

**STANHOPE BOROUGH  
MAYOR AND COUNCIL  
REORGANIZATION MEETING  
JANUARY 1, 2013  
12:00 PM**

**OPENING STATEMENT AS TO COMPLIANCE WITH P.L. 1975**

Richard Stein, Borough Attorney, called this meeting to order at 12:00 PM and read the following:

Adequate notice of this meeting has been provided according to the *Open Public Meetings Act*, Assembly Bill 1030. Notice of this meeting was sent to the NJ Herald and the Daily Record on December 20, 2012 and was placed on the Official Bulletin Board in the Municipal Building. Please turn off all cell phones for the duration of this Meeting.

**SALUTE TO THE COLORS**

Mr. Stein led all those in attendance in a salute to the colors.

**INVOCATION**

Reverend Hugh Matlack, Presbyterian Church offered the invocation.

**ELECTION RESULTS – STATEMENT OF DETERMINATION**

Municipal Clerk, Ellen Horak, read the *Statement of Determination* from the Board of County Canvassers certifying that at the November 6, 2012 election the following were duly elected to terms set forth:

George Graham – Council – 3 year term  
William Thornton – Council – 3 year term  
Diana M. Kuncken – Council – 1 year unexpired term

**OATH OF OFFICE FOR MAYOR AND COUNCIL MEMBERS**

Richard Stein, Borough Attorney, administered the Oath of Office to George Graham and William Thornton, elected Councilmen at the November 6, 2012 election.

**ROLL CALL**

Council Members

Councilman Thornton – Present	Councilwoman Thistleton - Present
Councilwoman Kuncken – Present	Councilman Graham – Present
Councilman Depew – Present	Councilman Benson - Present

Others present: Mayor Maio, Attorney Richard Stein

**MAYOR'S INTRODUCTION**

Mayor Maio extended a warm welcome to all present at the 2013 annual reorganization meeting. She thanked the residents of Stanhope for attending on New Years Day and welcomed and introduced the many state, county and local officials in the audience. Mayor Maio offered a special thank you to the American Legion for use of their hall and to the Stanhope Senior Citizen Club for their help today with refreshments and set up.

Mayor Maio said that Stanhope is a wonderful community filled with kind and caring people. The volunteers on the Fire Department and Ambulance Squad and those who serve on the boards and commissions are invaluable.

**RESOLUTIONS**

Mayor Maio offered the following resolutions which were read by title:

**Resolution 001-13**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE  
BOROUGH OF STANHOPE AUTHORIZING THE  
REINSTATEMENT OF THE BY LAWS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that the By-Laws, as revised and adopted on February 24, 2004, be hereby reinstated and shall be effective for the Calendar Year 2013.

On motion by Councilwoman Kuncken, seconded by Councilman Graham and unanimously carried by the following roll call vote the foregoing resolution was duly adopted.

Roll Call:

Councilman Thornton – yes	Councilwoman Thistleton -yes
Councilwoman Kuncken – yes	Councilman Graham –yes
Councilman Depew – yes	Councilman Benson - yes

**ELECTION OF COUNCIL PRESIDENT**

On nomination by Councilman Graham, seconded by Councilman Depew, Councilwoman Diana Kuncken was elected Council President for 2013 on the following unanimous roll call vote.

Roll Call:

Councilman Thornton – yes	Councilwoman Thistleton -yes
Councilwoman Kuncken – yes	Councilman Graham –yes
Councilman Depew – yes	Councilman Benson - yes

**Resolution 002-13**

**RESOLUTION APPROVING THE MAYOR’S APPOINTMENTS OF BOROUGH OFFICERS WITH COUNCIL CONCURRENCE**

**BE IT RESOLVED** by the Council that they do hereby concur with the Mayor's appointments to Municipal Officers for the year 2013 as follows.

<b>Title</b>	<b>Name</b>	<b>Term</b>	<b>Term Expires</b>
Chaplain	Reverend Hugh Matlack	1 year	12.31.13
Administrator	Brian McNeilly	1 year	12.31.13
Municipal Clerk	Ellen Horak		tenure
Local Registrar	Ellen Horak		tenure
Deputy Municipal Clerk	Linda Chirip	1 year	12.31.13
Deputy Registrar	Linda Chirip	1 year	12.31.13
Chief Finance Officer	Dana Mooney		tenure
Tax Collector	Dana Mooney		tenure
Deputy Tax Collector	Toni Grisaffi	1 year	12.31.13
Compliance Officer (PACO)	Brian McNeilly	1 year	12.31.13
Appointing Officer	Brian McNeilly	1 year	12.31.13
Alternate Appointing Officer	Steven Pittigher	1 year	12.31.13
Tax Assessor	Maureen Kaman		tenure
Certifying Officer	Brian McNeilly	1 year	12.31.13
Assessment Searcher	Ellen Horak	1 year	12.31.13
Tax Search Officer	Dana Mooney	1 year	12.31.13
Assistant Treasurer	Brian McNeilly	1 year	12.31.13
Sewer Treasurer	Dana Mooney	1 year	12.31.13
Water Treasurer	Dana Mooney	1 year	12.31.13
Water/Sewer Cashier	Toni Grisaffi	1 year	12.31.13
Deputy Water/Sewer Cashier	Maria Mascuch	1 year	12.31.13
Tax Cashier	Toni Grisaffi	1 year	12.31.13
Accounts Payable	Maria Mascuch	1 year	12.31.13
Overseer of the Poor	Jeanne Schwartz	1 year	12.31.13
Housing Officer	Thomas Pershouse	1 year	12.31.13
Building Inspector	Thomas Pershouse	1 year	12.31.13
Electrical Inspector	Robert Moentenich	1 year	12.31.13
Construction Secretary	Maria Mascuch	1 year	12.31.13
Code Enforcement Officer	Arlene Fisher	1 year	12.31.13
Zoning Officer	Arlene Fisher	1 year	12.31.13
Municipal Housing Liaison	Arlene Fisher	1 year	12.31.13
Water Operator	William Storms	1 year	12.31.13
Sewer Operator	William Storms	1 year	12.31.13
Court Administrator	Ana Torres	1 year	12.31.13
Deputy Court Admin.	Shauna Tillotson	1 year	12.31.13
Police Chaplain	Rev. Hugh Matlack	1 year	12.31.13
Fire Chief	Gary Card	1 year	12.31.13

<b>Title</b>	<b>Name</b>	<b>Term</b>	<b>Term Expires</b>
Deputy Emergency Management Coordinator	Steven Pittigher	1 year	12.31.13
Police Detective	Officer Christopher Bork	1 year	12.31.13
Special Police Officers:	Vacant            Class I	1 year	12.31.13
	Kurt Redling,    Class II	1 year	12.31.13
Matron	Rebecca Southard	1 year	12.31.13
Matron	Virginia Citarella	1 year	12.31.13
Police Secretary	Virginia Citarella	1 year	12.31.13
Crossing Guards	Barbara Bawkins	1 year	12.31.13
	John Castellucci	1 year	12.31.13
	Maureen Cerni	1 year	12.31.13
	Adrienne Hade	1 year	12.31.13
	Sharon Muller	1 year	12.31.13
Crossing Guard, Alternate	Rebecca Southard	1 year	12.31.13

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey that they do hereby concur with the Mayor's appointments herein for the year 2013.

On motion by Councilman Benson, seconded by Councilwoman Thistleton and unanimously carried by voice vote the foregoing resolution was duly adopted.

**Resolution 003-13                      RESOLUTION APPROVING THE MAYOR'S APPOINTMENTS OF BOROUGH PROFESSIONALS WITH COUNCIL CONCURRENCE**

**BE IT RESOLVED** by the Council that they do hereby concur with the Mayor's appointments of the Borough Professionals for the year 2013 as follows.

<b>Title</b>	<b>Name</b>	<b>Term</b>	<b>Term Expires</b>
Borough Attorney	Richard Stein	1 year	12-31-13
Borough Prosecutor	Anthony Arborre	1 year	12-31-13
Public Defender	Chris H. Colabella	1 year	12-31-13
Borough Engineer	Eric Keller	1 year	12-31-13
Borough Planner	Scarlett Doyle	1 year	12-31-13
Borough Auditor	Nisivoccia & Company	1 year	12-31-13
Bond Counsel	Robert Beinfield	1 year	12-31-13
Labor Counsel	Robert Merryman	1 year	12-31-13
Conflict Counsel	Mark Hontz	1 year	12-31-13
Dr. of Psychological Testing	Matthew Guller, M.D.	1 year	12-31-13

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey that they do hereby concur with the Mayor's appointments herein for the year 2013.

On motion by Councilwoman Kuncken, seconded by Councilman Graham and unanimously carried by voice vote the foregoing resolution was duly adopted.

**Resolution 004-13                      MAYOR'S APPOINTMENTS TO COUNCIL COMMITTEES WITH COUNCIL CONSENT**

**BE IT RESOLVED** by the Council that they do hereby concur with the Mayor's appointments to the Council Committees for the year 2013 as follows.

<b>Committee</b>	<b>Chair</b>	<b>Member</b>
Finance/Administration	James Benson	Diana Kuncken
Public Safety	Diana Kuncken	Doreen Thistleton
Community Development	William Thornton	George Graham
Infrastructure	George Graham	William Thornton
Technology	Michael Depew	James Benson
Boards/Commissions	Doreen Thistleton	Michael Depew

On motion by Councilwoman Thistleton, seconded by Councilwoman Kuncken and unanimously carried by voice vote the foregoing resolution was duly adopted.

**Resolution 005-13**

**RESOLUTION PROVIDING FOR THE PROFESSIONAL  
LEGAL, AUDITING, ENGINEERING, AND MEDICAL  
SERVICES PURSUANT TO N.J.S.A. 40A:11-5**

**WHEREAS**, the Borough of Stanhope is in need of legal, auditing, engineering and physician services in 2013; and

**WHEREAS**, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey as follows:

1. Richard Stein, of the Law firm Laddey, Clark & Ryan, is hereby retained as Attorney for the Borough of Stanhope with the understanding that Richard Stein will be primarily responsible for the work done for the Borough;
2. Robert Beinfield, of the Law firm Hawkins, Delafield and Wood, is hereby appointed Bond Counsel for the Borough of Stanhope with the understanding that Mr. Beinfield will be primarily responsible for the work done for the Borough;
3. Mark J. Hontz, of the Law firm Hollander, Hontz, Weaver, Hinkes & Pasculli, is hereby retained as the Conflict Counsel for the Borough of Stanhope with the understanding that Mark J. Hontz will be primarily responsible for the work done for the Borough;
4. Robert Merryman, of the Law firm Apruzzese, McDermott, Mastro & Murphy, is hereby retained as Labor Counsel for the Borough of Stanhope with the understanding that Robert Merryman will be primarily responsible for the work done for the Borough;
5. Raymond Sarinelli and Raymond Nisivoccia, of the Accountant firm Nisivoccia & Company, are hereby retained as Auditors for the Borough of Stanhope with the understanding that Mr. Sarinelli and Mr. Nisivoccia will be primarily responsible for the work done for the Borough;
6. Eric Keller, of the Engineering firm Omland Engineering, is hereby appointed as Borough Engineer and Consultant Engineer for the Water and Sewer Utility for the Borough of Stanhope with the understanding that Eric Keller will be primarily responsible for the work done for the Borough;
7. Dr. Matthew Guller, of the Institute for Forensic Psychology, is hereby retained to provide psychological testing as may be required for employment with the Borough of Stanhope;
8. Scarlett Doyle, of the Engineering firm John Cilo, Jr., Associates, Inc. is hereby appointed as Borough Planner for the Borough of Stanhope with the understanding that Scarlett Doyle will be primarily responsible for the work done for the Borough.

**BE IT FURTHER RESOLVED**, that this Resolution is contingent upon the receipt of a fully executed professional services contract detailing the scope of services and established fees for said professional services; and

**BE IT FURTHER RESOLVED**, that this Resolution is contingent upon the receipt of a completed C.271 Political Disclosure Form pursuant to N.J.S.A. 19:44A-20.4 et seq., commonly known as the Pay-to-Play Law;

**AND, BE IT FURTHER RESOLVED**, that this Resolution is contingent upon the aforementioned professionals being members in good standing in their respective professions;

On motion by Councilman Benson, seconded by Councilman Depew and unanimously carried by voice vote the foregoing resolution was duly adopted.

**CONSENT AGENDA – Resolutions 006-13 through 026-13**

Mr. Stein read the consent agenda resolutions by title.

On motion by Councilman Depew, seconded by Councilman Benson and unanimously carried by the following roll call vote the following resolutions were duly adopted.

Roll Call:

Councilman Thornton – yes	Councilwoman Thistleton -yes
Councilwoman Kuncken – yes	Councilman Graham –yes
Councilman Depew – yes	Councilman Benson - yes

**Resolution 006-13**

**RESOLUTION DESIGNATING DEPOSITORIES FOR THE 2013 CALENDAR YEAR**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey that the following banks are hereby designated depositories for the Borough of Stanhope for 2013:

- Bank of America, N.A.
- Capital One, N.A.
- Fulton Bank of New Jersey
- HSBC Bank USA, N.A.
- JP Morgan Chase Bank, N.A.
- Lakeland Bank
- New Jersey Cash Management Fund
- PNC Bank, N.A.
- Sovereign Bank
- State of New Jersey Asset and Rebate Management Program
- TD Banknorth, N.A.
- Union Center National Bank
- Valley National Bank

**CASH MANAGEMENT PLAN OF THE BOROUGH OF STANHOPE, NEW JERSEY**

**I. STATEMENT OF PURPOSE**

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain Public funds of the Borough of Stanhope (the Borough) pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments. All investments shall be made on a competitive basis insofar as practicable.

**II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN**

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough:
- Current Fund
  - Water Operating Fund
  - Sewer Operating Fund
  - Capital Fund
  - Water Capital Fund
  - Sewer Capital Fund

- POAA Funds
- Animal Trust Fund
- Developer’s Escrow Trust
- Other Escrow Trust
- Public Defender Trust Fund
- Other Trust Fund
- Recycle Trust Fund
- SUI Trust Fund
- Payroll Trust Fund
- Any other accounts within the Borough’s name and any of its agencies

**III. DESIGNATION OF OFFICIALS OF THE COUNTY AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN**

The Chief Financial Officer of the Borough the “Designated Official” is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan and shall thereafter be relieved of any liability for loss of such moneys due to insolvency or closing of any depository designated by, or the decrease in value of any investment authorized, by the Cash Management Plan. Prior to making any such Deposits or any Permitted Investments, such official of the Borough is directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such official.

**IV. DESIGNATION OF DEPOSITORIES.**

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

- Bank of America, N.A.
- Capital One Bank, N.A.
- Fulton Bank of New Jersey
- HSBC Bank USA, N.A.
- JP Morgan Chase Bank. N.A.
- Lakeland Bank
- New Jersey Cash Management Fund
- PNC Bank, N.A.
- Sovereign Bank
- State of New Jersey Asset and Rebate Management Program
- TD Banknorth, N.A.
- Union Center National Bank
- Valley National Bank

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official referred to in Section III above.

**V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL**

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official of the Borough referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official referred to in Section III above.

- PFM Asset Management LLC

## **VI. AUTHORIZED INVESTMENTS**

- A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:
- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
  - (2) Government money market mutual funds;
  - (3) Any obligation that a federal agency or federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
  - (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
  - (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
  - (6) Local government investment pools;
  - (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
  - (8) Agreements for the repurchase of fully collateralized securities if:
    - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
    - (b) the custody of collateral is transferred to a third party;
    - (c) the maturity of the agreement is not more than 30 days;
    - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and
    - (e) a master repurchase agreement providing for the custody and security of collateral is executed.
- B. Any investments not purchased and redeemed directly from the issuer, government money market mutual fund, local government investment pool, or the State of New Jersey Cash Management Fund, shall be purchased and redeemed through the use of a national or State bank located within this State or other financial intermediary through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1997, c.93 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund. An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.

- (b) the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec.270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; in which direct investment may be made pursuant to paragraphs (1) and (3) of subsection (a) of this section and
- (c) which has:
  - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
  - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940", 5 U.S.C. sec.80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.
- (d) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value.

Local Government Investment Pool. An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities. Same as Money Market;
- (d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

Any official involved in the designation of depositories or in the authorization for investments as permitted pursuant to section 8 of P.L. 1977, c.396 (C.40A:5-15.1), or any combination of the preceding, or the selection of an entity seeking to sell an investment to the local unit who has a material business or personal relationship with that organization shall disclose that relationship to the governing body of the local unit and to the Local Finance Board or a county or municipal ethics board, as appropriate.



**VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough of Stanhope to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to insure that such Permitted Investments are either received by the Borough or by a third party custodian prior to or upon the release of the Borough’s funds.

To assure that all parties with whom the Borough deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official.

**VIII. REPORTING REQUIREMENTS**

On the first day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Borough a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

A. The name of any institution holding funds of the Borough as Deposit or Permitted Investment.

**VIII. REPORTING REQUIREMENTS** (Continued)

- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough.

**IX. TERM OF PLAN**

This Plan shall be in effect from January 1, 2013 to December 31, 2013. Attached to this Plan is a resolution of the governing body of the Borough approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Borough, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

**Resolution 007-13**

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS FOR THE 2013 CALENDAR YEAR**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that *The New Jersey Herald* is hereby designated the official newspaper of the Borough of Stanhope for Calendar Year 2013; and

**BE IT FURTHER RESOLVED** that *The New Jersey Herald* and *The Daily Record* are hereby designated to receive all Notices of meetings of the Mayor and Council for the Calendar Year 2013 as required by the Open Public Meetings Act.

**Resolution 008-13**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE  
BOROUGH OF STANHOPE DESIGNATING MEETING  
DATES FOR THE 2013 CALENDAR YEAR**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope, in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-1 et. seq., the Mayor and Council of the Borough of Stanhope hereby announces that it shall hold its scheduled Work Session/Agenda, and Regular Business Meetings in 2013 at the Municipal Building, 77 Main Street, Stanhope, New Jersey at the dates listed below. All meetings shall convene at 8:00 p.m., except for the Business Meetings, which will convene at 7:00 p.m. and shall be reserved for executive session matters from which the public shall be excluded. The public portion of the meetings shall commence at 8:00 p.m. Formal action may be taken at all Work Session, Agenda and Business meetings.

<b>Work Session/Agenda Meetings</b>		<b>Regular Business Meetings</b>	
January	8	January	22
February	12	February	26
March	12	March	26
April	9	April	23
May	14	May	28
June	11	June	25
July	9	July	23
August	13	August	27
September	10	September	24
October	8	October	22
November	12	November	26
December	10	December	17

**BE IT FURTHER RESOLVED**, the Annual Reorganization Meeting shall be held on January 7, 2014, 7:00 p.m., at the Municipal Building, 77 Main Street, Stanhope, NJ.

**BE IT FURTHER RESOLVED** that all meetings shall be opened to the public and public participation will be entertained at all meetings but limited to five minutes for each speaker to provide the Governing Body sufficient time to complete its work.

**BE IT FURTHER RESOLVED** that the newspapers to which all Notices required by the Open Public Meetings Act shall be published in *The New Jersey Herald* and *The Daily Record*.

**BE IT FURTHER RESOLVED** that the all meeting notices shall be posted on the bulletin board in the hallway of the Municipal Building.

**BE IT FURTHER RESOLVED** that any person requesting a public body to mail to them copies of any regular, special, or rescheduled meeting schedule shall be charged the sum of \$1.00 for each and every Notice to be so mailed. No Notice shall be mailed to said person unless prepayment of the aforementioned charge has been received. Notwithstanding the foregoing, any Notice requested by the news media shall be mailed, or electronically sent to such has news media free of charge.

**Resolution 009-13**

**RESOLUTION AUTHORIZING APPROPRIATIONS  
FOR THE 2013 TEMPORARY BUDGET**

**WHEREAS**, NJSA 40A:4-19, the Local Budget Act, provides that where any contracts, commitments or payments are to be made prior to the final adoption of the 2013 budget, temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty days of 2013; and

**WHEREAS**, the total appropriations in the 2012 Budget, less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) are as follows:

Current Fund	\$4,141,345.26
Water Utility	\$ 482,985.00
Sewer Utility	\$ 979,359.00

**WHEREAS**, 26.25 percent of the total appropriations in the 2012 Budget, less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) in the said 2011 Budget is as follows:

Current Fund	\$1,087,102.25
Water Utility	\$ 126,783.51
Sewer Utility	\$ 257,081.58

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Stanhope, County of Sussex, that the above temporary appropriations be made.

**AND BE IT FURTHER RESOLVED** that a certified copy of this resolution be placed on file with the records of the Borough's Chief Financial Officer.

**Resolution 010-13**                      **RESOLUTION ESTABLISHING INTEREST RATES FOR DELINQUENT WATER AND SEWER CHARGES**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the rate of 8% be charged on all delinquent sewer and water charges less than \$1,500.00 and 18% on all delinquent sewer and water charges in excess of \$1,500.00, received after the due date.

**Resolution 011-13**                      **RESOLUTION ESTABLISHING INTEREST RATES FOR DELINQUENT PROPERTY TAXES AND ASSESSMENTS**

**WHEREAS**, N.J.S.A. 54:4-67 permits the Governing Body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope as follows:

1. Property taxes shall be due and payable quarterly on February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup> and November 1<sup>st</sup> of each year, with a ten-day grace period. If the last day of the ten-day grace period falls on a Saturday or Sunday, the following Monday will be the final date to pay property tax without interest charges. After such dates, if property taxes become delinquent, interest will be charged as set forth below and will revert back to the due date on any quarterly installment of taxes.
2. The rate of interest for delinquent property taxes is fixed at 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount of taxes in excess of \$1,500.00.
3. A certified copy of this resolution shall be provided by the Borough Clerk to the Tax Collector, Utility Billing Clerk, Borough Attorney and the Borough Auditor for the Borough of Stanhope.

**Resolution 012-13**                      **RESOLUTION AUTHORIZING THE TAX COLLECTOR TO CANCEL CERTAIN TAX PAYMENTS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Tax Collector be and is hereby authorized to cancel any over or under payment in the amount of Ten Dollars (\$10.00) or less for the tax year 2013.

**Resolution 013-13**

**RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO INVEST IDLE FUNDS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Chief Financial Officer and/or Treasurer be authorized to invest idle funds of the Borough of Stanhope in investment instruments so specified in New Jersey State Law of any bank or trust company having its place of business in the State of New Jersey and organized under the laws of any State in the United States, or the State of New Jersey Cash Management Fund in 2013.

**Resolution 014-13**

**RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO SELL BOND ANTICIPATION NOTES AND BONDS**

**WHEREAS**, N.J.S.A. 40A:2-28 requires that a Resolution be adopted authorizing a Financial Officer of the Borough to sell Bond Anticipation Notes and Bonds;

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Chief Financial Officer is hereby authorized to sell Bond Anticipation Notes and Bonds; and

**BE IT FURTHER RESOLVED** that following each sale the Chief Financial Officer shall report to the Council the principal amount of the sale, interest rate, date of maturity and name of the purchaser.

**Resolution 015-13**

**RESOLUTION AUTHORIZING THE TAX COLLECTOR, UTILITY COLLECTOR OR CHIEF FINANCIAL OFFICER TO IMPOSE A SERVICE CHARGE TO AN ACCOUNT FOR WHICH A CHECK OR OTHER WRITTEN INSTRUMENT WAS RETURNED FOR INSUFFICIENT FUNDS**

**WHEREAS**, P.L. 1990, Chapter 105, supplementing Title 40 of the New Jersey State Revised Statutes has been enacted to allow a municipality the authority to impose a service charge to be added on an account which was by check or other written instrument returned for insufficient funds; and,

**WHEREAS**, whenever an account is owing a municipality for property tax, municipal utility charges or special assessment, the service charge authorized by this section shall be included on whatever list of delinquent accounts is prepared for the enforcement of the lien.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Tax Collector, Utility Collector or Chief Financial Officer be authorized to charge the aforementioned fee at a rate of \$20.00 per check or other written instrument for all checks returned for insufficient funds during the year; and,

**BE IT FURTHER RESOLVED**, that the Tax Collector, Utility Collector or Chief Financial Officer may require future payments to be tendered in cash or by certified or cashier's check; and,

**BE IT FINALLY RESOLVED**, that a certified copy of this Resolution be forwarded to the Chief Financial Officer, Tax Collector, Utility Collector and the Borough Auditor.

**Resolution 016-13**

**RESOLUTION ESTABLISHING MUNICIPAL FEES FOR 2013**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the fees as listed below be and are hereby established for 2013:

Water/Sewer/Tax Certification	\$ 15.00
Zoning Ordinance Book	\$ 25.00
Environmental Resource Inventory Book	\$ 25.00
Code Book of the Borough and Code Book updates	at cost

Street Map	\$ 0.75
Master Plan	\$ 25.00
Certified List of Property Owners	\$ 10.00
Tax Sale Redemption Certificate	\$ 10.00
Duplicate Tax Sale Certificate	\$100.00
Duplicate Tax Bill	\$ 5.00
Duplicate Tax Bill – Subsequent	\$ 25.00
Copy of Tax/Water/Sewer Records	\$ .05 per page
Official Tax Search	\$ 10.00
Tax Search Continuation per year	\$ 2.00
Unofficial Tax Search	\$ .05 per page
Municipal Assessment Search	\$ 10.00
Assessment Search Continuation per year	\$ 2.00
Tax Map Page Duplicate	at cost
Annual Dog Licensing, neutered/spayed	\$ 10.00
Annual Dog Licensing, Not neutered/spayed	\$ 13.00
Cat Licensing, neutered/spayed	\$ 10.00
Dog/Cat Licensing Late Fee imposed after April 30	\$ 5.00/month
Death Certificate (Certified Copy)	\$ 5.00
Birth Certificate (Certified Copy)	\$ 5.00
Marriage Certificate (Certified Copy)	\$ 5.00
Check Returned for Insufficient Funds	\$ 20.00
Registration – Public Utility (N.J.S.A. 40:55D-13.1	\$ 10.00
Mental Health Records Search	\$ 15.00
Notary Public, nonresidents	per statute
Tax Lien Redemption Calculation, 3 <sup>rd</sup> request	\$ 50.00
Copies of Government Documents	\$ 0.05 per letter size page \$ 0.07 per legal size page or actual cost (special charges/fees per statute delivery/ postage fees additional)

**Resolution 017-13**

**RESOLUTION ESTABLISHING DPW FEES FOR THE 2013 CALENDAR YEAR**

**WHEREAS**, from time to time private individuals and/or businesses must be charged for services provided by the Stanhope Department of Public Works due to an emergency situation, vandalism, accident, neglect or other situations requiring the services of the Department; and

**WHEREAS**, said charges must be based upon the DPW Operator’s hourly salary rate and an established rate for the various pieces of equipment utilized by the Department of Public Works in such instances;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope, New Jersey, that charges for said services provided by the Stanhope Department of Public Works shall be as follows for the year 2013:

**EQUIPMENT**

Backhoe/loader	\$50.00 per hour
Vac-All/Sweeper	\$50.00 per hour
Sewer jet truck	\$50.00 per hour
5-yard dump truck	\$40.00 per hour
2-yard dump truck	\$25.00 per hour
Compressor	\$25.00 per hour
Generator	\$10.00 per hour
Mud pump	\$10.00 per hour
Concrete Cutter	\$150.00 per hour including the Operator

**MANPOWER**

DPW Operator’s Hourly Salary Rate times 1.35



Day after Thanksgiving:  
Christmas Eve  
Christmas Day  
New Year's Day

Friday November 29  
Tuesday, December 24  
Wednesday, December 25  
Wednesday, January 1, 2014

**BE IT FURTHER RESOLVED** this Resolution shall be posted in the Municipal Building and copies made available to Borough personnel.

**Resolution 022-13**

**RESOLUTION AUTHORIZING THE BOROUGH'S TAX ASSESSOR AND BOROUGH ATTORNEY TO REPRESENT THE BOROUGH BEFORE THE SUSSEX COUNTY BOARD OF TAXATION AND NEW JERSEY TAX COURT**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Municipal Tax Assessor and Municipal Attorney be and are hereby 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 Borough of Stanhope's tax list including but not limited to rollback complaints, added and omitted assessment complaints, and such other appeals as are necessary to correct the assessments for the Borough of Stanhope;

**AND BE IT FURTHER RESOLVED** that the Municipal Tax Assessor and Municipal Attorney be and are hereby designated as the agents of the Borough of Stanhope for the purpose of signing settlements of the foregoing matters by stipulation.

**Resolution 023-13**

**RESOLUTION AUTHORIZING THE BOROUGH ADMINISTRATOR TO EXECUTE HOLD HARMLESS AGREEMENTS ON BEHALF OF THE BOROUGH WITH ANY PERSON OR ENTITY UTILIZING BOROUGH OWNED LANDS OR BUILDINGS**

**WHEREAS**, the Borough of Stanhope is a member of the Morris County Joint Insurance Fund which approved a standard form of hold harmless to be used by the member municipalities; and

**WHEREAS**, this standardized hold harmless must be executed by any person, entity, organization, or corporation wishing to use, rent, or otherwise temporarily occupy any land and/or structure owned by the Borough of Stanhope; and

**WHEREAS**, the process of executing this hold harmless would be greatly hampered if the Borough Council had to authorize the execution of each separate hold harmless agreement and instead the Borough Administrator should be authorized to execute those agreements on behalf of the Borough of Stanhope.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Borough Administrator is hereby authorized to execute on behalf of the Borough all hold harmless agreements made necessary by the use of Borough owned land and/or structures by any person, entity, organization, or corporation.

**Resolution 024-13**

**RESOLUTION DESIGNATING THE BOROUGH ADMINISTRATOR, DEPARTMENT HEADS, AND TAX ASSESSOR AS DEPUTY CUSTODIANS OF PUBLIC RECORDS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Borough Administrator, all Department Heads, and the Tax Assessor be designated as Deputy Custodians of Public Records to assist the Custodian of Records in the performance of duties related to P.L. 2001, c404, commonly referred to as the Open Public Records Act (OPRA).

**Resolution 025-13**

**RESOLUTION ESTABLISHING AN EXECUTIVE SAFETY COMMITTEE AS REQUIRED BY THE MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND**

**WHEREAS**, the Borough of Stanhope is a member of the Morris County Municipal Joint Insurance Fund; and

**WHEREAS**, the Morris County Municipal Joint Insurance Fund requires the establishment of an Executive Safety Committee; and

**WHEREAS**, members of the Morris County Municipal Joint Insurance Fund participate in safety programs primarily designed to teach employees to perform in a safe and efficient manner;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that the following employees are hereby authorized to serve on the Executive Safety Committee:

Brian McNeilly, Administrator	JIF Commissioner
Dana Mooney, CFO	Alternate JIF Commissioner

**Resolution 026-13**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF STANHOPE APPOINTING DIETZ & HAMMER OF THE MORRIS COUNTY JOINT INSURANCE FUND AS THE BOROUGH'S RISK MANAGER**

**WHEREAS**, the Borough of Stanhope has resolved to join the Morris County Municipal Joint Insurance Fund, following a detailed analysis; and

**WHEREAS**, the bylaws of said Funds require that each Governing Body appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the bylaws; and

**WHEREAS**, the Board of Fund Commissioners established a fee equal to six percent (6%) of the Municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and

**WHEREAS**, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

**NOW THEREFORE**, be it resolved that the Mayor and Council of the Borough of Stanhope does hereby appoint Wayne F. Dietz of D&H Alternative Risk Solutions, Inc. as its Risk Management Consultant in accordance with the Fund's bylaws; and

**BE IT FURTHER** resolved that the Governing Body is hereby authorized and directed to execute the Risk Management Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1) (a) (i).

**RESOLUTIONS**

**Resolution 027-13**

**RESOLUTION AUTHORIZING THE MAYOR AND COUNCIL OF THE BOROUGH OF STANHOPE TO SUBMIT AN APPLICATION FOR A RECYCLING TONNAGE GRANT FOR CALENDAR YEAR 2012**

**WHEREAS**, the Mandatory Source Separation and Recycling Act, P.L.1987, c.102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and



**WHEREAS**, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

**WHEREAS**, the New Jersey Department of Environmental Protection has promulgated recycling regulations to Implement the Mandatory Source Separation and Recycling Act; and

**WHEREAS**, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

**WHEREAS**, a Resolution authorizing this municipality to apply for such tonnage grants for calendar year 2012 will memorialize the commitment of this municipality to recycling and to indicate the assent of the Borough of Stanhope to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

**WHEREAS**, such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed;

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Borough of Stanhope hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates the Borough Administrator to ensure that the application is properly filed; and

**BE IT FURTHER RESOLVED** that the monies received from the recycling tonnage grant be deposited in a dedicated Recycling Trust Fund to be used solely for the purposes of recycling.

On motion by Councilman Depew, seconded by Councilman Graham and unanimously carried by the following roll call vote the foregoing resolution was duly adopted.

Roll Call:

Councilman Thornton – yes	Councilwoman Thistleton -yes
Councilwoman Kuncken – yes	Councilman Graham –yes
Councilman Depew – yes	Councilman Benson - yes

### **MAYOR’S APPOINTMENTS**

#### **Resolution 028-13                      MAYOR’S REAPPOINTMENT OF DANA MOONEY AS TAX COLLECTOR WITH COUNCIL CONCURRENCE**

Mayor’s reappointment of Dana Mooney as Tax Collector with Council concurrence.

**BE IT RESOLVED** that the Council of the Borough of Stanhope do hereby concur with the Mayor’s reappointment of Dana Mooney as Tax Collector for the Borough of Stanhope;

**BE IT FURTHER RESOLVED** that Dana Mooney, CTC is and has upon this reappointment attained tenure pursuant to N.J.S.A. 40A:9-145.8.

On motion by Councilman Benson, seconded by Councilman Thornton and unanimously carried by voice vote the foregoing resolution was duly adopted.

#### **Resolution 029-13                      RESOLUTION APPROVING THE MAYOR’S APPOINTMENTS TO THE BOARD OF HEALTH WITH COUNCIL CONCURRENCE**

Mayor’s appointments to the Board of Health with Council concurrence as follows:

Monique McNeilly, 3 year term, term to expire 12.31.15

Thomas Romano, 3 year term to expire 12.31.15

**BE IT RESOLVED** by the Council of the Borough of Stanhope that they do hereby concur with the Mayor's appointments herein named to the Stanhope Board of Health.

**Resolution 030-13**                      **RESOLUTION APPROVING THE MAYOR'S APPOINTMENT TO THE LAKE MUSCONETCONG REGIONAL PLANNING BOARD WITH COUNCIL CONCURRENCE**

Mayor's appointments to the Lake Musconetcong Regional Planning Board as follows:

John Rogalo, 4 year term, term to expire 12.31.16

**BE IT RESOLVED** by the Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that they do hereby concur with the Mayor's appointment herein named to the Lake Musconetcong Regional Planning Board.

**Resolution 031-13**                      **RESOLUTION APPROVING THE MAYOR'S APPOINTMENTS TO THE RECREATION COMMISSION WITH COUNCIL CONCURRENCE**

Mayor's appointments to the Recreation Commission as follows:

Tammy Araujo, 5 year term, term to expire 12-31-17

**BE IT RESOLVED** by the Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that they do hereby concur with the Mayor's appointment herein named to the Recreation Commission.

**Resolution 032-13**                      **RESOLUTION APPROVING THE MAYOR'S APPOINTMENT OF THE BOROUGH'S REPRESENTATIVE TO THE 208 WATER QUALITY COMMITTEE WITH COUNCIL CONCURRENCE**

Mayor's appointment of James Benson as the Borough representative to the 208 Water Quality Committee for 2013 with Council Concurrence.

**BE IT RESOLVED** by the Council of the Borough of Stanhope that they do hereby concur with the Mayor's appointment of the herein named Borough representative to the 208 Water Quality Committee for a one-year term to expire on December 31, 2013.

**Resolution 033-13**                      **RESOLUTION APPROVING THE MAYOR'S APPOINTMENT OF THE BOROUGH REPRESENTATIVE TO SOLID WASTE ADVISORY COUNCIL WITH COUNCIL CONCURRENCE**

Mayor's appointment of Donald Drake as the Borough representative to the Solid Waste Advisory Council for 2013 with Council concurrence.

**BE IT RESOLVED** by the Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that they do hereby concur with the Mayor's appointment herein named Borough representative to the Solid Waste Advisory Council for a one-year term to expire on December 31, 2013.

**Resolution 034-13**                      **MAYOR'S APPOINTMENTS TO THE LAND USE BOARD**

Mayor's appointments to the Land Use Board as follows:

- Class I: Mayor Rosemarie Maio – term runs with office, expires 12-31-15
- Class II: Thomas Pershouse – 1 year term, term to expire 12-31-13
- Class IV: John Rogalo – 4 year term, term to expire 12-31-16
- Class IV: Paula Zeliff-Murphy – 4 year term, term to expire 12-31-16

**Resolution 035-13**

**MAYOR’S APPOINTMENTS TO THE ENVIRONMENTAL COMMISSION**

Mayor’s appointments to the Environmental Commission are as follows:

- John Rogalo, Chairman, 1-year term to expire 12-31-13
- John Rogalo, Chairman, 1-year term to expire 12-31-13
- Nicole Member, 3-year term to expire 12-31-15
- Catherine Flannigan, Alt. #1 - 2-year term to expire 12-31-14

On motion by Councilwoman Kuncken, seconded by Councilman Depew and unanimously carried by voice vote the foregoing resolutions were duly adopted.

**Resolution 036-13**

**ELECTION OF COUNCIL REPRESENTATIVE TO THE LAND USE BOARD**

On nomination by Councilwoman Kuncken, seconded by Councilman Thornton and unanimously carried by the following roll call vote the foregoing resolution was duly adopted electing Councilman Michael Depew as Council Representative to the Land Use Board for the year 2013.

Roll Call:

- |                            |                              |
|----------------------------|------------------------------|
| Councilman Thornton – yes  | Councilwoman Thistleton -yes |
| Councilwoman Kuncken – yes | Councilman Graham –yes       |
| Councilman Depew – yes     | Councilman Benson - yes      |

**OATHS OF OFFICE**

Mayor Maio invited incoming Fire Chief Gary Card and other officers for the Stanhope Hose Company No. 1 to step forward to be sworn in. Richard Stein, Borough Attorney, administered the Oath of Office to the officers of the Stanhope Hose Company No. 1.

Mayor Maio invited all appointees to Boards and Commissions who were present to come forward and have their oaths of office administered by Borough Attorney, Richard Stein.

**AWARDS AND RECOGNITION**

*Police Department Awards*

Chief Steve Pittigher came forward and announced he had two citations to present. Chief Pittigher stated Sergeant Ryan Hickman and Officer Robert Popelka responded to a call on October 2, 2012 for an unresponsive woman. The officers used life-saving methods and revived the woman before she was transported to the hospital. The woman spent several weeks in the hospital, was released and is alive and well today. Chief Pittigher praised the efforts of both officers.

Chief Pittigher asked Officer Robert Popelka to come forward and presented him with the “Life Saving Award.”

Chief Pittigher advised that due to illness, Sergeant Hickman was unable to be present.

The Mayor offered congratulations from her and the Council to Officer Popelka and Sergeant Hickman and praised the efforts of all the Stanhope Police Officers.

**MAYOR’S HIGHLIGHTS OF 2012**

Mayor Maio stated that while we have all been admonished at one time or another not to wish time away, thanks to Super Storm Sandy I can honestly say I’m glad the year is over.

It was a horrific time for all of us, but a time when the best of our human nature rose to the surface. Neighbors shared the warmth of their generators, their meals, their homes and their company with each other. Volunteers and Borough employees did an outstanding job of keeping our residents safe and as comfortable as could be, given circumstances most of us had never before experienced.

And while we suffered as a community with the total destruction of three homes, partial damage to a number of others, the loss of dozens of cars and an as yet uncounted number of beautiful old trees, we can be thankful that we suffered no serious injuries anywhere in the Borough.

Sandy was the Borough's bad news for 2012. The good news is that we accomplished a great deal, finished up a number of projects that had been planned or started in previous years and took a giant leap forward on some exciting new programs.

We completed the replacement of new water mains and pipes along Sparta Road.

The upgraded chlorination system for our wells was completed and we now treat all of our wells with a much safer system utilizing chlorine tablets rather than gas.

We introduced an ACH debit program which allows those residents, who so choose, to pay their property taxes and/or water and sewer bills through automatic withdrawal from their savings or checking accounts. It is no less painful, but certainly more convenient.

We milled and paved Church Street and Linden Avenue and oiled and chipped 10 additional roads, some of which we had planned to repair in 2011 but were delayed due to Hurricane Irene and the October snowstorm.

We entered into a shared services agreement with Sussex County to utilize the County's Fire Marshal for fire inspections, a move that cost us nothing and which we believe will improve fire safety among our commercial properties.

We underwent a Borough-wide property reassessment to ensure that residential and commercial properties were fairly assessed according to current property values.

We established Smoke Free Zones in our parks and on all Borough-owned properties.

We contracted the services of Millennium Strategies for grant writing and with their help, and that of our Borough Engineer, we applied for three major grants, including one to extend sidewalks along Route 183 into Byram and another for long overdue road and water line improvements on the lower end of Maple Terrace.

Through the efforts of our Recreation Department, we joined with Netcong and Byram in an expanded Summer Camp program for Borough youngsters.

We acquired the property adjacent to the Municipal Building and will determine this year whether to sell it for commercial development or maintain it for future use by the Borough.

Working with Fire Chief Card and the members of the Fire Department, we investigated options for updating our fire emergency notification system and we decided to purchase high band radio equipment for the department. We are awaiting the approval of our FCC license and expect to be able to retire our 1950's air raid sirens and replace them with modern, up to date equipment this year.

We completed our first full year of a shared court with the Borough of Hopatcong. This move has saved us a bit of money and allowed us to provide the Police Department with better security, much needed additional space and a major – and much-needed - face-lift.

Utilizing funds which were allocated as far back as 2001, we have begun a renovation project at the Municipal Building beginning with renovations to the Council chambers, a project which will continue through 2013, to provide more efficient use of our available office space and a much more welcoming environment for both residents and employees.

We proudly joined with the Borough of Netcong in providing funds for the Stanhope-Netcong American Legion Ambulance Corps to purchase a new ambulance to be delivered sometime this spring. The new ambulance will replace a 13-year old rig and enable our dedicated volunteers on the squad to continue to provide outstanding service to the members of our two communities.

And, finally, we have begun the long-anticipated upgrading of our Borough-wide water system, a multi-year project which will be funded through a low-cost loan from the New Jersey Environmental Infrastructure Trust.

This project, which will cost more than two million dollars, will be repaid from existing water utility fees and be accomplished at no additional cost to our residents and business owners. We have talked for many years about this project – and the critical need it represents in not only maintaining the delivery of water throughout the Borough but also in improving water pressure to many homes and insuring that sufficient pressure is available to safely fight fires.

The project will be done in phases and will include repairs and upgrades to our existing water tank and the repair and replacement of pipes, valves, and water mains throughout the Borough. The time and opportunity were right and the Governing Body has taken a giant leap forward in ensuring that this critical service will be in good working order for many years to come.

And so, despite the devastation of Super Storm Sandy, 2012 was a pretty good year in the Borough. Much was accomplished. Many projects were completed and many more were begun. The bar has been set pretty high for 2013 and the members of your Governing Body have never been more dedicated to doing whatever it takes to maintain our quality of life here and to do so in an efficient and fiscally responsible manner.

We thank our employees, our professional staff, and our volunteers for their on-going efforts and contributions and we encourage all of you to continue to challenge us and to work with us to keep Stanhope a community in which we can all be proud. Thank you.

#### **CITIZENS TO BE HEARD**

Mayor Maio opened the meeting to the public and invited anyone who wishes to come forward to do so.

Jeannie Schwartz, 96 Brooklyn Road, spoke as the Boroughs' Overseer of the Poor and thanked all who generously donated to make the holidays brighter for others.

Mitch Ellicott, 322 Elmira Trail, Hopatcong, praised the efforts of the Fire Department during Super Storm Sandy.

Sylvia Petillo, Mayor of Hopatcong, thanked the community of Stanhope for the support they provided to the shelter at Hopatcong's High School during Super Storm Sandy.

There being no one further from the public wishing to speak, Mayor Maio closed the public portion of the meeting.

#### **ADJOURNMENT**

On motion by Councilwoman Kuncken, seconded by Councilman Depew and unanimously carried by voice vote, the meeting was adjourned at 12:45 P.M.

Approved:

Ellen Horak, RMC  
Borough Clerk