

**VETERANS ADVISORY COMMITTEE
MEETING MINUTES
8:00 PM
August 11, 2020**

Chairman John Smith called the meeting called to order at 8:08 PM

OPEN PUBLIC MEETING STATEMENT

In compliance with the Open Public Meeting Act, the notice requirements have satisfied. Meeting dates are confirmed at the Annual Meeting. Notices of this meeting was provided to the Record, Star Ledger, Twin Boro News and Cablevision, posted on two municipal public notice bulletin boards, published on the borough website and is on file in the Office of the Borough Clerk.

Salute to the Flag was led by Thomas Lane.

Roll Call

Roll Call	Present	Absent
Edward Andreus		X
Kevin Clancy		X
Thomas Lang -- VFW Cmdr	X	
Mike Mattesich	X	
Rafael Marte -- Council Liaison		X
John Opatovsky -- DAV Cmdr	X	
Ralph Ritter		X
Fred Sahlberg	X	
John Smith	X	
Amos White		X
Warren Williams	X	

Approval of Minutes - No minutes published due to the COVID-19 pandemic and placement of new committee officers.

Motion by Warren Williams and **Second by** Thomas Lane, to conducted election for appointing new committee officers for the following positions: Chairman, Vice Chairman and Secretary for the Veterans Advisory Committee. All present voting in favor, none opposed.

ELECTION of COMMITTEE OFFICERS

Election was conducted and the final results as follows: Chairman-John Smith, Vice Chairman-John Opatovsky, Secretary- Warren Williams

Motion by Thomas Lane. **Second by** John Smith, to approve the results of election for the new committee officers. All present voting in favor, none opposed.

Motion by Chairman John Smith, **Second by** Secretary Warren Williams, to approve Veterans Committee By-Laws.

ROLL CALL FOR VOTE TO APPROVE COMMITTEE BY-LAWS

ROLL CALL	AYE	NO	ABSENT
Edward Andreus			X
Kevin Clancy			X
Thomas Lang	X		
Mike Mattesich	X		
John Opatovsky – DAV Cmdr	X		
Ralph Ritter			X
Fred Sahlberg	X		
John Smith	X		
Amos White			X
Warren Williams	X		

All present voting in favor, none opposed.

NEW BUSINESS

1. **Motion by** Chairman Smith, **Second by** John Opatovsky, established a sub-committee, to set up veterans registration website to assist and support all veterans and family members for some resource of assistance in for veterans benefits and information updates and appoint Mike Mattesich as the project leader and give a presentation to get the borough council for approval to place the veterans network support website on the borough's website. All present voting in favor, none opposed.

2. **Motion by** Chairman Smith, **Second by** Thomas Lane to update the Committee's members listing by removing Edward Andreus from the committee for not attending committee meeting in accordance to committee by-laws. Request to add Joseph Sokol to the committee, to full the upcoming vacant position to the committee. All present voted in favor, none opposed.

3. **Motion by** John Opatovsky, **Second by** Warren Williams, to rotate monthly meeting locations during balance of 2020. Next monthly committee meeting, will be held at the DAV Chapter-32, 8 Veterans Plaza, Bergenfield, NJ at 8:00 PM. All present voted in favor, none opposed.

ADJOURNMENT

There being no further business to come before the Veterans Committee, on a motion by Chairman Smith, second by Thomas Lane and unanimously carried to adjourn this meeting. The meeting was adjourned at 9:28 PM.

Respectfully Submitted,



Warren T. Williams
Committee Secretary

Veterans Advisory Committee By-Laws

The Veterans Advisory Committee is made up of ten (10) veterans that includes a representative from the Veterans of Foreign Wars Post #6467 and the Disabled American Veterans Chapter 32.

Mission Statement

This committee is to engage in and promote efforts to protect and assist our veteran's ranging from consumer protection and pursuit of those who exploit veterans, to assisting veterans in areas of veterans benefits, re-employment, and other legal issues related to deployments and general military service, and to honor Veterans as a valuable resource through education and recognition.

1. Officers

- a. Advisory Committee shall have a Chairperson, Vice Chairperson and Secretary.
- b. The above officers shall be elected pursuant to sub-paragraphs 1-1 thru 1-3.
- c. The term of office for each officer shall be one year, commencing upon the adjournment of the meeting at which the incoming officers are elected.
- d. Officers may serve consecutive terms, with no limit to number of terms.
- e. The duties of Officers shall be as follows:

1-1. Chairperson

- a. Calls all meetings to order and call attendance.
- b. Presides over meetings.
- c. Approves minutes from previous meeting.
- d. Calls for votes.
- e. Calls for election of officers.
- f. Calls for special meetings.

1-2. Vice Chairperson

- a. Performs duties of Chairperson in the absence of the Chairperson.
- b. Assists the Chairperson in the performance of duties as appropriately assigned.

1-3. Secretary

- a. The Secretary will create, distribute and post the agenda and all supporting documents (including all electronic postings) no less than 72 hours prior to each scheduled meeting.
- b. Take accurate meeting minutes.
- c. Verify accurate attendance records for each committee meeting.
- d. Ensure and verify electronic posting of approved minutes.

- e. Track membership rotation and report to the committee chairperson prior to the of November meeting each year.
- f. Create, submit, and present all items to the Board requiring their attention (such as: annual work plan, annual summary of accomplishments, and appointing/reappointing of committee members).

2. Voting

- a. The Chairperson shall call for the vote of any item before the Advisory Committee.
- b. A quorum (defined in Section 5) of the appointed members shall be required to act on any agenda item.
- c. All votes before the Advisory Committee will require a simple majority vote to pass.
- d. Advisory Committee members shall abstain from voting where a conflict of interest exists.

3. Election of Officers

- a. During the regular meeting held in November prior to the end of the term for current Officers, the Chair will read the duties of the officers from the By-Laws, and nominations will be accepted from the floor. Any appointed Advisory Committee member is eligible to be nominated (or to nominate themselves). The same process shall then be followed for accepting Vice Chair nominations and subsequently for Secretary nominations.
- b. Elections can be held following the close of nominations, and Officers shall be elected by a vote of a quorum. If an Advisory Committee member is unable to attend the regular quarterly meeting they can be nominated and elected, based on prior written statement that, if elected, they will accept the position and fulfill the duties of the office.

4. Meetings

- a. Frequency
 - 1. Meetings will be held monthly on the second Tuesday of the Month at 7 PM.
- b. Location
 - 1. Meetings will be held at the Bergenfield VFW Post 6467 or DAV Chapter-32
 - 2. Yearly meeting schedule will be established during the November meeting.
- c. Open Meetings
 - 1. Meetings will be open and public, as required by the Law.
 - 2. Records of the Advisory Committee shall be retained at its principle office, and shall be available to the public for inspection and copying as required by the Public Records Act
- d. Work Plans

The Advisory Committee shall adopt an annual work plan/schedule stating the goals and objectives, and completion dates for each task during January meeting and submit it to the Chairperson, no later than 1st of March
- e. Special Meetings

A majority, six (6) committee members may call for special meetings.

f. Public Comment

At each meeting, members of the public will be given the opportunity to directly address the Advisory Committee on agenda matters before being voted on and on matters within the jurisdiction of the Advisory Committee during public comment.

5. Quorum

Six (6) committee members shall constitute a quorum. No action shall be taken except by a majority of the members.

6. Attendance

a. Attendance at regular monthly meetings is essential. Since a quorum is six (6) committee members is required to conduct Advisory Committee business. All members are expected to attend all meetings held during the twelve (12) month period.

b. Any committee member, who is unable to attend monthly, do to; work, sickness, family emergency and etc., must inform one of the committee officers unable to attend incoming meeting.

c. Any committee member, who continue to miss four (4) monthly committee meeting, which will be removed from the committee by majority vote of members

7. Sub-Committees

The Advisory Committee may create and dissolve sub-committees as it deems advisable in carrying out its responsibilities. All members of such sub-committees shall serve at the will and pleasure of the Advisory Committee.

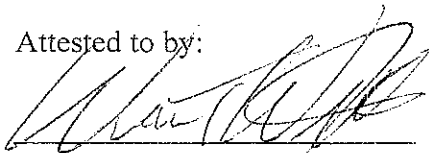
8. Amendments to By-Laws

The Advisory Committee may amend its by-laws by majority vote at any regular meeting or at any special meeting called for that purpose, provided that the proposed amendment has been submitted to the Committee and made available to the public at least twenty-eight days in advance of the meeting. These by-laws and any amendments there to shall be effective upon majority vote by the Advisory Committee.

9. Parliamentary Authority

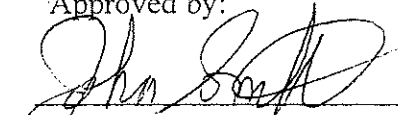
On items not covered by these by-laws, Robert's Rules of Order shall be the final authority.

Attested to by:



Warren Williams
Committee Secretary

Approved by:



John Smith
Committee Chairman

VETERANS ADVISORY COMMITTEE
DAV Northern Valley Chapter 32
8 Veterans Plaza, Bergenfield, NJ
8:00 PM
September 8, 2020
Informal Meeting

Meeting Minutes

OPEN PUBLIC MEETING STATEMENT

In compliance with the Open Public Meeting Act, the notice requirements have satisfied. Meeting dates are confirmed at the Annual Meeting. Notices of this meeting was provided to the Record, Star Ledger, Twin Boro News and Cablevision, posted on two municipal public notice bulletin boards, published on the borough website and is on file in the Office of the Borough Clerk.

Meeting called to order at 8:14 PM by Chairman John Smith

Roll Call

Roll Call	Present	Absent	Excused
Edward Andreus		X	
Kevin Clancy			X
Thomas Lang	X		
Mike Mattesich		X	
Rafael Marte – Council Liaison	X		
John Opatovsky	X		
Ralph Ritter			X
Fred Sahlberg	X		
John Smith	X		
Amos White			X
Warren Williams	X		

Salute to the Flag- Pledge of Allegiance

Approval of Minutes for August, 11 2020; Unapply to approve minutes for August meeting. No action taken. Need six members present to constitute a quorum.

CORRESPONDENCE

1. Resolution 20-269 Veterans Advisory Committee, was approved by Borough Council to update and make changes to past resolution.
2. DAV Chapter-32, Fundraiser Event Approved by Borough Council to support the Chapter's overhead cost from the Coronavirus-19 Pandemic.

3. Follow-up recommend to Rafael Marte – Council Liaison for the removal of Edward Andreus from veterans committee, for missing meetings during the past 12 months. Request to make a change to committee's members appointment list as follows: Remove-Edward Andreus. Add- Joseph Sokol to veterans committee and be approved at the next Borough Council Meeting scheduled on September 15, 2020.
4. Bergenfield VFW Post 6764, been approved for \$6,100.00 grant from Bergen County Freeholders to assist the post's expenses during the covid-19 pandemic shutdown.

VERBAL COMMUNICATIONS

No public audience present at this meeting

OLD BUSINESS

No old business matter at this time

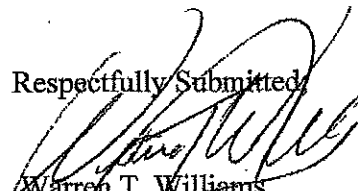
NEW BUSINESS

1. 9/11 2020: Veterans Committee lay wreath and poppies for remembrance of 9-11.
2. Veterans Day 2020: Start planning for the Veteran's Day ceremony for November 11.

ADJOURNMENT

There being no further business to come before the Veterans Committee. The meeting was adjourned at 9:31 PM.

Respectfully Submitted,



Warren T. Williams

Committee Secretary