



**Common Council of the City of Summit**  
**Organization Meeting Agenda for Tuesday, January 4, 2022**  
**7:30 PM**  
**Council Chamber**

(Produced by the Office of the Secretary to the Mayor and Council)

**\*SWEARINGS-IN – CITY HALL COURTYARD** - *(due to recent spike in COVID-19 related cases, swearings-in will be held outside in the courtyard at 7:30 pm). Immediately following the ceremony, elected officials and all attendees will proceed to the Council Chamber for the Organization Meeting. Masks are required indoors regardless of vaccination status.)*

**COUNCIL MEMBERS**

- Andy Minegar, for a first term as Councilmember in the First Ward

Will Mr. Minegar, his wife, Sarah, and anyone else he wishes, please come forward for his swearing-in as Councilmember in the First Ward by the Honorable Mayor Nora Radest.

(SWEAR IN) (CERTIFICATE PRESENTATION)

- Lisa Allen, completing an unexpired term as Councilmember in the Second Ward

Will Ms. Allen, her husband, Patrick, and anyone else she wishes, please come forward for her swearing-in as Councilmember in the Second Ward by the Honorable Assemblywoman Nancy Munoz.

(SWEAR IN) (CERTIFICATE PRESENTATION)

- Greg Vartan, for a second term as Councilmember in the Second Ward

Will Mr. Vartan, his wife, Megan, and anyone else he wishes, please come forward for his swearing-in as Councilmember in the Second Ward by the Honorable Mayor Nora Radest.

(SWEAR IN) (CERTIFICATE PRESENTATION)

- Beth Little, for a third term as Councilmember-At-Large

Will Ms. Little, her husband, Bill, and anyone else she wishes, please come forward for her swearing-in as Councilmember-At-Large by the Honorable Mayor Nora Radest.

(SWEAR IN) (CERTIFICATE PRESENTATION)

## **CALL TO ORDER BY CITY CLERK**

## **ROLL CALL**

## **PLEDGE OF ALLEGIANCE - CITY CLERK**

## **INVOCATION**

- Reverend Dr. Denison Harrield, Jr. - Wallace Chapel AME Zion Church

## **ELECTION OF 2022 COUNCIL PRESIDENT**

### City Clerk:

The first order of business will be the election of the President of the Common Council for 2022. Nominations are now in order.

## **ELECTION OF 2022 PRESIDENT PRO TEM**

### 2022 Council President:

The next order of business will be the election of a President Pro Tem who will act as President of the Common Council in my absence and as Mayor in her absence. Nominations are now in order.

## **STATE OF THE CITY ADDRESS – MAYOR**

2022 Council President calls on Mayor Nora Radest for her State of the City address.

## **CEREMONIAL AWARDS**

### Mayor Radest and 2021 Council President

- Presentation to retiring Councilmember B. David Naidu by 2021 Council President Fox.
- Acknowledgement of retiring Board Presidents, Chairs and Members by Mayor Radest and 2021 Council President Fox.

## **ANNOUNCEMENT OF 2022 APPOINTMENTS**

### 2022 Council President:

- Announcement of 2022 Council Standing Committees and Board Liaisons and 2022 Council Board and Committee Appointments

### Mayor Radest:

- Announcement of 2022 Mayoral Appointments

## **CONSENT AGENDA**

### **LAW & LABOR**

- (ID # 9148) 1. Establish 2022 Council Rules
- (ID # 9136) 2. Approve Year 2022 Council Meeting Schedule
- (ID # 9137) 3. Assign 2022 Council Committees and Establish, Mayor, Council and Staff Membership/Liaison and/or Assignment Appointments
- (ID # 9149) 4. Establish Council Board, Committee, Etc. Appointments
- (ID # 9146) 5. Confirm Mayor's Advice & Consent Appointments
- (ID # 9134) 6. Appoint Americans with Disabilities Act (ADA) Coordinator
- (ID # 9135) 7. Appoint 2022 Affirmative Action Officer and Public Agency Compliance Officer (P.A.C.O.)
- (ID # 9175) 8. Appoint 2022 Affordable Housing Administrative Agent
- (ID # 9147) 9. Designate News Media for Notices and Agenda
- (ID # 9391) 10. Authorize City Engineer to Execute 2022 NJDEP, NJDOT, State of New Jersey & Union County Permit Applications on Behalf of the City

### **SAFETY & HEALTH**

- (ID # 9132) 1. Appoint 2022 Crossing Guards
- (ID # 9133) 2. Appoint 2022 Volunteer Fire Department Superior Officers
- (ID # 7689) 3. Appoint 2022 Municipal Humane Law Enforcement Officer

### **FINANCE**

- (ID # 9130) 1. Adopt Temporary Municipal Operating Budget
- (ID # 9129) 2. Adopt Temporary Budget - Sewer Utility
- (ID # 9128) 3. Adopt Temporary Budget - Parking Utility
- (ID # 9139) 4. Authorize Annual Salaries
- (ID # 9151) 5. Establish Procedure for Bill Payment, Materials, Receipt and Check Signing
- (ID # 9143) 6. Authorize Cash Management Implementation Plan
- (ID # 9141) 7. Authorize Bank Account Signatures
- (ID # 9145) 8. Authorize Petty Cash
- (ID # 9144) 9. Authorize Issuance of Bi-Weekly Payroll Via Direct Deposit
- (ID # 9150) 10. Establish Interest Penalties on Delinquent Municipal & Sewer Utility Taxes and Special Assessments
- (ID # 9140) 11. Authorize Annual Tax Sale
- (ID # 9142) 12. Authorize Cancelling of Municipal, Sewer Utility Taxes and Special Assessment of Less Than \$10.00
- (ID # 9138) 13. Authorize Qualified Purchasing Agent Participation With and Purchasing From New Jersey State Contract, Approved Cooperative Pricing Systems, and National Cooperative Contracts

## **PUBLIC COMMENTS**

At this point in the meeting council welcomes comments from any member of the public about issues that are not topics on tonight's business agenda. Whenever an audience or council member reads from a prepared statement, please provide a copy to the City Clerk at [cityclerk@cityofsummit.org](mailto:cityclerk@cityofsummit.org). To help facilitate an orderly meeting and to permit all to be heard, speakers are asked to limit their comments to 3 minutes.

## **CORRESPONDENCE**

Letter, Mayor Radest, re 2022 Appointments

RECEIVED AND FILED

## **ORDINANCES AND RESOLUTIONS EXPLANATION:**

A governing body of a municipality may formally act through ordinances or resolutions. Ordinances usually encompass legislative acts. Resolutions usually deal with administrative or acts performed according to legal authority, established procedures or instructions from the Common Council.

### **Ordinances:**

An act initiated by the Common Council that becomes law. The violation of an ordinance may result in summonses being issued. Generally, an ordinance remains in effect until repealed or modified and may not be amended or modified by a resolution. It requires a public hearing and publications in the town's legal paper before becoming effective. Examples of ordinances are those which deal with changing parking or speed limit requirements, code enforcement, implementing State mandates at the local level and creating boards or commissions.

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### **Resolutions:**

Any act or regulation that is required to be reduced to writing but may be finally passed at the meeting at which it is introduced. The legal effect of a resolution is the same as an ordinance except summonses cannot be issued for their violation. Generally, life of a resolution is permanent unless there is language to the contrary. Typical resolutions deal with: Opinion expressions; Requests for action to other elected officials or bodies or governmental agency[s]; One-time actions and Routine authorizations such as making appointments and awarding contracts.

City Clerk's Office