

**MINUTES - TOWN COUNCIL REORGANIZATION MEETING  
TOWN OF BELVIDERE  
WARREN COUNTY, NEW JERSEY  
691 Water Street  
JANUARY 1, 2014**

Mayor Stettler called the meeting to order at 1:00 P.M.

William Joseph, Town Crier welcomed all to the reorganization meeting.

Mayor Stettler led the Pledge of Allegiance and 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 Star Gazette and/or the Express-Times, filed in the Municipal Clerk's Office and posted in the Belvidere Town Hall, 691 Water Street, Belvidere NJ.

Mayor Stettler thanked everyone for coming and recognized dignitaries, Doug Steinhardt, Nancy Brown and Paul Lacitra. The Mayor introduced the Town Crier giving a brief biography of his accomplishments.

William Joseph, Town Crier asked those who were elected to come forward to be sworn in.

Teresa DeMont administered the Oath of Office to the following:

Alyssa M. Sebold - Junior Councilperson

Jake Carlson - Junior Councilperson

Charles A. Makatura, Jr. - Councilperson

Michael C. Viglianco - Councilperson

**Roll Call:**

Present - Mayor Stettler, Councilman Kennedy, Councilman Makatura, Councilwoman Miers, Councilwoman Napolitani, Councilman Sebold, Councilman Viglianco

Absent - None

**Public Comment:**

There was no public comment at this time.

**Election of Council President:**

Councilman Kennedy nominated Councilwoman Napolitani to serve as Council President.

**Roll call:**

**Ayes - Councilman Kennedy, Councilman Makatura, Councilwoman Miers, Councilwoman Napolitani, Councilman Sebold, Councilman Viglianco, Mayor Stettler**

**Nays - None**

**Absent - None**

**Abstentions - None**

Mayor Stettler welcomed all to the meeting and stated her expectations for 2014. She stated that her plans are simple and that we need to get back to basics.

Councilman Makatura stated that he plans to bring a serious voice of reason to the Council.

Councilman Viglianco echoed Mayor Stettler's and Councilman Makatura's comments adding that he hopes to further Council's goals with productive teamwork. The Councilman thanked all who supported him.

**Appointments:**

Administrative Appointments

Appointment of Municipal Attorney (one year term). - **Dominick Santini**

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

Appointment of Municipal Engineer (one year term) - **Maser Consulting, Inc.**

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

Tax Collector (four year term) - **Rebecca Schneck**

Construction Code/Building Code Official (four year term) - **Patrick Stefanelli**

**A motion** was made by Councilman Kennedy, seconded by Councilwoman Miers and carried to confirm the afore mentioned appointments.

#### Court Appointments

Municipal Prosecutor (one year term) - **Roger Skoog**

Municipal Prosecutor Alternate #1 (one year term) - **Brett Morrow**

Municipal Prosecutor Alternate #2 (one year term) - **Christopher Troxell**

Public Defender (one year term) - **John Cornish**

Violations Clerk (one year term) - **Wendy Riley**

Court Attendant (one year term) - **Steven Zwarych**

Court Attendant Alternate #1 (one year term) - **James Hardy**

**A motion** was made by Councilwoman Miers, seconded by Councilman Sebold and carried to confirm the afore mentioned appointments.

#### Police Department Appointments

Special Police Officers (one year term) - **Harold Abbott, Larry Barnes, Tracy Marsh**

Crossing Guards (one year term) - **Lynn Cole, Paulina Haggerty, Helena Vasili, Dorothy Steele, James Patrick, James Hosterman (substitute), Lester Hoffman (substitute)**

Animal Control Officers (one year term) - **Robert Lagonera**

**A motion** was made by Councilman Sebold, seconded by Councilwoman Miers and carried to confirm the afore mentioned appointments

#### **Mayor's Appointments:**

##### Planning Board

Class 4 Member term expires 12/31/2016 - **Michael Luna**

Class 4 Member term expires 12/31/2016 - **Lawrence Gregan**

Class 2 Member term expires 12/31/2014 - **Andreas Eisenberger**

Alternate #1 term expires 12/31/2014 - **Patricia MacCallum**

##### Environmental Commission

Chairperson - **Jane Bullis**

Regular member term expires 12/31/2016 - **Andreas Eisenberger**

Regular member term expires 12/31/2016 - **Donna Angus**

##### Pool Commission

Regular member term expires 12/31/2016 - **William Bienes**

Regular member term expires 12/31/2016 - **Kimberly Beaney**

Regular member term expires 12/31/2016 - **Deborah Navarra**

Alternate #1 term expires 12/31/2014 - **Jason Stout**

##### Library Board

Trustee term expires 12/31/2016 - **John Clemmer**

Trustee term expires 12/31/2016 - **Harry Brown**

Mayor Stettler reminded Council members that the following appointments were for liaisons to the various departments to bring information back to the Council.

##### Council Member Committees

Police - **Councilman Sebold, Chairperson and Councilman Viglianco, Asst.**

**Chairperson**

Finance - **Councilwoman Miers, Chairperson and Councilman Makatura, Asst.**

**Chairperson**

Department of Public Works - **Councilwoman Napolitani, Chairperson and**

**Councilman Kennedy, Asst. Chairperson**

Recreation and Education - **Councilman Kennedy, Chairperson and Councilwoman Napolitani, Asst. Chairperson**

Historic, Land Use and Economic Development - **Councilman Makatura, Chairperson and Councilwoman Miers, Asst. Chairperson**

Fire and Public Utilities - **Councilman Viglianco, Chairperson and Councilman Sebold, Asst. Chairperson**

Sewer Appeals Committee

Chairperson (one year term) - **Councilwoman Miers**

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

Member (one year term) - **Councilman Sebold**

**Adoption of the Orders of the Day for 2014:**

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

**Town Council Meeting Dates for 2014:**

**A motion** was made by Councilman Kennedy, seconded by Councilwoman Miers and carried to set the regular council meeting dates for 2014 for the first and third Mondays of each month at 7:00 P.M. unless there is a holiday at which time the council meeting will be conducted on the following day

**Resolutions:**

**A motion** was made by Councilman Sebold, seconded by Councilwoman Miers and carried to adopt Resolutions R2014x01 through R2014x10.

**RESOLUTION NO. R2014x01**

**TOWN OF BELVIDERE**

**WARREN COUNTY, NEW JERSEY**

**A RESOLUTION DESIGNATING THE OFFICIAL  
NEWSPAPER AND THE 2014 MEETINGS SCHEDULE  
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 STAR GAZETTE, the official newspaper, with the EXPRESS TIMES as the secondary official newspaper; and

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

A copy of the above Resolution shall be mailed to The STAR GAZETTE by Certified Mail, return receipt requested, and the Municipal Clerk shall post copies of same in the Office of the Municipal Clerk and Town Hall, 691 Water Street, Belvidere NJ, announcing when and where such meetings shall be held.

A copy shall be kept on file at all times during the year of 2014, in the Office of the Municipal Clerk.

I hereby certify the above to be a true copy of a Resolution passed by the governing body of the Town of Belvidere.

TOWN OF BELVIDERE  
MEETINGS OPEN TO THE PUBLIC  
Year 2014  
TOWN COUNCIL

The first and third Monday of each month at 7:00 p.m. at Belvidere Town Hall, 691 Water Street, Belvidere, NJ. except where noted.

ENVIRONMENTAL COMMISSION

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

FREE PUBLIC LIBRARY BOARD

Last Wednesday of each month at 11:00 a.m. in the Belvidere Free Public Library, 301 Second Street, Belvidere, NJ.

HISTORICAL PRESERVATION COMMISSION

Second Thursday of each month at 7:30 P.M. in the Belvidere Town Hall, 691 Water Street, Belvidere, NJ.

MUNICIPAL COURT

The first and third Thursdays of each month at 1:30 p.m. at the Belvidere Town Hall, 691 Water Street, Belvidere, NJ.

PLANNING BOARD

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

POOL COMMISSION

Meeting schedule to will be advertised under separate publication.

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 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.

2014 CHANGE OF COUNCIL MEETINGS DUE TO LEGAL HOLIDAY(S)

1. Due to the Presidents' Day legal holiday, Monday, February 17, 2014, the scheduled meeting falling on this date will be held the following day, unless otherwise advertised.
2. Due to the Labor Day legal holiday, Monday, September 1, 2014, the scheduled meeting falling on this date will be held the following day, unless otherwise advertised.

Date: January 1, 2014  
Teresa A. DeMont, R.M.C./C.P.M.  
Municipal Clerk/Administrator

**RESOLUTION NO. R2014x02  
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 1<sup>st</sup> day of January 2014 that a fee of \$100.00 be instituted for the issuance of a duplicate tax sale certificate.

Dated: January 1, 2014  
Teresa A. DeMont, R.M.C./C.P.M.  
Municipal Clerk/Administrator

**RESOLUTION NO. R2014x03  
TOWN OF BELVIDERE  
WARREN COUNTY, NEW JERSEY  
A RESOLUTION TO AUTHORIZE THE TAX COLLECTOR  
TO CANCEL BALANCES UNDER \$10.00 IN 2014**

WHEREAS, the Tax Collector has overpayments and underpayments of taxes for 2014 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 1, 2014  
Teresa A. DeMont, R.M.C./C.P.M.  
Municipal Clerk/Administrator

**RESOLUTION NO. R2014x04  
TOWN OF BELVIDERE  
WARREN COUNTY, NEW JERSEY  
A RESOLUTION FOR AUTHORIZATION  
AGREEMENT FOR PROFESSIONAL SERVICES  
FOR THE TOWN OF BELVIDERE**

WHEREAS, there exists a need for a Municipal Attorney, Municipal Engineer, Municipal Prosecutor, Municipal Public Defender, a Registered Municipal Accountant, and a Municipal Bond Counsel to conduct business of a qualitative nature for the Town of Belvidere, and;

WHEREAS, funds are available for this purpose, and;

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1) requires that the Resolution authorizing the awarding of contracts for "Professional Services" without competitive bids must be publicly advertised.

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

These contracts are awarded without competitive bidding as a "Professional Service" under the provisions of the Local Contracts Law because under 40A:11-2(b) it is established that the work is of such a qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids and the Mayor or Department Heads have certified the reason why competitive bids, and the bidding was not possible.

BE IT FURTHER RESOLVED that the following appointments for the year 2014 have been made under the above mentioned Local Public Contracts Law:

Municipal Attorney:	Dominick Santini
Municipal Prosecutor:	Roger Skoog
Municipal Engineering Firm:	Maser Consulting
Municipal Bond Counsel:	John Drakiewicz
Municipal Public Defender:	John Cornish
Registered Municipal Accountant:	Nisivoccia & Company

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

**RESOLUTION NO. R2014x05  
TOWN OF BELVIDERE  
WARREN COUNTY, STATE OF NEW JERSEY  
A RESOLUTION ESTABLISHING 2014 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 1, 2014  
Teresa A. DeMont, R.M.C./C.P.M.  
Municipal Clerk/Administrator

**RESOLUTION NO. R2014x06  
TOWN OF BELVIDERE  
WARREN COUNTY, NEW JERSEY  
RESOLUTION DESIGNATING DEPOSITORIES**

BE IT RESOLVED by The Town of Belvidere on January 1, 2014 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  
Skylands Community  
Valley National Bank  
Bank of America  
First Hope Bank

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 1, 2014  
Teresa A. DeMont, R.M.C./C.P.M.  
Municipal Clerk/Administrator

**RESOLUTION NO. R2014x07  
TOWN OF BELVIDERE  
WARREN COUNTY, NEW JERSEY  
A RESOLUTION TO AUTHORIZE THE SEWER UTILITY CLERK  
TO CANCEL BALANCES UNDER \$5.00 IN 2014**

WHEREAS, the Sewer Utility Clerk has overpayments and underpayments of sewer charges for 2014 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 1, 2014  
Teresa A. DeMont, RMC./CPM  
Municipal Clerk/Administrator

**RESOLUTION NO. R2014x08  
TOWN OF BELVIDERE  
WARREN COUNTY, NEW JERSEY  
A RESOLUTION FOR  
TEMPORARY APPROPRIATIONS - 2014**

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 2014 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 2013 budget, less appropriations made for Capital Improvement Fund, Debt Service and Deferred Charges are as follows:

General Fund:	\$2,656,489.02	
Sewer Utility Fund:	\$675,373.00	
Pool Utility Fund:	\$95,000.00	and;

WHEREAS, 26.25% of the total appropriations in the 2013 budget less the appropriations made for Capital Improvement Fund, Debt Service and Deferred Charges are as follows:

General Fund:	\$697,328.37
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Sewer Utility Fund: \$177,285.41  
Pool Utility Fund: \$24,937.50

NOW, THEREFORE, BE IT RESOLVED by the Belvidere Town Council that the temporary appropriations be made in the amount of \$697,328.37 for the General Fund, \$177,285.41 for the Sewer Utility Fund and \$24,937.50 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. DeMont, 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 January 1, 2014.

**RESOLUTION NO. R2014x09  
TOWN OF BELVIDERE  
WARREN COUNTY, NEW JERSEY  
A RESOLUTION TO APPOINT AN ACTING DEPUTY COURT ADMINISTRATOR  
OF THE TOWN OF BELVIDERE MUNICIPAL COURT**

**WHEREAS**, the administration of the Municipal Court request the appointment of a Deputy Court Administrator to perform the duties of the Court Administrator during his/her absence from this position; and

**WHEREAS**, J. Edward Palmer, Judge of the Municipal Court of the Town of Belvidere has recommended the appointment of Irene Brownell as Acting Deputy Court Administrator for this municipal court; and

**WHEREAS**, Irene Brownell has satisfactorily completed all the required courses for the position of Municipal Court Administrator; and

**NOW THEREFORE BE IT RESOLVED** by the governing body of the Municipal Court of Belvidere, County of Warren, State of New Jersey to approve the appointment of Irene Brownell as Acting Deputy Court Administrator for the Municipal Court of Belvidere to act in the capacity of the Court Administrator of this court during her absence.

**BE IT FURTHER RESOLVED** by the governing body that Irene Brownell shall be compensated for these services at the rate of fifty (\$50.00) dollars per call out.

Dated: January 1, 2014  
Teresa A. DeMont, R.M.C./C.P.M.  
Municipal Clerk/Administrator

**RESOLUTION NO. R2014x10  
TOWN OF BELVIDERE  
WARREN COUNTY, STATE OF NEW JERSEY  
A RESOLUTION TO PAY  
DPW OF THE TOWN OF BELVIDERE**

BE IT RESOLVED by the Town Council of the Town of Belvidere, County of Warren, State of New Jersey, that the following salaries be paid (pursuant to contract) to the Department of Public Works employees of the Town of Belvidere effective January 1, 2014:

<u>Name</u>	<u>Title</u>	<u>Salaries</u>
Charles Beers	Laborer	\$24.61 per hour
Gerald Metzgar	Driver/Labore	\$26.16 per hour
Jason Stout	Driver/Laborer	\$22.64 per hour

January 1, 2014  
Teresa A. DeMont, RMC/CPM

Municipal Clerk/Administrator

**RESOLUTION NO. R2013x11  
TOWN OF BELVIDERE  
WARREN COUNTY, STATE OF NEW JERSEY  
A RESOLUTION TO PAY  
DPW OF THE TOWN OF BELVIDERE**

BE IT RESOLVED by the Town Council of the Town of Belvidere, County of Warren, State of New Jersey, that the following salaries be paid (pursuant to contract) to the Department of Public Works employees of the Town of Belvidere effective January 1, 2013:

<u>Name</u>	<u>Title</u>	<u>Section 2</u>	<u>Salaries</u>
Charles Beers	Laborer		\$24.11 per hour
Gerald Metzgar	Driver/Laborer		\$26.16 per hour
Jason Stout	Driver/Laborer		\$22.14 per hour

January 1, 2013

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

**Public Comment:**

There was no public comment at this time.

**A motion** was made by Councilwoman Miers, seconded by Councilwoman Napolitani and carried to adjourn the reorganization meeting of the Belvidere Town Council at 1:32 P.M.

William Joseph, Town Crier closed the meeting of the Belvidere Town Council.

Respectfully submitted,

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