

AGENDA FOR THE REORGANIZATION MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF CHESTER, HELD AT THE MUNICIPAL BUILDING, 50 NORTH ROAD, CHESTER, NEW JERSEY ON JANUARY 2, 2024

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1. **CALL TO ORDER**

The Municipal Clerk will call the meeting to order.

2. **OPEN PUBLIC MEETINGS ACT COMPLIANCE**

The Municipal Clerk will state, "This meeting is being held in compliance with the provisions of the Open Public Meetings Act, P.L. 1975, Ch. 231. It has been properly advertised and certified by the Clerk".

3. **OATHS OF OFFICE**

- a. Clerk Robin Ghebreal will read the "Statement of Determination" of the Board of County Canvassers, for the Election held on November 7, 2023.
- b. Attorney Lisa Thompson will administer the Oath of Office to Council Members Gary Marshuetz and Jason Rothamel of the Borough of Chester.

4. **ROLL CALL**

- | | |
|--|---|
| <input type="checkbox"/> Mayor Janet Hoven | <input type="checkbox"/> Chris Heil |
| <input type="checkbox"/> Karen Ferrone | <input type="checkbox"/> Kyle Holman |
| <input type="checkbox"/> Russ Goodwin | <input type="checkbox"/> Gary Marshuetz |
| | <input type="checkbox"/> Jason Rothamel |

Others Present:

- ☐ Lisa Thompson, Esq. ☐ Margaret Nordstrom, Administrator ☐ Robin Ghebreal, Clerk

5. **Presenting of the Colors by Boy Scout Troop 139**

6. **Blessing by Pastor Chris Scrivens**

7. **God Bless America sung by Justice Vera and Lincoln Vera**

8. **MAYOR'S OPENING STATEMENT**

9. **COUNCIL APPOINTMENT: COUNCIL PRESIDENT**

Mayor Hoven will open the floor for Council nominations to the position of Council President for 2024.

10. **BOARDS, COMMISSIONS, AND COMMITTEES**

Mayor Hoven shall make known her nominations for appointments to the various boards, commissions, committees, and agencies of the Borough, as follows:

LAND USE BOARD

Mayor Hoven shall announce her appointments to the Land Use Board, as follows:

Margaret Nordstrom, (Class II) reappointed through 12/31/2024

Tinothy Donnelly, (class IV) member Alternate #2 through 12/31/2024

The Council shall take action to confirm the nominations made by the Mayor, as shown above.

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CLASS III MEMBER

Mayor Hoven shall open the floor to the Council, for the Class III appointment to the Land Use Board, for a one-year term running through 12/31/2024. Council members shall choose a Class III appointment from among themselves.

11. BOARD OF HEALTH

Elisa Stelwagon-Buckley reappointed through 12/31/2026

Patricia Hill, appointed as full member through 12/31/2026

The Council shall take action to confirm the nominations made by the Mayor, as shown above.

12. SHADE TREE COMMISSION

Marla Jackson reappointed through 12/31/2028

Ian Davidson reappointed through 12/31/2028

Scott Nelson appointed to unexpired term through 12/31/2025

The Council shall take action to confirm the nominations made by the Mayor, as shown above.

13. RECREATION COMMITTEE

No appointments

14. ENVIRONMENTAL/ OPEN SPACE COMMITTEE

Eileen Carvalho regular member through 12/31/2026

Kenneth Christensen regular member through 12/31/2026

The Council shall take action to confirm the nominations made by the Mayor, as shown above.

15. MORRIS COUNTY COMMUNITY DEVELOPMENT

William Cokeley, Regular member for a term through 12/31/2024

Elizabeth Cokeley, Regular member for a term through 12/31/2024

The Council will take action to confirm the nomination made by the Mayor, as shown above.
The Mayor will ask Council for a nomination for their representative to the Board.

16. LIBRARY BOARD

Jean Farley reappointed through 12/31/2028

Brian Theroux, reappointed to Mayor's Alternate through 12/31/2024

The Council shall take action to confirm the nominations made by the Mayor, as shown above.

17. HISTORICAL PRESERVATION COMMITTEE

Ed Hanington appointed as Land Use Professional through 12/31/2024

Deborah Mersheimer reappointed through 12/31/2026

Michael Gurzo reappointed through 12/31/2026

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18. EMERGENCY MANAGEMENT COUNCIL

Coordinator of EM:	Edward Windt	through 12/31/2024
Dep. Coord./Director of EM:	Scott Dilley	through 12/31/2024
EMS Chief:	Jason Dilley	through 12/31/2024
Facilities:	Dr. Christina Van Woert	through 12/31/2024
Police Chief	Ryan McNamee	through 12/31/2024
Fire Chief:	T.C. Grego	through 12/31/2024
DPW Supt.:	Scott Beam	through 12/31/2024
Transportation Coordinator:	Donna Babcock	through 12/31/2024
Sanitarian:	Bernards Twp. Health Dept.	through 12/31/2024
Administrator:	Margaret Nordstrom	through 12/31/2024
Finance/Resource Mgt.:	Jason Gabloff	through 12/31/2024
Mayor:	Janet Hoven	through 12/31/2024
Media:	Observer Tribune	through 12/31/2024
Media:	Daily Record	through 12/31/2024
Media:	Mendham/Chester Patch	through 12/31/2024

The Council shall take action to confirm the nominations made by the Mayor, as shown above.

19. PROFESSIONAL APPOINTMENTS

Mayor Hoven shall offer her nominations for professional appointments of the Borough in 2024 as follows:

Municipal Attorney:	Brian W. Mason of Mason Thompson, LLC
Municipal Auditor:	Nisivoccia & Co.
Municipal COAH Counsel:	Surenian, Edwards & Nolan, LLC
Municipal Bond Counsel:	Hawkins, Delafield & Wood LLP
Municipal Water and Sewer Consultant:	Ed Clerico of Natural Systems Utilities
Municipal Planning Consultant:	David Banisch of Banisch & Associates
Municipal Engineer:	Joe Vuich of Van Cleef Engineering Associates
Municipal Conflict Engineer	Boswell Engineering
Municipal Stormwater Consultant	Stormwater Compliance Solutions
Municipal Risk Manager:	Lisa A. Pfenninger Insurance Agency, LLC

A motion is in order for the Council to confirm the Mayor's nominations.

20. MAYOR'S APPOINTMENTS

At this time, Mayor Hoven will present her nominations for appointment to the various positions of Borough Government for the year 2024, as follows:

Accounts Payable Officer – Jerry Shammass
Administrator – Margaret Nordstrom
Animal Control – Animal Control Solutions
Assistant to Construction Official – Lumarys Mendez
Board of Health Secretary – Dena Dziergoski
Board of Health Secretary for Licensing – Dena Dziergoski
Certifying Payroll Officer – Jason Gabloff
Chief Financial Officer – Jason Gabloff
Clean Communities Coordinator – Robin Ghebreel
Construction Official – Frank Zeller
Director of Public Works – Scott Beam

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Fieldhouse Coordinator – Jennifer Cooper
Grant Coordinator – Margaret Nordstrom
Information Technology Officer – Margaret Nordstrom
Land Use Board Secretary – Lumarys Mendez
Municipal Clerk – Robin Ghebreab
Personnel Officer - Margaret Nordstrom
Qualified Purchasing Agent – Margaret Nordstrom
Recreation Director – Lisa Gurzo
Recycling Coordinator – Scott Beam
Recycling Coordinator Deputy – Kevin Eskow
Registrar – Robin Ghebreab
Registrar Deputy – Dena Dziergoski
Tax Collector – Liz Holtz
Tax Assessor – Joe Pisauro
Treasurer – Jason Gabloff
Water/Sewer/ Solid Waste Collections Officer – Liz Holtz
Zoning Official – Dena Dziergoski/Sarah Jane Noll
Affirmative Action Officer – Margaret Nordstrom/Robin Ghebreab
Employee Assistance Program Coordinator – Dena Dziergoski
Human Resources Officer – Jason Gabloff
Designated Employee Representative(s) – Scott Beam/Kevin Eskow

A motion is in order for the Council to confirm the Mayor's nominations.

21. **COUNCIL COMMENTS**

22. **COUNCIL COMMITTEE DUTIES**

Mayor Hoven shall announce Council Committee duties for the year 2024.

As per Borough Code 13-15 B, the Mayor serves as an ex-officio member on all standing committees.

	<u>Chairperson</u>	<u>Members</u>
Public Utilities:	Gary Marshuetz	Russ Goodwin
Finance:	Chris Heil	Jason Rothamel
Personnel:	Karen Ferrone	Gary Marshuetz
Community Relations:	Kyle Holman	Karen Ferrone
Public Safety/ Buildings and Grounds:	Russ Goodwin	Chris Heil
Ordinance & Policy:	Jason Rothamel	Kyle Holman

23. **MINUTES**

December 19, 2023

24. **OPEN PUBLIC SESSION TO DISCUSS AGENDA ITEMS**

25. **First Reading: January 2, 2024**

Mayor Hoven to read O-01-24, An Ordinance of the Borough of Chester, Amending the Borough Code Part II, Chapter 163, To Clarify Home Occupations, Home Offices and Private Professional Offices Require a Zoning Certificate for the Issuance of a Certificate of Occupancy.

Motion by: _____ Seconded by: _____ to adopt

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O-1-24 on first read.

Mayor Hoven to set the date of February 6, 2024, for second and final reading

ROLL CALL VOTE: YEA: _____ NAY: _____ ABSTAIN: _____

26. RESOLUTIONS

- a. R2024-01 Resolution of the Mayor and Council of the Borough of Chester in Compliance with the Open Public Meetings Act
- b. R2024-02 Resolution of the Mayor and Council of the Borough of Chester 2024 Schedule of Meetings and 2024 Reorganization Meeting
- c. R2024-03 Resolution of the Mayor and Council of the Borough of Chester Establishing the List of Borough Holidays for 2024
- d. R2024-04 Resolution of the Mayor and Council of the Borough of Chester Adopting a Cash Management Plan of Municipal Funds for 2024
- e. R2024-05 Resolution of the Mayor and Council of the Borough of Chester Authorizing Municipal Signatories for the year 2024
- f. R2024-06 Resolution of the Mayor and Council of the Borough of Chester Naming Affirmative Action P.A.C.O. for 2024
- g. R2024-07 Resolution of the Mayor and Council of the Borough of Chester Appointing Joint and Alternate Insurance Fund Commissioners for 2024
- h. R2024-08 Resolution of the Mayor and Council of the Borough of Chester Appointing OEM Coordinator for 2024
- i. R2024-09 Resolution of the Mayor and Council of the Borough of Chester Appointing Deputy OEM Coordinator for 2024
- j. R2024-10 Resolution of the Mayor and Council of the Borough of Chester Appointing Recycling and Deputy Recycling Coordinators for 2024
- k. R2024-11 Resolution of the Mayor and Council of the Borough of Chester Authorizing the Appointment of the Emergency Management Council for 2024
- l. R2024-12 Resolution of the Mayor and Council of the Borough of Chester Authorizing the Borough Attorney and Tax Assessor to represent the Borough for Tax Appeals filed for 2024
- m. R2024-13 Resolution of the Mayor and Council of the Borough of Chester Authorizing the Tax Collector to Cancel or Record any Over/Underpayment of Taxes/Utilities for the year 2024
- n. R2024-14 Resolution of the Mayor and Council of the Borough of Chester Fixing the Rate of Interest to be charged on delinquent taxes and all other municipal charges for 2024
- o. R2024-15 Resolution of the Mayor and Council of the Borough of Chester Authorizing a Service Charge on Returned Checks
- p. R2024-16 Resolution of the Mayor and Council of the Borough of Chester Designation of Newspapers and Notices During the year 2024

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- q. R2024-17 Resolution of the Mayor and Council of the Borough of Chester Authorizing Fieldhouse Manager to Perform Fieldhouse Refunds
- r. R2024-18 Resolution of the Mayor and Council of the Borough of Chester Advice and Consent to the Mayors Appointment of the Various Professionals and Authorizing the Award of Non-Fair and Open Professional Service Contracts for the listed Services
- s. R2024-19 Resolution of the Mayor and Council of the Borough of Chester Authorizing Temporary Debt Services
- t. R2024-20 Resolution of the Mayor and Council of the Borough of Chester Authorizing Temporary Appropriations for Sewer Utility Operating Fund
- u. R2024-21 Resolution of the Mayor and Council of the Borough of Chester Authorizing Temporary Appropriations for Solid Waste Utility Operating Fund
- v. R2043-22 Resolution of the Mayor and Council of the Borough of Chester Temporary Appropriations for Current Operating Fund
- w. R2024-23 Resolution of the Mayor and Council of the Borough of Chester Authorizing Temporary Appropriations for Swimming Pool Utility Operating Fund
- x. R2024-24 Resolution of the Mayor and Council of the Borough of Chester Appointing a Municipal Prosecutor, Public Defender and Municipal Court Judge Pursuant to a Shared Court Agreement with the Township of Chester and the Township of Mendham
- y. R2024-26 Resolution of the Mayor and Council of the Borough of Chester Designating a Human Resources/Personnel Manager pursuant to the Domestic Violence Policy Act
- z. R2024-27 Resolution of the Mayor and Council of the Borough of Chester Authorizing Annual Reassessment Program
- aa. R2024-28 Resolution of the Mayor and Council of the Borough of Chester Authorizing a Tonnage Grant Application
- bb. R2024-29 Resolution of the Mayor and Council of the Borough of Chester Appointing a Council Liaison for the Morris County Community Development
- cc. R2024-30 Resolution of the Mayor and Council of the Borough of Chester Appointing Van Cleef Engineering as Municipal Engineers
- dd. R2024-31 Resolution of the Mayor and Council of the Borough of Chester Authorizing Participation in the LEAP Grant
- ee. R2024-32 Resolution of the Mayor and Council of the Borough of Chester Appointing a Consultant to the Morris County Joint Insurance Fund
- ff. R2024-33 Resolution of the Mayor and Council of the Borough of Chester Authorizing Treasurer to Sign Purchase Orders
- gg. R2024-34 Resolution of the Mayor and Council of the Borough of Chester Authorizing Statutory Payments of Claims

27. **NEW BUSINESS**

28. **OPEN PUBLIC SESSION**

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29. CORRESPONDENCE

Natural Systems Utilities – 111 Oakdale Road
Morris County JIF – Loss Control Report
Natural Systems Utilities - 111 Oakdale Road

30. OLD BUSINESS

31. EXECUTIVE SESSION

Litigation

32. ADJOURNMENT

A motion is in order to adjourn the meeting.