

**MAYOR AND COUNCIL  
WORK SESSION AND  
AGENDA MEETING  
September 8, 2015  
7:00 P.M.**

**CALL TO ORDER**

**SALUTE TO COLORS**

Mayor Maio 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 – present	Councilwoman Thistleton – present

Mayor Maio – present

**ADMINISTRATOR'S REPORT**

*Website Rework* – Administrator McNeilly stated the agreement for the website is under review. Mr. Stein has made some recommendations to change some of the wording. Administrator McNeilly stated he will forward the agreement to the vendor after he speaks with Mr. Stein.

*Houdaille Road Foot Bridge* – Administrator McNeilly stated Mt. Olive's contractor has installed the new bridge. Work is underway to prepare the pathway. A Fall 2015 opening will now be possible. There are two final items to be done on Stanhope's side which are being handled by NJDEP Parks. They are the removal of the fence gate and the removal of the recycling trailer.

*Plane Street Bridge* – Administrator McNeilly stated now that the Houdaille Bridge is nearing completion the focus can return to the Plane Street Bridge. Mt. Olive and Stanhope Borough received approval from the NJ State Historic Office of Preservation in September 2014 for the temporary bridge located at Plane Street. Mt. Olive has the design and build list prepared. Once supplies are received on-site, Mt. Olive DPW, along with two of Stanhope's DPW, will begin to build the bridge. This should take place at the end of September or early October. Councilwoman Kuncken asked Administrator McNeilly how the Borough can spare two DPW employees when other tasks are falling behind. Administrator McNeilly stated there is no choice. The bridge has to be completed or the Borough will lose the grant. Mayor Maio asked what role the Stanhope volunteers are going to play. Administrator McNeilly stated the volunteers will be involved in clearing the property.

*DPW Summer Projects Update* – Administrator McNeilly reported the water line on Hillside Avenue is being replaced. The residents were without water for approximately an hour today. Councilwoman Kuncken stated she spoke with Administrator McNeilly today regarding the Ambulance Squad's lawn which has not been cut in quite some time. The reason being the DPW has been shorthanded. Administrator McNeilly stated he will check the DPW daily diary to see when the grass was last cut. There has been reluctance to schedule overtime. There have been vacations and a suspension occurred after the project list was created. There have also been several water line breaks this summer. Mayor Maio stated in terms of priorities, the street sign

replacement project does not have to be completed until 2017 and the retaining walls at the water tower are not a critical issue. The squad building property needs to be maintained.

Administrator McNeilly stated the issue at the corner of Kelly Place and Main Street has not presented itself as dire as was first thought. The key project right now is the completion of the water main on Hillside Avenue within the next week or so and requires a full crew. The brush pick up schedule begins soon. Mayor Maio stated the scope of the work on Hillside Avenue was outside of the ability of the DPW. Administrator McNeilly agreed. Much discussion took place regarding the grass cutting maintenance. There are areas where it may be beneficial to remove the grass and replace the grass with stone. Councilwoman Zdichocki stated she is concerned about the road patching. On Sparta Road there is a groove in the road that drivers are trying to avoid and in doing so may cause an accident. It is especially dangerous for motorcycles. Mayor Maio stated Sparta Road is not on the list for crack sealing. Administrator McNeilly stated there are potholes which have been repaired on various streets.

Mayor Maio stated tremendous progress has been made on the project list. Mayor Maio asked Administrator McNeilly to move the project list to a lower level and address some of the issues brought up this evening to see when they can be scheduled. Administrator McNeilly replied the items will be scheduled as soon as the water line is complete. The tentative date for completion of the water line is early next week depending on the weather conditions and whether or not rock is encountered.

Mayor Maio asked for the status of the new hire for DPW. Administrator McNeilly stated the documentation required has not been received to date.

Route 183/Route 206 Sidewalk – Administrator McNeilly stated he will contact Eric Keller for an update on the sidewalk project prior to the September 22<sup>nd</sup> meeting.

Budget 2016 Timeline – Administrator McNeilly stated this is the first year with the earlier timeline for the budget. Some of the boards do not meet over the summer. This will be taken into consideration when preparing the budget timeline next year. The initial budget meeting will take place at the Work Session/Agenda Meeting next month.

Administrator McNeilly stated the Police Department budget and capital budget are ready for review. The Fire Department budget is still being prepared. The Engineering budget is being prepared. Eric Keller is obtaining pricing. Administrator McNeilly stated he has asked Mr. Keller to have the information ready to be discussed at an Infrastructure Committee meeting to be scheduled for the week of September 21<sup>st</sup>. The Department of Public Works budget is being prepared. Administrator McNeilly asked the governing body if they would like to meet with any of the commissions. Mayor Maio stated the budgets should be reviewed first.

Mayor Maio asked Administrator McNeilly to have the dedication marker for Janice Hunts' memorial tree installed as soon as possible.

Mitchell Humphrey – Administrator McNeilly stated the Mitchell Humphrey software for the Construction Department, which is approximately one year behind, will be downloading the data information on Wednesday this week. The technician will be onsite Thursday to install the program. Training will take place on Friday. The software will be installed on multiple workstations. The software will be installed on both of the Construction Secretary's computers, the Zoning Official's computer, the Administrator's, the Tax Assessor's and the CFO's. Administrator McNeilly stated Mitchell Humphrey has a Zoning and Code Enforcement module that can be added which would allow for real time tracking of active and inactive code violations. A quote for this module has been requested.

## **WORK SESSION**

Property Maintenance (Owner Occupied) – Mayor Maio asked for the governing body's opinions regarding the property maintenance information provided by Administrator McNeilly. Councilman Depew is in favor of adopting the property maintenance ordinance. Councilwoman Zdichocki stated she likes the idea and is in favor of the fact that discretion can be used depending on the situation. Councilwoman Kuncken agreed. Mayor Maio stated funds are still available in the rehabilitation fund which can be loaned to address safety issues. The safety issues should be the Borough's first priority. Discussion took place regarding the ordinance guidelines. Mayor Maio stated the purpose of the ordinance is to have the properties that are in jeopardy addressed. Councilman Thornton agreed the health and life hazards need to be

addressed. Mayor Maio stated the governing body will need to rely on the discretion of the Administrator and how this is presented to Code Enforcement. Councilwoman Thistleton is in agreement. Councilman Romano stated leaving issues to the discretion of the Administrator may put him in a difficult position especially with regard to commercial properties. Administrator McNeilly stated the Borough now has the ability to take care of the 30 vacant/abandoned properties and the property maintenance ordinance will tie in with that.

Mayor Maio asked for the status on the property maintenance ordinance. Administrator McNeilly asked if the governing body is in favor of having Article II applicable to all properties. Mayor Maio stated she is concerned about introducing this ordinance prior to the end of the year. Councilwoman Kuncken asked if adopting the ordinance with winter coming would be an issue. Administrator McNeilly replied this is where discretion would have to be used to determine what the property owner would be required to do. Mayor Maio stated she does not want to adopt the ordinance and then send out letters in November with the holidays coming. Administrator McNeilly stated the property maintenance is handled differently than the vacant property ordinance. The property maintenance violations would be enforced through a summons to appear in court. Mayor Maio asked Administrator McNeilly to provide a final draft of the ordinance for council discussion at the September 22<sup>nd</sup> meeting.

Municipay – Councilman Romano stated the Municipay issue is at a standstill. These types of companies are not willing to take any responsibility for the charges. The company is in the position to dictate the terms and if you want the service, there is a risk you take. A response has been received regarding some of the language. One of the Borough’s major concerns deals with the issue of OPRA. Councilman Romano stated the tax payers do want this service but the Borough has to determine what risks are allowable. Councilman Romano stated another concern was giving access to the Borough’s account to Municipay. Councilman Romano stated in doing so it would be no different than if the Borough received a bad check for a payment. Councilman Romano is of the opinion information should be obtained from other companies for comparison. Councilwoman Kuncken stated in her opinion if Mr. Stein is not comfortable with the terms, the Borough should not move forward. Mayor Maio agreed.

Tie A Ribbon Campaign – Mayor Maio stated the Tie A Ribbon Campaign for breast cancer awareness will be held in October. The ribbons have traditionally been tied on the last Saturday in September. Mayor Maio asked for volunteers to meet at Borough Hall to tie the ribbons along Main Street on September 26<sup>th</sup> at 10:00AM. Mayor Maio will also ask the members of the Senior Citizens Club to assist. Mayor Maio asked the Borough Clerk to contact Helen Homeijer and request the ribbons be delivered prior to that date.

## **NEW BUSINESS**

### **RESOLUTIONS**

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

#### **Resolution 174-15**

#### **AWARD OF SERVICE CONTRACT TO R & R PUMP & CONTROL SERVICES, LLC FOR QUARTERLY INSPECTIONS, TESTING, AND SERVICING OF BOROUGH PUMP STATIONS**

**BE IT RESOLVED** as follows:

The Annual contract terms for periodic inspections and required adjustments to the equipment listed below, in accordance with attached contract.

S&L Station – Port Morris  
USEMCO Station – Musconetcong

1. The CFO is hereby authorized to issue a Certificate of Availability of Funds charging the appropriate department account for amounts reflecting all liabilities to be incurred through August 31, 2016 in accordance with N.J.R. 3644, 5:34-5.3 [a] [2].
2. This Resolution shall take effect immediately.
3. The Borough Administrator is hereby authorized to execute said contract.

On motion by Councilwoman Zdichocki, seconded by Councilman Thornton 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 - yes	Councilwoman Thistleton – yes

**Resolution 175-15**                      **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. 2014-027, representing 2013 property taxes and/or utility charges on Block 11501, Lot 2 C0221, known as 12221 Aspen Court, assessed to Raymond Ward 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:	US Bank Cust for BV001 Trust 50 S. 16 <sup>th</sup> Street, Suite 1950 Philadelphia, PA 19102-2513	
Redemption Amount:	Tax Title Lien #2014-027 and	
	Interest to Date of Meeting	\$ 2,235.07
	Premium Paid by Lienholder	<u>1,300.00</u>
		\$ 3,535.07
Total From Current Fund:	\$	2,235.07
Total From Tax Premium Account		1,300.00

**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 Depew, seconded by Councilwoman Thistleton and unanimously carried by voice vote, the foregoing resolution was duly adopted.

**Resolution 176-15**                      **RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF STANHOPE AUTHORIZING THE RENEWAL OF LIQUOR LICENSE TO LICENSE HOLDER IN THE BOROUGH**

**WHEREAS**, the liquor license renewal application submitted is complete in all respects, the renewal fees have been paid, Tax Clearance Certificate received, the license has been reviewed, and the premises inspected;

**NOW, THEREFORE, BE IT RESOLVED** that the statutory requirements thereto having been fulfilled, the application for renewal of liquor license be granted and the Borough Clerk be authorized to complete, sign and deliver said license on behalf of the Mayor and Council to the below named applicant, said license being renewed for the period July 1, 2015 to June 30, 2016 in the Borough of Stanhope, County of Sussex, New Jersey:

***Plenary Retail Distribution Licenses:***  
1919-44-003-009 RMDM Enterprises, t/a Ted’s Deli, 141 Route 183

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

**PAYMENT OF BILLS**

**Resolution 177-15**

**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 September 8, 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

**AGENDA ITEMS**

All items listed on the Agenda for September 22, 2015 were approved.

**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.

Peggy Findley, 88 Main Street, asked for the status of the Mankin home located on Main Street with regard to property maintenance. Administrator McNeilly stated the residence is one of 32 abandoned homes which the Borough is tracking down. The ordinance requires the property owner to register the home. In the case of the Mankin property the bank is now responsible. The bank has thirty days to comply with the registration requirement. The deadline is September 19<sup>th</sup>. If the deadline is not met, a second letter will be sent advising the bank they have ten days to comply. In the event compliance is not met by that time, a tax surcharge penalty will be applied each day until compliance is met. The ordinance requires a notice be posted on the residence stating who the main person of interest is, the contact for property maintenance and the 24 hour emergency contact. The annual registration fee increases each year that the property remains vacant. Mayor Maio stated the governing body’s concern is not only for the property itself but for the residents that live in the area. Administrator McNeilly explained how the fines will be imposed on the property if compliance is not met. Mrs. Findley stated it looks bad for the Borough to have vacant homes on Main Street. Mayor Maio and Councilwoman Kuncken agreed and stated there are homes in this condition throughout the Borough. Mrs. Findley stated she is glad that the Borough is addressing this issue.

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 7:45 P.M.

Approved:

Linda Chirip,  
Deputy Clerk for  
Ellen Horak, RMC  
Borough Clerk