

**MINUTES - TOWN COUNCIL MEETING
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
691 Water Street
SEPTEMBER 21, 2015**

Mayor Stettler opened the regular meeting of the Belvidere Town Council with 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.

Roll Call:

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

Absent - None

Mayor Stettler asked for a moment of silence in memory of James Hardy.
Councilwoman Miers asked for a moment of silence in memory of all those who lost their lives on September 11, 2001.

Approval of Minutes:

A **motion** was made by Councilman Kennedy, seconded by Councilman Petre and carried to adopt the September 8, 2015 workshop and executive meeting minutes of the Belvidere Town Council.

Proclamation:

Mayor Stettler presented the following proclamation to Recreation Committee member Heather Stokes:

**Town of Belvidere Proclamation
*Second Annual Harvest Festival***

Whereas, the Belvidere Recreation Committee has worked tirelessly to organize the second annual Harvest Festival;

Whereas, the Harvest Festival is scheduled to be held in Garrett D. Wall Park on October 11th, 2015;

Whereas, the Harvest Festival will celebrate the fun of the fall season with food and activities for the entire family;

Therefore, be it proclaimed that the Town of Belvidere congratulates the Belvidere Recreation Committee on coordinating the second annual Harvest Festival and wishes great success for the event.

Public Comment:

Delmont Cole, Chief of the Good Will Fire Company, requested that Council reconsider adopting an ordinance regulating open burning. In 2014 the fire company responded to 15 illegal open burn calls resulting in 90 man hours. They also requested Council consider an ordinance requiring reimbursement for man hours when there are calls for downed wires, arson and hazmat. The Chief will provide sample ordinances for Council's consideration.

Committee Reports:

Councilman Makatura - reported on the August activities of the PD (364 calls for service, 42 summons, 29 invests). InfoShare going live. Victorian Days went smoothly without much OT.

Councilwoman Napolitani - DPW preparing and servicing equipment for winter. Cost of salt has risen \$10 per ton. John Snyder advised memorial bench for Gerald Metzgar is complete. A date will be scheduled when Gerald's family can attend a dedication ceremony. Mr. Snyder reviewed

the repairs and savings regarding the leaf machine and thanked all those responsible for their support.

Library - reviewed draft audit and financial status.

Councilman Sebold - met with members from the Historic Preservation Commission. Requested that information about the requirements for repairs to historic buildings be added to the Town website.

Councilwoman Miers - Recreation Committee wrapped up the Summer Recreation program and are working on the Harvest Festival.

Pool Commission is waiting on the final budget numbers for the season.

A motion was made by Councilwoman Miers, seconded by Councilman Kennedy and carried to relieve 47 Front Street, block 14/lot 27 from sewer charges pursuant to the inspection report from John Snyder.

Councilman Kennedy - 73% of the budget year has passed with 65% of the budget expended. More detail at the October 19th meeting. Memo to all department heads advising of a spending freeze. No purchases over \$500 without prior approval of the Administrator and/or CFO. Councilman Makatura questioned the need for this action stating that the memo was very negative. Councilman Kennedy responded that the memo was advisory in nature and would not affect any necessary spending regarding public safety.

Councilman Petre - no report at this time

Mayor Stettler - Town-wide yard sales are scheduled for October 3rd and 4th. Town Hall meeting regarding drug awareness scheduled for September 29th at the Belvidere Manor.

Correspondence:

A motion was made by Councilwoman Miers, seconded by Councilman Makatura and carried approving a request from the owner of 232 Water Street allowing the use of the parking lot at Riverside Park by their contractor to remove a tree in the rear of the residence. A certificate of insurance has been provided and a “hold harmless” agreement will be in place before the work begins.

There was further discussion regarding parking regulations at Riverside Park. Rich Wenner, Municipal Attorney advised that the Town can post regulations based on the fact that the signing of the deed by the State is now just a formality.

Previous Business:

Mayor Stettler thanked Councilman Makatura for his work on the video recording of the Council meetings. Councilman Makatura stated that it is a work in progress and he may need an external microphone for better sound quality.

A motion was made by Councilwoman Miers, seconded by Councilman Sebold and carried authorizing Paul Sterbenz to proceed with the 2016 NJDOT grant application for the improvement of Second Street from Greenwich Street to Oxford Street.

A motion was made by Councilman Kennedy, seconded by Councilwoman Miers and carried to adopt Resolution No. R2015x78.

RESOLUTION NO. R2015x78

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION AND EXECUTION OF A GRANT AGREEMENT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE SECOND STREET IMPROVEMENT PROJECT

WHEREAS, the NJDOT makes funds available to municipalities and counties for improvement projects through the municipal aid portion of the New Jersey Transportation Trust Fund; and

WHEREAS, the Municipal Engineer has recommended that the Mayor and Town Council apply

to the NJDOT for funds that are available under the New Jersey Transportation Trust Fund Authority Act, Fiscal Year 2016 Municipal Aid Program for the purpose of constructing improvements to Second Street in the Town of Belvidere; and

WHEREAS, the Mayor and Town Council have considered this recommendation;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Town Council of the Town of Belvidere hereby approves the grant application for the above stated project;

BE IT FURTHER RESOLVED that the Municipal Engineer is hereby authorized to submit an electronic grant application identified as MA-2016, Town of Belvidere, Second Street Improvement Project to the NJDOT on behalf of the Town of Belvidere;

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are hereby authorized to sign the grant agreement on behalf of the Town of Belvidere and that their signatures constitute acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement

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 September 21, 2015.

A motion was made by Councilman Kennedy and seconded by Councilwoman Miers to authorize Paul Sterbenz to proceed with the preparation of the Housing Element and Fair Share Plan.

Roll call:

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

Nays - None

Abstentions - None

Absent - None

Council discussed items for the October 5th workshop agenda. Teresa Yeisley advised that, in addition to discussion matters, the following matters will need to be on the workshop agenda: approval of minutes, public comment, tax resolutions, approval of purchase orders and executive session (if needed). Rich Wenner advised that Katrina Campbell can advise on the maintenance of Howell Street but nothing involving the property owners. Mayor Stettler stated that she would not be comfortable discussing the matter without an attorney present. Mr. Wenner advised that she could recuse herself from the discussion.

A motion was made by Councilman Kennedy and seconded by Councilman Sebold that the workshop agenda for October 5th should include the recodification project and then Howell Street with the attorney being present for the recodification discussion and then dismissing the attorney for the Howell Street discussion.

Roll call:

Ayes - Councilman Kennedy, Councilman Makatura, Councilwoman Miers, Councilwoman Napolitani, Councilman Petre, Councilman Sebold

Nays - Mayor Stettler

Abstentions - None

Absent - None

Councilwoman Miers asked if we could replace the signs in Riverside Park. Rich Wenner advised "yes", the Town has a good faith agreement that the property belongs to Belvidere.

New Business:

A motion was made by Councilman Kennedy, seconded by Councilman Sebold and carried approving the following raffle license applications: R2015-17 and R2015-18 for the Washington Womans Club.

A motion was made by Councilman Makatura, seconded by Councilwoman Napolitani and carried to reschedule the November Council meeting dates from the first and third Mondays to the second and fourth Mondays.

Councilman Makatura initiated a discussion about the non-profit status of the Victorian Days Committee., stating that the Town does incur expenses for the event and that a “for profit” organization may need to be charged for these expenditures. Discussion ensued. This matter will be addressed further at a future workshop meeting.

A motion was made by Councilwoman Miers, seconded by Councilman Sebold and carried authorizing the Mayor and Municipal Clerk to execute the 2016 Municipal Alliance contract.

A motion was made by Councilwoman Miers, seconded by Councilman Sebold and carried approving the request to hold the annual Crop Walk on October 25th.

Mayor Stettler advised that the Good Will Fire Company has offered limited parking spaces for winter parking. They would like the Town to process the permitted parking applications. Discussion ensued. Council consensus was that they would prefer not to be involved since the property does not belong to the Town and is owned by the Good Will Fire Company.

Resolutions:

A motion was made by Councilman Kennedy, seconded by Councilwoman Miers and carried to adopt Resolution No. R2015x75

RESOLUTION NO. R2015x75

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION TO CANCEL GENERAL CAPITAL IMPROVEMENT

AUTHORIZATION BALANCES

WHEREAS, there are General Capital Improvement Authorizations that are no longer needed; and

WHEREAS, these balance can be cancelled into General Capital Fund Balance and General Capital - Capital Improvement Fund; and

WHEREAS, these balances are able and eligible to be cancelled as outlined in the schedule below; and

NOW THEREFORE BE IT RESOLVED; that these Unexpended Balances of Capital Improvement Authorizations listed below is hereby cancelled:

Ordinance 12-18 Purchase of Four Wheel Drive Police Vehicle \$2,683.19 be cancelled to General Capital Fund Balance

Ordinance 14-05 Purchase of Various DPW Equipment \$ 8,695.83 be cancelled to General Capital – Capital Improvement Fund

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 September 21, 2015.

A motion was made by Councilwoman Miers, seconded by Councilwoman Napolitani and carried to adopt Resolution No. R2015x76.

RESOLUTION NO. R2015x76

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION TO HIRE AND PAY HUMAN RESOURCES/PAYROLL EMPLOYEES

BE IT RESOLVED that the Belvidere Town Council hereby authorizes the following individuals to be hired and paid:

| <u>Name</u> | <u>Position</u> | <u>Salary</u> |
|------------------|-------------------------|---|
| Teresa Yeisley | Human Resources/Payroll | \$ 2,100 per annum eff. 6/1/2015 3,500 per annum eff. 1/1/2016 |
| Coleen Hosterman | Human Resources/Payroll | 2,100 per annum eff. 6/1/2015 3,500 per annum eff. 1/1/2016 |

Date: September 21, 2015
Teresa A. Yeisley, RMC/CPM
Municipal Clerk/Administrator

A motion was made by Councilman Petre, seconded by Councilman Kennedy and carried to adopt Resolution No. R2015x77.

RESOLUTION NO. R2015x77

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

A RESOLUTION APPOINTING A FIRE SUB-CODE OFFICIAL

BE IT RESOLVED that the Belvidere Town Council hereby appoints the following individual as the Fire Sub-Code Official for the Town of Belvidere effective August 1, 2015:

| <u>Name</u> | <u>Position</u> |
|--------------------|------------------------|
| Patrick Stefenelli | Fire Sub-Code Official |

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 September 21, 2015.

Ordinance:

A motion was made by Councilwoman Napolitani and seconded by Councilman Sebold to introduce Ordinance No. O2015x02.

ORDINANCE NO. O2015x02

TOWN OF BELVIDERE

WARREN COUNTY, NEW JERSEY

AN ORDINANCE APPROPRIATING THE SUM OF NOT MORE THAN \$13,800 FOR THE PURCHASE OF DPW EQUIPMENT

WHEREAS, the Council of the Town of Belvidere has determined that it needs to appropriate the sum up to \$10,216.00 from the Capital Improvement Fund and \$2,680.00 from the Capital Fund Balance for the Purchase of DPW Equipment; and

WHEREAS, the Town of Belvidere has received Clean Communities funding from the State of New Jersey and needs to appropriate the sum up to \$1,791 for the Purchase of said DPW Equipment;

NOW, THEREFORE, BE IT ORDAINED, by the Belvidere Town Council that:

1. There are funds available in the Capital Improvement Fund and Capital Fund Balance of the General Capital Fund and Federal and State Grants Appropriations – Clean Communities for costs attributable to said DPW Equipment.
2. There is hereby appropriated that sum of up to \$13,800.00 from the Capital Improvement Fund and Capital Fund Balance of the General Capital Fund and Federal and State Grants for the aforementioned purpose.
3. There is no debt authorized by this ordinance.
4. This ordinance shall take effect upon passage following a public hearing to be conducted thereon and publication of notice of final passage with the requirements of the law.

NOTICE

The foregoing ordinance was introduced at a regular meeting of the Belvidere Town Council held on September 21, 2015 and was read for the first time. This ordinance will be further considered for final adoption by the Belvidere Town Council at a meeting to be held on October 19, 2015 at Belvidere Town Hall, 691 Water Street, Belvidere, NJ 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 at that time. Any member of the general public can obtain a copy of said ordinance at no cost at the Municipal Clerk's Office, 691 Water Street, Belvidere, Monday through Friday from 9:00 A.M. to 4:30 P.M.

Roll call:

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

Nays - None

Abstentions - None

Absent - None

Approval of Purchase Orders:

A motion was made by Councilman Petre, seconded by Councilman Sebold and carried to authorize the payment of the purchase orders in the amount of \$73,729.23.

Public Comment:

Eileen Scott - vacant properties and spending freeze

Executive Session:

A motion was made by Councilman Kennedy, seconded by Councilwoman Miers and carried to adopt Resolution No. R2015x79.

RESOLUTION NO. R2015x79

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: Contract negotiations
3. It is anticipated at this time that the above stated subject matter will be made public:
 When Resolved.

Dated: September 21, 2015
Teresa A. Yeisley, R.M.C./C.P.M.
Municipal Clerk/Administrator

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

Rich Wenner advised the public that Council was in executive session for approximately twelve minutes and discussed the PBA contract and contract negotiations regarding shared services agreements with Liberty Township and Harmony Township for municipal court.

A motion was made by Councilman Kennedy, seconded by Councilwoman Miers and carried to adjourn the meeting of the Belvidere Town Council at 9:08 PM.

Respectfully submitted,

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