

Town of Hackettstown
215 West Stiger Street
Hackettstown, NJ 07840

AGENDA

January 11, 2024

Flag Salute.

Mayors opening statement as required by the Open Public Meetings Act.

Roll call.

Mayor appoints Council Committees:

Fire: Sheldon, Kunz, Lambo

Sanitation: Tynan, Sheldon, Engelau

Police: Kunz, Tynan, Becker

Welfare: Becker, Engelau, Tynan

Lighting: Lambo, Kunz, Tynan

Recreation: Engelau, Lambo, Sheldon

Printing, License and Franchise: Lambo, Engelau, Becker

Public Works: Sheldon, Tynan, Becker

Ordinance & Municipal Affairs: Sheldon, Tynan, Lambo

Finance: Engelau, Lambo, Kunz

Building & Zoning : Kunz, Engelau, Sheldon

Mayor appoints Ad Hoc Committees (If Desired):

Insurance: Tynan, Sheldon, Lambo

Personnel & Employee Negotiating: Sheldon, Kunz, Engelau

Rescue Squad Coordinating: Sheldon, Kunz, Becker

Community Development: Tynan, Sheldon, Lambo

Board of Education Liaison: Lambo, Engelau, Kunz

University Liaison: Lambo, Tynan, Becker

Parking Authority Liaison: Engelau, Tynan, Becker

BID Liaison: Kunz, Engelau

Continuation of appointments from the January 1, 2024 meeting agenda.

Mayor appoints and Council confirms:

Police Matrons and Crossing Guards:

Steve Carter

Kim Carvino (also Matron)

Carolyn Cavanagh

Christina Culp

Derek Owens
Dolores Reagle
G. Sanchez
Maureen Tice
Pauline Volkert
Kim Smith
Nancy Luteran
Michael Frayne
Camilo Ocampo
Debra Whitney

School Resource Officers:

Class III Officer:	Matthew Frauen	expiring 12/31/2024
Class III Officer:	Mark Ramos	expiring 12/31/2024

Fire Police:

Chief:	Edward Syfor	expiring 12/31/2024
Assistant Chief:		
Members:	Michael Palko, Jr.	expiring 12/31/2024

Alternate Construction Official:	Gregory Chontow	expiring 12/31/2024
Alternate Building Subcode Official:	Gregory Chontow	expiring 12/31/2024

Mayor appoints (Council confirmation not required):

Emergency Management Coordinator	Colin Baker	expiring 12/31/2026
Deputy Emergency Management Coordinator	Scott Armstrong	expiring 12/31/2024
Deputy Emergency Management Coordinator	Gerald DiMaio	expiring 12/31/2024

Historic Preservation Commission Clerk:	Mary Matusewicz	expiring 12/31/2024
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HMUA Board Member	Gerald DiMaio, Jr.	expiring 12/31/2028
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Council appoints:

Tax Search Officer	Patricia Noll	expiring 12-31-2024
Assessment Search Officer	P.J. Reilly	expiring 12-31-2024

-Resolution

Be it resolved that the Chief Financial Officer be designated as the certifying agent for the Public Employee Retirement System, Police and Fire Retirement System, and the NJ Social Security Agency.

-Resolution

Be it resolved that the Town Clerk/Administrator is hereby designated as certifying agent for the NJ Department of Personnel (Civil Service).

-Resolution

Be it resolved that the Town Clerk/ Administrator or her Deputy be designated as the official responsible for checking and verification of all delivery slips and vouchers for items payable by the Town of Hackettstown.

-Resolution

Be it resolved that the Police Manual of the Town of Hackettstown, NJ, containing the rules and regulations governing the Hackettstown Police Department be readopted.

-Resolution

Be it resolved that except in cases of extreme emergency, any necessary expenditure of \$7,500.00 or more, whether current budget, operating expense, or capital budget must have prior approval of the Common Council before the encumbrance of funds.

-Resolution

Be it resolved that prior to the placement of any purchase order in excess of \$500.00, the Town Clerk/Administrator's approval must be received.

-Resolution

Whereas, NJSA 54:4-66 provides that taxes are payable in quarterly installments on the first of February, May, August and November in each year with installments becoming delinquent if not paid on or before those dates: And,

Whereas, NJSA 54:4-67 has been amended to permit the fixing of said rate of eight (8) percent per annum on the first \$1,500.00 of the delinquency, and eighteen (18) percent per annum on any amount in excess of \$1,500.00 and allows an additional penalty of 6% to be collected against a delinquency in excess of \$10,000.00 on accounts that fail to pay the delinquency prior to the end of the fiscal year; and,

Now therefore Be It Resolved that in accordance with NJSA 54:4-67, the Tax Collector is hereby authorized and directed to charge eight (8) percent per annum on the first \$1,500.00 of tax or assessment delinquency after the due date and eighteen (18) percent per annum on any tax or assessment delinquency after the due date in excess of \$1,500.00. An additional

penalty of six (6) percent shall be charged against the total delinquency if the arrears of \$10,000.00 remain at the end of the fiscal year; and,

Be It Resolved that no interest shall be charged if any installment is paid within ten (10) calendar days after the date upon which the same is due. However, if paid after the expiration of the ten (10) day grace period the interest charged shall be calculated from the original due date and not from the end of the grace period; and

Be It Further Resolved that no interest shall be charged to senior citizens who pay their taxes with their social security check within thirty (30) days of the taxes due date; and

Be It Further Resolved that the Tax Collector is hereby authorized to hold a tax sale in accordance with the law.

-Resolution

Be it resolved that P.J. Reilly be appointed Public Agency Compliance Officer for the year 2024.

-Resolution

Be it resolved that P.J. Reilly be appointed Health Benefits Administrator for the year 2024.

-Resolution

Be it resolved that the Cash Management Plan for the Town of Hackettstown be readopted for 2024.

-Resolution

Authorizing the Municipal Assessor to file municipal appeals and enter into stipulations on behalf of the Town of Hackettstown for 2024.

-Motion to approve the minutes of the December 14, 2023 regular session.

-Motion to approve the minutes of the December 28, 2023 regular session

-Motion to approve the minutes of the January 1, 2024 Reorganization meeting.

-Introduction, Ordinance 2024-01, Cap Bank Ordinance.

-Resolution, establishing meeting of the Mayor and Common Council for 2024.

-Resolution, requiring Governing Body certification of compliance of the US EEOC.

-Resolution, appointing Joann Fascenelli as Recycling Coordinator for 2024.

-Motion to approve Purchase Order over \$7500.00 (Code Green Lawn Care).

-Motion to approve check register 24-01.

-Motion to approve Special Event Permits:

Annual Spring Festival (BID)

-Motion to approve road closures for St. Patrick's Parade.

Public Comment- Shall be limited to 3 minutes (Article 1.2-9)

Any other matters that may be brought by the Mayor and Council for action.

Committee reports.

Mayor's report.

Possible executive session.

Adjournment.