

**MINUTES - TOWN COUNCIL WORKSHOP MEETING  
TOWN OF BELVIDERE  
WARREN COUNTY, NEW JERSEY  
691 Water Street  
APRIL 11, 2022**

Mayor Kennedy opened the workshop meeting of the Belvidere Town Council with the Pledge of Allegiance and Teresa Yeisley read the following notice 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. Teresa Yeisley requested to add R2022x43 for the Recycling Tonnage Grant and Councilwoman Napolitnai requested discussion on a Police Department matter.

**Roll Call:**

Present - Mayor Kennedy, Councilman Matlock (via Zoom), Councilwoman Miers, Councilman Mitchell, Councilwoman Napolitani, Councilman Roth, Councilman Zmigrodski  
Absent - None

**Adoption of Minutes:**

A **motion** was made by Councilman Mitchell, seconded by Councilman Roth and carried to adopt the March 28, 2022 regular meeting minutes of the Belvidere Town Council.

**Public Comment:**

Linda Stettler - clarification on the Lipka property

**Matters to be Addressed:**

Mayor Kennedy addressed the following matters:

Great Northern property - now owned by the Town of Belvidere through foreclosure. Proceeding with clean-up and seeking grant for further clean-up assistance. Kevin Benbrook advised that he has reached out to the DEP for their assistance regarding this matter.

Lipka property - property in disrepair with several zoning violations. Town holds a tax lien and can begin foreclosure proceedings in May.

NPP - a lot of great work being done. Thank you to Councilman Roth for attending the Planning Board meeting to bring the Board up to speed on the NPP progress.

Code Book - Teresa Yeisley advised that the new code is on track for June.

Revaluation - revaluation to bring entire town up to current values. Set to begin in April and complete by October. Approvals received from County and State.

Signage and Roadwork - discussion regarding alley work. Currently only named but by letter. Teresa Yeisley explained the 911 process in naming the alleys.

Mowing contract - Teresa Yeisley advised that the request for quotes was advertised on the municipal website and sent to four landscaping entities that had quoted in prior years. Only one quote was received from our most recent landscaper, NJN Landscaping. The quote has been reviewed by Councilman Zmigrodski.

A **motion** was made by Councilman Zmigrodski, seconded by Councilwoman Miers and carried to approve a three-year contract with NJN Landscaping for mowing of Town properties.

Water/Sewer Infrastructure grant - researching grant opportunity for sewer extension to unserved properties within the Town.

Comcast service provider contract renewal - Kevin Benbrook advised that this is the ascertainment period. There will be discussions on quality of service and enhancements.

Police Department - Councilwoman Napolitani advised that Chief Scott has completed the interview process and made a recommendation to hire an officer that will graduate from the police academy on June 8<sup>th</sup>.

**A motion** was made by Councilman Mitchell, seconded by Councilwoman Napolitani and carried to hire Michael O’Mealy.

**A motion** was made by Councilwoman Napolitani, seconded by Councilwoman Miers and carried to renew the parking lot lease with Nikeshe Patel for the downtown parking area for 2022 under the same terms as the prior lease.

Mayor Kennedy met with members of the Lehigh Valley Chamber of Commerce and suggested that the Town should become a member of this group.

Recreation Committee - scheduled to be addressed at the next Council meeting.

Elizabethtown Gas - installing a new main line at the corner of Fourth and Fifth Streets.

BASF - Rich Krug has retired and there is a new manager, Colby Jones.

**Resolutions:**

**A motion** was made by Councilman Zmigrodski, seconded by Councilman Mitchell and carried to adopt Resolution No. R2022x40.

**RESOLUTION NO. R2022x40**

**TOWN OF BELVIDERE**

**WARREN COUNTY, NEW JERSEY**

**APPROVAL OF FINAL CHANGE ORDER**

**TOM BARTHA AND SON EXCAVATING**

**WALL STREET/PAUL STREET IMPROVEMENT PROJECT**

WHEREAS, the Town of Belvidere (“Town”) awarded a contract to Tom Bartha and Son Excavating (“Bartha”) in the amount of \$271,800.00 to construct improvements on Wall Street and Paul Street; and

WHEREAS, all work has been completed by Bartha; and

WHEREAS, the final adjusted contract amount based on the final quantities in the contract for the various bid items is \$277,346.95; and

WHEREAS, a change order needs to be approved by the Town Council to document the final as-built quantities and the final adjusted contract amount; and

WHEREAS, a change order has been prepared by the Town Engineer Paul M. Sterbenz, P.E., PP, to document the final adjusted contract amount; and

WHEREAS, the Town Council is in agreement with the change order prepared by the Town Engineer relative to the Bartha contract; and

NOW THEREFORE, BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF BELVIDERE, at its meeting of April 11, 2022, that it hereby approves the change order prepared by the Town Engineer to reflect final as-built quantities and the final adjusted contract amount and authorizes the Mayor and Town Engineer to sign the change order; and

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 April 11, 2022.

**A motion** was made by Councilwoman Napolitani, seconded by Councilman Roth and carried to adopt Resolution No. R2022x41.

**RESOLUTION NO. R2022x41**

**TOWN OF BELVIDERE**

**WARREN COUNTY, NEW JERSEY**

**A RESOLUTION TO PROVIDE HEALTH INSURANCE COVERAGE TO DAWN DECKER IN RETIREMENT**

WHEREAS, the Town of Belvidere adopted the provision of N.J.S.A. 52:14.17.38, commonly referred to as Chapter 48, through Resolution No. R2000-86 on October 16, 2000; and

WHEREAS, the provisions of N.J.S.A. 52:14.17.38 permit a public employer to pay for the State Health Benefits Program (SHBP) coverage of certain employees;

NOW, THEREFORE, BE IT RESOLVED that the Belvidere Town Council hereby agrees to pay for SHBP coverage for Dawn Decker in retirement commencing on January 1, 2023 until May 1, 2025 when she reaches the age of 65.

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 April 11, 2022.

**A motion** was made by Councilwoman Napolitani and seconded by Councilman Roth to assess a 1.5% cost share for health benefits to Dawn Decker at the time of her retirement.

**Roll call:**

**Ayes - Councilman Mitchell, Councilwoman Napolitani, Councilman Roth, Councilman Zmigrodski, Mayor Kennedy**

**Nays - Councilwoman Miers**

**Abstentions - None**

**Recusal - None**

**Absent - Councilman Matlock (unable to be heard on Zoom)**

**A motion** was made by Councilman Zmigrodski, seconded by Councilwoman Miers and carried to adopt Resolution No. R2022x43.

**RESOLUTION NO. R2022x43**

**TOWN OF BELVIDERE**

**WARREN COUNTY, NEW JERSEY**

**RESOLUTION AUTHORIZING THE FILING OF A RECYCLING TONNAGE GRANT FOR 2021**

WHEREAS, the Mandatory Source Separation and Recycling Act, P.L. 1987, c.102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs, and

WHEREAS, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection is promulgating recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

WHEREAS, a resolution authorizing this municipality to apply for such tonnage grants will memorialize the commitment of this municipality to recycling and to indicate the assent of the

Mayor and Town Council to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and  
WHEREAS, such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

NOW THEREFORE BE IT RESOLVED by the Mayor and Town Council of the Town of Belvidere that the Town of Belvidere hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates Jason Stout, Recycling Coordinator to ensure that the application is properly filed; and  
BE IT FURTHER RESOLVED that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

#### 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 April 11, 2022.

#### **Ordinances:**

No ordinances were addressed at this time.

#### **Appointments:**

There were no appointments at this time.

#### **Authorization to Pay Purchase Orders:**

**A motion** was made by Councilwoman Miers, seconded by Councilman Roth and carried authorizing the payment of the purchase orders as submitted in the amount of \$355,377.40.

#### **Public Comment:**

Chris Hussey - 41 Parker St., garbage pick-up in alleys, no notice from Town. Councilman Zmigrodski - alleys not designed for large commercial vehicles. Repairs being scheduled for alleys, and once repaired, would like to keep that way. South Water is on the repair schedule for this year. Mayor will look in to use of small garbage vehicles in the alleys.

Glen Wilson - echo Mr. Hussey's concern regarding garbage pick-up in the alleys

Linda Stettler - BASF solar and Belvidere Urban Renewal. Kevin Benbrook - progress slower than we would have liked. Emails sent to developer's attorney, all approvals were due by March. Developer will need to request an extension. Fifth Street area redevelopment mainly the Graham Packaging facility. Study funded by the owner of this property. Not pushing the area on anyone that does not wish to be in the area. This is a non-condemnation redevelopment.

Cannabis production licenses sought at State level, one no size limit and one for a micro grow.

Brittany Vokoun - concern with no garbage pick-up in alleys

Robert Shelton - vehicles driving the wrong way up Mill Street.

Nancy Mason - Great Northern clean-up

#### **Executive Session:**

**A motion** was made by Councilwoman Napolitani, seconded by Councilwoman Miers and carried to adopt Resolution No. R2022x42.

#### **RESOLUTION NO. R2022x42**

#### **TOWN OF BELVIDERE**

#### **WARREN COUNTY, STATE OF NEW JERSEY**

#### **A RESOLUTION FOR AN EXECUTIVE SESSION**

WHEREAS, Section 8 of the Open Public Meetings act, Chapter 231,P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist,

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

1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matter; and
2. The general nature of the subject matter to be discussed is:  
Subject: Contracts and Personnel
3. It is anticipated at this time that the above stated subject matter will be made public:  
When Resolved.

Date: April 11, 2022  
Teresa A. Yeisley, R.M.C./C.P.M.  
Municipal Clerk/Administrator

**A motion** was made by Councilman Mitchell, seconded by Councilwoman Miers and carried to return to regular session.

Kevin Benbrook advised that Council discussed the PD contract negotiations and a salary step guide for the Municipal Clerk and Administrative Assistant.

**A motion** was made by Councilman Mitchell to adjourn the meeting of the Belvidere Town Council at 8:37 PM.

Respectfully submitted,

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