

**MAYOR AND COUNCIL
REGULAR MEETING
February 27, 2018
7:00 P.M.**

CALL TO ORDER

SALUTE TO COLORS

Mayor Maio invited all those present to stand in a salute to the colors.

MAYOR'S STATEMENT AS TO COMPLIANCE WITH P.L. 1975

Adequate Notice of this Meeting has been provided according to the Open Public Meetings Act, Assembly Bill 1030. Notice of this Meeting was included in the Annual Meeting Notice sent to the New Jersey Herald and the Daily Record on January 3, 2018 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:

Councilwoman Kuncken – present	Councilwoman Thistleton - present
Councilman Riccardi - present	Councilman Thornton - present
Councilman Romano – present	Councilwoman Zdichocki - present

Mayor Maio – present

Mayor Maio introduced Attorney Tom Prol, who will be filling in for Borough Attorney Ursula Leo, who is on vacation.

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:

January 2, 2018	Reorganization Meeting
January 9, 2018	Work Session/Agenda Meeting & Closed Session
January 23, 2018	Business Meeting & Closed Session
January 30, 2018	Special Budget Meeting

On motion by Councilman Romano, seconded by Councilwoman Kuncken and carried by majority voice vote, the above listed minutes were approved. Councilman Riccardi abstained from the minutes of January 2, 2018 and January 9, 2018.

CORRESPONDENCE (List Attached)

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

COUNCIL COMMITTEE REPORTS

Public Safety – Councilwomen Kuncken/Thistleton

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

Councilwoman Kuncken reported the Fire Department, for the month of January, answered 23 calls, had a total of 171.25-man hours, 4 mutual aid calls, 3 drills and 1 meeting for a total of

313.75-man hours. Councilwoman Kuncken read the fire inspection report, noting the report is in a new format which is easier to understand than the prior reporting format. There were 8 inspections done during the month of January. The back page of the report is an inspection history report of failures only.

Councilwoman Kuncken reported the Police Department, for the month of January, responded to a total of 332 calls.

Councilwoman Kuncken reported the Ambulance Squad, for the month of January, responded to 27 calls in Stanhope, 45 in Netcong, and no standbys for a total of 73 calls. There was 1 out of town call to Byram. The total number of calls was 73. They treated 52 patients and made 44 trips to the hospital. There were no assists. Volunteer hours totaled 289 hours and 13 minutes. They travelled 1,192 miles.

Councilwoman Kuncken added, about a week ago, she watched the Ambulance Squad perform an ice rescue drill. There were about 10 members present. Councilwoman Kuncken said it was very interesting witnessing the ice rescue. The Fire Department also performed a similar drill. Councilwoman Kuncken noted both are working on their skills and keeping them up-to-date.

Finance & Administration – Councilman Romano/Councilwoman Kuncken

Councilman Romano reported tax delinquencies are down in the first quarter and is partly due to people who prepaid last month. Water collection for the month of January was \$29,127.66 and sewer collection for the month of January was \$40,814.99. Councilman Romano added that the Borough is solvent.

Community Development – Councilwoman Zdichocki/Councilman Thornton

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

Councilwoman Zdichocki reported, for the month of January, there were 2 permit applications and 6 notices of violations issued. As of January 31st, collection for registration of abandoned properties is \$34,750.

Municipal Infrastructure – Councilman Thornton/Councilwoman Zdichocki

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

Councilman Thornton stated he has nothing to report.

Information Technology – Councilmen Riccardi/Romano

Councilman Riccardi reported the Borough will be moving forward on the scanning project.

Boards/Commissions – Councilwoman Thistleton/Councilman Riccardi

Councilwoman Thistleton stated due to weather conditions, many of the board and commission meetings for the month were cancelled. Councilman Thornton asked for an update on the meetings with Netcong regarding summer camp. Councilwoman Thistleton responded Netcong is very interested in the combined summer camp and they will be having another meeting with Netcong later this month. Administrator McNeilly reported Byram is looking for a part-time Recreation Director. The previous director was full-time. The part-time director will be in charge of the field program. They are looking for someone to run the summer program and are looking for a much more scaled back summer program, with activities at the school and no trips. Byram is interested in discussing a possible scaled back joint three town camp for the summer. The governing body agreed they should pursue the three-town joint camp; however, they should continue discussions with Netcong on their joint program. Administrator McNeilly will inform the governing body once he receives the name of the person Byram hires as director.

ADMINISTRATOR'S REPORT

Borough Hall Renovation – Administrator McNeilly reported he is meeting with Ken Fox on Thursday to review the old plans and to set-up the timeline and design review schedule.

NJDOT TAP Grant – Administrator McNeilly reported he and Eric Keller met with Milan from NJDOT Local Aid Office to discuss the TAP Grant. It was a very good and productive meeting. The focus was on the 12-page questionnaire that we are in the process of completing. Milan was most helpful and offered preliminary plan review at the 30% design stage. He also walked me

through the policies and procedures. Administrator McNeilly noted he needs to work with Eric Keller's assistance to create the RFP for construction management and inspection. The person who designs the project cannot do the inspections.

Maple Terrace Parking Restrictions – Administrator McNeilly reported he and Jason measured out the area on Maple Terrace for possible parking restrictions. Attached to the Administrator's Report is a copy of the area on the tax map as well as pictures taken of the hill on the road. The measured area starts 134 feet from the westerly side of the intersection with Brooklyn Road. The restriction would be both sides of the road for a distance of 188 feet. Mayor Maio asked why the restricted area stops short of Brooklyn Road, adding there is a sight issue at that location. She would prefer no parking from the hill to Brooklyn Road. The governing body discussed the length of the restricted parking and the homeowners who will be impacted if they were to start the restricted parking where the Administrator indicated and bring it down to Brooklyn Road. There are four houses on one side and 2 houses on the other side of Maple Terrace that will be affected. Councilman Romano noted all 6 properties have ample driveway parking. There was discussion on the length of the restricted parking and a question about the possibility of making it a one-way road. Councilwoman Kuncken questioned, if the governing body decides to move forward with restricting parking, will the property owners be notified. The governing body agreed the property owners should be notified when there will be a discussion on the topic. Administrator McNeilly noted there are four options available: 1) to do nothing; 2) do the restricted parking plan discussed; 3) make the road a one-way road; or 4) cut down the hill. Mayor Maio noted cutting down the hill is one of the capital project planned; however, not for this year's plan. Mayor Maio expressed her opinion that the simplest solution is to restrict parking on both sides of the street from Brooklyn Road to the top of the hill. Council agreed. Discussion on this matter will be conducted at the March 13th meeting. Administrator McNeilly will send notices to the six affected homeowners informing them of the discussion that will take place at the next meeting.

Hepatitis B Vaccine – Administrator McNeilly reported arrangements have been made with Sussex County to once again provide first responders the ability to get the required shots.

Easter Egg Hunt – Administrator McNeilly reported the Easter Egg Hunt is scheduled for March 24th at 12:00 noon. The governing body needs to authorize the road closure of Musconetcong Avenue from Maple Terrace to Towpath Lane. On motion by Councilwoman Kuncken, seconded by Councilman Thornton and carried by unanimous voice vote, the Mayor and Council authorized the road closure of Musconetcong Avenue from Maple Terrace to Towpath Lane. Administrator McNeilly will inform the Police Chief. Administrator McNeilly also reported that the porta john will be delivered on March 1st.

JIF Loss Control Inspection – Administrator McNeilly reported the Borough DPW passed the annual inspection with flying colors. They only received one minor notation. The inspector is looking for a load rating for the loft area that was built a few years ago. Jason is working with Eric on this matter. Considering all the facilities, equipment, park and vehicles the Borough has, it was an excellent report.

Mayor Maio informed the Administrator that the Shade Tree Commission is again asking for a DPW employee to attend the core training for shade trees. This will help with the Borough's Tree City designation as well as assist the Shade Tree Commission when there is a question about the viability of trees. Administrator McNeilly will coordinate with Jason attendance at the core training session by a DPW employee.

Councilman Riccardi asked the Administrator if he received the cost analysis for the firearm replacement (trade-in) value. Administrator McNeilly responded he does not have an exact number. The Chief explained to him that the cost of the guns is \$6,742. He does not know what the trade-in value will be at this time, but there is not a large trade-in value for the firearms.

COUNCIL DISCUSSION

2018 Municipal Budget – Mayor Maio reminded Council they will be introducing the Budget at the March 13th meeting.

TAP Grant (Sparta Road) – Mayor Maio noted there is no updated discussion for this topic.

Tower Communications - Mayor Maio asked the Administrator for an update on the tower. Administrator McNeilly responded he does not have a final number. The project will not happen until the Borough has the capital budget in place. The money will become available at the end of May and the project should happen about a month after that. Administrator McNeilly noted this will be a summer project. Administrator McNeilly explained the idea is for the cable coming down from the antenna to be as short as possible. It will come down the leg and go right into the cabinet. There will be a 4' by 4' pad poured for the cabinet and 120 volts will be run directly to the cabinet.

Flow Monitors – Mayor Maio asked for an update on the flow monitors. Administrator McNeilly responded Eric Keller will need to give an update at the next meeting. They have the price for the meters. Eric Keller gave an estimate of his charges for monitoring and analysis of the data in the amount of \$15,150. Administrator McNeilly added, they are ready to proceed with the project.

Councilwoman Kuncken asked to address the tower communication topic again. When they began discussions on this it was a result of the Byram tower and they were in discussing it relating to the Ambulance Squad. Councilwoman Kuncken asked if the Fire Department is aware since Alan Bookspan is now the Fire Chief. Administrator McNeilly responded in the affirmative.

Mayor Maio reminded Council that the Fire Department Installation Dinner is Saturday night.

Mayor Maio noted the Borough received a formal budget request from the Lake Musconetcong Regional Planning Board and it is exactly within the scope of the budget the Borough approved.

OLD BUSINESS

Ordinance for Public Hearing and Final Adoption

Ordinance 2018-01

CALENDAR YEAR 2018 ORDINANCE OF THE BOROUGH OF STANHOPE, COUNTY OF SUSSEX, NJ TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Mayor and Council of the Borough of Stanhope in the County of Sussex finds it advisable and necessary to increase its CY 2018 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Mayor and Council hereby determines that a 1.0% increase in the budget for said year, amounting to \$35,285.41 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS, the Mayor and Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Mayor and Council of the Borough of Stanhope, in the County of Sussex, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2018 budget year, the final appropriations of the Borough of Stanhope shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$123,498.94, and that the CY 2018 municipal

budget for the Borough of Stanhope be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Mayor Maio opened the meeting to the public for questions or comments on this ordinance only. Seeing no one from the public wishing to speak, Mayor Maio closed the public portion of the meeting.

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

Roll Call:

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

On motion by Councilman Romano, seconded by Councilman Riccardi, and unanimously carried by voice vote, the Mayor and Council instructed the Clerk to post the ordinance and authorized publication of same.

NEW BUSINESS

Ordinance for Introduction and First Reading

Ordinance 2018-02

AN ORDINANCE OF THE BOROUGH OF STANHOPE, COUNTY OF SUSSEX, NEW JERSEY AMENDING ORDINANCE 2017-02 FIXING THE SALARY AND WAGES FOR BOROUGH EMPLOYEES AND OFFICIALS

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

SECTION 1. The annual salary, wage and compensation to be paid to Borough Employees and Officials as contained in Section 1 of Ordinance 2017-02 is hereby amended to add the following temporary position and following salary:

Construction Secretary – Extra Hours \$25.61 per hour

SECTION 2. This Ordinance shall become effective immediately upon final adoption and publication as required by law.

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

Roll Call:

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

On motion by Councilman Romano, seconded by Councilman Riccardi, and unanimously carried by voice vote, the Mayor and Council instructed the Clerk to post the ordinance and authorized publication of same.

RESOLUTIONS

Resolution 050-18

AUTHORIZE SHARED SERVICES AGREEMENT WITH SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY FOR THE PROVISION OF CERTIFIED RECYCLING PROFESSIONAL SERVICES TO CERTIFY AND SUBMIT THE 2017 RECYCLING TONNAGE REPORT TO NJDEP

WHEREAS, New Jersey’s Recycling Enhancement Act (REA) requires that reports or other recycling-related documents be signed/certified by a Certified Recycling Professional (CRP); and

WHEREAS, the Uniform Shared Services and Consolidation Act (N.J.S.A 40A:65-1, et, seq.) (hereinafter, “the Act”) provides that local units of government may enter into a contract to provide or receive any service that either local unit participating in the Agreement is empowered to provide or receive within its own jurisdiction, including services incidental to the primary purposes of any of the participating units (N.J.S.A. 40A:65-4); and

WHEREAS, the Borough of Stanhope will prepare the 2017 Recycling Tonnage Report; and

WHEREAS, the Borough of Stanhope has requested the services of the SCMUA in the form of the District Recycling Coordinator as a Certified Recycling Professional to certify and submit the required 2017 Borough of Stanhope Recycling Tonnage Report to NJDEP by April 30, 2018; and

WHEREAS, SCMUA has the qualified staff to certify the Recycling Tonnage Report prepared by the Borough of Stanhope and electronically submit it to NJDEP on behalf of the Borough of Stanhope under the terms and conditions set for in the Shared Services Agreement.

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

1. The Mayor is hereby authorized to sign the Shared Services Agreement with SCMUA, for the provision of a Certified Recycling Professional Services to certify and submit the 2017 Recycling Tonnage Report to NJDEP.
2. This Resolution shall take effect immediately.

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

Roll Call:

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

Resolution 051-18

RESOLUTION AUTHORIZING A REFUND OF OVERPAYMENT OF TAXES

WHEREAS, the tax servicing company CoreLogic made a payment on Block 11640 Lot 7 on November 8, 2017 in error; and

WHEREAS, the homeowner of that property had already made payment of 4th quarter 2017 taxes, and therefore the payment by CoreLogic created an overpayment on that account.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Stanhope, that a warrant be drawn to Corelogic in the designated amount representing a refund of an overpayment of taxes, as follows:

Block	Lot	Qual	Name & Address	Tax Year	Amount
11604	7		CoreLogic	2017	\$2,157.69

Re: Property Location 13 Dell Road

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:

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

Mayor's Appointment

Resolution 052-18

RESOLUTION APPROVING THE MAYOR'S APPOINTMENT OF MARGUERITE W. ELLICOTT, AS A MEMBER OF THE STANHOPE FIRE DEPARTMENT

Mayor's appointment of Marguerite W. Ellicott, as a member of 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 Marguerite W. Ellicott, as a Member of the Stanhope Fire Department effective immediately.

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

PAYMENT OF BILLS

Resolution 053-18

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 February 27, 2018 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:

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

ATTORNEY'S REPORT

No report given.

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.

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 – Litigation (Mid-Atlantic Salt vs Morris County Coop)
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 Councilman Riccardi, and unanimously carried by voice vote, the foregoing resolution was adopted.

The Mayor and Council went into Closed Session at 7:40 P.M.

RETURN TO OPEN SESSION

At the conclusion of the Closed Session, the Mayor and Council reconvened the public meeting at 7:45 P.M. with all present.

Mayor Maio informed Council she received an email from Concord Energy stating the Borough’s savings to the resident is almost \$69,000. Mayor Maio is pleased with the savings to the residents of the Borough.

ADJOURNMENT

On motion by Councilwoman Kuncken, seconded by Councilwoman Thistleton, and unanimously carried by voice vote the meeting was adjourned at 7:47 P.M.

Approved:

Ellen Horak, RMC
Borough Clerk