

**MAYOR AND COUNCIL
WORK SESSION AND
AGENDA MEETING
June 12, 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 - absent
Councilman Romano – present	Councilwoman Zdichocki - present

Mayor Maio – present

ENGINEER'S REPORT

Mayor Maio invited Eric Keller, Borough Engineer, forward to give his report.

Sparta Road TAP Grant – Eric Keller, Borough Engineer, stated a permit is being submitted to the DEP this week. A wetland permit is required for the improvements along the trail to the high school because they are within a wetland transition area. Copies will be sent to the NJDOT in an effort to have their DEP liaison keep this paperwork expedited. It is anticipated that the permit review will take three to six months. A Categorical Exclusion Document has been submitted to the NJDOT for review along with the plans. Mr. Keller stated he is working on the specifications for the project. Federal monies are included for this project and therefore certain requirements must be put in place. The specifications will be sent to the Borough Attorney for review. An RFP is being created for the Construction Management and Observation Services. Mr. Keller reminded the Governing Body a parking ordinance is required for Sparta Road. Currently an ordinance does not exist for parking restrictions on Sparta Road. The ordinance has to limit parking on the north bound side and prohibit parking on the south bound side. Mayor Maio stated the Borough Attorney needs to be contacted and asked to draft the parking ordinance. Mr. Keller stated he has not found any regulations which state the location of bike lanes must be codified. Mr. Keller suggested the Borough Attorney be asked to verify if an ordinance is required for the bike lanes.

Flow Meter Study – Mr. Keller stated National Water Main was onsite last Thursday. The lateral line on Spring Lane was successfully grouted and sealed. Two manhole leaks were grouted and fixed which were between the pipes, the manhole and the connection. One was located on Spring Lane just up the street from the lateral and the other was on Brooklyn Road. Mr. Keller stated the DPW has videoed Brooklyn Road from Lloyd Avenue to Central Avenue. Part of Sparta Road was videoed and nothing was found there. The line from the DPW from Brooklyn Road to Woods Avenue was checked. The manholes up along the railroad were visually inspected. The flows at the manhole located near the habitat house are coming from somewhere. The feeds from Lloyd Avenue to the top of the hill and the three homes with ejector pumps will be examined. Administrator McNeilly stated Reeve Avenue, part of Lawrence

Avenue and part of Lloyd Avenue have been checked. Mr. Keller stated the section referred to as Port Morris West, which includes the old Morris Canal Restaurant, had elevated readings but not to the extent of Port Morris East, and Lloyd Avenue, Brooklyn Road and Musconetcong Avenue. Mr. Keller distributed a chart with readings taken last week at Musconetcong Avenue and reviewed the findings. The repair work was done on June 7th. There was a spike during the time of the repair due to the lines being flushed. Prior to the repair the readings were consistently above 1.8 inches of depth. After the repair the figures have dropped to 1.4 – 1.5. The MSA has installed two new meters. Administrator McNeilly stated there has been a significant drop. A longer run time is required to determine the actual amounts. There is a significant drop in #2 and an unexplained drop in #1 at the bottom of Dell Road. Mayor Maio stated there are many projects scheduled for the DPW but we cannot lose site of the fact that this project has to continue. A tickler list of projects needs to be created. Mr. Keller stated the flow meters will be removed this week and the report is being drafted. The final report should be available by mid-July. Mayor Maio asked Administrator McNeilly to speak with Jason Titsworth, Acting DPW Superintendent, to compile a timeline of projects for the summer and to have this topic added to the next agenda. Mr. Keller showed the Governing Body the video of the water lines and the repair.

Route 183 Project - Mr. Keller stated he met with Mr. Acosta yesterday to complete the final change order for the Route 183 project. The total contract amount to be paid is on the order of \$20,000 below the budget. This offsets the fact that more money had to be spent to manage and observe his work. Mr. Keller stated Mr. Acosta will reseed and complete the work next week in order to close out the project. Everything will then be processed with NJDOT so we can receive the final 25%, which is approximately \$75,000, and the project will be complete.

Mayor Maio thanked Mr. Keller for attending this evening's meeting.

ADMINISTRATOR'S REPORT

Recycling – Administrator McNeilly stated Blue Diamond reports no problems with the first pick this past Wednesday and Jason Titsworth, Acting DPW Superintendent, has reported collection at the DPW yard is going well. There was a minor glitch in that Blue Diamond followed the contract and delivered a 30 yard dumpster. A 20 yard low side dumpster is more convenient. Chris Kitchell, Blue Diamond, has been contacted and a request has been made for a 20 yard low side dumpster.

MSI Tax/Water & Sewer Lookup – Administrator McNeilly stated, as a follow-up to previous discussions, he would like to have the MSI Tax, Water & Sewer Lookup link added to the Borough's website. Not only will the link provide property owners the opportunity to lookup their current taxes and utility charges but it will also allow the banks, attorneys and the mortgage companies to access the information without having to call and speak to someone in the Finance Department. The link is active and accessible on the internet as public information but the link itself is not on the Borough website. Mayor Maio stated this topic was discussed in the past and the Governing Body had stated they were not interested in providing the link. Councilwoman Kuncken stated she is of the opinion this is a privacy issue. Administrator McNeilly stated many municipalities are providing this link on their websites. The link is provided by MSI. Much discussion took place regarding this issue.

Mayor Maio polled each council member and asked if they are in favor of providing the tax link. The results are as follows:

Councilwoman Thistleton – no	Councilman Romano – no
Councilwoman Zdichocki – no	Councilman Riccardi – yes
Councilwoman Kuncken – no	

Mayor Maio stated based on the results of the straw poll, the tax link will not be placed on the website.

Maryann Terrace – Administrator McNeilly stated a request was received for a “No Outlet” sign for Maryann Terrace. Administrator McNeilly stated he confirmed with Eric Keller, Borough Engineer, that no permit is required. The sign has been ordered.

Maple Terrace – Administrator McNeilly stated Jason Titsworth, Acting DPW Superintendent, has ordered the signage for Maple Terrace. Delivery is anticipated within two weeks and the signs will be installed as soon as possible. The Police Department will be notified once the signs are installed.

DPW Garage Lights Upgrade – Administrator McNeilly stated the vendor for the DPW garage lighting is working on a possible grant for a Smart Start Grant for this project. A similar grant was awarded to the Borough several years ago. There is a possibility the grant could be in the amount of \$1,500 - \$3,000. Councilwoman Zdichocki asked if the fixtures can be retro fit. Administrator McNeilly stated the current lights are fluorescent and will be replaced with LED.

Stanhope School – Administrator McNeilly stated Stanhope School has requested assistance for the removal of heavy parts of the old playground. Additionally, they are requesting previously approved assistance to remove the tire playground at the Linden Avenue location. The removal of the railroad ties will take approximately an hour and can be done once school is over for the summer. The work at the Linden Avenue School can wait until the fall.

Plaster Mill – Administrator McNeilly stated a letter has been received from the Environmental Commission regarding the repurposing of the Plaster Mill. Administrator McNeilly asked for the Governing Body's direction on this issue. Mayor Maio asked what is required to decommission the Plaster Mill. The Governing Body agreed to proceed to decommission the Plaster Mill. Mayor Maio asked Administrator McNeilly to speak with the Borough Attorney regarding this issue.

WORK SESSION

TAP Grant – No further discussion at this time.

Resolution Supporting State Legislation Providing Greater Campaign Finance Transparency and Limits Influence of Money in Politics – Mayor Maio stated this resolution, requesting support for State Legislation to provide greater campaign finance transparency, is asking for support for three or four bills which we have not read or seen. Councilwoman Kuncken stated not enough information has been presented in order to make a decision. Mayor Maio stated when resolutions are sent to the Governing Body they are generally received with a letter of request asking for support on a particular issue. Mayor Maio asked where this resolution came from. Councilman Riccardi stated he typed this resolution up as a guideline and is of the opinion that the State of NJ has a history of problems with politics and money. This is an effort to know where the funds are coming from. They would be open to public record and would be available online. Councilman Riccardi stated he will provide full copies of the bills and asked to have this item included for discussion at the next scheduled meeting.

NEW BUSINESS

RESOLUTIONS

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

Resolution 100-18

RESOLUTION TO AMEND BUDGET TO INCLUDE 2018 GREEN COMMUNITIES GRANT

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount, and

WHEREAS, the Borough of Stanhope has received notice from the Division of Parks and Forestry that we have been awarded \$3,000.00 for work performed under the Community Forestry Program – Green Communities Grant, and

WHEREAS, the Borough of Stanhope now wishes to amend its 2018 budget to include the additional grant funds approved of \$3,000.00 as a revenue.

NOW THEREFORE, BE IT RESOLVED that the Council of the Borough of Stanhope does hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2018 in the sum of \$3,000.00, which will be available as a revenue from:

- Miscellaneous Revenues
 - Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services – Public
 - And Private Revenues Offset with Appropriations: 2018 Green Communities Grant

BE IT FURTHER RESOLVED that a like sum of.....\$3,000.00 be and the same is hereby appropriated under the caption of:

- General Appropriations
 - (A) Public and Private Programs Offset by Revenues: 2018 Green Communities Grant, and

BE IT FURTHER RESOLVED that the Chief Financial Officer shall submit one copy of the Chapter 159 certification form to the Director of Local Government Services.

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 - absent |
| Councilman Romano - yes | Councilwoman Zdichocki – yes |

Resolution 101-18 **RESOLUTION AUTHORIZING STANHOPE BOROUGH TO APPLY FOR SAFE AND SECURE COMMUNITIES GRANT APPLICATION 18-1919**

WHEREAS, the Borough of Stanhope has a municipal Police Department that participates in the Federal Safe and Secure Communities Grant Program; and

WHEREAS, the Police Department has received application documents from the NJ Division of Criminal Justice of the Department of Law and Public Safety; and

WHEREAS, the Borough wishes to apply for funding of \$30,000 with a match of \$95,667.87 for an approximate project total cost of \$125,667.87 for a project under the Federal Safe & Secure Communities Grant Program;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that:

1. The Borough of Stanhope is hereby authorized to apply for a 2018 Safe and Secure Communities Grant.
2. The Chief of Police is hereby authorized to complete and submit a grant application form on behalf of the Borough of Stanhope.
3. The Borough shall pay fringe benefits and costs in excess of the grant award.

On motion by Councilwoman Zdichocki, seconded by Councilwoman Thistleton 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 - absent |
| Councilman Romano - yes | Councilwoman Zdichocki – yes |

Resolution 102-18 **RESOLUTION AUTHORIZING PROFESSIONAL ENGINEERING SERVICES FOR MILLING, RESURFACING & CURB REPAIR FOR HICKORY DRIVE, OAK DRIVE AND EAST DRIVE (LOWER) CONTRACT IN THE AMOUNT OF \$15,100.00**

WHEREAS, the Borough of Stanhope will engage in milling, resurfacing and curb repair on Hickory Drive, Oak Drive and East Drive (Lower), (the “Project”); and

WHEREAS, the on June 1, Bowman Consulting Group, Ltd. submitted a proposal for professional engineering services for the milling, resurfacing and curb repair of Hickory Drive, Oak Drive and East Drive (Lower) in the total amount of \$15,100.00; and

WHEREAS, there exists a need for Bowman Consulting Group, Ltd. to develop construction documents and provide construction administration and observation services for the Project; and

WHEREAS, the Chief Financial Officer, Dana J. Mooney, has certified that funds are available.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey that Bowman Consulting Group, Ltd. is hereby appointed to provide professional engineering services regarding the milling, resurfacing and curb repair of Hickory Drive, Oak Drive and East Drive (Lower) in the amount of \$15,100.00.

On motion by Councilwoman Zdichocki, seconded by Councilman Riccardi 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 - absent
Councilman Romano - yes	Councilwoman Zdichocki – yes

Resolution 103-18

RESOLUTION AUTHORIZING PROFESSIONAL ENGINEERING SERVICES FOR THE PORT MORRIS PUMP STATION REPLACEMENT CONTRACT IN THE AMOUNT OF \$99,450.00

WHEREAS, the Borough of Stanhope will replace the existing pump station and pump controls at the existing Port Morris Pump Station (the “Project”); and

WHEREAS, the on June 1, Bowman Consulting Group, Ltd. submitted a proposal for professional engineering services related to the Port Morris Pump Station Project in the amount of \$99,450.00; and

WHEREAS, there exists a need for Bowman Consulting Group, Ltd. to develop construction documents, associated permitting and provide construction administration and construction observation services for this Project; and

WHEREAS, the Chief Financial Officer, Dana J. Mooney, has certified that funds are available.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey that Bowman Consulting Group, Ltd. is hereby appointed to provide professional engineering services regarding the Port Morris Pump Station Project in the amount of \$99,450.00.

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 - absent
Councilman Romano - yes	Councilwoman Zdichocki – yes

Resolution 104-18

RESOLUTION AUTHORIZING POLICE DEPARTMENT TO PURCHASE NEW FIREARMS AND TO SURRENDER THE CURRENT FIREARMS AND ACCESSORIES TO ATLANTIC TACTICAL

WHEREAS, a Capital Ordinance has been completed for the Police Department of the Borough of Stanhope, which includes the purchase of ten (10) new firearms for the Department; and

WHEREAS, the purchase of said firearms will be through Atlantic Tactical; and

WHEREAS, the current firearms, along with all accessories, including holsters, magazine pouches and magazines, will be traded to Atlantic Tactical for fair market value to be applied towards the new firearms; and

WHEREAS, the Chief Financial Officer, Dana J. Mooney, has certified that funds are available for the balance of the purchase price of the new firearms, after the trade-in of current firearms for fair market value.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that the Chief of Police of the Borough of Stanhope is hereby authorized and directed to purchase ten (10) new firearms and trade the current firearms, with all accessories, including holsters, magazine pouches and magazines, to Atlantic Tactical for fair market value, to be applied towards the new firearms.

On motion by Councilwoman Zdichocki, seconded by Councilman Riccardi 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 - absent
Councilman Romano - yes	Councilwoman Zdichocki – yes

Resolution 105-18

RESOLUTION AUTHORIZING ADDITIONAL FUNDING FOR PROFESSIONAL ENGINEERING SERVICES OF BOWMAN CONSULTING GROUP, LTD. REGARDING SANITARY SEWER SYSTEM MONITORING

WHEREAS, the Borough of Stanhope has the emergent need for engineering services to monitor flow levels of the Borough’s sanitary sewer system; and

WHEREAS, the Borough of Stanhope utilizes Bowman Consulting Group, Ltd. for professional engineering services and recent emergent events require additional services; and

WHEREAS, the Borough received a quote from Bowman Consulting Group, Ltd. for the additional professional engineering services in the form of flow monitoring in the amount of \$16,750.00; and

WHEREAS, the Chief Financial Officer, Dana J. Mooney, has certified that funds are available.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Stanhope hereby authorizes an increase of \$16,750.00 for professional engineering services of additional flow monitoring.

On motion by Councilwoman Thistleton, seconded by Councilwoman Zdichocki 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 - absent
Councilman Romano - yes	Councilwoman Zdichocki – yes

Resolution 106-18

RESOLUTION AUTHORIZING REFUND OF REDEMPTION MONIES TO OUTSIDE LIEN HOLDER

WHEREAS, the Tax Collector has received payment for the redemption of Tax Title Lien No. 2014-038, representing 2013 property taxes and/or utility charges on Block 11701, Lot 13.18, C909B known as 1909B Stonegate Lane, assessed to Roma Krauth, 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:	Isaac Moradi 520 Elm Street Kearny, New Jersey 07032
Redemption Amount:	Tax Title Lien #2014-038 and Interest to Date of Meeting \$ 35,694.75 Premium Paid by Lienholder <u>13,100.00</u>
Total From Current Fund:	\$ 35,694.75
Total From Tax Premium Account	13,100.00

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

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

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

PAYMENT OF BILLS

Resolution 107-18

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 June 12, 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 - absent
Councilman Romano - yes	Councilwoman Zdichocki – yes

AGENDA ITEMS

All items listed on the Agenda for June 26, 2018 were approved.

CITIZEN'S TO BE HEARD

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

Sandra LaBell, 6 Woods Avenue, asked for a status update on the charitable contribution issue. Mayor Maio stated no additional information has been received from the State of NJ. Ms. LaBell asked if the pros and cons of how this will affect the tax payers will be looked at if the charitable contribution is put into place and whether or not the Internal Revenue Service is going to take exception to it. Mayor Maio stated the Borough cannot put this in place because there are no guidelines to do so at this point from the state. This is a separate issue from whether or not the

IRS will approve it. Administrator McNeilly stated the Governor signed the legislation in May. As a result of that legislation, the next four or five government agencies have to compile the guidelines and run them through review by the DCA, the Treasury, the Attorney General's Office and the Office of Legislative Review. Eventually it winds its way through the bureaucracy and then a regulation would be issued. Administrator McNeilly stated he has heard the risk of whether this will work or not work will be vested entirely on the property owner, not on the government at this level. The government at this level would have received the same money anyway. Administrator McNeilly stated each entity would have to create its own charitable basket. The municipality portion would be small, the Valley Road School and Lenape Valley High School's portions would be large, as well as the County portion. The library would also have to create a charitable basket. Administrator McNeilly stated he stays in contact with the Municipal Managers Association. Everyone is waiting to see what the regulation will entail. Ms. LaBell stated if this takes more than a year, residents will miss out for this year and prepaying the first two quarters last year may not be applicable. Mayor Maio stated the Finance Officer has been monitoring this issue through her organizations and there is no information available. Much discussion took place regarding the issue. Mayor Maio assured Ms. LaBell that the Governing Body will continue to monitor the situation and they do understand the need for it. The Governing Body thanked Ms. LaBell for attending this evening's meeting and for the research she has done into the issue. Ms. LaBell thanked the Governing Body.

Lindsey Campbell, Musconetcong Avenue, stated perhaps she should wait until the next meeting but she is here to voice her support for Councilman Riccardi's resolution for increased transparency in campaign finance. Ms. Campbell stated if this is something that can begin at this local level she is happy to see that happen and she thanked the Governing Body for considering the resolution. Mayor Maio thanked Ms. Campbell.

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

COUNCIL DISCUSSION

Property Maintenance – Councilwoman Kuncken stated there is a house on Sagamore Road and the grass is approximately three feet high. Councilwoman Kuncken stated she does not know if the property is bank owned but asked if something could please be done about the issue. Administrator McNeilly stated he will speak with the Zoning Official tomorrow. There are some other houses that need attention as well.

ADJOURNMENT

On motion by Councilwoman Kuncken, seconded by Councilwoman Thistleton, and unanimously carried by voice vote the meeting was adjourned at 8:00 P.M.

Approved:

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