

**MAYOR AND COUNCIL
REGULAR MEETING
November 28, 2017
6:00 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.

Furthermore, notice of the meeting date and time change was forwarded to the New Jersey Herald and Daily Record on November 6, 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 – absent
Councilwoman Kuncken – present
Councilman Romano – present

Councilwoman Thistleton – present
Councilman Thornton – present
Councilwoman Zdichocki – present

Mayor Maio – present

Excused Absence - Mayor Maio stated Councilman Depew has been absent for the past several meetings. The Governing Body must officially accept Councilman Depew's medically excused absence. Mayor Maio asked the Governing Body for their approval to accept Councilman Depew's excused absence due to medical reasons. The Governing Body unanimously approved the excused absence by voice vote.

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

4. This resolution shall take effect immediately.

On motion by 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 6:03 P.M.

RETURN TO OPEN SESSION

At the conclusion of the Closed Session, the Mayor and Council reconvened the public meeting at 6:13 P.M. with all present.

PROCLAMATION

WHEREAS, the **Lenape Valley Marching Patriots** is a competitive band consisting of students from the ninth through twelfth grade enrolled at Lenape Valley Regional High School and led by Band Director David DiGrazia; and

WHEREAS, on November 4, 2017 the **Lenape Valley Marching Patriots** competed in the National Championships with bands competing from around the northeast, and receiving a score of 93.313, they secured a first-place finish and also captured additional awards for Best Color Guard and Best Overall Effect; and

WHEREAS, on November 4, 2017 the **Lenape Valley Marching Patriots** competed in the New Jersey State Championships and with a score of 96.438, they secured a first-place finish and also captured additional awards for Best Music, Best Visual, Best Effect and Best Color Guard; and

WHEREAS, all the hard work and dedication that the **Lenape Valley Marching Patriots** put in throughout the course of the season was displayed during their spectacular performances in both the state and national competitions, earning them back-to-back championships; and

WHEREAS, the **Lenape Valley Marching Patriots** represented their school with passion, excitement, emotion and energy during their phenomenal performances; and

WHEREAS, we commend the **Lenape Valley Marching Patriots** for their outstanding achievements, and for being a stellar example to the youth in our community, confirming what hard work and dedication can accomplish; and

WHEREAS, David DiGrazia and the students comprising the **Lenape Valley Marching Patriots** are a credit to themselves, their school and the community and are worthy of recognition for their efforts;

NOW, THEREFORE, on behalf of the Mayor and Council of the Borough of Stanhope, I, Mayor Rosemarie Maio, on this 28th day of November, 2017 do hereby applaud the members of the **Lenape Valley Marching Patriots** for their hard work and dedication and encourage our citizens to recognize the **Lenape Valley Marching Patriots** for bringing great pride to our community and we honor them on this great achievement.

The Governing Body congratulated the Marching Patriots on a great job and stated it is so nice to hear this good news from the school.

CITIZENS TO BE HEARD

Mayor Maio opened the meeting to the public after advising attendees there is a five (5) minute time limit for each speaker.

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

MINUTES FOR APPROVAL

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

October 10, 2017 Work Session/Agenda Meeting
October 24, 2017 Business Meeting & Closed Session

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

CORRESPONDENCE (List Attached)

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

COUNCIL COMMITTEE REPORTS

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

Public Safety – Councilwomen Kuncken/Thistleton

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

Finance & Administration – Councilman Romano/Councilwoman Kuncken

Community Development – Councilwoman Zdichocki/Councilman Thornton

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

Municipal Infrastructure – Councilman Thornton/Councilwoman Zdichocki

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

Information Technology – Councilmen Depew/Romano

Boards/Commissions – Councilwoman Thistleton/Councilman Depew

ENGINEER'S REPORT

TAP Grant (Sparta Road Project) - Mayor Maio invited Eric Keller, Borough Engineer, to begin his report. Mr. Keller stated the TAP Grant is federal funding and there are many forms, procedures and policies to be followed. Administrator McNeilly stated he attended the training at Rutgers for the Federal Aid Responsible Charge. The process involves a great deal of bureaucracy. Mr. Keller stated the preliminary designs were advanced with the hope of starting the project in the spring. Mr. Keller wants to be able to work with the agencies involved, NJDOT, NJTPA and Federal Highway, in order to make this a project for 2018. Mayor Maio stated she wants this to be a 2018 project and does not want it to drag along. Mr. Keller stated it will not be for a lack of effort on our part. Federal Highway is a rigid process. We have no control over their review process or having them sign off on things which we think are sufficient. Administrator McNeilly stated the 2018 timeline the Borough has discussed may be very different. The start may not be when we envisioned it. Mayor Maio stated in her opinion it is important to move quickly with finishing the design and contacting the agencies in charge as soon as possible. Councilwoman Zdichocki asked Mr. Keller how this process affects his job. Mr. Keller stated the design firm and the construction management firm cannot be the same company. On all capital projects to date, Mr. Keller's firm has designed and inspected the project. This is not permitted for this project. Councilman Romano asked for a list of steps required to comply with the requirements and a timeline. Mr. Keller stated the design has to go through the Local Aid process. Local Aid will send it to Federal Highway and the other agencies. Everything goes through Local Aid. Approval will have to be given by several different people and then the Borough can go out to bid. A bid will be required to contract with an Engineer to oversee the project and a bid will be needed for the construction of the project. Mr. Keller stated an RFP will have to be prepared for a Construction Management firm. Both bids can be advertised at the same time. Administrator McNeilly stated the Borough was not

informed when filling out the application to receive the funding that work should not be initiated prior to attending the training session. The Borough has already begun working on the project. There was a question as to whether or not the Brooks Act was going to be an issue. The reply was received yesterday to inform us that Mr. Keller's firm can provide the design and we can continue to move forward. Mayor Maio stated a broad overview of what the Governing Body is requesting has been provided. Some specific questions regarding the lighting and signs need to be determined. The crosswalk decisions have been made and now there are just a few items to finalize. Mr. Keller stated everything was moving forward until Administrator McNeilly attended the training and informed Mr. Keller there was an issue. At that time all work stopped. Councilwoman Kuncken asked how much more time is required to complete the design. Mr. Keller stated the surveying has to be rescheduled which is needed for the detailed engineering work. Work on the sign can continue. Mayor Maio asked if a determination has been made on the type of trees to be planted. Mr. Keller stated smaller trees need to be used due to the overhead powerlines. Typically an inspector is not present full time during construction of a project. Under federal rules an inspector must be present for the entire time the contractor is working. Any change orders have to be approved by an Engineer, not an Inspector. Mayor Maio asked what items still need to be finalized by the Borough in order to complete the design. Mr. Keller stated the detailed engineering drawings need to be done. This includes items such as conduit layouts, types of trees and placement. Permits have to be obtained. An easement is required unless the Borough decides not to go beyond Meadow Brook Road. Administrator McNeilly stated a meeting has to be held with NJDOT regarding the easement. The difference is whether or not one more light is installed on the path. This is not a critical item on the timeline of the project. Mayor Maio stated the Governing Body needs to review the design for the sign and the list of trees. Mr. Keller stated he will have these items available for the December 12th meeting. Councilwoman Kuncken asked Mr. Keller if he is no longer overseeing the project once the construction begins. Administrator McNeilly stated the Construction Engineer will be responsible. Mayor Maio asked Mr. Keller to provide the width of the lanes on Brooklyn Road. Administrator McNeilly stated Brooklyn Road will be measured tomorrow.

Sidewalk Project – Mayor Maio asked for an update on the sidewalk project. Mr. Keller stated NJDOT has informed him their signs were not put back in the proper locations. This is one of the last issues to be dealt with. Mr. Keller is working with Bill Hayden to determine which signs need to be moved. Mr. Keller stated Sam, his inspector, took pictures of all the signs prior to the beginning of the project. Mr. Keller will review the pictures to see that the signs are all in the right locations. The pile of debris and the broken curb box at #169 will also be addressed. Administrator McNeilly stated the pile of debris needs to be removed immediately or the Borough will remove it and deduct the cost from the final payment. Mayor Maio stated the next time the Borough has a project such as this, a sign should be posted stating the project is being paid for by the Borough of Stanhope. Mayor Maio stated several people have told her that the State of NJ has done a great job putting in the sidewalk or they have credited Byram Township with the sidewalk project. The sidewalk project was paid for by the Borough of Stanhope and it is being used by a number of people already.

ADMINISTRATOR'S REPORT

Stanhope School Request – Administrator McNeilly stated Stanhope School Board President Moscatello had sent a letter requesting financial participation for the new playground which they intend to purchase and install at Valley Road School. Administrator McNeilly stated he has received a follow-up email from the Business Administrator asking for a status. Mayor Maio stated the Governing Body had indicated that discussion on this matter would not take place until the budget time. The request is for the Borough to donate \$8,000 to purchase items and to supply in-kind services for work to be done. Administrator McNeilly stated the Borough Auditor needs to be consulted to determine if a money transfer of that kind is even permissible. Mayor Maio stated providing manpower assistance is one thing but in her opinion the school should ask the community for financial contributions and/or conduct fund raisers. Mayor Maio asked the Governing Body for their opinions. The Governing Body unanimously agreed that the Borough will not make a financial contribution. The Borough is open to discussing in-kind services.

Fire Marshal – Administrator McNeilly stated he has received a response from the County Fire Marshal regarding the need for fire inspections for events within the Borough. The liability question should be discussed but the ultimate permit holder should not be the Borough. Food truck vendors and vendors having a tent larger than 30' x 30' would be required to obtain a permit. These vendors are generally familiar with the requirements. Street vendors with open fire, profit and non-profits, would continue to be inspected as a courtesy at no charge. Councilwoman Kuncken stated this will directly impact the plans of the Chamber of Commerce with regard to food trucks. Administrator McNeilly stated food vendors who have grills on their vehicles pose a greater potential for an issue to occur. Councilwoman Kuncken stated perhaps this will not be an issue for the food trucks if they deal with this all the time. The Chamber of Commerce should consult with the food truck vendors to determine if this will be an issue. Administrator McNeilly stated he has contacted the Administrators in the Town of Newton and Franklin Borough for feedback from their Governing Bodies. Both municipalities utilize Sussex County's services.

Ambulance Squad Dispatch – Administrator McNeilly stated as discussed at a previous meeting, the Ambulance Squad is losing access to the tower in Byram Township due to the fact Byram Township has decided to contract with the County for their dispatch services. The Squad will not have any connectivity to Sparta. The Squad and Spectrum Communications have been trying to find a way to correct the issue. One of the options would be to move the antenna to the top of the Borough's water tower to obtain a line of sight. The budgetary costs are still being determined. If it is determined this will be cost prohibitive another option will be sought. There is a pre-existing antenna rail on the top of the tower. The water tower does not need to be modified. Councilwoman Kuncken stated Byram Township will continue to let the tower exist once they switch over to the County and the Squad will continue to have service until the issue is resolved. A plan has to be determined as soon as possible. Administrator McNeilly stated it is possible this project will be a capital expense. Byram Township will be switching over to the County on January 1st.

Demolition of Properties – Administrator McNeilly stated he and Ursula Leo, Borough Attorney, have updates for the Route 206 property, 5 Ridge Road and 13 Delaware Avenue. Ms. Leo stated all the orders have been served and the process is being initiated for the Route 206 property. The deadline is December 21st. Ms. Leo stated the hearings for 5 Ridge Road and 13 Delaware Avenue were held without any appearances. The orders are being finalized. The deadlines for these two properties will be in early January. Mayor Maio asked what the demolition costs will be. Administrator McNeilly stated he estimates the cost for demolition to be \$30,000 per residence. Mayor Maio asked Administrator McNeilly to obtain the actual costs.

Reorganization Meeting 2018 – Administrator McNeilly asked the Governing Body if they would like the 2018 Reorganization Meeting to be held at the American Legion. Mayor Maio asked Administrator McNeilly to contact the American Legion to ask for the use of the building. If the American Legion is available the Clerk will advertise the meeting.

COUNCIL DISCUSSION

2018 Municipal Calendar – Mayor Maio asked if the Governing Body has reviewed the 2018 calendar and asked if there are any comments or changes. Mayor Maio stated she is not in favor of having one meeting in November and one in December. Mayor Maio stated in her opinion there is too much happening at the end of the year. An additional meeting needs to be scheduled during that time period. It is difficult to schedule an additional meeting during the month of November due to Election Day, the League Conference and the holiday. Mayor Maio recommended the Mayor and Council meetings should be held on December 4th and 11th. This would require asking the Shade Tree Commission to change their December meeting to another night. The Governing Body agreed to the two meetings for December. Mayor Maio asked the Clerk to contact the Shade Tree Commission. Councilman Thornton stated the meetings will be held three weeks in a row for November and December 2018. Mayor Maio asked Ellen Horak, Borough Clerk, for the calendar timeline. Ms. Horak stated requests for quotes have already been sent out and some have replied. The cover has to be designed. It is anticipated that the calendars will be sent out before the end of the year. Mayor Maio asked if the calendar states that the Borough does not collect electronic waste. Ms. Horak stated the calendar only indicates

where to recycle the electronic waste through the SCMUA. The Governing Body approved the calendar pages.

Holiday Party – Ellen Horak, Borough Clerk, asked the Governing Body for permission to close Borough Hall on December 15th at 2:00PM for the Holiday Party. Mayor Maio asked the Governing Body if there were any objections to closing Borough Hall on December 15th at 2:00PM. The Governing Body had no objections.

2018 Municipal Budget – Mayor Maio stated the Governing Body had planned to discuss the capital portion of the budget early this year. Administrator McNeilly stated the capital information will not be available this year for an early capital. In order to have the capital budget in place for early 2018 the discussion would have to have begun in October for approval at the Reorganization Meeting. Mayor Maio asked when the information will be available. Administrator McNeilly stated he will follow up on the capital budget and provide an update to the Governing Body.

TAP Grant (Sparta Road) – Mayor Maio stated the TAP Grant was discussed earlier in the meeting and no further discussion is required at this time.

OLD BUSINESS

ORDINANCE

Mayor Maio offered the following ordinance for Public Hearing and Final Adoption which was read by title:

Ordinance for Public Hearing and Final Adoption

Ordinance 2017-09

AN ORDINANCE OF THE BOROUGH OF STANHOPE, SUSSEX COUNTY, NEW JERSEY AMENDING SECTION 79-13.1 OF THE CODE OF THE BOROUGH OF STANHOPE TO PROVIDE FOR FINANCIAL LIABILITY FOR CERTAIN OWNERS OF PET ANIMALS

WHEREAS, the Borough Council has reviewed Chapter 79 of the Code of the Borough of Stanhope, which is titled “Dogs and Other Animals,” and has determined that revisions to Section 79-13.1 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 79-13.1 of the Borough Code is hereby deleted in its entirety and replaced as follows:

The owner of any dog or cat which is impounded and/or destroyed pursuant to this Chapter shall pay all expenses incurred in connection with such action to the Borough of Stanhope upon redemption of such animal. The fees for initial impoundment, an additional daily maintenance fee, veterinary fees, euthanasia fees, and disposal fees shall be charged as provided in Chapter 82, Fees, or at the rate charged by any entity or individual providing such service to the Borough, if such rates are not otherwise set forth in Section 82-2.

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 Councilman Romano, seconded by Councilman Thornton, and unanimously carried by the following roll call vote, the foregoing ordinance was adopted.

Mayor Maio opened this portion of the meeting to the public for discussion on this item only. Seeing no one wishing to speak, Mayor Maio closed this portion of the meeting.

Roll Call:

Councilman Depew – absent
Councilwoman Kuncken - yes
Councilman Romano - yes

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

On motion by Councilman Romano, 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.

NEW BUSINESS

RESOLUTIONS

Resolution 168-17

A RESOLUTION TO ADOPT THE REVISED EMPLOYMENT POLICIES AND PROCEDURES

WHEREAS, the Borough of Stanhope continuously strives to improve the working conditions for its employees; and

WHEREAS, the Borough continuously strives to improve the level and quality of service provided to the public; and

WHEREAS, in order to accomplish these goals the Borough from time to time adopts and revises its employment policies; and

WHEREAS, it has been determined by the Mayor and Council that revisions are needed with respect to a number of the policies contained in the Borough's Employee Handbook; and

WHEREAS, the revised policies have been reviewed by the Mayor and Council; now therefore

NOW, THEREFORE, BE IT RESOLVED this 21st day of November 2017 that the Mayor and Borough Council of the Borough of Stanhope hereby adopt the attached Employment Policies:

- (1) Section 404, Bereavement Leave, (replaces existing policy #404)
Effective Date: January 1, 2018
- (2) Section 504, Insurance - Eyeglasses, (replaces existing policy #504)
Effective Date: January 1, 2018

And it is further,

RESOLVED, that the Borough Administrator is directed to take all necessary steps to distribute the revised policies to all Borough employees and enforce the revised policies in an appropriate manner.

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

Roll Call:

Councilman Depew – absent
Councilwoman Kuncken - yes
Councilman Romano - yes

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

Resolution 169-17

RESOLUTION AUTHORIZING A TRANSFER OF 2017 APPROPRIATIONS

WHEREAS, the Finance Officer certifies that there appear to be insufficient funds in the budgetary accounts listed below to meet the demands thereon for the balance of the year; and

WHEREAS, the Finance Officer certifies that there appears to be a surplus in the budgetary accounts listed below, over and above the demand deemed necessary for the balance of the year; and

WHEREAS, N.J.S. 40A:4-58 provides that transfers of funds may be made during the last two months of the budget year;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Stanhope that the Borough Finance Officer is authorized to make a transfer in 2017 budget appropriations in the amount of \$915.00 within the Current Fund, as follows:

CURRENT FUND	From:	To:
Petroleum Products	\$ 915.00	
Solid Waste S & W		\$ 915.00
	\$ 915.00	\$ 915.00

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

Roll Call:

Councilman Depew – absent
Councilwoman Kuncken – yes
Councilman Romano - yes

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

Resolution 170-17

RESOLUTION TO AUTHORIZE A SHARED SERVICES AGREEMENT WITH THE BOROUGH OF NETCONG FOR AN EMERGENCY MANAGEMENT COORDINATOR

WHEREAS, the Borough of Stanhope is required to have a Municipal Emergency Management Coordinator pursuant to the provisions of New Jersey Law App. A:9-40.1; and

WHEREAS, the Borough of Netcong currently employs an Emergency Management Coordinator pursuant to law; and

WHEREAS, the Borough of Netcong has offered a Shared Services Agreement to the Borough of Stanhope to share the services of Netcong's Emergency Management Coordinator; and

WHEREAS, shared services are both authorized and encouraged by the provisions of N.J.S.A. 40A:65-1, the Uniform Shared Services and Consolidation Act; and

WHEREAS, it is in the best interest of the Borough of Stanhope to enter into the Shared Services Agreement.

NOW, THEREFORE, be it resolved by the Mayor and Council of the Borough of Stanhope that the Shared Services Agreement for Emergency Management Coordinator between the Borough of Netcong and the Borough of Stanhope be and the same as hereby approved; and

BE IT FURTHER RESOLVED, the Mayor and Clerk are hereby authorized to execute said Agreement on behalf of the Borough of Stanhope.

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

Roll Call:

Councilman Depew – absent
Councilwoman Kuncken – yes
Councilman Romano - yes

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

Resolution 171-17

**RESOLUTION AUTHORIZING EXECUTION OF A
CONTRACT FOR THE TOWNSHIP OF SPARTA TO
PROVIDE RADIO COMMUNICATION SERVICES TO THE
BOROUGH OF STANHOPE**

BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, State of New Jersey, that the Radio Communication Agreement with the Township of Sparta to provide dispatch services for the term between January 1, 2018 to December 31, 2023 be and is hereby approved; and

BE IT FURTHER RESOLVED, by the Mayor and Council of the Borough of Stanhope that the Mayor and Clerk be and are hereby authorized to execute the Radio Communication Agreement with the Township of Sparta.

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

Roll Call:

Councilman Depew – absent
Councilwoman Kuncken – yes
Councilman Romano - yes

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

Resolution 172-17

**A RESOLUTION BY THE BOROUGH OF STANHOPE
AUTHORIZING THE CONDITIONAL OFFER OF
PROMOTION WITHIN THE STANHOPE BOROUGH
POLICE DEPARTMENT**

WHEREAS, the Borough is seeking to issue a conditional offer of employment for a sergeant promotion; and

WHEREAS, one candidate, William Heater, will be presented with a Conditional Offer of Employment; and

WHEREAS, Police Officer Heater has been found to meet the minimum initial requirements for the position of Police Sergeant, but must meet other additional requirements before the offer becomes final; and

WHEREAS, a psychological evaluation is one of the additional requirements that needs to be completed for Police Officer Heater; and

WHEREAS, Police Officer Heater must adhere to all of the conditions of the Conditional Offer of Employment; and

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

Police Officer William Heater is hereby conditionally promoted to the rank of Sergeant effective January 3, 2018

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

Roll Call:

Councilman Depew – absent	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.)

Resolution 173-17 **RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF STANHOPE AUTHORIZING REFUND OF UNUSED ESCROW FUNDS**

WHEREAS, Cellco Partnership D/B/A Verizon Wireless had placed funds on deposit in escrow with the Borough of Stanhope for Land Use for Block 11801, Lot 5 in October 2016; and

WHEREAS, the Land Use Board has stated that the application is complete and there is no further billing forthcoming; and

WHEREAS, there are unused funds in the amount of \$4,446.00 plus \$2.78 in earned interest through October 31, 2017.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Stanhope, that a warrant be drawn to Cellco Partnership D/B/A Verizon Wireless in the designated amount representing a refund of unused escrow funds, as follows:

Cellco Partnership D/B/A Verizon Wireless
c/o Price, Meese, Shulman & D’Arminio
50 Tice Blvd, Suite 380
Woodcliff Lake, New Jersey 07677

Original Deposit	\$6,000.00
Interest Earned:	<u>2.78</u>
Subtotal:	6,002.78
Funds Expended	<u>(1,554.00)</u>
Balance to be Refunded	\$4,448.78

Resolution 174-17 **RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF STANHOPE AUTHORIZING REFUND OF UNUSED ESCROW FUNDS**

WHEREAS, Building Blocks 51 LLC had placed funds on deposit in escrow with the Borough of Stanhope for Land Use for Block 10608, Lot 5 in October 2015; and

WHEREAS, the Land Use Board has stated that the application is complete and there is no further billing forthcoming; and

WHEREAS, there are unused funds in the amount of \$1,150.00.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Stanhope, that a warrant be drawn to Stan Gutkin in the designated amount representing a refund of unused escrow funds, as follows:

Stan Gutkin
(Building Blocks 51 LLC
485 Windemere Avenue
Mt. Arlington, NJ 07856

Original Deposit	\$ 500.00
Subsequent Deposits:	<u>1,000.00</u>
Subtotal:	1,500.00
 Funds Expended	 (<u>350.00</u>)
 Balance to be Refunded	 \$ 1,150.00

Resolution 175-17

**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. 2017-009, representing 2016 property taxes and/or utility charges on Block 11303, Lot 7, known as 15 New Street, assessed to Valentino A G Ianetti Jr, 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 PC7 Firsttrust Bank 50 South 16 th St, Suite 2050 Philadelphia, PA 19102		
Redemption Amount:	Tax Title Lien #2017-009 and		
	Interest to Date of Meeting	\$	1,597.46
	Premium Paid by Lienholder	<u>0.00</u>	
Total From Current Fund:			\$ 1,597.46
Total From Tax Premium Account			0.00

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 176-17

**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. 2017-016, representing property taxes and/or utility charges on Block 11501, Lot 2, C0166, known as 9166 Ashland Ct, assessed to Eileen P Fitzpatrick, 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:	Stuart Lasher P.O. Box 83 Milltown, NJ 08850		
Redemption Amount:	Tax Title Lien #2017-016 and		
	Interest to Date of Meeting	\$	250.15
	Premium Paid by Lienholder	<u>1200.00</u>	
Total From Current Fund:			\$ 250.15
Total From Tax Premium Account			1200.00

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 Zdichocki, seconded by Councilman Thornton and unanimously carried by the following roll call vote the foregoing resolutions were duly adopted.

Roll Call:

Councilman Depew – absent
Councilwoman Kuncken – yes
Councilman Romano - yes

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

Mayor's Appointment

Resolution 177-17

**RESOLUTION APPROVING THE MAYOR'S APPOINTMENT
OF KEVIN JOUDI, AS A JUNIOR MEMBER OF THE
STANHOPE FIRE DEPARTMENT**

Mayor's appointment of Kevin Joudi, as a junior member to the Stanhope Fire Department.

BE IT RESOLVED by the Council of the Borough of Stanhope that they do hereby concur with the Mayor's appointment of Kevin Joudi, as a Junior Member of the Stanhope Fire Department effective immediately.

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

Mayor Maio extended her congratulations to Kevin Joudi, present in the audience.

Resolution 178-17

**MAYOR'S APPOINTMENT OF CINDI KLEIN TO THE BOROUGH
OF STANHOPE RECREATION COMMISSION**

Mayor's appointment to the Recreation Commission as follows:

Cindi Klein to fill an unexpired term, said term to expire 12/31/2020

BE IT RESOLVED by the Council of the Borough of Stanhope that they do hereby concur with the Mayor's appointment of Cindi Klein as a member of the Recreation Commission, to fill an unexpired 5-year term, with said term to expire December 31, 2020.

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

Resolution 179-17

**MAYOR'S APPOINTMENT OF RAYMOND CIPOLLINI TO THE
BOROUGH OF STANHOPE LAND USE BOARD**

Mayor's appointment to the Land Use Board as follows:

Raymond Cipollini as Alternate #1 to fill an unexpired 2-year term, said term to expire
12/31/2018

Resolution 180-17

**MAYOR’S APPOINTMENT OF ANTHONY RICCARDI TO THE
BOROUGH OF STANHOPE ENVIRONMENTAL COMMISSION**

Mayor’s appointment to the Environmental Commission as follows:

Anthony Riccardi as a member of the Environmental Commission to fill an unexpired 3-year term, said term to expire 12/31/2019

OATH OF OFFICE

Mayor Maio extended her congratulations to Raymond Cippolini and Anthony Riccardi, both present in the audience, and asked both board members to come forward to take the Oath of Office.

Ursula Leo, Borough Attorney, administered the Oath of Office to Raymond Cippolini as a member of the Land Use Board and to Anthony Riccardi as a member of the Environmental Commission.

PAYMENT OF BILLS

Resolution 181-17

**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 November 28, 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 – absent
Councilwoman Kuncken – yes
Councilman Romano - yes

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

ATTORNEY’S REPORT

No attorneys report.

GENERAL DISCUSSION

Sample Street Light - Mayor Maio stated the street light fixture outside of Borough Hall is a sample of the fixture which will be installed on Sparta Road. The fixture was set up temporarily to demonstrate the color of the LED light and the distance of the coverage provided. The Governing Body approved of the sample light fixture.

Holiday Tree Lighting – Mayor Maio stated the Holiday Tree Lighting will take place on Sunday, December 3rd at 5:30PM. Santa will be arriving by Fire Truck and a reception will take place at the Fellowship Hall at the Presbyterian Church. Councilwoman Kuncken asked if donations are needed for the refreshments. Councilwoman Thistleton stated she is of the opinion the Recreation Commission has asked the Senior Citizens Group to assist with the refreshments. Councilman Romano asked if the Police Department has been contacted. Administrator McNeilly stated he has contacted the Police Department regarding coverage for the event.

Councilwoman Thistleton stated Miss Stanhope will be singing at the tree lighting along with the students from the school.

CITIZENS TO BE HEARD

Mayor Maio opened the meeting to the public after advising attendees that there is a five (5) minute time limit for each speaker.

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

ADJOURNMENT

On motion by Councilman Romano, seconded by Councilman Thornton, and unanimously carried by voice vote the meeting was adjourned at 7:22 P.M.

Approved:

Linda Chirip
Deputy Clerk for
Ellen Horak, RMC
Borough Clerk