

**MAYOR AND COUNCIL
REGULAR MEETING
February 23, 2016
6:00 P.M.**

CALL TO ORDER

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 6, 2016 and was placed on the Official Bulletin Board in the Municipal Building.

Furthermore, notice of the time change for this meeting was sent to the New Jersey Herald and Daily Record on February 12, 2016 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 Depew – present

Councilwoman Kuncken – present

Councilman Romano – present

Councilwoman Thistleton – present

Councilman Thornton – present

Councilwoman Zdichocki – present

Mayor Maio – present

CLOSED SESSION

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231 P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

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

1. The public shall be excluded from discussion of and action upon the hereinafter-specified subject matter(s).
2. The general nature of the subject matter(s) to be discussed is as follows:

3 – Personnel
3. It is anticipated at this time that the above stated subject matter(s) will be made public at the conclusion of each individual specified subject matter.
4. This resolution shall take effect immediately.

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

The Mayor and Council went into Closed Session at 6:01 P.M.

At the conclusion of the Closed Session, the Mayor and Council reconvened the public meeting at 6:20 P.M. with all present.

SALUTE TO COLORS

Mayor Maio invited all those present to stand in a salute to the colors.

CITIZENS TO BE HEARD

Mayor Maio 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, Mayor Maio closed the public portion of the meeting.

MINUTES FOR APPROVAL

Mayor Maio read aloud the list of minutes being presented for approval:

January 5, 2016	Reorganization Meeting
January 12, 2016	Work Session/Agenda Meeting
January 26, 2016	Regular Business Meeting & Closed

On motion by Councilman Romano, seconded by Councilwoman Kuncken and carried by voice vote the above listed minutes were approved.

CORRESPONDENCE (List Attached)

On motion by Councilman Thornton, seconded by Councilwoman Thistleton and unanimously carried by voice vote, the list of correspondence was accepted and ordered placed on file.

COUNCIL COMMITTEE REPORTS

On motion by Councilman Romano, seconded by Councilwoman Kuncken and unanimously carried by voice vote, the Council Committee Reports were waived.

Public Safety – Councilwomen Kuncken/Thistleton

(Police, Fire, Ambulance, Court & Violations Bureau, Emergency Management)

Finance & Administration – Councilman Romano/Councilwoman Kuncken

Community Development – Councilwoman Zdichocki/Councilman Thornton

(Zoning, Construction, Code Enforcement, Economic Development, Chamber of Commerce, Downtown Revitalization)

Municipal Infrastructure – Councilman Thornton/Councilwoman Zdichocki

(Water Distribution, Sewer Collection System, Road Construction & Maintenance, Buildings & Grounds)

Information Technology – Councilmen Depew/Romano

Boards/Commissions – Councilwoman Thistleton/Councilman Depew

ADMINISTRATOR’S REPORT

Millennium Strategies – Administrator McNeilly stated Katherine from Millennium Strategies attended a meeting at Borough Hall this week to discuss the community garden and other areas of interest for this year. Councilwoman Kuncken stated Katherine provided printed material regarding the procedure for starting the community garden. First a plan and sketch must be created to determine how many raised beds there will be and what type of fencing is required. The Borough owns the land for the garden and water is available on the site. Grant money is available for community gardens through companies such as Lowe’s and various other sources.

By-laws will have to be written. Councilwoman Kuncken stated she will keep the Governing Body posted on the progress.

Mayor Maio stated Katherine was asked to search for grants with regard to water systems. Sussex Borough received almost half a million dollars on a federal grant. If the Borough could obtain a grant it would cover the \$300,000 project which the Borough is unable to fund this year.

Mayor Maio stated they discussed obtaining a grant to fund Trestle Park. This will be a passive park and a dog park and funds will be needed for trails and parking.

Mayor Maio stated a discussion also took place regarding a grant to provide for a small 24 passenger bus for the senior citizens. The Borough has tried, unsuccessfully, to partner with Byram Township, Netcong Borough or Hopatcong Borough. The driver's for the other towns are part time employees and if another community was added the position would become full time with benefits. The demographics for the Stanhope community indicate a senior bus would be beneficial.

Councilwoman Zdichocki asked if grants are available for defibrillators. Administrator McNeilly stated he will have to research the issue. Mayor Maio stated the Police cars are equipped with defibrillators. Councilwoman Zdichocki stated it would be beneficial to have one at Borough Hall. Councilwoman Kuncken stated perhaps the defibrillator is an item that the Borough could purchase.

Energy Aggregation Meeting – Administrator McNeilly stated the Energy Aggregation Meeting will be held on Thursday, February 25th, at noon during the Senior Citizens Meeting and again at 6:30PM at the American Legion. Councilwoman Kuncken stated she spoke with a woman from another town where the energy program with Constellation was already in place. The woman stated the community outreach for her town was not done well and during this time she installed solar panels on her home. It took her four months to get out of the program and at one point she received a bill from Constellation. Mr. Stein stated the contract provided by Constellation states a resident can withdraw from the program at any time. Administrator McNeilly stated the agreement with that particular town may have been structured differently. Mayor Maio stated she has contacted the representative from Concord who reassured her that the agreement is the same as originally discussed. Much discussion took place regarding the various reasons why residents will not receive a letter such as being on a budget plan or listed as an all-electric residence with specific usage times. Administrator McNeilly stated he has spoken with several people who have received letters and had questions about the program. The Deputy Clerk has also received several phone calls and residents are coming in with questions. Mayor Maio stated she spoke with a resident who was under the impression that his social security number was going to be given to Constellation and if his bill was not paid within 20 days, the service would be turned off. Mayor Maio stated neither of these issues are part of the program and tried to reassure the resident but Mayor Maio advised the resident for his own peace of mind to opt out of the program.

Website Update – Councilman Depew stated a conference call was held today with Revize. The Information Technology Committee has also met with Curio Electro. Administrator McNeilly stated the committee has also met with Pavia. Administrator McNeilly stated meetings have been held with local companies and one more meeting will be scheduled with another national company. Mayor Maio stated all the companies fall within the budget amount allocated for this year. Administrator McNeilly stated a great deal of information has been acquired during these meetings.

Musconetcong Sewerage Authority (MSA) – Administrator McNeilly stated an issue has been brought to his attention which will require some activity from the Governing Body. The fragrance manufacturer Givaudan, located in the Trade Zone, would like to become part of the MSA. The MSA is a residential sewerage facility for kitchens and bathrooms only. Mr. Stein stated industrial usage has to be on a separate industrial site. Administrator McNeilly stated MSA was always envisioned to be a household sanitary sewer only. Givaudan has extremely large holding tanks for their waste products which are kept on site. Trucks empty the tanks and the waste is processed at industrial facilities. Givaudan has said they would like to be able to run everything down the pipes. This would be a cost savings for Givaudan of approximately one

million dollars a year. Givaudan is now making inquiries and they have made application to the State to allow the use. The MSA and the municipalities are opposed to this plan. If Givaudan receives approval, all the municipalities will own that liability forever. Administrator McNeilly stated MSA has a meeting scheduled for Thursday and this topic is on the agenda. Administrator McNeilly will inform the Governing Body if a resolution is required.

COUNCIL DISCUSSION

Lake Musconetcong Regional Planning Board (LMRPB) Support 319(h) Grant Application – Mayor Maio stated the LMRPB is applying for a 319(h) grant for a hydro-rake. Several homeowners used one a few years ago. The machine takes the sediment from the edge of the shoreline, similar to dredging, places it on the shoreline where it dries out and is then removed. The cost of the equipment is approximately \$320,000. The grant, if received, will cover the cost of purchasing the equipment in full. The maintenance and insurance would be provided by the board's operating expenses. The LMRPB is asking for a letter of support for in-kind services, from Stanhope, Byram, Netcong, Roxbury, Morris County Freeholders and the Sussex County Freeholders. The LMRPB is asking for the Borough to agree to clean the outflows into the lake three times per year. Administrator McNeilly stated currently the outflows are examined once a year. Administrator McNeilly stated he met with Bill Storms, DPW Superintendent, and there are seven (7) locations. Mr. Storms has no concerns about checking the 7 outflows three times per year and keeping a record. Mayor Maio stated in her opinion this is worth the Borough's support and cleaning the outflows is beneficial. The chance of receiving the grant seems to be slight. Mayor Maio stated in her opinion the LMRPB has done great work on the lake and she would like to support their efforts by agreeing to participate.

Councilman Thornton asked where the sediment goes once it is taken out of the lake and placed on the shoreline. Mayor Maio stated the sediment will be taken by truck and relocated to the same place where the other materials such as the water chestnuts are brought once they are harvested. The board will handle the disposal of the sediment. Each town will be responsible for clearing their own outflows. Mayor Maio stated there is no cost incurred by the Borough.

NEW BUSINESS

RESOLUTIONS

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

Resolution 048-16

A RESOLUTION SUPPORTING THE LAKE MUSCONETCONG REGIONAL PLANNING BOARD'S 319(h) GRANT APPLICATION TO THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

WHEREAS, the Lake Musconetcong Regional Planning Board (LMRPB) is a non-profit regionally state sanctioned board created to oversee the environmental health of Lake Musconetcong (Lake) and to act as an advisory board for this state owned lake; and

WHEREAS, the LMRPB consists of appointed members from the municipalities surrounding the Lake including the Borough of Netcong, Township of Byram, Borough of Stanhope, Township of Roxbury and Morris and Sussex Counties; and

WHEREAS, the LMRPB is seeking to reduce the bio mass in the Lake in furtherance of its mission to oversee the environmental health of the Lake; and

WHEREAS, the LMRPB has applied for a New Jersey Department of Environmental Protection 319(h) Grant in the amount of \$352,166.00 for the purpose of purchasing a hydro-rake and trailer for the removal of bio mass from the Lake; and

WHEREAS, the Mayor and Borough Council of the Borough of Stanhope, a member municipality of the LMRPB, wishes to support the 319(h) Grant Application and the LMRPB's efforts to reduce the bio mass in the Lake; and

WHEREAS, the Borough has agreed to assist the LMRPB by agreeing to provide yearly catch basin cleaning for those basins discharging directly into the Lake.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Stanhope, in the County of Sussex, and State of New Jersey, that the Borough hereby endorses and supports the Lake Musconetcong Regional Planning Board's 319(h) Grant Application with the New Jersey Department of Environmental Protection for the purpose of purchasing a hydro-rake and trailer for use in removing bio mass from Lake Musconetcong. The Borough also agrees to provide yearly catch basin cleaning for those basins discharging directly into the Lake. The Borough Clerk is hereby authorized and directed to provide a copy of this Resolution to the Lake Musconetcong Regional Planning Board and the Commissioner of the New Jersey Department of Environmental Protection as evidence of the Borough's support of the Grant and the LMRPB's efforts to reduce the bio mass in the Lake.

This Resolution shall take effect immediately.

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

Roll Call:

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

Resolution 049-16

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE
BOROUGH OF STANHOPE AUTHORIZING THE
ISSUANCE OF RAFFLE LICENSE RA-614**

WHEREAS the following Raffle Application, with required fees, has been submitted for Mayor and Council approval;

<u>Raffle #</u>	<u>Applicant</u>	<u>Date</u>	<u>Type of Game</u>
RA-614	New Jersey Outdoor Alliance Environmental Projects	March 13, 2016	On-Premise Raffle

and;

WHEREAS said Raffle Application has been provided to the Mayor, Council and Police Department for their review;

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

1. The appropriate officials are hereby authorized to execute the findings and determination for the above application and shall forward same to the Legalized Games of Chance Control Commission (LGCCC) for review.
2. That the above license shall be issued pending LGCCC approval, pursuant to N.J.A.C. 13.1 et seq.

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

Mayor Maio stated this is the raffle license John Rogalo spoke about at the last Mayor and Council Meeting.

Resolution 050-16

**AUTHORIZE SHARED SERVICES AGREEMENT
WITH SUSSEX COUNTY MUNICIPAL UTILITIES
AUTHORITY FOR THE PROVISION OF
CERTIFIED RECYCLING PROFESSIONAL
SERVICES TO CERTIFY AND SUBMIT THE 2015
RECYCLING TONNAGE REPORT TO NJDEP**

WHEREAS, New Jersey’s Recycling Enhancement Act (REA) requires that reports or other recycling-related documents be signed/certified by a Certified Recycling Professional (CRP); and

WHEREAS, the Uniform Shared Services and Consolidation Act (N.J.S.A 40A:65-1, et, seq.) (hereinafter, “the Act”) provides that local units of government may enter into a contract to provide or receive any service that either local unit participating in the Agreement is empowered to provide or receive within its own jurisdiction, including services incidental to the primary purposes of any of the participating units (N.J.S.A. 40A:65-4); and

WHEREAS, the Borough of Stanhope will prepare the 2015 Recycling Tonnage Report; and

WHEREAS, the Borough of Stanhope has requested the services of the SCMUA in the form of the District Recycling Coordinator as a Certified Recycling Professional to certify and submit the required 2015 Borough of Stanhope Recycling Tonnage Report to NJDEP by April 30, 2016; and

WHEREAS, SCMUA has the qualified staff to certify the Recycling Tonnage Report prepared by the Borough of Stanhope and electronically submit it to NJDEP on behalf of the Borough of Stanhope under the terms and conditions set for in the Shared Services Agreement.

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

1. The Mayor is hereby authorized to sign the Shared Services Agreement with SCMUA, for the provision of a Certified Recycling Professional Services to certify and submit the 2015 Recycling Tonnage Report to NJDEP.
2. This Resolution shall take effect immediately.

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

Roll Call:

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

PAYMENT OF BILLS

Resolution 051-16

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 February 23, 2016 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 Depew – yes
Councilwoman Kuncken – yes
Councilman Romano - yes

Councilwoman Thistleton – yes
Councilman Thornton – yes
Councilwoman Zdichocki – yes

DPW Superintendent - On motion by Councilman Romano, seconded by Councilwoman Kuncken, and unanimously carried by voice vote, approval was given granting Bill Storms, DPW Superintendent, compensation time as requested.

ATTORNEY REPORT

Mr. Stein stated he had no report this evening.

COUNCIL DISCUSSION

2016 Municipal Budget – Administrator McNeilly stated the budget will be ready for introduction in two weeks.

Dana Mooney, CFO, stated the average increase per household is \$23.35. The budget was sent to Ray Sarinelli, Borough Auditor, for review. Ms. Mooney stated she spoke with Mr. Sarinelli regarding the items in capital. The portion of the capital to be bonded at this time would be \$305,200. There is \$583,000 worth of items in the current fund portion. There are some funds still available that can be utilized which have reduced the amount to be bonded. Ms. Mooney stated Mr. Sarinelli had no comments on the debt service but he was not in favor of using quite so much of the surplus. The current budget uses \$790,000 of surplus which was increased over last year. The FEMA grant money received by the Borough was a one-time event. Mr. Sarinelli's suggestion to Ms. Mooney was to take \$15,000 - \$20,000 less from surplus. Ms. Mooney stated she lowered the surplus amount to \$775,000 which brings the average increase per household to \$33.11. The levy increases to 1.56%. Much discussion took place regarding the FEMA grant. Ms. Mooney stated Mr. Sarinelli's recommendation is the more conservative approach.

Ms. Mooney stated some one-time money has been used in this year's budget as a revenue. The \$10,500 being utilized is from the sale of assets. The amount of \$40,000 was used last year from the sale of assets. The \$10,500 consists of: \$2,000 COAH, \$4,000 Planner & Engineering, \$3,500 Master Plan and \$1,000 for Link.

Mayor Maio stated there is an \$8,000 increase for salary to be distributed between current fund (\$4,000), water (\$2,000) and sewer (\$2,000). Much discussion took place regarding Mr. Sarinelli's recommendation. The Governing Body decided to take an additional \$4,000 from surplus and agreed to keep the levy increase at 1.56%, with an average increase per household of \$33.13.

The revised surplus amount is \$779,000.

Ms. Mooney provided a revised capital worksheet. One sewer item has been added. Administrator McNeilly stated the capital budget does not have to be introduced two weeks from now. The sewer camera requires an upgrade. At this time the cost is \$9,200 which includes the cost of a new laptop. Administrator McNeilly stated a new laptop may not be required and he is waiting for verification. Ms. Mooney stated an increase was made to Main Street Lighting. Administrator McNeilly stated the number of lights has been increased to 7. The paving costs are included in the estimate for the crosswalks. Administrator McNeilly stated Mr. Keller, Borough Engineer, has confirmed the box for the main street lights is sufficient but there is some question regarding the wiring.

Mayor Maio asked if the budget and capital are ready to be introduced. Ms. Mooney confirmed this. Mayor Maio stated the Governing Body is prepared to introduce the budget at the next scheduled meeting. Mayor Maio asked Administrator McNeilly to provide Ms. Mooney with the additional information regarding the increases which need to be made.

Ms. Mooney provided Mayor Maio with information regarding Clean Communities. Mayor Maio thanked Ms. Mooney for attending this evenings meeting.

Fire Department Bucket Drop – Mayor Maio invited Ray Wexler, Stanhope Fire Department, to come forward to make his presentation. Mr. Wexler thanked the Mayor and Council for taking the Fire Department’s request under consideration. A drawing was provided indicating the locations for the Bucket Drop. Mr. Wexler stated there will be one person in each work zone accompanied by an officer or himself to keep traffic from backing up. Safety precautions will be taken and safety vests will be worn. Mr. Wexler stated the members will be located behind the safety cones which will be placed behind the stop lines at each location. Mr. Wexler stated the plan was created according to the uniform manual for traffic safety. A traffic safety plan was drawn up by an engineer and was presented to the Chief. Mr. Wexler stated he has spoken with Police Chief Pittigher and reviewed the diagram with him. Mr. Wexler stated Police Chief Pittigher did not indicate that he has any objections. Councilwoman Kuncken stated her concern is there will be a backup of traffic on McKinley Street. Mr. Wexler stated he or an officer will be present to ensure a backup does not occur.

Mayor Maio stated the Governing Body has discussed the bucket drop locations previously. There is concern for a backup to occur on McKinley Street due to the fact a bucket drop location will be placed at Brooklyn Road and Route 183 and at Linden Avenue and Route 183. If traffic backs up on Brooklyn Road, people are going to turn down McKinley Street. Councilwoman Kuncken stated the request has been submitted for two locations and denied in the past. Councilwoman Kuncken is of the opinion that permission should be granted this year to see how the plan will work.

Mayor Maio asked the Governing Body if they were in agreement to grant permission this year for the two locations. The Governing Body approved the two locations for this year as a test to see how the plan will work. Mayor Maio stated a resolution for the bucket drop will be placed on the agenda for the next scheduled meeting.

Mr. Wexler stated the application process has changed. The applications were previously sent to the Mount Arlington office. Now the application will be sent to Mount Arlington but it will be re-routed to Trenton. Mr. Wexler stated he will contact the NJDOT to confirm the procedure.

Route 206 Property - Councilman Depew asked for the status on the bungalow on Route 206 that is in disrepair. Administrator McNeilly stated he has been working with the Zoning Official and the Construction Official on the issue.

Musconetcong Park (behind gas station) - Councilwoman Zdichocki stated the meeting with Administrator McNeilly to discuss the Musconetcong Park located behind the gas station will have to be rescheduled.

CITIZENS TO BE HEARD

Mayor Maio 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, Mayor Maio closed the public portion of the meeting.

ADJOURNMENT

On a motion by Councilwoman Zdichocki, seconded by Councilman Depew, and unanimously carried by voice vote the meeting was adjourned at 7:30 P.M.

Approved:

Linda Chirip
Deputy Clerk for
Ellen Horak, RMC
Borough Clerk