

**BOROUGH OF BLOOMSBURY
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

Reorganization Meeting – January 1, 2014

The Reorganization meeting was held in the Municipal Building on January 1, 2014. Meeting was called to order by Martha Tersigni, Mayor at 10:01 AM. The Sunshine Law was read by the Lisa Burd Reindel, Clerk.

As required by the Open Public Meetings Act of 1975, adequate notice of this meeting was provided on December 2, 2013 by the publication of said notice in the Hunterdon County Democrat and the posting of said notice at the Municipal Building on same date.

ROLL CALL:

Chris James	Al Stiehler
Kathleen Jordan	Eric Weger
Vicky Papics	Martha Tersigni, Mayor
Chris Smith	William Edleston, Esq.

Flag Salute

OATHS OF OFFICE:

COUNCIL OATHS OF OFFICE:

Mr. Edleston administered the following oaths of office:

Chris James - Common Council – Full Term - expires December 31, 2016
Vicky Papics – Common Council – Full Term – expires December 31, 2016
Al Stiehler – Common Council – Unexpired Term – expires December 31, 2014
Kathleen Jordan – Common Council – Unexpired Term – expires December 31, 2015

NOMINATIONS FOR COUNCIL PRESIDENT:

A motion was made by Mr. Weger, seconded by Mrs. Jordan, to nominate Al Stiehler as Council President. No other nominations were heard. Mrs. Tersigni closed nominations. All ayes. Motion carried.

Mrs. Tersigni outlined the following Council Appointments for 2013.

Martha Tersigni – Finance, Planning Board, Deputy OEM
Chris James - SWAC, Environmental Commission, Zoning/Code Enforcement
Vicky Papics - Public Safety, Planning Board, OEM, BCC
Eric Weger - Public Works, Shade Tree, Mayor’s Designee to the Planning Board
Chris Smith - Recreation

Al Stiehler – Court Liaison
Kathleen Jordan – Board of Education, Newsletter

PLANNING BOARD MEMBERS:

Review 2014 Membership

- Martha Tersigni – CLASS I – 4 Year Term - Expires 12/31/15
- (KENS SEAT) - CLASS II - 1 Year Term - Expire 12/31/14
- Vicky Papics - CLASS III - 1 Year Term - Expire 12/31/14
- Jennifer Rittenhouse - Class IV - 4 Year Term - Expire 12/31/15
- Bill Fitzpatrick - Class IV - 4 Year Term - Expire 12/31/17
- Rob Waterson - Class IV - 4 Year Term - Expire 12/31/15
- Ann Ferrero – Class IV – 4 Year Term – Expires 12/31/14
- Eric Weger – Mayor’s Designee - 1 Year Term - Expire 12/31/14

Mr. Smith will reach out to current Recreation Commission Members to see if anyone is interested in filling the Planning Board Class II seat in 2014. Mrs. Tersigni stated that the alternate seats are currently vacant as well.

BLOOMSBURY HOSE COMPANY NO. 1 – OATH OF OFFICE

Mr. Edleston administered the Oath of Office to Sean McNulty

REVIEW OF 2014 MEMBERSHIPS

- **BLOOMSBURY HOSE COMPANY NO. 1**

Council reviewed the 2014 membership roster and the budget information provided. Mrs. Tersigni noted there are currently 16 active members for 2014. She also noted that the financial information was included in packets because it was received together but would be discussed at the regular meeting in January.

- **BLOOMSBURY RESCUE SQUAD**

Council reviewed the 2014 membership roster. Mrs. Tersigni noted that there are 19 members listed on the training log which was provided.

- **ENVIRONMENTAL COMMISSION**

Mr. James was not able to provide a current membership roster for the meeting. He reported that he is still hoping that people will join the Environmental Commission for the upcoming year. A meeting will be held in January and he is hoping that last year’s member will be present and that they can come up with a plan they can bring to Council. Mrs. Tersigni asked if she could expect a decision regarding what format the group will take, either a committee or commission, by the January meeting. Mr. James stated that he thought that would be possible, but believed he would be able to get everyone together to

at least have a discussion about it. Mr. James said that if they can't meet the requirements to be a commission, then they will have to become an advisory committee, but he wants the members to meet and discuss the same. Mrs. Tersigni stated that at this point, there really are not even enough members to hold a meeting.

- **SHADE TREE ADVISORY COMMITTEE**

Mr. Weger stated that the Shade Tree Advisory Committee is not active, but if a need arises in the future, he will pull the membership back together.

- **BLOOMSBURY RECREATION COMMISSION**

Mr. Smith did not have a current membership roster for the meeting. He stated that one member has requested to leave the Commission and they also discussed the idea of possibly becoming an advisory committee instead of a commission. He stated that there was no real opposition to it one way or the other. Mrs. Tersigni asked if he will be able to provide a list to the Clerk by the January meeting. Mr. Smith confirmed the same.

The Clerk reminded Mr. Edleston that at the last meeting she requested he look into this matter and confirm if the group could continue to do the things they do, like host the Summer Rec program, if they were a committee instead of a commission. She asked if he had been able to come up with an answer to that.

Mr. Edleston stated that they can. He said the only thing they cannot do is spend money or appropriate money. The Clerk asked if they could then hold summer rec and take children on field trips. He said they could as long as they used the releases that were prepared previously.

The Clerk asked for clarification, asking if this would mean that for every purchase, such as items for the snack shack or a craft at summer rec would have to be made through the Borough and not by a member of the Committee. Mr. Edleston stated that he felt they could do this and make these purchases and he could provide a memo to that affect. He said he felt we could overlook small things like this as we would not want to hamstring them.

The Clerk asked if a Council member could be authorized to make purchases for the committee. Mr. Edleston said we could do it that way too. Or authorize them to make purchases with a cost not to exceed. The Clerk asked if legally we can handle it this way. Mr. Edleston stated that it sounded like a good way to handle it. The Clerk stated she would like to see this in writing from the Attorney, confirming this would be an appropriate and legal way to handle this as she would not want any member of the Recreation Commission to be in a bad position.

CONSENT AGENDA

RESOLUTION # 1-14 - MEETING DATES

WHEREAS, the Senate and General Assembly of the State of New Jersey have enacted an Act concerning meeting of certain public bodies known as the Open Public Meetings act, approved, October 21, 1975, as Chapter 231, P.L. 1975, effective 90 days after enactment, to wit, on or about January 19, 1976,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Bloomsbury as follows:

1. The regular meetings of the Borough of Bloomsbury shall be held on the fourth Tuesday of every month during the calendar year of 2014. Meetings shall be held in the Municipal Building, 91 Brunswick Ave., Bloomsbury, NJ at 7:00 PM.
2. Notice of such annual schedule of regular meeting of the Mayor and Council or any revised schedule thereof, as well as advance written notice of any regular, special or rescheduled meeting of the Council shall be prominently posted at the Municipal Building, published in the Hunterdon County Democrat and shall be on file with the Borough Clerk.

REGULAR MEETING SCHEDULE

January 28, 2014
February 25, 2014
March 25, 2014
April 22, 2014
May 27, 2014
June 24, 2014
July 22, 2014
August 26, 2014
September 23, 2014
October 28, 2014
November 25, 2014
December 23, 2014
2015 Re-organization - January 1, 2015 – 10AM

RESOLUTION # 2-14 -OFFICIAL DEPOSITORIES FOR BOROUGH FUNDS

BE IT HEREBY RESOLVED by the Mayor and Council of the Borough of Bloomsbury the that Official Depositories for all Borough funds, Bond Anticipation Notes, Certificates of Deposit shall be as follows:

PNC Bank, Bloomsbury, NJ

Bank of America, Pohatcong, NJ
Team Capital Bank, Phillipsburg, NJ

RESOLUTION # 3-14

PERSONS AUTHORIZED TO SIGN BOROUGH CHECKS

BE IT HEREBY RESOLVED by the Council that the following persons are authorized on behalf of the Borough to sign any and all checks drawn on any accounts in the name of Bloomsbury Borough and that any two of the four authorized signatures are required, the following persons are authorized for admittance to the safe deposit box, such entry shall require the signatures of not less than two of the following persons, the following persons are authorized on behalf of the Borough to deposit cash and checks in the appropriate accounts:

Martha J. Tersigni, Mayor
Lisa A. Burd Reindel, Borough Clerk
Kim Francisco, Chief Financial Officer
Al Stiehler, Council President

BE IT FURTHER RESOLVED that the following additional persons are authorized on behalf of the Borough of Bloomsbury to deposit cash and checks belonging to the Borough to appropriate depositories for the municipal accounts:

Sharon Brown, Tax Collector

RESOLUTION # 4-14 - TEMPORARY BUDGET FOR 2014

BE IT HEREBY RESOLVED by the Mayor and Council of the Borough of Bloomsbury that the temporary budget for the year of 2014 is hereby adopted. Said budget shall be 25% of the regular budget for the year of 2013.

RESOLUTION # 5-14 - OFFICIAL NEWSPAPERS

BE IT HEREBY RESOLVED by the Mayor and Council of the Borough of Bloomsbury that the Hunterdon County Democrat shall be designated as the official newspaper of the Borough, wherein all legal advertising of the Borough shall be placed. The Express Times shall be designated as the first alternative and the Courier News shall be designated as the second alternative.

RESOLUTION # 6-14 - CONTRACT WITH THE HUNTERDON HUMANE ANIMAL SHELTER

WHEREAS, the Borough of Bloomsbury requires the services of a dog warden,

NOW, THEREFORE BE IT RESOLVED, that the Borough of Bloomsbury enter into an agreement with the Hunterdon Humane Animal Shelter for said services for the year 2014.

RESOLUTION # 7-14 - RATE OF INTEREST FOR NON-PAYMENT OF TAXES

WHEREAS, NJSA 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

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

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Bloomsbury, County of Hunterdon, State of New Jersey; as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum of the first \$1,500.00 of taxes becoming delinquent after due date and 18% annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31st, an additional penalty of 6% shall be charged against the delinquency.
2. Effective January 1, 2014 there will be a ten- (10) day grace period of quarterly tax payments made by cash, check or money order.
3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from due date as set forth in paragraph one of this resolution.

RESOLUTION # 8-14 - TAX APPEALS

WHEREAS, The Borough Council of the Borough of Bloomsbury has been informed that from time to time errors are made in computing tax assessments, and

WHEREAS, the Municipal Tax Assessor of the Borough of Bloomsbury requested the Borough to authorize the filing of corrective appeals of such errors with the Hunterdon County Board of Taxation, and,

WHEREAS, the Municipal Tax Assessor is called upon to defend tax appeals filed with the Hunterdon County Board of Taxation and agree to stipulation of appeals, and

WHEREAS, the Municipal Tax Assessor of the Borough of Bloomsbury is authorized by the Borough Council to file rollback petitions with the Hunterdon County Board of Taxation for the Borough of Bloomsbury and,

WHEREAS, the Municipal Attorney is authorized to appear on behalf of the Borough of Bloomsbury before the Hunterdon County Board of Taxation, and execute such documents as are necessary to resolve corrective appeals of errors and stipulation of appeals as may be recommended by the Tax Assessor.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Bloomsbury that the Municipal Tax Assessor and Municipal Attorney be and hereby are authorized to file corrective appeals with the Hunterdon County Board of Taxation, to sign stipulations in matters of appeals with Hunterdon County Board of Taxation and to file rollback petitions with the Hunterdon County Board of Taxation, are proper and in the best interests of the municipality.

RESOLUTION # 9-14 - ANNUAL SALE OF DELINQUENT TAXES

BE IT HEREBY RESOLVED, by the Borough Council of the Borough of Bloomsbury that the Collector of Taxes for Bloomsbury Borough is hereby authorized to conduct the annual sale of delinquent taxes of the calendar year of 2013.

RESOLUTION # 10-14 - TAX COLLECTOR'S RESOLUTION

WHEREAS, the Tax Collector has overpayments and underpayments of taxes for 2013 in the amount of \$5.00, and that they be cancelled; and

NOW, THEREFORE LET IT BE RESOLVED, by a majority of the members of the Common Council of the Borough of Bloomsbury, County of Hunterdon, State of New Jersey that these overpayments of \$5.00 and under be cancelled to surplus and balances of \$5.00 and under be cancelled.

RESOLUTION # 11-14 - RESOLUTION APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER FOR CALENDAR YEAR 2014

BE IT RESOLVED, by the Common Council of the Borough of Bloomsbury, County of Hunterdon, State of New Jersey, that Lisa A. Burd Reindel, is hereby designated Public Agency Compliance Officer for the Borough of Bloomsbury for 2014.

RESOLUTION # 12-14 - RESOLUTION AUTHORIZING PAYMENT OF PREVIOUSLY APPROVED EXPENDITURES OR ROUTINE RECURRING EXPENSES PRIOR TO FORMAL COUNCIL APPROVAL

WHEREAS, payment of previously approved expenditures and bills of a routine or recurring nature such as the payment of routine recurring expenses such as utility bills or petty cash reimbursement is at times required prior to their formal inclusion on the bill list or Treasurer's report for formal approval for payment by Council; and

WHEREAS, it is necessary to establish policy whereby these bills may be paid prior to that form of approval in order to assure the orderly continuation of municipal functions;

NOW, THEREFORE, BE IT RESOLVED on this 1st day of January, 2014, that the Borough of Bloomsbury does hereby implement a policy and procedure whereby routine or recurrent bills or previously approved expenditures may be paid and checks issued therefor executed by the appropriate municipal officials prior their formal inclusion on the monthly bill list for formal approval by Council.

RESOLUTION # 13-14 - RESOLUTION DESIGNATING THE COMMON COUNCIL OF THE BOROUGH OF BLOOMSBURY TO ACT AS THE LOCAL BOARD OF HEALTH

WHEREAS, the Borough of Bloomsbury does not have a Local of Board of Health, and

WHEREAS, from time to time there is a need to have a local Board of Health to make decisions under the advisement of the Borough Engineer relating to septic system waivers and other health department related matters,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Bloomsbury that the Common Council shall act as the Local Board of Health, considering Board of Health matters, rendering decisions, and authorizing approvals for the same, as needed, under the advisement of the Borough Engineer.

**RESOLUTION # 14-14 - APPOINTMENT OF DEPUTY EMERGENCY
MANAGEMENT COORDINATOR**

WHEREAS, the Borough of Bloomsbury is required to appoint a Deputy Emergency Management Coordinator; and

WHEREAS, Martha J. Tersigni is qualified for this position; and served as Deputy OEM Coordinator in 2013, a term which expired on December 31, 2013;

NOW, THEREFORE BE IT RESOLVED by the Common Council of the Borough of Bloomsbury does hereby re-appoint Martha J. Tersigni to the position of Deputy Emergency Management Coordinator for a one year term ending December 31, 2014.

RESOLUTION #15-14 - APPOINTMENT OF DEPUTY REGISTRAR

BE IT RESOLVED that Lisa A. Burd Reindel, Registrar of the Borough of Bloomsbury, does hereby appoint Ella Ruta as Deputy Registrar for the calendar year 2014.

**RESOLUTION # 16-14 - RESOLUTION APPOINTING LISA A. BURD REINDEL
911 COORDINATOR FOR 2014**

BE IT RESOLVED, by the Common Council of the Borough of Bloomsbury, County of Hunterdon, State of New Jersey, that Lisa A. Burd Reindel, is hereby designated 911 Coordinator for the Borough of Bloomsbury for the calendar year 2014.

**RESOLUTION # 17-14 - RESOLUTION REQUESTING THE HUNTERDON COUNTY
BOARD OF CHOSEN FREEHOLDERS TO BANK AND RESERVE FUNDS
ALLOCATED FOR THE BOROUGH OF BLOOMSBURY IN THE OPEN SPACE
TRUST FUND**

WHEREAS, the Hunterdon County Board of Chosen Freeholders has approved an open space trust fund and established a municipal grant program to provide program funds in connection with municipal acquisition of lands for recreation, conservation and general open space purposes, farmland preservation, preparation of plan elements of a municipal master plan, and restoration of county owned or municipal owned historic properties, buildings, structures or facilities, etc.; and

WHEREAS, the Borough of Bloomsbury Common Council is requesting the Hunterdon County Board of Chosen Freeholders to Bank and Reserve the Open Space Trust Fund amount of \$33,327.37 for Calendar Year 2013 allocated for the Borough of Bloomsbury for further consideration.

WHEREAS, the Mayor and Council of the Borough of Bloomsbury desire to obtain Open Space Trust Funds in the amount of \$33,327.37 to fund the following projects in the future:

1. Acquisition of easements and/or fee property interest in lots adjacent to the Musconetcong River;
2. Acquisition of open lot adjacent to Main /Gardner/North Streets.

RESOLUTION # 18-14 – OPEN SPACE LAND AQUISITION

WHEREAS: The Hunterdon County Board of Chosen Freeholders has approved and Open Space Trust Fund and established a Municipal Grants Program to provide County Funds in connection with preserving open space, natural areas, farmland and historic sites; to acquire, develop, improve and maintain county and municipal lands for recreation and conservation purposes; and preservation of historic structures, properties, facilities, sites, areas, or objects; or for the payment of debt service or indebtedness issued or incurred by the municipality for any of the purposes described above; and

WHEREAS, the Borough of Bloomsbury desires to further the public interest by obtaining funding in the amount of \$20,600 from the County of Hunterdon to fund the following project “Stone Walk” at a cost of \$20,600.

NOW THEREFORE, the Common Council of the Borough of Bloomsbury resolves that Lisa A. Burd Reindel, RMC, CMR is hereby authorized to:

- (a) Make application for such County Open Space Trust Funds,
- (b) Provide additional application information and furnish such documents as may be required, and
- (c) Act as the authorized correspondent of the Borough of Bloomsbury, and

WHEREAS, the County of Hunterdon shall determine if the application is complete and in conformance with the scope and intent of the Hunterdon County Open Space, Farmland and Historic Preservation Trust Fund Plan, applicable Freeholder Board Policies and the Procedures Manual for the Municipal Grant Program Adopted hereto, and notify the Municipality of the amount of the funding award; and

WHEREAS, the Borough is willing to use the County funds in accordance with such adopted Policies and Procedures, and applicable state and government rules, regulations and statutes;

NOW THEREFORE BE IT RESOLVED, by the Common Council of the Borough of Bloomsbury:

1. That the Borough Clerk/Administrator of the Borough of Bloomsbury is hereby authorized to execute any documents and agreements with the County of Hunterdon known as “Stone Walk”;
2. That the Borough has its share of funds if required, in the amount of \$0.00,

3. That, in the event the County of Hunterdon's funds are less than the total project cost above, the applicant has the balance of funding necessary to complete the project;
4. That the applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project; and
5. That this resolution shall take effect immediately.

RESOLUTION # 19-14 - RESOLUTION AUTHORIZING SERVICE CHARGE ON RETURNED CHECK FOR INSUFFICIENT FUNDS

WHEREAS, NJSA 40:5-19 has been enacted to allow a municipality the authority to impose a service charge to be added on an account where payment by check or written instrument was returned for insufficient funds; and

NOW THEREFORE, BE IT RESOLVED, that the Common Council of the Borough of Bloomsbury, County of Hunterdon, State of New Jersey, hereby authorizes the Tax Collector to charge the aforementioned fee at a rate of \$20.00 per check or other written instrument for all checks returned for insufficient funds during the current fiscal year, and

BE IT FURTHER RESOLVED, that the Tax Collector may require future payments to be tendered in certified check, cashier's check, or cash, and,

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the Chief Financial Officer, the Tax Collector and the Municipal Auditor.

Mrs. Papics moved Council adopt Resolution 1-14 through 19-14; seconded by Mr. Weger.
ROLL CALL VOTE: James-aye; Jordan-aye; Papics-aye; Smith-aye; Stiehler-aye; Weger-aye.
Motion carried.

PAYMENT OF BILLS

Council reviewed the Bill list of December 2013 and January 1, 2014.

Mr. Weger moved Council approve the bill lists of December 2013 & January 1, 2014, seconded by Mr. Stiehler.

ROLL CALL VOTE: James-aye; Jordan-aye; except payroll; Papics-aye; except payroll; Smith-aye; Stiehler-aye; Weger-aye. Motion carried

OPEN TO THE PUBLIC

No Comment.

ADJOURNMENT

A motion to adjourn the reorganization meeting of the Bloomsbury Borough Common Council was made by Mr. James; seconded by Mrs. Jordan. All ayes. Motion carried. The meeting was adjourned at 10:20 am.

Respectfully submitted,

Lisa A. Burd Reindel, RMC
Borough Clerk/ Administrator