

**MAYOR AND COUNCIL
SPECIAL BUDGET MEETING
February 3, 2015
6:00 P.M.**

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 Special Meeting was sent to the New Jersey Herald and the Daily Record on January 26, 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 – Present	Councilwoman Thistleton - Present

Mayor Maio – Present

Mayor Maio revised the Agenda and moved action on Resolution 046-15 before Council Discussion.

NEW BUSINESS

PAYMENT OF BILLS

Resolution 046-15

**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 February 3, 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 - yes	Councilwoman Thistleton – yes

COUNCIL DISCUSSION

Mayor Maio stated there were items discussed at the last budget meeting which have been corrected. Mayor Maio suggested that those items be reviewed at this time. The corrections which have been made are as follows:

3-1 General Admin: Dues & Membership – Line item was reduced by \$200. Conferences & Seminars – Line item was reduced by \$100. Corrections were made.

3-2 No changes.

3-3 Municipal Clerk: Seminars & Conferences - Line item was reduced by \$125. Education – Line item was reduced by \$100. Corrections were made.

4-1 Financial Admin: Reduction of \$100 in Seminars & Conferences. Corrections were made.

4-2 Computer Services: There was a question on computer services software costs which resulted in a \$30 increase and the Nixle costs were decreased from \$1,000 to \$900. Mayor Maio asked the CFO to provide backup. Dana Mooney, CFO, stated the new software for IM Responding was moved over to regular software maintenance. The grand total of the Municipal Software bill was less than last year which resulted in a lower discount.

Mayor Maio asked Councilman Depew to report on the Technology Committee's recent meeting. Councilman Depew reported the Technology Committee met last Wednesday to discuss the Borough website and another meeting is scheduled for tomorrow afternoon. Pavia, a web designer, will be present at the meeting. Mayor Maio stated Pavia has designed the Randolph Township website which was chosen as the best website in the State. Pavia lives and works in Netcong and strictly designs websites. No cost information was available at this time. This item is open to change prior to final approval of the budget. Administrator McNeilly is working on the .gov portion which is not a large cost item. Mayor Maio stated the website costs are still to be determined.

Dana Mooney, CFO, stated the internet and website charges are combined and spread across the three budgets. A separate line item can be added. Councilman Romano stated once the actual figures are obtained the costs may need to be separated for internet, design, hosting and .gov costs.

Councilwoman Kuncken asked the CFO about the costs to replace some of the computers. The Cablevision memo stated there are funds due to the Borough. Councilwoman Kuncken asked if in the past those funds were used to purchase new computers. Mayor Maio replied all new purchases were funded by the grant, not the franchise funds. Mayor Maio stated there is \$6,000 available if computers are needed. The CFO stated no funds have been budgeted for the purchase of computers. The computer in Accounts Payable, one of the Clerks computers and two computers at DPW need to be replaced. Administrator McNeilly stated the DPW computers are running XP and there are compatibility and security issues. The Cablevision franchise fees are revenue which is placed into the general fund.

4-3 Tax Collector: Training and Education – \$200 is budgeted this year but nothing has been budgeted in past few years. The CFO stated the costs are for a member of the Finance Department to become a notary public. The exact cost required for becoming a notary is not available at this time. Administrator McNeilly stated there are material costs involved and a class is available but not mandatory. \$200 will remain to cover costs for an employee of the Finance Department to become a notary.

5-1 Legal Services: Labor Attorney - Mayor Maio stated an additional \$4,000 was added for the Labor Attorney.

5-2 Land Use Board: Substitute Secretary – Administrator McNeilly stated a line item must be added to cover the cost for a substitute secretary. Administrator McNeilly asked how the pay rate has been set. Ms. Horak, Borough Clerk, stated the cost is \$20.00 per hour which has been set by resolution. The amount of \$100 was added for this line item.

5-2 Regional Planning Board – The budget request from the LMRPB has been received. The amount is the same as last year.

7-1 Police Department – Mayor Maio stated the Public Safety Committee met with Chief Pittigher today. Councilwoman Kuncken stated there was a question on dues and memberships which was discussed with Chief Pittigher. 7-2b Dues and Memberships: The NJ Chief's Association, Sussex County Chief's and the International Chiefs Association are a package plan that requires membership in all three associations. Councilwoman Kuncken stated Chief Pittigher does attend the county meetings once a month and they do provide training. The NJ Chiefs Association keeps the Chief apprised of any changing laws and he attends monthly meetings. The Maglocen is a regional association which provides more personal or background information with regard to the operating of the police department and also provides the availability to borrow equipment if needed from other departments. Councilwoman Kuncken stated the Public Safety Committee members were satisfied with Chief Pittigher's explanation of memberships.

7-2b Books and Subscriptions: The Guardian Tracking cost is \$500 and the Power DMS cost is \$2,600. The Police Department has been using the Power DMS in the past but the Borough is now required to pay for it. The Power DMS is all our policies and the online records training. In the past, when the training for new or changed policies was done, it was a process to distribute all the information to provide the training and updates to the officers. Now everything is online and can be accessed easily. Mayor Maio stated in the past there were times when a policy change was merely the change of one word but that required many copies to be made and distributed.

Councilwoman Kuncken stated \$100 was reduced from training under instructor classes.

7-2a Police Department – Equipment Repair: Councilman Thornton asked about the equipment repair budget. Administrator McNeilly stated the equipment repair is budgeted to repair the camera system if necessary.

7-3 Dispatch Services – Mayor Maio asked the CFO if there are any changes. The CFO stated the amount for the Emergency Management contract was added. There was a savings of \$.65.

8-1 Public Works Roads – Dues and Memberships: Administrator McNeilly stated the projected information has been changed to \$50. Administrator McNeilly stated, regarding Salary & Wages, he has spoken with Bill Storms, DPW Superintendent, and the DPW would like to reinstate the Supervisor position. The department has been without a Supervisor position for approximately six years. This would provide two management positions for the department. Under Salaries and wages \$5,000 would be spread out between the three departments; roads, water and sewer. Much discussion took place as to the actual salary increase based on various scenarios. Ms. Mooney stated based on the highest paid repairer the maximum increase would be \$5,000. Councilwoman Kuncken stated that the salary also needs to be determined if someone from outside the department is hired as the Supervisor. After much discussion as to how the increase for the supervisor position should be calculated, Administrator McNeilly stated he will prepare detailed information for future discussion. The base goal is to bring back the Supervisor position. Administrator McNeilly stated the Supervisor position is necessary for the operation of the department. Mayor Maio asked Administrator McNeilly to provide a job description and justification for adding the Supervisor position and a salary. This item will remain open at this time.

8-1 Public Works - New Hire: Administrator McNeilly stated if the Supervisor position is created and one of the Repairers takes on that position, he is recommending to bring the department to its full strength by hiring a seventh employee who would be hired as a Laborer. Much discussion took place regarding this issue. Administrator McNeilly stated the impact on this budget for a Laborer would be \$14,658. Mayor Maio stated that figure does not include benefits. Administrator McNeilly stated the approximate overall costs for adding a Laborer would be \$55,000. Councilwoman Kuncken stated she is of the opinion that the Governing Body does not have enough background information to make these decisions at this budget meeting. Councilwoman Kuncken stated the policy structure needs to be discussed to determine if the Governing Body wants to change the structure of the DPW. Mayor Maio asked Administrator McNeilly to prepare a proposal for his recommendations and the necessary backup documentation. Administrator McNeilly stated he will prepare the information to be discussed at the next scheduled Mayor and Council meeting. Mayor Maio asked the Clerk to add this item for Council Discussion at the February 10th meeting.

8-1 Road Maintenance - O&E (Dept. Supplies): The actual amount charged last year was \$898. The amount budgeted this year is \$5,000. Mayor Maio asked for a detail list of charges from 2013 and 2014 to be available for the next budget meeting.

8-1 Road Maintenance – Curb, Sidewalk & Catch Basins: In 2014 there were no significant expenses for this line item. The budgeted amount for this year is \$4,000. Mayor Maio asked Administrator McNeilly if there is specific work scheduled. Administrator McNeilly stated the number of catch basins needing repair can vary. Mayor Maio stated the year with the most expense was 2011 at a cost of \$2,900.

Administrator McNeilly stated there are still many trees which exist in the right-of-ways. The tree budget remains the same.

8-1(a) Road Maintenance - Line Striping: Administrator McNeilly stated epoxy is now being used which holds up much better. Administrator McNeilly asked what the total expense was last year. The \$3,000 will remain in place. Ms. Mooney stated sometimes line striping funds come from capital road work. The CFO stated some of the funds may have come from there last year. Mayor asked where it should come from. Ms. Mooney stated the funds can come from either. Mayor Maio stated a decision needs to be made as to where line striping will be budgeted. Ms. Mooney stated at the end of December we had a line striping bill for \$7,414.19 which road maintenance could not handle and it was too late in the year to do a transfer. Ms. Mooney stated the actual bill from Denville Line Striping was \$8,200. Mayor Maio stated the total line striping costs were approximately 10,000 for 2014. Administrator McNeilly asked for the 2013 line striping cost. Ms. Mooney stated the approximate cost for 2014 was \$2,400. Much discussion took place regarding the costs and what the costs covered. It was determined that the cost for painting the crosswalks was also included in line striping. Mayor Maio stated the costs need to be separated. Better definitions are needed for the line items.

8-2 – Mayor Maio asked Administrator McNeilly if the road salt costs were going to decrease due to the use of brine. Administrator McNeilly stated the salt per ton cost has increased. Mayor Maio asked why there was an increase in snow equipment and supplies for last year of \$8,300 against a \$3,000 budget. Administrator McNeilly stated the plow frame on the Superintendent's truck had rusted beyond repair and was replaced. Ms. Mooney stated paying for outside help is also included on this line item when necessary. Councilwoman Kuncken asked if we still have a reserve for snow removal. Ms. Mooney confirmed there is a reserve and \$5,000 was taken from it last year to offset this cost. Councilwoman Kuncken asked if the policy requires those funds to be put back in the reserve. When this was established the goal was to keep \$20,000 in reserve. Ms. Mooney stated there is more than that right now. This year no additional funds will be added. Ms. Mooney stated there is \$120,000 in the snow removal trust. Administrator McNeilly stated this fund can be used for salt, truck repair, equipment, anything related to snow removal. Mayor Maio and Councilwoman Kuncken asked why the funds to repair the truck were not taken from the trust so that the line item did not exceed what was budgeted. Ms. Mooney stated the bottom line did not exceed the budget. The costs for the parts and damaged plow were \$5,329. The total expended last year was \$13,301. Mayor Maio asked why the total amount needed was not taken from the trust. Ms. Mooney stated she tries to make sure the budgets are not exceeded. Funds are not taken from the trust unless the current fund budget cannot handle it. The surplus will go back in there. Mayor Maio stated the purpose of the trust is to cover the unexpected issues. The budget which is not used goes into surplus.

Ms. Mooney stated the trust will have to be used or the budget increased for salt purchase this year. The temporary budget amount has already been exceeded for 2015. Mayor Maio and Councilwoman Kuncken asked if the \$50,000 budgeted for salt is enough. Ms. Mooney stated to date \$42,450 has been spent on salt this year. Councilman Thornton asked how much salt has been ordered. Ms. Mooney stated 200 tons was ordered two weeks ago and 600 tons was just ordered. Councilwoman Zdichocki asked if the brine will offset the costs. Administrator McNeilly stated it depends on the type of storm. There have been several ice storms which require the use of salt.

Mayor Maio stated she is uneasy with the budget as presented. Mayor Maio recommended that a meeting be scheduled with the DPW Superintendent and the Chairmen from the Infrastructure Committee and Finance Committee along with the Mayor and Administrator to obtain more detail. The fact that the \$50,000 budgeted has already been spent requires more information.

Councilwoman Zdichocki asked the CFO how the overall budget is viewed. Ms. Mooney stated when it is close to the end of the year and other line items have unused funds, those funds are used to cover other costs in order to stay within the budget for the department. In addition, at the end of the year sometimes budget transfers cannot be made. Mayor Maio stated in those instances a discussion needs to take place.

Administrator McNeilly stated a discussion should take place to determine exactly how the snow emergency fund should be handled. Councilwoman Kuncken stated the fund was established many years ago to cover bad years so that the budget would not be affected negatively. Administrator McNeilly stated it is beneficial to have the trust for those years when extra funds are needed. Other towns often encounter problems because they do not have an emergency fund. Mayor Maio stated once the budget is determined a discussion will take place regarding the policy for the trust.

8-4 Buildings and Grounds - Mayor Maio asked if there was something extraordinary which caused the municipal building line 023 to be over by \$1,300. Administrator McNeilly stated the cause was the air conditioner compressor. This year's budget will be \$3,000.

Mayor Maio asked if the herbicide treatment cost was entered according to request letter. Ms. Mooney confirmed the requested cost was entered resulting in an increase of \$100.

Administrator McNeilly asked if the rent-a-john costs can be moved to Buildings and Grounds. Councilwoman Kuncken stated they need to be under parks. The Governing Body did not approve moving the rent-a-john costs.

Councilman Thornton asked why holiday lighting costs increased \$200. Administrator McNeilly stated new lights were purchased for the tree.

9-3 Vehicle Maintenance – Ms. Mooney stated the sewer jetter was moved from this budget to the sewer budget. Vehicles no longer in operation have been removed. The 550 utility truck has been moved to the water budget. The budget stays as presented.

9-4 Board of Health – Mayor Maio asked the CFO for the amount of funds in the dog trust. Ms. Mooney stated as of December 31st there is \$13,045. There is a percentage that it cannot make. Excess gained was \$1,897 which will be transferred to current fund. This will leave a balance of \$11,148 in the dog fund. The last census cost \$1,520. Administrator McNeilly stated that was not the true cost, that is the only charge made to this account. Mayor Maio stated information must be given to the Board of Health regarding the Governing Body's requirements for the census. A full census must be done this year. Mayor Maio asked how this will be funded. Ms. Mooney stated the funds will come from the trust. If an existing employee conducts the census, payment will have to be done through payroll. Administrator McNeilly stated if a uniformed person conducts the census that will cost more for overtime hours. Administrator McNeilly stated whoever performs the census will have to be properly identified. Councilwoman Kuncken suggested a Stanhope shirt and a name badge be worn. Mayor Maio asked Administrator McNeilly to provide the costs to have a police officer on overtime do the census and the cost to have a DPW employee on overtime conduct the census. Administrator McNeilly stated the salaries within the departments vary and therefore the highest salaries for each would have to be used for the calculations. Mayor Maio asked if there is a record of how many hours were needed when the census was last done. The census must be done every two years. Mayor Maio stated if necessary an outside person can be hired.

10-2 Mayor Maio stated details regarding the Recreation Commission budget were requested at the last meeting. Councilwoman Thistleton stated she attended a meeting with Charlotte Zawacki, Recreation Commission Chairperson, Patricia Zdichocki, Vice Chairperson, Mayor Maio and Councilman Depew. The budget was reviewed and details for the increased budget amounts were explained. Family Fun Day was increased to cover the cost of items for the goody bags. After some discussion during that meeting the Recreation Commission agreed to decrease that line item by \$100. Mayor Maio stated the basis for holding Family Fun Day was discussed and it is a day for families to spend together. It is not necessary for gifts to be distributed.

The Easter Egg Hunt line item was decreased by \$50. There has been an increase in the number of people attending however, they may not all be Stanhope residents. The Recreation Commission will reword their advertising for the Easter Egg Hunt to indicate the event is for Stanhope residents only. The amount of refreshments will be reduced.

The Governing Body had asked what the other events were which were listed on the budget. Councilwoman Thistleton stated the Recreation Commission sponsors bus trips and dances. The dances and trips pay for themselves but funds have to be budgeted for vouchering purposes and to cover costs if the event runs short. Mayor Maio stated that for every event a detailed cost analysis needs to be provided in order for the Governing Body to know exactly what the costs are and to be able to budget accordingly. Ms. Mooney stated she plans to attend a Recreation Commission meeting to discuss how the trust has to operate.

Councilwoman Zdichocki asked Administrator McNeilly if the funds budgeted for the rent-a-johns are sufficient. Administrator McNeilly confirmed the funds are sufficient. They will be delivered prior to the Easter egg hunt until will remain in place until the end of October.

11-1 Electricity and Telephone - Ms. Mooney stated electricity remains the same. Telephone charges, as per a conversation with Administrator McNeilly, were placed in the current fund and not in utilities. The electricity is done that way but not the telephones. The well and sewer alarms have always been on the current fund budget but they have been moved for this budget. The \$2,100 for well alarms was moved to water. The \$850 for the sewer alarms was moved. The one call alerts will be charged to other budgets. Ms. Mooney stated she met with a representative from Verizon to straighten the situation with the phones. The phone system is setup with Verizon and Cablevision. The CFO stated there are several issues with the phone lines that need to be corrected. Mayor Maio asked how many phones are in use by the DPW and are they being charged to the general fund. Administrator McNeilly stated there are two phones and they are charged to the general fund. The CFO stated that several items were re-categorized and now wired phones are within last year's budget.

12-2 Stormwater Management – Mayor Maio stated these figures are place holders.

Reserve for Uncollected Taxes – Ms. Mooney stated this is a place holder calculation which is based on the budget and may change up or down.

Payment of Notes Interest –Ms. Mooney stated this is her recommended amount at this time.

Mayor Maio asked the Governing Body if they wanted to continue on to Utilities. Mayor Maio stated the Fire budget still has to be discussed. The Public Safety Committee is going to schedule a meeting with Fire Department. Councilwoman Kuncken stated she has left a message for Chief Card asking for an available meeting date by early next week. The Governing Body agreed to continue on.

Mayor Maio stated Salaries cannot be determined at this time due to the fact that Administrator McNeilly's presentation will affect this item.

O&E Water Utility – Councilman Romano asked why there was an increase in the JIF amount. Councilwoman Kuncken stated the cost is determined by JIF. Administrator McNeilly stated tree trimming was done for wells 3&4 and the tower, the fence work and the felled trees last year. Mayor Maio asked why the budget is \$6,500 this year if all that work was done last year. Administrator McNeilly stated he will check with DPW for the detail. Administrator McNeilly stated the Borough has reached the bid threshold for using a local company and must now use Tree King which is a higher cost. Mayor Maio asked if January starts a new cycle. The CFO stated the cycle is not a calendar year. It may not change until June or July. Mayor Maio stated clarification is needed. Councilwoman Kuncken asked if well repair is anticipated to cost \$4,000 more than last year. Mayor Maio stated the same amount is budgeted this year as last year however \$4,000 less was spent last year. Councilwoman Kuncken stated the same for water main breaks. Councilwoman Kuncken stated the Borough should be in better shape this year. Mayor Maio stated the last two years had expenditures of \$11,000. The budget of \$20,000 seems too aggressive a figure. Administrator McNeilly will review this item with the DPW Superintendent.

Ms. Mooney stated she did an analysis of billing but it appears that more pre-stamped envelopes were ordered in 2014 than necessary. There are enough envelopes for the first quarter 2015.

Mayor Maio stated much of the discussion that needs to take place with the DPW Superintendent could have been avoided if back up was provided with the electronically submitted budget.

Mayor Maio asked what the cost of benefits will be this year. Ms. Mooney stated some plans have decreased, some have increased and there have been changes in personnel. Figures should be available by the next budget meeting. Councilwoman Kuncken stated the figures indicate a reduction of approximately \$80,000. Administrator McNeilly stated that is not an accurate figure. The CFO confirmed the figures are not finalized as yet.

Ms. Mooney stated billing was not distributed evenly. Only \$800 was budgeted in sewer and only \$441 was charged against it. Most of the charges went toward water but they should have been even. More envelopes were charged to water than sewer. Next year that will be evenly distributed.

Mayor Maio asked Administrator McNeilly why there is a budget item for a part time Sewer Utility employee. Administrator McNeilly replied last year it was envisioned that a part time employee would be hired with \$10,000 in roads, \$5,000 in sewer and \$5,000 in water. Mayor Maio stated this will be part of the new hire discussion.

Sewer O&E Supplies – Mayor Maio asked why \$6,400 was spent last year but \$20,000 is budgeted this year. Councilwoman Kuncken stated the figures over the past three years have not come near this figure. Administrator McNeilly stated in 2013 the costs for the facility repair maintenance came in at \$16,489. Administrator McNeilly asked the CFO what this cost included. Ms. Mooney stated on March 1, 2013 grinder pumps were replaced at a cost of \$14,400. Councilwoman Kuncken stated there were 5 or 6 pumps for homes located on Musconetcong Avenue that had to be replaced. Administrator McNeilly stated that was an unexpected expense that had to come from that budget.

Mayor Maio stated the billing costs and telephone costs have increased due to distributing the costs evenly between sewer and water for this year. Ms. Mooney confirmed this.

Councilwoman Zdichocki asked if the generators are not used for the year, does the fuel get removed from the units. Administrator McNeilly stated the fuel does not get removed. Stabilizer is added to the fuel.

Councilman Depew asked about the \$20,000 for departmental supplies. Mayor Maio stated this item will be discussed with Bill Storms.

Sewer Utility – Mayor Maio asked Administrator McNeilly if he plans to replace the sewer jet this year. Administrator McNeilly confirmed that the sewer jet replacement is a capital item for discussion. Ms. Mooney stated the \$5,000 on the sewer jet line item is for the repair of any vehicle in the sewer utility. The Sewer Authority cost is \$483,987.94 which has increased over last year. Administrator McNeilly stated this cost is prior to the credit amount which is not known at this time.

Ms. Mooney stated it is anticipated that the van in the sewer utility will be paid down. Administrator McNeilly stated the CFO wants it gone by raising it from \$80,000 to \$105,000 and Mayor Maio wants it down back to zero. Mayor Maio stated there is an overall expense that has to be agreed upon. Mayor Maio stated if \$30,000 is removed from the sewer budget perhaps that could happen. Administrator McNeilly stated there is still a capital purchase item to be discussed.

Mayor Maio stated the remaining items to be discussed are a review of the DPW budget, a first and final pass of the Fire Department budget, a discussion on salaries, an overall look of where the budget is in terms of percentage increases, if there are any, and capital. Two more meetings should provide time to complete the budget.

Mayor Maio stated there is a Mayor and Council Meeting scheduled for February 10th. Administrator McNeilly will give his presentation regarding the DPW. Mayor Maio and the Council agreed to schedule the next budget meeting for February 17, 2015 at 6:00 PM. Councilwoman Kuncken stated this will allow time for a meeting to be held with the DPW and the Fire Department to discuss their budgets. Mayor Maio stated depending on how much of the budget is completed, an hour can be devoted to budget at the last meeting of the month to finalize the budget. Mayor Maio asked Ms. Mooney when the revenue information will be available. Ms. Mooney stated some of it is available now. The rest of the information has to be completed by February 10th for the Financial Statement. Mayor Maio asked if there were any additional issues concerning the budget to be discussed at this time. There were no additional issues.

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.

Don Drake, SWAC Representative, stated the tipping fees have remained the same.

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

ADJOURNMENT

On a motion by Councilwoman Kuncken, seconded by Councilwoman Zdichocki, and unanimously carried by voice vote the meeting was adjourned at 8:05 P.M.

Approved:

Linda Chirip
Deputy Clerk for
Ellen Horak, RMC
Borough Clerk