

**MAYOR AND COUNCIL  
WORK SESSION AND  
AGENDA MEETING  
August 11, 2015  
7:00 P.M.**

**CALL TO ORDER**

**SALUTE TO COLORS**

Council President Thistleton invited all those present to stand in a salute to the colors.

**MAYOR'S STATEMENT AS TO COMPLIANCE WITH P.L. 1975**

Adequate Notice of this Meeting has been provided according to the Open Public Meetings Act, Assembly Bill 1030. Notice of this Meeting was included in the Annual Meeting Notice sent to the New Jersey Herald and the Daily Record on January 7, 2015 and was placed on the Official Bulletin Board in the Municipal Building.

In the event the Mayor and Council have not addressed all items on this Agenda by 11:00 PM and they are of the opinion that they cannot complete the Agenda in a reasonable time period, the Mayor and Council may exercise their option to continue this meeting at an agreed to date, time and place within ten (10) days of this meeting. Please turn off all cell phones for the duration of this meeting.

**ROLL CALL**

Council Members:

Councilman Romano – present	Councilwoman Kuncken – present
Councilwoman Zdichocki - present	Councilman Depew – present
Councilman Thornton – absent	Councilwoman Thistleton – present

Mayor Maio – absent

**ADMINISTRATOR'S REPORT**

*James Street* – Administrator McNeilly reported the project is moving along well. The drainage and curbing is in place. The remaining item to be done is putting a slight depression on James Street for drainage and once that is done the contractor will mill, pave and stripe the road. Administrator McNeilly noted the contractor is doing a very good job on this project.

*Milling & Paving (Maple Lloyd, Lawrence and Reeve)* – Administrator McNeilly reported that Tilcon gave a two week window for the project starting yesterday. The subcontractor for milling the road will be working on Thursday or Friday and the paving will be done Monday or Tuesday. If the contractor hits a “soft” spot while milling, the DPW will be called in to address the issue and ready the area for paving.

*Reclamation Project* – Administrator McNeilly reported the bid opening is scheduled for next Thursday; however, no bid packages have been picked up and no one attended the bidder's conference. It is believed that since it is towards the end of the season, most contractors already have a full workload. He discussed the issue with Frank Russo and it was decided that they will put a thin coat on Spring Street to protect the road through the winter and they will re-bid the project in January.

*Crack Sealing* – Administrator McNeilly reported that the DPW are currently crack sealing Borough roads.

*Tax Sale Advertising* – Administrator McNeilly noted a question at the last meeting regarding the advertisement for the Borough's tax sale. The CFO distributed a memo to the Governing Body in which she addressed the question. The Governing Body indicated they are satisfied with the answer received from the CFO.

*Borough Sign* – Administrator McNeilly distributed a copy of the proposed sign. The price is \$180 for the 8” x 42” panel and \$320 for the 16” x 42” panel. Administrator McNeilly believes they will fill the spots and be into the “wings” quickly. Administrator McNeilly showed the

Governing Body a sample of the panels. The Governing Body agreed that the lettering should be uniform and should be upper and lower case, not all cap lettering. The Governing Body discussed wear and tear of the sign and the appearance of older signs versus newer signs. Councilwoman Kuncken suggested a meeting be held with representatives of the Chamber of Commerce to develop a policy on how to handle such issues. Councilwoman Zdichocki said she spoke with Roz Bruno who had a number of questions that should be posed to the vendor preparing the sign. Members of the Chamber of Commerce should meet with a representative of Sign Art at which time all questions should be asked. Administrator McNeilly stated the meeting between the Chamber of Commerce and Sign Art should take place very soon. The Governing Body noted the possibility of the sign being vandalized and asked how it would be handled. The Administrator responded the sign is Borough property and would be covered under the Borough's insurance policy. It was noted that the sign is in a high visibility location which would deter vandalism. Councilwoman Kuncken recommended that the meeting between the Chamber of Commerce and Sign Art take place prior to approaching any business. Administrator McNeilly will coordinate a meeting with Sign Art, Community Development Committee and representatives from the Chamber of Commerce.

## **WORK SESSION**

Council President Thistleton deferred discussion on Municipality and Qualified Purchasing Agent to the August 25, 2015 Agenda.

*NJLM Conference* – Council President Thistleton spoke about the policy for attendance at the NJLM Conference. The Borough will pay for three members of Council and the Mayor. Council President Thistleton deferred discussion to the Clerk. The Clerk explained that two years ago Council agreed it would be beneficial for the new Council members to attend the conference. It was decided that Councilwomen Thistleton and Zdichocki and Councilman Thornton would be the three to attend the conference. Any other member of Council could attend at their own cost. Last year, Councilwoman Kuncken and Councilmen Depew and Benson were the three who could attend at no cost. The group of three would remain the same and keep the same order regardless of if someone on Council could not attend and it was agreed to give the Borough paid seat to another Council member. Since Councilman Thornton took Mr. Benson's seat, it would not be his year to attend at no cost; however he is a new Councilman and it was agreed that new members of Council should attend. There has been no attendance at the Sussex County League of Municipalities meetings this year and there is sufficient money in the budget to afford the Mayor and four members of Council to attend league conference with enough funds remaining to cover the cost of attendance at the remaining Sussex County League meetings. On motion by Councilwoman Kuncken, seconded by Councilwoman Zdichocki and carried by the following majority roll call vote, Council agreed that, in addition to the three members of Council and the Mayor, Councilman Romano, as a new Council member will attend the NJLM Conference using money in the seminar and conference budget line item.

Roll Call:

Councilman Romano – abstain	Councilwoman Kuncken – yes
Councilwoman Zdichocki – yes	Councilman Depew – yes
Councilman Thornton - absent	Councilwoman Thistleton – yes

*Property Maintenance (Owner Occupied)* – Council President Thistleton noted the Administrator distributed a package containing ordinances of other towns relating to this issue. Administrator McNeilly stated Netcong Borough has a very good ordinance as well as Madison Borough which also includes enforcement. Administrator McNeilly noted property maintenance in Stanhope was always cutting grass and keeping garbage cans in the rear of the house. Other towns make no distinction between commercial and residential. The Borough originally only dealt with commercial property and then included rental property and owner occupied property where part of it is a rental. Article 1 applies to all properties within the Borough for outside property maintenance. Article 2 applies to all commercial properties, non-owner occupied properties and owner occupied multi-family properties. This article allows for enforcement of all items in Article 1 plus the actual maintenance and upkeep of the structure. Administrator McNeilly asked Council to review the sample ordinances he provided and determine the wording to be included in the Borough's ordinance. Councilwoman Kuncken said that, because of the economy, they are experiencing issues they had not seen to this extent fifteen years ago. There are a number of houses in extremely poor condition that must be addressed. Councilwoman Kuncken noted there is a fine line with this issue and Council must be cautious of their approach. There are residents who are in financial trouble; trying to pay their mortgage and cannot afford to make repairs to

their house. Administrator McNeilly agreed and added that enforcement of the ordinance will be very time consuming. Council agreed that discussion on this matter should continue at the September Work Session.

**NEW BUSINESS**

**RESOLUTIONS**

Council President Thistleton offered the following resolutions which were read by title:

**Resolution 160-15                      RESOLUTION AUTHORIZING AN AMENDMENT TO THE 2015 BUDGET TO INCLUDE THE 2015 CLICK IT OR TICKET GRANT**

**WHEREAS**, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation for an equal amount, and

**WHEREAS**, the Borough of Stanhope has received a total of \$4,000.00 from the Division of Highway Traffic Safety for the 2015 Click It or Ticket Grant, and

**WHEREAS**, the Borough of Stanhope now wishes to amend its 2015 budget to include the additional grant funds approved of \$4,000.00 as a revenue.

**NOW THEREFORE, BE IT RESOLVED** that the Council of the Borough of Stanhope does hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2015 in the sum of \$4,000.00, which will be available as a revenue from:

- Miscellaneous Revenues
  - Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services – Public
  - And Private Revenues Offset with Appropriations: 2015 Click It or Ticket Grants, and

**BE IT FURTHER RESOLVED** that a like sum of.....\$4,000.00 be and the same is hereby appropriated under the caption of:

- General Appropriations
  - (A) Public and Private Programs Offset by Revenues:
    - 2015 Click it or Ticket Grant, and

**BE IT FURTHER RESOLVED** that the Chief Financial Officer submit one copy of the Chapter 159 certification form to the Director of Local Government Services.

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

Roll Call:

- |                              |                               |
|------------------------------|-------------------------------|
| Councilman Romano – yes      | Councilwoman Kuncken – yes    |
| Councilwoman Zdichocki – yes | Councilman Depew – yes        |
| Councilman Thornton - absent | Councilwoman Thistleton – yes |

**CONSENT AGENDA** (All items listed on the Consent Agenda are considered routine by the Borough Council and were enacted by one motion of the Borough Council with no separate discussion.)

**Resolution 161-15                      RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF STANHOPE GRANTING APPROVAL FOR A BLOCK PARTY**

**WHEREAS**, the Borough of Stanhope received a request from the residents of Lakeview Estates to conduct their fifteenth annual block party; and

**WHEREAS**, said block party is scheduled for Saturday, September 19, 2015 from the hours of 11:00 a.m. to 8:00 p.m. on Towpath Lane between house numbers 10 and 14.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey, does hereby grant approval to Lakeview Estates to hold a block party on Saturday, September 19, 2015 from the hours of 11:00 a.m. to 8:00 p.m. on Towpath Lane between house numbers 10 and 14.

**Resolution 162-15**

**RESOLUTION OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF STANHOPE SUPPORTING  
THE ESTABLISHMENT OF AN U.S.  
DEPARTMENT OF VETERANS AFFAIRS  
COMMUNITY BASED OUTPATIENT CLINIC IN  
SUSSEX COUNTY**

**WHEREAS**, the U.S. Department of Veterans Affairs identifies a total of 46,229 Veterans living in Sussex County and the bordering counties as of September 30, 2014; and

**WHEREAS**, the U.S. Department of Veterans Affairs Community Based Outpatient Clinic is located at the East Orange Campus approximately 40 miles from the County center; and

**WHEREAS**, Dr. Jean-Paul Bonnet has stated interest in providing space at 406 Route 23 North in Franklin, NJ for veterans services at an annual rent of \$1.00 per year; and

**WHEREAS**, the Sussex County veterans community has identified the need for a U.S. Department of Veterans Affairs Community Based Outpatient Clinic in Sussex County;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey, does hereby support the establishment of an U.S. Department of Veterans Affairs Community Based Outpatient Clinic in Sussex County; and

**BE IT FURTHER RESOLVED** that copies of this Resolution be forwarded to Ken Mizrach, Director, VA New Jersey Health Care System, 385 Tremont Avenue, East Orange, NJ 07018; Hon Rodney P. Frelinghuysen, United States Representative, 30 Schuler Place, 2<sup>nd</sup> Floor, Morristown, NJ 07960; Hon. Cory A. Booker, United States Senator, One Gateway Center, Suite 2300, 11-43 Raymond Plaza West, Newark, NJ 07102; Hon E. Scott Garrett, United States Representative, 266 Harristown Road, Suite 104, Glen Rock, NJ 07452; Hon. Robert Menendez, United States Senator, 208 White Horse Pike, Suite 18, Barrington, NJ 08007 and to the 24<sup>th</sup> Legislative District, One Wilson Drive, Suite 2B, Sparta, NJ 07871.

**Resolution 163-15**

**RESOLUTION AUTHORIZING REFUND OF  
REDEMPTION MONIES TO OUTSIDE LIEN HOLDER**

**WHEREAS**, the Tax Collector has received payment for the redemption of Tax Title Lien No. 2013-023, representing 2012 property taxes and/or utility charges on Block 11501, Lot 2, C0097, known as 697 Audubon Court, assessed to Craig Powell, and;

**WHEREAS**, the Tax Collector certifies that reimbursement is now required to be made to the following lien holder for the required redemption amounts as shown below:

To Lienholder:	Tower Fund ACF Ebury Fund 1NJ LLC P.O. Box 37695 Baltimore, MD 21297-3695
Redemption Amount:	Tax Title Lien #2013-023 and Interest to Date of Meeting \$ 2,681.06 Premium Paid by Lienholder <u>1,100.00</u>
Total From Current Fund:	\$ 2,681.06
Total From Tax Premium Account	1,100.00

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that the Borough Treasurer be authorized to prepare the necessary check as stated above and to forward same to the lien holder.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution be forwarded to the Borough Chief Financial Officer/Tax Collector.

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

Roll Call:

Councilman Romano – yes	Councilwoman Kuncken – yes
Councilwoman Zdichocki – yes	Councilman Depew – yes
Councilman Thornton - absent	Councilwoman Thistleton – yes

### **PAYMENT OF BILLS**

#### **Resolution 164-15**

#### **RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF STANHOPE AUTHORIZING PAYMENT OF BILLS**

**WHEREAS**, the Chief Finance Officer has certified that funds are available in the proper account; and

**WHEREAS**, the Chief Finance Officer has approved payment upon certification from the Borough Department Heads that the goods and/or services have been rendered to the Borough;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the current bills list, dated August 11, 2015 and on file and available for public inspection in the Office of the Chief Finance Officer and approved by the Chief Finance Officer for payment, be paid.

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

Roll Call:

Councilman Romano – yes	Councilwoman Kuncken – yes
Councilwoman Zdichocki – yes	Councilman Depew – yes
Councilman Thornton - absent	Councilwoman Thistleton – yes

### **AGENDA ITEMS**

All items listed on the Agenda for August 25, 2015 were approved.

### **CITIZENS TO BE HEARD**

Council President Thistleton opened the meeting to the public after advising attendees that there is a five (5) minute time limit for each speaker.

Seeing no one from the public wishing to speak, Council President Thistleton closed the public portion of the meeting.

### **ADJOURNMENT**

On a motion by Councilman Romano, seconded by Councilwoman Zdichocki, and unanimously carried by voice vote the meeting was adjourned at 7:43 P.M.

Approved:

Ellen Horak, RMC  
Borough Clerk