

TOWNSHIP OF LOPATCONG  
SPECIAL MEETING AGENDA  
6:00 pm

June 27, 2024

The Regular Meeting of the Lopatcong Township Council was called to order by Mayor Wright. The meeting was held in the Municipal Building located at 232 S. Third St., Phillipsburg, New Jersey

A Prayer was offered followed by the Oath of Allegiance.

Mayor Wright stated “adequate notice of this meeting has been provided indicating the time and place of the meeting in accordance with Chapter 231 of the Public Laws of 1975 by advertising a Notice in The Star Ledger and The Express-Times Warren County Zone and by posting a copy on the bulletin board in the Municipal Building.”

Present: Councilman Marinelli, Councilman McQuade, Council President Palitto, Mayor Wright. Also, present was Attorney Lavery.

**Business – Consent Agenda:**

Mayor Wright – responded does anyone want to make changes or anything they want to take out of Resolutions 1 – 5 Can I have a motion and a second? Council President Palitto made the motion and Councilman Marinelli second.

Roll call vote:

AYES: Councilman Marinelli, Councilman McQuade, Council President Palitto, Mayor Wright.

NAYS: None

**Resolution 24-100 – Consent Agenda**

R 24-100

RESOLUTION OF THE TOWNSHIP OF LOPATCONG, COUNTY OF WARREN AND  
STATE OF NEW JERSEY AUTHORIZING CONSENT AGENDA FOR COUNCIL’S  
CONSIDERATION

WHEREAS, the Mayor and Council of the Township of Lopatcong, County of Warren and State of New Jersey do hereby approve and authorize a Consent Agenda to move routine items of business requiring no discussion; and

WHEREAS, there are listed Items one through five on the Consent Agenda.

1. Resolution – Renew liquor license for House of Wine and Liquor, Inc. and The Brass Rail, Inc., for term beginning July 1, 2024 through June 30, 2025.
2. Resolution – Approve pay increase for municipal employees.
3. Resolution – Authorize Change of Title or Text or amount of any appropriation for Construction Office Titles pursuant to N.J.S.A:4-85.
4. Resolution – Chapter 159 to Establish Dedication by Rider for Acceptance of Bequests, Legacies, Gifts for Specific Police Programs.
5. Resolution – Renew lease for copier machines from Stratix Systems.

CERTIFICATION

I, Margaret B. Dilts, Municipal Clerk of the Township of Lopatcong, County of Warren and State of New Jersey do hereby certify the foregoing to be a true and correct copy of a Resolution

adopted by Council at a meeting held on Wednesday, June 27, 2024.

Margaret B. Dilts, MMC

**Resolution No. 24-95 – Liquor License Renewal.**

R 24-95

**RESOLUTION OF THE TOWNSHIP OF LOPATCONG, COUNTY OF WARREN AND STATE OF NEW JERSEY AUTHORIZING THE RENEWAL OF CERTAIN LIQUOR LICENSES**

WHEREAS, the Mayor and Council of the Township of Lopatcong, County of Warren and State of New Jersey have received the following applications for liquor license renewal:

The Brass Rail, Inc., License No. 2115-33-004-007

House of Liquor and Wine, Inc., No. 2115-44-001-004

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Lopatcong, County of Warren and State of New Jersey that the applications for renewal of the above-named liquor license holders be approved pursuant to N.J.S.A. 33: 1-12-26 from July 1, 2024 to June 30, 2025.

**CERTIFICATION**

I, Margaret B. Dilts, Municipal Clerk of the Township of Lopatcong, County of Warren and State of New Jersey do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by Council at a meeting held on Wednesday, June 5, 2024.

Margaret B. Dilts, MMC

**Resolution No. 24-96 – Rate increase for municipal employees for 2024.**

R 24-96

**RESOLUTION OF THE TOWNSHIP OF LOPATCONG, COUNTY OF WARREN AND STATE OF NEW JERSEY TO ESTABLISH PAY RATES FOR MUNICIPAL EMPLOYEES FOR THE YEAR 2024**

WHEREAS, the Mayor and Council of the Township of Lopatcong, County of Warren and State of New Jersey shall set a two percent 2% raise (effective January 1, 2024) for the job titles as listed below. Titles marked with an \* did not receive a two percent raise.

NOW, THEREFORE, BE IT RESOLVED that the following pay rates will be used during 2024 to compensate municipal employees:

MAYOR	\$12,000.00
COUNCILPERSON	\$ 6,000.00
TOWNSHIP CLERK	\$146,469.13
*ADMINISTRATIVE ASSISTANT	\$53,000.00
TOWNSHIP ADMINISTRATOR	\$16,230.24
ELECTION BOARD CLERK	\$1,640.31
QUALIFIED PURCHASING AGENT	\$15,300.00
PLANNING BOARD SECRETARY	\$12,558.31
BOARD OF ADJUSTMENT SECRETARY	\$6242.40
*RENT LEVELING BOARD	\$3,060.00
CHIEF FINANCIAL OFFICER	\$149,508.68
* PURCHASING AGENT	\$ 87,000.00

TAX ASSESSOR	\$57,222.00
TAX/SEWER COLLECTOR	\$122,400.00
ACCOUNT CLERK-TAX/SEWER OFFICE	\$54,060.00
*SEWER APPEALS SECRETARY	\$2,040.00
*DEPUTY REGISTRAR OF VITAL STATISTICS	\$2,500.00
SUPERINTENDENT OF PUBLIC WORKS	\$95,306.89
DEPUTY SUPERVISOR PUBLIC WORKS	\$79,560.00
*MUNICIPAL COURT JUDGE	\$31,497.60
*COMPUTER/WEBSITE CO-ORDINATOR	\$8,160.00
MUNICIPAL COURT ADMINISTRATOR (UNTIL 6/1)	\$73,200.56
*COAH ADMINISTRATOR	\$ 4,840.00
*DEPUTY CLERK	\$53,000.00
*DEPUTY EMERGENCY MANAGEMENT OFFICIAL	\$1,326.00
CLEAN COMMUNITIES' COORDINATOR	\$2,080.80
*ANIMAL CONTROL REGISTRAR	\$3,264.00
CUSTODIAN MUNICIPAL BUILDING	\$23.46/hour
RECORDS TECHNICIAN	\$54,060.00
POLICE MATRON	\$26.01/hour
SCHOOOL CROSSING GUARDS	\$17.64/hour
*CLASS III POLICE OFFICER	\$30.00/hour
LABORER	\$50,719.50
LABORER-PT	\$26.01/hour
SENIOR PUBLIC WORKS REPAIRER	\$72,752.05
PARK SEASONAL MAINTENANCE	\$20.81/hour
LABORER	\$55,791.45
LABORER	\$55,791.45
PARK SEASONAL MAINTENANCE	\$18.36/hour
ACTING SUPERVISOR OF PUBLIC WORKS	\$1.00/hour
TECHNICAL ASSISTANT TO CONSTRUCTION OFFICIAL	\$59,160.00
CONSTRUCTION OFFICIAL/BUILDING SUB-CODE OFFICIAL	\$48.72/hour
ZONING OFFICIAL	\$42.45/hour
ZONING OFFICIAL TWO-HOUR CALL OUT RATE	\$42.45/hour
FIRESUB-CODEOFFICIAL/FIREPREVENTION/LEADPAINT INSPECTOR	\$42.45/hour
FIRE SUB-CODE OFFICIAL	\$42.45/hour
PLUMBING SUB-CODE OFFICIAL	\$42.45/hour
ELECTRICAL SUB-CODE OFFICIAL	\$42.45/hour
*SHADE TREE SECRETARY	\$3,570.00

NOW, THEREFORE, BE IT RESOLVED that the Township of Lopatcong, County of Warren and State of New Jersey, approve a two percent increase for employees as listed above.

CERTIFICATION

I, Margaret B. Dilts, Municipal Clerk of the Township of Lopatcong, County of Warren and State of New Jersey do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by Council at a meeting held on Thursday, June 27, 2024.

Margaret B. Dilts, MMC

**Resolution No. 24-98** – Change in Title or Text.

RESOLUTION OF THE TOWNSHIP OF LOPATCONG, COUNTY OF WARREN AND  
STATE OF NEW JERSEY REQUESTING CHANGE OF TITLE OR TEXT OF  
APPROPRIATION NJSA 40A:4-85

WHEREAS, NJSA 40A:4-85 provides that the Director of the Division of Local Government Services may, at the request of, or with the consent of, the governing body of any county or municipality, make such correction of the title, text, or amount of any appropriation appearing in the budget as may be necessary to make said item of appropriation available for the purpose or purposes required for the needs of any county or municipality.

NOW, THEREFORE, BE IT RESOLVED, that in accordance with the provisions of N.J.S.A. 40A:4-85, the Township of Lopatcong, Warren County hereby requests the Director of the Local Government Services to make the following correction in the 2024 budget:

FROM:	TO:
Building Sub-Code Inspector-S&W	Building Sub-Code-OE
Construction Official \$10,000	Building Sub-Code Svcs \$10,000
Plumbing Code Salary \$5,000	Fire/Plumbing Sub-Code Svcs \$5,000

BE IT FURTHER RESOLVED that the foregoing corrections are, in the opinion of the governing body, warranted and authorized by the statute referred to above, and is necessary for the orderly operation of the municipality for the reasons set forth:

These corrections will reflect the change of status of new inspectors treated as 1099 individuals to fill the void left by salaried employees.

CERTIFICATION

I, Margaret B. Dilts, Municipal Clerk of the Township of Lopatcong, County of Warren and State of New Jersey do hereby certify the foregoing to be a true and correct copy of a resolution adopted by Council at a meeting held on Wednesday, June 27, 2024.

Margaret B. Dilts, MMC

**Resolution No. 24-99** – Dedication by Rider.

**R 24-99**

RESOLUTION OF THE TOWNSHIP OF LOPATCONG, COUNTY OF WARREN AND  
STATE OF NEW JERSEY REQUESTING PERMISSION TO ESTABLISH THE  
DEDICATION BY RIDER FOR  
ACCEPTANCE OF BEQUESTS, LEGACIES, GIFTS, N.J.S.A 40A:5-29

WHEREAS, permission is required from the Director of the Division of Local Government Services for the approval as a dedication by rider of revenues received by a county or municipality when the revenue is not subject to reasonably accurate estimate in advance; and

WHEREAS, N.J.S.A. 40A:5-29 provides for receipt of Donations for Specific Police Programs by the municipality to provide for the operating costs to administer this act; and

WHEREAS, N.J.S.A. 40A:5-29 provides the dedicated revenues anticipated from the Acceptance of bequests, legacies, gifts fund are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement:

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Lopatcong, County of Warren, State of New Jersey as follows:

1. The Township Council does hereby request permission of the Director of the Division of Local Government Services to pay expenditures under provision of N.J.S.A. 40A:5-29, for Acceptance of bequests, legacies, gifts fund.
2. The Municipal Clerk is hereby directed to forward two certified copies of this Resolution to the Director of the Division of Local Government Services or submit through FAST System.

CERTIFICATION

I, Margaret B. Dilts, Municipal Clerk of the Township of Lopatcong, County of Warren and State of New Jersey do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by Council at a meeting held on Wednesday, June 27, 2024.

Margaret B. Dilts, MMC

**Public Comment:**

Bob Bruce – 11 Harwich Road – I want to thank Council President Palitto and Beth both of whom I have turned to help address my concerns about the property on 22 West it used to be the offices of John J. Coyle that has weeds and grass that are overgrown. He was told the zoning officer had been out to issue a violation. He was also concerned about why they were having a special meeting and not saving these items for the regular meeting. The reason for the special meeting was for the liquor licenses and the other items had to be added to the special meeting. We only have one meeting a month and these licenses needed to be addressed timely.

Motion to adjourn the meeting by Councilman Marinelli seconded by Councilman McQuade. All in favor.

Respectfully submitted,

Margaret B. Dilts, MMC  
Clerk/Administrator

William D. Wright  
Mayor