

**MINUTES - TOWN COUNCIL WORKSHOP MEETING
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
691 Water Street
SEPTEMBER 15, 2016**

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 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.

Roll Call:

Present - Mayor Kennedy, Councilman Fitzgerald, Councilwoman Miers, Councilwoman Napolitani, Councilman Tutka

Absent - None

Approval of Minutes:

A motion was made by Councilwoman Miers, seconded by Councilwoman Napolitani and carried to adopt the August 15, 2016 regular and executive meeting minutes of the Belvidere Town Council.

A letter was received from Charles Makatura resigning his position on the Belvidere Town Council effective September 2, 2016.

Councilwoman Napolitani read a letter from Charles Makatura explaining that he was resigning his Council seat so he could run for the unexpired two-year term left open by the resignation of Louis Miller.

The Belvidere Republican County Committee submitted the following three names for consideration to fill the open seat left by Louis Miller:

Adam Zmigrodski
Richard Bocchino
Robert Hadrava

A written ballot vote was taken with the following results:

Adam Zmigrodski	4
Richard Bocchino	0
Robert Hadrava	0

There was one "no vote".

Teresa Yeisley administered the Oath of Office to Adam Zmigrodski.

Proclamation:

Mayor Kennedy presented the following proclamation to members of the William Maxwell Chapter of the National Society of the Daughters of the American Revolution:

**Town of Belvidere
Proclamation**

Whereas, general William Maxwell Chapter of the National Society of the Daughters of the American Revolution was organized in Belvidere, Warren County, New Jersey on December 21, 1931; and

Whereas, Chapters of the National Society of the Daughters of the American Revolution all over the world are requesting proclamations and recognition of the Constitution of the United State of America; and

Whereas, September 17, 2016 marks the two hundred and twenty-ninth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation: and

Whereas, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through September 23 as constitution week.

Now, Therefore, Be it Proclaimed by the Mayor and Town Council of the Town of Belvidere that September 17th through September 23rd, 2015, be designated as:

Constitution Week

In the Town of Belvidere, and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

Public Comment:

Eileen Scott - Trick-or-Treat

Resolutions:

A **motion** was made by Councilwoman Miers, seconded by Councilwoman Napolitani and carried to adopt Resolution No. R2016x40.

RESOLUTION NO. R2016x40

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION AUTHORIZING AMENDMENTS TO THE PERSONNEL POLICIES AND PROCEDURES MANUAL OF THE TOWN OF BELVIDERE PURSUANT TO THE RECOMMENDATIONS OF THE PUBLIC ALLIANCE INSURANCE COVERAGE FUND (PAIC)

BE IT RESOLVED that the Belvidere Town Council hereby authorizes the following amendments to the Town of Belvidere Personnel Policies and Procedures Manual as recommended by PAIC:

Synopsis of Changes

Section One:

- Modification to Anti-Discrimination Policy/Americans with Disabilities Act Policy (Section 1 of Manual) and Employment Application to comply with the New Jersey Pregnant Worker's Fairness Act, which amended the Law Against Discrimination to prevent discrimination based upon pregnancy, childbirth or pregnancy related medical conditions. It also requires employers to provide reasonable accommodation.

Section Two:

- Modification to the Social Media Policy portion of the Communication Media Policy (Section 2 of the Manual) to reflect changes in technology and practices of government. Note: In this section, we have a note provided by a member of the Committee. To accommodate his comments, we have also included alternate wording.

Section Five:

- Addition of I9 language to Employment Procedure in Section 5
- Modification to Open Public Meetings Act Procedures concerning Personnel matters.
- Model Employment Application to be compliant with Ban the Box legislation. In March of 2015, New Jersey's Ban the Box legislation became effective, which prohibits employers from asking on an employment application about a candidate's criminal background. Therefore, we have eliminated the question from the standard job application.
- Ceps Notice. Removed outdated CEPA notice and replaced with most current version.

Certification

I, Teresa A. Yeisley, Municipal Clerk/Administrator, Town of Belvidere do hereby certify that the foregoing resolution was duly adopted by the Governing Body of the Town of Belvidere at a meeting held on September 15, 2016.

A motion was made by Councilwoman Miers, seconded by Councilman Fitzgerald and carried to adopt Resolution No. R2016x41.

RESOLUTION NO. R2016x41

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION TO REFUND TAX OVERPAYMENTS

BE IT RESOLVED that the Belvidere Town Council authorizes the Chief Financial Officer to refund the following property tax overpayments:

<u>Account</u>	<u>Year</u>	<u>Name</u>	<u>Amount</u>
3026	2016	Dennis Smith 6 Hemlock Lane Belvidere, NJ 07823	\$ 416.40
4911	2016	Joseph & Lottie Albanese 522 Second Street Belvidere, NJ 07823	\$ 751.43
191	2016	Corelogic Attn. Refund Department 1 Corelogic Drive Westlake, TX 76262	\$ 1,063.42

Date: September 15, 2016
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. R2016x42.

RESOLUTION NO. R2016x42

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION APPOINTING SUBSTITUTE MUNICIPAL PROSECUTORS

BE IT RESOLVED that the Belvidere Town Council hereby appoints the following individuals as substitute Municipal Prosecutors for the Town of Belvidere:

- Christopher Troxell
- James Pfeiffer
- Richard Ralph
- James Sloan
- Steven Siegel
- James Janci

Date: September 15, 2016
Teresa A. Yeisley, RMC/CPM
Municipal Clerk/Administrator

A motion was made by Councilwoman Miers, seconded by Councilwoman Napolitani and

carried to adopt Resolution No. R2016x43.

RESOLUTION NO. R2016x43

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

**A RESOLUTION APPROVING THE CORRECTIVE ACTION PLAN FOR THE 2015
AUDIT AS SUBMITTED BY THE CHIEF FINANCIAL OFFICER**

BE IT RESOLVED that the Belvidere Town Council hereby approves the Corrective Action Plan for the 2015 audit as submitted by the Chief Financial Officer.

Date: September 15, 2016

Teresa A. Yeisley, RMC/CPM

Municipal Clerk/Administrator

Ordinance:

A **motion** was made by Councilman Fitzgerald, seconded by Councilwoman Miers and carried to introduce Ordinance No. O2016x06.

ORDINANCE NO. O2016x07

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

**AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED "ZONING"
CHAPTER 160 OF THE CODE OF THE TOWN OF BELVIDERE**

BE IT ORDAINED BY THE MAYOR AND TOWN COUNCIL of the Town of Belvidere that Chapter 160 of the Code of the Town of Belvidere is hereby amended as follows in accordance with a Supplemental Modification to the Master Plan Reexamination Report that was adopted on May 3, 2016 by the Planning Board with respect to the zone designation for Lot 15 in Block 31 situated on Oxford Street:

Section One

Section 160-23B of the Code of the Town of Belvidere is hereby amended to read as follows:

- B. The boundaries of the zoning districts are established on the zoning map of the Town of Belvidere, which accompanies and is hereby made part of this Ordinance. Said map is amended per Ordinance O2016x07 as follows:
- 1) Block 31, Lot 15, currently situated in the R-100 (Single-Family Residential) District, shall be removed from that District and be placed in the R-75 (Single-Family Residential) District.

Section Two

This amendment shall take effect immediately upon final passage, approval and publication and filing with the Warren County Planning Board, as provided by law.

The foregoing Ordinance was introduced at a regular meeting of the Belvidere Town Council on September 14, 2016 and was read for the first time. This Ordinance will be further considered for passage by the Belvidere Town Council at Belvidere Town Hall, 691 Water Street, Belvidere, NJ on October 24, 2016 at 7:00 p.m. or at any time and place to which said meeting may be adjourned. All interested persons will be given the opportunity to be heard concerning said ordinance.

Roll call:

Ayes - Councilman Fitzgerald, Councilwoman Miers, Councilwoman Napolitani, Councilman Tutka, Councilman Zmigrodski, Mayor Kennedy

Nays - None

Abstentions - None

Absent - None

Committee Reports:

Councilwoman Napolitani - PD had 410 calls for service in August. The new car was delivered. The Durango was sold at auction for \$600. Soliciting quotes for dashboard cameras.

The new shared court arrangement is going well, with both new courts now on board. Working on moving books from the second floor of the library due to the weight load and pursuant to a requirement from our insurance carrier.

Regarding the DPW garage, a meeting was held with Councilwoman Napolitani, Mayor Kennedy, John Snyder, Paul Sterbenz, Mike Niznik and BJ Wauhopp to consider alternatives for securing the building. John Snyder also met with the Construction Official, Pat Stefanelli. A meeting is scheduled for October 3rd with Councilman Fitzgerald to review financing alternatives.

Councilwoman Miers - the new Third Street School principal was sworn in at the Library Board meeting and an executive session was held to discuss a mailing about the upcoming referendum. Sale of the stock is being completed. Council has scheduled a meeting for October 20th at 7:00 PM to address the financial implications and any resident questions about the upcoming library referendum.

The Harvest Festival is scheduled for October 9th with a rain date of October 16th. The Recreation Committee will be holding a silent auction during Ghoul's Night Out on October 29th.

Councilman Fitzgerald - initiated a discussion about salary increases for the administrative staff. **A motion** was made by Councilman Fitzgerald and seconded by Councilwoman Miers to authorize the following salary increases retroactive to January 1, 2016:

Teresa Yeisely - \$2,000

Coleen Hosterman - \$2,000

Dawn Decker - \$2,000

John Snyder - \$2,000

David Berger - \$2,000

David Gill - \$600

Patrick Stefanelli - \$300

Rebecca Schneck - \$350

Charles Hoff - \$150

Councilman Tutka stated that most people in Belvidere feel lucky to even have a job and that taxes are too high to be giving any salary increases.

Mayor Kennedy questioned the process used to determine the increases and the involvement of the CFO in the determination. Councilman Fitzgerald stated that he had reviewed these increases with the CFO. Kevin Benbrook advised that the equality of the increases as prorated to the employees salaries was compliant.

Roll call:

Ayes - Councilman Fitzgerald, Councilwoman Miers, Councilwoman Napolitani, Councilman Zmigrodski

Nays - Councilman Tutka, Mayor Kennedy

Abstentions - None

Absent - None

Councilman Fitzgerald - Glen Brukhardt met with Rich Krug to discuss the possibility of a passive recreation area for the BASF site. Regarding energy aggregation, need to reach out to more than one company through sealed bid. Mayor Kennedy asked that Councilman Fitzgerald spearhead the matter regarding the parking near curbs and crosswalks.

Councilman Tutka - reviewed Belvidere Ambulance Corps call numbers. Two individuals recently graduated from the EMT course. Seven individuals attended the energy aggregation information open house. The OEM training was very informative.

Mayor Kennedy - energy aggregation moving too quickly. Open house post cards only went to the property owners and not the individuals actually paying the electric bill. Thanks to John Snyder and Councilwoman Napolitani for their work on the DPW building and their cooperation in saving the tax payer dollar. Idea to use the DPW to assist in moving the books from the second floor of the library and then utilize the space as an office for the DPW. Mayor requested Councilwoman Napolitani and Councilwoman Miers do a feasibility study for the use of the second floor space and the use of the basement space for file storage. The Mayor would like this information by October 3rd if possible. Also, if this usage is feasible, the Town could assist the library with the utility bills.

Councilman Tutka gave kudos to the DPW for their work on the tennis courts.

Matters to be Addressed:

Tracy Marsh, President, Belvidere Ambulance Corps - the two newly certified EMT's completed the course in a six-week accelerated program. Changed the dispatching policy to bring mutual aid out sooner. Researching the possibility of utilizing some type of hybrid squad consisting of volunteer and paid. Distance members have been outfitted with additional equipment to cut their response time. Mayor Kennedy congratulated the Squad on an exceptional job in addressing the response time issues.

A motion was made by Councilwoman Napolitani, seconded by Councilman Fitzgerald and carried to change the Council meeting dates for the remainder on 2016 to the second and fourth Mondays of each month.

A motion was made by Councilwoman Miers, seconded by Councilwoman Napolitani and carried authorizing street closures for the annual Lions Club Halloween parade and setting Trick-or-Treat for October 31st from 5:00 PM to 7:00 PM.

A motion was made by Councilwoman Miers, seconded by Councilwoman Napolitani and carried authorizing the requested street closures for Belvidere In Bloom in June, 2017.

A motion was made by Councilwoman Miers, seconded by Councilman Zmigrodski and carried approving raffle license applications RL2016-13 for the Belvidere Lions Club and RL2016-14 and RL2016-15 for the Washington Woman's Club.

A motion was made by Councilman Zmigrodski, seconded by Councilwoman Miers and carried approving Good Will Fire Company member applications for Karl McAleer and Trevor Farber.

A motion was made by Councilman Fitzgerald, seconded by Councilwoman Miers with Councilman Zmigrodski abstaining and all others voting "yes" to authorize the payment of the purchase orders in the amount of \$401,291.40.

A motion was made by Councilwoman Napolitani, seconded by Councilman Fitzgerald and carried authorizing John Snyder to be paid for ten days of vacation.

A motion was made by Councilwoman Napolitani and seconded by Councilman Fitzgerald authorizing a \$1,500 increase for John Snyder for his position as Sewer Operator.

Roll call:

Ayes - Councilman Fitzgerald, Councilwoman Miers, Councilwoman Napolitani, Councilman Zmigrodski, Mayor Kennedy

Nays - None

Abstentions - None

Absent - None

Public Comment:

Eileen Scott - gas leak notification. DPW building upgrades should not be charged to the DPW budget. Wants to know where Councilman Tutka would cut the budget.

Rheva Smickle - Ambulance Corps members attended community lunch.

Linda Stettler - appalled about things that were voted on and not on the agenda. Applauded Councilman Tutka for his objection to salary increases.

John Snyder - is also a taxpayer but needs to keep up with cost of living.

Mayor Kennedy - past Councils should have been more responsible about giving salary increases.

A motion was made by Councilwoman Miers, seconded by Councilman Fitzgerald and carried to adjourn the meeting of the Belvidere Town Council at 8:55 PM.

Respectfully submitted,

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

