

**CITY OF BEVERLY  
BURLINGTON COUNTY  
STATE OF NEW JERSEY  
  
COMMON COUNCIL  
REGULAR SESSION MINUTES  
JANUARY 23, 2024 – 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 Bancroft, Councilmember Robert E. Lowden, Jr., Councilmember Bernadine Williams, Councilmember Kelsey Snively, Councilmember Riccardo Dale, Mayor Randy H. Miller, City Administrator/Public Safety Director Richard Wolbert, City Solicitor Thomas Coleman III, Esq., and City Clerk Caitlin D’Alfonso.

Council President Bancroft 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 2024-1, was posted on the Official Bulletin Board in City Hall, published in The Burlington County Times on January 7, 2024, 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 Councilmember Dale and seconded by Councilmember Williams to close public comments on agenda items only. Motion carried.

**APPROVAL OF MINUTES**

*Reorganization Meeting: January 2, 2024*

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

Aye: Dale, Lowden, Snively, Williams, Bancroft

Nay:

Abstain:

Absent:

**BILL LIST**

*Bill List: January 23, 2024*

A motion was offered by Councilmember Williams and seconded by Councilmember Snively to approve the bill list. Motion carried on a Roll Call Vote, as follows:

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

### **OLD BUSINESS**

No old business was presented at this time

### **NEW BUSINESS**

No new business was presented at this time.

### **ORDINANCE – FIRST READING/INTRODUCTION**

#### **Ordinance 2024-1: An Ordinance Determining Wage and Salary Ranges for Employees of the City of Beverly**

A motion was offered by Councilmember Lowden and seconded by Councilmember Williams to introduce Ordinance 2024-1. Motion carried on a Roll Call Vote, as follows:

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

### **RESOLUTIONS**

#### **Resolution 2024-26: Resolution Accepting the Resignation of Suraya Gallagher as Technical Assistant to the Construction Office for the City of Beverly**

A motion was offered by Councilmember Snively and seconded by Councilmember Dale to adopt Resolution 2024-26. Motion carried on a Roll Call Vote, as follows:

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

#### **Resolution 2024-27: Resolution Accepting the Resignation of David Muñoz as Fire Subcode Official for the City of Beverly**

A motion was offered by Councilmember Williams and seconded by Councilmember Snively to adopt Resolution 2024-27. Motion carried on a Roll Call Vote, as follows:

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

**Resolution 2024-28: Resolution Accepting the Resignation of Joseph Robinson as Tax Assessor for the City of Beverly**

A motion was offered by Councilmember Snively and seconded by Councilmember Lowden to adopt Resolution 2024-28. Motion carried on a Roll Call Vote, as follows:

Aye: Dale, Lowden, Snively, Williams, Bancroft

Nay:

Abstain:

Absent:

**Resolution 2024-29: Resolution Authorizing the City of Beverly to Enter into a Contract with the BURLCOJIF for the 2024 Safety Incentive Program**

A motion was offered by Councilmember Williams and seconded by Councilmember Snively to adopt Resolution 2024-29. Motion carried on a Roll Call Vote, as follows:

Aye: Dale, Lowden, Snively, Williams, Bancroft

Nay:

Abstain:

Absent:

**Resolution 2024-30: Resolution Authorizing Award of Contract to EMSL Analytical Inc. for Lead Testing Supplies and Services**

A motion was offered by Councilmember Lowden and seconded by Councilmember Dale to adopt Resolution 2024-30. Motion carried on a Roll Call Vote, as follows:

Aye: Dale, Lowden, Snively, Williams, Bancroft

Nay:

Abstain:

Absent:

**Resolution 2024-31: Resolution Requesting Permission for a Dedication by Rider for Lead-Based Paint Hazards**

A motion was offered by Councilmember Lowden and seconded by Councilmember Snively to adopt Resolution 2024-31. Motion carried on a Roll Call Vote, as follows:

Aye: Dale, Lowden, Snively, Williams, Bancroft

Nay:

Abstain:

Absent:

**Resolution 2024-32: Resolution Establishing Policies and Procedures for the Payment of Claims and Claimant Signature**

A motion was offered by Councilmember Lowden and seconded by Councilmember Dale to adopt Resolution 2024-32. Motion carried on a Roll Call Vote, as follows:

Aye: Dale, Lowden, Snively, Williams, Bancroft

Nay:

Abstain:

Absent:

**Resolution 2024-33: Resolution Approving a Memorandum of Understanding between the City of Beverly and the Beverly Police Association**

A motion was offered by Councilmember Snively and seconded by Councilmember Williams to adopt Resolution 2024-33. Motion carried on a Roll Call Vote, as follows:

Aye: Dale, Lowden, Snively, Williams, Bancroft

Nay:

Abstain:

Absent:

**CORRESPONDENCE**

*Mosquito Control Authorization:* Mayor Miller noted that Burlington County has requested permission to engage in mosquito control operations throughout the City.

**MAYOR/COUNCIL/STAFF COMMENTS**

Mayor Miller and Councilmember Snively recognized the recent passing of a long-term resident, Ms. Helen Henry.

Councilmember Lowden summarized the previous Board of Fire Commissioners meeting as it relates to Knox box installations.

City Administrator Wolbert updated Council on the upcoming roadwork throughout the City and the status on the Circulation Plan Element.

Council President Bancroft thanked the DPW staff for their efforts during the recent snowstorms.

The Endeavor EMS Report for December 2023 was reviewed, with Councilmember Lowden noting an increase in calls in neighboring municipalities.

The Municipal Court Report for December 2023 was reviewed without comment.

**PUBLIC COMMENT**

Council President Bancroft opened public comment.

Cynthia Miller, 518 Spruce Street, inquired about the installation of new street signs and where copies of resolutions and reports can be obtained.

Hal Robertson, 179 Warren Street, inquired about the timeframe for when curbs will be painted to designate limited parking areas.

John Haaf, 132 Riverbank, asked City Solicitor Coleman about quorum requirements as indicated by the Open Public Meetings Act and case law related to same.

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

**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: February 13, 2024