

MAYOR AND COUNCIL  
BOROUGH OF CLOSTER

REGULAR MEETING MINUTES – MONDAY, DECEMBER 21, 2020 - 7:30 P.M.

The Mayor and Council of the Borough of Closter held a Regular Meeting on Monday, December 21, 2020. Mayor Glidden called the meeting to order at 9:00 p.m. and read the following statement:

**DUE TO PUBLIC HEALTH CONSIDERATIONS, THIS REGULARLY SCHEDULED MEETING OF THE CLOSTER MAYOR AND COUNCIL WILL BE HELD BOTH TELEPHONICALLY and VIA ZOOM VIDEO.**

You may join Zoom meeting including video by accessing the information posted in the **Borough Calendar** on the Borough website by visiting [www.closterboro.com](http://www.closterboro.com) and clicking the link on the left sidebar for **Calendars and Notice of Meetings** and click on the corresponding date.

**To join via Telephone Audio Only:**

**TOLL FREE:** +1 646-558-8656; **MEETING ID:** 871 4783 6703; **PASSWORD:** 214868

1. PROVISIONS OF OPEN PUBLIC MEETINGS ACT STATEMENT

This meeting is called pursuant to the provisions of the Open Public Meetings Act of the State of New Jersey, was included in the Annual Notice of Meetings which was published in The Record and The Star Ledger on January 10, 2020, was posted on the Municipal Clerk's bulletin board and has remained posted as the required notices under the Statute. A Sunshine Notice regarding the change of meeting format was sent to The Record for posting on December 18, 2020. In addition, copies of these notices are and have been available to the public and are on file in the office of the Municipal Clerk.

**A COPY OF THIS NOTICE HAS BEEN POSTED ON THE OUTER DOORS OF THE BOROUGH HALL AND ON THE BOROUGH WEB SITE**

2. ROLL CALL

The following persons were present:

Mayor John C. Glidden, Jr.  
Borough Administrator, Edward Hynes  
Borough Attorney, Edward T. Rogan  
Borough Engineer, Nick DeNicola  
Deputy Borough Clerk, Arlene Marie Gray  
IT Coordinator, Kevin Whitney

The following persons participated via telephone:

Councilpersons Scott Devlin, Alissa Latner, Dolores Witko, Joseph Yammarino,  
Jannie Chung and Victoria Amitai

The following persons were not present:

Chief of Police, Jack McTigue

3. MAYORAL PRESENTATION(S)

ORDINANCES

5. PUBLIC HEARING AND ADOPTION OF THE FOLLOWING ORDINANCE @8:00 P.M. OR AS SOON THEREAFTER AS THE MATTER MAY BE HEARD:

The following Ordinance was introduced at the Regular Meeting held 11/23/20, and was published in The Record issue of 12/2/20, as stated in the printer's affidavit of publication. Reprint of this Ordinance was posted on the Municipal Bulletin Board in accordance with statutory requirements, and copies have been made available to the general public.

**ORDINANCE NO. 2020:1276, "AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER A301 OF THE CODE OF THE BOROUGH OF CLOSTER REGARDING FEES AND DEPOSITS, SPECIFICALLY FOR THE POLICE DEPARTMENT'S FEES REGARDING TOWING"**

Mayor Glidden opened the Public Hearing. No one wishing to be heard, Mayor Glidden closed the Public Hearing.

Motion approving Adoption of Ordinance No. 2020:1276 was made by Councilwoman Amitai, seconded by Councilwoman Latner and declared carried by Mayor Glidden upon the affirmative vote of Councilpersons Devlin, Latner, Witko, Yammarino, Chung and Amitai.

4a. VOTE ON CONSENT AGENDA ITEMS

RESOLUTIONS

Motion approving the Consent Agenda minus Item Nos. 6 and 7, and Item No. 9 to be carried to the Sine Die was made by Councilwoman Latner, seconded by Councilwoman Amitai and declared carried by Mayor Glidden upon the affirmative vote of Councilpersons Devlin, Latner, Witko, Yammarino, Chung and Amitai.

- ~~6.~~ TRANSFER RESOLUTION NO. 1 AUTHORIZING THE TRANSFER OF 2020 BUDGET APPROPRIATIONS (Received from Assistant CFO 12/3/20) **\*\* REQUIRES 2/3 MAJORITY VOTE**
- ~~7.~~ TRANSFER RESOLUTION NO. 2 AUTHORIZING THE TRANSFER OF 2020 BUDGET APPROPRIATIONS (Received from Assistant CFO 12/15/20) **\*\* REQUIRES 2/3 MAJORITY VOTE**
8. RESOLUTION AUTHORIZING THE PAYMENT OF ACCRUED SICK DAYS AND UNUSED VACATION DAYS TO LORETTA CASTANO UPON RETIREMENT (Received from Assistant CFO 12/10/20)
- ~~9.~~ RESOLUTION AUTHORIZING THE PAYMENT OF ACCRUED SICK DAYS AND UNUSED VACATION DAYS TO BOROUGH EMPLOYEE JOSEPH ZAVARDINO UPON RETIREMENT TO BE PREPARED BY BOROUGH ATTORNEY - Carry to Sine Die Meeting 1/4/21 (M)
10. RESOLUTION AUTHORIZING ADDITION OF \$1,050.00 TO ANNUAL SALARY OF CHIEF OF POLICE JOHN MCTIGUE IN LIEU OF ANNUAL UNIFORM ALLOWANCE (Received from Borough Attorney 12/15/20)
11. RESOLUTION INCREASING HOURS FOR INTERIM CONSTRUCTION CODE OFFICIAL TO 12 HOURS PER WEEK AT AN HOURLY SALARY OF \$50.00 PER HOUR SUBJECT TO STATE APPROVAL UNTIL JUNE 1, 2021 (Received from Borough Attorney 12/17/20)

MOTIONS

(None at the time of preparation of this Agenda)

12. REPORTS

- a. CHIEF OF POLICE – NOVEMBER 2020 (Received 12/15/20)

4b. VOTE ON ITEMS REMOVED FROM THE CONSENT AGENDA

6. TRANSFER RESOLUTION NO. 1 AUTHORIZING THE TRANSFER OF 2020 BUDGET APPROPRIATIONS (Received from Assistant CFO 12/3/20) **\*\* REQUIRES 2/3 MAJORITY VOTE**

Motion of approval was made by Councilman Yammarino, seconded by Councilwoman Latner and declared carried by Mayor Glidden upon the affirmative vote of Councilpersons Devlin, Latner, Witko, Yammarino, Chung and Amitai.

7. TRANSFER RESOLUTION NO. 2 AUTHORIZING THE TRANSFER OF 2020 BUDGET APPROPRIATIONS (Received from Assistant CFO 12/15/20) **\*\* REQUIRES 2/3 MAJORITY VOTE**

Motion of approval was made by Councilman Yammarino, seconded by Councilwoman Latner and declared carried by Mayor Glidden upon the affirmative vote of Councilpersons Devlin, Latner, Witko, Yammarino, Chung and Amitai.

13. OPEN MEETING TO PUBLIC FOR ANY MATTER, PER N.J.S.A. 10:4-12 (a)  
(Subject to 5-minute limit per By-Laws General Rule No.11)

Mayor Glidden opened the meeting to the public. No one wishing to be heard, Mayor Glidden closed the meeting to the public.

14. ANY OTHER MATTER WHICH MAY COME BEFORE THE GOVERNING BODY

At this time, Borough Attorney confirmed the next meeting to be held is the Sine Die on Monday, January 4, 2021 at 7:00 p.m.

15. ADJOURNMENT

Motion to adjourn the Regular Meeting at 9:10 p.m. was made by Councilman Yammarino, seconded by Councilwoman Latner and declared unanimously carried by Mayor Glidden.

Provided to the Mayor and Council on  
April 1, 2021 for approval at the  
Regular Meeting to be held  
April 14, 2021

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Arlene Marie Gray, RMC  
Borough Clerk

Prepared by Arlene Marie Gray, RMC  
utilizing recording and  
Deputy Borough Clerk's notes

Approved at the Regular Meeting held April 14, 2021  
Consent Agenda Item No. 18h

**BOROUGH OF CLOSTER**  
**COUNTY OF BERGEN**

**TRANSFER RESOLUTION NO. 1**  
**AUTHORIZING THE TRANSFER OF 2020 BUDGET APPROPRIATIONS**

WHEREAS, N.J.S.A. 40A:4-58 provides that should it become necessary during the last two months of the fiscal year, the amount to expend for any of the purposes specified in the budget an amount in excess of the respective sums appropriated therefore and there shall be an excess in any appropriations over and above the amount deemed to be necessary to fulfill the purpose of such appropriation, the governing body may, by resolution setting forth the facts, **adopted by not less than 2/3 vote of the full membership** thereof, transfer the amount of such excess to those appropriations deemed to be insufficient; no transfers may be made to appropriations for contingent expenses or deferred charges.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Closter that the Assistant Chief Financial Officer be and is hereby authorized to make the following transfers in the 2020 Budget Appropriations:

**FROM**

General Administration	0-01-22-195-000-022	340.17
Utilities - Telephone Expense	0-01-31-440-000-228	7,000.00
General Administration	0-01-22-195-000-028	1,159.04
		<u><b>\$8,499.21</b></u>

**TO**

Assessor - Other Expenses	0-01-20-150-000-020	340.17
Utilities - Water	0-01-31-445-000-020	7,000.00
Animal Control	0-01-27-340-000-020	1,159.04
		<u><b>\$8,499.21</b></u>

COUNCILPERSON	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilman Devlin			X			
Councilwoman Latner		X	X			
Councilwoman Witko			X			
Councilman Yammarino	X		X			
Councilwoman Chung			X			
Councilwoman Amitai			X			

**Adopted:** December 21, 2020

**APPROVED BY:**

  
John C. Glidden, Mayor

**ATTEST:**

  
Arlene M. Gray, Deputy Borough Clerk

Certified to be a true copy of Resolution adopted at the Regular Meeting by the Mayor and Council of the Borough of Closter on December 21, 2020.

Arlene M. Gray, Deputy Borough Clerk

**BOROUGH OF CLOSTER**  
**COUNTY OF BERGEN**

**TRANSFER RESOLUTION NO. 2**  
**AUTHORIZING THE TRANSFER OF 2020 BUDGET APPROPRIATIONS**

WHEREAS, N.J.S.A. 40A:4-58 provides that should it become necessary during the last two months of the fiscal year, the amount to expend for any of the purposes specified in the budget an amount in excess of the respective sums appropriated therefore and there shall be an excess in any appropriations over and above the above the amount deemed to be necessary to fulfill the purpose of such appropriation, the governing body may, by resolution setting forth the facts, **adopted by not less than 2/3 vote of the full membership** thereof, transfer the amount of such excess to those appropriations deemed to be insufficient; no transfers may be made to appropriations for contingent expenses or deferred charges.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Closter that the Assistant Chief Financial Officer be and is hereby authorized to make the following transfers in the 2020 Budget Appropriations:

FROM

Construction Code – S&W      0-01-22-195-000-011      161.71

\$161.71

TO

Zoning Board – S&W      0-01-21-185-000-011      161.71

\$161.71

COUNCILPERSON	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilman Devlin			X			
Councilwoman Latner		X	X			
Councilwoman Witko			X			
Councilman Yammarino	X		X			
Councilwoman Chung			X			
Councilwoman Amitai			X			

**Adopted:** December 21, 2020

**APPROVED BY:**

  
John C. Glidden, Mayor

**ATTEST:**

  
Arlene M. Gray, Deputy Borough Clerk

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Arlene M. Gray, Deputy Borough Clerk

**BOROUGH OF CLOSTER  
RESOLUTION AUTHORIZING THE PAYMENT OF ACCRUED SICK DAYS AND UNUSED  
VACATION DAYS TO  
LORETTA CASTANO UPON RETIREMENT**

**WHEREAS, Loretta Castano** has retired from her position as Borough Clerk with the Borough of Closter effective November 1, 2020 after 33 years.

**WHEREAS**, pursuant to Borough ordinance, upon retirement, Ms. Castano is entitled to payment for a portion of her unused sick days, vacation days and accrued time; and

**WHEREAS**, the total payment has been calculated to equal **\$109,875.54** and the Finance Office has confirmed the gross amount due with Ms. Castano and,

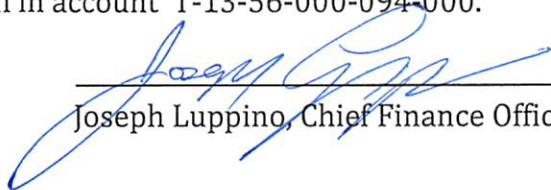
**WHEREAS**, it has been agreed between the parties that the amount owed shall be paid in three annual installments; *January 15, 2021* in the amount of **\$36,625.18**, *January 15, 2022* in the amount of **\$36,625.18** and the third and final installment in the amount of **\$36,625.18** will be paid on *January 15, 2023*.

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Closter, County of Bergen, and State of New Jersey that the aforementioned payment is hereby authorized.

**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, Joseph Luppino, Chief Financial Officer of the Borough of Closter, hereby certify, pursuant to N.J.S.A.40A:-9140.1, et seq. and N.J.A.C 5:30-5.4, that the funds, which are required for said retirement, are available to the Borough in account T-13-56-000-094-000.

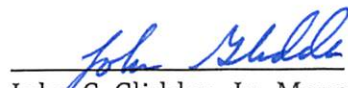
Dated: December 21, 2020

  
\_\_\_\_\_  
Joseph Luppino, Chief Finance Officer

COUNCILPERSON	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilman Devlin			X			
Councilwoman Latner	X		X			
Councilwoman Witko			X			
Councilman Yammarino			X			
Councilwoman Chung			X			
Councilwoman Amitai		X	X			

**Adopted:** December 21, 2020

**APPROVED BY:**

  
\_\_\_\_\_  
John C. Glidden, Jr., Mayor

**ATTEST:**

  
\_\_\_\_\_  
Arlene M. Gray, Deputy Borough Clerk

Certified to be a true copy of Resolution adopted by the Regular meeting of the Borough of Closter on December 21, 2020.

\_\_\_\_\_  
Arlene M. Gray, Deputy Borough Clerk

11/2/2020

Re: calculation of pending retirement package

Employee:

LORETTA CASTANO		
Year	Month	Day
1987	June	29
2020	November	1
33		

Date of Hire:

Date of Retirement:

Total Years of Service:

1	Sick days accrued:	125	payable at 50%	62.5
2	Vacation days:			
2,a	two days each year 1-15 years:	15		30
2,b	three days each year greater than 15:	18		54
3	Unused vacation days	25		25
4	Department head bonus 3 months 13 weeks @ 5 days per week	65		65
			<b>Total payable hours 1-4</b>	<b>236.5</b>
5	Current hourly rate:	\$ 66.37		
7	Current daily rate:	\$ 464.59		
8	Total payable days:	236.5	x daily rate	\$ 464.59
9			hours:	\$ 109,875.54
10				0.00
11				0.00

<b>Total retirement package compensation:</b>	<b>\$ 109,875.54</b>
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Calculations must be confirmed by Finance Office

EH  
ETK 11/5/21  
MP

**BOROUGH OF CLOSTER**

**RESOLUTION AUTHORIZING ADDITION OF \$1050.00 TO ANNUAL SALARY OF CHIEF OF POLICE JOHN MCTIGUE IN LIEU OF ANNUAL UNIFORM ALLOWANCE**

**WHEREAS**, pursuant to Borough policy and practice, Chief of Police John McTigue receives an annual uniform allowance of \$1050.00 that is separate from his annual salary; and

**WHEREAS**, Chief McTigue has requested that the sum of \$1050.00 representing the customary uniform allowance be added to his annual salary in lieu of payment of a separate uniform allowance; and

**WHEREAS**, the Borough’s Human Resources Committee and the Public Safety Committee have considered this request and recommend that the request be approved; and

**WHEREAS**, the Governing Body deems it to be in the best interest of the Borough to approve this recommendation, effective immediately and applicable to Chief McTigue’s annual salary for 2020; and

**WHEREAS**, funds are available in the Borough’s budget for this purpose;


**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Closter, County of Bergen, State of New Jersey, as follows:

1. The request by Chief of Police John McTigue to have the sum of \$1050.00 added to his annual salary in lieu of payment of an annual \$1050.00 uniform allowance is hereby approved.
2. The \$1050.00 increase in salary shall be effective immediately and shall apply to Chief McTigue’s 2020 salary, and his annual salary thereafter.
3. The Borough Clerk shall provide a copy of this Resolution to the Finance Office, Borough Administrator and Chief of Police.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilman Devlin			X			
Councilwoman Latner	X		X			
Councilwoman Witko			X			
Councilman Yammarino			X			
Councilwoman Chung			X			
Councilwoman Amitai		X	X			

Adopted: December 21, 2020

APPROVED BY:

  
 John C. Glidden, Jr., Mayor

ATTEST:

  
 Arlene Marie Gray, Deputy Borough Clerk

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter on December 21, 2020.

\_\_\_\_\_  
 Arlene Marie Gray, Deputy Borough Clerk



**BOROUGH OF CLOSTER**  
**COUNTY OF BERGEN**  
**RESOLUTION INCREASING HOURS FOR INTERIM CONSTRUCTION CODE**  
**OFFICIAL TO 12 HOURS PER WEEK AT AN HOURLY SALARY OF**  
**\$50.00 PER HOUR SUBJECT TO STATE APPROVAL UNTIL JUNE 1, 2021**

**WHEREAS**, at the Council meeting held on December 21, 2020, the governing body discussed the salary and work schedule for the Interim Construction Code Official, Brian Ribarro; and

**WHEREAS**, it was determined that there is a need to increase the Construction Code Official's work hours per week at the Borough to 12 hours, subject to State approval; and

**WHEREAS**, the Borough deems this to be in the best interest of the Borough to maintain continuity within the Department; and

**WHEREAS**, the governing body further determined that this change shall be in effect until June 1, 2021.

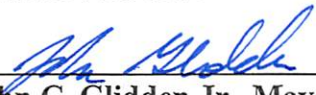
**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Closter, County of Bergen, State of New Jersey that:

The Mayor and Council deems it in the best interest of the Borough of Closter to increase the hours for the Construction Code Official Brian Ribarro to 12 hours per week at an annual rate of \$50.00 per hour, subject to State approval. This change shall be in effect until June 1, 2021.

COUNCILPERSON	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilman Devlin			X			
Councilwoman Latner	X		X			
Councilwoman Witko			X			
Councilwoman Yammarino			X			
Councilwoman Chung			X			
Councilman Amitai		X	X			

Adopted: December 21, 2020

**APPROVED BY:**

  
 \_\_\_\_\_  
 John C. Glidden Jr., Mayor

**ATTEST:**

  
 \_\_\_\_\_  
 Arlene Gray, Deputy Borough Clerk

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter on December 21, 2020.

\_\_\_\_\_  
 Arlene Gray, Deputy Borough Clerk