



City of Lambertville
REORGANIZATION MEETING
SUNDAY, JANUARY 1, 2023 at 1 P.M.
PHILLIP L. PITTORE JUSTICE CENTER
25 SOUTH UNION STREET
AGENDA

1. Statement of Compliance with the Open Public Meetings Act

The meeting agenda offers the planned action items of the Governing Body to the extent known at the time of publication

2. Roll Call.

Present: Councilwoman Lambert; Councilman Stegman, Councilwoman Taylor, Mayor Nowick

Council-elect: Karen Kominsky, Evan Lide

3. Pledge of Allegiance and Moment of Silence

4. Invocation – Reverend Dawn Alpaugh

5. Certification of Election

The City Clerk read the certification of election into the record.

Election Statement for Municipal Offices, General Election 11-08-2023

A statement of the determination of the Board of Canvassers of Hunterdon County, New Jersey, relative to an election held in the County of Hunterdon on November 2, 2022 for the election of the following mentioned offices in the City of Lambertville:

One (2) Three-year term for Council, that said Board does determine that, Karen J. Kominski and Evan Lide were duly elected to serve as Council Members of the City Council for a term expiring 12/31/2025.

6. Oath of Office

Karen J. Kominsky was sworn into office of City Council by Assemblyman Verrelli.

Evan Lide was sworn into office of City Council by the City Clerk.

7. Election of Council President

8. Oath of Office – Council President

9. Commentary

- a. Mayor Nowick
- b. Council President
- c. Council Members

10. Appointments to Boards and Commissions

The following appointments will be authorized using a consent agenda.

- d. Broadband, Cable & Telephone Services Advisory Committee

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- i. Stefanie Brand
 - ii. John Weber
- e. Environmental Commission
 - i. Cynthia Jahn
 - ii. Liz Magill-Peer
- f. Historic Preservation
 - i. Lisa Easton
 - ii. Stewart Palilonis
 - iii. Nora Linderman
 - iv. Vacancy
- g. Human Rights Council
 - i. Scott Elliott
 - ii. Mayor's Representative – Benedetta Lambert
 - iii. Kathy-Lynn Kelly
 - iv. Chairperson
- h. Lambertville Free Public Library Board
 - i. Stephanie Volmer
 - ii. Manisha Agarwal
- i. Office of Emergency Management
 - i. Lt. Robert Brown – Coordinator
 - ii. Matt Bast – Deputy Coordinator
 - iii. Andrew Nowick - Mayor
 - iv. Cynthia Ege – City Clerk and Deputy Coordinator
 - v. Lindsay Hansche – Deputy Clerk
 - vi. Susan Bacorn – Deputy Treasurer
 - vii. Michael Barlow – Chief, LFD
 - viii. Wanda Quinones – SHRSO
 - ix. Lisa Voorhees – Greater Lambertville Area Chamber of Commerce
 - x. Bambi Kuhl – Director of Public Assistance
 - xi. Thomas Horn – Executive Director, LMUA

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- xii. Scott Elliott – HRC
- xiii. Kenneth Rogers, Construction Official
- xiv. John Miller, Flood Expert
- xv. Jason Strauss, Chief, LNHA&RS
- xvi. James Walters, Suez
- j. LMUA
 - i. Janine Macgregor
- k. Parks and Recreation
 - i. Pat Walker
 - ii. Alexis Berends
 - iii. Barry Middleberg
- l. Planning Board
 - i. Class II – Vince Uhl
Class III – Steven Stegman
 - ii. Paul Kuhl
 - iii. Marleina Ubel
 - iv. Robert Jordan
 - v. Alternate I – Cynthia Jahn
 - vi. Alternate II - Michele Romeo
- m. Shade Tree Commission
 - i. Art Legere
 - ii. Helen Pettit
 - iii. Vacancy
- n. Social Services and Public Assistance Board
 - i. Sharon Burd
- o. Zoning Board of Adjustment
 - i. Fred Eisinger
 - ii. Brian Kelly
 - iii. Jane Wesby
- p. City Historian – Lou Toboz

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- q. Division of Senior Services – Mary Izano

End of Board and Commission appointments.

11. Proclamations

- r. Honoring Retiring Board Members
- s. Honoring Volunteers
- t. Stewart and Betsy Palilonis
- u. David M. DelVecchio
- v. Wardell Sanders
- w. Julia Taylor

End of Proclamations.

12. Resolutions

The following resolutions will be authorized using a consent agenda.

Consent Agenda: *The following resolutions on a consent agenda are considered routine and shall be enacted by one motion. Should any member of City Council seek separate discussion of any item, that item shall be removed and discussed separately.*

- a. RESOLUTION NUMBER 01-2023: A Resolution Adopting a Temporary Budget for the City of Lambertville for 2023

RESOLUTION NUMBER 01-2023
*RESOLUTION ADOPTING A TEMPORARY BUDGET
FOR THE CITY OF LAMBERTVILLE
TEMPORARY BUDGET APPROPRIATION FOR 2023*

WHEREAS, Section 40A:4-19 of the Revised Statutes of the Local Budget Law provides that, where any contracts, commitments or payments are to be made prior to the adoption the 2023 Budget, temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and

WHEREAS, Temporary Appropriations shall be adopted within the first 30 days of the Municipality's fiscal year, and shall not exceed 26.25% of the prior's year's adopted Budget, exclusive of appropriations made for Debt Service, Capital Improvements and Public Assistance; and

WHEREAS, the total amount appropriated in the 2022 Municipal Budget, as detailed above, was \$4,761,447.77 and

WHEREAS, 26.25% of the above amount is \$1,249,880.04

NOW, THEREFORE, BE IT RESOLVED, that an additional sum of \$1,600,328.29 be appropriated for Debt Service, Capital Improvements and Public Assistance, for a total Temporary Budget of \$2,850,208.33.

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NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of Lambertville, County of Hunterdon, that the below schedule of Temporary Budget Appropriations for 2023 is hereby adopted as the Temporary Current Budget of the City of Lambertville for 2023 and that a certified copy of this Resolution be transmitted to the Finance Office for their records.

ADOPTED: January 1, 2023

b. RESOLUTION NUMBER 02-2023: Designating Official Newspapers

**RESOLUTION NUMBER 02-2023
“DESIGNATING OFFICIAL NEWSPAPERS”**

BE IT RESOLVED by the Governing Body of the City of Lambertville, County of Hunterdon, State of New Jersey, that pursuant to N.J.S.A. 40:53-1 et seq. that “*The Trenton Times*” be designated as the Official Newspaper; and

BE IT FURTHER RESOLVED that official notices may also be published in “*Hunterdon County Democrat*” to meet time requirements.

ADOPTED: January 1, 2023

c. RESOLUTION NUMBER 03-2023: Designating City Council Meeting Schedule for 2023

**RESOLUTION NUMBER 03-2023
“DESIGNATING MEETING SCHEDULE”**

BE IT RESOLVED by the Governing Body of the City of Lambertville, County of Hunterdon, State of New Jersey, that pursuant to the Open Public Meetings Act, N.J.S.A. 10:4 6 et seq., that the following is the regular meeting scheduled for 2023:

WORK SESSIONS:

Thursday, February 2, 2023
Thursday, March 2, 2023
Thursday, April 6, 2023
Thursday, May 4, 2023
Thursday, June 1, 2023
Thursday, September 7, 2023
Thursday, October 5, 2023
Thursday, November 2, 2023
Thursday, December 7, 2023

COUNCIL MEETINGS:

Thursday, January 19, 2023
Thursday, February 16, 2023
Thursday, March 16, 2023
Thursday, April 20, 2023
Thursday, May 18, 2023

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Thursday, June 15, 2023
Thursday, July 20, 2023
Thursday, August 17, 2023
Thursday, September 21, 2023
Thursday, October 19, 2023
Thursday, November 16, 2023
Thursday, December 21, 2023

BE IT FURTHER RESOLVED that all meetings will be held in the meeting room at the Phillip L. Pittore Justice Center located at 25 South Union Street in the City and will start at 7:00 pm prevailing time unless announced otherwise; and

BE IT FURTHER RESOLVED that notice of this schedule shall be published in the January 6, 2023 issue of The Times.

ADOPTED: January 1, 2023

- d. RESOLUTION NUMBER 04-2023: A Resolution Adopting A Cash Management Plan, Appointing Banks, Awarded through the Fair and Open Process

Resolution Number 04-2023

A Resolution to Adopt a Cash Management Plan for the City of Lambertville

WHEREAS, N.J.S.A. 40A: 5-14 requires every municipality to adopt a Cash Management Plan on an annual basis;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Lambertville, County of Hunterdon, State of New Jersey, that the following requirements be a part of the **2023 Cash Management Plan**, and be adhered to:

I. Cash Management and Investment Objectives

Preservation of capital; adequate safekeeping of assets; maintenance of liquidity to meet operating needs; diversification of the City's portfolio to minimize risks associated with individual investments.

II. Designation of Official Depositories

The following banks are hereby designated as legal depositories for all municipal funds:

Bank of Princeton
Northfield Bank
Wells Fargo Bank

Bank of America
PNC

Prior to opening an account, each depository must submit to the Chief Financial Officer / Treasurer a copy of the Governmental Unit Deposit Protection Act (GUDPA) notification of eligibility, which is filed semi-annually with the Department of Banking each June 30th and December 31st;

This list may be amended or supplemented from time to time as Mayor and Council deems necessary.

III. Cash Management

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All municipal funds received by any official or employee shall be either deposited within 48 hours to an account in the name of the City of Lambertville, or shall be turned over to the Deputy Treasurer within 48 hours of receipt, in accordance with N.J.S.A. 40A: 5-15;

The Chief Financial Officer / Treasurer shall minimize any accumulated idle cash in checking accounts, by assuring that excess balances are promptly swept into the investment portfolio; Investment decisions shall be guided by the cash flow projections prepared by the Chief Financial Officer or the Treasurer; Change Funds and Petty Cash Funds are not required to be maintained in interest-bearing accounts.

IV. Permissible Investments

Bonds or other obligations of the United States of America, or obligations guaranteed by the United States of America; government money market mutual funds; any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors; bonds or other obligations of the local unit, or school districts of which the local unit is a part; any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments; Local Government investment pools; New Jersey State Cash Management Fund; Repurchase agreements of fully collateralized securities.

V. Authority for Investment Management

The Chief Financial Officer / Treasurer, and/or Deputy Treasurer is authorized and directed to make investments on behalf of the City of Lambertville with the consent of the Mayor. All investment decisions shall be consistent with this plan, and all appropriate regulatory constraints.

VI. Safekeeping

Securities purchased on behalf of the City of Lambertville shall be delivered electronically or physically to the City's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the City.

VII. Procedures for Disbursement of Funds

Payments shall be prepared by the Deputy Treasurer as authorized by the Chief Financial Officer/ Treasurer and submitted to Mayor and Council for their approval;

No municipal funds shall be disbursed by the Chief Financial Officer / Treasurer or Deputy Treasurer prior to approval of the Governing Body, except for: Debt Service payments; Investments; Payroll turnovers to agency accounts; Tax payments to Hunterdon County, the South Hunterdon Regional School District, Board of Fire Commission, District 1 and the

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Lambertville Free Public Library shall be made in accordance with schedules provided by each taxing district; the annual disbursement of the Petty Cash Check to the City Clerk and Police Department and permit fees for special projects;

Checks approved for payment shall be signed by any of the following; 1) Mayor, 2) City Clerk, 3) Police Director and 4) Council President and must contain three signatures:

Chief Financial Officer's	Escrow Accounts for
Current Fund	ZBOA, PB and
Trust Other Fund	Developers
General Capital Fund	
Animal Control Fund	SUI Reserve Fund
Lilly Mansion Account	Developers Escrow
Brewery Loan Repayment	Account
Account	COAH Trust
Community Development	Municipal Open Space
Block Grant	Tax Title Lien Account

Checks paid from the following accounts must contain two signatures:

Payroll Fund

Wire transfers and Automated Clearing House (ACH) payments are to be made by the Chief Financial Officer / Treasurer, Deputy Treasurer or by the City Clerk as authorized by the Mayor.

VIII. Reporting

The Chief Financial Officer / Treasurer and/or Deputy Treasurer shall report to the Governing Body all purchases of investments in accordance with N.J.S.A. 40A: 5-15.2;

The Chief Financial Officer / Treasurer and/or Deputy Treasurer shall also report to the Governing Body the available cash in each fund and/or bank account.

Audit

This Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A: 5-14.

Adopted at the reorganization meeting of the Governing Body of the City of Lambertville, in the County of Hunterdon, in the State of New Jersey, held on the 1st day of January 2023.

ADOPTED: January 1,2023

- e. RESOLUTION NUMBER 05-2023: A Resolution to the Certifying Officer and Supervisor for PERS/PFRS

RESOLUTION NUMBER 05-2023

“Appointing the Supervisor and the Certifying Officer for PERS/PFRS”

WHEREAS, there is a requirement from the State of New Jersey Division of Pension and Benefits to designate a Certifying Officer for PERS/PFRS.

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NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the City of Lambertville that Susan Bacorn is hereby appointed as the Certifying Officer and Christie Ehret is hereby appointed as the Supervisor for PERS/PFRS with a term expiration of December 31, 2023.

ADOPTED: January 1,2023

f. RESOLUTION NUMBER 06-2023: Authorizing Signatures on City Bank Accounts

RESOLUTION NUMBER 06-2023

“Authorizing Signatures on City Bank Accounts”

WHEREAS, on January 1, 2023 the Governing Body of the City of Lambertville met to hold the annual reorganization; and

WHEREAS, they designated the following employees as signers on City Bank Accounts.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Lambertville, County of Hunterdon, State of New Jersey, that through 2023 checks drawn or withdrawals from these accounts be signed as follows:

City Clerk’s Account and Petty Cash Account:
Cynthia Ege, City Clerk, or Lindsay Hansche, Deputy Clerk, and

Police Petty Cash Account:
Robert Brown, Lieutenant, or Anthony Memolo, and

Municipal Court General Account and Bail Account:
Patricia Wozniak, Municipal Court Administrator

Construction Official Account:
Kenneth Rogers, Construction Code Official, or Cynthia Ege, City Clerk

Bureau of Fire Safety Account:
Susan Schlesinger, Fire Prevention Official, or Cynthia Ege, City Clerk

PATF II Account:
Helen T. Kuhl, Director of Public Assistance, or Cynthia Ege, City Clerk

BE IT FURTHER RESOLVED that the accounts listed below signed by three of the following officials, requiring a minimum of one elected official’s signature:

Andrew J. Nowick, Mayor
XXXXX, Council President
Cynthia Ege, City Clerk
Robert Brown, Lieutenant

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Chief Financial Officer’s	SUI Reserve Fund
Current Fund	COAH Residual Interest
Trust Other Fund	Account
General Capital Fund	Developers Escrow
Animal Control Fund	Account
Lilly Mansion Account	Municipal Open Space
Brewery Loan Repayment	Tax Title Lien Account
Account	Miscellaneous Escrow
Community Development	Accounts (PB, ZBOA,
Block Grant	Developers)

BE IT FINALLY RESOLVED that the Payroll Account be signed by two of the following officials:

- Andrew J. Nowick, Mayor
- XXXXX, Council President
- Cynthia Ege, City Clerk
- Robert Brown, Lieutenant

ADOPTED: January 1,2023

- g. RESOLUTION NUMBER 07-2023: Authorizing Tax Assessor to File Corrective Appeals

RESOLUTION NUMBER 07-2023

“RE-APPOINTING RICHARD CARMOSINO AS THE TAX ASSESSOR AND AUTHORIZING THE TAX ASSESSOR TO FILE CORRECTIVE APPEALS”

WHEREAS, the Governing Body of the City of Lambertville, in the County of Hunterdon, in the State of New Jersey hereby re-appoint Richard Carmosino as the Tax Assessor for the City of Lambertville, and

WHEREAS, the Governing Body of the City of Lambertville, County of Hunterdon, State of New Jersey, have been informed by the Tax Assessor that from time to time errors are made in computing the tax assessment covering certain property located within the City of Lambertville; and

WHEREAS, the Tax Assessor has requested that the Governing Body authorize him to file corrections of such errors with the Hunterdon County Board of Taxation; and

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

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Lambertville, County of Hunterdon, State of New Jersey, that the Tax Assessor of the City of Lambertville be and is hereby authorized to file corrective appeals with the Hunterdon County Board of Taxation concerning those properties wherein errors have been made, to represent the City of Lambertville in defense of appeals filed with said Board and to sign stipulations of appeals on behalf of the City of Lambertville which he feels are proper and in the best interests of the City of Lambertville; and

BE IT FURTHER RESOLVED that the Tax Assessor sends copies of such corrected assessments to the individuals involved.

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ADOPTED: January 1,2023

- h. RESOLUTION NUMBER 08-2023: *Appointing a Municipal Housing Liaison for the City of Lambertville*

RESOLUTION 08-2023

“Resolution Appointing a Municipal Housing Liaison for the City of Lambertville”

WHEREAS, pursuant to N.J.A.C. 5:94-7 and N.J.A.C. 5:80-26.1 et. seq., all municipalities with substantive certification from COAH, and those that are actively seeking substantive certification are required to appoint a Municipal Housing Liaison for the administration of Lambertville’s affordable housing program to enforce the requirements of N.J.A.C. 5:94-7 and N.J.A.C. 5:80-26.1 et. seq.; and

WHEREAS, the March 10, 2015 N.J. Supreme Court issued a ruling that transferred responsibility to review and approve housing elements and fair share plans from COAH to designated Mt. Laurel trial judges; and

WHEREAS, a municipality may no longer wait for COAH to adopt third round rules before preparing new third round housing plans and municipalities must now apply to the Court, instead of COAH, if they wish to be protected from exclusionary zoning lawsuits; and

WHEREAS, the City of Lambertville is actively seeking a Judgment of Repose from the Mt. Laurel trial judge, the court-equivalent of COAH’s substantive certification, for the Third Round; and

WHEREAS, Lambertville amended its ordinances to provide for the appointment of a Municipal Housing Liaison to administer Lambertville’s affordable housing program on May 7, 2003; and

NOW THEREFORE BE IT RESOLVED, by the Governing Body of the City of Lambertville in the County of Hunterdon and the State of New Jersey that Helen T. Kuhl is hereby appointed by the Governing Body of Lambertville as the Municipal Housing Liaison or their appointee for the administration of the affordable housing program.

ADOPTED: January 1,2023

- i. RESOLUTION NUMBER 9-2023: *Payment of Taxes*

RESOLUTION NUMBER 09-2023

“Payment of Taxes”

BE IT RESOLVED by the Governing Body of the City of Lambertville, County of Hunterdon, State of New Jersey, that taxes shall be collected quarterly on February 1, 2023; May 1, 2023; August 1, 2023 and November 1, 2023 and that interest will be charged at the rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 to be calculated from the date the tax is payable until the date of actual payment; and

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BE IT FURTHER RESOLVED that there will be a ten (10) day grace period after which unpaid taxes will be charged interest from the due date; and

BE IT FURTHER RESOLVED that, pursuant to statute, if a tax delinquency is over \$10,000.00 at the end of the year, an additional flat penalty of 6% per annum shall be imposed for taxes plus other municipal charges; and

BE IT FINALLY RESOLVED that this Resolution shall be published in the January 6, 2023 issue of The Times.

ADOPTED: January 1,2023

- j. RESOLUTION NUMBER 10-2023: *Resolution Appointing the Public Agency Compliance Officer for the City of Lambertville*

RESOLUTION NUMBER 10-2023

“Appointing the Public Agency Compliance Officer for the City of Lambertville”

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the City of Lambertville hereby appoints Susan Bacorn as the Public Agency Compliance Officer and Lindsay Hansche as the Alternate effective January 1, 2023.

ADOPTED: January 1,2023

- k. RESOLUTION NUMBER 11-2023: *A Resolution Authorizing Petty Cash Accounts for the Police Department and the Clerk’s Office*

RESOLUTION 11-2023

Authorizing the Petty Cash Funds

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund in any County or municipality by application and resolution, and,

WHEREAS, it is the desire of the *City of Lambertville*, County of Hunterdon to establish such a fund for the following departments:

City Clerk’s Office, custodian for this fund is Cynthia Ege in the amount of \$500
Police Department, custodian for this fund is Robert Brown, Lt. in the amount of \$200

WHEREAS, such custodian shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures;

NOW, THEREFORE BE IT RESOLVED that the Governing Body hereby re-authorizes such action and that these accounts were previously approved by the Director of the Division of Local Government Services.

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BE IT FURTHER RESOLVED that the Deputy Treasurer is hereby authorized to issue Petty Cash checks to the City Clerk and Police Department prior to the regularly scheduled session of the Governing Body.

ADOPTED: January 1,2023

l. RESOLUTION NUMBER 12-2023: A Resolution Authorizing Change Funds for the Clerk's Office and the Court

RESOLUTION 12-2023
Authorizing the Change Funds

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Change Fund in any county of municipality by application and resolution, and,

WHEREAS, it is the desire of the *City of Lambertville*, County of Hunterdon to establish such a fund for the following departments:

Police Department, Robert Brown, in the amount of \$50.00

Court, Patricia Wozniak, in the amount of \$50

Clerk's Office, Cynthia Ege, in the amount of \$100

WHEREAS, such custodian shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures;

NOW, THEREFORE BE IT RESOLVED that the Governing Body hereby re-authorizes such action and that these accounts do not require approval from the Director of the Division of Local Government Services.

ADOPTED: January 1,2023

m. RESOLUTION NUMBER 13-2023: A Resolution Appointing the Right to Know Coordinator/Officer, the Recycling Coordinator, and the SWAC Coordinator, the Storm Water Management Program Coordinator and the Assistant Storm Water Management Program Coordinator for the City of Lambertville

RESOLUTION NUMBER 13-2023

A Resolution Appointing the Right to Know Officer, Recycling Coordinator, the SWAC Coordinator, Stormwater Management Program Coordinator, and the Assistant Stormwater Management Program Coordinator for the City of Lambertville

NOW THEREFORE, BE IT RESOLVED, by the Governing Body of the City of Lambertville, in the County of Hunterdon, in the State of New Jersey, that the following is hereby authorized for the City of Lambertville for the 2023 calendar year:

Lester E. Myers, Jr. is hereby appointed as the Right to Know Officer, Recycling Coordinator, the SWAC Coordinator, and the Stormwater Management Program Coordinator;

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Brittany Kerr is hereby appointed as the Assistant to the Stormwater Management Program Coordinator.

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n. RESOLUTION NUMBER 14-2023: A Resolution Authorizing the Tax Collector to Cancel Property Tax Credits and Delinquencies for 2023

RESOLUTION 14-2023

A Resolution Authorizing the Tax Collector to Cancel Property Tax Credits and Delinquencies for 2023

WHEREAS, the Governing Body of the City of Lambertville, County of Hunterdon, State of New Jersey have been informed by the Tax Collector that from time to time there are property tax credits or delinquencies on certain properties located within the City of Lambertville, and

WHEREAS, pursuant to N.J.S.A. 40A:5-17.1 a resolution may be adopted by the Governing Body of a municipality authorizing a municipal employee to process without further action on the part of the Governing Body the cancellation of any property tax credit or delinquency of less than \$10,

NOW THEREFORE BE IT RESOLVED by the Governing Body of the City of Lambertville, County of Hunterdon, State of New Jersey, that the Tax Collector be authorized to cancel any property tax credit or delinquency of less than \$10 without further action on the part of the Mayor and City for the Calendar Year ending December 31, 2023 and that such action be noted in the Tax Duplicate for the City of Lambertville.

ADOPTED: January 1, 2023

o. RESOLUTION NUMBER 15-2023: A Resolution to Appoint the Custodian of Records for the City of Lambertville

RESOLUTION 15-2023

A Resolution to Appoint Custodian of Records for the City of Lambertville

NOW THEREFORE BE IT RESOLVED by the Governing Body of the City of Lambertville, County of Hunterdon, State of New Jersey, that the following people are hereby appointed as Custodian of Records for the City of Lambertville:

Cynthia L. Ege, City Clerk, and all matters related to the Governing Body;
Lindsay Hansche, Deputy Clerk as an alternate for all matters related to the Governing Body.

Crystal Lawton, TACO, all matters related to Construction, Planning & Zoning Boards of Adjustment;

Lt. Robert Brown, Officer in Charge for the Police Department

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- p. RESOLUTION NUMBER 16-2023: *A Resolution to Adopt the Policy and Procedure Requiring the Tax Assessor to File the Tax Rate Annually and the List of Tax Appeals Monthly with the Mayor.*

RESOLUTION 16-2023

A Resolution to Adopt the Policy and Procedure Requiring the Tax Assessor to File the Tax Rate and the List of Tax Appeals With the Mayor Annually

NOW THEREFORE BE IT RESOLVED by the Governing Body of the City of Lambertville that the Tax Assessor is hereby required to file the Tax Rate within ten days of notice from the County of Hunterdon and the List of Tax Appeals monthly with the Mayor.

ADOPTED: January 1, 2023

- q. RESOLUTION NUMBER 17-2023: *A Resolution to Authorize the Shared Services Agreement with the LMUA for Manpower and Equipment for Snow Plowing and Other Related Emergencies, and for the Use of Fuel.*

RESOLUTION NUMBER 17-2023

A Resolution to Authorize the Shared Services Agreement with the Lambertville Municipal Utilities Authority for Snow Removal Through the 2023 Winter Season and for Gas and Diesel Fuel Usage

WHEREAS, the Lambertville Municipal Utilities Authority has been supplementing services to the City's public works department during storms, emergencies and times of need; and

WHEREAS, the Lambertville Municipal Utilities Authority agrees to provide equipment and employees to the City of Lambertville and the City agrees to cover or reimburse the Lambertville Municipal Utilities Authority for the cost of fuel to operate the equipment for the 2023 winter season.

WHEREAS, the City of Lambertville Agrees to permit the Lambertville Municipal Utilities Authority to use gas and diesel fuel through the agreement with the County of Hunterdon.

NOW THEREFORE BE IT RESOLVED by Mayor and Council of the City of Lambertville, in the County of Hunterdon, in the State of New Jersey that the shared services agreement with the Lambertville Municipal Utilities Authority for the 2023 winter season is hereby authorized.

ADOPTED: January 1, 2023

End of consent agenda

- r. RESOLUTION 18-2023: *A Resolution Authorizing the Award of a Non-Fair and Open Contract for the City Attorney and Redevelopment Attorney*

RESOLUTION NUMBER 18-2023

City of Lambertville

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RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR CITY ATTORNEY, AND REDEVELOPMENT ATTORNEY

WHEREAS, the City of Lambertville has a need to acquire professional services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and,

WHEREAS, the Certified Municipal Finance Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is 1 year(s); and

WHEREAS, William Opel of McManimon Scotland and Baumann, LLC has submitted a proposal November 4, 2023 indicating they will provide the professional services for the City Attorney and Redevelopment Attorney; and

WHEREAS, McManimon Scotland Baumann, LLC, has completed and submitted a Business Entity Disclosure Certification which certifies that McManimon Scotland Baumann has not made any reportable contributions to a political or candidate committee in the City of Lambertville in the previous one year, and that the contract will prohibit the firm McManimon Scotland Baumann, LLC from making any reportable contributions through the term of the contract, and

WHEREAS, the Certified Municipal Finance Officer has certified that funds are available in the 2023 Budget – N.J.A.C. 5:30-5.4.

NOW THEREFORE, BE IT RESOLVED that the Governing Body of the City of Lambertville authorizes the Mayor and City Clerk to enter into a contract with McManimon Scotland Baumann, LLC as follows:

Redevelopment Attorney, hourly rate of \$185.00 (city) to \$395.00 (escrows), with an annual not to exceed amount of \$1,000, noting escrow accounts will be established for interested businesses; and

City Attorney, hourly rate of \$185.00, a monthly rate of \$5,000.00 per month, with an annual stipend not to exceed \$60,000.00, regardless of the number of hours spent on City Attorney business.

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution. and,

(BE IT FURTHER RESOLVED that the Notice of Award will appear in the January 6, 2023 edition of the Trenton Times.

ADOPTED: January 1, 2023

- s. RESOLUTION NUMBER 19-2023: Authorizing the Award of Non-Fair and Open Contracts for Professional Services for the 2023 Calendar Year

RESOLUTION NUMBER 19-2023

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES

City of Lambertville

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WHEREAS, the City of Lambertville has a need to acquire professional services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and,

WHEREAS, the Certified Municipal Finance Officer has determined and certified in writing that the value of the acquisition may exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is 1 year and may be extended 2 times as approved by this Governing Body; and

WHEREAS, the following providers have submitted a proposal November 4, 2022 indicating they will provide the following services:

COAH Attorney: Kelly Grant, Malamut, hourly rate of \$160.00 per hour, with an annual amount not to exceed amount of \$15,000.00;

Public Defender: Stanley Troy, \$300.00 per court appearance/session, with an annual amount not to exceed \$3,600.00;

Alternate Public Defender: Jenna Casper Bloom, at a rate of \$150.00 per client with an annual not to exceed amount of \$750.00;

City Planner: Michael Sullivan, Clarke Caton Hintz, hourly rate of \$180.00, with an annual amount not to exceed \$15,000.00, excluding escrow accounts;

Prosecutor: Philip and Sean Faherty of Hunt and Faherty with an annual amount not to exceed \$26,500.00 (stipend);

Risk Manager: CBIZ, with an annual amount not to exceed \$14,545.00 which is paid through the Public Alliance Insurance Fund.

Municipal Advisor: Phoenix Advisors in an amount not to exceed \$1,200.00.

WHEREAS, each firm listed has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in the City of Lambertville in the previous one year, and that the contract will prohibit the them from making any reportable contributions through the term of the contract, and

WHEREAS, the Certified Municipal Finance Officer has certified that funds are available in the 2023 budget, N.J.A.C. 5:30-5.4.

NOW THEREFORE, BE IT RESOLVED that the Governing Body of the City of Lambertville authorizes the Mayor and City Clerk to enter into a contract with the firms as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution. and,

BE IT FURTHER RESOLVED that a Notice of Award will be published in the January 6, 2023 edition of the Trenton Times.

ADOPTED: January 1, 2023

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- t. RESOLUTION NUMBER 20-2023: A Resolution Authorizing Professional Service Contracts for the 2023 Calendar Year using the Fair and Open Process.

RESOLUTION NUMBER 20-2023

“Authorizing Professional Service Contracts for the 2023 Calendar Year”

WHEREAS, there exists a need for a Professional Services for the 2023 calendar year; and

WHEREAS, the contract is being awarded pursuant to the Fair and Open Process, a process that provides for public solicitation of proposals OR qualifications and the New Jersey Local Unit Pay-to-Play Law as defined in N.J.S.A. 19:44A-20.4 et seq., bids were advertised on November 9, 2022 and received December 2, 2022, providing sufficient time to give notice, and publicly opened on December 2, 2022; and

WHEREAS, sufficient funds are available in the 2023 Temporary Budget, adopted ordinances or grants, and will be made available in the 2023 Municipal Budget for the City of Lambertville for such services;

NOW, THEREFORE, BE IT RESOLVED that the Council Members of the City of Lambertville, in the County of Hunterdon, in the State of New Jersey hereby confirms the nomination made by Mayor Nowick for the following positions are here by authorized:

City Auditor: Suplee Clooney & Company at an annual rate not to exceed \$40,000.00 for completion of the ADS, AFS, Annual Audit, and budget assistance;

Budget Consultant: Michael Drulis of Mortford Drulis & Associates, hourly rate of \$84.00 per hour, an annual rate not to exceed \$25,000.00

Bond Counsel: Thomas Hastie of Malamut & Associates, hourly rate of \$205.00 per hour, with an annual rate not to exceed \$750.00 to the calendar year budget, up to \$15,000.00 to be charged to the bond ordinance;

Planning Board Attorney: Scott D. Salmon, Esq., Jardim, Meisner & Susser, P.C., hourly rate of \$165.00 at an annual rate not to exceed \$500.00; excluding escrow accounts;

Planning Board Engineer: Gilmore & Associates, hourly rate of \$160.00 at an annual rate not to exceed \$750.00, excluding escrow accounts;

City Engineer: Gilmore & Associates, Inc., hourly rate of \$160.00 per hour, with an annual rate not to exceed \$5,000.00;

Alternate City Engineer: CME Associates, hourly rate of \$195.00 per hour, with an annual not to exceed amount of \$400.00, excluding escrow accounts;

Special Engineer for Stormwater Management: MS4 Tier A and Stormwater Management Utility Advisory: Princeton Hydro, hour rate of \$195.00 per hour, in an amount not to exceed \$5,000.00;

Zoning Board Attorney: Scott D. Salmon, Esq., Jardim, Meisner & Susser, P.C., hourly rate of \$165.00 per hour, an annual rate not to exceed \$500.00; excluding escrow accounts;

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Zoning Board Engineer: Gilmore & Associates, hourly rate of \$160.00 at an annual rate not to exceed \$750.00, excluding escrow accounts;

Alternate Zoning Board Engineer: CME Associates, hourly rate of \$195.00 per hour with an annual amount not to exceed \$400.00, excluding escrow accounts;

City Architect: Michael Burns Architect, hourly rate of 195.00 per hour, with an annual rate not to exceed of \$1,000.00.

BE IT FURTHER RESOLVED that the not to exceed amount established is for general services only. Additional not to exceed amounts will be established on a per-project basis.

BE IT FURTHER RESOLVED that the Mayor and the City Clerk are hereby authorized and directed to finalize and sign an agreement for the 2023 calendar year.

BE IT FURTHER RESOLVED that notice of these actions shall be printed in the January 6, 2023 issue of The Times, N.J.A.C. 5:34-9.5 (d).

ADOPTED: January 1, 2023

- u. RESOLUTION NUMBER 21-2023: *A Resolution to Authorize the Contracts for Garbage/Solid Waste Disposal and Recycling for the 2023 Calendar Year*

RESOLUTION 21-2023

A Resolution to Authorize the Contract for Garbage/ Solid Waste Disposal and the Recycling Program for the 2023 Calendar Year

NOW THEREFORE BE IT RESOLVED, that Governing Body of the City of Lambertville in the County of Hunterdon, State of New Jersey, that the Mayor and City Clerk are hereby authorized and directed to finalize and sign an agreement for the 2023 calendar year for garbage/solid waste disposal and recycling with the following entities:

- County of Hunterdon Transfer Station, Contract for Garbage with payment to Waste Management of New Jersey
 - One-year term beginning January 1, 2023 and ending December 31, 2023, for the garbage collection at an annual rate not to exceed \$135,000.00;
- Colgate Paper Stock Company for the recycling program for a one-year term beginning January 1, 2023 and ending December 31, 2023 at an annual rate not to exceed \$25,000.00

ADOPTED: January 1, 2023

- v. RESOLUTION NUMBER 22-2023: *A Resolution to Appoint a Company to Provide Animal Control for the City of Lambertville for the 2023 Calendar Year*

RESOLUTION NUMBER 22-2023

A Resolution to Appoint a Company to Provide Animal Control for the City of Lambertville for the 2023 Calendar Year

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WHEREAS, the City of Lambertville solicited for quotes for Animal Control Officer from Animal Control Solutions and Advanced Animal Control for the 2023 calendar year; and

WHEREAS, the Certified Municipal Finance Officer has provided a certificate of funds available; and

WHEREAS, the City Attorney has reviewed the quotes and has determined that they are responsive and responsible; and

NOW THEREFORE BE IT RESOLVED by the Governing Body of the City of Lambertville, in the County of Hunterdon, in the State of New Jersey that the Mayor, City Attorney and City Clerk are hereby authorized to sign the agreement with Animal Control Solutions in an amount not to exceed \$900.00 per month, \$10,800 per year; plus the fees as noted the addendum to the contract (when possible will be paid by the owner of the animal), and will not exceed an annual amount of \$900.00 for vetting and housing for all strays.

BE IT FURTHER RESOLVED that this is one-year contract beginning January 1, 2023 through December 31, 2023

- w. RESOLUTION NUMBER 23-2023: A Resolution to Authorize the Contracts for the Following Services: Cleaning, Technology, Landscaping for the 2023 Calendar Year

RESOLUTION 23-2023

A Resolution to Authorize the Mayor to Sign the Contract for the Following Services: Office Cleaning, Technology Services, and Landscaping Services for the 2023 Calendar Year

NOW THEREFORE BE IT RESOLVED, that Governing Body of the City of Lambertville in the County of Hunterdon, State of New Jersey, do hereby authorize the Mayor and City Clerk to sign the contract with the following vendors beginning January 1, 2023 and ending December 31, 2023:

CNS Cleaning for cleaning services (weekly rate: \$336.03) with an annual amount not to exceed \$17,473.56 for a one year contract period;

LookFirst Technology for technology services (monthly rate: \$1,366) with an annual amount not to exceed \$16,392.00; Note: this excludes fees associated with the storage of records for a three year contract period;

Pura Vida for landscaping services (clean-up, mulching, mow) with an annual amount not to exceed \$28,610.00 for a one year contract period:

- Ely Park at an annual rate of \$5,375.00
- Cavallo Park at an annual rate of \$4,125.00
- North Union Street Park at an annual rate of \$1,375.00
- Mary Sheridan Park at an annual rate of \$1,900.00
- Arnett Park at an annual rate of \$750.00
- Closson Property at an annual rate of \$11,000.00
- 150 Swan Street at an annual rate of \$375.00
- Northfield Court median at an annual rate of \$375.00

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Charged to Open Space Maintenance: \$25,275.00

Municipal Office Space:

Police Department at an annual rate of \$625.00

Phillip L. Pittore Justice Center at an annual rate of \$1,250.00

City Hall at an annual rate of \$1,460.00

Charged to Maintenance of Public Buildings: \$3,335.00

ADOPTED: January 1, 2023

- x. **RESOLUTION NUMBER 24-2023:** *A Resolution to Authorize an Amendment to Section Two, Section Three, Paid and Unpaid Time Off Policies of the Staff Policy and Procedures Manual.*

RESOLUTION NUMBER 24-2023

A Resolution to Authorize an Amendment to Section Two, Section Three Paid and Unpaid Time Off Policies of the Staff Policy and Procedures Manual.

SECTION THREE, PAID AND UNPAID TIME OFF POLICIES

Paid Holiday Policy:

Non-contractual Employees are entitled to the following paid holidays:

New Year's Day	Monday	January 2, 2023
Martin Luther King, Jr. Day	Monday	January 16, 2023
President's Day	Monday	February 20, 2023
*Good Friday	Friday City Hall Staff works late on Tuesday, April 4, 2023. Compensation date: October 31 City Hall will close at 4:30 p.m.	April 7, 2023
Pre-Memorial Day	Friday (1/2 day for all non-City Hall) Full Day for City Hall Employees working late on Tuesday evenings.	May 26, 2023
Memorial Day	Monday	May 29, 2023
Pre-Independence Day	Monday	July 3, 2023
**Independence Day	Tuesday City Hall Staff is scheduled to work 9.5 hrs. Compensation back to the City: November 10, 2023 holiday.	July 4, 2023
Labor Day	Monday	September 4, 2023
Columbus Day	Monday	October 9, 2023

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*Trick or Treating	Tuesday City Hall will close at 4:30 p.m. to compensate for April 7, 2023 holiday.	October 31, 2023
**Veterans Day	Friday	November 10, 2023
Pre-Thanksgiving	Wednesday (1/2 day for all non-City Hall) Full Day for City Hall Employees working late on Tuesday evenings.	November 22, 2023
Thanksgiving	Thursday	November 23, 2023
Day After Thanksgiving	Friday Excluding Public Works Employees who will be paid time and ½ for working.	November 24, 2023
Christmas Day	Monday	December 25, 2023
New Year's Day	Monday	January 1, 2024

A holiday falling on a Saturday will be observed on the preceding Friday, and a holiday falling on a Sunday will be observed on the following Monday.

Public Works employees working on a scheduled day off will be compensated at a rate of time and a half.

ADOPTED: January 1, 2023

End of Resolutions.

13. Announcements.

- x. Did you know that you can renew your dog license and parking permits online? The link is as follows: <https://www.lambertvillenj.org/government/forms-documents>
 - i. DOG AND CAT LICENSES are due no later than Tuesday, February 28 to avoid the late fee. Please include a copy of your pet's valid rabies vaccination.
 - ii. PARKING STICKERS expired on 12/31/2022 - And you can renew online! <https://www.lambertvillenj.org/government/forms-documents>
 - iii. **Schedule of 2023 Reorganization Meetings**

Planning Board, Wednesday, January 4, 2023 at 7:00 p.m.

Library Board, Tuesday, January 10th, 2023 at 7:30 p.m. at the Lambertville Free Public located at 6 Lilly Street;

Human Rights Council, Monday, January 9, 2023 at 7:00 p.m.

Historic Preservation Commission, Tuesday, January 10, 2023 at 7:30 p.m.

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Parks & Recreation Commission, Wednesday, January 11, 2023 at 7:00 p.m.

Shade Tree Commission, Monday, January 23, 2023 at 7:30 p.m.

Environmental Commission, Wednesday, January 25, 2023 at 7:00 p.m.

Zoning Board of Adjustment, Thursday, January 26, 2023 at 7:30 p.m.

Broadband, Cable and Telephone Services Advisory Committee, Monday, January 30, 2022 at 7:00 p.m.

Lambertville Municipal Utilities Authority, Tuesday, February 7, 2023, 6 p.m. at the LMUA located on Station Court in the City

Office of Emergency Management, Thursday, February 9, 2022 at 2:30 pm

All meetings at held at the Phillip L. Pittore Justice Center located at 25 South Union Street in the City unless otherwise noted.

14. Public Comment.

Mayor Nowick asked for public comments.

15. Adjournment.

C: The Times, The Democrat, the Herald, Mayor and Council, City Attorney, City Engineer, Department Heads, Bulletin Board at City Hall, Website at www.lambertvillenj.org; and list serve.