

## Walpack Township Committee

**Minutes of the Organization Meeting of the Mayor and Committee of the Township of Walpack, held remotely in lieu of the Walpack Township Building, 9 Main Street, Walpack NJ. 7 PM.**

**January 3, 2023**

The Clerk read the Opening Statement: This meeting is being held in compliance with the Open Public Meetings Act, and has been duly advertised.

The Clerk called the meeting to order.

### Oath of Office:

The Clerk read the "Statement of Determination" of the Board of County Canvassers, for the Election held on November 8, 2022.

The Clerk administered the Oath of Office to Committeeman-elect Janina Wycalek for a three year term as Committee Member of the Township of Walpack.

Roll Call: Victor J. Maglio, Janina Wycalek, James Heigis, Attorney Glenn Kienz, CFO Ashley Wilson, Clerk Christine M. Von Oesen

### Committee Appointment: Mayor for the Year 2023:

The Clerk opened the floor for Committee nominations for the position of Mayor for 2023.

Committeewoman Janina Wycalek nominated Victor Maglio for Walpack Mayor 2023. Second by James Heigis. All in Favor.

The Clerk handed the meeting over to the new 2023 Walpack Township Mayor, Victor Maglio.

### Open Public Meetings Act Compliance:

Mayor Maglio stated, "This meeting is being held in compliance with the provisions of the Open Public Meetings Act, Public Law 1975, Chapter 231. It has been properly advertised and certified by the Clerk.

### Committee Appointment: Deputy Mayor for the year 2023:

Mayor Maglio opened the floor for Committee nominations for the position of Deputy Mayor for 2023.

Committeeman James Heigis nominated Janina Wycalek for Walpack Deputy Mayor 2023. Second by Mayor Maglio. All in favor.

Professional Appointments:

Township Attorney: Glenn Kienz of Weiner Law Group  
Township Auditor: Steven D. Wielkotz of Wielkotz and Company, LLC  
Township Insurance Agency: Arthur J. Gallagher Risk Management Services  
Township Risk Manager: George Morville  
Township Engineer: Michael G. Vreeland of Van Cleef Engineering Associates, LLC

Official Newspapers, Banks, Meeting Dates:

Official Newspapers: The New Jersey Herald and The New Jersey Sunday Herald  
Official Depositories: Provident Bank, Lakeland Bank, First Hope Bank  
Official Meeting Dates: Last Tuesday of every month at 7 pm. Walpack Township Mayor and Committee meetings are held at the Walpack Municipal Building, 9 Main Street, Walpack NJ, or remotely. The December meeting is an exception, and is scheduled for December 19.

Mayor's Appointments:

Municipal Clerk:	Christine M. Von Oesen
Deputy Municipal Clerk:	Maria Maglio
Tax collector:	Theresa Schlosser
Tax Assessor:	Kristy Lockburner
Chief Finance Officer:	Ashley Wilson
Treasurer:	Ashely Wilson
Registrar:	Amanda Lobban
Construction Official:	Greg Chontow
Plumbing Inspector:	William O'Connor
Fire Sub-code Official:	State of New Jersey
Electrical Inspector:	Greg Chontow
Search Officer for Municipal Improvements:	
Licensing Official:	
Animal Control Officer:	James Heigis
Recycling Collection Officer:	
Emergency Management Coordinator:	Victor Maglio
Deputy EMC:	
NIMS Officer:	Victor Maglio
Township Historian:	Janina Wycalek

Resolutions:

WALPACK TOWNSHIP RESOLUTION

R-01-23

MAYORAL APPOINTMENT 2023

Be it resolved BY THE Township Committee of the Township of Walpack, County of Sussex, State of New Jersey, that Victor J. Maglio be appointed Mayor of the Township of Walpack for the year 2023.

CERTIFICATION

I hereby certify that the foregoing resolution is a true and exact copy of the resolution adopted by the Walpack Township committee at the Walpack Township Organization Meeting held of January 3, 2023.

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Christine M. Von Oesen, RMC  
Clerk  
Walpack Township

R-01-23 was read by Mayor Maglio. Mayor Maglio requested a Motion to approve Resolution R-01-23. Motion by Deputy Mayor Wycalek. Second by Committeeman Heigis.

Ayes: Heigis, Wycalek, Maglio

Nays:

Absent:

Abstain:

WALPACK TOWNSHIP RESOLUTION

R-02-23

APPOINTMENT OF THE 2023 DEPUTY MAYOR

Be it resolved BY THE Township Committee of the Township of Walpack, County of Sussex, State of New Jersey, that Janina Wycalek be appointed Deputy Mayor of the Township of Walpack for the year 2023.

CERTIFICATION

I hereby certify that the foregoing resolution is a true and exact copy of the resolution adopted by the Walpack Township committee at the Walpack Township Organization Meeting held of January 3, 2023.

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Christine M. Von Oesen, RMC  
Clerk  
Walpack Township

R-02-23 was read by Mayor Maglio. Mayor Maglio requested a Motion to approve Resolution R-02-23. Motion by Deputy Mayor Wycalek. Second by Committeeman Heigis.

Ayes: Heigis, Wycalek, Maglio

Nays:

Absent:

Abstain:

**WALPACK TOWNSHIP**

**RESOLUTION #03-23  
APPROVING TEMPORARY BUDGET FOR 2023**

**WHEREAS**, N.J.S.A. 40A:4-19 of the Local Budget Law, provides that, where any contracts, commitments or payments are to be made prior to the final adoption of the 2022 Budget, temporary appropriations should be made for the purposes and amounts required in the manner and time therein provided; and

**WHEREAS**, the total appropriations in the 2022 Budget, less appropriations made for Capital Improvement Fund, Deferred Charges, and Board of Education is the sum of \$91,021. for the Current Fund; and,

**WHEREAS**, 26.25% of the total appropriations in the 2022 Budget, less appropriations for Capital Improvement Fund, Deferred Charges, and Board of Education in the said 2022 Budget is the sum of \$24,080. for the Current Fund;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Committee of the Township of Walpack, in the County of Sussex, State of New Jersey, that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her records as listed:

<b>FCOA</b>	<b>Description</b>		<b>Amount</b>
20-110	Mayor & Committee	Salaries & Wages	\$2,525.00
20-120	Clerk	Salaries & Wages	\$1,625.00
		Other Expenses	\$275.00
20-130	Financial Administration	Salaries & Wages	\$3,500.00
		Other Expenses	\$20.00
20-135	Audit Services	Other Expenses	\$2,000.00
20-140	Computer Services	Other Expenses	\$1,300.00
20-145	Tax Collection	Salaries & Wages	\$800.00
		Other Expenses	\$25.00
20-150	Assessment of Taxes	Salaries & Wages	\$800.00
		Other Expenses	\$25.00
20-155	Legal Services	Other Expenses	\$1,500.00
23-210	General Liability Insurance	Other Expenses	\$4,200.00
23-215	Workers Compensation Insurance	Other Expenses	\$525.00
23-211	Surety Bond Premiums	Other Expenses	\$700.00
25-252	Emergency Management	Salaries & Wages	\$400.00
		Other Expenses	\$50.00
25-255	Aid to Volunteer Fire Company	Other Expenses	\$750.00
25-260	Aid to Volunteer Rescue Squads	Other Expenses	\$750.00

26-305	Recycling	Other Expenses	\$50.00
26-310	Public Buildings & Grounds	Salaries & Wages	\$125.00
		Other Expenses	\$400.00
27-340	Animal Control	Salaries & Wages	\$75.00
		Other Expenses	\$20.00
31-435	Electricity	Other Expenses	\$100.00
31-440	Telephone	Other Expenses	\$120.00
31-447	Fuel Oil	Other Expenses	\$400.00
22-195	Construction Official	Salaries & Wages	\$200.00
		Other Expenses	\$20.00
22-196	Fire Inspections	Other Expenses	\$50.00
22-197	Plumbing Inspections	Other Expenses	\$50.00
36-471	Public Employees Retirement System		\$0.00
36-472	Social Security OASI		\$700.00
			-----
			\$24,080.00

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CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Mayor and Committee of the Township of Walpack, New Jersey, at a meeting held on January 3, 2023.

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Christine M. Von Oesen, RMC

Clerk  
Walpack Township

R-03-23 was read by Mayor Maglio. Mayor Maglio requested a Motion to approve Resolution R-03-23. Motion by Deputy Mayor Wycalek. Second by Committeeman Heigis.

Ayes: Heigis, Wycalek, Maglio  
Nays:  
Absent:  
Abstain:

WALPACK TOWNSHIP RESOLUTION  
R-04-23  
Professional Appointments for the year 2023

WHEREAS, N.J.S.A. 40A:11-5. of the Local Contract Law, permits governing bodies to contract for certain professional services without competitive bidding; and

WHEREAS, the Township of Walpack has need of said professional services;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Walpack, County of Sussex, State of New Jersey, that the following appointments be made for the year 2022:

Township Attorney – Glenn Kienz of Weiner Law Group  
Township Auditor – Steven D. Weilkotz of Weilkotz and Company, LLC  
Township Insurance Company – Arthur J. Gallagher Risk Management Services Inc.  
Township Risk Manager: George Morville  
Township Engineer – Michael G. Vreeland of Van Cleef Engineering Associates, LLC

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Mayor and Committee of the Township of Walpack, New Jersey, at a meeting held on January 3, 2023.

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Christine M. Von Oesen, RMC  
Clerk  
Walpack Township

R-04-23 was read by Mayor Maglio. Mayor Maglio requested a Motion to approve Resolution R-04-23. Motion by Deputy Mayor Wycalek. Second by Committeeman Heigis.

Ayes: Heigis, Wycalek, Maglio  
Nays:  
Absent:  
Abstain:

WALPACK TOWNSHIP RESOLUTION

R-05-23

OFFICIAL NEWSPAPERS OF THE TOWNSHIP OF WALPACK

The Township of Walpack shall use the following as the Official Newspapers of the Township of Walpack:

The New Jersey Herald  
The New Jersey Sunday Herald

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Mayor and Committee of the Township of Walpack, New Jersey, at a meeting held on January 3, 2023.

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Christine M. Von Oesen, RMC  
Clerk  
Walpack Township

R-05-23 was read by Mayor Maglio. Mayor Maglio requested a Motion to approve Resolution R-05-23. Motion by Deputy Mayor Wycalek. Second by Committeeman Heigis.

Ayes: Heigis, Wycalek, Maglio

Nays:

Absent:

Abstain:

WALPACK TOWNSHIP RESOLUTION

R-06-23

OFFICIAL DEPOSITORIES OF THE TOWNSHIP OF WALPACK

The Township of Walpack shall use the following Official Depositories:

The First Hope Bank  
Lakeland Bank  
Provident Bank

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Mayor and Committee of the Township of Walpack, New Jersey, at a meeting held on January 3, 2023.

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Christine M. Von Oesen, RMC  
Clerk  
Walpack Township

R-06-23 was read by Mayor Maglio. Mayor Maglio requested a Motion to approve Resolution R-06-23. Motion by Deputy Mayor Wycalek. Second by Committeeman Heigis.

Ayes: Heigis, Wycalek, Maglio

Nays:

Absent:

Abstain:

WALPACK TOWNSHIP RESOLUTION

R-07-23

RESOLUTION AUTHORIZING THE AWARD OF NON-FAIR AND OPEN CONTRACTS

WHEREAS, THE Township of Walpack has a need to acquire contracts to perform the following services:

Township Attorney - Glenn Kienz of Weiner Law Group

Township Auditor – Steven D. Weilkotz of Wielkotz and Company, LLC

Township Engineer – Michael G. Vreeland of Van Cleef Engineering Associates, LLC

Township Insurance Agency - Arthur J. Gallagher Risk Management Services Inc.

Township Risk Manager: George Morville

WHEREAS, the anticipated terms of these contracts are one year and may be extended as approved by the Walpack Township Committee;

NOW, THEREFORE, BE IT RESOLVED, that the Walpack Township committee of the Township of Walpack authorizes the Mayor of the Township of Walpack to enter into contracts with the Weiner Law Group; Wielkotz and Company, LLC; Van Cleef Engineering Associates, LLC; Arthur J. Gallagher Risk Management Services Inc.; and Morville Insurance Agency.

BE IT FURTHER RESOLVED, that Business Disclosure Entity Certifications shall be placed on file with the resolution.

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Mayor and Committee of the Township of Walpack, New Jersey, at a meeting held on January 3, 2023.

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Christine M. Von Oesen, RMC  
Clerk  
Walpack Township

R-07-23 was read by Mayor Maglio. Mayor Maglio requested a Motion to approve Resolution R-07-23. Motion by Deputy Mayor Wycalek. Second by Committeeman Heigis.

Ayes: Heigis, Wycalek, Maglio

Nays:

Absent:

Abstain:

WALPACK TOWNSHIP RESOLUTION

R-08-23

AUTHORITY OF THE TOWNSHIP OF WALPACK MUNICIPAL TAX ASSESSOR AND  
THE TOWNSHIP OF WALPACK MUNICIPAL ATTORNEY

BE IT RESOLVED by the Township Committee of the Township of Walpack, that the Municipal Tax Assessor and the Municipal Attorney are authorized to defend before the Sussex County Board of Taxation and Tax Court of the State of New Jersey, all contested appeals and to initiate municipal appeals to correct the assessments of the Walpack Township Tax List, including, but not limited to, rollback complaints, added and omitted assessment complaints, and such other appeals as are necessary to correct assessments for the Township of Walpack; and,

BE IT FURTHER RESOLVED that the Municipal Tax Assessor and the Municipal Attorney are hereby designated as the agents of the Township of Walpack for the purpose of signing settlements of the foregoing matters by stipulation.

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Mayor and Committee of the Township of Walpack, New Jersey, at a meeting held on January 3, 2023.

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Christine M. Von Oesen, RMC  
Clerk  
Walpack Township

R-08-23 was read by Mayor Maglio. Mayor Maglio requested a Motion to approve Resolution R-08-23. Motion by Deputy Mayor Wycalek. Second by Committeeman Heigis.

Ayes: Heigis, Wycalek, Maglio

Nays:

Absent:

Abstain: None

WALPACK TOWNSHIP RESOLUTION  
R-09-23  
APPOINTMENTS FOR THE YEAR 2023

BE IT RESOLVED, that the following appointments be made for the year 2023:

|                                            |                        |
|--------------------------------------------|------------------------|
| Attorney:                                  | Glenn Kienz            |
| Auditor:                                   | Steven D. Weilkotz     |
| Engineer:                                  | Michael G. Vreeland    |
| Municipal Clerk:                           | Christine M. Von Oesen |
| Deputy Municipal Clerk:                    | Maria Maglio           |
| Tax collector:                             | Theresa Schlosser      |
| Tax Assessor:                              | Kristy Lockburner      |
| Chief Finance Officer:                     | Ashley Wilson          |
| Treasurer:                                 | Ashley Wilson          |
| Registrar:                                 | Amanda Lobban          |
| Construction Official:                     | Greg Chontow           |
| Plumbing Inspector:                        | William O'Connor       |
| Fire Sub-code Official:                    | State of New Jersey    |
| Electrical Inspector:                      | Greg Chontow           |
| Search Officer for Municipal Improvements: |                        |
| Licensing Official:                        |                        |
| Animal Control Officer:                    | James Heigis           |
| Recycling Collection Officer:              |                        |
| Emergency Management Coordinator:          | Victor Maglio          |
| Deputy EMC:                                |                        |
| NIMS Officer:                              | Victor Maglio          |
| Township Historian:                        | Janina Wycalek         |

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Mayor and Committee of the Township of Walpack, New Jersey, at a meeting held on January 3, 2023.

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Christine M. Von Oesen, RMC  
Clerk  
Walpack Township

R-09-23 was read by Mayor Maglio. Mayor Maglio requested a Motion to approve Resolution R-09-23. Motion by Deputy Mayor Wycalek. Second by Committeeman Heigis.

**Ayes:** Heigis, Wycalek, Maglio

**Nays:**

**Absent:**

**Abstain:**

WALPACK TOWNSHIP RESOLUTION

R-10-23

RESOLUTION CONCERNING JOINT INSURANCE FUNDS FOR LOCAL  
GOVERNMENT UNITS

WHEREAS, an act concerning Joint Insurance Funds for local units of government, Chapter 372, P.L. 1983 enables local units of government to cooperate with each other to make the most efficient use of their powers and resources on a basis of mutual advantage in the areas of insurance and self insurance; and

WHEREAS, the Township of Walpack desires to secure protection services and savings related to insurance for itself, and its employees; and

WHEREAS, the Township of Walpack finds that the best and most efficient way of securing this protection and these services is by cooperation with the other New Jersey municipalities and/or County governments; and

WHEREAS, the North Jersey Municipal Insurance Pool and its by-laws provide a basis for securing this protection for member units of government;

NOW, THEREFORE, BE IT RESOLVED, that the Township of Walpack join with other member units of government in organizing and retaining membership in the North Jersey Insurance Pool, effective immediately.

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Mayor and Committee of the Township of Walpack, New Jersey, at a meeting held on January 3, 2023.

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Christine M. Von Oesen, RMC  
Clerk  
Walpack Township

R-10-23 was read by Mayor Maglio. Mayor Maglio requested a Motion to approve Resolution R-10-23. Motion by Deputy Mayor Wycalek. Second by Committeeman Heigis.

Ayes: Heigis, Wycalek, Maglio

Nays:

None:

Abstain:

WALPACK TOWNSHIP RESOLUTION

R-11-23

A RESOLUTION TO FIX THE RATE OF INTEREST FOR DELINQUENT TAXES

WHEREAS, New Jersey statutes provide the method for authorizing interest and the maximum rate to be charged for non-payment of taxes or assessments on or before the date when they would become delinquent,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Walpack, County of Sussex, State of New Jersey, that the rate of interest charges for the year 2023 shall be as follows:

On all delinquent to, and including December 31, 2022, at the rate of rates heretofore governing, and on all delinquents on and after January 1, 2023, at the rate of 8% per annum for and upon the first \$1,500 of the delinquency, and at the rate of 18% per annum for and upon any amount of the delinquency in excess of \$1,500; and that grace period of 10 days will be allowed on taxes due February 1, May 1, August 1, and November 1. If taxes are not paid by the 10<sup>th</sup>, interest shall be charged from due date. In any case where a taxpayer with a delinquency in excess of \$10,000 fails to pay that delinquency prior to the end of the calendar year, a penalty in the amount of 6% of the amount of the delinquency shall; be charged, in addition to the interest herein above provided.

BE IT FURTHER RESOLVED that the collector of the Township of Walpack is hereby directed to collect interest on all taxes accordingly.

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Mayor and Committee of the Township of Walpack, New Jersey, at a meeting held on January 3, 2023.

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Christine M. Von Oesen, RMC  
Clerk  
Walpack Township

R-11-23 was read by Mayor Maglio. Mayor Maglio requested a Motion to approve Resolution R-11-23. Motion by Deputy Mayor Wycalek. Second by Committeeman Heigis.

Ayes: Heigis, Wycalek, Maglio

Nays:

None:

Abstain:

WALPACK TOWNSHIP RESOLUTION

R-12-23

RESOLUTION REGARDING THE ANNUAL SALE OF DELINQUENT TAXES

BE IT RESOLVED that the Tax Collector of the Township of Walpack is hereby authorized to conduct the annual sale of delinquent taxes for the calendar year 2023.

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Mayor and Committee of the Township of Walpack, New Jersey, at a meeting held on January 3, 2023.

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Christine M. Von Oesen, RMC  
Clerk  
Walpack Township

R-12-23 was read by Mayor Maglio. Mayor Maglio requested a Motion to approve Resolution R-12-23. Motion by Deputy Mayor Wycalek. Second by Committeeman Heigis.

Ayes: Heigis, Wycalek, Maglio

Nays:

Absent:

Abstain:

WALPACK TOWNSHIP RESOLUTION

R-13-23

RESOLUTION ESTABLISHING THE 2021 WALPACK MAYOR AND COMMITTEE  
MEETING SCHEDULE

BE IT RESOLVED that the Mayor and Committee of the Township of Walpack do hereby establish Official Meeting Dates shall be as follows:

Walpack Township Mayor and Committee Meetings are scheduled to be held on the last Tuesday of each month in 2022, at 7:00 PM, at the Walpack Municipal Building, 9 Main Street, Walpack, New Jersey, unless remote meetings remain in order, with the following exception: December's meeting shall be held on December 19.

The 2024 Reorganization meeting shall be scheduled on January 2, 2024 at 7 pm.

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Mayor and Committee of the Township of Walpack, New Jersey, at a meeting held on January 3, 2023.

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Christine M. Von Oesen, RMC  
Clerk  
Walpack Township

R-13-23 was read by Mayor Maglio. Mayor Maglio requested a Motion to approve Resolution R-13-23. Motion by Deputy Mayor Wycalek. Second by Committeeman Heigis.

Ayes: Heigis, Wycalek, Maglio

Nays:

Absent:

Abstain:

Mayor's Statement: Mayor Maglio thanked the Committee and employees of the Township of Walpack for their service to the Township.

Committee Member Comments: Deputy Mayor Wycalek and Committeeman Heigis stated that it was a pleasure to work with Mayor Maglio and the employees of Walpack Township. Attorney Keinz added that the Walpack Mayor and Committee, and the employees of Walpack, are a great group to work with.

Public Comment: Mayor Maglio opened the meeting for public comment.

Hearing no Public comment, Mayor Maglio closed the meeting to the Public.

Adjournment: Mayor Maglio requested a Motion to Adjourn. Motion by Deputy Mayor Wycalek. Second by Committeeman Heigis. All in Favor.

Respectfully Submitted,

Christine m. Von Oesen, RMC  
Walpack Clerk