

**MAYOR AND COUNCIL
WORK SESSION AND
AGENDA MEETING
October 11, 2016
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 6, 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

ADMINISTRATOR'S REPORT

Reclamation Project – Administrator McNeilly stated the reclamation project is complete. The contractor is setting berms and driveway openings.

Stanhope School – Administrator McNeilly stated Stanhope School has submitted a stop sign request. Administrator McNeilly stated if the Governing Body approves, he will ask Mr. Stein to draft an ordinance for introduction on October 25th. Once the ordinance is adopted, the new sign will be ordered. Councilman Thornton asked if early dismissal has been addressed. Administrator McNeilly confirmed early dismissal will be included in the ordinance. The purpose of the ordinance is to protect the children crossing the road. The Governing Body granted approval to move forward with the ordinance.

Schuffenhauer Property – Administrator McNeilly stated Tom Pershouse, Construction Official, has indicated the structure needs to be removed. Administrator McNeilly stated he is working with Mr. Stein.

Mayor Maio stated there are other homes in the Borough which are occupied and appear to be in very poor condition from the outside. Mayor Maio asked if Mr. Pershouse has inspected any of the other homes. Administrator McNeilly replied Arlene Fisher, Zoning and Code Enforcement Official, is working on other homes. Some discussion took place regarding other homes in bad condition. Administrator McNeilly will inform Mr. Pershouse. Councilwoman Kuncken asked if habitability issues can be addressed for those homes. Administrator McNeilly stated habitability can be remedied for rental properties but not privately owned homes. Mayor Maio stated there are safety issues with the homes in question. Administrator McNeilly will bring these to the attention of the Construction Official.

Electronic Message Board - Administrator McNeilly stated the parts have been ordered to repair the electronic message board.

Hydrant Flush and Flow Testing – Administrator McNeilly stated the hydrant flush and flow testing will begin on October 17th. The flow testing equipment will load the data into the computer and the hydrants, which were in the red prior to the water project, should change over to green now, indicating adequate flow. The ISO is coming due this spring. This should positively affect the property owner's insurance rates. Administrator McNeilly stated the information is provided to the ISO.

State Health Benefits – Administrator McNeilly stated Dana Mooney, CFO, has received updated information regarding the State Health Benefits. Ms. Mooney attended a webinar regarding the new options. October is open enrollment and this information was just made available. Administrator McNeilly reviewed a chart which was distributed to the Governing Body. Two new plans, Omnia and Aetna Liberty, are available which have a much smaller group of physicians and hospitals to choose from. The premiums are lower for the employee and the municipality. In order for the new plans to be available to the employees a resolution is required for employees to receive a one-time incentive for joining one of these plans. Administrator McNeilly reviewed the incentives and the costs associated with the new plans. Councilwoman Kuncken asked if a comparison has been done between the NJ-10 or NJ-15 plans and the new plans. Administrator McNeilly stated if the option to choose one of the new plans is made available, the employee can review the coverage. Much discussion took place regarding the health plans. Mayor Maio asked Administrator McNeilly to determine when the incentive would be paid to the employee and to provide the Governing Body with the paperwork associated with the new plans by next week and the list of hospitals accepting the new insurance programs. The October 25th meeting will begin at 6:00PM and this subject will be discussed. The result of that discussion will determine if the Borough will or will not move ahead with the new incentive plan. The Governing Body asked for a sample resolution with the effective dates and the payout information. Mayor Maio asked the Governing Body if there were any objections moving forward. There were no objections. Administrator McNeilly stated he will work with Ms. Mooney to obtain all the necessary paperwork.

NJDOT TAP Grant – Administrator McNeilly stated the TAP Grant Resolution will be included on the October 25th meeting agenda. Stanhope School has received the information which will be discussed at their meeting on October 19th. Administrator McNeilly stated he is working on obtaining letters of support.

Budget 2017 Timeline – Administrator McNeilly stated department meetings and council review will take place from October through November 2016. The capital budget will be ready for final review on November 22, 2016. The Tax Assessor and the Auditor will attend the December 13, 2016 Mayor and Council Meeting. Mayor Maio stated meeting with the Tax Assessor and the Auditor last year was beneficial and this should become a standard procedure.

Easement for the Musconetcong Dam - Mayor Maio asked Administrator McNeilly if there is an agreement in writing which states the State of NJ agrees to the Borough's landscaping and walkway requirements. The resolution does not list these issues. Administrator McNeilly stated Exhibit A, sheets 3 and 4, include the landscape plan and the sidewalk detail.

WORK SESSION

Ordinance Regarding False Alarms – Mayor Maio stated the Fire Department has requested an ordinance regarding false alarms. This was briefly discussed at the last Mayor and Council meeting but more information is needed. Administrator McNeilly stated he has no additional information available at this time. Mayor Maio stated this will be carried forward. Mayor Maio asked Administrator McNeilly to obtain information from the neighboring communities regarding how they handle false alarm calls.

Meeting Time Change – Mayor Maio stated the start time for the Mayor and Council Meetings is going to change to 6:00PM for the next few meetings. The purpose of the time change is to allow for budget discussion during the first hour. The capital budget will be introduced at the first meeting in January and the budget will be prepared by February. The Clerk will publish the meeting time change for the remainder of the meetings to be held this year.

Tie A Ribbon Campaign – Mayor Maio stated a date was set to tie the ribbons along Main Street for breast cancer awareness. The ribbons were not delivered in time. The Governing Body will meet on Thursday at 10:30AM this week to tie the ribbons.

Best Practice Checklist – Mayor Maio asked for clarification on question number 11. Administrator McNeilly stated Mr. Stein provided the answer of yes for this question. Administrator McNeilly will contact Mr. Stein for the details regarding PILOT agreements. The Best Practice Checklist was reviewed. At this time there are 22 yes answers, 3 no and 5 N/A for a score of 27 (90%). Administrator McNeilly stated he has spoken with Jason Laliker, Tax Assessor, regarding question number 3 which requires the Tax Assessor to notify the CFO and the Governing Body of all tax appeals. There is a resolution on tonight’s agenda to address this issue.

The Center for Prevention & Counseling (Private Property Youth Alcohol Use) – Mayor Maio stated a pamphlet has been distributed to the Governing Body members requesting the Borough adopt an ordinance which would permit the police to enter a home when there is suspicion of underage drinking. Mayor Maio stated this issue has come before the Governing Body twice over the past few years. Both times the members of the Governing Body agreed not to adopt an ordinance for this purpose. The feeling was if the state wants to implement this it should be a state law. The other objection was having police enter a home with just a suspicion of underage drinking. Mayor Maio stated she has received more than a little pressure to push for the passage of an ordinance. Mayor Maio stated she does not agree with it and asked the Governing Body for their input. Discussion took place regarding this topic. While the ordinance is well intentioned, there is concern for problems that could arise and therefore the consensus of the Governing Body was not to adopt an ordinance.

JCP&L – Mayor Maio asked Mike Obremski, JCP&L Representative present in the audience, if he would like to speak to the Governing Body. Mr. Obremski confirmed he had some information to present. Mayor Maio invited Mr. Obremski to come forward. Mr. Obremski stated in partnership with Raritan Valley Community College, JCP&L will be sponsoring an open house for the PSI program on November 10th. This is a two year college program to train the future line workers and substation workers. JCP&L will pay the tuition, cost of books and fees for eligible students. Mr. Obremski provided the Clerk with copies of the brochure.

2017 Municipal Budget Discussion

Section 3-a: Administrator

Administrator McNeilly stated there is a 6% decrease. Some charges have been moved to water and sewer. Administrator McNeilly stated he will contact the CFO to determine what changes have been made.

Section 3-d: Mayor and Council

Councilman Romano opened discussion regarding the funding for the NJLM Conference. Councilwoman Kuncken stated funding should be provided for any council members who wish to attend. The members of the council agreed. Mayor Maio stated she disagrees but it is not her decision. Mayor Maio asked Administrator McNeilly to inform the CFO to adjust line #25 Meetings and Seminars to include funding for all the council members to attend the NJLM Conference. Mayor Maio also asked for a breakdown of the costs covered by this line item.

Section 3-e: Clerk

Councilwoman Kuncken asked Ellen Horak, Borough Clerk, why the cost of forms has decreased. Ms. Horak stated the number of parking permits issued has dropped significantly. The parking stickers are expensive and the Clerk’s office is reworking older stickers. The budget still includes the cost of the parking permits in case the numbers increase and forms have to be ordered.

Section 4-a: Finance

Mayor Maio asked Administrator McNeilly to speak with the CFO to determine why there is a 4% increase listed. The figures need to be verified.

Section 4-f: Audit Services and Computer Services

Audit Services has a 2% increase. Computer services have decreased by 19%. Administrator McNeilly stated line #24 Internet/Website must be adjusted to include the addition of new email addresses. Mayor Maio asked Administrator McNeilly to confirm that the amount budgeted will cover all the costs for the website.

Section 4-i: Tax Collector

Administrator McNeilly stated line #23 Tax Bill Costs and line #28 Tax Sale Costs will be verified with the CFO.

Section 4-k: Tax Assessor

Line #220 O/E Fees and Appeals for 2016 had a budget of \$5,000 but nothing is listed for 2017. Administrator McNeilly will verify with the CFO.

Section 5-a: Legal Services

Line #527 Labor Attorney will be increased by \$15,000 bringing the total budgeted for 2017 to \$26,000. Discussion took place regarding line #523 Eng. Svcs. – Borough Planner and line #524 Eng. Svcs. – COAH. Administrator McNeilly was asked to obtain an explanation for the distribution of the two line items.

Section 5-b: Land Use

The Land Use budget has decreased due to the Master Plan.

Section 5-e: Regional Planning Board

These figures are place holders, actual figures have not been received. Administrator McNeilly will obtain information from the CFO regarding Line #020 Affordable Housing-COAH Planning.

Section 5-f: Construction

Administrator McNeilly will obtain information regarding the storage issues, file cabinets and extra hours listed for this project on the budget paperwork. The construction files need to be reorganized.

Section 5-h: Zoning

Administrator McNeilly will obtain estimates for new software for the Zoning Department. Mayor Maio stated the zoning software would track violations, warnings, status of complaints, etc. Administrator McNeilly stated this information would be helpful for historical purposes and court issues. Administrator McNeilly stated he will investigate options while at the NJLM Conference.

Section 6-a: Insurances

Liability and compensation costs have increased. Administrator McNeilly stated the Group Health Insurance figures are estimates.

NEW BUSINESS

RESOLUTIONS

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

Resolution 155-16

RESOLUTION AUTHORIZING THE CANCELLATION OF GRANT APPROPRIATIONS AND RECEIVABLES

WHEREAS, certain grant receivable balances totaling \$78,974.40 remain on the Current Fund balance sheet dedicated to municipal grants that have expired and will not be paid to the Borough; and

WHEREAS certain grant appropriations totaling \$89,952.29 related to those grants remain on the Current Fund balance sheet dedicated to municipal grants; and

WHEREAS, it is necessary to formally cancel the receivable and appropriation balances from the balance sheet;

NOW THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that the following grant receivable and appropriated grant reserve balances be cancelled:

<u>APPROPRIATED GRANTS</u>	<u>GRANT YEAR</u>	<u>DEBIT</u>	<u>CREDIT</u>
Police Base Accreditation Grant	2013	\$50,000.00	
Highlands Initial Assessment Grant	2009	\$12,890.00	
Highlands Plan Conformance Grant	2009	\$27,061.91	

<u>UNAPPROPRIATED GRANTS</u>	<u>GRANT YEAR</u>	<u>DEBIT</u>	<u>CREDIT</u>
Clean Communities	2010	\$ 0.38	

GRANTS RECEIVABLE

Police Base Accreditation Grant	2013		\$50,000.00
Highlands Initial Assessment Grant	2009		\$ 5,728.62
Highlands Plan Conformance Grant	2009		\$23,245.78

SURPLUS: \$10,977.89

Mayor Maio stated Ray Sarinelli, Borough Auditor and the State of NJ recommend this resolution be adopted annually.

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

Resolution 156-16 ESTABLISH POLICY FOR TAX APPEAL NOTIFICATION

BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that this resolution establish a policy that the Borough’s Tax Assessor notify, in writing, both the Chief Financial Officer and the Governing Body of all tax appeals once they are filed or no later than June 1st of each year.

This Resolution shall take effect immediately.

Mayor Maio stated this resolution is in conjunction with the Best Practices Checklist.

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

Resolution 157-16 RESOLUTION AMENDING 2016 BUDGET TO INCLUDE 2016 BODY ARMOR GRANT OF \$1,221.79

WHEREAS, N.J.S.A. 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 \$1,221.79 from the Division of Criminal Justice for the 2016 Body Armor Grant, and

WHEREAS, the Borough of Stanhope now wishes to amend its 2016 budget to include the additional grant funds approved of \$1,221.79 as a revenue.

NOW THEREFORE, BE IT RESOLVED that the Council of the Borough of Stanhope does hereby request the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2016 in the sum of \$1,221.79, 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: 2016 Body Armor Grant, and

BE IT FURTHER RESOLVED that a like sum of.....\$1,221.79 be and the same is hereby appropriated under the caption of:

General Appropriations

- (A) Public and Private Programs Offset by Revenues:
2016 Body Armor 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 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 158-16

RESOLUTION AUTHORIZING BOROUGH OF STANHOPE TO EXECUTE EASEMENT FOR DAM CONSTRUCTION AND MAINTENANCE IN FAVOR OF THE STATE OF NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

WHEREAS, the Borough currently owns that property designed as Block 11203, Lot 4 on the Tax Maps of the Borough of Stanhope; and

WHEREAS, said lands are adjacent to the Lake Musconetcong Dam owned by the State of New Jersey; and

WHEREAS, the Department of Environmental Protection is in the process of rehabilitating the dam on Lake Musconetcong to current state standards; and

WHEREAS, the rehabilitation of the dam will require an easement from the Borough over a portion of Block 11203, Lot 4 for dam construction and maintenance; and

WHEREAS, the State of New Jersey Department of Environmental Protection has presented a proposed Easement for Dam Construction and Maintenance, which has been reviewed and approved by the Borough Attorney; and

WHEREAS, the Governing Body wishes to provide the necessary easement to the State of New Jersey for the dam rehabilitation project;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Stanhope that the Mayor and Clerk be and the same are hereby authorized to execute the grant of easement from the Borough to the State of New Jersey over a portion of Block 11203, Lot 4 as shown on the Tax Maps of the Borough of Stanhope.

On motion by Councilman Thornton, 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 Thistleton – yes

Councilwoman Kuncken – yes

Councilman Thornton – yes

Councilman Romano - yes

Councilwoman Zdichocki – yes

Resolution 159-16

**RESOLUTION REGARDING WATER BILL CHARGES
FOR 14-16 NEW STREET, BLOCK 11204, LOT 11
STANHOPE BOROUGH TAX MAPS**

WHEREAS, the property at 14-16 New Street previously had a water leak and a non-functioning water meter; and

WHEREAS, the property currently has a properly installed and functioning water meter; and

WHEREAS, an issue arose between the Borough and the property owner regarding the water bill for the property; and

WHEREAS, the property owner has paid all current water charges as billed by the Borough; and

WHEREAS, the Borough and the property owner wish to resolve the matter with an agreed upon past due water charge to bring the account fully current; and

WHEREAS, the Borough has estimated that the amount of the water bill for the property currently outstanding is \$746.11;

NOW, THEREFORE, be it resolved by the Mayor and Council of the Borough of Stanhope that the Borough shall accept the sum of \$746.11 from the owner of Block 11204, Lot 11 in full satisfaction of all past due water charges for the property.

On motion by Councilwoman Kuncken, seconded by Councilman Thornton 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 160-16

**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 October 11, 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 Thistleton – yes |
| Councilwoman Kuncken – yes | Councilman Thornton – yes |
| Councilman Romano - yes | Councilwoman Zdichocki – yes |

AGENDA ITEMS

All items listed on the Agenda for October 25, 2016 were approved with the addition of a resolution for the TAP Grant and a possible resolution regarding the health plan.

CITIZEN'S 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.

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:
 - 1 - Contract
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 Councilman Romano, seconded by Councilwoman Kuncken, and unanimously carried by voice vote, the foregoing resolution was adopted.

The Mayor and Council went into Closed Session at 8:30P.M.

RETURN TO OPEN SESSION

At the conclusion of the Closed Session, the Mayor and Council reconvened the public meeting at 8:50P.M. with all present.

Veteran's Day Program at Stanhope School – Mayor Maio stated Stanhope School is having a Veteran's Day Program on November 9th at 8:15AM. All the members of the council stated they plan to attend. The Clerk will send the RSVP to the school on their behalf.

ADJOURNMENT

On a motion by Councilman Romano, seconded by Councilman Depew, and unanimously carried by voice vote the meeting was adjourned at 8:50 P.M.

Approved:

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