

**MINUTES - TOWN COUNCIL MEETING
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
691 Water Street
NOVEMBER 22, 2021**

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

Adoption of Minutes:

A **motion** was made by Councilman Mitchell, seconded by Councilwoman Miers and carried to adopt the November 8, 2021 workshop meeting minutes of the Belvidere Town Council.

Public Comment:

There was no public comment at this time.

Committee Reports:

Councilman Mitchell - CCB working on holiday activities and "new neighbor" packets. There were some election matters regarding the BOE election. Lots of activity with the new Pool Committee members. Recreation is working on the Tree Lighting scheduled for December 4th. The "blue light" tree ceremony will be held on December 3rd. Councilman Roth advised that a quote of \$6,575 was received from Gallagher's for the boiler replacement at the Scout Home.

Councilman Roth - Good Will Fire had 20 calls in October, 10 were alarms. Dennis Riley is working on the Fire Assistance grant. Belvidere Ambulance Corps/Belvidere Emergency Services had over 110 calls in October. There are two new hires for the paid squad. Discussion ensued regarding coverage county-wide. Elizabethtown Gas needs a paving list for 2022.

Councilwoman Miers - discussions with CFO, all budgets in good shape. Department heads have been advised to encumber any necessary expenditures and keep spending to a minimum.

Councilwoman Napolitani - PD OT up slightly. Department had 377 calls in October including 7 fire, 16 medical and 58 traffic. Chief Scott has requested the promotion of Frank Tootle to lieutenant with an increase of \$1.00 per hour retroactive to January 1, 2021. The Deputy Court Administrator has completed her courses and has a project left before certification. Belvidere court turned over \$10,912 in September.

Councilman Matlock - Environmental Commission is doing winter work on the polinator garden. Shade Tree overseeing leaf raking for seniors and disabled.

Councilman Zmigrodski - paving has been completed for the Wall/Paul Streets project. There is still a punch list for the contractors.

Mayor Kennedy - consider raising business license fees and including LLC's. Preparing newsletter for end of the year. Need info by December 3rd. Concerned about operations at the CBD shop. Now selling "Delta 8". Discussion ensued. Kevin Benbrook will review this matter and advise if our ordinance can be amended to preclude this activity.

Previous Business:

NPP - Councilman Roth advised NPP team is very busy. Laura Kennedy has been appointed as interim coordinator as a requirement of the grant. Meeting with State officials on Tuesdays and Thursdays via conference call. State has requested that our interim coordinator meet with other towns in the program and advise them. This request was made because Belvidere is far ahead of others in the program. The Councilman would like to alter his previous recommendation of contracting with Norwescap to coordinate the grant and support the hiring of Laura Kennedy as the coordinator of the NPP grant.

Mayor Kennedy recused himself from the above discussion and did not participate.

A motion was made by Councilman Roth and seconded by Councilwoman Miers to contract with Laura Kennedy to perform the duties of NPP Coordinator at a fee of \$25,000 from October 1, 2021 through December 31, 2022 as prescribed in a contract to be prepared by Kevin Benbrook.

Roll call:

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

Nays - None

Abstentions - None

Recusal - Mayor Kennedy

Absent - None

New Business:

A motion was made by Councilman Roth, seconded by Councilwoman Napolitani and carried authorizing Councilman Roth to coordinate with Warren County Communications Chief Steve Howell for use of their rapid communications at not cost. The system will be managed by Teresa Yeisley and Chief Scott and be used for events, notifications and emergency blasts.

A motion was made by Councilwoman Napolitani and seconded by Councilman Roth to promote Frank Tootle to lieutenant retroactive to January 1, 2021 with a salary increase of \$1.00 per hour at a total cost of \$2,080.

Roll call:

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

Nays - Councilman Matlock

Abstentions - None

Recusal - None

Absent - None

Mayor Kennedy initiated a discussion about contracting with a grant writer.

A motion was made by Councilwoman Miers and seconded by Councilman Roth to adopt Resolution No. R2021x73.

RESOLUTION NO. R2021x73

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE TOWN OF BELVIDERE AND BRUNO ASSOCIATES, INC. FOR GRANT WRITING AND CONSULTING SERVICES FROM 11/22/2021 TO 12/31/2022

WHEREAS, there exists in the Town of Belvidere a need for the services of a firm specializing in the investigation, research, planning, preparation and pursuit of programs submitted to various federal, state and county authorities and foundations for obtaining vital financial and other municipal programs; and

WHEREAS, such services involve professional knowledge and public relations consultants as well as specialized knowledge of available federal, state, county and foundation grant programs and the numerous applications, submissions and actions necessary to obtain and successfully pursue such programs and involve such qualified services and knowledge that specifications cannot reasonably be formulated and public bidding is not feasible; and

WHEREAS, the need for such services is great and immediate and the necessary funds are available; and

WHEREAS, Section 40A:11-5 of the Local Public Contracts Law exempts professional services from public bidding;

NOW, THEREFORE, BE IT RESOLVED by the Belvidere Town Council as follows:

1. For the reason above stated, it is hereby determined that such services and programs involve such qualitative and professional services that drawing of specifications is not practical and public bidding is not appropriate, feasible or required.
2. The contract for the performance of all necessary professional consultation and work involved in the study of federal, state, county and foundation grant programs on behalf of the Town of Belvidere, New Jersey, and related research, planning, preparation and submission for such programs is hereby awarded to Bruno Associates, Inc., 1373 Broad Street, Suite 203B, Clifton, NJ 07013 without competitive or public bidding.
3. Bruno Associates, Inc. Shall be paid for such services the sum of \$2,500 per month, commencing on January 1, 2022 and terminating December 31, 2022, for a total of \$30,000.
4. No programs shall be applied for without Council approval.
5. A Copy of this resolution shall be published in the Express Times Warren County Zone within ten (10) days, according to law.

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 November 22, 2021.

Roll call:

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

Nays - None

Abstentions - None

Recusal - None

Absent - None

Resolutions:

A motion was made by Councilwoman Miers, seconded by Councilwoman Napolitani and carried to adopt Resolution No. R2021x70.

RESOLUTION NO. R2021x70

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION AUTHORIZING THE REFUND OF A TAX OVERPAYMENT

WHEREAS, the Tax Office of the Town of Belvidere has certified that the below referenced is a refund overpayment; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Town of Belvidere hereby authorizes the following refund:

ACCT	YEAR	NAME	AMOUNT
7447	2021	Corelogic Attn. Refund Dept. 1 Corelogic Dr Westlake, TX 76262	\$1,989.86

Certification

I, Teresa A. Yeisley, Municipal Clerk/Administrator, Town of Belvidere hereby certify that the foregoing resolution was duly adopted by the Belvidere Town Council at a regular meeting held on November 22, 2021.

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

A motion was made by Councilwoman Napolitani, seconded by Councilman Roth and carried to adopt Resolution No. R2021x71.

RESOLUTION NO. R2021x71

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF LIBERTY

WHEREAS, the Town of Belvidere provides shared court services to the Township of Liberty pursuant to a Shared Services Agreement expiring December 31, 2021; and

WHEREAS, for the purpose of effectuating further efficiency and cost savings, the Mayor and Council of the Town of Belvidere have determined it to be in the best interests of the citizens of the Town of Belvidere to renew the Shared Services Agreement for municipal Court services with the Township of Harmony.

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

1. The Mayor and Clerk be and hereby are authorized to date and execute a Shared Services Agreement for a shared Municipal Court with the Township of Liberty, a true copy of which is attached hereto as **Exhibit A**, the terms and conditions of which are specifically incorporated herein by reference.

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 a regular meeting held on November 22, 2021.

A motion was made by Councilman Matlock, seconded by Councilwoman Miers, and carried to adopt Resolution No. R2021x72.

RESOLUTION NO. R2021x72

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION TO EXECUTE AN INTERLOCAL AGREEMENT WITH WASHINGTON BOROUGH FOR ANIMAL CONTROL SERVICES

WHEREAS, the Town of Belvidere is mandated by statute to have an Animal Control Officer (“ACO”); and

WHEREAS, the Borough of Washington has proposed an Interlocal Service Agreement pursuant to which the Borough would supply the Town with an ACO to perform all statutory responsibilities required of that position; and

WHEREAS, the Belvidere Town Council has determined it to be in the best interest of the residents of the Town to enter into the Interlocal Service Agreement with the Borough for the provision of ACO services to the residents.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Belvidere, Warren County, New Jersey, that Mayor and Clerk be and hereby are authorized, pursuant to

N.J.S.A. 40A:65-5, to enter into and execute the Interlocal Service Agreement with the Borough of Washington, a copy of which shall be appended hereto as an attachment.

I, Teresa Yeisley, Town Clerk of the Town of Belvidere, County of Warren and State of New Jersey, DO HEREBY CERTIFY that this is a true and correct copy of a Resolution adopted by the Town Council of the Town of Belvidere at a regular meeting held on November 22, 2021.

Ordinances:

No ordinances were addressed at this time.

Appointments:

No appointments were made at this time.

Authorization to Pay Purchase Orders:

A motion was made by Councilwoman Miers, seconded by Councilwoman Napolitani and carried authorizing the payment of the purchase orders as submitted in the amount of \$168,469.65.

Public Comment:

Virginia Walton - Food Truck ordinance

Executive Session:

No executive session was needed at this time.

A motion was made by Councilwoman Napolitani to adjourn the meeting of the Belvidere Town Council at 8:29 PM.

Respectfully submitted,

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