Rich Malagiere, further added that there was a process to be followed when dealing with personnel situations.



Mr. Joe Caroccia, residing at 455 Collins Avenue, requested assistance with a tree. He stated he had spoken with Dennis in Property Maintenance and Dennis advised that the town does not have any ordinance regarding trees on resident's property – only town trees. Mr. Caroccia's neighbor needs to maintain his tree. He is concerned that large limbs will come down and injure his grand daughter as a large limb has already come down and damaged his fence. He advised that the house is being rented so the owner is not living there/not present. Councilman Kistner confirmed that the town does not have an ordinance mandating anything pertaining to trees in this situation but will recommend an ordinance from another town to the council in the new year once he takes mayoral office. Until then, property maintenance will have to issue summons and fines.

Seeing no one else to come forward with any other comments, Councilman Kistner then requested a motion to close the public portion of the meeting, which was made by Councilman Bing, seconded by Councilman Sickels and unanimously carried.

Councilman Kistner then made a quick statement advising that any unfinished business would be continued at the upcoming Sine Die meeting scheduled for Tuesday, January 2, 2024, at 6:00pm followed by the Reorganization Meeting. He wished everyone a very Merry Christmas and a Happy New Year!

Councilman Kistner requested a motion to adjourn the meeting, which was made by Councilman Bing, seconded by Councilwoman McGuire and unanimously carried.



Anne Michelle Sery  
Acting Borough Clerk