

**BOROUGH OF CALIFON COUNCIL
REORGANIZATION
MINUTES
JANUARY 4, 2024**

SWEARING -IN-CEREMONY

Invocation – Reverend Chad Rodgers

Mayor Charles Daniel administered the Oath of Office to Ed Haversang, who was reelected to serve on the Borough Council for a 3-year term commencing on 01/01/24 and expiring on 12/31/26.

2024 REORGANIZATION MEETING – CALL TO ORDER

The Reorganization Meeting of the Califon Borough Council was called to order by Mayor Daniel at 7:06 pm.

Mayor Daniel announced and had placed in the minutes that “*adequate notice of this 2024 Reorganization meeting of the Califon Borough Council has been provided in accordance with the Open Public Meetings Act by publication of the Reorganization Notice published in the Hunterdon Review and the Hunterdon County Democrat*”.

PLEDGE OF ALLEGIANCE

ROLL CALL

MEMBERS PRESENT: Ed Haversang, Leo Jans (Via Zoom), Micheal Medea, Jasaan Ruggiero

ABSENT: RICHARD BAGGSTROM

Also present, via Zoom, Mark Anderson
Chief Jeff Almer

ELECTION OF COUNCIL PRESIDENT –

Motion was made by Council Member Smith Seconded by Council Member Haversang that Micheal Medea shall serve as Council President for the 2024 Year.

With no additional comments made, the nominations were closed.

Roll Call Vote

For: E. Haversang, L. Janas, M. Medea, J. Ruggiero, C. Smith.

Opposed: None

Absent: R. Baggstrom

MOTION CARRIED

CONSENT AGENDA

(Adoption on one Roll Call)

“Consent agenda items are considered to be routine and will be enacted with a single motion; any items requiring expenditure are supported by a Certification of Availability of funds; any item requiring discussion will be removed from the consent Agenda; all Consent Agenda items will be reflected in the minutes in full.”

ONE MOTION TO APPROVE RESOLUTIONS 2024-01- 2024-17

A motion was made by Council Member Ruggiero seconded by Council Member Smith to adopt Resolutions 2024-01- 2024-17 .

Roll Call Vote

For: E. Haversang, L. Janas, M. Medea, J. Ruggiero, C. Smith.

Opposed: None

Absent: R. Baggstrom

MOTION CARRIED

RESOLUTION 2024-01

MUNICIPAL APPOINTMENTS

<u>Position</u>	<u>Term</u>	<u>Expiring</u>	<u>Name</u>
Municipal Clerk/ Administrator	3 years	12/31/24	Karen Mastro, RMC
Deputy Municipal Clerk	1 year	12/31/24	Barbara Thomas
Certified Municipal Registrar (Vital Statistics)	1 year	Tenure	Karen Mastro, CMR
Deputy Certified Municipal Registrar	1 year	Tenure	Barbara Thomas, CMR
Certified Financial Officer	Interlocal	12/31/24	Amy Monahan, CFO

Treasurer	1 year	12/31/24	Karen Mastro
Tax Collector	Interlocal	12/31/24	Amy Monahan, CTC
Tax Assessor	4 years	06/30/26	Penny Holenstein
Auditor	1 year	12/31/24	Anthony Ardito, RMA
Borough Attorney	1 year	12/31/24	Mark Anderson, Esq.
Borough Engineer/ Planning Board Engineer	1 year	12/31/24	Thomas Boorady, P.E. Darmofalski Associates
Tax Search Officer (R.S. 54:5-11)	1 year	12/31/24	Amy Monahan
Assessment Search Officer (R.S. 54:5-18.1)	1 year	12/31/24	Karen Mastro
Certified Social Security Agent	1 year	12/31/24	Amy Monahan
Dog Registrar	1 year	12/31/24	Barbara Thomas
Assistant Dog Registrar	1 year	12/31/24	Karen Mastro
Fire Official	1 year	12/31/24	Matt Lopez
Animal Control Officer	1 year	12/31/24	Laura Roerig

Zoning Officer	1 year	12/31/24	Tom Silvia
Acting Municipal Judge	1 year	10/4/2024	Glenn Gavin, J.M.C.
Municipal Prosecutor	1 year	12/31/24	Maryann McCoy
Alternate Municipal Prosecutors**	1 year	12/31/24	Matthew Dorsi, Esq. Nikki Caruso, Esq.
Public Defender	1 year	12/31/24	John Paul Velez
Municipal Court Administrator	1 year	12/31/24	Jan Simonetti, CMCA
Deputy Municipal Court Administrator	1 year	12/31/24	Alexandra Pierre
Public Agency Affirmative Compliance Action Officer (PACO)	1 year	12/31/24	Karen Mastro
Emergency Management Coordinator	3 years	12/31/24	George Waseleski
Deputy Emergency Management Coordinator	1 year	12/31/24	Robert Carroll

Communications Officials	1 year	12/31/24	Karen Mastro
	1 year	12/31/24	Barbara Thomas
Borough Historian	1 year	12/31/24	Donald Freibergs
Borough Webmaster	1 year	12/31/24	Nate Bauer

PLANNING BOARD/BOARD OF ADJUSTMENT

Class 1 (Mayor)	4 years	12/31/26	Charles Daniel
Class II	1 year	12/31/24	TBA
Class III (Governing Body)	1 year	12/31/24	Leo Janas
Class IV (Citizen Members/ Mayor Appointments)	4 years	12/31/26	Ronald Preblich
	4 years		TBA
	4 years	12/31/25	Jason Bittay
	4 years	12/31/25	Meghan Casserly
	4 years	12/31/27	Arthur Owens
	4 years	12/31/27	John Lynch

Alternate (1)	2 years	12/31/24	Ray Fotta
Alternate (2)	2 years	12/31/24	Christopher Danik
Recording Secretary (Non-Voting)	1 year	12/31/24	tba

BOARD OF HEALTH

Member/Chair	3 years	12/31/24	Janice Genetti
Member/Secretary	1 year	12/31/24	Barbara Thomas
Member	3 years	12/31/26	Tom Murin
Member	3 years	12/31/24	David Blair
Member	3 years	12/31/25	Barbara Baggstrom
Member	3 years	12/31/25	Joanne McLees
Member	3 years	12/31/25	TBA
Alternate	1 year	12/31/24	TBA
Council Liaison (Non-Voting)	1 year	12/31/24	

ENVIRONMENTAL COMMISSION (R.S. 40:56A-1)

(Mayoral Appointments)

Member (Chair)	3 years	12/31/24	Lori Jenssen
Secretary	1 year	12/31/24	Barbara Thomas
Member	3 years	12/31/26	James Kinney
Member	3 years	12/31/24	David Blair
Member	3 years	12/31/25	Nieves Ferdinand
Member	3 years	12/31/25	Roberta Geist
Member	3 years	12/31/25	Jennifer Gross
Member	3 years	12/31/25	Becky Pickens
Member	3 years	12/31/25	Kyle Pickens
Council Liaison	1 year	12/31/24	Ed Haversang

PARKS & RECREATION COMMITTEE (formed in 2021- Ordinance 2021-03)

Member	3 years	12/31/24	Barbara Baggstrom
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Member	3 years	12/31/25	Jason Beard
Member	3 years	12/31/23	TBA
Member	3 years	12/31/24	TBA
Member	3 years	12/31/25	Diane Haversang
Member	3 years	12/31/23	TBA
Member	3 years	12/31/24	Melissa Nanna
Member	3 years	12/31/25	TBA
Member	3 years	12/31/23	TBA
Member	3 years	12/31/24	Matthew Taylor
Member	3 years	12/31/25	
Council Liaison	1 year	12/31/24	Micheal Medea & Jason Ruggiero

RECYCLING COMMITTEE

Recycling Coordinator	1 year	12/31/24	Barbara Thomas
SWAC Member	1 year	12/31/24	Barbara Thomas

Alt. SWAC member	1 year	12/31/24	Karen Mastro
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POLICE COMMITTEE

Police Commissioner	1 year	12/31/24	Richard Baggstrom
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Member	1 year	12/31/24	Ed Haversang
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FINANCE COMMITTEE

Member/Chair	1 year	12/31/24	Amy Monahan
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Member	1 year	12/31/24	Karen Mastro
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Member	1 year	12/31/24	Leo Janas
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Member	1 year	12/31/24	Michael Medea
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EMERGENCY MANAGEMENT COMMITTEE

OEM Coordinator/Chair	1 year	12/31/24	George Wasleski
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Deputy OEM Coordinator	1 year	12/31/24	Robert Carroll
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Member/Fire Co.	1 year	12/31/24	Liam Morris
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Member/First Aid Squad	1 year	12/31/24	Paul Panella
Member/Police Dept.	1 year	12/31/24	Chief Jeff Almer
Council Liaison	1 year	12/31/24	Ed Haversang

COUNCIL APPOINTMENTS BY MAYOR FOR 2024

Finance & Auditing.....	Leo Janas
Fire Commissioner.....	Ed Haversang
First Aid Liaison	Ed Haversang
Personnel.....	Cathy Smith
Police Commissioner	Richard Baggstrom
Buildings & Grounds	Michael Medea
Planning Board.....	Leo Janas
Planning Board/Mayoral Alternate	Richard Baggstrom
Streets & Roads.....	Richard Baggstrom
Environmental.....	Ed Haversang

Recreation Jason Ruggiero

Parks..... Michael Medea

Board of Education Cathy Smith

Historic Preservation Cathy Smith

Califon Municipal Court..... Richard Baggstrom

Capital Projects Michael Medea

Emergency Management/ Stormwater Ed Haversang

Technology..... Jason Ruggiero

*The Mayor is the ex-officio member of all Committees)

2024-02

**ANNUAL RESOLUTION OF BOROUGH COUNCIL
RE: OPEN PUBLIC MEETINGS ACT**

WHEREAS, the Open Public Meetings Act N.J.S. 10:4-6 et seq.) hereafter the “Act” provides for the giving of an annual notice by public bodies of a schedule of the succeeding year, including the location of each meeting to the extent it is known, and the time and date of each meeting; and

WHEREAS, the Act authorizes a public body to make certain other determinations and to take certain other actions in conformance therewith;

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

1. Regular meetings of the Borough Council shall be held during the **2024** calendar year at **7:30 p.m.** prevailing time, on the first and third Monday of each month at Borough Hall, 39 Academy St., Califon, New Jersey, unless rescheduled in conformity with the said Act, provided that any such meetings which fall on a New Jersey legal holiday shall be rescheduled to the next regular business day at the same time and place.
2. The following newspapers are hereby designated as the newspapers to receive any and all notices required or permitted to be given under the Act including but not limited to the Annual Notice of regular meetings or any revision thereto, 48-hour notice of any special meeting and notice of any emergency meeting for which prior adequate notice was not provided:
 - a. The **Hunterdon Review** which is the official newspaper of this public body;
and
 - b. The **Hunterdon County Democrat** which is hereby determined to be the other newspaper which has the greatest likelihood of informing the public within this Municipality of meetings of this public body
3. The following newspaper is hereby designated as an alternate newspaper to receive any of the notices described in Paragraph 2 above in the event that either of the newspapers designated in Paragraph 2 shall be unavailable to receive or publish such notices within the time requirements of the Act due to weekly publishing schedules:
 - a. The **Courier News** which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this Municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.
4. The following fees are hereby fixed to cover the costs of providing and mailing to any such persons requesting copies of any notice pursuant to Section 14 of the Act, which fees shall be prepaid by such person:

- a. To receive by mail any one copy of any annual notice of regular meetings or revision thereto described in Section 13 of the Act, or any one 48 hour advance written notice described in Subsection 3-d of the Act of any regular, special or rescheduled or emergency meeting of this body, **the sum of \$.05 per page for letter sized pages and \$.07 per page for legal sized pages.**
 - b. To receive written advance notice of all of the meetings of the public body within the time prescribed by Subsection 3-d of the Act up to and including December 31, 2023, **the sum of \$.05 per page for letter sized pages or \$.07 per page for legal sized pages.**
5. This public body shall keep reasonably comprehensible minutes of all of its meetings showing the time and place, the members present, the subject considered, the actions taken, the vote of each member, and any other information required to be shown in the minutes by law, which shall be promptly available to the public to the extent that making such matters public shall not be inconsistent with Section 7 of the Open Public Records Act (PL 2001, C404).
 - a. The fee to receive by mail or in person any one copy of any official minutes of any regular or special open meeting or any revision thereto shall be **the sum of \$.05 per page for letter sized pages and 0.07 per page for legal sized pages.**
 - b. The fee to receive by mail or in person one copy of all of the official minutes of all the regular and special open meetings of this public body shall be **the sum of \$.05 per page or \$.07 per legal sized page.**
6. Copies of the attached Annual Notice shall be provided as follows:
 - a. Posted and maintained throughout the calendar year on the public bulletin board at the Municipal Building.
 - b. Mailed, electronically sent, or hand delivered to the newspapers designated in Paragraph 2 hereto.
 - c. Filed with the Clerk of the Municipality.
 - d. Mailed or hand delivered to any person so requested in accordance with Paragraph 4 hereto.

RESOLUTION 2024-03

ANNUAL NOTICE OF REGULAR MEETINGS

PLEASE TAKE NOTICE that regular meetings of the Borough of Califon Council shall be held during the 2024 calendar year at 7:00 p.m., prevailing time, on the first and third Thursdays of each month at Borough Hall, 39 Academy Street, Califon, New Jersey, unless rescheduled in conformity with the Open Public Meetings Act.

2024-04

RESOLUTION FIXING INTEREST RATES ON DELINQUENT TAXES FOR CALENDAR YEAR 2024

BE IT RESOLVED that pursuant to R.S. 54:4-67, the Borough Council of the Borough of Califon, County of Hunterdon and State of New Jersey hereby fixes the rate of interest to be charged on delinquent taxes for calendar year 2023 at the rate of eight percent (8%) per annum on the first \$1,500.00 of delinquency and Eighteen percent (18%) per annum on any amount in excess of \$1,500.00 of delinquency.

BE IT FURTHER RESOLVED, that notwithstanding the above provision, no interest shall be charged if payment of any installment is made within ten (10) days after the date upon which the same became payable according to the laws in such cases made and provided. If such payment is not made within the ten (10) day grace period, the above rate of interest shall run and **accrue from the original due date of such taxes.**

BE IT FURTHER RESOLVED, that any taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year shall be so charged an additional rate of interest of six per cent (6%) against the delinquency.

RESOLUTION 2024-05

SERVICE CHARGE FOR CHECKS RETURNED FOR INSUFFICIENT FUNDS

WHEREAS, N.J.S. 40:5-18 (a) provides that the governing body of a municipality may provide, by Resolution or Ordinance, for the imposition of a service charge to be added to any account owing to the municipality, if payment tendered on the account was by a check or other written instrument which was returned for insufficient funds; and

WHEREAS, N.J.S. 40:5-18 (b) provides that whenever an account owing to a municipality is for a tax or special assessment, the service charge authorized by this section shall be included on whatever list of delinquent accounts is prepared for the enforcement of the lien;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Califon, that the service charge for a check or other written instrument returned for insufficient funds is hereby determined and set at **\$20.00** per check or other written instrument, pursuant to N.J.S. 40:5-18 (c); and

BE IT FURTHER RESOLVED that any service charge authorized by this section shall be collected in the same manner prescribed by law for the collection of the account for which the check or other written instrument was tendered. In addition, the governing body may require future payments to be tendered in cash or by certified or cashier's check (N.J.S. 40:5-18 (d)).

RESOLUTION 2024-06

**CANCELLATION OF PROPERTY TAX REFUNDS OR
DELINQUENCIES OF LESS THAN \$10.00**

WHEREAS, the State of New Jersey allows a Municipal employee to process the cancellation of any property tax refund or delinquencies of less than \$10.00; and

WHEREAS, the Municipal employee allowed to process the cancellation shall be the Tax Collector;

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Califon hereby authorizes the Tax Collector of the Borough of Califon to process the cancellation of any property tax refund or delinquency of less than \$10.00.

RESOLUTION 2024-07

**RESOLUTION AUTHORIZING FILING OF STIPULATIONS AND
CORRECTIVE APPEALS BY THE MUNICIPAL ATTORNEY**

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

WHEREAS, the Municipal Attorney of the Borough of Califon has requested that the Borough Council authorize him to file corrections of such errors with the Hunterdon County Board of Taxation; and

WHEREAS, the Municipal Attorney of the Borough of Califon 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 Borough Council of the Borough of Califon that the Municipal Attorney of the Borough of Califon be and is hereby authorized to file corrective appeals with the Hunterdon County Board of Taxation, to represent the Borough of Califon before the Hunterdon County Board of Taxation in defense of appeals filed with said Board and to sign stipulations of appeals on behalf of the Borough of Califon, which he feels are proper and in the best interests of the Municipality.

**RESOLUTION 2024-08
ADDED AND OMITTED ASSESSMENTS**

WHEREAS, the Borough Council of the Borough of Califon, County of Hunterdon, State of New Jersey recognizes that N.J.S.A. 54:5-63.12 et seq., popularly known as the “Originally Method”, allows the Collector of Taxes, upon written complaint to the County Tax Board to notify such Board of any property alleged to have been omitted and the particular year of the assessment to be assessed; and

WHEREAS, the Tax Assessor of the Borough of Califon, County of Hunterdon, State of New Jersey, has requested the Borough Council to authorize her to notify the County Tax Board, upon written complaint of any property alleged to have been omitted and the particular year of the assessment to be assessed pursuant to and in compliance with N.J.S.A. 54:5-63.12; and

WHEREAS, the Tax Assessor of the Borough of Califon, County of Hunterdon, State of New Jersey, is called upon with the knowledge of omitted and rollback taxes prior to the Tax Collector;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Califon, County of Hunterdon, State of New Jersey, that the Tax Assessor of the Borough of Califon be and is hereby authorized to notify upon written complaint to the Hunterdon County Board of Taxation of any property alleged to have been omitted and the particular year of the assessment to be assessed.

RESOLUTION 2024-9

RESOLUTION DESIGNATING OFFICIAL NEWSPAPER

BE IT RESOLVED that the Hunterdon Review, a newspaper published and printed in the County of Hunterdon and circulating in the County of Hunterdon, is hereby designated as the official newspaper of the Borough of Califon pursuant to N.J.S. 40:53-1 for publication of all official notices required by law during the calendar year 2024.

**RESOLUTION 2024-10
RESOLUTION FIXING PHOTOCOPY CHARGES**

BE IT RESOLVED that the fee for photocopies of letter sized or legal sized documents and papers from the Borough of Califon pursuant to the Open Public Records Act (OPRA) shall be five cents (\$0.05) per page for letter sized pages and smaller, and seven cents (\$0.07) per page

for legal sized pages and larger. The fee for oversized documents or documents which require outside copying or special handling shall be the actual cost of such copying plus any applicable postage.

BE IT FURTHER RESOLVED that the fee for certification of any document shall be twenty-five cents (\$.25) per certification, except for certified copies of records of the Registrar of Vital Statistics, or as otherwise provided by law.

RESOLUTION 2024-11
RESOLUTION DESIGNATING CERTIFIED SOCIAL SECURITY AGENT

WHEREAS, it is required by the Statutes of New Jersey that an agent be appointed and certified for receiving monies and preparing the necessary forms for Social Security and pensions for employees for the Borough of Califon;

NOW, THEREFORE, BE IT RESOLVED, that Amy Monahan be appointed as certified agent to prepare all necessary forms for Social Security and pension payments and be authorized to receive payments on behalf of the Borough of Califon for both the State of New Jersey and the Federal Government during the calendar year of 2024.

RESOLUTION 2024-12
CASH MANAGEMENT PLAN

BE IT RESOLVED by the governing body of the Borough of Califon, County of Hunterdon that for the year of 2024 the following shall serve as the cash management plan of the Borough of Califon.

The Chief Financial Officer is directed to use this cash management plan as the guide in depositing and investing the Borough of Califon funds.

The following are suitable and authorized investments:

- Interest bearing bank accounts and certificates of deposit in authorized banks, listed below, for deposit of local unit funds.
- Government money market mutual funds as comply with N.J.S.A. 40A:5-15.1(e).
- Local government investment pools which comply with N.J.S.A. 40A:5-15.1(e) and conditions set by the Division of Local Government Services.
- New Jersey State Cash Management Fund.
- Repurchase agreements (repos) of fully collateralized securities which comply with N.J.S.A. 40A:5015(a).

Each month, the Chief Financial Officer shall prepare a schedule of investments purchased and redeemed, investment earnings, fees incurred and market value of all investments.

The following Government Unit Depository Protection Act approved banks are authorized depositories for the deposit of funds:

Peapack Gladstone Bank

Current Account

Payroll Account/Payroll Agency Account

Dog Checking Account

Public Assistance 1/Public Assistance 2

COAH

Capital Account

Escrow Account

Tax Collector Account

Certificate of Deposit

Small Cities Grant

State of New Jersey

Cash Management Fund

Federal Reserve Bank

Treasury Direct Account

The CFO shall report to the governing body any account that does not earn interest.

2024-13

**RESOLUTION ESTABLISHING A CIVIL RIGHTS POLICY
AND A POLICY AGAINST DISCRIMINATION WITH RESPECT TO HIRING
AND EMPLOYMENT OF BOROUGH OF CALIFON EMPLOYEES**

WHEREAS, the Borough of Califon finds and declares that the practices of discrimination against the inhabitants of this municipality and of the State of New Jersey

because of race, creed color, national origin, ancestry, age, sex, or marital status are a matter of concern to the government of this municipality, and that such discrimination

threatens not only rights and proper privileges of this municipality and of the State of New Jersey, but menaces the institutions and foundations of a free democratic state; and

WHEREAS, all persons should have the opportunity to obtain employment without regard to race, creed, color, national origin, ancestry, age, sex or marital status, subject only to conditions and limitations applicable to all persons;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Committee of the Borough of Califon that:

1. Borough of Califon is an equal opportunity employer.
2. Borough of Califon shall not discriminate against any employee or applicant employment because of race, creed, color, national origin, ancestry, age, sex or marital status.
3. All employees of Borough of Califon shall be treated equally during employment without regard to their race, creed, color, national origin, ancestry, age, sex or marital status. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.
4. Borough of Califon, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of said Borough, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, ancestry, age, sex or marital status.
5. All of the provisions of this Resolution shall be construed to prohibit any unlawful discrimination against any person because of the physical handicap of such person or any unlawful employment practice against such person unless the nature and extent of the handicap reasonably precludes the performance of the particular employment.

6. The Borough Clerk is herein designated as the official designated to oversee and ensure compliance with the Civil Rights policy as herein established.

RESOLUTION 2024-14
A RESOLUTION ESTABLISHING A
DRUG FREE WORKPLACE POLICY

The following policy is adopted in order to provide a drug-free workplace environment within the Borough of Califon:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on Borough grounds. Any violation of this policy will subject the employee to appropriate personnel action, up to and including termination.
2. The Borough Clerk shall establish a drug-awareness program, including distribution to each employee of this policy.
3. The employee shall notify the Borough Clerk in writing of any criminal drug Statute conviction for violation occurring in the workplace no later than five calendar days after such conviction. The Borough Clerk shall in turn immediately send notification to the Borough Council.
4. The Borough Council shall take one of the following actions, within 30 calendar days of receiving notice under Paragraph 3, with respect to any employee who is so convicted:

Taking appropriate personnel action against such an employee,
Up to and including termination; or

Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or another appropriate agency.

RESOLUTION 2024-15
A RESOLUTION ESTABLISHING A
PROCEDURE FOR THE REVIEW AND RELEASE OF
EXECUTIVE SESSION MINUTES

WHEREAS, it is appropriate for the Borough of Califon to establish a procedure for the review and release of minutes of the Borough Council which have not been open to the public in accordance with the Open Public Meeting Act.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Califon, Hunterdon County, New Jersey, assembled in public session the 4th day of January 2024, that:

1. There shall be a minute's review committee (MRC) consisting of the Mayor, the Borough Clerk and Borough Attorney, whose job shall be to periodically review the minutes of closed sessions of the Borough Council and make recommendations to the Borough Council as to which minutes should be made public. The MRC shall have no power and shall not be "public body" within the meaning of the Open Public Meeting Act.
2. The MRC shall meet on as-needed basis, but at least annually. Meeting of the MRC shall be as scheduled at the convenience of the MRC members by the Mayor.
3. Prior to each meeting of the MRC, the Borough Clerk shall prepare a list of all closed session minutes that have not been made public. The list and the minutes listed shall be made available to the MRC at their meetings.
4. Recommendations to make minutes public shall be on a case-by-case basis, taking into consideration both the interest in maintaining

confidentiality set forth in N.J.S.A.

5. The decision to make public the minutes of any closed session shall be made only by the Borough Council, and shall be based on a finding that public disclosure of the matters discussed at such closed session will not be detrimental to the public interest. In making finding, the Public body shall take into consideration, but need not agree with, the recommendation of the MRC and the basis for the recommendation as Set forth in Paragraph 4 above. In cases where more than one matter was discussed in closed session, the public body may elect to make public only the minutes pertaining to certain of those matters, and to Keep the rest of the minutes confidential. Should the minutes contain any material entitled to protection, the public body shall excise the protected matter, provided that all materials required by law to be contained in the minutes shall be set forth.
6. Minutes which are made public shall not thereafter be treated as confidential, but may be seen and copied by any person in the same manner as minutes of open meetings.
7. Guidelines. The following general guidelines pertaining to the purposes for closed meetings set forth in N.J.S.A. 14:4-12 may be considered in recommending and deciding when to make public minutes of closed sessions:
 - a. Matters required by law to be confidential. When the need to preserve the secrecy of the confidential information discussed no longer exists; provided, that material entitled to court protection shall not be disclosed.

- b. Matters affecting the right to receive federal funds. When disclosure would no longer impair the right to receive funds or cause funds already received to be forfeited.

- c. Matters involving individual privacy. Such matters shall not be disclosed except as ordered by a court of competent jurisdiction, or with the written consent of all the individual(s) concerned.

- d. Matters relating to collective bargaining agreements. When the collective bargaining agreement has been made and ratified.

- e. Certain matters involving public funds. After the transaction involving the public funds has been made.

- f. Matters affecting public safety and property. When disclosure would no longer impair the safety and property of the public or the conduct of any investigation.

- g. Litigation, contract negotiation and certain privileged matters. As to litigation, when a final decision has been rendered and all rights of appeal are exhausted; as to anticipated litigation, when the statute of limitations has expired as to all such claims or a binding settlement precluding litigation has been made; as to contract negotiation when either the contract has been made and is binding on all parties or if not made, when negotiation is terminated; as to matters falling within the attorney-client privilege, at such time, if ever, that disclosures would not violate the attorney's ethical duties.

- h. Employment matters.

When the employment decision has been made and all rights to litigate or appeal are exhausted; provided, that material entitled to court protection shall not be disclosed.

- i. Deliberations after hearing in penalty matters.
After the decision to impose or not impose the penalty has been made and all rights to litigate or appeal are exhausted; provided, that material entitled to court protection shall not be disclosed.

BE IT FURTHER RESOLVED that copies of this Resolution shall be provided to the Mayor, the Borough Clerk and the Borough Attorney for their information and attention.

RESOLUTION 2024-16

RESOLUTION OF THE BOROUGH OF CALIFON, SETTING FORTH A POLICY REQUIRING THE TAX ASSESSOR TO NOTIFY THE CHIEF FINANCIAL OFFICER AND GOVERNING BODY OF ALL TAX APPEALS FILED BY JUNE 1ST OF EACH YEAR

WHEREAS, active monitoring management of a municipality's ratable base is fundamental in helping ensure fiscal stability; and

WHEREAS, it is important for the Borough of Califon governing body and the Chief Financial Officer to be kept apprised of all tax appeals filed against a municipality in a given year; and

NOW, THEREFORE, BE IT RESOLVED that the Tax Assessor of the Borough of Califon, County of Hunterdon, State of New Jersey shall inform the Chief Financial Officer and the governing body of all tax appeals filed for that year before June 1st of each year.

RESOLUTION 2024-17 ANTI-HATE RESOLUTION

WHEREAS, hate-based harassment and violent crimes and other hate-motivated incidents have historically marred our nation and have recently occurred more frequently across the United States; and

WHEREAS, the messages fueling violence across our country stem from anger, hatred and bigotry and stand in stark contrast to the values we hold dear here in the Borough of Califon; Hunterdon County; and

WHEREAS, the Borough of Califon supports and protects all of its residents regardless of their ETHNICITY, RACE, BELIEFS, RELIGION, GENDER, GENDER IDENTITY, ABILITY, or SEXUAL ORIENTATION, including our IMMIGRANT community, all of which we value; and

WHEREAS, we in the Borough of Califon believe in the words on which our Nation was built: "We hold these truths to be self-evident; that all men and women are created equal; that they are

endowed by their Creator with certain unalienable rights; that among these are life, liberty and the pursuit of happiness”.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Califon; Hunterdon County, rejects the message of all hate groups, renounces their views, strongly condemns hate in its various forms and stands with all residents, regardless of their ETHNICITY, RACE, BELIEFS, RELIGION, GENDER, GENDER IDENTITY, ABILITY, SEXUAL ORIENTATION, OR IMMIGRATION STATUS; and

BE IT FURTHER RESOLVED that the Mayor and Council of the Borough of Califon affirm that behaviors that spew hate and incite have no place in the Borough of Califon or in Hunterdon County or in the United States of America; and

BE IT FURTHER RESOLVED that the Mayor and Council of the Borough of Califon commits to ensuring that Hunterdon County remains a place of goodwill and inclusion where hate, abuse of power and symbols of bigotry will never be tolerated nor welcome.

ADJOURNMENT

A motion was made by Council member Smith seconded by M. Medea to adjourn the reorganization meeting at 7:22 pm. All in Favor.

Respectfully submitted,

Karen Mastro, RMC/CMR

