

**CITY OF BEVERLY  
BURLINGTON COUNTY  
STATE OF NEW JERSEY  
  
COMMON COUNCIL  
REGULAR SESSION MINUTES  
NOVEMBER 14, 2023 – 5:30PM**

The Regular Meeting of the Common Council of the City of Beverly, County of Burlington, and State of New Jersey was held on the aforementioned date with the following in attendance: Council President Robert H. Bancroft, Councilman Robert E. Lowden, Jr., Councilman Mark Schwedes, Councilwoman Bernadine Williams, City Administrator/Public Safety Director Richard Wolbert, and Solicitor Stephen Raymond, Jr. Councilman Riccardo Dale, Mayor Randy H. Miller, and City Clerk Caitlin D’Alfonso were absent from tonight’s meeting.

Council President Bancroft called the meeting to order at 5:30PM.

The following opening statement was read by City Administrator Wolbert:

*“The Provisions of the Open Public Meetings Act have been met. Notice of this meeting, Resolution 2023-1, was posted on the Official Bulletin Board in City Hall, published in The Burlington County Times on January 6, 2023, transmitted to the Camden Courier Post, filed with the Municipal Clerk, and was mailed to all persons requesting and paying for same.”*

The above was followed by the Flag Salute and Roll Call.

**PUBLIC COMMENT ON AGENDA ITEMS ONLY**

Council President Bancroft opened public comment for agenda items only.

There being no comments, a motion was offered by Councilwoman Williams and seconded by Councilman Schwedes to close public comments on agenda items only. Motion carried.

**APPROVAL OF MINUTES**

*Regular Meeting: October 24, 2023*

A motion was offered by Councilman Schwedes and seconded by Councilwoman Williams to approve the above listed set of minutes. Motion carried on a Roll Call Vote, as follows:

Aye: Lowden, Schwedes, Williams, Bancroft

Nay:

Abstain:

Absent: Dale

**OLD BUSINESS**

No old business was presented at this time

## **NEW BUSINESS**

*Best Practices:* City Administrator Wolbert reviewed the City's 2023 Best Practices submission.

## **RESOLUTIONS**

### **Resolution 2023-114: Resolution Authorizing Reimbursement for Lawn Care Services at 215 Locust Street**

A motion was offered by Councilman Lowden and seconded by Councilwoman Williams to adopt Resolution 2023-114. Motion carried on a Roll Call Vote, as follows:

Aye: Lowden, Schwedes, Williams, Bancroft

Nay:

Abstain:

Absent: Dale

### **Resolution 2023-115: Resolution Reappointing John Haaf to the Beverly Housing Authority Commission**

A motion was offered by Councilman Schwedes and seconded by Councilman Lowden to adopt Resolution 2023-115. Motion carried on a Roll Call Vote, as follows:

Aye: Lowden, Schwedes, Williams, Bancroft

Nay:

Abstain:

Absent: Dale

### **Resolution 2023-116: Resolution Accepting Resignation of Caleb McGlassion as Police Officer**

A motion was offered by Councilwoman Williams and seconded by Councilman Lowden to adopt Resolution 2023-116. Motion carried on a Roll Call Vote, as follows:

Aye: Lowden, Schwedes, Williams, Bancroft

Nay:

Abstain:

Absent: Dale

### **Resolution 2023-117: Resolution Authorizing Property Maintenance Lien on 533 Melbourne Ave**

A motion was offered by Councilwoman Williams and seconded by Councilman Schwedes to adopt Resolution 2023-117. Motion carried on a Roll Call Vote, as follows:

Aye: Lowden, Schwedes, Williams, Bancroft

Nay:

Abstain:

Absent: Dale

**Resolution 2023-118: Resolution Authorizing Release of Escrow Funds to Casa La Bella, LLC for Land Use Board Application**

A motion was offered by Councilman Lowden and seconded by Councilwoman Williams to adopt Resolution 2023-118. Motion carried on a Roll Call Vote, as follows:

Aye: Lowden, Schwedes, Williams, Bancroft

Nay:

Abstain:

Absent: Dale

**Resolution 2023-119: Resolution Adopting Revisions to the Personnel Policy and Procedure Manual**

A motion was offered by Councilwoman Williams and seconded by Councilman Schwedes to adopt Resolution 2023-119. Motion carried on a Roll Call Vote, as follows:

Aye: Lowden, Schwedes, Williams, Bancroft

Nay:

Abstain:

Absent: Dale

**Resolution 2023-120: Resolution Appointing Michael Willitts as Full-Time Laborer for the Department of Public Works**

A motion was offered by Councilman Schwedes and seconded by Councilwoman Williams to adopt Resolution 2023-120. Motion carried on a Roll Call Vote, as follows:

Aye: Lowden, Schwedes, Williams, Bancroft

Nay:

Abstain:

Absent: Dale

**Resolution 2023-121: Resolution Authorizing the Sale of Municipally Owned Property**

A motion was offered by Councilman Lowden and seconded by Councilman Schwedes to adopt Resolution 2023-121. Motion carried on a Roll Call Vote, as follows:

Aye: Lowden, Schwedes, Williams, Bancroft

Nay:

Abstain:

Absent: Dale

**Resolution 2023-122: Resolution Authorizing Shared Services Agreement with the County of Burlington for Certain Services and Repairs**

A motion was offered by Councilwoman Williams and seconded by Councilman Schwedes to adopt Resolution 2023-122. Motion carried on a Roll Call Vote, as follows:

Aye: Lowden, Schwedes, Williams, Bancroft

Nay:

Abstain:

Absent: Dale

**Resolution 2023-123: Resolution Authorizing Pay Estimate #3 for the 2022 Road Improvement Program**

A motion was offered by Councilman Schwedes and seconded by Councilman Lowden to adopt Resolution 2023-123. Motion carried on a Roll Call Vote, as follows:

Aye: Lowden, Schwedes, Williams, Bancroft

Nay:

Abstain:

Absent: Dale

**Resolution 2023-124: Resolution Authorizing Pay Estimate #5 for the 2021 Road Improvement Program**

A motion was offered by Councilwoman Williams and seconded by Councilman Schwedes to adopt Resolution 2023-124. Motion carried on a Roll Call Vote, as follows:

Aye: Lowden, Schwedes, Williams, Bancroft

Nay:

Abstain:

Absent: Dale

**Resolution 2023-125: Resolution Appointing Kinjal Patel as CMFO, Treasurer, and QPA (Pending Certification) for the City of Beverly**

A motion as offered by Councilman Lowden and seconded by Councilman Schwedes to adopt Resolution 2023-125. Motion carried on a Roll Call Vote, as follows:

Aye: Lowden, Schwedes, Williams, Bancroft

Nay:

Abstain:

Absent: Dale

**Resolution 2023-126: Resolution Authorizing Kinjal Patel as Signatory on Certain Accounts for the City of Beverly**

A motion was offered by Councilman Schwedes and seconded by Councilwoman Williams to adopt Resolution 2023-126. Motion carried on a Roll Call Vote, as follows:

Aye: Lowden, Schwedes, Williams, Bancroft  
Nay:  
Abstain:  
Absent: Dale

### **CORRESPONDENCE**

City Administrator Wolbert noted that the City received \$304,698 in grant funds from the NJDOT for the 2024 road program.

### **MAYOR/COUNCIL/STAFF COMMENTS**

Councilman Schwedes welcomed the new hires.

Councilman Lowden stated that the general election operated smoothly with the new technology employed by the County.

Councilwoman Williams stated that the Trunk-or-Treat event was successful, and noted the upcoming Holiday Tree Lighting.

### **PUBLIC COMMENT**

Council President Bancroft opened public comment.

John Haaf, 124 Riverbank, thanked the Council for his reappointment to the Housing Authority. Additionally, Mr. Haaf expressed concern about scooters operating on lanes opposite of traveling traffic.

Hal Robertson, 179 Warren Street, stated that scooters should be required to operate with headlights.

Cindy Robertson, 179 Warren Street, stated that Family Dollar replaced the bushes, but not the trees.

John and Alice Chambley, 525 Cooper Street, inquired about potential development on Cooper Street and stated that the lack of parking around the Post Office needs to be addressed and recommended a remote drop-off mailbox.

Kelsey Snively, 132 Riverbank, noted upcoming Haaf Family Arts Foundation events and the location of a new Little Free Library.

Karen Weisinger, 44 Pine Street, inquired about the auction of public properties.

There being no further comments, a motion was offered by Councilwoman Williams and seconded by Councilman Lowden to close public comment. Motion carried.

### **ADJOURNMENT**

A motion was offered by Councilman Schwedes and seconded by Councilwoman Williams to adjourn the meeting. Motion carried. The meeting adjourned at 6:06PM.

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**Caitlin D'Alfonso, RMC/CMR**  
**Municipal Clerk**

Approved: November 28, 2023