

**CITY OF BEVERLY  
BURLINGTON COUNTY  
STATE OF NEW JERSEY**

**COMMON COUNCIL  
REORGANIZATION MEETING MINUTES  
JANUARY 2, 2024 – 5:30PM**

The Reorganization 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: Mayor Randy H. Miller, Councilmember Robert H. Bancroft, Councilmember Robert E. Lowden, Jr., Councilmember Riccardo Dale, Councilmember Bernadine Williams, Councilmember Kelsey Snively, City Administrator/Public Safety Director Richard Wolbert, and Municipal Clerk Caitlin D’Alfonso.

City Clerk D’Alfonso called the meeting to order at 5:30PM.

The following opening statement was read by City Clerk D’Alfonso:

*“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.

**OATH OF OFFICE**

Randy H. Miller – *Mayor*  
Bernadine Williams – *Council Member*  
Kelsey Snively – *Council Member*

Senator Troy Singleton administered the oath of office to the aforesaid elected officials.

City Clerk D’Alfonso called for Roll Call.

**WELCOMING COMMENTS & OPENING INVOCATION**

The welcoming comments and opening invocation were given by Mayor Miller.

**NOMINATIONS FOR COUNCIL PRESIDENT**

City Clerk D’Alfonso called for nominations for Council President.

A nomination was made by Councilmember Lowden and concurred upon by Councilmember Williams to appoint Councilmember Bancroft as Council President for the year 2024.

There being no further nominations, a motion was offered by Councilmember Lowden and seconded by Councilmember Williams to close nominations for Council President. Motion carried.

A motion was offered by Councilmember Lowden and seconded by Councilmember Dale to appoint Councilmember Bancroft as Council President. Motion carried.

### **NOMINATIONS FOR COUNCIL PRESIDENT PRO-TEM**

City Clerk D'Alfonso called for nominations for Council President Pro-Tem.

A nomination was made by Councilmember Lowden and concurred upon by Councilmember Snively to appoint Councilmember Williams as Council President Pro-Tem for the year 2024.

There being no further nominations, a motion was offered by Councilmember Lowden and seconded by Councilmember Dale to close nominations for Council President Pro-Tem. Motion carried.

A motion was offered by Councilmember Lowden and seconded by Councilmember Snively to appoint Councilmember Williams as Council President Pro-Tem. Motion carried.

### **MAYORAL APPOINTMENTS**

*Richard Wolbert – Class II (January 1, 2024 – December 31, 2024)*

*Barbara Kelly – Class IV (January 1, 2024 – December 31, 2027)*

*Diane Benson – Class IV (January 1, 2024 – December 31, 2027)*

*Paul Lucca – Class IV (January 1, 2024 – December 31, 2027)*

Mayor Miller made the above appointments to the Joint Land Use Board.

### **PUBLIC COMMENT ON AGENDA ITEMS ONLY**

Council President Bancroft opened public comment on agenda items only.

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

### **MINUTES**

*December 27, 2023*

A motion was offered by Councilmember Lowden and seconded by Councilmember Dale to approve the above-listed minutes. Motion carried on a Roll Call Vote, as follows:

Aye: Lowden, Williams, Bancroft

Nay:

Abstain: Dale, Snively

Absent:

## **CONSENT AGENDA RESOLUTIONS**

**Resolution 2024-1: Resolution Establishing 2024 Meeting Dates, Times, and Location for the Common Council of the City of Beverly**

**Resolution 2024-2: Resolution Designating Official Municipal Newspapers for the Calendar Year 2024**

**Resolution 2024-3: Resolution Awarding Contracts for Professional Services for the City of Beverly for the 2024 Calendar Year**

**Resolution 2024-4: Resolution Establishing Annual Employee Appointments for the 2024 Calendar Year**

**Resolution 2024-5: Resolution Adopting 2024 Temporary Appropriations**

**Resolution 2024-6: Resolution Establishing a Cash Management Plan for the City of Beverly**

**Resolution 2024-7: Resolution of the City of Beverly Fixing the Rate of Interest to be Charged for Non-Payment of Taxes, Assessments, and/or Other Municipal Charges Per N.J.S.A. 54:4-67 for the 2024 Calendar Year**

**Resolution 2024-8: Resolution Re-Establishing a Petty Cash Fund for the City of Beverly**

**Resolution 2024-9: Resolution Authorizing Execution of Payroll Services Agreement with CASA Payroll Services for the 2024 Calendar Year**

**Resolution 2024-10: Resolution Renewing Lease with the Sewerage Authority for the 2024 Calendar Year**

**Resolution 2024-11: Resolution Authorizing the Chief Financial Officer to Pay Certain Bills Prior to Bills List Approval**

**Resolution 2024-12: Resolution Authorizing Tax Collector to Process Property Tax Refund and Cancellation of Refund or Delinquency or Fees Imposed by the Municipality of Less Than Ten Dollars (\$10.00) for the Year 2024**

**Resolution 2024-13: Resolution Awarding a Contract for Professional Services for Municipal Prosecutor for the 2024 Calendar Year**

**Resolution 2024-14: Resolution Authorizing the Beverly City Tax Assessor to File Appeals/Adjustments/Stipulations of Settlement for the 2024 Calendar Year**

**Resolution 2024-15: Resolution Appointing Class III Member to the Beverly Land Use Board**

**Resolution 2024-16: Resolution Authorizing Re-Appointment to the Position of Regional Contribution Agreement Administrator/Municipal Administrative Agent for the 2024 Calendar Year**

**Resolution 2024-17: Resolution Re-Affirming the City of Beverly's Civil Rights Policy with Respect to All Officials, Appointees, Employees, Prospective Employees, Volunteers, Independent Contractors, and Members of the Public that Come into Contact with Municipal Employees, Officials, and Volunteers**

**Resolution 2024-18: Resolution Authorizing Investment of Idle Funds and Fund Transfer for the 2024 Calendar Year**

**Resolution 2024-19: Resolution Authorizing Award of Contract to New Jersey Animal Control, LLC to Provide for Animal Control Services to the City of Beverly**

**Resolution 2024-20: Resolution Authorizing Veterinary Services for the Beverly City 2024 Free Rabies Vaccination Clinic**

**Resolution 2024-21: Resolution Authorizing Employment of Personnel for the 2024 Free Rabies Clinic and Establishing Payment of Same**

**Resolution 2024-22: Resolution Appointing Mary Wolbert to the Beverly Sewerage Authority**

**Resolution 2024-23: Resolution of the City of Beverly Authorizing a \$25.00 Charge for Tax Sale Mailings in Lieu of Advertising**

**Resolution 2024-24: Resolution Appointing Kevin J. Richards as Emergency Management Coordinator**

**Resolution 2024-25: Resolution Appointing Hearing Officer Pursuant To N.J.S.A 40:48-2.12p(b)**

A motion was offered by Councilmember Lowden and seconded by Councilmember Dale to adopt Resolution 2024-1 through Resolution 2024-25 by Consent Agenda. Motion carried on a Roll Call Vote, as follows:

Aye: Dale, Lowden, Snively, Williams, Bancroft

Nay:

Abstain: Bancroft (Resolution 2024-10, Resolution 2024-22)

Lowden (Resolution 2024-10, Resolution 2024-15, Resolution 2024-22)

Absent:

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

Mayor Miller encouraged the public to continue to attend future Council Meetings.

Councilmember Dale congratulated the newly elected and reelected council members.

Councilmember Snively expressed her commitment to her newly elected position.

Councilmember Lowden noted that the current Common Council is the 167<sup>th</sup> of the City of Beverly, and shared his goals for the coming year.

Councilmember Williams expressed gratitude for her reelection, commended the administrative staff, and encouraged the public to attend Council Meetings.

Council President Bancroft congratulated the newly elected and reelected officials.

City Administrator Wolbert and Solicitor Stephen Raymond Jr., Esq. congratulated the officials newly elected and reelected and noted that they look forward to a productive year.

The 2023 Zoning Report was reviewed without comment.

### **PUBLIC COMMENT**

Council President Bancroft opened public comment.

John Haaf, 124 Riverbank, thanked the members of Council for their service, and encouraged the public to attend more meetings in the future.

Cynthia Robertson, 179 Warren Street, congratulated the newly elected and reelected officials.

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

### **CLOSING INVOCATION**

Mayor Miller provided the closing invocation.

### **ADJOURNMENT**

A motion was offered by Councilmember Williams and seconded by Councilmember Dale to adjourn the meeting. Motion carried. The meeting adjourned at 6:02PM.

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

Approved: January 23, 2024