

**MINUTES - TOWN COUNCIL WORKSHOP MEETING
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
691 Water Street
OCTOBER 10, 2023**

Mayor Miers opened the workshop meeting of the Belvidere Town Council with the Pledge of Allegiance and the following notice was read in compliance with the Open Public Meetings Act: In accordance with Chapter 231 of the Public Laws of 1975, notice of this meeting was given by way of notice filed with the Express Times NJ Zone and/or the Express-Times or Newark Star Ledger, filed in the Municipal Clerk's Office, posted in Belvidere Town Hall, 691 Water Street, Belvidere NJ and posted on the municipal website belviderenj.net.

Roll Call:

Present - Mayor Miers, Councilwoman Koop, Councilman Mitchell, Councilwoman Napolitani, Councilman Roth

Absent - Councilman Matlock, Councilman Zmigrodski

Adoption of Minutes:

A **motion** was made by Councilman Mitchell, seconded by Councilman Roth with Councilwoman Napolitani abstaining and all others voting "yes" to adopt the September 23, 2023 regular and executive meeting minutes of the Belvidere Town Council.

Public Comment:

There was no public comment at this time.

Matters to be Addressed:

Council received the resignations of Kurt Nillson from the Pool Committee effective immediately and Ralph Price as Construction Official effective December 31, 2023.

A **motion** was made by Councilman Mitchell, seconded by Councilman Roth and carried to move forward with the search for a replacement(s) for Ralph Price.

A **motion** was made by Councilman Roth, seconded by Councilwoman Napolitani and carried approving the Victorian Day event application for 2024 with all recommendations from the Chief of Police and the DPW Deputy Director.

Resolutions:

A **motion** was made by Councilman Roth, seconded by Councilman Mitchell and carried to adopt Resolution No. R2023x73.

RESOLUTION NO. R2023x73

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION TO AMEND AND UPDATE THE PERSONNEL POLICIES AND PROCEDURES MANUAL AND EMPLOYEE HANDBOOK

WHEREAS, the Municipal Excess Liability Joint Insurance Fund ("MEL") has made suggested modifications to the Personnel Policies and Procedures Manual and Employee Handbook ("PPPM") to reflect current changes in law;

NOW, THEREFORE, BE IT RESOLVED by the Belvidere Town Council that the following modifications will be made to the PPPM:

- Americans with Disability Act

Pregnancy, pregnancy-related medical condition, breast feeding or childbirth was added to reflect changes in the law.

- Sick Leave Policy

In accordance with COVID-18-related updates to the Earned Sick Leave Law, an additional reason for which sick leave may be used was added in both the PPPM and the Employee Handbook. In addition, a note was added in both the PPPM and Employee Handbook to clarify that employees may choose to require up to seven (7) days' notice for foreseeable sick leave usage under the Earned Sick Leave Law.

- Alcohol and Drug-Free Workplace

Language that is no longer applicable due to the legalization of cannabis was removed throughout the policy. The language "for certain employment positions" was added after "Cannabinoids" because employers will no longer need to test for cannabis in pre-employment panels for most positions. In the Employee Handbook, the word "unlawful" was removed before "drugs" in order to make clear that the use of cannabis in the workplace is still prohibited.

- Domestic Violence Policy

Letter (E) under the Domestic Violence Reporting Procedures in the PPPM was removed due to it only being applicable to issues between State employees.

- New Jersey Family Leave

An additional reason that leave may be taken was added in both the PPPM and Employee Handbook in accordance with COVID-19 related updates to the law. Changes were also made in the PPPM Policy to reinforce and clarify that NJFLA leave may be taken consecutively, intermittently or on a reduced schedule with little restriction and to clarify the notice requirements for intermittent leave.

- Overtime

The highly-compensated employee overtime exemption was updated from \$100,000 to \$107,432 to reflect current law.

- Personnel Records

Language was added to reflect changes in the law regarding the protection and access of personnel records.

Date: October 10, 2023
Teresa A. Yeisley, RMC/CPM
Municipal Clerk/Administrator

A motion was made by Councilman Roth, seconded by Councilwoman Koop and carried to adopt Resolution No. R2023x74.

RESOLUTION NO. R2023x74

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION AUTHORIZING REFUND OF PREMIUM MONEYS (block 25, lot 26)

WHEREAS, Tax Sale Certificate 2022-012 dated November 14, 2022 on block 25, lot 26 was redeemed on September 18, 2023; and

WHEREAS, the premium paid at the sale in the amount of \$2,200.00 needs to be returned to BALA PARTNERS LLC, lienholder of the aforementioned certificate;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Town Council of the Town of Belvidere hereby authorizes the CFO to make payment in the amount of \$2,200.00 representing said refund.

BALA PARTNERS LLC

PO BOX 303
POTTERSVILLE NJ 07979

Date: October 10, 2023
Teresa A. Yeisley, RMC/CPM
Municipal Clerk/Administrator

A motion was made by Councilwoman Koop, seconded by Councilman Roth and carried to adopt Resolution No. R2023x75.

RESOLUTION NO. R2023x75

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION TO CO-SPONSOR THE WASSAIL TOUR WITH THE BELVIDERE GARDEN CLUB

BE IT RESOLVED by the Belvidere Town Council that the Town of Belvidere hereby authorizes that they will co-sponsor the Wassail Tour with the Belvidere Garden Club and provide the required insurance coverage for same;

BE IT FURTHER RESOLVED that a certified copy of this resolution be provided to the Town's Insurance Risk Manager and the Belvidere Garden Club and that a Certificate of Insurance be provided to the County of Warren for the event.

Certification

I, Teresa A. Yeisley, Municipal Clerk/Administrator, Town of Belvidere, Warren County, New Jersey do hereby certify that the foregoing resolution was duly adopted by the Belvidere Town Council at a regular meeting held on October 10, 2023.

Teresa A. Yeisley, RMC/CPM
Municipal Clerk/Administrator

Ordinances:

A motion was made by Councilman Roth and seconded by Councilman Mitchell to introduce Ordinance No. O2023x07.

ORDINANCE NO. O2023x07

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

AN ORDINANCE TO AMEND CHAPTER 485, ARTICLE IV, SECTION 485-13 (B) OF THE CODE OF THE TOWN OF BELVIDERE ENTITLED "VEHICLES AND TRAFFIC"

BE IT ORDAINED that the Belvidere Town Council hereby amends Chapter 485 of the Code of the Town of Belvidere entitled "Vehicles and Traffic" as follows:

**Chapter 485
Vehicles and Traffic**

**Article IV
Vehicle Exclusions**

§ 485-13. Vehicles over designated weights excluded from certain streets; violations and penalties.

- B. Violations shall be punished by the following fines: for the first offense, \$750.00; for the second offense, \$1,000.00; for the third and subsequent offenses, \$1,250.00.

NOTICE

The foregoing ordinance was introduced at a regular meeting of the Belvidere Town Council

held on October 10, 2023 and was read for the first time. This ordinance will be further considered for final adoption by the Belvidere Town Council at a meeting to be held on November 13, 2023 at Belvidere Town Hall, 691 Water St., Belvidere at 7:00 PM or at any time and place to which said meeting may be adjourned. All interested persons will be given the opportunity to be heard concerning said ordinance at that time. Any member of the general public can obtain a copy of said ordinance at no cost at the Municipal Clerk's Office, 691 Water St., Belvidere, Monday through Friday from 9:00 AM to 4:30 PM.

Roll call:

Ayes - Councilwoman Koop, Councilman Mitchell, Councilwoman Napolitani, Councilman Roth, Mayor Miers

Nays - None

Abstention - None

Recusal - None

Absent - Councilman Matlock, Councilman Zmigrodski

A motion was made by Councilman Roth and seconded by Councilwoman Koop to introduce Ordinance No. O2023x08.

ORDINANCE NO O2023x08

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

AN ORDINANCE TO AMEND CHAPTER 103 OF THE CODE OF THE TOWN OF BELVIDERE ENTITLED "SWIMMING POOL ADVISORY COMMITTEE"

BE IT ORDAINED that the Belvidere Town Council hereby amends Chapter 103 of the Code of the Town of Belvidere entitled "Swimming Pool Advisory Committee" as follows:

**Chapter 103
Swimming Pool Advisory Committee**

§ 103-2. Members; terms; appointment.

The Committee shall consist of five members with a minimum of three members of the general populace who shall be residents of the Town of Belvidere. The Committee members shall be appointed for a term of two years. There shall be allowed up to two alternate members appointed at large, one of whom must be a resident of the Town of Belvidere. All members shall be appointed or removed by the Mayor with the advice and consent of the Council.

NOTICE

The foregoing ordinance was introduced at a regular meeting of the Belvidere Town Council held on October 10, 2023 and was read for the first time. This ordinance will be further considered for final adoption by the Belvidere Town Council at a meeting to be held on November 13, 2023 at Belvidere Town Hall, 691 Water St., Belvidere at 7:00 PM or at any time and place to which said meeting may be adjourned. All interested persons will be given the opportunity to be heard concerning said ordinance at that time. Any member of the general public can obtain a copy of said ordinance at no cost at the Municipal Clerk's Office, 691 Water St., Belvidere, Monday through Friday from 9:00 AM to 4:30 PM.

Roll call:

Ayes - Councilwoman Koop, Councilman Mitchell, Councilwoman Napolitani, Councilman Roth, Mayor Miers

Nays - None

Abstention - None

Recusal - None

Absent - Councilman Matlock, Councilman Zmigrodski

A motion was made by Councilman Roth and seconded by Councilwoman Napolitani to introduce Ordinance No. O2023x09.

ORDINANCE NO. O2023x09

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

BOND ORDINANCE PROVIDING AN APPROPRIATION OF \$135,000 FOR ACQUISITION OF A DUMP TRUCK FOR THE DEPARTMENT OF PUBLIC WORKS IN AND BY THE TOWN OF BELVIDERE, WARREN COUNTY, NEW JERSEY AND AUTHORIZING ISSUANCE OF \$85,000 IN BONDS OR NOTES OF THE TOWN OF BELVIDERE FOR FINANCING PART OF THE APPROPRIATION

BE IT ORDAINED by the Belvidere Town Council (not less than two-thirds of all members affirmatively concurring) as follows:

SECTION 1:

The improvements described in Section 3 of this bond ordinance (the “Improvements”) are hereby authorized to be undertaken by the Town of Belvidere (the “Town”) as capital improvement. For the said Improvement there is hereby appropriated the amount of \$135,000, such sum includes the sum of \$50,000 as a down payment (the “Down Payment”) required by the Local Bond Law of the State of New Jersey, constituting Chapter 2 of Title 40A of the New Jersey Statutes, as amended and supplemented (the “Local Bond Law”). The Down Payment is now available by virtue of provision in one or more previously adopted budgets for down payment for capital improvement purposes.

SECTION 2:

In order to finance the additional cost of the Improvement not covered by application of the Down Payment, negotiable bonds of the Town are hereby authorized to be issued in the principal amount of \$85,000 pursuant to the provisions of the Local Bond Law (the “Bonds”). In anticipation of the issuance of the Bonds and to temporarily finance said improvements or purposes, negotiable bond anticipation notes of the Town are hereby authorized to be issued in the principal amount not exceeding \$85,000 pursuant to the provisions of the Local Bond Law (the “Bond Anticipation Notes” or “Notes”).

SECTION 3:

(a) The improvements hereby authorized and the purpose for the financing of which said obligations are to be used is for the acquisition of a dump truck for the Department of Public Works.

(b) The estimated maximum amount of Bonds or Notes to be issued for the purpose of financing a portion of the cost of the Improvement is \$85,000.

(c) The estimated cost of the Improvement is \$135,000 which amount represents the initial appropriation by the Town.

SECTION 4:

All Bond Anticipation Notes issued hereunder shall mature at such time as may be determined by the chief financial officer of the Town (the “CFO”); provided that no Notes shall mature later than one year from its date. The Notes shall bear interest at such rate or rates and be in such form as may be determined by the CFO. The CFO shall determine all matters in connection with Notes issued pursuant to this ordinance, and the signature of the CFO upon the Notes shall be conclusive evidence as to all such determinations. All Notes issued hereunder may be renewed from time to time subject to the provisions of Section 8(a) of the Local Bond Law. The CFO is hereby authorized to sell part or all of the Notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The CFO is directed to report in writing to the Town Council of the Town at the meeting next succeeding the date when and any sale or delivery of the notes pursuant to this ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the Notes sold, the price obtained and name of the purchaser.

SECTION 5:

The capital budget of the Town is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full details of the amended capital budget and capital program as approved by the Director of the division of Local Government Services, Department of Community affairs, State of New Jersey is on file with the Municipal Clerk and is available for public inspection.

SECTION 6:

The following additional matters are hereby determined, declared, recited and stated:

- (a) The Improvements described in Section 3 of this bond ordinance are not current expenses and are capital improvements or properties that the Town may lawfully make or acquire as general improvements and no part of the cost thereof has been or shall be specially assessed on property specifically benefitted thereby.
- (b) The period of usefulness of the Improvements within the limitations of the Local Bond Law, and according to the reasonable life thereof computed from the date of the Bonds authorized by this Bond Ordinance, is five (5) years.
- (c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Municipal Clerk and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services, Department of Community affairs, State of New Jersey. Such statement shows that the gross debt of the Town, as defined in the Local Bond Law, is increased by the authorization of the Bonds and Notes provided in this bond ordinance by \$85,000 and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.
- (d) An aggregate amount not exceeding \$5,000 for items of expense listed in and permitted under Section 20 of the Local Bond Law is included in the estimated cost of the Improvements, as indicated herein.

SECTION 7:

Any funds received from time to time by the Town as contributions in aid of financing the purposes described in Section 3 of the ordinance shall be used for financing said Improvements by application thereof either to direct payment of the cost of said Improvements or to the payment or reduction of the authorization of the obligations of the Town authorized therefor by this bond ordinance. Any such funds received may, and all such funds so received which are not required for direct payment of the cost of said Improvements shall, be held and applied by the Town as funds applicable only to the payment of obligations of the Town authorized by this bond ordinance.

SECTION 8:

The full faith and credit of the Town are hereby pledged to the punctual payment of the principal of and interest on the obligation authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Town, and the Town shall be obligated to levy ad valorem taxes upon all the taxable property within the Town for the payment of the obligations and the interest thereon limitations of rate or amount.

SECTION 9:

The Chief Financial Officer of the Town is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Town and to execute such disclosure document on behalf of the Town. The Chief Financial Officer is further authorized to enter into the appropriate undertaking to provide

secondary market disclosure on behalf of the Town pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the “Rule”) for the benefit of holders and beneficial owners of obligations of the Town and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Town fails to comply with its undertaking, the Town shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

SECTION 10:

This bond ordinance constitutes a declaration of official intent under Treasury Regulations section 1.150-2. The Town reasonably expects to pay expenditures with respect to the Improvements prior to the date that the Town incurs debt obligations under this Bond Ordinance. The Town reasonably expects to reimburse such expenditures with the proceeds of debt to the incurred by the Town under this bond ordinance. The maximum principal amount of debt expected to be issued for payment of the costs of the Improvement is \$85,000.

SECTION 11:

This bond ordinance shall take effect 20 days after the first publication after final adoption, as provided by the Local Bond Law.

NOTICE

The bond ordinance, the summary terms of which are included herein, was introduced and passed upon first reading at a meeting of the Belvidere Town Council held on October 10, 2023. It will be further considered for final passage after public hearing thereon at a meeting of the Belvidere Town Council to held on November 13, 2023 at 7:00 PM. During the week prior to and up to and including the date of such meeting copies of the full ordinance will be available at no cost and during regular business hours, at the Municipal Clerk’s office for the members of the general public who shall request the same. The summary of the terms of such bond ordinance follows:

Title:	Bond ordinance providing an appropriation of \$135,000 for acquisition Dump Truck for the Department of Public Works for and by the Town of Belvidere in the County of Warren, New Jersey and authorizing the issuance of \$85,000 bonds or notes of the Town of Belvidere for financing part of the appropriation.
Purpose(s):	For the acquisition of a Dump Truck for the Department of Public Works.
Appropriation:	\$135,000
Bonds/Notes Authorized:	\$85,000
Grants (if any) Appropriated:	None
Section 20 Costs:	\$5,000
Useful Life:	5 years

This Notice is published pursuant to N.J.S.A. 40 A:2-17.

Roll call:
Ayes - Councilwoman Koop, Councilman Mitchell, Councilwoman Napolitani, Councilman Roth, Mayor Miers
Nays - None
Abstention - None
Recusal - None
Absent - Councilman Matlock, Councilman Zmigrodski

A motion was made by Councilwoman Koop and seconded by Councilman Roth to introduce Ordinance No. O2023x10.
ORDINANCE NO. O2023x10
TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY
AN ORDINANCE APPROPRIATING THE SUM OF NOT MORE THAN \$100,000
FROM THE CAPITAL FUND IN CONNECTION WITH THE COSTS ATTRIBUTABLE
TO THE CONSTRUCTION OF A SALT SHED FOR THE TOWN

WHEREAS, the Council of the Town of Belvidere wishes to appropriate the sum up to \$91,000 from the American Rescue Plan and \$9,000 from the Capital Improvement Fund in conjunction with the Construction of a Salt Shed for the Town; and

NOW, THEREFORE, BE IT ORDAINED, by the Belvidere Town Council that:

1. There are funds available from the American Rescue Plan awarded to the Town of Belvidere.
2. There is hereby appropriated that sum of up to \$91,000 from the American Rescue Plan of which are currently in the Federal and State Grant Fund of the Town of Belvidere and \$9,000 from the General Capital - Capital Improvement Fund for the aforementioned purchase.
There is no debt authorized by this ordinance.
3. This ordinance shall take effect upon passage following a public hearing to be conducted thereon and publication of notice of final passage with the requirements of the law.

NOTICE

The foregoing ordinance was introduced at a regular meeting of the Belvidere Town Council held on October 10, 2023 and was read for the first time. This ordinance will be further considered for final adoption by the Belvidere Town Council at a meeting to be held on November 13, 2023 at Belvidere Town Hall, 691 Water St., Belvidere at 7:00 PM or at any time and place to which said meeting may be adjourned. All interested persons will be given the opportunity to be heard concerning said ordinance at that time. Any member of the general public can obtain a copy of said ordinance at no cost at the Municipal Clerk's Office, 691 Water St., Belvidere, Monday through Friday from 9:00 AM to 4:30 PM.

Teresa A. Yeisley, RMC/CPM
Municipal Clerk/Administrator

Roll call:

Ayes - Councilwoman Koop, Councilman Mitchell, Councilwoman Napolitani, Councilman Roth, Mayor Miers

Nays - None

Abstention - None

Recusal - None

Absent - Councilman Matlock, Councilman Zmigrodski

Appointments:

A motion was made by Councilwoman Koop, seconded by Councilman Roth and carried to appoint the following to the Pool Committee:

Robert Shelton (Interim Chair), April Mitchell (Secretary), Lauren Ordner (member)

A motion was made by Councilwoman Napolitani, seconded by Councilwoman Koop and carried to appoint Tracey Williamson to the Winterfest Committee

Authorization to Pay Purchase Orders:

A motion was made by Councilwoman Koop, seconded by Councilman Roth and carried authorizing the payment of the purchase orders, as submitted, in the amount of \$560,458.01.

Public Comment:

There was no public comment at this time.

Executive Session:

No executive session was needed at this time.

Adjournment:

A motion was made by Councilwoman Napolitani to adjourn the meeting of the Belvidere Town Council at 7:19 PM.

Teresa A. Yeisley, RMC/CPM
Municipal Clerk/Administrator