

**STANHOPE BOROUGH  
MAYOR AND COUNCIL  
REORGANIZATION MEETING  
JANUARY 2, 2018  
7:00 PM**

**OPENING STATEMENT AS TO COMPLIANCE WITH P.L. 1975**

Mayor Maio called this meeting to order at 7:00 PM and read the following:

Adequate Notice of this Meeting has been provided according to the Open Public Meetings Act, Assembly Bill 1030. Notice of this Meeting was sent to the NJ Herald and the Daily Record on December 19, 2017 and was placed on the Official Bulletin Board in the Municipal Building. Please turn off all cell phones for the duration of this Meeting.

**SALUTE TO THE COLORS**

Mayor Maio led all those in attendance in a salute to the colors.

**INVOCATION**

Father Michael Lee, Saint Michaels Church, offered the invocation.

**ELECTION RESULTS – STATEMENT OF DETERMINATION**

County Clerk, Jeffrey Parrott, read the *Statement of Determination* from the Board of County Canvassers certifying that at the November 7, 2017 election the following were duly elected to terms set forth:

Michael Depew – Council – 3-year term  
Thomas Romano – Council – 3-year term

**OATH OF OFFICE FOR COUNCIL MEMBERS**

Borough Attorney, Ursula Leo, administered the Oath of Office to Thomas Romano, elected Councilman at the November 7, 2017 election.

**ROLL CALL**

Council Members

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

Others present: Mayor Maio, Attorney Ursula Leo, Administrator Brian McNeilly

**MAYOR'S INTRODUCTION**

Mayor Maio extended a warm welcome and happy new year to all present and thanked them for braving the cold to join us for our annual reorganization meeting. Mayor Maio thanked Father Michael Lee for his kind blessings and good wishes and gave a special thank you to the American Legion for graciously allowing the use of their facility for our annual reorganization meeting.

I want to take a moment to share with you an update on our friend, Mike Depew. As many of you know, Mike has been absent from the Council since he became ill in August. His name appeared on the November ballot and he was re-elected to his fourth term on Council. We hoped he would be here tonight to be sworn in. Sadly, despite the progress he's made, Mike has determined that his on-going health issues make it impossible for him to join us tonight and, in fact, make it impossible for him to accept a position on the Stanhope Council. We received Mike's letter of resignation this morning. He has served on this governing body for 12 years and we will miss him. We send Mike our very best wishes for continued recovery and pray that he'll be back home soon. Following the required procedure, the Borough Clerk today notified members of the Stanhope Democratic Committee of the opening on Council. The Committee will have 15 days to provide the governing body with the names of three potential candidates for the vacated seat and the Council will then have 30 days from the date of the vacancy in which to interview the potential candidates and select one who will serve until a permanent member can be elected during the November, 2018 election.

And now, getting back to tonight's agenda ... Mayor Maio welcomed and introduced local officials, board and commission members in the audience. Mayor Maio, on behalf of the governing body, also acknowledged and thanked the Borough employees for their dedication, hard work and service to the Borough's residents, the Borough professionals for offering their expertise and guidance.

Mayor Maio also acknowledged and thanked Peterson’s Tree Service for the outstanding job they did this year – and have done every year – in putting the lights on the Borough Christmas Tree. And, finally to say, “Thank You” to the volunteers who serve on the Ambulance Squad, Fire Department and the Boards and Commissions. These are the people who volunteer their time and expertise to help make Stanhope the community we are all so very proud of. We applaud you and we appreciate the efforts you expend throughout the year on behalf of all of our citizens. Your contribution to Stanhope is as important – if not more important – than anything we do as a governing body to ensure the quality of life we enjoy here. I look forward to another year of service as your Mayor and on behalf of the members of the Council, I wish you and your loved ones a healthy, prosperous and joyous New Year and I ask for God’s blessings on all of us.

**RESOLUTIONS**

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

**Resolution 001-18**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE  
BOROUGH OF STANHOPE AUTHORIZING THE  
REINSTATEMENT OF THE BY LAWS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that the By-Laws and Rules of Order, as revised and adopted on January 7, 2014, be hereby reinstated and shall be effective for the Calendar Year 2018.

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:

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

**ELECTION OF COUNCIL PRESIDENT**

On nomination by Councilman Romano, seconded by Councilwoman Kuncken, Councilman William Thornton was elected Council President for 2018 on the following unanimous roll call vote.

Roll Call:

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

**Resolution 002-18**

**RESOLUTION APPROVING THE MAYOR’S APPOINTMENTS  
OF BOROUGH OFFICERS WITH COUNCIL CONCURRENCE**

**BE IT RESOLVED** by the Council that they do hereby concur with the Mayor's appointments to Municipal Officers for the year 2018 as follows.

Title	Name	Term	Term Expires
Chaplain	Father Michael Lee	1 year	12.31.18
Administrator	Brian McNeilly	1 year	12.31.18
Municipal Clerk	Ellen Horak		tenure
Local Registrar	Ellen Horak		tenure
Deputy Municipal Clerk	Linda Chirip	1 year	12.31.18
Deputy Registrar	Linda Chirip	1 year	12.31.18
Web Content Manager	Linda Chirip	1 year	12.31.18
Chief Finance Officer	Dana Mooney		tenure
Tax Collector	Dana Mooney		tenure
Deputy Tax Collector	Maria Mascuch	1 year	12.31.18
Compliance Officer (PACO)	Brian McNeilly	1 year	12.31.18
Appointing Officer	Brian McNeilly	1 year	12.31.18
Alternate Appointing Officer	Steven Pittigher	1 year	12.31.18
Tax Assessor	Jason Laliker	1 year	12.31.18
Certifying Officer	Brian McNeilly	1 year	12.31.18
Assessment Searcher	Ellen Horak	1 year	12.31.18

Tax Search Officer	Dana Mooney	1 year	12.31.18
Assistant Treasurer	Brian McNeilly	1 year	12.31.18
Sewer Treasurer	Dana Mooney	1 year	12.31.18
Water Treasurer	Dana Mooney	1 year	12.31.18
Water/Sewer Cashier	Maria Mascuch	1 year	12.31.18
Deputy Water/Sewer Cashier	Tammy Minniti	1 year	12.31.18
Tax Cashier	Maria Mascuch	1 year	12.31.18
Accounts Payable	Tammy Minniti	1 year	12.31.18
Overseer of the Poor	Jeanne Schwartz	1 year	12.31.18
Housing Officer	Thomas Pershouse	1 year	12.31.18
Building Inspector	Thomas Pershouse	1 year	12.31.18
Electrical Inspector	Thomas Pershouse	1 year	12.31.18
Construction Secretary	Tammy Minniti	1 year	12.31.18
Code Enforcement Officer	Arlene Fisher	1 year	12.31.18
Zoning Officer	Arlene Fisher	1 year	12.31.18
Municipal Housing Liaison	Arlene Fisher	1 year	12.31.18
Water Operator	Jason Titsworth	1 year	12.31.18
Sewer Operator	Jason Titsworth	1 year	12.31.18
Court Administrator	Erin Flannary	1 year	12.31.18
Deputy Court Admin.	Shauna Tillotson	1 year	12.31.18
Police Chaplain	Rev. Hugh Matlack	1 year	12.31.18
Fire Chief	Alan Bookspan	1 year	12.31.18
Deputy Emergency Management Coordinator	Steven Pittigher	1 year	12.31.18
Police Detective	Officer Joseph Johnson	1 year	12.31.18
Special Police Officers:	Vacant Class I	1 year	12.31.18
Matron	Virginia Citarella	1 year	12.31.18
Police Secretary	Virginia Citarella	1 year	12.31.18
Crossing Guards	Barbara Bawkins	1 year	12.31.18
	John Castellucci	1 year	12.31.18
	Maureen Cerni	1 year	12.31.18
	Adrienne Hade	1 year	12.31.18

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey that they do hereby concur with the Mayor's appointments herein for the year 2018.

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

Roll Call:

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

### **Resolution 003-18**

### **RESOLUTION APPROVING THE MAYOR'S APPOINTMENTS OF BOROUGH PROFESSIONALS WITH COUNCIL CONCURRENCE**

**BE IT RESOLVED** by the Council that they do hereby concur with the Mayor's appointments of the Borough Professionals for the year 2018 as follows.

<b>Title</b>	<b>Name</b>	<b>Term</b>	<b>Term Expires</b>
Borough Attorney	Ursula Leo	1 year	12-31-18
Borough Prosecutor	Anthony Arborre	1 year	12-31-18
Public Defender	Chris H. Colabella	1 year	12-31-18
Borough Engineer	Eric Keller	1 year	12-31-18
Borough Planner	William Hamilton	1 year	12-31-18
Borough Auditor	Nisivoccia & Company	1 year	12-31-18
Bond Counsel	Robert Beinfeld	1 year	12-31-18
Labor Counsel	Robert Merryman	1 year	12-31-18
Conflict Counsel	Robert Morgenstern	1 year	12-31-18
Dr. of Psychological Testing	Matthew Guller, M.D.	1 year	12-31-18

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey that they do hereby concur with the Mayor’s appointments herein for the year 2018.

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

**Resolution 004-18**

**MAYOR’S APPOINTMENTS TO COUNCIL  
COMMITTEES WITH COUNCIL CONSENT**

**BE IT RESOLVED** by the Council that they do hereby concur with the Mayor's appointments to the Council Committees for the year 2018 as follows.

Committee	Chair	Member
Finance/Administration	Thomas Romano	Diana Kuncken
Public Safety	Diana Kuncken	Doreen Thistleton
Community Development	Patricia Zdichocki	William Thornton
Infrastructure	William Thornton	Patricia Zdichocki
Technology	Michael Depew	Thomas Romano
Boards/Commissions	Doreen Thistleton	Michael Depew

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

**Resolution 005-18**

**RESOLUTION PROVIDING FOR THE PROFESSIONAL  
LEGAL, AUDITING, ENGINEERING, AND MEDICAL  
SERVICES PURSUANT TO N.J.S.A. 40A:11-5**

**WHEREAS**, the Borough of Stanhope is in need of legal, auditing, engineering and physician services in 2018; and

**WHEREAS**, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law.

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

1. Ursula Leo, of the Law firm Laddey, Clark & Ryan, is hereby retained as Attorney for the Borough of Stanhope with the understanding that Ursula Leo will be primarily responsible for the work done for the Borough;
2. Robert Beinfield, of the Law firm Hawkins, Delafield and Wood, is hereby appointed Bond Counsel for the Borough of Stanhope with the understanding that Mr. Beinfield will be primarily responsible for the work done for the Borough;
3. Robert Morgenstern, of the Law firm Dolan and Dolan, is hereby retained as the Conflict Counsel for the Borough of Stanhope with the understanding that Robert Morgenstern will be primarily responsible for the work done for the Borough;
4. Robert Merryman, of the Law firm Apruzzese, McDermott, Mastro & Murphy, is hereby retained as Labor Counsel for the Borough of Stanhope with the understanding that Robert Merryman will be primarily responsible for the work done for the Borough;
5. Raymond Sarinelli and Raymond Nisivoccia, of the Accountant firm Nisivoccia & Company, are hereby retained as Auditors for the Borough of Stanhope with the understanding that Mr. Sarinelli and Mr. Nisivoccia will be primarily responsible for the work done for the Borough;
6. Eric Keller, of the firm Bowman Consulting, is hereby appointed as Borough Engineer and Consultant Engineer for the Water and Sewer Utility for the Borough of Stanhope with the understanding that Eric Keller will be primarily responsible for the work done for the Borough;
7. William Hamilton, of the firm Bowman Consulting, is hereby appointed as Borough Planner for the Borough of Stanhope with the understanding that William Hamilton will be primarily responsible for the work done for the Borough;

8. Dr. Matthew Guller, of the Institute for Forensic Psychology, is hereby retained to provide psychological testing as may be required for employment with the Borough of Stanhope;

**BE IT FURTHER RESOLVED**, that this Resolution is contingent upon the receipt of a fully executed professional services contract detailing the scope of services and established fees for said professional services; and.

**BE IT FURTHER RESOLVED**, that this Resolution is contingent upon the receipt of a completed C.271 Political Disclosure Form pursuant to N.J.S.A. 19:44A-20.4 et seq., commonly known as the Pay-to-Play Law;

**AND, BE IT FURTHER RESOLVED**, that this Resolution is contingent upon the aforementioned professionals being members in good standing in their respective professions.

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

**CONSENT AGENDA – Resolutions 006-18 through 025-18**

Ms. Leo read the consent agenda resolutions by title.

On motion by Councilwoman Thistleton, seconded by Councilwoman Zdichocki and unanimously carried by the following roll call vote the following resolutions were duly adopted.

Roll Call:

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

**Resolution 006-18**

**RESOLUTION DESIGNATING DEPOSITORIES FOR THE  
2018 CALENDAR YEAR**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey that the following banks are hereby designated depositories for the Borough of Stanhope for 2015:

- Bank of America, N.A.
- Capital One, N.A.
- Fulton Bank, N.A.
- HSBC Bank USA, N.A.
- JP Morgan Chase Bank, N.A.
- Lakeland Bank
- New Jersey Cash Management Fund
- PNC Bank, N.A.
- Santander Bank
- State of New Jersey Asset and Rebate Management Program
- TD Banknorth, N.A.
- Valley National Bank

**CASH MANAGEMENT PLAN OF THE  
BOROUGH OF STANHOPE, NEW JERSEY**

**I. STATEMENT OF PURPOSE**

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-18 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain Public funds of the Borough of Stanhope (the Borough) pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the

market value of such Deposits or Permitted Investments. All investments shall be made on a competitive basis insofar as practicable.

## **II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN**

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough:
- Current Fund
  - Water Operating Fund
  - Sewer Operating Fund
  - Capital Fund
  - Water Capital Fund
  - Sewer Capital Fund
  - POAA Funds
  - Animal Trust Fund
  - Developer's Escrow Trust
  - Other Escrow Trust
  - Public Defender Trust Fund
  - Other Trust Fund
  - Recycle Trust Fund
  - SUI Trust Fund
  - Payroll Trust Fund
  - Any other accounts within the Borough's name and any of its agencies

## **III. DESIGNATION OF OFFICIALS OF THE BOROUGH OF STANHOPE AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN**

The Chief Financial Officer of the Borough the "Designated Official" is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan and shall thereafter be relieved of any liability for loss of such moneys due to insolvency or closing of any depository designated by, or the decrease in value of any investment authorized, by the Cash Management Plan.

## **IV. DESIGNATION OF DEPOSITORIES.**

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

- Bank of America, N.A.
- Capital One Bank, N.A.
- Fulton Bank of New Jersey
- HSBC Bank USA, N.A.
- JP Morgan Chase Bank. N.A.
- Lakeland Bank
- New Jersey Cash Management Fund
- PNC Bank, N.A.
- Santander Bank
- State of New Jersey Asset and Rebate Management Program
- TD Banknorth, N.A.
- Valley National Bank

## **V. AUTHORIZED INVESTMENTS**

- A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:
- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
  - (2) Government money market mutual funds;
  - (3) Any obligation that a federal agency or federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater

than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;

- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
  - (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
  - (6) Local government investment pools;
  - (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
  - (8) Agreements for the repurchase of fully collateralized securities if:
    - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
    - (b) the custody of collateral is transferred to a third party;
    - (c) the maturity of the agreement is not more than 30 days;
    - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and
    - (e) a master repurchase agreement providing for the custody and security of collateral is executed.
- B. Any investments not purchased and redeemed directly from the issuer, government money market mutual fund, local government investment pool, or the State of New Jersey Cash Management Fund, shall be purchased and redeemed through the use of a national or State bank located within this State or other financial intermediary through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1997, c.93 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund. An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- (b) the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec.270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; in which direct investment may be made pursuant to paragraphs (1) and (3) of subsection (a) of this section and
- (c) which has:
  - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
  - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940”, 5 U.S.C. sec.80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.
- (d) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value.

Local Government Investment Pool. An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities. Same as Money Market;
- (d) which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

Any official involved in the designation of depositories or in the authorization for investments as permitted pursuant to section 8 of P.L. 1977, c.396 (C.40A:5-18.1), or any combination of the preceding, or the selection of an entity seeking to sell an investment to the local unit who has a material business or personal relationship with that organization shall disclose that relationship to the governing body of the local unit and to the Local Finance Board or a county or municipal ethics board, as appropriate.

#### **VI. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough of Stanhope to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to insure that such Permitted Investments are either received by the Borough or by a third party custodian prior to or upon the release of the Borough’s funds.

To assure that all parties with whom the Borough deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official.

#### **VII. REPORTING REQUIREMENTS**

On the first day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Borough a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Borough as Deposit or Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.



- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough.

**VIII. TERM OF PLAN**

This Plan shall be in effect from January 6, 2015 to December 31, 2015. Attached to this Plan is a resolution of the governing body of the Borough approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Borough, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

**Resolution 007-18**

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS FOR THE 2018 CALENDAR YEAR**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that *The New Jersey Herald* is hereby designated the official newspaper of the Borough of Stanhope for Calendar Year 2018; and

**BE IT FURTHER RESOLVED** that *The New Jersey Herald* and *The Daily Record* are hereby designated to receive all Notices of meetings of the Mayor and Council for the Calendar Year 2018 as required by the Open Public Meetings Act.

**Resolution 008-18**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF STANHOPE DESIGNATING MEETING DATES FOR THE 2018 CALENDAR YEAR**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope, in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-1 et. seq., the Mayor and Council of the Borough of Stanhope hereby announces that it shall hold its scheduled Work Session/Agenda, and Regular Business Meetings in 2018 at the Municipal Building, 77 Main Street, Stanhope, New Jersey at the dates listed below. All meetings shall convene at 7:00 p.m. Formal action may be taken at all Work Session/Agenda and Business meetings.

<b>Work Session/Agenda Meetings</b>		<b>Regular Business Meetings</b>	
January	9	January	23
February	13	February	27
March	13	March	27
April	10	April	24
May	8	May	22
June	12	June	26
July	10	July	24
August	14	August	28
September	11	September	25
October	9	October	23
		November	27
December	4	December	11

**BE IT FURTHER RESOLVED**, the Annual Reorganization Meeting shall be held on January 2, 2019, 7:00 p.m., at the Municipal Building, 77 Main Street, Stanhope, NJ.

**BE IT FURTHER RESOLVED** that all meetings shall be opened to the public and public participation will be entertained at all meetings but limited to five minutes for each speaker to provide the Governing Body sufficient time to complete its work.

**BE IT FURTHER RESOLVED** that the newspapers to which all Notices required by the Open Public Meetings Act shall be published in *The New Jersey Herald* and *The Daily Record*.

**BE IT FURTHER RESOLVED** that the all meeting notices shall be posted on the bulletin board in the hallway of the Municipal Building.

**BE IT FURTHER RESOLVED** that any person requesting a public body to mail to them copies of any regular, special, or rescheduled meeting schedule shall be charged the sum of \$1.00 for each and every Notice to be so mailed. No Notice shall be mailed to said person unless prepayment of the aforementioned charge has been received. Notwithstanding the foregoing, any Notice requested by the news media shall be mailed, or electronically sent to such has news media free of charge.

**Resolution 009-18**                      **RESOLUTION AUTHORIZING APPROPRIATIONS  
FOR THE 2018 TEMPORARY BUDGET**

**WHEREAS**, NJSA 40A:4-19, the Local Budget Act, provides that where any contracts, commitments or payments are to be made prior to the final adoption of the 2018 budget, temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty days of 2018; and

**WHEREAS**, the total appropriations in the 2017 Budget, less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) are as follows:

Current Fund	\$4,414,851.87
Water Utility	\$ 537,497.56
Sewer Utility	\$ 889,503.00

**WHEREAS**, 26.25 percent of the total appropriations in the 2018 Budget, less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) in the said 2018 Budget is as follows:

Current Fund	\$1,158,897.74
Water Utility	\$ 141,093.06
Sewer Utility	\$ 233,494.38

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Stanhope, County of Sussex, that the above temporary appropriations be made.

**AND BE IT FURTHER RESOLVED** that a certified copy of this resolution be placed on file with the records of the Borough’s Chief Financial Officer.

**Resolution 010-18**                      **RESOLUTION ESTABLISHING INTEREST RATES FOR  
DELINQUENT WATER AND SEWER CHARGES**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the rate of 8% be charged on all delinquent sewer and water charges less than \$1,500.00 and 18% on all delinquent sewer and water charges in excess of \$1,500.00, received after the due date.

**Resolution 011-18**                      **RESOLUTION ESTABLISHING INTEREST RATES FOR  
DELINQUENT PROPERTY TAXES AND ASSESSMENTS**

**WHEREAS**, N.J.S.A. 54:4-67 permits the Governing Body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope as follows:

1. Property taxes shall be due and payable quarterly on February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup> and November 1<sup>st</sup> of each year, with a ten-day grace period. If the last day of the ten-day grace period falls on a Saturday or Sunday, the following Monday will be the final date to pay property tax without interest charges. After such dates, if property taxes become delinquent, interest will be

charged as set forth below and will revert back to the due date on any quarterly installment of taxes.

2. The rate of interest for delinquent property taxes is fixed at 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount of taxes in excess of \$1,500.00.
3. A certified copy of this resolution shall be provided by the Borough Clerk to the Tax Collector, Utility Billing Clerk, Borough Attorney and the Borough Auditor for the Borough of Stanhope.

**Resolution 012-18**

**RESOLUTION AUTHORIZING THE TAX COLLECTOR  
TO CANCEL CERTAIN TAX PAYMENTS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Tax Collector be and is hereby authorized to cancel any over or under payment in the amount of Ten Dollars (\$10.00) or less for the tax year 2018.

**Resolution 013-18**

**RESOLUTION AUTHORIZING THE CHIEF FINANCIAL  
OFFICER TO INVEST IDLE FUNDS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Chief Financial Officer and/or Treasurer be authorized to invest idle funds of the Borough of Stanhope in investment instruments so specified in New Jersey State Law of any bank or trust company having its place of business in the State of New Jersey and organized under the laws of any State in the United States, or the State of New Jersey Cash Management Fund in 2018.

**Resolution 014-18**

**RESOLUTION AUTHORIZING THE CHIEF FINANCIAL  
OFFICER TO SELL BOND ANTICIPATION NOTES AND  
BONDS**

**WHEREAS**, N.J.S.A. 40A:2-28 requires that a Resolution be adopted authorizing a Financial Officer of the Borough to sell Bond Anticipation Notes and Bonds;

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Chief Financial Officer is hereby authorized to sell Bond Anticipation Notes and Bonds; and

**BE IT FURTHER RESOLVED** that following each sale the Chief Financial Officer shall report to the Council the principal amount of the sale, interest rate, date of maturity and name of the purchaser.

**Resolution 015-18**

**RESOLUTION AUTHORIZING THE TAX COLLECTOR,  
UTILITY COLLECTOR OR CHIEF FINANCIAL  
OFFICER TO IMPOSE A SERVICE CHARGE TO AN  
ACCOUNT FOR WHICH A CHECK OR OTHER  
WRITTEN INSTRUMENT WAS RETURNED FOR  
INSUFFICIENT FUNDS**

**WHEREAS**, P.L. 1990, Chapter 105, supplementing Title 40 of the New Jersey State Revised Statutes has been enacted to allow a municipality the authority to impose a service charge to be added on an account which was by check or other written instrument returned for insufficient funds; and,

**WHEREAS**, whenever an account is owing a municipality for property tax, municipal utility charges or special assessment, the service charge authorized by this section shall be included on whatever list of delinquent accounts is prepared for the enforcement of the lien.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Tax Collector, Utility Collector or Chief Financial Officer be authorized to charge the aforementioned fee at a rate of \$20.00 per check or other written instrument for all checks returned for insufficient funds during the year; and,

**BE IT FURTHER RESOLVED**, that the Tax Collector, Utility Collector or Chief Financial Officer may require future payments to be tendered in cash or by certified or cashier’s check; and,

**BE IT FINALLY RESOLVED** that a certified copy of this Resolution be forwarded to the Chief Financial Officer, Tax Collector, Utility Collector and the Borough Auditor.

**Resolution 016-18      RESOLUTION ESTABLISHING MUNICIPAL FEES FOR 2018**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the fees as listed below be and are hereby established for 2018:

Water/Sewer/Tax Certification	\$ 15.00
Zoning Ordinance Book	\$ 25.00
Environmental Resource Inventory Book	\$ 25.00
Code Book of the Borough and Code Book updates	at cost
Street Map	\$ 0.75
Master Plan	\$ 25.00
Certified List of Property Owners	\$ 10.00
Tax Sale Redemption Certificate	\$ 10.00
Duplicate Tax Sale Certificate	\$100.00
Duplicate Tax Bill	\$ 5.00
Duplicate Tax Bill – Subsequent	\$ 25.00
Copy of Tax/Water/Sewer Records	\$ .05 per page
Official Tax Search	\$ 10.00
Tax Search Continuation per year	\$ 2.00
Unofficial Tax Search	\$ .05 per page
Municipal Assessment Search	\$ 10.00
Assessment Search Continuation per year	\$ 2.00
Tax Map Page Duplicate	at cost
Annual Dog Licensing, neutered/spayed	\$ 10.00
Annual Dog Licensing, Not neutered/spayed	\$ 13.00
Cat Licensing, neutered/spayed	\$ 10.00
Dog/Cat Licensing Late Fee imposed after April 30	\$ 5.00/month
Death Certificate (Certified Copy)	\$ 5.00
Birth Certificate (Certified Copy)	\$ 5.00
Marriage Certificate (Certified Copy)	\$ 5.00
Check Returned for Insufficient Funds	\$ 20.00
Registration – Public Utility (N.J.S.A. 40:55D-18.1	\$ 10.00
Mental Health Records Search	\$ 15.00
Notary Public, nonresidents	per statute
Tax Lien Redemption Calculation, 3 <sup>rd</sup> request	\$ 50.00
Copies of Government Documents	\$ 0.05 per letter size page \$ 0.07 per legal size page or actual cost (special charges/fees per statute delivery/ postage fees additional)

**Resolution 017-18      RESOLUTION ESTABLISHING DPW FEES FOR THE  
2018 CALENDAR YEAR**

**WHEREAS**, from time to time private individuals and/or businesses must be charged for services provided by the Stanhope Department of Public Works due to an emergency situation, vandalism, accident, neglect or other situations requiring the services of the Department; and

**WHEREAS**, said charges must be based upon the DPW Operator’s hourly salary rate and an established rate for the various pieces of equipment utilized by the Department of Public Works in such instances;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, New Jersey, that charges for said services provided by the Stanhope Department of Public Works shall be as follows for the year 2018:

EQUIPMENT

Backhoe/loader	\$50.00 per hour
Vac-All/Sweeper	\$50.00 per hour
Sewer jet truck	\$50.00 per hour
5-yard dump truck	\$40.00 per hour
2-yard dump truck	\$25.00 per hour
Compressor	\$25.00 per hour
Generator	\$10.00 per hour
Mud pump	\$10.00 per hour
Concrete Cutter	\$150.00 per hour including the Operator

MANPOWER

DPW Operator’s Hourly Salary Rate times 1.35

**Resolution 018-18                      RESOLUTION ESTABLISHING PETTY CASH FUNDS  
FOR THE 2018 CALENDAR YEAR**

BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that the following petty cash funds be re-established for 2018:

Chief Financial Officer	\$200.00
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**Resolution 019-18                      RESOLUTION DESIGNATING AMBULANCE AND FIRE  
SERVICE AGENCIES FOR THE 2018 CALENDAR YEAR**

BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that the Stanhope-Netcong American Legion Ambulance Squad is hereby designated the Borough’s agency provider of ambulance and first aid services for 2018; and

BE IT FURTHER RESOLVED that the Stanhope Hose Company No. 1 is hereby designated the Borough’s agency provider for Emergency Fire Response services for 2018.

**Resolution 020-18                      RESOLUTION ESTABLISHING THE BOROUGH’S  
HOLIDAY SCHEDULE FOR 2018**

WHEREAS, Chapter 32, Section 12 of the Code of the Borough of Stanhope establishes the Holiday schedule for Borough employees; and

WHEREAS, normal business operations, except for necessary services, are suspended and Borough offices are closed on said list of Holidays established;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey, in accordance with the Code of the Borough of Stanhope, the following dates be and are hereby determined to be the Borough Holiday schedule for the year 2018:

New Year’s Day:	Monday, January 1
Martin Luther King Day:	Monday, January 15
President’s Day:	Monday, February 19
Good Friday:	Friday, March 30
Memorial Day:	Monday, May 28
Independence Day:	Wednesday, July 4
Labor Day:	Monday, September 3
Columbus Day:	Monday, October 8
Veterans Day:	Monday, November 12 (Observed)
Thanksgiving Day:	Thursday, November 22
Day after Thanksgiving:	Friday November 23
Christmas Eve:	Monday, December 24
Christmas Day:	Tuesday, December 25

BE IT FURTHER RESOLVED this Resolution shall be posted in the Municipal Building and copies made available to Borough personnel.

**Resolution 021-18**

**RESOLUTION AUTHORIZING THE  
BOROUGH'S TAX ASSESSOR AND BOROUGH  
ATTORNEY TO REPRESENT THE BOROUGH  
BEFORE THE SUSSEX COUNTY BOARD OF  
TAXATION AND NEW JERSEY TAX COURT**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Municipal Tax Assessor and Municipal Attorney be and are hereby authorized to defend before the Sussex County Board of Taxation and Tax Court of the State of New Jersey all contested appeals and to initiate municipal appeals to correct the Borough of Stanhope's tax list including but not limited to rollback complaints, added and omitted assessment complaints, and such other appeals as are necessary to correct the assessments for the Borough of Stanhope;

**AND BE IT FURTHER RESOLVED** that the Municipal Tax Assessor and Municipal Attorney be and are hereby designated as the agents of the Borough of Stanhope for the purpose of signing settlements of the foregoing matters by stipulation.

**Resolution 022-18**

**RESOLUTION AUTHORIZING THE BOROUGH  
ADMINISTRATOR TO EXECUTE HOLD  
HARMLESS AGREEMENTS ON BEHALF OF  
THE BOROUGH WITH ANY PERSON OR  
ENTITY UTILIZING BOROUGH OWNED  
LANDS OR BUILDINGS**

**WHEREAS**, the Borough of Stanhope is a member of the Morris County Joint Insurance Fund which approved a standard form of hold harmless to be used by the member municipalities; and

**WHEREAS**, this standardized hold harmless must be executed by any person, entity, organization, or corporation wishing to use, rent, or otherwise temporarily occupy any land and/or structure owned by the Borough of Stanhope; and

**WHEREAS**, the process of executing this hold harmless would be greatly hampered if the Borough Council had to authorize the execution of each separate hold harmless agreement and instead the Borough Administrator should be authorized to execute those agreements on behalf of the Borough of Stanhope.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Borough Administrator is hereby authorized to execute on behalf of the Borough all hold harmless agreements made necessary by the use of Borough owned land and/or structures by any person, entity, organization, or corporation.

**Resolution 023-18**

**RESOLUTION DESIGNATING THE BOROUGH  
ADMINISTRATOR, DEPARTMENT HEADS, AND  
TAX ASSESSOR AS DEPUTY CUSTODIANS OF  
PUBLIC RECORDS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Borough Administrator, all Department Heads, and the Tax Assessor be designated as Deputy Custodians of Public Records to assist the Custodian of Records in the performance of duties related to P.L. 2001, c404, commonly referred to as the Open Public Records Act (OPRA).

**Resolution 024-18**

**RESOLUTION ESTABLISHING AN EXECUTIVE SAFETY  
COMMITTEE AS REQUIRED BY THE MORRIS COUNTY  
MUNICIPAL JOINT INSURANCE FUND**

**WHEREAS**, the Borough of Stanhope is a member of the Morris County Municipal Joint Insurance Fund; and

**WHEREAS**, the Morris County Municipal Joint Insurance Fund requires the establishment of an Executive Safety Committee; and

**WHEREAS**, members of the Morris County Municipal Joint Insurance Fund participate in safety programs primarily designed to teach employees to perform in a safe and efficient manner;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that the following employees are hereby authorized to serve on the Executive Safety Committee:

Brian McNeilly, Administrator	JIF Commissioner
Dana Mooney, CFO	Alternate JIF Commissioner

**Resolution 025-18**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE  
BOROUGH OF STANHOPE APPOINTING WAYNE F.  
DIETZ OF SKYLANDS RISK MANAGEMENT, INC. AS  
THE BOROUGH’S RISK MANAGER**

**WHEREAS**, the Borough of Stanhope has resolved to join the Morris County Municipal Joint Insurance Fund, following a detailed analysis; and

**WHEREAS**, the bylaws of said Funds require that each Governing Body appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the bylaws; and

**WHEREAS**, the Board of Fund Commissioners established a fee equal to six percent (6%) of the Municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and

**WHEREAS**, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

**NOW THEREFORE**, be it resolved that the Mayor and Council of the Borough of Stanhope does hereby appoint Wayne F. Dietz of Skylands Risk Management, Inc. as its Risk Management Consultant in accordance with the Fund's bylaws; and

**BE IT FURTHER** resolved that the Governing Body is hereby authorized and directed to execute the Risk Management Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1) (a) (i).

**MAYOR’S APPOINTMENTS**

**Resolution 026-18**

**RESOLUTION APPROVING THE MAYOR’S  
APPOINTMENTS TO THE BOARD OF HEALTH WITH  
COUNCIL CONCURRENCE**

Mayor’s appointments to the Board of Health with Council concurrence as follows:

Paula Zeliff-Murphy, 3-year term, term to expire 12.31.20  
Janett Gibbons, 3-year term to expire 12.31.20

**BE IT RESOLVED** by the Council of the Borough of Stanhope that they do hereby concur with the Mayor’s appointments herein named to the Stanhope Board of Health.

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

**Resolution 027-18**

**RESOLUTION APPROVING THE MAYOR’S  
APPOINTMENT TO THE RECREATION  
COMMISSION WITH COUNCIL CONCURRENCE**

Mayor’s appointments to the Recreation Commission as follows:

Christine Aemisegeo, 5-year term, term to expire 12-31-22  
Lisa DiDomenico, 5-year term, term to expire 12-31-22

**BE IT RESOLVED** by the Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that they do hereby concur with the Mayor's appointment herein named to the Recreation Commission.

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

**Resolution 028-18**

**RESOLUTION APPROVING THE MAYOR'S  
APPOINTMENT OF THE BOROUGH  
REPRESENTATIVE TO SOLID WASTE  
ADVISORY COUNCIL WITH COUNCIL  
CONCURRENCE**

Mayor's appointment of Donald Drake as the Borough representative to the Solid Waste Advisory Council for 2018 with Council concurrence.

**BE IT RESOLVED** by the Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that they do hereby concur with the Mayor's appointment herein named Borough representative to the Solid Waste Advisory Council for a one-year term to expire on December 31, 2018.

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

**Resolution 029-18**

**MAYOR'S APPOINTMENTS TO THE LAND USE BOARD**

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

Class II:	Thomas Pershouse – 1 year term, term to expire 12-31-18
Class IV:	John Maguire – 4 year term, term to expire 12-31-21
Class IV:	Joseph Torelli – 4 year term to expire 12-31-21

**Resolution 030-18**

**MAYOR'S APPOINTMENTS TO THE ENVIRONMENTAL  
COMMISSION**

Mayor's appointments to the Environmental Commission are as follows:

Owen Newson, 3-year term to expire 12-31-20

John Rogalo, Chairman, 1-year term to expire 12-31-18

**ELECTION OF COUNCIL REPRESENTATIVE TO THE LAND USE BOARD**

On motion by Councilwoman Kuncken, seconded by Councilman Thornton, Thomas Romano was elected as Council Representative to the Land Use Board for the year 2018.

Roll Call:

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

**OATHS OF OFFICE**

Mayor Maio invited Officer William Heater to step forward to be sworn in as Sergeant to the Stanhope Police Department. Ursula Leo, Borough Attorney administered the Oath of Office to Sergeant Heater. Mayor Maio offered congratulations to Officer Heater on his promotion to the position of Sergeant.

Mayor Maio invited Fire Chief Alan Bookspan and other officers for the Stanhope Hose Company No. 1 to step forward to be sworn in. Ursula Leo, Borough Attorney, administered the Oath of Office to the officers of the Stanhope Hose Company No. 1.

Mayor Maio invited all appointees to Boards and Commissions who were present to come forward and have their oaths of office administered by Borough Attorney, Ursula Leo.



## **MAYOR'S HIGHLIGHTS OF 2017**

Mayor Maio provided highlights of 2017. It's always a bit of a challenge to look back at what we've accomplished during the past year and to reflect on the changes that have taken place and the challenges that we've met.

On balance I'd say we had a pretty good year. We were awarded two grants – one a federal TAP grant and one a New Jersey DOT grant – totaling over a million dollars. The grants will cover the much-needed reconstruction of the Borough-owned portion of Sparta Road (from Brooklyn Road north to the bridge) and incorporate traffic calming elements including the planting of mature trees and the installation of decorative lighting, electronic crosswalks and bike lanes. The grants will also cover the cost of lighting along the path from Highpoint Condominiums to the Stanhope School and the path that runs from Delaware Avenue to Lenape Valley Regional High School. Both paths are heavily used by walkers, bikers and school children.

The Main Street crosswalks were refurbished and we extended the decorative lighting with the installation of seven additional lamp posts from Church Street to Route 183.

The Route 183 pedestrian walkway project which had been held up for over a year while we obtained construction easements was completed and sidewalks were installed from Stonegate Lane to Acorn Street. This project – paid for largely with funds from a state grant – completes a pedestrian friendly loop through the Borough from Netcong to Byram.

We successfully petitioned the State Department of Transportation to reduce the speed limit on the portion of Route 206 that runs through the Borough. This change will enable commercial development of a previously vacant piece of highway property. That project, which includes a convenience store and gas station, will go before the Land Use Board this month. When completed, it will bring a much-needed commercial ratable to the Borough. And it will, we hope, spark additional development in the highway commercial zone.

Our infrastructure projects included milling and paving of several Borough streets, the rehabilitation of storm drains in almost every neighborhood and the on-going replacement of water meters in all Borough homes.

The DPW staff completed work at Lakeside Park with driveway repairs and the installation of fencing, picnic tables and garbage and recycling containers. The final step in the restoration of the park which began in 2016 will be the planting of native bushes to be undertaken by the Environmental Commission in the spring of 2018. Lakeside Park, which went largely unused for many years, has now become an inviting spot for residents to fish or just sit and enjoy the lake.

And speaking of the lake – we continue to support both financially and with volunteer manpower, the efforts of the Lake Musconetcong Regional Planning Board. We applaud their work and note that the lake continues to show improvement and has experienced significant reduction in the growth of invasive plants. The board this year took delivery of a \$365,000 hydro rake, obtained with a federal grant, which will be used to remove vegetation from the bottom of the lake. The Borough is providing winter storage for the hydro rake, its conveyor and transport trailer.

We renewed shared services agreements with Hopatcong for animal control, with Netcong for Emergency Management, with Sparta for dispatch services and with Sussex County for recycling and fire inspection. In addition, we continue our arrangement with Hopatcong for our shared municipal court.

We applied for a \$250,000 Municipal Aid Grant for the milling and resurfacing of Musconetcong Avenue. If received, the grant will be awarded in 2018 and the project will likely be undertaken in 2019 following the replacement of water lines.

The year was marked with changes in personnel as we saw the retirements of DPW Superintendent Bill Storms and Sergeant Charles Zweigle of the Stanhope Police Department. Both left us after 25 years of service. While their departures meant a significant loss of experience in both departments, we were fortunate in having skilled staff with which to replace them. Jason Titsworth was appointed Acting DPW Superintendent and Officer Bill Heater was promoted to Sergeant. At the

same time, Rickie Crawn joined the DPW staff and Corey Kunzer became the newest member of the Stanhope Police Department.

The energy aggregation program we renewed last year with Concord Energy Services kicked in this Spring with participating Borough residents realizing a 22% savings in the generation portion of their JCP&L bills ... And that may be the only bright spot to the sub-freezing temperatures we have been experiencing.

While we have much to rejoice in, the year was not without its share of grief. Sadly, we lost two young men under tragic circumstances. Dominic Ceciri, a student at Sussex Vo-Tech, was killed on his way home from school while crossing Route 183, and Edward – Bear – Frenenski, a member of the Stanhope Fire Department, died in the line of duty during a training drill. We mourned as a community and shared the grief of their families.

We move into the new year with great expectations and cautious optimism.

The Sparta Road/trail lighting project – the TAP grant – will no doubt require more discussion and planning in order to comply with the guidelines established by the fact that we will be spending federal grant money. It's a huge project but when completed, Sparta Road will be safer for motorists, pedestrians and cyclists and the Borough's most heavily used trails will be safer and more welcoming.

Our on-going infrastructure projects, including the milling and paving of select Borough roads will be augmented by a Flow Meter study of the sewer system to identify areas where in-flow may be unnecessarily adding to our costs.

Potential capital projects, ranging from improvements to the remaining portions of the water system and upgrade to the sewer pump stations to renovations to the municipal building and potential equipment purchases for the DPW, fire department and ambulance squad, will all be reviewed for purposes of long-term bonding so that we can achieve the best possible rates.

And, of course, we'll begin our work by developing an efficient and fiscally responsible budget that maintains and supports the quality of life our residents have come to expect.

There are certainly many projects on the wish list of our employees, the volunteers who serve on our boards and commissions and every member of the governing body. We can't do them all, but we can, and will, review them all and move forward with those that support our goal of making Stanhope a safe and pleasant place to live and work.

Infrastructure, public safety and developing a fiscally responsible budget will, and should, always be our first responsibility. I encourage our residents to continue to bring their ideas and concerns to us, to challenge us and to work with us to keep Stanhope a community of which we can all be proud.

Thank you and God bless us all!

### **CITIZENS TO BE HEARD**

Mayor Maio opened the meeting to the public and invited anyone who wishes to come forward to do so.

Carl Lazarro, on behalf of the Sussex County Freeholders, offered congratulations to the elected officials and best wishes to the governing body.

Jeanne Schwartz, Overseer of the Poor, thanked the many people and organizations that contributed to a very successful giving season for the less fortunate in our community. Ms. Schwartz thanked the Borough Clerk and Deputy Clerk for helping coordinate the list and pick-up of the gifts. Ms. Schwartz also thanked the Lake Hopatcong Elks, Isolatek, Stanhope Methodist Church, Lakeview Heights, the Stanhope Presbyterian Church, which in addition to their donations, allows the use of their facility to store the gifts, and the American Legion for their donation of Shoprite gift cards for Thanksgiving and Christmas. Ms. Schwartz again thanked all who contributed.

Mayor Maio recognized and thanked Jeanne Schwartz for her efforts throughout the year.

Mitch Ellicott, former Chief of the Stanhope Fire Department, thanked the Mayor, Council and Administrator for their help during the past two years he served as Chief of the Fire Department. He also thanked the Administrator and CFO who were instrumental in securing uniforms for the department after a structure fire at the location of their uniforms.

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

**ADJOURNMENT**

On motion by Councilwoman Kuncken, seconded by Councilman Thornton and unanimously carried by voice vote, the meeting was adjourned at 7:50 P.M.

Approved:

Ellen Horak, RMC  
Borough Clerk