

**MAYOR AND COUNCIL
WORK SESSION AND
AGENDA MEETING
August 8, 2017
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 4, 2017 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 Thistleton – present
Councilwoman Kuncken - present	Councilman Thornton – present
Councilman Romano – present	Councilwoman Zdichocki – present

Mayor Maio – present

Mayor Maio congratulated Catherine Barry for her outstanding job representing the Borough as Miss Stanhope. Although she did not place as a finalist at the Fair's "Queen of the Fair," she was an incredible representative for our town.

ENGINEER'S REPORT

Trestle Park – Mr. Keller introduced Jared Moran from Bowman Consulting, who assisted him in creating concept designs for Trestle Park. Mr. Keller stated the governing body asked him to assess the potential use of the property and develop concepts of the site for passive recreation uses. Mr. Keller presented 2 concept designs for the governing body's consideration which were shown through a slide presentation. The presentation included photographs of the existing site showing the trail sites, center of site, view to Lake Musconetcong and the trail and abandoned train line. Mr. Moran and Mr. Keller explained Concept 1 which includes a pedestrian connection to the walking trail, 30 parking spaces, stormwater basin rain garden/bioretenion; a comfort station with restrooms, seating and overlook; a walking trail and 150 foot riparian buffer. The 150' riparian buffer is required along the stream, the floodplain of the stream and wetlands. Council expressed concern with the 30 parking spaces. They did not envision that many cars at the site and would prefer about 10 parking spaces. Mr. Keller stated the number of parking spaces can be reduced. Mr. Keller also said that at some point in time the Open Space Committee should be involved. Concept 2 includes the same as Concept 1; however, the parking lot and pavilion is in a different location on the site. The plans show the wetlands and buffers as well as an overlook platform and elevated boardwalk by the lake. The governing body reviewed the different choices for the comfort stations presented as well as the different options for the green infrastructure/rain garden/bioretenion. Mr. Keller also presented a number of options for the trails, being compacted gravel, and compacted soil, at grade boardwalk and elevated boardwalk and overlook. The governing body also reviewed seating options for the area that included stone benches; stone sitting area, timber benches, concrete with wood top, picnic table and plain benches. Mr. Keller added that educational signage can also be included at the site. Mayor Maio stated this is not for off-road vehicles; it is only a pedestrian walkway. Mr. Keller

stated they can put in gates to prevent off-road vehicles. The governing body discussed the different pavilions. Mayor Maio asked Mr. Keller to provide a price for the pavilion shown on the right of his plans which would be perfect for Musconetcong Park. Councilman Depew questioned why they are doing this. He believes the site should be left as a wildlife sanctuary. He also believes that ATV's will be on the trails. Mayor Maio said they are responding to a need in the community for trails and passive parks. Mayor Maio noted they are presently exploring their options.

TAP Grant – Sparta Road Project – Mr. Keller reported he has begun exploring design options and visioning for this project. Mr. Keller provided the governing body with an initial design to begin detailed discussions on the project, which included the Entrance Area; Streetscape Improvements; School Entrance; Trail Improvements and Light Distribution Maps. Mr. Keller explained the walkway improvements may include items such as: repaving of both walkways, possibly colored surface treatment of the high school walkway; gate control at Elm Street to replace the existing gate that is in disrepair; and light fixtures will be offset fixtures with arms, as previously discussed. The Sparta Road improvements may include items such as: widened shoulders/narrowed travel lanes; color treated shoulders/bike lanes the entire length; color treatments at crosswalks and pedestrian flashing signs at the Little League crosswalk; narrowing of intersections at both ends of Lenape Drive to reduce pedestrian crossing lengths; defining the two driveways at the Little League field and narrowing the shoulders with a landscaped area between driveways and reserving a space for the Little League sign; “Gateway” treatments at each end of Sparta Road; installation of shade/large ornamental tree where feasible; and lighting fixtures. Mr. Keller informed the governing body that the Main Street style lights do not have sufficient throw to cover the entire width of Sparta Road. The governing body discussed the proposal and cautioned about narrowing the intersection of Lenape Drive. Mayor Maio noted the Borough received a substantial grant for this project and they must carefully review and consider their vision for this project. Mayor Maio scheduled a “walking site visit” for August 22nd at 6:00 p.m. This will give Council the opportunity to walk the site and visualize the Borough Engineer’s proposal and possible insight in to other design options. Since a quorum of the governing body will be present at the site visit, Mayor Maio asked the Clerk to advertise the site visit at which a quorum of the governing body will be in attendance.

Route 183/206 Sidewalk Project – Mr. Keller reported the project is moving along. The contractor poured concrete today. The contractor has until September 29th to reach substantial completion.

Main Street Crosswalks – Mr. Keller reported the milling and resurfacing of the crosswalks has been completed. The Borough received bids for the placement of the thermoplastic surface treatment and the only bid received was from Pavement Impressions, Inc. The bid amount was \$40,372.75, which includes a \$5,000 cost for traffic control. The engineer’s estimate was \$35,770.00. He spoke to the Administrator and discussed with the contractor, eliminating the traffic control and having the DPW handle the traffic control for the project. All parties were agreeable. Although the contract will be for the bid amount, the cost for traffic control will not be incurred, which reduces the contract cost to \$35,372.75. The contractor proposed using an offset brick pattern with a stacked brick border. Although the material is different than the Traffic Patterns XD, the pattern is the same. The governing body asked Mr. Keller to provide them with a picture of the proposed material.

Salmon Park Fence – Mr. Keller stated it is his understanding that the governing body seeks to install fencing along the perimeter of the Borough’s land adjacent to the Tannery. The installation of a fence within a flood plain/riparian zone is covered under the Permit-by-Rule. The length of fence to be installed is approximately 325 feet along the southerly and easterly property lines of Lot 13. The cost would be between \$4,000 and \$4,600 depending on the type of fence and the cost of the gates.

Municipal Aid Grant Application – Mr. Keller reported a number of projects were discussed for the local aid grant. A number of the areas which need road reconstruction also need water main replacements prior to reconstruction so at this time, pending future discussion of water main replacement project, those roadways have not been included. He said he is presenting the following for consideration by the governing body: 1) Musconetcong Avenue – Route 183 to 61 Musconetcong Avenue, which would be primarily milling and resurfacing, but could include some pedestrian enhancements in the area of Musconetcong Park. The project would also include replacement of the speed humps; and 2) Elizabeth Avenue/Mountain Terrace (the entire loop) which would include drainage improvements, milling, resurfacing and ancillary

improvements. The governing body acknowledged that both projects need to be done; however, it was agreed that they have a better chance of being awarded grant funding for the Musconetcong Avenue project.

Sanitary Sewer Study – Mr. Keller reported he is working on developing a program to try and narrow down where the Borough's system is experiencing inflow/infiltration issues. They have preliminarily identified six locations for flow monitoring. The project will involve the installation of a device in six manholes for the period of approximately one month to collect flow data. This data will identify increased flows as compared to rainfall records. This may be supplemented after review of the results with smoke testing to identify connections of storm facilities to the sanitary system. Once the key areas are identified, video inspections will need to be performed to determine specific issues in sections of the sanitary system. Mayor Maio stated this issue has been discussed for the past couple of years and it is time to take action and resolve the issue. She acknowledged there may be the need to go door-to-door to inspect residents' sump pumps in order to determine the location of the problem. Mayor Maio asked the Clerk to put this topic on the next meeting agenda for Council Discussion.

Mayor Maio thanked Mr. Keller for his attendance and report.

COUNCIL COMMITTEE REPORTS

Councilwoman Kuncken made a motion to waive the committee reports until the end of the month. Councilman Romano disagreed and stated the reports should be read.

Public Safety – Councilwomen Kuncken/Thistleton

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

Councilwoman Kuncken stated the Fire Department for the month of June reported 8 calls answered, 74.5 man hours, 1 mutual aid call and 1 call to assist EMS.

Councilwoman Kuncken stated no report was submitted from the Ambulance Squad.

Councilwoman Kuncken stated the Police Department for the month of June reported a total of 378 calls.

Finance & Administration – Councilman Romano/Councilwoman Kuncken

Councilman Romano stated the tax collections for the month of June were \$1,820,081.25. The tax collections year to date as of June 30th are \$5,702,582.11. First quarter collections were close to 98% and second quarter tax collections were at 96%.

Councilman Romano stated water collections for June were \$103,307.37. The water collections year to date totals \$296,217.74. The sewer collections for the month of June are \$146,434.62 and the year to date total is \$419,679.89.

Community Development – Councilwoman Zdichocki/Councilman Thornton

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

Councilwoman Zdichocki stated Zoning and Code Enforcement issued five zoning permits for the month of June and 7 violations were issued.

Municipal Infrastructure – Councilman Thornton/Councilwoman Zdichocki

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

Councilman Thornton reported they will be advertising for a new DPW laborer shortly.

Information Technology – Councilmen Depew/Romano

Councilman Depew stated he had no report.

Boards/Commissions – Councilwoman Thistleton/Councilman Depew

Councilwoman Thistleton reiterated Mayor Maio's earlier comment regarding Miss Stanhope, adding she is proud of Catherine Barry who was a very good representative of Stanhope.

ADMINISTRATOR'S REPORT

Administrator McNeilly presented his report as written.

WORK SESSION

Firemen’s Challenge – Mayor Maio stated the Firemen’s Challenge will be held on Saturday, August 19th from 1:00 to 4:00 at Lakeside Park. Stanhope and Netcong will have competing fire departments, each trying to spray a barrel to the opposing teams side of the lake. A 50/50 raffle is being held in conjunction with the event and will benefit the Lake Musconetcong Regional Planning Board and both volunteer fire departments. Mayor Maio encouraged purchase of the raffle tickets.

Morris Canal Greenway Project – Mayor Maio stated the Borough has been invited to attend a meeting on the Morris Canal Greenway Project that is being held on August 15th. They asked that two representatives from the Borough attend. The Mayor and Administrator will attend the meeting. Administrator McNeilly said if anyone else wishes to attend, he will try to get another ticket. Councilwoman Zdichocki stated she would like to attend the meeting.

Email Addresses – Councilwoman Zdichocki asked the status of email addresses for Council. Administrator McNeilly responded it is on the list of things to do.

Resolution in Support of the (F.O.P.) Fibrodysplasia Ossificans Progressiva Awareness Initiative – Mayor Maio noted the brief presentation at the last meeting and a request for support of the FOP by the Borough. Council agreed to adopt a resolution in support of the FOP Awareness Initiative. Mayor Maio asked the Clerk to put the resolution on the next meeting agenda for adoption by the governing body.

NEW BUSINESS

ORDINANCE

Mayor Maio offered the following ordinance for Re-Introduction and First Reading which was read by title:

Ordinance for Re-Introduction and First Reading [Public Hearing on August 22, 2017]

Ordinance 2017-07 **AN ORDINANCE OF THE BOROUGH OF STANHOPE, SUSSEX COUNTY, NEW JERSEY AMENDING SECTION 133-37.1 OF THE CODE OF THE BOROUGH OF STANHOPE TO ELIMINATE PERMIT PARKING IN MUNICIPAL LOTS**

WHEREAS, the Borough Council has reviewed the permit parking requirements in municipal lots and has determined that revisions are necessary;

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

SECTION 1.

Section 133-37.1, in accordance with 133-11.1, is revised by the deletion of the following:

Permit Parking

Premises	Location	Hours
• • •		
Municipal Parking Lot	Block 11203, Lot 1	4:00am to 6:00am
Salmon Park Parking Area	Block 11203, Lot 12.1	4:00am to 6:00am

All other provisions of Section 133-37.1 shall remain

SECTION 2 - SEVERABILITY

If any provision of this Ordinance or the application of this Ordinance to any person or circumstances is held invalid, the remainder of this Ordinance shall not be affected and shall remain in full force and effect.

SECTION 3 - REPEALER

All ordinances or parts of ordinances or resolutions that are inconsistent or in opposition to the provisions of this Ordinance are hereby repealed in their entirety.

SECTION 4: EFFECTIVE DATE

This Ordinance shall take effect immediately upon adoption and publication in accordance with law.

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

Roll Call:

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

On motion by Councilwoman Thistleton, seconded by Councilwoman Zdichocki, and unanimously carried by voice vote, the Mayor and Council instructed the Clerk to post the ordinance and authorized publication of same.

RESOLUTIONS

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

<u>Resolution 135-17</u>	RESOLUTION AWARDING CONTRACT FOR MAIN STREET CROSSWALK REHABILITATION PROJECT
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WHEREAS, the Borough of Stanhope heretofore advertised for the receipt of sealed competitive bids for Main Street Crosswalk Rehabilitation Project; and

WHEREAS, the Borough accepted sealed, competitive bids on July 27, 2017 for Main Street Crosswalk Rehabilitation Project; and

WHEREAS, the Borough Attorney has reviewed the bids for compliance with the Local Public Contracts Law and the Borough’s bidding requirements; and

WHEREAS, Pavement Impressions, Inc. is the lowest responsive, responsible bidder for the Borough’s request for bids received on July 27, 2017; and

WHEREAS, the Borough Engineer concurs in the recommendation of the award of a bid to Pavement Impressions, Inc.;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Stanhope that the Borough does hereby award a bid to Pavement Impressions, Inc. in an amount not to exceed \$40,372.75 for Main Street Crosswalk Rehabilitation Project; and

BE IT FURTHER RESOLVED that the award of this bid is subject to certification of the availability of funds by the Chief Financial Officer.

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

Roll Call:

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

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

<u>Resolution 136-17</u>	RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF STANHOPE GRANTING APPROVAL FOR A BLOCK PARTY
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WHEREAS, the Borough of Stanhope received a request from the residents of Lakeview Estates to conduct their seventeenth annual block party; and

WHEREAS, said block party is scheduled for Saturday, September 23, 2017 from the hours of 11:00 a.m. to 8:00 p.m. on Towpath Lane between house numbers 10 and 14.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey, does hereby grant approval to Lakeview Estates to hold a block party on Saturday, September 23, 2017 from the hours of 11:00 a.m. to 8:00 p.m. on Towpath Lane between house numbers 10 and 14.

Resolution 137-17

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. 2014-002, representing 2013 property taxes and/or utility charges on Block 10403, Lot 8, known as 14 Lloyd Ave, assessed to Scott R Vertetis & Nicola A Neish, 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 BV Trust 2015-1 50 S. 16 th Street, Suite 1950 Philadelphia, PA 19102
Redemption Amount:	Tax Title Lien #2014-002 and Interest to Date of Meeting \$ 5,480.76 Premium Paid by Lienholder 2,100.00
Total From Current Fund:	\$ 5,480.76
Total From Tax Premium Account	2,100.00

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

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

Resolution 138-17

RESOLUTION AUTHORIZING REFUND OF REDEMPTION MONIES TO OUTSIDE LIEN HOLDER

WHEREAS, the Tax Collector has received payment for the redemption of Tax Title Lien No. 2013-006, representing 2012 property taxes and/or utility charges on Block 10901, Lot 20, known as 18 Valley Road, assessed to Thomas A Taylor, 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 BV001 TRST & CRDTRS 50 S. 16 th Street, Suite 1950 Philadelphia, PA 19102-2513
Redemption Amount:	Tax Title Lien #2013-006 and Interest to Date of Meeting \$ 4,426.99 Premium Paid by Lienholder <u>900.00</u>
Total From Current Fund:	\$ 4,426.99
Total From Tax Premium Account	900.00

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 Councilwoman Kuncken, seconded by Councilman Romano and unanimously carried by the following roll call vote the foregoing resolutions were 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 139-17

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that the current bills list, dated August 8, 2017 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 August 22, 2017 were approved.

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.

ADJOURNMENT

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

Approved:

Ellen Horak, RMC
Borough Clerk