

**MINUTES - TOWN COUNCIL MEETING
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
691 Water Street
JULY 25, 2022**

Mayor Kennedy opened the regular 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 Warren County 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. This meeting was also advertised in accordance with the law as a virtual ZOOM meeting with instructions to the public for attendance and comment.

Roll Call:

Present - Mayor Kennedy, Councilwoman Miers, Councilman Mitchell, Councilwoman Napolitani, Councilman Roth, Councilman Zmigrodski
Absent - Councilman Matlock

Adoption of Minutes:

A **motion** was made by Councilwoman Miers, seconded by Councilwoman Napolitani and carried to adopt the June 27, 2022 regular and executive meeting minutes of the Belvidere Town Council.

Public Comment:

Linda Stettler - salary resolution and Zoning Official

Committee Reports:

Councilman Mitchell - Good Will Fire requested that the alley between Third and Fourth Streets be cut back to allow for emergency vehicles. Duck race tickets are still available.

Councilman Roth - quotes are being sought for repair/replacement of the air conditioning units at the CCB.

A Zoom meeting was held on July 21st with the website designer. We are looking at a three-month time line to go live with the new website.

The pool is having a very good year. Anthony Bocchino conducted a defib/CPR training course for the staff at the pool. The small slide has been relocated.

NPP was informed that the lots near the boat ramp are in a wildlife management area which may hamper some of their plans for the area. They continue to work on this matter.

Councilman Roth initiated a discussion about a "cottage district" which would allow for home retail space.

A **motion** was made by Councilman Roth, seconded by Councilman Zmigrodski and carried to send a letter to the Belvidere Planning Board requesting that they evaluate the potential for a "Cottage Industry District" in the general business area.

Councilwoman Miers - sent out the six-month financials. Finance has reviewed the allowable expenses for the CARES funding of approximately \$41,000.

Councilwoman Napolitani - PD not supportive of the bike path. Attended the Heritage Committee Zoom meeting where they reviewed the scheduled events. They are in need of volunteers. In the first six months, the PD has responded to 2,599 calls, 750 of which were traffic related. The Chief would like to address the SLEO pay rate in 2023. A review of the court finances was provided in the Council packets. The court received positive financial and procedural audits. The AOC Manager indicated that the Administrator has done an exceptional job.

Councilman Zmigrodski - no report at this time.

Teresa Yeisley - no report at this time.

Kevin Benbrook - no report at this time.

Mayor Kennedy - provided a resume for a potential Zoning Official to Kevin Benbrook and Teresa Yeisley.

Mayor Kennedy appointed Teresa Yeisley as interim Zoning Official until a permanent official can be hired.

Correspondence:

There was no correspondence addressed at this time.

Previous Business:

Council agreed that they will discontinue Zoom coverage of Council meetings at this time.

A motion was made by Councilman Roth, seconded by Councilwoman Miers and carried to approve the horse and carriage ride and route for Heritage Day.

A motion was made by Councilman Zmigrodski, seconded by Councilman Roth and carried to begin the process of vacating Vannatta Place.

New Business:

A motion was made by Councilwoman Miers, seconded by Councilman Roth and carried to approve raffle license application RL2022-13 for the Belvidere American Legion.

A motion was made by Councilwoman Miers, seconded by Councilman Roth and carried to approve raffle license applications RL2022-14, RL2022-15 and RL2022-16 for the Friends of the Washington Public Library.

A motion was made by Councilman Roth, seconded by Councilwoman Napolitani and carried to approve the Goblin Market, as reviewed by the Events Committee, to be held on October 30th.

A motion was made by Councilman Roth, seconded by Councilwoman Miers and carried to approve the execution of a MOU with Warren County for use of the RAVE system.

A motion was made by Councilman Zmigrodski, seconded by Councilwoman Miers and carried to authorize a contract with Max Spann RE & Auction Co. to auction the property at 401 Greenwich Street.

Resolutions:

A motion was made by Councilman Roth, seconded by Councilwoman Miers with Councilman Zmigrodski voting “no” and all others voting “yes” to adopt Resolution No. R2022x64.

RESOLUTION NO. R2022x64

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION AUTHORIZING LOCAL SUPPORT FOR THE APPLICATION OF TGC NEW JERSEY , LLC TO OPERATE AS AN ADULT USE CANNABIS CULTIVATION CENTER AND MANUFACTURING FACILITY WITHIN THE TOWN

WHEREAS, the New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act (“NJCREAMM Act”), authorizes municipalities to enact an ordinance or regulation to: determine which and how many of each class of cannabis businesses are allowed in their jurisdiction; regulate location and hours of operation for cannabis businesses permitted to operate within the municipality; institute additional local approval processes; enact civil penalties for violations within the municipality; and to weigh in with the New Jersey Cannabis Regulatory Commission (“CRC”) on preferences for license applicants; and

WHEREAS, pursuant to the enabling authority granted to the Town of Belvidere (“Town”) under the NJCREAMM Act, the Town has enacted Ordinance O2021x02 (“Cannabis

Ordinance”) for the purpose of permitting the operation of adult use/medical cannabis cultivation centers, manufacturing facilities and testing facilities within certain zoning districts of the Town as set forth in the Cannabis Ordinance; and

WHEREAS, the Cannabis Ordinance does not impose a limit on the number of licensed cannabis businesses permitted in the Town; and

WHEREAS, TGC New Jersey, LLC, a New Jersey limited liability company, is an applicant for adult use cannabis establishment licenses to operate as a cultivation center and a manufacturing facility and is seeking a resolution of local support for its licenses pursuant to the NJCREAMM Act license application requirements (“Resolution of Local Support”); and

WHEREAS, TGC New Jersey, LLC has demonstrated to the Town’s satisfaction that (a) the location proposed for its cultivation and manufacturing operations meets the local zoning requirements for said cannabis establishments; and

WHEREAS, having determined that TGC New Jersey, LLC meets the applicable requirements for a Resolution of Local Support as required under the NJCREAMM Act and the Cannabis Ordinance, the Town has approved TGC New Jersey, LLC’s request for a Resolution of Local Support;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Belvidere approves TGC New Jersey, LLC’s request for a Resolution of Local Support

BE IT FURTHER RESOLVED that by providing this Resolution of Local Support to TGC New Jersey, LLC, the Town will not exceed any limit on the number of licensed cultivation centers and manufacturing facilities permitted under the Cannabis Ordinance, as there is no such limit.

BE IT FURTHER RESOLVED that the Municipal Clerk is directed to send a copy of this Resolution to the CRC and TGC New Jersey, LLC.

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 July 25, 2022.

A motion was made by Councilman Roth, seconded by Councilman Mitchell and carried to adopt Resolution No. R2022x65.

RESOLUTION NO. R2022x65

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION TO HIRE AND PAY EMPLOYEES FOR THE BELVIDERE POOL

BE IT RESOLVED by the Belvidere Town Council that the following be paid to Pool Utility employees of the Town of Belvidere, and that salaries/hourly wages be effective for the 2022 Pool Utility Season unless otherwise noted:

Section 6

<u>Name</u>	<u>Title</u>	<u>Salary/Hourly</u>
Pollard, Nick	Lifeguard	12.00
Morris, Shane	Lifeguard	12.00
Bloch, Adalyn	Swim Instructor	11.90
Hubert, Peter	Maintenance (outside of CPO duties)	20.00 per hr

Dated: July 25, 2022

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

A **motion** was made by Councilwoman Miers and seconded by Councilman Roth to adopt Resolution No. R2022x66.
Discussion ensued.

Roll call:

Ayes - Councilwoman Miers

Nays - Councilman Mitchell, Councilwoman Napolitani, Councilman Roth, Mayor Kennedy

Abstentions - Councilman Zmigrodski

Recusal - None

Absent - Councilman Matlock

Motion Failed.

A **motion** was made by Councilwoman Napolitani and seconded by Councilman Roth to adopt Resolution No. R2022x66 with the adjustment to the salary of Dawn Decker of and additional \$1,000 effective July 1, 2022.

RESOLUTION NO. R2022x66

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION TO PAY TOWN OFFICERS AND EMPLOYEES OF THE TOWN OF BELVIDERE

BE IT RESOLVED by the Town Council of the Town of Belvidere that the following be paid to officers and employees of the Town of Belvidere in the year 2022:

<u>Name</u>	<u>Title</u>	<u>Salary/Hourly</u>
<u>Section 1</u>		
Joseph Kennedy	Mayor	\$ 5,000
Kathleen Miers	Council Member	2,500
Donald Mitchell	Council Member	2,500
Glen Matlock	Council Member	2,500
Laurel Napolitani	Council Member	2,500
Joseph Roth	Council Member	2,500
Adam Zmigrodski	Council Member	2,500
Teresa Yeisley	Municipal Clerk/Administrator	73,488 eff 1/1/22 75,000 eff 7/1/22
Christine Rolef	Chief Financial Officer	21,012 eff 1/1/22 22,012 eff 7/1/22
Teresa Yeisley	Human Resources/Payroll	3,640
Coleen Hosterman	Human Resources/Payroll	3,640
Coleen Hosterman	Accounts Payable Clerk	4,500
Coleen Hosterman	Administrative Assistant	36,050 eff 1/1/22 37,050 eff 7/1/22
David Gill	Tax Assessor	21,812 eff 1/1/22
David Gill	Variance Search Officer	604
Rebecca Schneck	Tax Collector	12,406 eff 1/1/22 13,406 eff 7/1/22
Teresa Yeisley	Planning Board Secretary	250 per month
Joseph Rossi	Zoning Official	5,000
Joseph Rossi	Construction Code Official	4,000
Joseph Rossi	Building Inspector	4,000
Joseph Rossi	Electrical Inspector	4,000
Karl McAleer	Fire Code Inspector	4,000
Timothy Deitermann	Plumbing Subcode Inspector	4,000
Coleen Hosterman	Constr. Code Tech. Asst.	5,250
Susan Reeder	Emerg. Management Coor.	4,121
Jason Stout	Recycling Coordinator	1,500

Section 2

Rebecca Schneck	Sewer Utility Clerk	10,506 eff 1/1/22 11,506 eff 7/1/22
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Section 3

Nicole Lenar	Municipal Court Judge	32,000
Dawn Decker	Court Administrator	51,500 eff 1/1/22 52,500 eff 7/1/22
Elizabeth Dabbagh	Deputy Court Admin	33,990 eff 1/1/22 40,000 eff 7/1/22
John Caleca	Municipal Prosecutor	30,000
Dawn Decker	Court Call-Outs	50/each
Irene Brownell	Court Call-Outs	75/each
Walter Sevensky	Court Attendant	100/session

Section 4

Matthew Scott	Chief of Police	133,657
Sharon Snyder	Police Secretary	23,230 eff 1/1/22
Craig Metz	School Resource Officer	25.00/hr
Tracy Marsh	Special Police	20.00/hr
Craig Metz	Special Police	20.00/hr
Frank Tootle	Special Police	20.00/hr
James Patrick	Crossing Guard	13,254 eff 1/1/22
Nancy Dietz	Crossing Guard	13,254 eff 1/1/22
Lester Hoffman	Crossing Guard	13,254 eff 1/1/22
Helena Vasile	Crossing Guard	13,254 eff 1/1/22
Cori Stout	Crossing Guard	13,254 eff 1/1/22
	Substitute Crossing Guard	15.49/hr

Section 5

Delmont Cole	Fire Chief	855
Karl McAleer	Assistant Fire Chief	459
Glen Gingles	Captain	342
David Rowe	1 st Lieutenant	261
John Mitchell	2 nd Lieutenant	261
Garrett Sassmann	3 rd Lieutenant	261

Date: July 25, 2022
Teresa A. Yeisley, RMC/CPM
Municipal Clerk/Administrator

Roll call:

**Ayes - Councilwoman Miers, Councilman Mitchell, Councilwoman Napolitani,
Councilman Roth, Councilman Zmigrodski**

Nays - Mayor Kennedy

Abstentions - None

Recusal - None

Absent - Councilman Matlock

A motion was made by Councilman Zmigrodski, seconded by Councilman Roth and carried to adopt Resolution No. R2022x67.

RESOLUTION NO. R2022x67

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

**A RESOLUTION APPOINTING CODE OFFICIAL FOR THE CONSTRUCTION
DEPARTMENT**

BE IT RESOLVED, that the Belvidere Town hereby appoints the following individual effective August 8, 2022:

<u>Name</u>	<u>Title</u>	<u>Salary</u>
Ralph Price	Construction Code Official	\$5,000 per annum
	Building Inspector	\$5,000
	Plumbing Subcode Inspector	\$5,000
	Electrical Subcode Inspector	\$5,000

Date: July 25, 2021
Teresa A. Yeisley, RMC/CPM
Municipal Clerk/Administrator

A **motion** was made by Councilwoman Napolitani, seconded by Councilwoman Miers and carried to adopt Resolution No. R2022x69.

RESOLUTION NO. R2022x69

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2021 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Town Council of the Town of Belvidere, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby

submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Ordinances:

No ordinances were addressed at this time.

Appointments:

A motion was made by Councilman Roth, seconded by Councilwoman Napolitani and carried to appoint Wendy Flynn to the Community Center at Belvidere Advisory Board.

Authorization to Pay Purchase Orders:

A motion was made by Councilwoman Miers, seconded by Councilman Zmigrodski and carried to authorize the payment of the purchase orders as submitted with the addition of Serene Landscaping for \$600 for a total of \$910,326.43.

Public Comment:

Sarah Forte - public incident at pool. Has two non-verbal children. Children discriminated against under ADA because they were not allowed to use the slide. Children require constant one-on-one verbal prompts. Ms. Forte engaged in verbal arguments with pool staff. Was notified by pool management that seasonal pass has been revoked. Kevin Benbrook advised that this decision was made by the Pool Committee and pool management and that Council would not interfere or make any comments.

Linda Stettler - cottage district and B&B

Executive Session:

No executive session was necessary at this time.

A motion was made by Councilwoman Napolitani to adjourn the meeting of the Belvidere Town Council at 8:05 PM.

Respectfully submitted,

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