

**MINUTES - TOWN COUNCIL REORGANIZATION MEETING
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
691 Water Street
JANUARY 9, 2023**

Mayor Miers opened the reorganization 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 and posted in the Belvidere Town Hall, 691 Water Street, Belvidere NJ and on the municipal website, belviderenj.net.

William Joseph, Town Crier called forth those to be sworn into office.

Oath of Office:

Teresa Yeisley administered the Oath of Office to Donald Mitchell and Glen Matlock.

Roll Call:

Present - Mayor Miers, Councilwoman Koop, Councilman Matlock, Councilman Mitchell, Councilwoman Napolitani, Councilman Roth, Councilman Zmigrodski
Absent - None

Adoption of Orders of the Day:

A motion was made by Councilman Roth, seconded by Councilwoman Napolitani and carried to adopt Robert's Rules of Order as the Council's Orders of the Day.

Election of Council President:

A motion nominating Laurel Napolitani to serve as Council President was made by Councilman Zmigrodski and seconded by Councilman Matlock. No other nominations were made.

Roll call:

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

Nays - None

Abstentions - None

Recusal - None

Absent - None

Mayor's Comments:

Work to continue the financial success of the prior administration with a focus on open communication.

A motion was made by Councilman Mitchell, seconded by Councilman Roth and carried to confirm the appointment of William Joseph as the official Town Cier for the Town of Belvidere.

Appointments:

A motion was made by Councilman Zmigrodski, seconded by Councilman Matlock and carried confirming the following appointments:

Professionals:

Municipal Attorney (one year term). - **Kevin Benbrook**

Registered Municipal Accountant (one year term) - **Nisivoccia & Co.**

Bond Counsel (one year term) - **John Draikiwicz**

Public Defender (one year term) - **Scott Wilhelm**

Sewer Utility Clerk (one year term) - **Rebecca Schneck**

Municipal Prosecutor (one year term) - **John Caleca, III**

A motion was made by Councilwoman Napolitani, seconded by Councilwoman Koop and carried confirming the following appointments:

Police Department:

Special Police Officers (one year term) - **Craig Metz, Tracy Marsh, John Mahieu**

Crossing Guards (one year term) - **Nancy Dietz, Helena Vasili, James Patrick, Lester Hoffman, Cori Stout, James Hosterman(substitute), Pam Laflier (substitute)**

A motion was made by Councilman Zmigrodski, seconded by Councilman Matlock and carried to confirm the appointment of Joseph Roth as NPP liaison.

A motion was made by Councilman Matlock, seconded by Councilwoman Koop and carried confirming the following appointments:

Sewer Appeals Committee:

Chairperson (one year term) - **Adam Zmigrodski**

Member (one year term) - **Laurel Napolitani**

A motion was made by Councilman Zmigrodski, seconded by Councilman Matlock and carried to confirm the following appointments:

Historic Commission:

Class C term expires 2025 - **Sandra Beck**

Class A term expires 2025 - **Michael Lucas**

A motion was made by Councilwoman Napolitani, seconded by Councilman Matlock and carried to confirm the following appointment:

Environmental Commission:

Chairperson term expires 2025 - **Tammy Koop**

A motion was made by Councilman Roth, seconded by Councilwoman Koop and carried confirming the following appointments:

Council Member Committees

Police - **Laurel Napolitani, Chairperson and Joseph Roth, Vice Chairperson**

Finance - **Tammy Koop, Chairperson and Adam Zmigrodski, Vice Chairperson**

Department of Public Works - **Adam Zmigrodski, Chairperson and Tammy Koop, Vice Chairperson**

Recreation and Education - **Joseph Roth, Chairperson and Laurel Napolitani, Vice Chairperson**

Historic, Land Use, Environmental and Shade Tree - **Glen Matlock, Chairperson and Donald Mitchell, Vice Chairperson**

Fire, Rescue and Public Utilities - **Donald Mitchell, Chairperson and Glen Matlock, Vice Chairperson**

Resolutions:

A motion was made by Councilman Zmigrodski, seconded by Councilman Matlock and carried to adopt Resolutions R2023x01 through R2023x11.

RESOLUTION NO. R2023x01

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPER AND THE 2023 MEETING SCHEDULES AS REQUIRED BY THE OPEN PUBLIC MEETINGS ACT

WHEREAS, Section 3D of the Open Public Meetings Act, Chapter 231, P.L. 1975 requires that certain notices of meetings be submitted to one (1) newspaper, which shall be the Express Times NJ Zone, the official newspaper, with the Express Times and the Newark Star Ledger as the secondary official newspapers; and

WHEREAS Section 13 of the Open Public Meetings Act, Chapter 231, P.L. 1975, requires that at least once a year, not later than January 10th of such year, this public body shall post and mail to newspapers designated by said body, a schedule of the location, time and date of such work sessions and regular meetings of said body during the succeeding year;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Belvidere, County of Warren and State of New Jersey, as follows:

When available, you can also join the Town Council meeting by Zoom VIDEO when available.

To join the meeting AUTOMATICALLY via VIDEO through this link:
<https://us02web.zoom.us/j/5856542415>

To join the meeting MANUALLY via VIDEO enter this meeting ID: 585 654 2415

How to UNMUTE yourself on video:

Windows: Press the Alt + A keyboard keys

Mac: Press the Shift + Command + A keyboard keys

How to Raise your Hand on VIDEO:

Windows: Press the Alt + Y keyboard keys to raise or lower your hand.

Mac: Press the Option + Y keyboard keys to raise and lower your hand.

Please be advised that upon entering the meeting you will be muted and will be in "listen only" mode. When the meeting is open for public comment, you may raise your hand by pressing *9 (for phone users) and you will be recognized by the host. At that time you will be heard by the Council.

If you would rather not use this technology, you may email your questions or comments in advance of the meeting to Teresa Yeisley, Municipal Clerk at clerk@belvidere-nj.org. Please send your email by 11:00 AM the day of the meeting and include your name and address and your questions or comments will be addressed.

You can also join the Town Council Zoom meeting through **Audio Conference Only** by dialing one of the toll free numbers below and when prompted, enter the meeting ID 585 654 2415.

888-788-0099 877-853-5247

Please be advised that upon entering the meeting you will be muted and will be in "listen only" mode. When the meeting is open for questions or comments, you may raise your hand by pressing *9 and you will be recognized by the host. At that time you will be able to be heard by the Council.

If you would rather not use this technology, you may email your questions or comments by 12:00 PM the day of the meeting to Teresa Yeisley, Municipal Clerk at clerk@belvidere-nj.org and your questions or comments will be addressed. Please include your name and address in the email.

TOWN OF BELVIDERE
MEETINGS OPEN TO THE PUBLIC
Year 2023

TOWN COUNCIL

The Belvidere Town Council will meet on the second and fourth Mondays of each month at 7:00 PM at Belvidere Town Hall, 691 Water St., Belvidere NJ. Any additional meetings, meeting date changes or meeting cancellations deemed necessary by the Belvidere Town Council will be advertised accordingly. The public is invited to attend all meetings. Action may be taken.

ENVIRONMENTAL COMMISSION

Fourth Thursday of each month at 7:00 P.M. in the Belvidere Town Hall, 691 Water Street, Belvidere, N.J.

HISTORICAL PRESERVATION COMMISSION

Second Thursday of each month at 7:00 P.M. in the Belvidere Town Hall, 691 Water Street, Belvidere, NJ.

PLANNING BOARD

First Tuesday of each month at 7:00 p.m. when there is business before the board, in the Belvidere Town Hall, 691 Water Street, Belvidere, NJ.

SHADE TREE COMMISSION

First Thursday of each month at 7:00 p.m. in the Belvidere Town Hall, 691 Water Street, Belvidere, NJ.

NEIGHBORHOOD WATCH COMMITTEE

First and third Tuesday of each month at 7:00 P.M. at Belvidere Town Hall, 691 Water Street,

Belvidere, N.J.

All meetings will be held as indicated, unless otherwise advertised.

Certification

I, Teresa A. Yeisley, Municipal Clerk/Administrator, Town of Belvidere do hereby certify that the foregoing resolution was duly adopted by the Belvidere Town Council at the reorganization meeting held on January 9, 2023.

**RESOLUTION NO. R2023x02
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
A RESOLUTION TO INSTITUTE A FEE FOR DUPLICATE
TAX SALE CERTIFICATE**

WHEREAS, P.L. 1990.c90 was amended and signed into law that allows municipalities to issue duplicate tax sale certificates at a fee not to exceed \$100.00

THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Belvidere on this 1st day of January 2023 that a fee of \$100.00 be instituted for the issuance of a duplicate tax sale certificate.

Dated: January 9, 2023
Teresa A. Yeisley, R.M.C./C.P.M.
Municipal Clerk/Administrator

**RESOLUTION NO. R2023x03
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
A RESOLUTION TO AUTHORIZE THE TAX COLLECTOR
TO CANCEL BALANCES UNDER \$10.00 IN 2023**

WHEREAS, the Tax Collector has overpayments and underpayments of taxes for 2023 in the amount of \$10.00, and that they be canceled; and

NOW, THEREFORE, BE IT RESOLVED by the mayor and Town Council of the Town of Belvidere that all overpayments of \$10.00 and under be cancelled to surplus, and balances of \$10.00 and under be cancelled.

Dated: January 9, 2023
Teresa A. Yeisley, R.M.C./C.P.M.
Municipal Clerk/Administrator

**RESOLUTION NO. R2023x04
TOWN OF BELVIDERE
WARREN COUNTY, STATE OF NEW JERSEY
A RESOLUTION ESTABLISHING 2023 RATE OF INTEREST
FOR NON-PAYMENT OF TAXES AND ASSESSMENTS**

BE IT RESOLVED that the rate of interest to be charged for the nonpayment of taxes and assessments shall be 8% per annum on the first \$1,500.00 due and 18% per annum on any amount over \$1,500.00; however, no interest shall be charged if payment of any installment is made within ten (10) days after the date upon which the same becomes payable.

ALSO BE IT RESOLVED that a penalty of 6% shall be charged to the taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year.

Dated: January 9, 2023
Teresa A. Yeisley, R.M.C./C.P.M.

Municipal Clerk/Administrator

**RESOLUTION NO. R2023x05
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
RESOLUTION DESIGNATING DEPOSITORIES**

BE IT RESOLVED by The Town of Belvidere on January 1, 2023 that the following banks be and are hereby designated as depositories for the above mentioned Town of Belvidere's public monies as herein set forth:

New Jersey Cash Management Fund
TD Bank North
PNC Bank
Valley National Bank
Bank of America

BE IT FURTHER RESOLVED by the Mayor and Town Council of the Town of Belvidere that the Chief Financial Officer of the Town of Belvidere is hereby authorized and directed to deposit the public monies of the Town of Belvidere in such institutions.

Dated: January 9, 2023
Teresa A. Yeisley, R.M.C./C.P.M.
Municipal Clerk/Administrator

**RESOLUTION NO. R2023x06
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
A RESOLUTION TO AUTHORIZE THE SEWER UTILITY CLERK
TO CANCEL BALANCES UNDER \$5.00 IN 2023**

WHEREAS, the Sewer Utility Clerk has overpayments and underpayments of sewer charges for 2023 in the amount of \$5.00, and that they be canceled; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Belvidere that all overpayments of \$5.00 and under be canceled to surplus, and balances of \$5.00 and under be canceled.

Dated: January 9, 2023
Teresa A. Yeisley, RMC./CPM
Municipal Clerk/Administrator

**RESOLUTION NO. R2023x07
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
A RESOLUTION FOR TEMPORARY APPROPRIATIONS - 2023**

WHEREAS, Title 40A:4-19 known as the Local Budget Law provides that where any contracts, commitments or payments are to be made prior to the final adoption of the 2023 budget, temporary appropriations be made for the purpose and amounts required in the manner and time therein provided, and;

WHEREAS, the total appropriations in the 2022 budget, less appropriations made for Capital Improvement Fund, Debt Service and Deferred Charges are as follows:

General Fund:	\$3,443,926.74	
Sewer Utility Fund:	\$656,000.00	
Pool Utility Fund:	\$136,795.00	and;

WHEREAS, 26.25% of the total appropriations in the 2022 budget less the appropriations made for Capital Improvement Fund, Debt Service and Deferred Charges are as follows:

General Fund: \$904,030.77
Sewer Utility Fund: \$172,200.00
Pool Utility Fund: \$35,908.69

NOW, THEREFORE, BE IT RESOLVED by the Belvidere Town Council that the temporary appropriations be made in the amount of \$904,030.77 for the General Fund, \$172,200.00 for the Sewer Utility Fund and \$35,908.69 for the Pool Utility Fund and that a certified copy of this resolution be transmitted to the Chief Financial Officer for record keeping.

Certification

I, Teresa A. Yeisley, Municipal Clerk, Town of Belvidere, Warren County, New Jersey do hereby certify the foregoing resolution to be a true and correct copy of the resolution adopted by the Belvidere Town Council at a meeting held on.

**RESOLUTION NO. R2023x08
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
A RESOLUTION TO DESIGNATE A RISK MANAGEMENT CONSULTANT**

WHEREAS, the Town of Belvidere has resolved to join the Public Alliance Insurance Coverage Fund (“PAIC”) following a detailed analysis; and

WHEREAS, the Bylaws of PAIC require that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicate that PAIC shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee;

NOW, THEREFORE, BE IT RESOLVED that the Town of Belvidere hereby appoints **Public Entity Advocates** as its Risk Management Consultant in accordance with the Fund’s Bylaws.

Certification

I, Teresa A. Yeisley, Municipal Clerk/Administrator, Town of Belvidere do hereby certify that the forgoing resolution was duly adopted by the Belvidere Town Council at the reorganization meeting held on January 9, 2023.

**RESOLUTION NO. R2023x09
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
A RESOLUTION APPOINTING A SAFETY COORDINATOR AND ALTERNATE SAFETY COORDINATOR TO THE PUBLIC ALLIANCE INSURANCE COVERAGE FUND**

BE IT RESOLVED, by the Town Council of the Town of Belvidere that it hereby appoints Teresa A. Yeisley as the Safety Coordinator and Matthew Scott as the Alternate Safety Coordinator to the Public Alliance Insurance Coverage Fund ; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the following:

Teresa A. Yeisley (Safety Coordinator)
Matthew Scott (Alternate Safety Coordinator)
Public Alliance Insurance Coverage Fund

Certification

I, Teresa A. Yeisley, Municipal Clerk/Administrator, Town of Belvidere do hereby certify that the forgoing resolution was duly adopted by the Belvidere Town Council at the reorganization meeting held on January 9, 2023.

**RESOLUTION NO. R2023x10
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
A RESOLUTION TO ESTABLISH THE SEWER USER CHARGE
FOR YEAR 2023**

WHEREAS, Ordinance O2004x16 allows the Belvidere Sewer Utility user rate to be established annually by resolution;

NOW, THEREFORE, BE IT RESOLVED that the sewer user charge for the year 2023 shall be \$560.00 per equivalent dwelling unit.

Dated: January 9, 2023
Teresa A. Yeisley, RMC/CPM
Municipal Clerk/Administrator

**RESOLUTION NO. R2023x11
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
A RESOLUTION AUTHORIZING THE APPLICATION FOR A GRANT FOR THE
REPLACEMENT OF THE MUNICIPAL POOL LINER AND UPDATE
OUTBUILDINGS THROUGH THE NEW JERSEY DEPARTMENT OF COMMUNITY
AFFAIRS AND THE EXECUTION OF SAID GRANT**

WHEREAS, the Town of Belvidere desires to apply and obtain a grant from the New Jersey Department of Community Affairs (Department) for approximately \$100,000.00 to carry out a project to replace the municipal pool liner update outbuildings;

NOW, THEREFORE, BE IT RESOLVED 1) that the Town of Belvidere does hereby authorize the application for said grant; and 2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the Department, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Town of Belvidere and the Department;

BE IT FURTHER RESOLVED that Kathleen Miers, Mayor and Teresa Yeisley, Municipal Clerk/Administrator are hereby authorized to sign the application and that they or their successors in said titles are authorized to execute the agreement and any other documents necessary in connection therewith.

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 their reorganization meeting held on January 9, 2023.

Councilman Roth advised that a mailer will go out soon urging residents to join the rapid notification system and also advised on his efforts to stimulate volunteerism.

Public Comment:

William Joseph thanked the Council for his appointment as Town Crier.

A motion was made by Councilwoman Napolitani to adjourn the reorganization meeting of the Belvidere Town Council at 7:18 PM.

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