

22

Personnel

Allison Saabye

**From:** Deborah Karlsson  
**Sent:** Saturday, January 11, 2020 8:26 PM  
**To:** Allison Saabye  
**Subject:** Fwd: OPRA request - Salary, Title, and Payment information

RECEIVED  
CLERK'S OFFICE  
2020 JAN 13 A 8:13  
CITY OF HACKENSACK

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

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**From:** Frank Unger <[opra+request-9014-78a66321@requests.opramachine.com](mailto:opra+request-9014-78a66321@requests.opramachine.com)>  
**Sent:** Saturday, January 11, 2020 6:39:15 AM  
**To:** Deborah Karlsson <[dkarlsson@hackensack.org](mailto:dkarlsson@hackensack.org)>  
**Subject:** OPRA request - Salary, Title, and Payment information

Dear Hackensack City,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

Record of all salary increases given to all non-contractual employees between 2013 and 2020.

Record of all title changes given to non-contractual employees between 2013 and 2020.

Record of all payments(and reimbursements associated with) made to Seton Hall University or other higher education institution on behalf of Jaclyn Stout(Koster) (Hashmat) (Williams)between 2013 and 2020.

Yours faithfully,  
Frank Unger

-----  
Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:  
[opra+request-9014-78a66321@requests.opramachine.com](mailto:opra+request-9014-78a66321@requests.opramachine.com)

Is [dkarlsson@hackensack.org](mailto:dkarlsson@hackensack.org) the wrong address for OPRA requests to Hackensack City? If so, please contact us using this form:

[https://opramachine.com/change\\_request/new?body=hackensack\\_city](https://opramachine.com/change_request/new?body=hackensack_city)

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

[https://opramachine.com/request/salary\\_title\\_and\\_payment\\_informa](https://opramachine.com/request/salary_title_and_payment_informa)

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's

1.23.20

# CITY OF HACKENSACK

## GOVERNMENT RECORDS REQUEST RESPONSE

DATE: January 16, 2020

TO: Frank Unger

The City of Hackensack ("City") records custodian received your Open Public Records Act ("OPRA") request on January 13, 2020. As such, the seven business day deadline to respond to your request is January 23, 2020. This response is therefore being timely submitted in accordance with New Jersey law. See N.J.S.A. 47:1A-5.

### **RECORDS PROVIDED:**

**Record of all payments made to Rutgers University on behalf of Jaclyn Stout**

**Records of salary increases and title changes given to non-contractual employees between 2013 and 2020**

Your OPRA request is now deemed answered and closed.

Thank you for your attention to this matter.

Date: January 16, 2020

City Clerk: Deborah Karlsson, RMC

January 13, 2020  
10:35 AM

CITY OF HACKENSACK  
Purchase Order Inquiry

Page No: 1

Purchase No: 17-00336

Status: Cisd

Order Date: 01/20/17

Due Date:

Description: CPM MANAGERS PROG J. STOUT

P.O. Total: 3,325.00

Void Total:

Vendor: RUT11

RUTGERS UNIVERSITY- SPAA

ASSISTANT DEAN MELISSA RIVERA

111 WASHINGTON STREET 2ND FL

NEWARK, NJ 07102

| Seq  | Catalog Num | Qty      | Unit | Price | Item Total | Stat/Chk | Enc Date | Rcvd Date | Chk/Void Date | Invoice          |
|------|-------------|----------|------|-------|------------|----------|----------|-----------|---------------|------------------|
| Line | Item        | Descript |      |       |            | Charge   | Acct     |           | Charge        | Acct Description |
| Line | Item        | Notes    |      |       |            |          |          |           |               |                  |

|   |  |                                     |        |            |          |   |                     |          |          |                            |
|---|--|-------------------------------------|--------|------------|----------|---|---------------------|----------|----------|----------------------------|
| 1 |  |                                     | 1.0000 | 3,325.0000 | 3,325.00 | P | 84792               | 01/20/17 | 01/23/17 | 01/25/17                   |
|   |  | CPM MANAGERS PROG J. STOUT          |        |            |          |   | 7-01-20-100-100-274 |          |          | A & E - PERSONNEL TRAINING |
|   |  | CITY MANAGER APPROVED               |        |            |          |   |                     |          |          |                            |
|   |  | CPM MANAGERS PROGRAM FOR HACKENSACK |        |            |          |   |                     |          |          |                            |
|   |  | JACLYN STOUT - EXECUTIVE ASSISTANT  |        |            |          |   |                     |          |          |                            |
|   |  | COURSE BEGINS 2/9/17                |        |            |          |   |                     |          |          |                            |

3,325.00

| NAME                                                | TITLE                        | HIRE DATE |
|-----------------------------------------------------|------------------------------|-----------|
| BAHNEY, CHRISTINE                                   | CLERK STENO 1/ASST. TAX COL  | 1/31/11   |
| BANZON, SUSAN                                       | DIR OF REPAIR/MAINT          | 12/17/19  |
| ★ BORRELLI, FRANK                                   | TECHNICAL ASST MGMT INFO S   | 6/15/13   |
| 8/01/19 Recreation Leader → Tech Asst Mgmt INFO     |                              |           |
| CARDINALE, RALPH                                    | BUILDING INSPECTOR/PT        | 9/5/17    |
| CARLSON, ARTHUR                                     | TAX ASSESSOR                 | 03/16/92  |
| CHOI, YOUNG.                                        | BUILDING INSPECTOR           | 12/31/18  |
| COCCIA, ELISA                                       | TAX COLLECTOR                | 6/30/06   |
| ★ DIAMANTI, GENNETTE                                | CONFIDENTIAL ASST            | 02/20/07  |
| 11/20/2017 Clerk 1 → Confidential asst.             |                              |           |
| DINATALE, JAMES                                     | PLUMBING INSPECTOR P/T       | 9/4/18    |
| EYER, ASHLEY                                        | KEYBDG CLERK II/CONF         | 12/04/17  |
| PAEZ, DIEGO J                                       | TECHNICAL ASST MGMT INFO S   | 7/8/19    |
| ★ DALEY, WILLIAM                                    | DEPT HEAD                    | 3/21/16   |
| 8/1/19 Truck Driver → Dept Head                     |                              |           |
| DISTEFANO, DALE                                     | KEYBOARDING CLERK I          | 11/06/17  |
| DIB, ALBERT H.                                      | LEGAL ASST.                  | 9/1/04    |
| DINICE, LOUIS                                       | JUDGE OF MUNICIPAL COURT - I | 07/07/85  |
| ★ EISENMANN, SUSSANA                                | MUNICIPAL TREASURER          | 4/30/18   |
| 7/25/2019 KeyBOARDING Clerk 1 → Municipal Treasurer |                              |           |

|                                                                                        |                             |           |
|----------------------------------------------------------------------------------------|-----------------------------|-----------|
| EHRENBURG, TED                                                                         | CITY MANAGER                | 10/01/16  |
| FIERMAN, SHELLY                                                                        | PUBLIC HEALTH NURSE         | 1/5/09    |
| FREEMAN, THOMAS                                                                        | FIRE CHIEF                  | 10/24/83  |
| HADYKA, MARY ROSE                                                                      | CLERK STENO 2               | 01/27/99  |
| HEIMBUCH, RICHARD                                                                      | ELECTRICAL INSPECTOR        | 2/19/19   |
| HOFFMAN, DAWN                                                                          | ADMINISTRATIVE CLERK        | 04/27/92  |
| ★ INGLIMA, JOSEPH                                                                      | DPW DEPT. HEAD              | 9/23/14   |
| 3/2/15 Sanitation Worker → Recycling Aide 8/1/2017 Dept. Head                          |                             |           |
| KARLSSON, DEBORAH                                                                      | MUNICIPAL CLERK             | 1/6/14    |
| ★ KOWAL, FRED                                                                          | MUN DEPT HEAD               | 2/2/16    |
| 2/22/16 Truck Driver → Maintenance Supervisor Grounds 8/1/2017 Dept. Head              |                             |           |
| LADOLCETTA, JEANNA                                                                     | KEYBOARDING CLERK 1         | 9/29/2014 |
| ★ LIOSI, GREG                                                                          | DIRECTOR OF CULTURAL ARTS   | 1/1/04    |
| 2/2/09 Rec Supervisor → Superintendent 9/23/14 Rec Supervisor → Cultural Arts Director |                             |           |
| ★ LOGRONO, MONICA                                                                      | CLERK TYPIST/BILINGUAL      | 9/17/03   |
| 11/22/2014 Secretary Asst BILINGUAL → Clerk/Typist Bilingual                           |                             |           |
| ★ LUDWIG, DAVID                                                                        | BUILDING SUBCODE OFFICIAL   | 11/15/04  |
| 2/1/2016 Building Inspector → BUILDING SUB CODE OFFICIAL                               |                             |           |
| MANGIN, JAMES                                                                          | CFO / PURCHASING AGENT      | 2/3/14    |
| MARTINEZ, LYDIA                                                                        | PUBLIC HEALTH NURSE/ P/T    | 5/8/06    |
| MCBRIDE, JAN                                                                           | KEYBOARDING CLERK 1         | 6/30/14   |
| MCCUE, KEVIN                                                                           | ELECTRICAL SUBCODE OFFICIAL | 6/9/14    |
|                                                                                        |                             |           |
|                                                                                        |                             |           |

|                                                                                                    |                             |          |
|----------------------------------------------------------------------------------------------------|-----------------------------|----------|
| MCLAUGHLIN, BRIDGET                                                                                | CONFIDENTIAL ASSISTANT      | 7/9/18   |
|                                                                                                    |                             |          |
| ★ MC VEIGH, SUSAN                                                                                  | HEALTH OFFICER/REGISTRAR O  | 3/3/97   |
| 4/21/14 Sanitary Inspector → Senior San. Insp → Sr. Reg. Envie. Health Sp. 1/1/17 → Health Officer |                             |          |
| MEADE, MICHAEL                                                                                     | PLUMBING SUBCODE OFFICIAL   | 6/17/13  |
|                                                                                                    |                             |          |
| MURPHY, SARAH                                                                                      | PUBLIC HEALTH NURSE P/T     | 10/28/19 |
|                                                                                                    |                             |          |
| RYAN, MICHELLE                                                                                     | PUBLIC HEALTH NURSE         | 9/3/03   |
|                                                                                                    |                             |          |
| ★ SAABYE, ALLISON                                                                                  | DEPUTY MUNICIPAL CLERK      | 12/14/15 |
| 6/20/18 → Keyboard Clerk 1 → Deputy Municipal Clerk                                                |                             |          |
| SCHIELI, LISA                                                                                      | RECYCLING COORDINATOR       | 9/1/15   |
|                                                                                                    |                             |          |
| ★ SESHADRI, CASSANDRA                                                                              | ACTING PERSONNEL DIRECTOR   | 5/9/16   |
| 10/24/16 → Intern → Keyboard Clerk 1 → 12/11/17 Keyboard 2 → 10/1/18 Dept Head                     |                             |          |
| ★ SISCO, ERNEST                                                                                    | CONSTRUCTION OFFICIAL       | 4/2/07   |
| 5/15/14 Electric Subcode Official → Construction Official                                          |                             |          |
| ★ HASHMAT, JACLYN                                                                                  | EXECUTIVE ASSISTANT         | 10/25/10 |
| 4/1/14 - Clerk Typist → Keyboard Clerk 2                                                           |                             |          |
| 6/1/15 Clerk 2 → Executive Secretary                                                               |                             |          |
| TAKVORIAN ESQ., RICHARD                                                                            | MUN. COURT JUDGE            | 8/20/13  |
|                                                                                                    |                             |          |
| ★ URATO, SANDRA                                                                                    | KEYBOARDING CLERK II / CONF | 8/2/10   |
| 8/15/2016 Clerk 1 → Clerk 2                                                                        |                             |          |
| 11/16/18 → Clerk 2 → Keyboarding Clerk 2 (CONFIDENTIAL)                                            |                             |          |
| ★ VILLAFANA, MONICA                                                                                | PURCHASING AGENT            | 1/30/06  |
| 4/1/14 Clerk Typist → Keyboarding Clerk 2 10/9/17 Purchasing Agent                                 |                             |          |
| WESTRA, RYAN                                                                                       | PROJECT COORDINATOR/CONST   | 12/26/18 |
|                                                                                                    |                             |          |
| WILL, AARIKA                                                                                       | MUN COURT ADMINISTRATOR     | 6/3/19   |
|                                                                                                    |                             |          |



**ATTACHMENT B-3****CITY OF HACKENSACK****2014 Merit Increases**

| <u>Name</u>        | <u>Department</u> | <u>Amount</u> | <u>Date</u> | <u>%</u> |                                    |
|--------------------|-------------------|---------------|-------------|----------|------------------------------------|
| Sisco, Ernest      | Building          | \$15,000.00   | 1/17/2014   | 19%      | promotion to C.O.                  |
| Rottino, Anthony   | City Manager      | \$46,000.00   | 1/17/2014   | slipend  | Interim City Manager               |
| Flannigan, John    | City Manager      | \$3,500.00    | 6/20/2014   | 3%       | merit increase                     |
| Stout, Jaclyn      | City Manager      | \$11,000.00   | 1/31/2014   | 29%      | promotion to Clerk 2 / Admin Sec'y |
| Meneses, Juan      | DPW               | \$8,500.00    | 5/23/2014   | 19%      | promotion to Asst. Sanitation Supv |
| Villafans, Monica  | Finance           | \$5,000.00    | 4/25/2014   | 12%      | promotion to Clerk 2               |
| McVeigh, Susan     | Health            | \$5,000.00    | 6/6/2014    | 8%       | promotion to Health Dept. Director |
| Monarque, William  | Recreation        | \$10,000.00   | 3/14/2014   | N.A.     | change to starting salary          |
| Hynes, John        | Sanitation        | \$5,000.00    | 7/3/2014    | 6%       | promotion to Sanitation Supervisor |
| DeGennaro, Camille | Violations        | \$2,000.00    | 3/14/2014   | 5%       | promotion to Clerk 2               |
| Garcia, Editha     | Violations        | \$2,000.00    | 3/14/2014   | 5%       | promotion to Clerk 2               |
| Veleski, Silvana   | Violations        | \$5,000.00    | 3/14/2014   | 13%      | promotion to Clerk 2               |

**ATTACHMENT B-2****CITY OF HACKENSACK****2015 Non-contractual Pay Increases**

| <u>Name</u>       | <u>Department</u> | <u>Amount</u> | <u>Date</u> | <u>%</u> |                |
|-------------------|-------------------|---------------|-------------|----------|----------------|
| Stout, Jaclyn     | City Manager      | \$25,030      | 6/1/2015    | 55%      | promotion      |
| Angelo, Regina    | Clerk             | \$19,475      | 7/7/2015    | 57%      | promotion      |
| Villafana, Monica | Finance           | \$10,000      | 7/1/2015    | 22%      | promotion      |
| Karlsson, Deborah | Clerk             | \$15,000      | 7/1/2015    | 19%      | merit increase |
| Gennette Diamanti | Police            | \$1,200       | 10/1/2015   | 2%       | merit increase |
| Mary Rose Hadyka  | Personnel         | \$1,000       | 10/1/2015   | 2%       | merit increase |
| Joseph Inglima    | Sanitation        | \$5,000       | 10/1/2015   | 8%       | merit increase |
| James Mangin      | Finance           | \$7,900       | 10/1/2015   | 6%       | merit increase |
| Gregory Liosi     | Cultural Arts     | \$2,500       | 10/1/2015   | 4%       | merit increase |
| Holmes Izquierdo  | DPW               | \$4,500       | 10/1/2015   | 10%      | merit increase |
| Monica Logrono    | Fire              | \$2,500       | 10/1/2015   | 6%       | merit increase |
| Jan McBride       | City Manager      | \$1,000       | 10/1/2015   | 3%       | merit increase |
| Alexis Abdelnour  | Clerk             | \$1,000       | 10/1/2015   | 3%       | merit increase |
| Dawn Hoffman      | Finance           | \$1,000       | 10/1/2015   | 1%       | merit increase |
| David Troast      | City Manager      | \$7,500       | 10/1/2015   | 5%       | merit increase |
| Wayne Vriesema    | City Manager      | \$2,500       | 10/1/2015   | 3%       | merit increase |





**CITY OF HACKENSACK**  
**INTEROFFICE COMMUNICATION**

TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
DATE: June 27, 2015  
SUBJECT: Payroll Issues – Pay Cycle Ending 07-31-15

Attached are copies of Resolution #257-15 and #285-15 authorizing accrued time payouts to Robert McClintock and Rosemarie Mayo. These payments should be included in the 07-31-15 pay cycle (if they haven't been paid out already).

When Josephine posts this payroll to the budget in Edmunds, the following budget account should be used:

**5-01-30-415-416-119**

**Accumulated Wages – All Depts**

✓ **Regina Angelo**

Also attached is Resolution #255-15 which approves a title change for Regina Angelo to Deputy Municipal Clerk. An accompanying memo from City Manager David Troast increases her salary to \$55,000 retroactive to the date of appointment. This increase and retro payment should also be included in the 07-31-15 pay cycle.

If there are any questions or if you need additional information, I may be reached at extension 3935.

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**



**CITY OF HACKENSACK**  
**INTEROFFICE COMMUNICATION**

TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
DATE: June 28, 2015  
SUBJECT: Payroll Issues – Pay Cycle Ending 08-14-15

\$ 3,153.85

- ✓ • As per the City Manager, Albert Dib has been re-classified to full time status effective July 20, 2015. His salary is increased by \$14,797 to \$82,000.
- ✓ • Can you check these figures against your records and let me know if there is any difference?
- ✓ • This increase and retro payment, as well as all other previously-discussed retro payments should be included in the 08-14-15 pay cycle.
- ✓ • Attached is Resolution #321-15 authorizing the accrued time pay-out for Deputy Chief Andrew Pawlick.
- ✓ • The resolution for the accrued time pay-out for Mario Pelaez hasn't been authorized by the City Manager or approved by the governing body yet. It will be approved by the 8-28-15 pay cycle.
- ✓ • I have included Dawn's calculations for vacation pay-outs for Jean Dunlap and Guerline Marcellus (full time to part time). Vacation pay-outs don't require any special authorization.

If there are any questions or if you need additional information, I may be reached at extension 3935.

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**



## CITY OF HACKENSACK

### INTEROFFICE COMMUNICATION

TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
DATE: June 28, 2015  
SUBJECT: Payroll Issues – Pay Cycle Ending 07-31-15

As per the City Manager, in addition to the title and salary change for Regina Angelo, there are three additional increases to be implemented in this pay cycle:

|    | <u>Name</u>      | <u>New Title</u>       | <u>Increase</u> | <u>Effective</u> |
|----|------------------|------------------------|-----------------|------------------|
| ✓• | Deb Karlsson     | same                   | \$15,000        | 07-01-15         |
| ✓• | Jaclyn Stout     | Exec Assistant         | \$25,030        | 06-01-15         |
| ✓• | Monica Villafana | Director of Purchasing | \$10,000        | 07-01-15         |

These increases and retro payments should also be included in the 07-31-15 pay cycle.

If there are any questions or if you need additional information, I may be reached at extension 3935.

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**

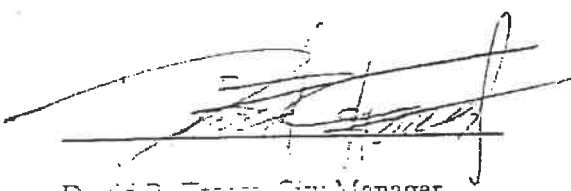


**CITY OF HACKENSACK**  
**INTEROFFICE COMMUNICATION**

**DATE:** July 1, 2015  
**TO:** Regina Angelo  
**FROM:** David Troast, City Manager  
**SUBJECT:** Deputy Clerk Appointment

On behalf of the Mayor and Council, you are hereby appointed as Deputy Clerk for the City of Hackensack. Your annual salary will be \$55,000. Congratulations on your new appointment and keep up the good work.

Yours truly,

  
David R. Troast, City Manager

CC: Mayor & Council  
Tim Sarno, City Attorney  
Debbie Karlsson, City Clerk  
Personnel Dept.  
City Manager's CFO  
Employee File

Retro

| Council Member          | Intro | Second | Yes | No | Abstain | Absent | Excused |
|-------------------------|-------|--------|-----|----|---------|--------|---------|
| Battaglia               |       | X      | X   |    |         |        |         |
| Deputy Mayor Canestrino | X     |        | X   |    |         |        |         |
| Sims                    |       |        | X   |    |         |        |         |
| Some                    |       |        | X   |    |         |        |         |
| Mayor Labrosse          |       |        | X   |    |         |        |         |

**CITY OF HACKENSACK**

**RESOLUTION NO. 255-15**

**RESOLUTION AUTHORIZING THE APPOINTMENT OF  
REGINA ANGELO AS DEPUTY CITY CLERK**

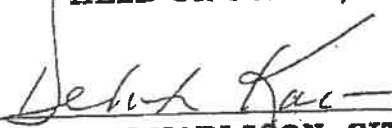
**WHEREAS**, pursuant to N.J.S.A. 40A:9-135 the Mayor and Council have created the office of Deputy Municipal Clerk and provided the method for appointments thereto; and

**WHEREAS**, the Mayor and Council have determined that a need exists to appoint a Deputy Municipal Clerk; and

**WHEREAS**, the Mayor and Council have determined that Regina Angelo is qualified to serve as the Deputy Municipal Clerk.

**NOW, THEREFORE BE IT RESOLVED**, that Regina Angelo; be and she is hereby appointed to serve as Deputy Municipal Clerk and shall receive such compensation as provided by the City of Hackensack Salary Ordinance.

**CERTIFIED TO BE A TRUE COPY OF THE MOTION PASSED AT  
THE CITY COUNCIL MEETING OF THE CITY OF HACKENSACK  
HELD ON JULY 7, 2015.**

  
**DEBORAH KARLSSON, CITY CLERK**

FILE

**CITY OF HACKENSACK**  
**INTEROFFICE COMMUNICATION**

**DATE:** July 14, 2015  
**TO:** All Department Heads  
**FROM:** David R. Troast, City Manager  
**SUBJECT:** Albert Dib

Effective July 15, 2015, Albert Dib will join the City of Hackensack on a full time basis. He will continue to assist as the City Historian, IT, and will take on a more legal responsibility with respect to the City's OPRA requests. In addition, Mr. Dib will be in charge of all CDBG grants/contracts for the City of Hackensack. He will no longer be a part of the Upper Main St. Alliance.

Thank you.

A handwritten signature in black ink, appearing to read "David R. Troast", is written over a set of horizontal lines.

DT/js

Cc: Mayor & Council  
Tom Scrivo, City Attorney  
Jaclyn Stout, Exec. Assistant/ Personnel  
Albert Dib, City Historian/ IT /Legal Analyst  
File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

**DATE:** October 15, 2015  
**TO:** Dawn Hoffman (Employee Name)  
**FROM:** David Troast, City Manager  
**SUBJECT:** Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,000 effective October 1, 2015.

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, the City Manager, is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File





**CITY OF HACKENSACK**  
**INTEROFFICE COMMUNICATION**

✓

**DATE:** October , 2015  
**TO:** Jan McBride (Employee Name)  
**FROM:** David Troast, City Manager  
**SUBJECT:** Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,000 effective October 1, 2015.

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

**DATE:** October , 2015

**TO:** Monica Lagrone (Employee Name)

**FROM:** David Troast, City Manager

**SUBJECT:** Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 2,500 effective October 1, 2015.

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature in black ink, appearing to read "David R. Troast", is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**  
**INTEROFFICE COMMUNICATION**

24

**DATE:** October , 2015  
**TO:** Greg Liosi (Employee Name)  
**FROM:** David Troast, City Manager  
**SUBJECT:** Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 2,500 effective October 1, 2015.

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



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**CITY OF HACKENSACK**  
**INTEROFFICE COMMUNICATION**

**DATE:** October , 2015  
**TO:** Mary Rose Hadzka (Employee Name)  
**FROM:** David Troast, City Manager  
**SUBJECT:** Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,000 effective October 1, 2015.

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, the City Manager, is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



4

**CITY OF HACKENSACK**  
**INTEROFFICE COMMUNICATION**

**DATE:** October , 2015

**TO:** Gennette Diamanti (Employee Name)

**FROM:** David Troast, City Manager

**SUBJECT:** Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,200 effective, October 1, 2015.

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A large, stylized handwritten signature of David R. Troast is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File ✓



**CITY OF HACKENSACK**  
**INTEROFFICE COMMUNICATION**

**DATE:** October , 2015

**TO:** Joe Inglima (Employee Name)

**FROM:** David Troast, City Manager

**SUBJECT:** Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 5000 effective October 1, 2015.

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast is written over a horizontal line. The signature is in dark ink and appears to be "David R. Troast".

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



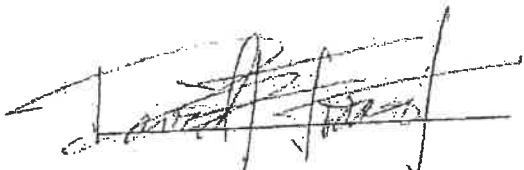
**CITY OF HACKENSACK**  
**INTEROFFICE COMMUNICATION**

**DATE:** October , 2015  
**TO:** Holmes Izquierdo (Employee Name)  
**FROM:** David Troast, City Manager  
**SUBJECT:** Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 4,500 effective October 1, 2015.

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

  
David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

**DATE:** October 9, 2015  
**TO:** Alexis Abdelnour (Employee Name)  
**FROM:** David Troast, City Manager  
**SUBJECT:** Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,000 effective October 1, 2015.

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast is written over a horizontal line. The signature is stylized and appears to read "David R. Troast".

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File





**CITY OF HACKENSACK**  
**INTEROFFICE COMMUNICATION**

**DATE:** October , 2015

**TO:** James Mangin (Employee Name)

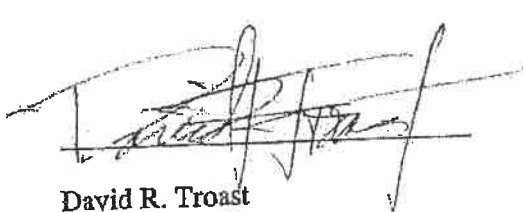
**FROM:** David Troast, City Manager

**SUBJECT:** Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 7,900 effective October 1, 2015.

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

  
David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



DEBORAH KARLSSON, RMC  
CITY CLERK

## CITY OF HACKENSACK

65 Central Avenue  
P.O. Box 608  
HACKENSACK, N.J. 07602-0608  
(201) 646-3940  
Fax: (201) 457-1466  
[www.hackensack.org](http://www.hackensack.org)

### CITY COUNCIL

JOHN P. LABROSSE, JR., MAYOR  
KATHLEEN CANESTRINO, DEPUTY MAYOR  
LEONARDO BATTAGLIA  
DAVID SIMS  
JASON SOME

**DATE:** October 21, 2015  
**TO:** David R. Troast, City Manager  
**FROM:** John P. Labrosse, Jr., Mayor  
**RE:** Compensation

✓  
On behalf of the Mayor and Council this memo will serve as notification that the Mayor and Council would like to extend to you an increase of \$7,500.00 to be added to your annual salary effective October 1, 2015.

We thank you for your hard work and commitment to the position of City Manager for the City of Hackensack this past year.

  
John P. Labrosse, Jr., Mayor

✓  
cc: James Mangin, CFO  
Alexander Carver, Attorney  
Deborah Karlsson, City Clerk

✓  
10-21-2015  
10-21-2015  
10-21-2015



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

**DATE:** November 12, 2015

**TO:** Wayne Vianna (Employee Name)

**FROM:** David Troast, City Manager

**SUBJECT:** Merit Increase *as per hiring letter*

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 2500 effective October 1, 2015.

This adjustment is in recognition of your superior work performance.

Congratulations and keep up the good work.

A large, stylized handwritten signature of David R. Troast is written over the printed name and title.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File

**James Mangin**

---

**From:** Jaclyn Stout  
**Sent:** Monday, February 01, 2016 2:53 PM  
**To:** James Mangin  
**Subject:** Simeon Cumberbatch

**Importance:** High

Jim,

As per David, Simeon is to receive his \$2500 merit increase as per his contract terms. We do not believe he received this one time increase after 3 months of employment with the City of Hackensack. Please verify and if not, please ensure it is included in his next paycheck.

Thank you,

*Jaclyn M. Stout*  
Executive Assistant  
City Manager's Office  
201-646-3900  
Fax: 201-646-8059



ISSUED: 2/12/16

**CITY OF HACKENSACK**  
INTEROFFICE COMMUNICATION

DATE: February 8, 2016  
TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
SUBJECT: Payroll Issues – p/e 02-12-16

☒ Accumulated Leave Payments

[REDACTED] Leave  
[REDACTED]  
[REDACTED] 8

Could you see that these are processed in the pay cycle for the p/e 02-12-16?

☒ DCA State Inspection Reimbursement

At [REDACTED]

☒ Merit Increase

The City Manager has authorized a \$2,500 merit increase for Simeon Cumberbatch. This increase is retroactive to his 3-month anniversary with the City. Could you perform the retro calculation and include this in this pay cycle?

☒ Emergency Lunch Payments

[REDACTED] by

If you have any questions, I can be reached at extension 3935.

Cc: Josephine Miftari (memo only)

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**

ISSUED: APRIL 8, 2016



CITY OF HACKENSACK

INTEROFFICE COMMUNICATION

DATE: March 27, 2016  
~~June 30, 2015~~

TO: Jim Mangin, CFO

FROM: David Troast, City Manager

SUBJECT: Promotion/Payroll Change

Below is a spreadsheet of the upcoming Promotion & Payroll Adjustments. Please implement these changes in the next payroll cycle.

| Employee Name | Title Change (y/n) | New Title | Additional Responsibility      | Monetary Increase | Effective Date |
|---------------|--------------------|-----------|--------------------------------|-------------------|----------------|
| Jaclyn Stout  | -                  | -         | Insurance claim, Property auto | \$5,000           | 11/1/16        |
|               |                    |           |                                |                   |                |
|               |                    |           |                                |                   |                |
|               |                    |           |                                |                   |                |
|               |                    |           |                                |                   |                |

## Jaclyn Stout

---

**From:** Nancy Weuste  
**Sent:** Thursday, May 12, 2016 3:44 PM  
**To:** Jaclyn Stout  
**Subject:** Parking Enforcement Officers/Public Parking

Hi Jackie,

Here are the employees listed under Public Parking (dept. 101-101)

Dicristofaro, Elio (contractual – dpw) – \$42,968.76  
Mazzocchi, Peter - \$14.00 hour  
Reo, Michael - \$14.00 hour  
Salazar, Douglas - \$17.28 hour  
Squillace, John - \$14.00 hour  
Zarate-Gonzalez - \$14.00 hour

Nancy

(1.5% for PEO's)  
~~Approved~~  
~~[Signature]~~



## **CITY OF HACKENSACK**

### **INTEROFFICE COMMUNICATION**

DATE: May 19, 2016  
TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
SUBJECT: Pay Increases for Non-Contractual Employees

The City Manager has authorized a 1.5% salary increase for all non-contractual employees, retroactive to the first of the year.

I need you to prepare a spreadsheet showing the individuals affected (see the attached list), their current base salary, and the proposed salary after the increase.

Before you start calculating the retro, David will sign off the increases on the list.

If you have any questions, I can be reached at extension 3935.

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**



MAY 12 2016

| WHITE COLLAR NON-CONTRACTURAL |                        | MAY 12 2016                                               |                   |
|-------------------------------|------------------------|-----------------------------------------------------------|-------------------|
| N                             |                        | LONGEVITY ELIMINATED AFTER 04/01/1999                     |                   |
|                               |                        | 2% @ 4 YRS AFTER 12/1/87                                  |                   |
| DEPT                          | NAME                   | TITLE                                                     | 2016 TOTAL ANNUAL |
| 120                           | ANGELO, REGINA         | KEYBOARDING CLERK 1                                       | 55,000.00         |
| 145                           | BAHNEY, CHRISTINE      | ASST TAX COLLECTOR/TAX SEARCHER                           | 61,043.19         |
| 150                           | CARLSON, ARTHUR        | TAX ASSESSOR                                              | 134,929.21        |
| 145                           | COCCIA, ELISA          | TAX COLLECTOR                                             | 113,388.29        |
| 300                           | D'AMORE, JESSE         | PUBLIC WORKS SUPERINTENDENT                               | 150,760.86        |
| 240                           | DIAMANTI, GENNETTE     | CLERK STENO                                               | 51,588.16         |
| 100                           | DIB, ALBERT H.         | LEGAL ASST.                                               | 82,000.23         |
| 491                           | DINCE, LOUIS           | JUDGE OF MUNICIPAL COURT - PT                             | 83,276.71         |
| 331                           | FIERMAN, SHELLY        | R/N                                                       | 67,906.03         |
| 265                           | FREEMAN, THOMAS        | FIRE CHIEF (1.5%)<br>(follows Fire Officer Contract)      | 194,262.77        |
| 305                           | GARVIN, MCKINLEY       | SANITATION INSPECTOR                                      | 42,455.53         |
| 105                           | HADYKA, MARY ROSE      | CLERK STENO (phone depend)                                | 66,861.34         |
| 130                           | HOFFMAN, DAWN          | ADMINISTRATIVE CLERK                                      | 78,705.12         |
| 120                           | KARLSSON, DEBORAH      | MUNICIPAL CLERK                                           | 95,000.00         |
| 240                           | LADOLCETTA, JHANNA     | KEYBOARDING CLERK 1                                       | 30,450.00         |
| 371                           | LIOSI, GREG            | SUPERINTENDANT OF RECREATION                              | 64,313.60         |
| 265                           | LOGRONO, MONICA        | CLERK TYPIST/BILINGUAL                                    | 49,082.28         |
| 200                           | LUDWIG, DAVID          | BUILDING SUBCODE OFFICIAL                                 | 80,453.56         |
| 130                           | MANGIN, JAMES          | CFO/PURCHASING AGENT                                      | 150,000.00        |
| 331                           | MARTINEZ, LYDIA        | R/N                                                       | 14.29             |
| 100                           | MCBRIDE, JAN           |                                                           | 31,450.12         |
| 195                           | MCCUE, KEVIN           | ELECTRICAL SUBCODE OFFICIAL                               | 65,975.00         |
| 331                           | MC VEIGH, SUSAN        | HEALTH OFFICER/REGISTRAR OF VITAL STATIST                 | 81,866.40         |
| 200                           | MEADE, MICHAEL         | PLUMBING SUBCODE OFFICIAL                                 | 71,964.62         |
| 240                           | MORDACCA, MICHAEL      | DIRECTOR OF POLICE                                        | 154,583.76        |
| 490                           | PEZZILLO, LIZ          | MUNICIPAL COURT ADMINISTRATOR                             | 98,536.71         |
| 370                           | RUGGIERO, PATRICIA     | ASST. SUPERINTENDENT                                      | 90,549.69         |
| 331                           | RYAN, MICHELLE         | R/N                                                       | 69,187.96         |
| 300                           | SEIDTA, ANTHONY        | (perm. as of 05/01/2011)<br>ASST PUB WORKS SUPERINTENDENT | 111,347.31        |
| 195                           | SISCO, ERNEST          | BLDG SUBCODE & CONST OFFICIAL                             | 113,324.64        |
| 300                           | STELLAKIS-DIAZ, DENISE | PURCHASING ASST                                           | 62,218.00         |
| 100                           | STOUT, JACLYN          | EXECUTIVE ASSISTANT                                       | 80,000.00         |
| 100                           | TROAST, DAVID          | CITY MANAGER                                              | 160,250.00        |
| 130                           | VILLAFANA, MONICA      | DIRECTOR OF PURCHASING                                    | 57,856.50         |
| hourlies                      |                        |                                                           |                   |
| 101                           | SALAZAR, DOUGLAS       | PARKING ENFORCEMENT                                       | 17.27             |
| 240                           | BAJRAMI, ARMINE        | KEYBOARDING CLERK 1                                       | 15.00             |

council (N/A)

council (N/A)

RETIRED

> also next page →



**CITY OF HACKENSACK**  
**INTEROFFICE COMMUNICATION**

DATE: May 31, 2016  
TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
SUBJECT: Pay Increases for Non-Contractual Employees

Previously you provided me with a list of the 1.5% salary increase for all non-contractual employees authorized by the City Manager. In reviewing that list the City Manager would like to make the following modifications:

- Michelle Ryan - change from 1.5% to \$2,283
- Dawn Hoffman - change from 1.5% to \$1,492
- Jaclyn Stout - change from 1.5% to \$1,346
- Michael Reo - change to \$15.21 per hour
- John Squillace - change to \$15.21 per hour
- Douglas Salazar - change to \$18.53 per hour
- David Troast - remove from the list as this was an error

These changes need to be included in the June 3 pay cycle.

Also, I reviewed the accumulated leave payments for Police Officer Inglima and Police Director Mordaga and they are correct.

If you have any questions, I can be reached at extension 3935.

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**

ISSUED: 6/3/16

| WHITE COLLAR NON-CONTRACTUAL            |                       |                         |                       |               |                 |                                   |
|-----------------------------------------|-----------------------|-------------------------|-----------------------|---------------|-----------------|-----------------------------------|
| N                                       |                       |                         |                       |               |                 |                                   |
| DEPT NAME                               | 2016 NEW TOTAL ANNUAL | 2016 NEW BI-WEEKLY RATE | 2016 NEW HOURLY RATES | 2015 BIWEEKLY | 2016 RETRO OWED | HOURS WORKED FOR HOURLY EMPLOYEES |
| 145 BAHNEY, CHRISTINE BAHNEY, CHRISTINE | 61,958.84             | 2,383.03                | 34.0433               | 2347.22       | 262.12          |                                   |
| 240 BAURAM, ARMINE                      | 15.00                 | HOURLY                  | 15.00                 | 15.00         | 0.00            | 0                                 |
| 159 CARLSON, ARTHUR                     | 136,983.15            | 5,267.43                | 75.2490               | 5185.59       | 778.39          |                                   |
| 145 COCCIA, ELISA                       | 115,089.11            | 4,426.50                | 63.2818               | 4361.09       | 654.14          |                                   |
| 300 D'AMORE, JESSE                      | 153,022.28            | 5,885.47                | 84.0782               | 5798.49       | 849.82          |                                   |
| 240 DIAMANTI, GENNETTE                  | 52,361.98             | 2,013.92                | 28.7703               | 1984.16       | 297.63          |                                   |
| 100 DIE, ALBERT H.                      | 83,230.35             | 2,801.16                | 41.7509               | 3132.86       | 473.83          |                                   |
| 491 DINCE, LOUIS                        | 84,525.86             | 3,250.99                | 46.4428               | 3282.93       | 488.45          |                                   |
| 331 FIERMAN, SHELLEY                    | 68,924.62             | 2,650.95                | 37.8707               | 2611.77       | 391.77          |                                   |
| 245 FREEMAN, THOMAS                     | 194,262.77            | 7,471.65                | 88.9482               | 7471.65       | 0.00            |                                   |
| 305 GARVIN, MCKINLEY                    | 43,892.36             | 1,657.40                | 20.7175               | 1632.9        | 244.58          |                                   |
| 105 HADYKA, MARY ROSE                   | 68,002.20             | 2,615.47                | 37.3638               | 2571.59       | 438.79          |                                   |
| 130 HOFFMAN, DAWN                       | 38,139.47             | 3,099.86                | 44.6327               | 3027.12       | 727.40          |                                   |
| 240 LADOLCETTA, JEANNA                  | 30,966.75             | 1,182.72                | 16.9817               | 1171.15       | 175.71          |                                   |
| 371 LIOSI, GREG                         | 65,278.30             | 2,510.70                | 35.8672               | 2473.6        | 371.04          |                                   |
| 265 LOGRONO, MONICA                     | 49,818.51             | 1,914.10                | 27.3728               | 1887.78       | 283.17          |                                   |
| 200 LUDWIG, DAVID                       | 81,660.57             | 3,140.78                | 41.8771               | 3094.37       | 464.13          |                                   |
| 130 MANGEN, JAMES                       | 152,249.98            | 5,855.77                | 1.5177                | 5769.20       | 865.38          |                                   |
| 331 MARTINEZ, LYDIA                     | 14.80                 |                         |                       | 14.29         | 6.77            | 41                                |
| 180 MCBRIDE, IAN                        | 51,921.87             | 1,227.76                | 17.5295               | 1209.62       | 181.44          |                                   |
| 195 MCCUE, KEVIN                        | 66,964.63             | 2,575.58                | 34.3408               | 2337.5        | 380.63          |                                   |
| 331 MC VEIGH, SUSAN                     | 83,094.39             | 3,193.94                | 55.7680               | 3148.71       | 472.28          |                                   |
| 200 MEADE, MICHAEL                      | 73,044.09             | 2,800.39                | 37.6585               | 2767.87       | 415.18          |                                   |
| 490 PEZZILLO, LIZ                       | 100,014.76            | 3,846.71                | 54.9432               | 3789.87       | 568.51          |                                   |
| 370 RUGGIERO, PATRICIA                  | 91,987.93             | 3,534.92                | 50.4989               | 3482.68       | 522.41          |                                   |
| 391 RYAN, MICHELLE                      | 70,225.78             | 2,748.81                | 38.5456               | 2661.08       | 478.00          |                                   |
| 500 SEIDTA, ANTHONY                     | 113,817.52            | 4,346.83                | 54.3313               | 4282.55       | 642.38          |                                   |
| 105 SESSADRI, CASSANDRA                 | 30,908.00             | 1,153.85                | 16.4835               | 1153.85       | 0.00            |                                   |
| 195 SISCO, ERNEST                       | 115,014.51            | 4,424.02                | 63.2003               | 4358.64       | 653.80          |                                   |
| 100 STOUT, JACLYN                       | 81,206.00             | 3,123.89                | 44.6154               | 3076.92       | 515.78          |                                   |
| 130 VILLAFANA, MONICA                   | 58,724.35             | 2,259.63                | 32.2661               | 2225.25       | 333.79          |                                   |
| 101-101                                 |                       |                         |                       |               |                 |                                   |
| MAZZOCHI, PETER                         | 15.21                 | HOURLY                  |                       | 14.00         | 973.63          | 805                               |
| REO, MICHAEL                            | 15.21                 | HOURLY                  |                       | 14.00         | 968.80          | 809                               |
| SQUILLACE, JOHN                         | 15.21                 | HOURLY                  |                       | 14.00         | 969.82          | 801.5                             |
| SALAZAR, DOUGLAS                        | 18.53                 | HOURLY                  | 18.53                 | 17.53         | 600.00          | 206                               |
| ZARATE-GONZALEZ, VIOLETA                | 15.21                 | HOURLY                  |                       | 14.00         | 978.72          | 802.25                            |

# ATTACHMENT B-3

## CITY OF HACKENSACK

### 2016 Non-contractual Pay Increases

| <u>Name</u>        | <u>Department</u> | <u>Amount</u> | <u>Date</u> | <u>%</u> |                |
|--------------------|-------------------|---------------|-------------|----------|----------------|
| Allison Saabye     | City Clerk        | \$2,500.00    | 9/1/2016    | 8.3%     | merit increase |
| Stout, Jaclyn      | City Manager      | \$6,000.00    | 9/1/2016    | 8.0%     | merit increase |
| Jan McBride        | City Manager      | \$2,500.00    | 9/1/2016    | 8.0%     | merit increase |
| Jeanna Ladolcetta  | Police            | \$2,000.00    | 9/1/2016    | 6.5%     | merit increase |
| Wayne Vriesema     | City Manager      | \$6,000.00    | 9/1/2016    | 5.3%     | merit increase |
| Gennette Diamanti  | Police            | \$2,500.00    | 9/1/2016    | 4.8%     | merit increase |
| Joseph Inglima     | DPW               | \$3,000.00    | 9/1/2016    | 4.6%     | merit increase |
| Greg Liosi         | Cultural Arts     | \$3,000.00    | 9/1/2016    | 4.6%     | merit increase |
| Cassandra Seshadri | Personnel         | \$500.00      | 9/1/2016    | 4.6%     | merit increase |
| Simeon Cumberbatch | Personnel         | \$4,500.00    | 9/1/2016    | 4.0%     | merit increase |
| Albert Dib         | City Manager      | \$2,000.00    | 9/1/2016    | 2.4%     | merit increase |
| Kevin McCue        | Building          | \$1,500.00    | 9/1/2016    | 2.2%     | merit increase |
| Pat Ruggiero       | Recreation        | \$2,000.00    | 9/1/2016    | 2.2%     | merit increase |
| Michael Meade      | Building          | \$1,500.00    | 9/1/2016    | 2.1%     | merit increase |
| James Mangin       | Finance           | \$3,000.00    | 9/1/2016    | 2.0%     | merit increase |
| David Ludwig       | Building          | \$1,500.00    | 9/1/2016    | 1.8%     | merit increase |
| Susan McVeigh      | Health            | \$1,500.00    | 9/1/2016    | 1.8%     | merit increase |
| Monica Villafana   | Finance           | \$1,000.00    | 9/1/2016    | 1.7%     | merit increase |
| Chris Bahney       | Tax Collection    | \$1,000.00    | 9/1/2016    | 1.6%     | merit increase |
| Elizabeth Pezzillo | Municipal Court   | \$1,500.00    | 9/1/2016    | 1.5%     | merit increase |
| Shelly Fierman     | Health            | \$1,000.00    | 9/1/2016    | 1.5%     | merit increase |
| Michelle Ryan      | Health            | \$1,000.00    | 9/1/2016    | 1.4%     | merit increase |
| Anthony Sedita     | DPW               | \$1,500.00    | 9/1/2016    | 1.3%     | merit increase |
| Elisa Coccia       | Tax Collection    | \$1,500.00    | 9/1/2016    | 1.3%     | merit increase |
| Ernest Sisco       | Building          | \$1,500.00    | 9/1/2016    | 1.3%     | merit increase |
| Dawn Hoffman       | Finance           | \$1,000.00    | 9/1/2016    | 1.3%     | merit increase |
| Art Carlson        | Tax Assessment    | \$1,500.00    | 9/1/2016    | 1.1%     | merit increase |
| Jesse D'Amore      | DPW               | \$1,500.00    | 9/1/2016    | 1.0%     | merit increase |
| Rose Hadyka        | Personnel         | \$500.00      | 9/1/2016    | 0.8%     | merit increase |



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

**DATE:** Aug 24  
July , 2016

**TO:** Chris Bahney (Employee Name)

**FROM:** David Troast, City Manager

**SUBJECT:** Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,000  
effective September 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, the City Manager, is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE:

Aug 24  
~~July~~, 2016

TO:

Art Carlson (Employee Name)

FROM:

David Troast, City Manager

SUBJECT:

Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,500  
effective Sept. 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, written in dark ink, is positioned above the printed name and title.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

**DATE:** Aug 24  
July, 2016

**TO:** Elisa Coccia (Employee Name)

**FROM:** David Troast, City Manager

**SUBJECT:** Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,500  
effective Sept. 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature in black ink, appearing to read "David R. Troast", is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



CITY OF HACKENSACK

INTEROFFICE COMMUNICATION

*Revised \**

DATE:

*Aug. 24*  
*July*, 2016

TO:

*Simeon Cumberbatch* (Employee Name)

FROM:

David Troast, City Manager

SUBJECT:

Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 2000  
effective Sept. 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO

Nancy Weuste, Payroll

Dawn Hoffman, Insurance

Simeon Cumberbatch, Personnel Director

Employee File





CITY OF HACKENSACK

INTEROFFICE COMMUNICATION

DATE: Aug 24  
~~July~~, 2016  
TO: Simeon Cumberbatch (Employee Name)  
FROM: David Troast, City Manager  
SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 2,500  
effective Sept. 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

  
David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File

**CITY OF HACKENSACK**  
**INTEROFFICE COMMUNICATION**

**DATE:** August 26, 2016  
**TO:** Jim Mangin, CFO  
**FROM:** David R. Troast, City Manager  
**SUBJECT:** Merit Increase Adjustment (Cumberbatch/Seshadri)

Please be advised that I have approved for Mr. Cumberbatch to decrease his merit increase by \$500 and apply this money to Ms. Seshadri's salary as a merit increase. Please make this adjustment and advise your department accordingly.

I have attached Ms. Seshadri's memo and Mr. Cumberbatch's revised memo for your records.

Thank you,

A handwritten signature in dark ink, appearing to read "David R. Troast", written over a horizontal line.

DT/js

Cc: Simeon Cumberbatch, Personnel Director  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Employee File(s)



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE: Aug. 24  
July, 2016

TO: Jerse D'Amore (Employee Name)

FROM: David Troast, City Manager

SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,500  
effective Sept. 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, the City Manager, is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE: Aug 24 ~~July~~, 2016  
TO: Gennette Diamanti (Employee Name)  
FROM: David Troast, City Manager  
SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 2500  
effective Sept. 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature in dark ink, appearing to read "David R. Troast", is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE:

Aug 24  
July, 2016

TO:

Albert Dill (Employee Name)

FROM:

David Troast, City Manager

SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 2,000  
effective Sept. 1, 2016 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature in black ink, appearing to read "David R. Troast", is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE: Aug 24, 2016  
TO: Shelly Fieman (Employee Name)  
FROM: David Troast, City Manager  
SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,000 effective Sept 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE:

*Aug 24*  
~~July~~, 2016

TO:

*Rose Hadyka* (Employee Name)

FROM:

David Troast, City Manager

SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 500  
effective Sept 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A large, stylized handwritten signature of David R. Troast is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE:

*Aug 24*  
*July*, 2016

TO:

*Dawn Hoffman* (Employee Name)

FROM:

David Troast, City Manager

SUBJECT:

Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,000  
effective Sept 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, the City Manager, is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO

Nancy Weuste, Payroll

Dawn Hoffman, Insurance

Simeon Cumberbatch, Personnel Director

Employee File





**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

**DATE:**

*Aug 24*  
2016

**TO:**

*De Inglima* (Employee Name)

**FROM:**

David Troast, City Manager

**SUBJECT:**

Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$*3,000* effective *Sept. 1*, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, City Manager, is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO

Nancy Weuste, Payroll

Dawn Hoffman, Insurance

Simeon Cumberbatch, Personnel Director

Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE:

*Aug 24*  
*July*, 2016

TO:

*Ladolketta*  
*Leanna* (Employee Name)

FROM:

David Troast, City Manager

SUBJECT:

Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 2,000  
effective Sept. 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, the City Manager, is located below the congratulatory message.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO

Nancy Weuste, Payroll

Dawn Hoffman, Insurance

Simeon Cumberbatch, Personnel Director

Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE:

*Aug 24*  
*July*, 2016

TO:

*Greg Liosi* (Employee Name)

FROM:

David Troast, City Manager

SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 3,000  
effective Sept 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A large, stylized handwritten signature of David R. Troast is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE:

Aug 24  
July, 2016

TO:

David Ludwig (Employee Name)

FROM:

David Troast, City Manager

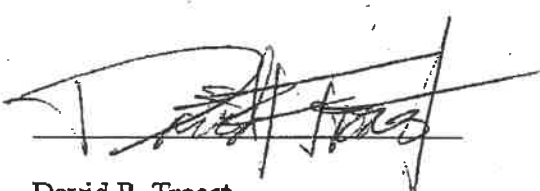
SUBJECT:

Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,500  
effective Sept 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

  
David R. Troast  
City Manager

Cc: Jim Mangin, CFO

Nancy Weuste, Payroll

Dawn Hoffman, Insurance

Simeon Cumberbatch, Personnel Director

Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE: Aug 24, 2016

TO: James Mangin (Employee Name)

FROM: David Troast, City Manager

SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 3,000 effective Sept. 1, 2016

This adjustment is in recognition of your superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, the City Manager, is located below the main body of the letter.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE:

*Aug 24*  
~~July~~, 2016

TO:

*Jan McBride* (Employee Name)

FROM:

David Troast, City Manager

SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ *2500*  
effective *Sept 1*, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, the City Manager, is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE:

Aug 24  
July, 2016

TO:

Kevin McCune (Employee Name)

FROM:

David Troast, City Manager

SUBJECT:

Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,500  
effective Sept 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, the City Manager, is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO

Nancy Weuste, Payroll

Dawn Hoffman, Insurance

Simeon Cumberbatch, Personnel Director

Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE:

*Aug 24*  
*July*, 2016

TO:

*Susan Mc Veigh* (Employee Name)

FROM:

David Troast, City Manager

SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ *1,500*  
effective *Sept. 1*, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

  
David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File





**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE: Aug 24 ~~July~~ 2016  
TO: Michael Made (Employee Name)  
FROM: David Troast, City Manager  
SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,500  
effective Sept 1, 2016

This adjustment is in recognition of your superior work performance.

Congratulations and keep up the good work.

A handwritten signature in dark ink, appearing to read "David R. Troast", is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE: Aug 24  
~~July~~, 2016

TO: Liz Perillo (Employee Name)

FROM: David Troast, City Manager

SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,500  
effective Sept 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, the City Manager, is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE:

*Aug 24*  
~~July~~, 2016

TO:

*Pat Ruggiero* (Employee Name)

FROM:

David Troast, City Manager

SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 2,100  
effective Sept 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, the City Manager, is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE:

*Aug 24*  
*July*, 2016

TO:

*Michelle Ryan* (Employee Name)

FROM:

David Troast, City Manager

SUBJECT:

Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,000  
effective Sept 1, 2016

This adjustment is in recognition of your superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, the City Manager, is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO

Nancy Weuste, Payroll

Dawn Hoffman, Insurance

Simeon Cumberbatch, Personnel Director

Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE:

*Aug 24*  
*July*, 2016

TO:

*Alison Saabye* (Employee Name)

FROM:

David Troast, City Manager

SUBJECT:

Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ *2,500*  
effective *Sept 1*, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, the City Manager, is located below the main body of the letter.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO

Nancy Weuste, Payroll

Dawn Hoffman, Insurance

Simeon Cumberbatch, Personnel Director  
Employee File



CITY OF HACKENSACK

INTEROFFICE COMMUNICATION

DATE: Aug 24, 2016  
TO: Jaclyn Spirt (Employee Name)  
FROM: David Troast, City Manager  
SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,000 effective Sept. 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, the City Manager, is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

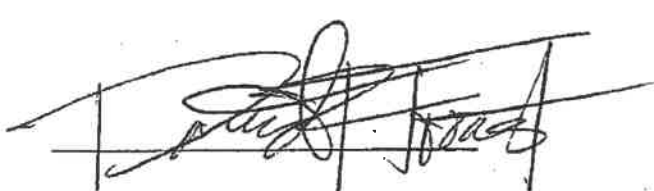
**INTEROFFICE COMMUNICATION**

**DATE:** Aug 24, 2016  
**TO:** Ernest Sisco (Employee Name)  
**FROM:** David Troast, City Manager  
**SUBJECT:** Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,500 effective Sept. 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

  
David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE: Aug. 24  
July, 2016  
TO: Cassandra Seshadri (Employee Name)  
FROM: David Troast, City Manager  
SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ \$500-  
effective Sept. 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature in black ink, appearing to read "David R. Troast", is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File





**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

**DATE:**

*Aug 24*  
*July*, 2016

**TO:**

*Anthony Serlita* (Employee Name)

**FROM:**

David Troast, City Manager

**SUBJECT:**

Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,500  
effective Sept 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, the City Manager, is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO

Nancy Weuste, Payroll

Dawn Hoffman, Insurance

Simeon Cumberbatch, Personnel Director

Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE:

*Aug 24*  
~~July~~, 2016

TO:

*Wayne Vreisma* (Employee Name)

FROM:

David Troast, City Manager

SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ *5000* effective *Sept 1*, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

A handwritten signature of David R. Troast, the City Manager, is written over a horizontal line.

David R. Troast  
City Manager

Cc: Jim Mangin, CFO

Nancy Weuste, Payroll

Dawn Hoffman, Insurance

Simeon Cumberbatch, Personnel Director

Employee File



**CITY OF HACKENSACK**

**INTEROFFICE COMMUNICATION**

DATE:

*Aug 24*  
~~July~~, 2016

TO:

*Monica Villalona* (Employee Name)

FROM:

David Troast, City Manager

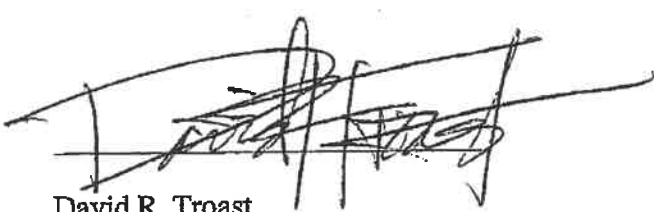
SUBJECT:

Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 1,000  
effective Sept. 1, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

  
David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File

ISSUED 9/9/16



**CITY OF HACKENSACK**  
INTEROFFICE COMMUNICATION

DATE: September 1, 2016  
TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
SUBJECT: Payroll Issues for 09-09-16 Pay Cycle

✓ Fire Superiors

[REDACTED]

✓ Non-Contractual Merit Increases

Previously I forwarded you copies of merit increases approved by the City Manager. As we have discussed, the increase for Monica Logrono is to be held pending a further review.

✓ The City Manager has agreed to allow these increases to be effective August 29, and not September 1, 2016.

✓ As per Dawn, the only change to a health benefit contribution is for Wayne Vriesma. See Dawn for the new amount.

If you have any questions, I can be reached at extension 3935.

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**



CITY OF HACKENSACK

INTEROFFICE COMMUNICATION

REVISION

DATE: Sept. 19  
~~July~~, 2016  
TO: Monica Lofono (Employee Name)  
FROM: David Troast, City Manager  
SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 2,000  
effective December 19, 2016

This adjustment is in recognition of you superior work performance.

Congratulations and keep up the good work.

  
David R. Troast  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File

ISSUED: 9/9/16

| DEPT NAME               | WHITE COLLAR NON-CONTRACTUAL            | LONGEVITY ELIMINATED AFTER 25% @ 4 YRS AFTER 12/1/87 | HERE DATE | LONG % | 2015 RATE  | STIPEND (not incl in 2015) | LONG \$   | HOLIDAY PAY | 2016 MERIT INCREASE | 2016 INCREASE 1.5% | 2016 NEW TOTAL ANNUAL |
|-------------------------|-----------------------------------------|------------------------------------------------------|-----------|--------|------------|----------------------------|-----------|-------------|---------------------|--------------------|-----------------------|
| 120 ANGELO, REGINA      | DEPUTY MUNICIPAL CLERK                  |                                                      | 2/2/2014  |        | 55,000.00  |                            | 0.00      |             | 3,500.00            | 0.00               | 60,500.00             |
| 145 BARNETT, CHRISTINE  | ASST TAX COLLECTOR/TAX RESEARCHER       |                                                      | 1/1/11    | 0.00   | 50,045.19  | 3,000                      | 0.00      |             | 1,000.00            | 915.65             | 62,958.84             |
| 150 CARLSON, ANDREW     | TAX ASSESSOR                            |                                                      | 10/1/92   | 0.12   | 120,472.51 |                            | 14,853.55 |             | 1,500.00            | 1,407.09           | 136,633.15            |
| 145 COCCA, ELISA        | TAX COLLECTOR                           |                                                      | 6/1/06    | 0.00   | 113,345.39 |                            | 0.00      |             | 1,500.00            | 1,700.83           | 116,546.22            |
| 105 CUMBERSBATCH, SIMON | PER-SOONEL DIRECTOR                     |                                                      | 9/29/15   | 0.00   | 115,000.00 |                            | 0.00      |             | 2,000.00            | 3,750.00           | 118,750.00            |
| 300 D'AMORE, JESSIE     | PUBLIC WORKS SUPERINTENDENT             |                                                      | 01/2/88   | 0.14   | 132,246.37 |                            | 19,002.21 |             | 1,500.00            | 1,943.79           | 154,732.28            |
| 331 DABROWSKA, HALINA   | PUBLIC HEALTH NURSE                     |                                                      | 8/2/16    |        |            |                            |           |             |                     |                    | 43,500.00             |
| 331 DEPT, ANNE          | PUBLIC HEALTH NURSE/ PT                 |                                                      | 5/5/15    |        |            |                            |           |             |                     |                    |                       |
| 240 DIAMANTI, GENEVIE   | CLERK STENO I                           |                                                      | 7/2/07    | 0.00   | 51,588.16  |                            | 0.00      |             | 2,500.00            | 773.82             | 54,861.98             |
| 100 DIB, ALBERT H       | LEGAL ASST.                             |                                                      | 8/1/04    | 0.00   | 82,000.23  |                            | 0.00      |             | 2,000.00            | 1,330.00           | 85,330.23             |
| 491 DIVER, LOUIS        | JUDGE OF MUNICIPAL COURT - 217          |                                                      | 6/7/85    | 0.00   | 83,275.71  |                            | 0.00      |             |                     | 1,400.15           | 84,675.86             |
| 100 EHRENBURG, TED      | CITY MANAGER                            |                                                      | 10/1/16   | 0.00   | 170,000.00 |                            |           |             |                     |                    | 170,000.00            |
| 331 FERMAN, KELLY       | PUBLIC HEALTH NURSE                     |                                                      | 1/5/09    | 0.00   | 67,906.03  |                            | 0.00      |             | 1,000.00            | 8,018.39           | 69,924.42             |
| 265 FERGUSON, THOMAS    | FILE CLERK                              |                                                      | 10/2/83   | 0.16   | 171,813.92 |                            | 27,490.23 | 9,965.21    |                     | 0.00               | 209,269.35            |
| 105 HADYKA, MARY ROSE   | CLERK STENO 2                           |                                                      | 01/2/99   | 0.08   | 60,334.48  | 1,700                      | 5,077.20  |             | 500.00              | 398.53             | 66,542.20             |
| 130 HOFFMAN, DAWN       | ADMINISTRATIVE CLERK                    |                                                      | 9/27/92   | 0.12   | 69,277.40  | 1,500                      | 8,913.33  |             | 1,000.00            | 1,400.00           | 83,181.73             |
| 305 INCLIMA, JOSEPH     | ASST DPW SUPERINTENDENT                 |                                                      | 9/23/14   | 0.00   | 65,000.00  |                            | 0.00      |             | 3,000.00            | 0.00               | 68,000.00             |
| 130 KARLSON, DEBORAH    | MUNICIPAL CLERK                         |                                                      | 10/1/14   | 0.00   | 95,000.00  |                            | 0.00      |             | 5,500.00            | 0.00               | 100,500.00            |
| 210 LADOLCETTA, JEANNA  | KEYBOARDING CLERK 1                     |                                                      | 9/29/2014 | 0.00   | 30,430.00  |                            | 0.00      |             | 2,000.00            | 485.75             | 34,552.09             |
| 371 LIOSI, GREG         | DIRECTOR OF CULTURAL ARTS               |                                                      | 1/1/84    | 0.00   | 64,313.60  |                            | 0.00      |             | 3,000.00            | 945.70             | 68,259.30             |
| 265 LOGRONO, MONICA     | CLERK TYPIST/INCLINAL                   |                                                      | 9/7/93    | 0.10   | 48,382.28  |                            | 0.00      |             | 2,000.00            | 784.13             | 51,166.41             |
| 200 LUDWIG, DAVID       | BUILDING NURCODE OFFICIAL               |                                                      | 1/1/94    | 0.00   | 80,453.56  |                            | 0.00      |             | 1,000.00            | 1,206.89           | 83,160.37             |
| 130 MANGER, JAMES       | CFO / PURCHASING AGENT                  |                                                      | 2/2/14    | N/A    | 140,999.28 |                            | 0.00      |             | 3,000.00            | 2,450.00           | 146,449.28            |
| 331 MARTINEZ, LYDIA     | PUBLIC HEALTH NURSE/ PT                 |                                                      | 5/8/06    | 0.00   | 14,29      |                            | 0.00      |             |                     | 0.00               | 14.29                 |
| 100 MCBRIDE, JAN        | KEYBOARDING CLERK 1                     |                                                      | 6/2/14    | 0.00   | 31,480.12  |                            |           |             | 2,000.00            | 477.26             | 34,457.38             |
| 195 MCCUR, KEVIN        | ELECTRICAL NURCODES OFFICIAL            |                                                      | 6/9/14    | 0.00   | 65,975.00  |                            |           |             | 1,500.00            | 999.63             | 67,474.63             |
| 331 MC VIGOR, SUSAN     | HEALTH OFFICER/REGISTERED VITAL STATIST |                                                      | 3/1/97    | 0.00   | 81,886.40  |                            | 0.00      |             | 1,500.00            | 1,128.00           | 84,514.40             |
| 200 MEADE, MICHAEL      | PLUMBING NURCODE OFFICIAL               |                                                      | 9/17/13   | 0.00   | 71,964.62  |                            |           |             | 1,500.00            | 1,074.47           | 74,544.09             |
| 490 PEZZILLO, LIZ       | MUNICIPAL COURT ADMINISTRATOR           |                                                      | 4/17/89   | 0.00   | 98,536.71  |                            | 0.00      |             | 1,500.00            | 1,470.68           | 101,514.76            |

|                        |                                                  |          |      |            |           |          |          |            |
|------------------------|--------------------------------------------------|----------|------|------------|-----------|----------|----------|------------|
| 331 RYAN, MICHELLE     | PUBLIC HEALTH NURSE                              | 9/3/03   | 0.00 | 69,187.95  | 0.00      | 1,000.00 | 2,253.00 | 72,470.95  |
| 120 SAMPY, ALFRED      | KEYBOARDING CLERK I<br>(perm. as of 6/6/01/2011) | 1/21/75  | 0.00 | 30,000.00  |           | 2,500.00 |          | 32,500.00  |
| 206 SCHUBA, LISA       | RECYCLING COORDINATOR                            | 9/0/13   |      |            |           |          |          | 7,500.00   |
| 100 SEDATA, ANTHONY    | ASST PUB WORKS SUPERINTENDENT                    | 6/25/89  | 5.14 | 99,417.24  | 14,337.19 | 1,500.00 | 1,491.36 | 116,745.69 |
| 105 SEHAR, CASSANDRA   | STUDENT ASSISTANT INTERN PROG                    | 5/9/16   | 5%   | 30,000.00  |           | 500.00   | 9.00     | 30,500.00  |
| 195 SECO, ERNEST       | BULK RECODE & CONST OFFICIAL                     | 4/2/07   | 0.00 | 113,324.64 | 0.00      | 1,500.00 | 1,609.27 | 116,524.51 |
| 100 STOUT, JACLYN      | DEPUTY MUNICIPAL MANAGER                         | 10/25/10 | 0.00 | 80,000.00  |           | 1,000.00 | 1,366.00 | 83,000.00  |
| 491 TANYORIAN, RICHARD | WOM. COURT JUDGE                                 | 8/20/13  |      | 36,037.84  |           |          |          | 36,037.84  |
| 130 VILLAFANA, MONICA  | CLERK TYPIST BILINGUAL                           | 1/8/96   | 0.00 | 57,345.50  | 500       | 1,000.00 | 847.25   | 59,754.35  |
| 160 VRESENIA, WAYNE    | PROJECT MANAGER                                  | 6/29/12  |      | 95,000.00  |           | 5,000.00 |          | 100,000.00 |
| 240 ZISA, KEN          | POLICE CHIEF                                     | 12/17/6  |      |            |           |          |          | 233,364.56 |
| 101-101                |                                                  |          |      |            |           |          |          |            |
| HALAZAR, DOUGLAS       | PARKING ENFORCEMENT                              | 4/29/02  | 0.00 | 17.27      | 0.00      |          | 1.36     | 18.53      |
|                        |                                                  |          |      |            |           |          |          |            |

ISSUED 11/4/16



CITY OF HACKENSACK

INTEROFFICE COMMUNICATION

DATE: October 25, 2016  
TO: REGINA ANGELO (Employee Name)  
FROM: Ted M. Ehrenburg, City Manager  
SUBJECT: Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 5,500.00 effective JANUARY 1, 2016.

This adjustment is in recognition of your superior work performance.

Congratulations and keep up the good work.

Ted M. Ehrenburg

Ted M. Ehrenburg  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File

48  
New Bwk  
2015-2016  
21  
211  
Retro  
21  
211





ISSUED 11/4/16

CITY OF HACKENSACK

INTEROFFICE COMMUNICATION

**DATE:** October 25, 2016  
**TO:** DEBORAH KARLSSON (Employee Name)  
**FROM:** Ted M. Ehrenburg, City Manager  
**SUBJECT:** Merit Increase

I am pleased to advise you that I have approved for you to receive a salary increase of \$ 5,500.00 effective JANUARY 1, 2016.

This adjustment is in recognition of your superior work performance.

Congratulations and keep up the good work.

Ted M. Ehrenburg

Ted M. Ehrenburg  
City Manager

Cc: Jim Mangin, CFO  
Nancy Weuste, Payroll  
Dawn Hoffman, Insurance  
Simeon Cumberbatch, Personnel Director  
Employee File

4/

New  
Back 3,000.00  
21.00 =

Retro 21.00 =

0.00



## CITY OF HACKENSACK

### INTEROFFICE COMMUNICATION

DATE: October 31, 2016  
TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
SUBJECT: Payroll Issues for 11-04-16 Pay Cycle

#### Merit Increases

As per the attached directives, City Manager Ted Ehrenburg has authorized the following merit increases:

| <u>Name</u>        | <u>Amount</u> | <u>Effective</u> |
|--------------------|---------------|------------------|
| • Regina Angelo    | \$5,500       | 01-01-16         |
| • Deborah Karlsson | \$5,500       | 01-01-16         |

Could you see that these increases are included in the 10-07-16 pay cycle? Note that the retro payments are back to Jan. 1, 2016. See Dawn for any change in health benefit contributions.

#### Accumulated Absence Payment

Attached is Resolution #381-16 authorizing the accumulated leave payment to former City Manager David Troast. State. Could you see that this included in the next pay cycle as well?

If you have any questions, I can be reached at extension 3935.

Cc: Dawn Hoffman

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**

ISSUED: April 21, 2017



**CITY OF HACKENSACK**  
INTEROFFICE COMMUNICATION

DATE: April 13, 2017  
TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
SUBJECT: Payroll Issues for 04-21-17 Pay Cycle

Accumulated Leave Payments

- ✓ Attached is the resolution for Patricia Ruggiero's accrued time pay-outs. Could you see that this payment is included in this week's pay cycle?
- ✓ Also attached is the authorization for the vacation time owed to William Monarque. This should be included in the April 21 payroll as well.

✓ Susan McVeigh

As per the attached memo, the City Manager has promoted Susan McVeigh to the position of Health Officer. He has authorized a salary increase of \$17,500 retroactive to January 1, 2017. Could you perform this retro calculation and include it in the April 21 payroll?

You should see Dawn regarding the effect this change will have on Susan's health benefit contribution; including any possible retro payment.

If you have any questions, I can be reached at extension 3935.

Co: Dawn Hoffman

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**



TED M. EHRENBURG  
CITY MANAGER

## CITY OF HACKENSACK

65 Central Avenue  
P.O. Box 608  
HACKENSACK, N.J. 07602-0608  
(201) 646-3900  
Fax: (201) 646-8059

### CITY COUNCIL

John P. Labrosse, Jr., MAYOR  
Kathleen Canastino, DEPUTY  
MAYOR  
David Sims  
Leo Battaglia  
Deborah Keeling-Geddis

Date: April 13, 2017  
To: James Mangin, CFO  
From: Ted M. Ehrenburg, City Manager  
Refer: Adjustment of Salary ~ Susan McVeigh, Health Officer

As the new City Manager I have been working on reviewing the salaries of City employees. One of the most recent issues that has come to my attention is Susan McVeigh's salary. In December 2016 Mrs. McVeigh passed her certification exam to become a Licensed Health Officer. This certification now allows Susan to hold the position of Health Officer for the City of Hackensack and receive an increase in her salary.

I have met with Mrs. McVeigh and we mutually agree that her pay would increase retroactively from January 1, 2017. Her base salary of \$81,866 will increase to \$99,366 which is a \$17,500 monetary adjustment. The retroactive payment must be calculated by your department and included in the next payroll. This salary will remain in place and will be revisited in November 2017 when she receives her six month review.

This memo will serve as approval by the City Manager that Mrs. McVeigh has been promoted to Health Officer and will receive an increase in her salary for said promotion. Jim Mangin, CFO will take the appropriate action. Additionally, I would like to congratulate Mrs. McVeigh on her promotion to Health Officer for the City of Hackensack.

Thank you in advance for your anticipated cooperation in this matter.

Respectfully,

*Ted M. Ehrenburg*

Ted M. Ehrenburg  
City Manager

4 New Bwk: \$3,926.71

Cc: Susan McVeigh, Health Officer  
Simeon Cumberbatch, Personnel Director  
Dawn Hoffman, Insurance  
Nancy Weuste, Payroll

Retro  
from 1/1/17  
4/7/17



SIMON N. CUMBERBATCH  
PERSONNEL DIRECTOR

## CITY OF HACKENSACK

65 Central Avenue  
P.O. Box 608  
HACKENSACK, N.J. 07602-0608  
(201) 646-3905  
Fax: (201) 646-1623  
www.hackensack.org

### CITY COUNCIL

JOHN P. LABROSSE, MAYOR  
KATHLEEN CANESTRINO, Deputy Mayor  
DAVID E. SIMS  
LEONARDO BATTAGLIA  
DEBORAH ANN KEELING-GEDDIS

Date: August 1, 2017

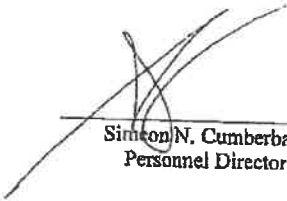
### Notice of Promotion

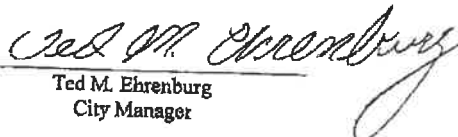
Name: Joseph Inglima

Former Position: Recycling Program Asst Former Pay: \$68,000.00/yr

New Position: Asst DPL Superintendent Effective Pay: \$85,000.00

The above named employee has been given a position to be effective starting 8/1/2017

  
Simon N. Cumberbatch  
Personnel Director

  
Ted M. Ehrenburg  
City Manager

ISSUED: 9/22/17

| WHITE COLLAR NON-CONTRACTUAL | LONGESTY ELIMINATED AFTER 10/1/99<br>2% @ 4 YRS AFTER 12/1/97 | HRB DATE   | LONG % | LONG \$   | HOLIDAY<br>PAY | 2017 annual<br>increase | out of<br>this increase | 2017 NEW TOTAL<br>ANNUAL SALARY | RETRO OWED<br>2017 |
|------------------------------|---------------------------------------------------------------|------------|--------|-----------|----------------|-------------------------|-------------------------|---------------------------------|--------------------|
| EMP NAME                     | TITLE                                                         |            |        |           |                |                         |                         |                                 |                    |
| 120 ANGELO, REGINA           | DEPUTY MUNICIPAL CLERK                                        | 12/24/2014 |        | 0.00      |                | 1,458.75                |                         | 61,458.75                       | 732.98             |
| 145 BARNETT, CHRISTINE       | ASST TAX COLLECTOR/TAX SEARCHER                               | 10/1/11    | 0.10   | 0.00      |                | 1,101.78                |                         | 64,060.62                       | 762.77             |
| 130 CARLSON, ARTHUR          | TAX ASSESSOR                                                  | 03/1/69    | 0.12   | 13,113.49 |                | 2,465.14                |                         | 141,859.23                      | 1,499.64           |
| 145 COCCIA, ELISA            | TAX COLLECTOR                                                 | 6/20/06    | 0.00   | 0.00      |                | 2,440.31                |                         | 119,635.42                      | 1,412.53           |
| 105 CLAMBERT, SIMON          | PERSONNEL DIRECTOR                                            | 12/31/15   | 0.00   | 0.00      |                | 2,477.69                |                         | 130,802.69                      | 1,438.40           |
| 340 FANORE, JESSE            | PUBLIC WORKS SUPERINTENDENT                                   | 6/1/2008   | 0.14   | 19,334.75 |                | 2,375.28                |                         | 187,440.09                      | 1,278.00           |
| 331 DABROWSKA, HALINA        | PUBLIC HEALTH NURSE                                           | 8/6/16     |        |           |                | 761.25                  |                         | 44,261.25                       | 131.75             |
|                              |                                                               |            |        |           |                | 0.37                    |                         | 21.37                           | 203.23             |
| 331 DEFFE, ANNE              | PUBLIC HEALTH NURSE/ PT                                       | 4/15/15    |        |           |                | 0.53                    |                         | 30.53                           | 131.54             |
| 240 DIAMANTI, DENNETT        | CLERK STENO 1                                                 | 02/20/07   | 0.00   | 0.00      |                | 1,290.00                |                         | 56,361.98                       | 1,038.46           |
| 100 DYB, ALBERT H.           | LEGAL ASST.                                                   | 9/1/04     | 0.00   | 0.00      |                | 1,491.53                |                         | 86,721.76                       | 1,032.60           |
| 491 DOWCE, LOUIS             | JUDGE OF MUNICIPAL COURT - PT                                 | 10/27/85   | 0.00   | 0.00      |                | 1,479.30                |                         | 86,006.07                       | 1,074.06           |
| 100 FERNBERG, TED            | CITY MANAGER                                                  | 1/30/16    | 0.10   |           |                | 0.00                    |                         | 170,000.00                      | 0.00               |
| 331 FIERMAN, SHELLY          | PUBLIC HEALTH NURSE                                           | 10/09      | 0.00   | 0.00      |                | 1,750.00                |                         | 71,674.62                       | 1,211.54           |
| 265 FREEMAN, THOMAS          | FIRE CHIEF                                                    | 10/24/83   | 0.16   | 27,490.23 | 9,963.21       |                         |                         | 209,269.35                      | 0.00               |
| 105 GADYKA, MARY ROSE        | Follows Fire Officer Contract                                 | 01/27/99   | 0.08   | 5,164.05  |                | 1,110.44                |                         | 69,741.69                       | 768.90             |
| 130 HOFFMAN, DAWN            | ADMINISTRATIVE CLERK                                          | 04/27/92   | 0.12   | 9,068.29  |                | 1,399.71                |                         | 84,637.41                       | 899.80             |
| 305 INCALONA, JOSEPH         | ASST DPTW SUPERINTENDENT                                      | 9/22/14    | 0.00   | 0.00      |                | 1,487.50                |                         | 86,487.50                       | 1,029.61           |
| 120 KARLSON, DEBORAH         | MUNICIPAL CLERK                                               | 1/6/14     | 0.00   | 0.00      |                | 1,788.75                |                         | 102,258.75                      | 1,217.60           |
| 240 LADOLCETTA, JEANNA       | KEYBOARDING CLERK 1                                           | 9/29/2014  | 0.03   |           |                | 1,000.00                | 1,694.34                | 35,692.09                       | 756.92             |
| 371 LOSI, GREG               | DIRECTOR OF CULTURAL ARTS                                     | 1/1/04     | 0.00   | 0.00      |                | 1,394.97                |                         | 69,473.17                       | 837.23             |
| 265 LOCRONO, MONICA          | CLERK TYPE/STENOCLICAL                                        | 9/17/03    | 0.00   | 0.00      |                | 906.81                  |                         | 52,733.34                       | 627.89             |
| 200 LUDWIG, DAVID            | BUILDING SUPERVISOR OFFICIAL                                  | 11/15/04   | 0.00   | 0.00      |                | 1,465.31                |                         | 84,615.67                       | 1,007.52           |
| 130 MANGIN, JAMES            | CFO / PURCHASING AGENT                                        | 12/1/14    | N/A    | 0.00      |                | 0.00                    |                         | 155,240.96                      | 0.00               |
| 331 MARTINEZ, LYDIA          | PUBLIC HEALTH NURSE/ PT                                       | 5/6/06     | 0.00   | 0.00      |                | 0.25                    |                         | 14.76                           | 24.62              |
| 100 MCBIRDLAN                | KEYBOARDING CLERK 1                                           | 1/6/07/14  | 0.00   |           |                | 750.00                  | 1,758.69                | 37,688.47                       | 519.33             |
| 195 MOCULIE, KEVIN           | ELECTRICAL SUPERVISOR OFFICIAL                                | 6/9/14     | 0.00   |           |                | 1,198.13                |                         | 69,662.76                       | 829.48             |
| 331 MC VEECH, SUSAN          | HEALTH OFFICER/ADMINISTRATOR OF VITAL STATS                   | 11/3/97    | 0.00   | 0.00      |                | 1,796.45                |                         | 103,881.04                      | 1,236.91           |
| 240 MEADE, MICHAEL           | PLUMBING SUPERVISOR OFFICIAL                                  | 4/17/13    | 0.00   |           |                | 1,500.00                |                         | 76,044.00                       | 1,008.46           |
| 490 PEZZILO, LIZ             | MUNICIPAL COURT ADMINISTRATOR                                 | 4/17/89    | 0.00   | 0.00      |                | 1,776.51                |                         | 103,293.27                      | 1,229.89           |

|                |                                                            |                                |          |      |                       |          |                                               |            |          |
|----------------|------------------------------------------------------------|--------------------------------|----------|------|-----------------------|----------|-----------------------------------------------|------------|----------|
| 370            | RUGGIERO, PATRICIA                                         | ASST. SUPERINTENDENT           | 9/6/88   | 0.14 | 11,974.44             | 1,471.84 | 54,000.66<br><small>(prior base only)</small> | 97.51%,16  | 384.98   |
| 331            | RYAN, MICHELLE                                             | PUBLIC HEALTH NURSE            | 9/2/03   | 0.00 | 0.00                  | 1,348.24 |                                               | 73,739.21  | 878.01   |
| 120            | SAABYE, ALLISON<br><small>(comm. as of 06/01/2011)</small> | KEYBOARDING CLERK 1            | 12/4/03  | 0.00 |                       | 588.05   |                                               | 33,868.75  | 393.75   |
| 306            | SCHELL, LISA                                               | RECYCLING COORDINATOR          | 9/1/13   |      |                       | 131.25   |                                               | 7,631.25   | 90.87    |
| 303            | SEIDITA, ANTHONY                                           | ASST. PIR WORKS SUPERINTENDENT | 02/01/89 | 0.14 | 14,588.09             | 1,792.15 |                                               | 118,768.74 | 1,240.72 |
| 103            | SESHADRI, CASSANDRA                                        | STUDENT ASSISTANT INTERN PROG. | 5/9/16   | n/a  | switched to pt hourly | 833.75   |                                               | 31,033.75  | 348.99   |
|                |                                                            |                                |          |      |                       | 0.29     |                                               | 17.04      | 12.90    |
| 195            | BISCO, ERNEST                                              | BLOG EDITOR & CONTENT OFFICIAL | 4/2/07   | 0.00 | 0.00                  | 2,038.16 |                                               | 118,563.69 | 1,411.74 |
| 100            | STOUT, JACLYN                                              | DEPUTY MUNICIPAL MANAGER       | 10/23/10 | 0.00 |                       | 1,487.58 |                                               | 86,487.50  | 1,003.81 |
| 491            | TAKYORIAN ESQ., RICHARD                                    | MUN. COURT JUDGE               | 8/20/13  |      |                       | 631.01   |                                               | 36,488.85  | 436.85   |
| 130            | VILLAFANA, MONICA                                          | CLERK TYPIST 2B/INQUIRY        | 1/30/85  | 0.00 | 0.00                  | 2,808.00 |                                               | 63,124.35  | 1,730.77 |
| 100            | VIRESENA, WAYNE                                            | PROJECT MANAGER                | 6/29/15  |      |                       | 1,950.00 |                                               | 101,750.00 | 1,211.54 |
| 240            | ZIE, A. KEN                                                | POLICE CHIEF                   | 12/1/76  |      |                       | 0.00     |                                               | 223,264.96 | 0.00     |
| <b>101-101</b> |                                                            |                                |          |      |                       |          |                                               |            |          |
| 101            | CASSIDY, DIANA                                             | PARKING ENFORCEMENT            | 9/19/16  | 0.00 | 0.00                  | 0.35     |                                               | 14.35      | 343.00   |
| 101            | FORBES, RICHARD                                            | PARKING ENFORCEMENT            | 3/14/17  | 0.00 | 0.00                  | 0.00     |                                               | 14.00      | 0.00     |
| 101            | SALAZAR, DOUGLAS                                           | PARKING ENFORCEMENT            | 4/28/02  | 0.00 | 0.00                  | 0.32     |                                               | 18.96      | 467.87   |
| 101            | SQUILLACE, JOHN                                            | PARKING ENFORCEMENT            | 3/10/14  | 0.00 | 0.00                  | 0.48     |                                               | 15.69      | 691.20   |

ISSUED: Nov. 3, 2017

| WHITE COLLAR NON-CONTRACTUAL                   |                                               |                         |
|------------------------------------------------|-----------------------------------------------|-------------------------|
| N                                              | LONGEVITY ELIMINATED AFTER 64/10/95           |                         |
|                                                | THRU 4 YRS AFTER 12/1/87                      |                         |
| DEPT NAME                                      | TITLE                                         | 7/1/2017 merit increase |
| 6 J BARNES, CHRISTINE BARNES, CHRISTINE        | ASST TAX COLLECTOR/TAX RESEARCHER             | 1,888.35                |
| 152 CARDONALE, BALHA CARDONALE, BALHA          | BUILDING INSPECTOR                            |                         |
| 150 CARLSON, ARTHUR                            | TAX ASSESSOR                                  | 1,854.76                |
| 145 COCTA, ELISA                               | TAX COLLECTOR                                 | 2,968.58                |
| 105 CUMBERBATCH, SIMON                         | PERSONNEL DIRECTOR                            | 927.31                  |
| 331 DABROWKA, BALINA                           | PUBLIC HEALTH NURSE                           |                         |
| 331 DEFFE, ANNE                                | PUBLIC HEALTH NURSE/ PT                       |                         |
| 240 DIAMANTI, GRENETTE                         | CLERK STENO 1                                 | 2,591.01                |
| 100 DUN, ALBERT R.                             | LEGAL ASST.                                   | 3,888.24                |
| 475 DRUCK, LOUISE                              | JUDGE OF MUNICIPAL COURT - J/T                | 1,519.58                |
| 100 EISENBURG, TED                             | CITY MANAGER                                  | 25,888.00               |
| 331 FREEMAN, SHELLEY                           | PUBLIC HEALTH NURSE                           |                         |
| 263 FREEMAN, THOMAS                            | FIRE CHIEF<br>(Relieved Fire Officer Control) |                         |
| 105 HADYKA, MARY ROSE                          | CLERK STENO 2                                 | 2,889.27                |
| 130 HUFFMAN, DAWN                              | ADMINISTRATIVE CLERK                          | 2,708.89                |
| 505 INGLIS, JOSEPH                             | ASST DPW SUPERINTENDENT                       |                         |
| 120 KARLSON, EMMORAH                           | MUNICIPAL CLERK                               | 2,241.25                |
| 140 LADOLCETTA, JEANNA                         | KEYBOARDING CLERK 1                           | 2,893.00                |
| 571 LOSE, GREG                                 | DIRECTOR OF CULTURAL AFFS                     | 3,809.83                |
| 265 LOOROND, MONICA                            | CLERK TYPE/STENO/QUAL                         | 4,899.66                |
| 200 LUDWIG, DAVID                              | BUILDING SUBCODE OFFICIAL                     | 1,545.35                |
| 130 MANGIN, JAMES                              | CFO / PURCHASING AGENT                        | 28,888.81               |
| 331 MARTINEZ, LYDIA                            | PUBLIC HEALTH NURSE PT                        |                         |
| 100 MCHIDE, JAN                                | KEYBOARDING CLERK 1                           | 4,270.45                |
| 195 MCQUE, KEVIN                               | ELECTRICAL SUBCODE OFFICIAL                   | 1,800.24                |
| 331 MC VIGOR, SUSAN                            | HEALTH OFFICER/REGISTRAR OF VITAL STATIST     | 17,458.95               |
| 200 MEADE, MICHAEL                             | PLUMBING SUBCODE OFFICIAL                     | 1,580.91                |
| 490 PEZZELLO, LIZ                              | MUNICIPAL COURT ADMINISTRATOR                 | 1,123.75                |
| 331 RYAN, MICHELLE                             | PUBLIC HEALTH NURSE                           |                         |
| 120 SAEVIE, ALLISON<br>(born 08 of 05/01/2011) | KEYBOARDING CLERK 1                           | 10,000.00               |
| 106 SCHIBEL, LISA                              | RECYCLING COORDINATOR                         | 1,168.75                |
| 180 SEIDTA, ANTHONY                            | ASST PUB WORKS SUPERINTENDENT                 | 3,788.35                |
| 187 SEDMADEL, CASSANDRA                        | STUDENT ASSISTANT INTERN PROG                 |                         |
| 185 SERCO, ERNEST                              | BLDG SUBCODE & CONST OFFICIAL                 | 2,961.81                |
| 180 STOUT, JACLYN                              | DEPUTY MUNICIPAL MANAGER                      | 858.50                  |
| 491 TAKVORJANESQ, RICHARD                      | MAIN COURT JUDGE                              |                         |
| 132 VILLAFANA, MONICA                          | PURCHASING AGENT                              | 2,588.65                |
| 100 VRIESSEMA, WAYNE                           | PROJECT MANAGER                               | 1,288.00                |
| 101-101                                        |                                               |                         |
| 101 CASSIDY, DIANA                             | PARKING ENFORCEMENT                           |                         |
| 101 FOSHEKUS, RICHARD                          | PARKING ENFORCEMENT                           |                         |
| 101 SALAZAR, DOUGLAS                           | PARKING ENFORCEMENT                           |                         |
| 101 SOULLACE, JOHN                             | PARKING ENFORCEMENT                           |                         |





ISSUED = Nov. 3, 2017

**CITY OF HACKENSACK**  
INTEROFFICE COMMUNICATION

DATE: October 30, 2017  
TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
SUBJECT: Merit / Promotional Increases

The City Manager has approved the following increases and adjustments with the accompanying effective dates:

- ✓ • Deborah Karlsson
  - Merit increase effective 01-01-17
  - Her new health benefit contribution and contribution retro will have to be calculated.
  - The health benefit contributions changes can be put into the subsequent pay cycle.
- ✓ • Anthony Sedita
  - Merit increase effective 07-01-17
  - His new health benefit contribution and contribution retro will have to be calculated.
  - The health benefit contributions changes can be put into the subsequent pay cycle.
- ✓ • Allison Saabye
  - \$10,000 promotional increase
  - Effective 10-10-17
  - Her health benefit contribution changes can be put into the subsequent pay cycle.
- ✓ • Frank Borelli
  - Salary increase of \$4,000
  - Effective Nov. 1, 2017
- ✓ • William Daly
  - Promotion increase of \$20,000
  - Effective Nov. 1, 2017
  - Title information to follow.
- ✓ • Nancy Weuste
  - Merit increase of \$2,000
  - Effective Nov. 1, 2017

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- ✓ • Peter Mazzochi
    - Promotional increase of \$10,000
    - Effective Nov. 1, 2017
    - Title and union information changes to follow.
  - ✗ • Franco Lovaglio
    - Promotional increase of \$9,000
    - Effective Nov. 1, 2017
    - Title and union information changes to follow.
- 2269.23

If you have any questions, I can be reached at extension 3935. .

Cc: Dawn Hoffman

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ISSUED: Nov. 3, 2017



**CITY OF HACKENSACK**  
INTEROFFICE COMMUNICATION

DATE: October 24, 2017  
TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
SUBJECT: Merit Increases for Non-Contractual Employees

The City Manager has authorized merit increases for non-contractual employees according to the attached list. The list displays new salaries. I'm assuming these are base salaries before longevity. Can you check this against your records?

The effective dates for these increases is November 1, 2017, except for the City Manager and myself. The new salaries should be in place for the next pay cycle for the period ending November 3, 2017. Any change to any employee's health benefit contribution will be effective in the subsequent pay cycle – period ending Nov. 17, 2017.

One name was erroneously left off the list. Jeanna LaDolcetta is due a merit increase of \$2,093 as per the attached e-mail.

The effective date for the increase in my salary and the City Manager is July 1, 2017. I need to calculate the retro from that date. Since we are already at the maximum, there is no change to the health benefit contribution.

If you have any questions, I can be reached at extension 3935.

Cc: Dawn Hoffman

RETRO  
J. Mangin

T. EHRENBURG

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# Merit Raises for 2017

## New Salary Amount

|                  |               |
|------------------|---------------|
| X1) Ludwig       | \$86,161.00   |
| X2) McCue        | \$71,465.00   |
| X3) Meade        | \$77,545.00   |
| X4) Sisco        | \$121,525.00  |
| X5) Karlsson     | \$105,500.00  |
| X6) Dib          | \$90,230.00   |
| X7) Ehrenburg    | \$195,000.00  |
| X8) McBride      | \$39,442.00   |
| X9) Stout        | \$87,346.00   |
| X10) Vriesema    | 103,000.00    |
| X11) Llosi       | \$73,279.00   |
| X12) Schiell     | \$8,800.00    |
| X13) Kowal       | \$85,000.00   |
| X14) Inglis      | \$85,000.00   |
| X15) Seldita     | \$107,409.00  |
| X16) Hoffman     | \$78,270.00   |
| X17) Mangin      | \$175,250.00  |
| X18) Villafana   | \$64,725.00   |
| X19) Logrono     | \$56,819.00   |
| X20) McVeigh     | *\$121,338.00 |
| X21) D'Ince      | \$87,525.00   |
| X22) Pezzillo    | \$104,515.00  |
| X23) Cumberbatch | \$121,725.00  |
| X24) Haydka      | \$67,465.00   |
| X25) Diamanti    | \$58,863.00   |
| X26) Carlson     | \$127,780.00  |
| X27) Bahney      | \$65,959.00   |
| X28) Coccia      | \$121,590.00  |
| X29) Cascina     | \$42,800.00   |
| X30) Mattalian   | \$61,050.00   |

\*This raise with terms was agreed upon by the previous City Manager.



**Date:** January 2, 2018

**To:** James Mangin, CFO  
Slimeon N. Cumberbatch, Personnel Director  
Capt. Frank Aquila, (OIC) Hackensack Police Department

**From:** Ted M. Ehrenburg, City Manager

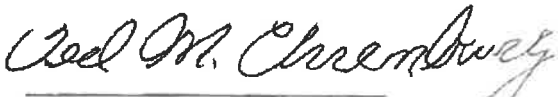
**Re:** Gennette Diamanti ~ *Promotion*

Please accept this memo as my approval for Gennette Diamanti to receive a title change and a raise. Gennette has been employed with the City of Hackensack for eleven years and currently assigned to Hackensack Police Department working for the Officer in Charge of the Hackensack Police Department. As of January 1, 2018, Gennette's new title is "*Confidential Assistant*" and her new salary will be \$63,863.00. Please ensure that her salary is adjusted accordingly.

Gennette Diamanti is a highly respected employee that both the Hackensack Police Department and the City of Hackensack depend on daily for her professional skills and knowledge of the job.

Thank you in advance for your anticipated cooperation with this matter.

Respectfully,

  
\_\_\_\_\_  
Ted M. Ehrenburg, City Manager

**Cc:** Gennette Diamanti, Confidential Assistant



Date: March 20, 2018

To: James Mangin, CFO  
Simeon N. Cumberbatch, Personnel Director

From: Ted M. Ehrenburg, City Manager

Re: Frank Borrelli ~ *Promoted to Technical Assistant Management Information Systems*

Effective Monday, March 19, 2018, please accept this memo as my approval for Frank Borrelli to receive a salary adjustment as the newly promoted *Technical Assistant Management Information Systems* (IT Operations Manager) for the City of Hackensack. His annual salary will be \$50,000.

Please ensure that Mr. Borrelli has finalized any paperwork with the Personnel Department and all forms/ notification have been sent to the Auditing Department.

Congratulations to Mr. Borrelli in his new position and I thank him for his continued service and hard work to the City of Hackensack.

Respectfully,

  
Ted M. Ehrenburg, City Manager

Cc: Frank Borrelli  
Employee File



Date: April 25, 2018

To: James Mangin, CFO  
Simeon N. Cumberbatch, Personnel Director

From: Ted M. Ehrenburg, City Manager

Re: Rose Frontignano ~ *Promoted to Interim Recreation Superintendent*

Effective Wednesday, April 25, 2018, please accept this memo as my approval for Rose Frontignano to receive a salary adjustment as the Interim Recreation Superintendent for the City of Hackensack. Her annual salary will be \$50,000.

Please ensure that Mrs. Frontignano has finalized any paperwork with the Personnel Department and all forms/ notification have been sent to the Auditing Department.

Congratulations to Mrs. Frontignano in her new position and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Rose Frontignano  
Employee File



Date: June 18, 2018

To: James Mangin, CFO  
Simeon N. Cumberbatch, Personnel Director

From: Ted M. Ehrenburg, City Manager

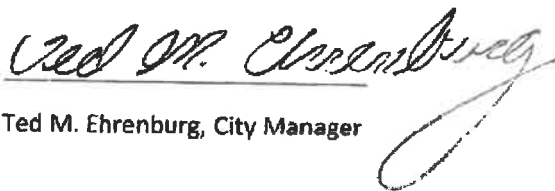
Re: Allison Saabye ~ **Merit Increase ~ Deputy City Clerk**

Effective Monday, June 18, 2018, please accept this memo as my approval for Allison Saabye to receive a salary adjustment in the amount of \$10,000. Ms. Saabye has passed her Municipal Clerks Exam. As per previous discussions, Ms. Saabye would receive this salary increase upon completion of this exam. Her annual salary will now be \$53,068.74.

Please ensure that Ms. Saabye has finalized any updated paperwork with the Personnel Department and all forms/ notification have been sent to the Auditing Department.

Congratulations to Ms. Saabye for scoring a 92 on her exam and best wishes to her in her new position as the Deputy City Clerk for the City of Hackensack. Thank you for your continued service and hard work for the City of Hackensack.

Respectfully,



Ted M. Ehrenburg, City Manager

Cc: Allison Saabye, Deputy City Clerk  
Deborah Karlsson, City Clerk  
Employee File



**James Mangin**

---

**From:** Ted Ehrenburg  
**Sent:** Wednesday, September 26, 2018 12:51 PM  
**To:** James Mangin  
**Cc:** Jaclyn Stout  
**Subject:** 2018 merit Raise.  
**Attachments:** 18-09-25 Merit Raises for 2018 New Salary Amount.docx

Please proceed

**Merit Raises for 2017****New Salary Amount**

|               |              |
|---------------|--------------|
| 1) Stout      | \$100,000.00 |
| 2) Dib        | \$100,000.00 |
| 3) McBride    | \$45,000.00  |
| 4) Kowal      | \$95,000.00  |
| 5) Inglima    | \$105,000.00 |
| 6) Villafana  | \$70,000.00  |
| 7) Hoffman    | \$82,000.00  |
| 8) Dinice     | \$90,000.00  |
| 9) Diamanti   | \$64,000.00  |
| 10) Carlson   | \$130,000.00 |
| 11) Bahney    | \$67,000.00  |
| 12) Coccia    | \$125,000.00 |
| 13) Mattalian | \$64,500.00  |
| 14) Grisback  | \$47,000.00  |



**Date:** October 2, 2018

**To:** James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Personnel Dept.

**From:** Ted M. Ehrenburg, City Manager

**Re:** Cassandra Seshadri~ *Promoted to Confidential Assistant~ Personnel Dept.* \*

Effective Monday, October 1, 2018, please accept this memo as my approval for Cassandra Seshadri to receive a Salary Adjustment. Ms. Seshadri will now retain the title of *Confidential Assistant* for the City of Hackensack Personnel Department. Her salary will be \$65,000.

Please ensure that all Personnel paperwork has been finalized and that her title has been updated in the CAMPS system.

Congratulations to Ms. Seshadri in her new position and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

  
Ted M. Ehrenburg, City Manager

**Cc:** Cassandra Seshadri, Confidential Assistant (Personnel Dept.)\*  
Employee File



Date: October 2, 2018

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Personnel Dept.

From: Ted M. Ehrenburg, City Manager

Re: Gabrielle Cimiluca~ *Promoted to Clerk 2 (REVISED)\**

Effective Tuesday, September 25, 2018, please accept this memo as my approval for Gabrielle Cimiluca to receive the appropriate Contractual Salary Adjustment that is within the City's current salary ordinance. Ms. Cimiluca will now retain the title of Clerk 2 for the City of Hackensack Municipal Court Department. Her salary will be \$45,000.

Please ensure that all Personnel paperwork has been finalized and that her title has been updated in the CAMPS system.

Congratulations to Ms. Cimiluca in her new position and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,



Ted M. Ehrenburg, City Manager

Cc: Gabrielle Cimiluca, Clerk 2 (Municipal Court)  
Employee File



## CITY OF HACKENSACK

### INTEROFFICE COMMUNICATION

DATE: October 10, 2018  
TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
SUBJECT: Payroll Issues – Pay Cycle of p/e 10-19-18

#### Promotions

The City Manager has authorized the following promotions and salary increases upon the identified effective dates below:

| <u>Name</u>        | <u>New Title</u>       | <u>New Salary</u> | <u>Effective</u> |
|--------------------|------------------------|-------------------|------------------|
| Gabrielle Cimiluca | Clerk 2                | \$45,000          | 09-25-18         |
| Cassandra Seshadri | Confidential Assistant | \$65,000          | 10-01-18         |

Could you see that these promotions and retro payments are included in the next payroll cycle? Dawn will supply you with the appropriate changes to their health benefit contributions.

#### Merit Increases

The City Manager has authorized the following merit increases, effective October 1, 2018:

| <u>Name</u>      | <u>New Base Salary</u> | <u>Name</u>       | <u>New Base Salary</u> |
|------------------|------------------------|-------------------|------------------------|
| Jaclyn Stout     | \$100,000              | Albert Dib        | \$100,000              |
| Jan McBride      | \$45,000               | Dawn Hoffman      | \$82,000               |
| Monica Villafana | \$72,000               | Christine Bahney  | \$67,000               |
| Elisa Coccia     | \$125,000              | Art Carlson       | \$130,000              |
| Kathy Grisback   | \$47,000               | Gennette Diamanti | \$64,000               |
| Joe Inghima      | \$105,000              | Fred Kowal        | \$95,000               |
| Ashley Eyer      | \$55,000               | Dean Mattalian    | \$64,500               |
| Louis Dinice     | \$90,000               |                   |                        |

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## James Mangin

---

**From:** Jaclyn Stout  
**Sent:** Thursday, October 11, 2018 8:20 AM  
**To:** James Mangin; Ted Ehrenburg  
**Cc:** Ted Ehrenburg  
**Subject:** RE: Merit Increases

Jim,

Received and Confirmed.

Respectfully,

TE

**From:** James Mangin  
**Sent:** Thursday, October 11, 2018 7:58 AM  
**To:** Ted Ehrenburg  
**Cc:** Jaclyn Stout  
**Subject:** Merit Increases

Ted,

This e-mail will confirm our conversation of yesterday and your decision to increase Monica Villafana's merit increase by \$2,000 to compensate for the like increase in her resulting health benefit contribution.

If you could, would you acknowledge receipt of this confirmation?

Thanks,  
Jim

James A. Mangin  
Chief Financial Officer  
City of Hackensack  
(201) 646-3935



Date: October 12, 2018

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head ~ Personnel Dept.

From: Ted M. Ehrenburg, City Manager

Re: Dawn Chaplain~ *Promoted to Asst. Zoning Officer*

Effective Friday, October 12, 2018, please accept this memo as my approval for Dawn Chaplain to receive a Salary Adjustment. Ms. Chaplain will now retain the title of Asst. Zoning Officer for the City of Hackensack. Her salary will be \$64,500.

Please ensure that all Personnel paperwork has been finalized and that her title has been updated in the CAMPS system.

Congratulations to Ms. Chaplain in her new position and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

A handwritten signature in cursive script, reading "Ted M. Ehrenburg", is written over a horizontal line. The signature is fluid and extends slightly to the right of the line.

Ted M. Ehrenburg, City Manager

Cc: Dawn Chaplain, Asst. Zoning Officer  
Employee File



## **CITY OF HACKENSACK**

### **INTEROFFICE COMMUNICATION**

DATE: October 12, 2018  
TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
SUBJECT: Payroll Issues – Pay Cycle of p/e 10-19-18

#### Promotions

The City Manager has authorized the following promotion and salary increases upon the identified effective dates below:

| <u>Name</u>   | <u>New Title</u>     | <u>New Salary</u> | <u>Effective</u> |
|---------------|----------------------|-------------------|------------------|
| Dawn Chaplain | Asst. Zoning Officer | \$64,500          | 10-12-18         |

Could you see that this promotion is included in the next payroll cycle? Dawn will supply you with the appropriate changes to her health benefit contributions.

If you have any questions, I can be reached at extension 3935.

Cc: Dawn Hoffman

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## **James Mangin**

---

**From:** Jaclyn Stout  
**Sent:** Thursday, October 25, 2018 2:52 PM  
**To:** James Mangin  
**Cc:** Ted Ehrenburg; Cassandra Seshadri  
**Subject:** Merit Increases ~ Clerk's office

**Importance:** High

Jim,

As per Ted, the following merit increases for the Clerk's Office are as follows:

Deborah Karlsson \$116,000  
Allison Saabye \$62,000  
Della Distefano \$40,000

These increases are **retro to Jan. 2018.**

I will circulate an official memo by early next week (hopefully tomorrow).

Thank you,

**Jaclyn M. Stout, C.P.M.**  
**Executive Assistant**  
**City Manager's Office**  
**201-646-3900**  
**Fax: 201-646-8059**



## **CITY OF HACKENSACK**

### **INTEROFFICE COMMUNICATION**

**DATE:** October 25, 2018  
**TO:** Nancy Weuste  
**FROM:** Jim Mangin, CFO  
**SUBJECT:** Payroll Issues – Pay Cycle of p/e 11-02-18

#### Merit Increases

As we discussed earlier this week, the City Manager has now directed that the merit increases given to you for the last pay cycle are now to be retroactive to January 1, 2018. I know you have already started the calculations for the 11-02-18 pay cycle. Dawn will provide the retro adjustments to the affected employees' health benefit contributions.

In addition, the City Manager has also authorized the following additional merit increases, also retroactive to January 1:

| <u>Name</u>       | <u>New Base Salary</u> |
|-------------------|------------------------|
| Gennette Diamanti | \$66,000               |
| Deborah Karlsson  | \$116,000              |
| Allison Saabye    | \$62,000               |
| Della Distefano   | \$40,000               |

#### Simeon Cumberbatch

Attached is a copy of Resolution #411-18, authorizing an accumulated absence pay-out of \$22,856.73 to former Personnel Director Simeon Cumberbatch.

If you have any questions, I can be reached at extension 3935.

Cc: Dawn Hoffman

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## James Mangin

---

**From:** Jaclyn Stout  
**Sent:** Friday, November 02, 2018 12:43 PM  
**To:** Deborah Karlsson; Ted Ehrenburg; James Mangin  
**Cc:** Cassandra Seshadri; Allison Saabye  
**Subject:** RE: merit/promotional increase - Allison Saabye Deputy Clerk

Jim,

I spoke to Ted about this earlier today.

He has approved & confirmed that the below is accurate and the payroll adjustment should be made for next pay. Please handle accordingly.

Thank you,

**Jaclyn M. Stout, C.P.M.**  
**Executive Assistant**  
**City Manager's Office**  
**201-646-3900**  
**Fax: 201-646-8059**

**From:** Deborah Karlsson  
**Sent:** Friday, November 2, 2018 12:35 PM  
**To:** Ted Ehrenburg <tehrenburg@hackensack.org>; James Mangin <jmangin@hackensack.org>  
**Cc:** Jaclyn Stout <jstout@hackensack.org>; Cassandra Seshadri <cseshadri@hackensackdpw.org>; Allison Saabye <asaabye@hackensack.org>  
**Subject:** merit/promotional increase - Allison Saabye Deputy Clerk

All,

Allison received her merit/promotional increase included in today's paycheck. Upon review of the annual salary we found a discrepancy. This was a miscommunication regarding Allison's salary before this increase and the amount that the increase should have been. I have attached my memo from March 16, 2018 stating that Allison was promoted to Deputy Clerk in October 2017 via resolution #361-17, with an increase of \$10,000.00. As stated in the memo Allison was then to receive another \$10,000.00 increase upon certification and another \$10,000.00 within 6 months. The second \$10,000.00 increase was effective June 18, 2018 (upon her certification) see memo also attached. This brought Allison's salary to \$53,068.74 as stated in the attached memo from Ted.

During my meeting with Ted on October 17, 2018 I spoke to him about Allison receiving her merit/promotional increase of \$10,000.00 which would bring her salary to \$63,068.74. I gave the incorrect salary for Allison at that time as \$52,000.00 (actual salary was \$53,068.74). Please adjust her present salary to reflect the correct merit/promotion increase of \$10,000.00, which was agreed upon originally in October 2017 and again during my October 2018 meeting, which would be an additional \$1,068.74.

Please call if you have any questions regarding this email.

Thanks



Date: November 8, 2018

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: Patricia Esteves ~ *Merit Increase* ~ Tax Assessor Dept.

Effective Monday, November 5, 2018, please accept this memo as my approval for Patricia Esteves to receive a Merit Increase. Mrs. Esteves will continue her responsibilities as a Keyboarding Clerk 2 Bilingual for the City of Hackensack Tax Assessor Department. Her salary will be \$50,000.

Please ensure that all Personnel paperwork has been finalized and that her salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Mrs. Esteves and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

  
Ted M. Ehrenburg, City Manager

Cc: Art Carlson, Tax Assessor  
Patricia Esteves, Keyboarding Clerk 2 (Bilingual)  
Employee File



Date: November 8, 2018

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: Sandra Urato ~ *Merit/ Promotional Increase*~ *Auditing/Purchasing Department*

Effective July 1, 2018, please accept this memo as my approval for Sandra Urato to receive a Merit Increase/Promotion. Mrs. Urato will now be promoted to Keyboarding Clerk II (Confidential) for the Auditing/Purchasing Department. Her salary will be \$62,000.

Please ensure that all Personnel paperwork has been finalized and that her salary adjustment/title change has been updated in the CAMPS System/Auditing Department.

Congratulations to Mrs. Urato and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Sandra Urato, Keyboarding Clerk 2  
Employee File



## **CITY OF HACKENSACK**

### **INTEROFFICE COMMUNICATION**

DATE: November 9, 2018  
TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
SUBJECT: Payroll Issues – Pay Cycle of p/e 11-16-18

#### Election Day

Attached are three memos from the City Clerk regarding those employees that worked on Election Day. The memos are self-explanatory. The Edmunds budget account for Elections is:

8-01-20-120-121-101

#### Sandra Urato

Attached is a memo from the City Manager authorizing a promotion of Sandra Urato to position of Keyboarding Clerk II (Confidential). Her salary is to be increased to \$62,000 retroactive to July 1, 2018. Could you see that this increase and retro is included in the 11-16-18 pay cycle?

#### Patricia Esteves

Attached is a memo from the City Manager authorizing a merit increase for Patricia Esteves. Her new salary is \$50,000. I have confirmed with the City Manager that her merit increase is retroactive to January 1, 2018, despite what the memo states. Could you see that this increase and retro is included in the 11-16-18 pay cycle?

#### Allison Saabye

Apparently there was a miscommunication with the recent merit increase for Allison Saabye. Her new salary should have been \$63,068.74 instead of the \$62,000 that we were previously told. Could you adjust this salary for the 11-16-18 pay cycle and include the applicable retro amount?

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**



**Date:** November 20, 2018

**To:** James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

**From:** Ted M. Ehrenburg, City Manager

**Re:** Jeanna LaDolcetta ~ *Merit Increase*

Effective January 1, 2018, please accept this memo as my approval for Jeanna LaDolcetta to receive a Merit Increase in the amount of \$1500.

Please ensure that all Personnel paperwork has been finalized and that her salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Ms. LaDolcetta and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

**Cc:** Gerard Marinelli, Police Director  
Jeanna LaDolcetta  
Employee File



**Date:** January 1, 2019

**To:** James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Personnel Dept.

**From:** Ted M. Ehrenburg, City Manager

**Re:** Bill Daley~ *Merit Increase*

Effective Tuesday, January 1, 2019, please accept this memo as my approval for Bill Daley to receive a \$12,000 Merit Increase. Mr. Daley has consistently displayed his work ethic and professionalism while managing our Parking Utility.

Please ensure that all Personnel paperwork has been finalized and updated in the CAMPS system.

Congratulations to Mr. Daley and I thank him for his continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

**Cc:** Bill Daley (Operations Supervisor of Parking)  
Employee File





**Date:** January 1, 2019

**To:** James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Personnel Dept.

**From:** Ted M. Ehrenburg, City Manager

**Re:** Bridget McLaughlin~ *Merit Increase*

Effective Tuesday, January 1, 2019, please accept this memo as my approval for Bridget McLaughlin to receive a \$10,000 Merit Increase. Ms. McLaughlin has consistently displayed her work ethic and professionalism while assisting Al Borrelli with several zoning issues, applications and meetings.

Please ensure that all Personnel paperwork has been finalized and updated in the CAMPS system.

Congratulations to Ms. McLaughlin and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

**Cc:** Bridget McLaughlin (Building Dept.)  
Ernie Sisco, Construction Official  
Employee File



**Date:** January 1, 2019

**To:** James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Personnel Dept.

**From:** Ted M. Ehrenburg, City Manager

**Re:** Monica Villafana~ *Promoted to Purchasing Agent*

Effective Tuesday, January 1, 2019, please accept this memo as my approval for Monica Villafana to receive a \$10,000 promotional Salary Adjustment.

Mrs. Villafana will now retain the title of Purchasing Agent for the City of Hackensack Auditing Department.

Please ensure that all Personnel paperwork has been finalized and that her title has been updated in the CAMPS system.

Congratulations to Mrs. Villafana in her new position and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

**Cc:** Monica Villafana, Purchasing Agent (Auditing Dept.)  
Employee File



Date: January 1, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Personnel Dept.

From: Ted M. Ehrenburg, City Manager

Re: Editha Garcia~ *Promoted to Violations Clerk*

Effective Tuesday, January 1, 2019, please accept this memo as my approval for Editha Garcia to receive a promotional Salary Adjustment in the amount of \$4,000.

Ms. Garcia will now retain the title of Violations Clerk for the City of Hackensack Municipal Court Department.

Please ensure that all Personnel paperwork has been finalized and that her title has been updated in the CAMPS system.

Congratulations to Ms. Garcia in her new position and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

  
Ted M. Ehrenburg, City Manager

Cc: Editha Garcia, Violations Clerk (Municipal Court)  
Elizabeth Pezzillo, Court Administrator  
Employee File



Date: January 15, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Personnel Dept.

From: Ted M. Ehrenburg, City Manager

Re: Robert Rodriguez~ *Merit Increase*

Effective Tuesday, January 1, 2019, please accept this memo as my approval for Robert Rodriguez to receive a Merit Increase. Mr. Rodriguez's salary should be adjusted to \$65,000 retroactive to 1/1/19.

Please ensure that all Personnel paperwork has been finalized and updated in the CAMPS system.

Congratulations to Mr. Rodriguez and I thank him for his continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Robert Rodriguez  
Joseph Inglima, Dept. Head (DPW)  
Employee File



## CITY OF HACKENSACK

### INTEROFFICE COMMUNICATION

DATE: January 22, 2019  
TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
SUBJECT: Payroll Issues – Pay Cycle Ending 01-25-19

#### Accumulated Absence Payments

Attached are resolutions authorizing the following accumulated absence payments that were approved at the last Mayor & Council meeting:

- |                     |                      |              |
|---------------------|----------------------|--------------|
| • Resolution #24-19 | D/C Kenneth Kalman   | \$116,572.86 |
| • Resolution #26-19 | Captain John McMorow | \$88,603.11  |
| • Resolution #25-19 | Lient. Joseph Pompa  | \$83,540.42  |

These payments should be processed in this pay cycle.

#### Vacation Pay-Outs

Attached are authorizations to pay the following DPW employees who have resigned their entitled vacation payment:

- |                |            |
|----------------|------------|
| • Alberto Diaz | \$403.83   |
| • James Savage | \$3,233.25 |

These payments should also be processed in this pay cycle.

#### City Manager Ted Ehrenburg

As you and I have discussed, City Manager Ted Ehrenburg is entitled to the same salary increases as the White Collar unit. As such he is due an additional 0.75% increase for the period of Jan. 1, 2018 – December 31, 2018. Additionally he is due a salary increase retroactive to Jan. 1, 2019 of 2.5%. I know you have started working on these calculations and these payments should be included in the pay cycle ending 01-25-19.

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**

Robert Rodriguez

Attached are a memo and an e-mail regarding Robert Rodriguez. According to the attached, he is due a salary increase for 2018 and a merit increase for 2019. Also I noticed that he is being charged to the Parks & Playgrounds budget. Could you see that his pay is properly adjusted and he is charged to the DPW Supervisors budget account for 2019?

White Collar Bi-lingual Stipend

As per the MOU with the White Collar unit, the bi-lingual stipend has been increased to \$750 and is now only available to those employees with the proper Civil Service certification. Attached is the official list of those individuals.

Crossing Guards

Previously I gave you the most-recently ratified step guide for Crossing Guards. This includes their step increases which were effective Jan. 1, 2019. These increases should be included in this pay cycle.

With all of the retro payments still be processed include in this pay cycle, process what you can and leave the rest for the subsequent pay cycle. This includes the bi-lingual stipends.

Just let me know which of the various retros we discussed (PBA, PBA OT, White Collar 2018, Non-Contractual 2018, White Collar OT, etc.) are included in this pay cycle and which are not.

I understand the difficulty of all these stipends and I would rather be more accurate than expedient.

If you have any questions, I can be reached at extension 3935.

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**



Date: January 25, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Interim Personnel Director

From: Ted M. Ehrenburg, City Manager

Re: Chuck Blakely - Salary Adjustment - DPW

Effective January 1, 2019, please accept this memo as my approval for Chuck Blakely to receive a merit increase in the amount of \$10,000. Mr. Blakely will continue his job responsibilities within our Department of Public Works.

Please ensure that all Personnel paperwork has been finalized and that his salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Mr. Blakely and I thank him for his continued service to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

\$2,133.93

Cc: Chuck Blakely  
Joseph Inglima, Dept. Head (DPW)  
Employee File



**Date:** January 25, 2019

**To:** James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Interim Personnel Director

**From:** Ted M. Ehrenburg, City Manager

**Re:** Peter Mazzocchi ~ *Salary Adjustment ~ DPW Supervisors Union*

Effective immediately, please accept this memo as my approval for Peter Mazzocchi to receive a salary adjustment as the Supervising Parking Enforcement Officer/ Meter Worker Supervisor for the City of Hackensack.

Mr. Mazzocchi is a member of the DPW Supervisors Union and his salary should reflect \$62,500 as of January 1, 2018. He should also receive a \$2500 step increase as of January 1, 2019. In addition, please include a one-time roll in of the safety class stipend in the amount of \$425.

Respectfully,

Ted M. Ehrenburg, City Manager

**Cc:** Peter Mazzocchi, Meter Worker Supervisor  
Employee File





Date: April 1, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: Melanie Vroeginday ~ *Merit Increase*~ DPW

Effective Monday, April 1, 2019, please accept this memo as my approval for Melanie Vroeginday to receive a Merit Increase. Ms. Vroeginday will continue her responsibilities at the Department of Public Works to include DPW payroll & attendance monitoring, retaining quotes, Edmunds entries and resident calls daily. Her merit increase will be \$10,000.

Please ensure that all Personnel paperwork has been finalized and that her salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Ms. Vroeginday and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Joseph Inglis, Dept. Head (DPW)  
Melanie Vroeginday  
Employee File



## CITY OF HACKENSACK

### INTEROFFICE COMMUNICATION

DATE: April 1, 2019  
TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
SUBJECT: Payroll Issues – Pay Cycle Ending 04-05-19

#### Merit Increase

Attached is a copy of a memo from the City Manager regarding a merit increase for Melanie Vroeginday. The memo is self-explanatory. Could you see that is processed for this payroll cycle?

#### Vacation Pay-Outs

Attached is an authorization to pay DPW employees Carmelo Luppino who resigned 2-8-19 his entitled vacation payment of \$3,382.94. The vacation payment is charged to his home department.

If you have any questions, I can be reached at extension 3935.

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**



## CITY OF HACKENSACK

### INTEROFFICE COMMUNICATION

DATE: April 25, 2019  
TO: Nancy Weuste  
FROM: Jim Mangin, CFO  
SUBJECT: Payroll Issues – Pay Cycle Ending 05-03-19

#### Promotional Increase

The City Manager has approved a promotion to Senior Mechanic for Robert Holzmänn along with a salary increase of \$10,000 retroactive to Feb. 4, 2019. I'll forward the back-up documentation when I receive it. Could you see that is processed for the 05-03-19 payroll cycle?

#### Vacation Pay-Outs

Attached is an authorization to pay Police Officer Scott Costa who resigned 04-14-19 his entitled vacation and comp time payment of \$11,641.49. The vacation payment is charged to his home department.

In this pay cycle we should also pay the vacation entitlement to former Police Director Gerard Marinelli. However, the calculations are still being determined. I will forward you this authorization as soon as I receive it.

#### Board of Election Overtime

Attached are two memos from the City Clerk regarding the overtime and comp time for last week's School Board election. This should be included in next week's pay cycle. Can you remind Josephine that this overtime should be charged to the Elections – Salaries budget?

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**

### Accumulated Leave Pay-Out

Attached is a copy of Resolution #177-198 which authorizes an accumulated absence payment of \$40,105.04 to Tax Assessor Arthur Carlson. Also attached is a copy of the agreement signed by the City and Art Carlson. Please check with Art as I believe he wanted this as a separate check. I don't know if he intends to put any of this toward his deferred comp plan. Can you please check this as well?

### Leave of Absence for Riccardo Terranova

For your records, attached is a copy of Resolution #184-19 which extends Riccardo Terranova's Leave of Absence through April 28, 2019.

### Police Education Stipends

The City Manager has authorized Education Stipends to be paid to several Police Officers, named below. The stipends are retroactive to Jan. 1, 2019. In addition, they are to receive lump sum payments in lieu of retro overtime back to their date of hire. This is similar to the situation we faced last year with Police Officer James Han. I don't recall how you characterized the lump sum payment so that it wasn't pensionable.

Below are the Education Stipends to be paid, retroactive to Jan. 1, 2019 along with the lump sum payments:

| Name                 | Date of Hire | Stipend | Pay Cycles<br>DOH thru<br>2018 | Lump Sum |
|----------------------|--------------|---------|--------------------------------|----------|
| Aaron Rios           | 7/20/2016    | \$1,280 | 64                             | \$3,151  |
| Ioannis Papanikolaou | 1/16/2013    | \$690   | 155                            | \$4,113  |
| Jason Gretkowski     | 11/27/2017   | \$690   | 29                             | \$770    |
| Kley Peralta         | 5/1/2016     | \$1,280 | 69                             | \$3,397  |
|                      |              |         |                                | \$11,431 |

If you have any questions, I can be reached at extension 3935.

Cc: Dawn Hoffman

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**



Date: April 26, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Personnel Dept.

From: Ted M. Ehrenburg, City Manager

Re: Robert Holzmann~ ***Merit/Promotional Increase***

Effective February 4, 2019, please accept this memo as my approval for Robert Holzmann to receive a \$10,000 Merit/Promotional Increase and title change to Senior Mechanic for the Hackensack Department of Public Works. Mr. Holzmann has consistently displayed his work ethic and professionalism while managing our DPW Garage these past few months.

Please ensure that all Personnel paperwork has been finalized and updated in the CAMPS system.

**\*Please note:** Merit/Promotional Increase is retroactive to February 4, 2019.

Congratulations to Mr. Holzmann and I thank him for his continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Joe Inglis, Dept. Head/ Acting DPW Superintendent  
Robert Holzmann, Senior Mechanic  
Employee File



Date: July 12, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

**Re: Frank Borrelli- Merit Increase ~ Technical Assistant Management Information Systems**

Effective Thursday, August 1, 2019, please accept this memo as my approval for Frank Borrelli to receive a Merit Increase. Frank Borrelli will continue his responsibilities as our IT Supervisor/ Arts Coordinator and his merit increase will be \$10,000.

Please ensure that all Personnel paperwork has been finalized and that his salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Mr. Borrelli and I thank him for his continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Frank Borrelli  
Employee File



Date: July 12, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: Alighieri Borrelli ~ *Merit Increase~ Zoning Official/ Rent Stabilization Officer*

Effective Thursday, August 1, 2019, please accept this memo as my approval for Alighieri Borrelli to receive a Merit Increase. Mr. Borrelli will continue his responsibilities as Zoning Official/ Rent Stabilization Officer and his merit increase will be \$10,000.

Please ensure that all Personnel paperwork has been finalized and that his salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Mr. Borrelli and I thank him for his continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Ernie Sisco, Construction Official  
Al Borrelli, Zoning Official  
Employee File



Date: July 12, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

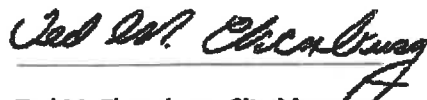
Re: Bill Daley ~ *Merit Increase~ Operations Supervisor of Parking*

Effective Thursday, August 1, 2019, please accept this memo as my approval for Bill Daley to receive a Merit Increase. Mr. Daley will continue his responsibilities as Operations Supervisor of Parking and his merit increase will be \$3,000.

Please ensure that all Personnel paperwork has been finalized and that his salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Mr. Daley and I thank him for his continued service and hard work to the City of Hackensack.

Respectfully,

  
Ted M. Ehrenburg, City Manager

Cc: Bill Daley (Parking Supervisor)  
Employee File





Date: July 18, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: Nancy Weuste ~ *Merit Increase~ Payroll Supervisor/ Pension Fund Supervisor*

Effective Friday, July 19, 2019, please accept this memo as my approval for Nancy Weuste to receive a Merit Increase. Mrs. Weuste will continue her responsibilities as Payroll Supervisor/ Pension Fund Supervisor and her merit increase will be \$6,000 (retro to Jan. 1, 2019).

Please ensure that all Personnel paperwork has been finalized and that her salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Mrs. Weuste and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Nancy Weuste, Payroll  
Employee File



Date: July 22, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

**Re: Nancy Weuste ~ Promotional Increase ~ Payroll Supervisor/ Pension Fund Supervisor**

Effective Thursday, August 1, 2019, please accept this memo as my approval for Nancy Weuste to receive a Promotional Increase for her secondary title of Pension Fund Supervisor. Mrs. Weuste was due to receive this promotional increase upon her promotion in 2013. Mrs. Weuste will continue her responsibilities as Payroll Supervisor/ Pension Fund Supervisor and her promotional increase will be \$8,000 (no retro pay).

Please ensure that all Personnel paperwork has been finalized and that her salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Mrs. Weuste and I thank her again for her continued service and hard work to the City of Hackensack.

Respectfully,

A handwritten signature in cursive script, reading "Ted M. Ehrenburg", is written over a horizontal line.

Ted M. Ehrenburg, City Manager

Cc: Nancy Weuste, Payroll  
Employee File



Date: July 29, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: *John Squillace~ Parking Enforcement Officer*

Effective immediately, please accept this memo as my approval for John Squillace to receive a salary adjustment. Mr. Squillace will continue his responsibilities as a Parking Enforcement Officer but will also serve as the "Lead PEO." He will report all the needs, questions, and issues to our Parking Supervisor, Bill Daley, as needed. His new pay rate will be \$25/hour retro to July 1, 2019.

Please ensure that all Personnel paperwork has been finalized and that his salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Mr. Squillace and I thank him for his continued service and hard work to the City of Hackensack.

Respectfully,



Ted M. Ehrenburg, City Manager

Cc: Captain Peter Busciglio, OIC  
Captain Nicole Foley, Traffic Division  
Bill Daley, Parking Supervisor  
John Squillace, PEO  
Employee File



## **CITY OF HACKENSACK**

### **INTEROFFICE COMMUNICATION**

**DATE:** August 5, 2019  
**TO:** Nancy Weuste  
**FROM:** Jim Mangin, CFO  
**SUBJECT:** Payroll Issues – p/e 08-09-19

#### **Vacation Pay-Outs**

Attached is the authorization for the vacation pay-out of Roy Bendor, who recently resigned from the DPW. Could you see that this payment is included in this week's pay cycle?

In the last pay cycle Josephine Miftari received payment for unused vacation time. However, this didn't include the pro-rated vacation she earned so far in 2019. As such, she is owed an additional \$2,864.82 in vacation time. Can you see that is added to this week's pay? Also check that her Aug. 1 retirement date is in place. She will receive her unused sick time after the resolution has been adopted at the Aug. 20 meeting.

Also attached is the authorization for Robert Holzmann's comp time pay-out, as directed by the City Manager, and the certified resolution for Carl Magby's pay-out. You will recall that Magby received his pay-out in the last pay cycle, but I didn't have a certified copy of the resolution for you.

#### **Merit Increases**

The City Manager has authorized the following merit salary increases effective Aug. 1, 2019. Could you see that these are included in this week's pay cycle:

- |                      |          |
|----------------------|----------|
| • William Daley      | \$3,000  |
| • Alighieri Borrelli | \$10,000 |
| • Frank Borrelli     | \$10,000 |

In addition, the City Manager has authorized the following promotional salary increases:

- |                  |                             |         |              |
|------------------|-----------------------------|---------|--------------|
| • Nancy Weuste   | Payroll Supv/Pension Supv.  | \$8,000 | Aug. 1, 2019 |
| • John Squillace | Lead Parking Enforc Officer | \$25/hr | Jul. 1, 2019 |

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**

These promotional increases and applicable retro pay should also be included in this pay cycle.

As we have previously discussed, the City Manager has also authorized a merit increase for you of \$6,000 retro-active to Jan. 1, 2019. You received this increase and retro payment in the prior pay cycle. I verified the accuracy of your calculations on the retro payment and I thank you for understanding the necessity of this verification.

If you have any questions, I can be reached at extension 3935.

Cc: Ted Ehrenburg

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**



Date: September 1, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: Maria Nunez ~ *Salary Adjustment ~ Health Dept.*

Effective Monday, September 16, 2019, please accept this memo as my approval for Maria Nunez to receive a salary adjustment. Ms. Nunez will continue her responsibilities as a Registrar (Bilingual) for the City of Hackensack Health Department. Her salary increase amount will be \$7,600.

Please ensure that all Personnel paperwork has been finalized and that her salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Ms. Nunez and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,



Ted M. Ehrenburg, City Manager

Cc: Susan McVeigh, Health Officer  
Maria Nunez, Registrar  
Employee File



Date: September 18, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: Elaine Montalbano ~ *Salary Adjustment ~ Municipal Court*

Effective Monday, September 23, 2019, please accept this memo as my approval for Elaine Montalbano to receive a salary adjustment. Ms. Montalbano will continue her responsibilities as a Clerk 2 for the City of Hackensack Municipal Court. Her salary increase amount will be \$5,000 and retro to January 2019.

Please ensure that all Personnel paperwork has been finalized and that her salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Ms. Montalbano and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

A handwritten signature in cursive script, reading "Ted M. Ehrenburg", is written over a horizontal line. The signature is fluid and extends slightly to the right of the line.

Ted M. Ehrenburg, City Manager

Cc: Aarika Will , Court Administrator  
Elaine Montalbano, Clerk 2 (Court)  
Employee File



## **CITY OF HACKENSACK**

### **INTEROFFICE COMMUNICATION**

**DATE:** September 16, 2019  
**TO:** Nancy Weuste  
**FROM:** Jim Mangin, CFO  
**SUBJECT:** Payroll Issues – p/e 09-20-19

#### **Accumulated Absence Pay-Out**

Attached is a copy of Resolution #389-19 authorizing the accumulated leave payment for firefighter Mark Tomaselli. Could you see that this payment is included in this week's pay cycle?

#### **Merit Increases**

The City Manager has authorized a merit increase for Mia Nunez, effective today. This should also be implemented in this week's pay cycle.

#### **Mac Arthur Lee**

For your records, attached is a copy of Resolution #401-19. This resolution authorizes a Leave of Absence for DPW employee MacArthur Lee. We will have to resolve his overpayment issue when he returns.

If you have any questions, I can be reached at extension 3935.

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**





Date: October 7, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: *Felipe Toral ~ Merit Increase ~ Tree Department*

Effective immediately, please accept this memo as my approval for Felipe Toral to receive a Merit Increase. Mr. Toral will continue his responsibilities in the DPW Tree Department and his merit increase will be \$15,000 retro to August 1, 2019.

Please ensure that all Personnel paperwork has been finalized and that his salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Mr. Toral and I thank him for his continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Joe Inglima, Dept. Head (DPW)  
Felipe Toral  
Employee File



## **CITY OF HACKENSACK**

### **INTEROFFICE COMMUNICATION**

**DATE:** November 18, 2019  
**TO:** Nancy Weuste  
**FROM:** Jim Mangin, CFO  
**SUBJECT:** Merit Increases

As we have discussed, the City Manager has authorized merit increases for the following employees, retroactive to Jan. 1, 2019:

|                         |                               |
|-------------------------|-------------------------------|
| • Jaclyn Stout          | \$15,000                      |
| • Joseph Inglima        | \$10,000                      |
| • Izquierdo Holmes      | \$10,000                      |
| • Michael D'Elia        | \$10,000                      |
| • Rose Frontignano      | \$10,000                      |
| • Cassandra Seshadri    | \$10,000                      |
| • Daniel Starkey        | \$6,288 (to Step 9 – DPW CBA) |
| • Kevin McCue           | \$5,000                       |
| • Michael Meade         | \$5,000                       |
| • Patricia Esteves      | \$5,000                       |
| • Capt. Peter Busciglio | \$5,000                       |
| • Sandra Urato          | \$5,000                       |
| • Noreen Veffer         | \$2,000                       |

As we discussed, the retro for these increases cannot be paid in the 11-30-19 pay cycle because it is a "free pay." The retro must be paid in the subsequent pay cycle for the period ending Dec. 14.

If possible, I'd like to see the increases in place for the 11-30 cycle, even if the retro is not included.

Please forward the new salaries to Dawn for the health benefit contribution adjustment, which should occur at the same time as the retro payment.

If you have any questions, I can be reached at extension 3935.

Cc: Dawn Hoffman

**THERE'S NEVER A QUESTION WHEN YOU PUT IT IN WRITING**



Date: November 8, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: ***Joseph Inglima ~ Merit Increase ~ Department of Public Works***

Effective November 18, 2019, please accept this memo as my approval for Joseph Inglima to receive a Merit Increase. Mr. Inglima will continue his responsibilities in the Department of Public Works and his merit increase will be \$10,000 retro to January 1, 2019.

Please ensure that all Personnel paperwork has been finalized and that his salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Mr. Inglima and I thank him for his continued service and hard work to the City of Hackensack.

Respectfully,

  
Ted M. Ehrenburg, City Manager

Cc: Joseph Inglima, DPW Dept. Head  
Employee File



Date: November 8, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: *Izquierdo Holmes ~ Merit Increase ~ DPW City Garage*

Effective November 18, 2019, please accept this memo as my approval for Izquierdo Holmes to receive a Merit Increase. Mr. Homes will continue his responsibilities in the Public Works City Garage and his merit increase will be \$10,000 retro to January 1, 2019.

Please ensure that all Personnel paperwork has been finalized and that his salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Mr. Holmes and I thank him for his continued service and hard work to the City of Hackensack.

Respectfully,

  
Ted M. Ehrenburg, City Manager

Cc: Joseph Inglima, DPW Dept. Head  
Izquierdo Holmes  
Employee File



Date: November 8, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: ***Michael D'Elia ~ Merit Increase ~ DPW City Garage***

Effective November 18, 2019, please accept this memo as my approval for Michael D'Elia to receive a Merit Increase. Mr. D'Elia will continue his responsibilities in the Public Works City Garage and his merit increase will be \$10,000 retro to January 1, 2019.

Please ensure that all Personnel paperwork has been finalized and that his salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Mr. D'Elia and I thank him for his continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Joseph Inglima, DPW Dept. Head  
Michael D'Elia  
Employee File



Date: November 8, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: ***Kevin McCue ~ Merit Increase ~ Building Department***

Effective November 18, 2019, please accept this memo as my approval for Kevin McCue to receive a Merit Increase. Mr. McCue will continue his responsibilities in the Building Department and his merit increase will be \$5,000 retro to January 1, 2019.

Please ensure that all Personnel paperwork has been finalized and that his salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Mr. McCue and I thank him for his continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Ernie Sisco, Construction Official  
Kevin McCue  
Employee File



Date: November 8, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: ***Michael Meade ~ Merit Increase ~ Building Department***

Effective November 18, 2019, please accept this memo as my approval for Michael Meade to receive a Merit Increase. Mr. Meade will continue his responsibilities in the Building Department and his merit increase will be \$5,000 retro to January 1, 2019.

Please ensure that all Personnel paperwork has been finalized and that his salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Mr. Meade and I thank him for his continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Ernie Sisco, Construction Official  
Michael Meade  
Employee File



Date: November 8, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: ***Rose Frontignano ~ Merit Increase ~ Recreation Department***

Effective November 18, 2019, please accept this memo as my approval for Rose Frontignano to receive a Merit Increase. Ms. Frontignano will continue her responsibilities in the Recreation Department and her merit increase will be \$10,000 retro to January 1, 2019.

Please ensure that all Personnel paperwork has been finalized and that her salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Ms. Frontignano and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Rose Frontignano  
Employee File





Date: November 8, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: ***Noreen Veffe ~ Merit Increase ~ Tax Collector's Office***

Effective November 18, 2019, please accept this memo as my approval for Noreen Veffe to receive a Merit Increase. Ms. Veffe will continue her responsibilities in the Tax Collector's Office and her merit increase will be \$2,000.

Please ensure that all Personnel paperwork has been finalized and that her salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Ms. Veffe and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Elisa Coccia, Municipal Tax Collector  
Noreen Veffe  
Employee File



Date: November 8, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: ***Jaclyn Stout ~ Merit Increase ~ City Manager's Office***

Effective November 18, 2019, please accept this memo as my approval for Jaclyn Stout to receive a Merit Increase. Ms. Stout will continue her responsibilities in the City Manager's Office and her merit increase will be \$15,000 retro to January 1, 2019.

Please ensure that all Personnel paperwork has been finalized and that her salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Ms. Stout and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Jaclyn Stout  
Employee File



Date: November 8, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: ***Cassandra Seshadri ~ Merit Increase ~ Personnel Department***

Effective November 18, 2019, please accept this memo as my approval for Cassandra Seshadri to receive a Merit Increase. Ms. Seshadri will continue her responsibilities in the Personnel Department and her merit increase will be \$10,000 retro to January 1, 2019.

Please ensure that all Personnel paperwork has been finalized and that her salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Ms. Seshadri and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Cassandra Seshadri  
Employee File



Date: November 8, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

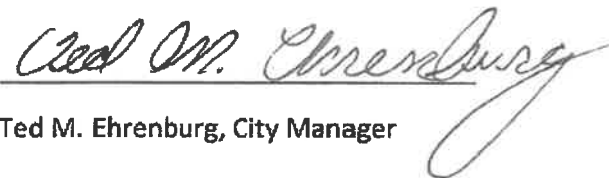
Re: *Patricia Esteves ~ Merit Increase ~ Tax Assessor's Office*

Effective November 18, 2019, please accept this memo as my approval for Patricia Esteves to receive a Merit Increase. Ms. Esteves will continue her responsibilities in the Tax Assessor's Office and her merit increase will be \$5,000 retro to January 1, 2019.

Please ensure that all Personnel paperwork has been finalized and that her salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Ms. Esteves and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

  
Ted M. Ehrenburg, City Manager

Cc: Art Carlson, Tax Assessor  
Sandra Urato  
Employee File



Date: November 12, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: ***Captain Peter Busciglio ~ Merit Increase ~ Police Department***

Effective November 18, 2019, please accept this memo as my approval for Captain Peter Busciglio to receive a Merit Increase. Captain Busciglio will continue his responsibilities as the Officer in Charge in the Police Department and his merit increase will be \$5,000.

Please ensure that all Personnel paperwork has been finalized and that his salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Captain Busciglio and I thank him for his continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Capt. Peter Busciglio, OIC  
Employee File



Date: November 12, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: ***Daniel Starkey ~ Merit Increase ~ Department of Public Works***

Effective November 18, 2019, please accept this memo as my approval for Daniel Starkey to receive a Merit Increase. Mr. Starkey will continue his responsibilities in the Building Maintenance Department of the DPW and his merit increase will be \$6,288, bringing him to step 9 of his union salary guide at \$45,372.

Please ensure that all Personnel paperwork has been finalized and that his salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Mr. Starkey and I thank him for his continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Joseph Ingilma, DPW Dept. Head  
Daniel Starkey  
Employee File



Date: November 14, 2019

To: James Mangin, CFO  
Jaclyn M. Stout, Executive Assistant  
Cassandra Seshadri, Acting Dept. Head (Personnel Dept.)

From: Ted M. Ehrenburg, City Manager

Re: ***Sandra Urato ~ Merit Increase ~ Auditing/Purchasing (REVISED)***

Effective November 18, 2019, please accept this memo as my approval for Sandra Urato to receive a Merit Increase. Ms. Urato will continue her responsibilities in the Auditing/Purchasing Department and her merit increase will be \$5,000 retro to January 1, 2019.

Please ensure that all Personnel paperwork has been finalized and that her salary adjustment has been updated in the CAMPS System/Auditing Department.

Congratulations to Ms. Urato and I thank her for her continued service and hard work to the City of Hackensack.

Respectfully,

Ted M. Ehrenburg, City Manager

Cc: Sandra Urato  
Employee File