

**MAYOR AND COUNCIL
WORK SESSION AND
AGENDA MEETING
October 9, 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 - absent
Councilman Riccardi – present	Councilman Thornton - present
Councilman Romano – present	Councilwoman Zdichocki - present

Mayor Maio – present

ENGINEER'S REPORT

Mayor Maio invited Borough Engineer, Eric Keller, to come forward.

Dell Road Local Aid Grant Application – Mr. Keller reported the local aid grant application was completed and has been submitted prior to the deadline. They requested \$140,000 for the Dell Road project.

Oak Drive, Hickory Drive, East Drive Paving Project – Mr. Keller reported the milling on Oak, Hickory and East Drives was completed on Monday and the roads were paved on Tuesday. The DPW assisted after the milling to address soft spots before paving. They restored some curb face on Oak Drive. The contractor tried to get rid of the ponding issue on the circle, but was unsuccessful. Mr. Keller said he met with the Administrator and the DPW Superintendent to discuss addressing the ponding issue and it was decided that they will connect an inlet in front of the house. Councilwoman Kuncken noted broken curbing on Oak Drive towards East Drive and asked if it was supposed to be there. Mr. Keller responded in the affirmative. Administrator McNeilly clarified it is the pipe which discharges onto the road and runs down to the drain on Valley Road. Mr. Keller stated they estimated 1,250 tons of asphalt for the project and the total was 1,283; however, they were under the curbing estimate. The striping contract was given to Denville Lines; however, due to the recent weather, they are back logged. He has not heard from them on a start date. Councilwoman Kuncken noted a concern at a previous meeting from a woman on Delaware. Administrator McNeilly stated they will start from the intersection of Delaware off of Brooklyn Road. There will be a pronounced stop bar with a double yellow line and “Stop” will be written in the black top. Vehicles will be going across the stop bar. The East, Ridge, Hickory area off the circle will have a stop bar and a turn and a stop sign which they do not presently have. This should be helpful with control of the traffic in that area. Administrator McNeilly commented that when on the circle they noticed there was much that is undefined with a lot of right-of-way properties and if it was one square piece of land, it would be large enough to be sold for a house. Administrator McNeilly also noted that when built, the telephone pole is in the right-of-way. Reflective strips have been placed on the pole.

Musconetcong Avenue – Mr. Keller distributed his bid recommendation for the project. He solicited four quotes. The quotes received were fairly close except for one, but they all exceeded the bid threshold without a Qualified Purchasing Agent (“QPA”). The project is on hold pending a Borough QPA. The bid threshold without a QPA is \$17,500. They have made some adjustments, but this project cannot get under that amount. Mayor Maio asked if the project can be done this year if the Borough was to get a QPA because they are pushing too many projects into next year. Mr. Keller responded, weather permitting, it is a possibility. Mayor Maio asked the Administrator if the Borough can get forgiveness while trying to get a QPA. Administrator McNeilly responded he is discussing this with the CFO. Mayor Maio said, if this project is to move to next year, she does not want to hear they then cannot finish the Sparta Road project, Dell Road project or any other project scheduled because of this project.

Sparta Road – Mr. Keller stated he anticipates receiving the permit shortly. There was a concern raised about threatened and endangered species; the barred owls and red-shouldered hawk. He addressed the concerns, advising that the lights are 9-watt lights; are directed downward and will only illuminate the path. Mr. Keller stated the reviewer in the wetlands department is out of the office, but he hopes to have a response by Friday. Mr. Keller will continue to work with the NJDOT.

Port Morris Pump Station – Mr. Keller reported they are in the final engineer design phase. He is waiting on answers from Jason, DPW Superintendent, on the generator. They must go to the DEP for approval and bidding the job will be subject to getting said approval. He anticipates going out to bid towards the end of the year.

Stormwater Management – Mr. Keller reported the State requires an operation/maintenance manual for all water quality devices. The town of West Orange is presently being audited. Mr. Keller noted the Borough has developments that have detention basins and water quality devices, but does not have an operation or maintenance manuals for any of these facilities. Mr. Keller stated they must create a manual. Since they are all Borough facilities, they can do one OEM manual for all. The surface basins are standard with outlet structures. There is one water quality device on Crestview. The manual will be structured to address all devices.

Zoning Map and Base Map – Mr. Keller reported they have the first draft of the new zoning map. They will update the zone changes made and need to add some street names. The maps will be completed shortly.

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

ADMINISTRATOR’S REPORT

Communication Upgrade – Administrator McNeilly reported the DPW has installed the concrete pad and conduit for the communication gear. Spectrum is preparing to install the antennas and the cabinet over the next two weeks.

Lenape Valley Cell Booster Antennas – Administrator McNeilly reported he is working with Jason Laliker and Dana Mooney and has been in contact with LVR and have arrived at the added assessment for the booster towers that were recently installed at the school. Since these are revenue producing, they are subject to taxation. The yearly tax amount is \$5,800.00.

5 Ridge Road – Administrator McNeilly reported Dana Mooney is working with Bob Beinfeld to draft the bond ordinance to have funds available prior to going out to bid on demolition. Mayor Maio asked about the bank that expressed interest in doing the work. Administrator McNeilly responded he has not heard back from the bank and it is past the 30-day timeframe given so the Borough is moving forward.

2018 Budget – Administrator McNeilly reported that all departments have received their annual notice regarding November and December purchasing.

2019 Capital Budget – Administrator McNeilly reported all departments have received their final reminder memo and email that capital requests are due no later than October 20th. Any requests received after this date will be considered for the 2020 capital budget.

2017 Tax Sale – Administrator McNeilly reported the 2017 tax sale will be held on Tuesday, October 16th at 10:00 a.m.

Hydrant Flushing – Administrator McNeilly reported tonight will be the first night of hydrant flushing.

WORK SESSION

TAP Grant – This matter was discussed during the Engineer’s Report.

NEW BUSINESS

RESOLUTIONS

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

**Resolution 149-18 Governor’s Council on Alcoholism and Drug Abuse
Fiscal Grant Cycle July 2014 - June 2019**

WHEREAS, the Governor’s Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, non-profit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

WHEREAS, the Borough Council of the Borough of Stanhope, County of Sussex, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages: and therefore, has an established Municipal Alliance Committee; and,

WHEREAS, the Borough Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Borough Council has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Sussex;

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Stanhope does hereby recognizes the following:

1. The Borough Council does hereby authorize submission of a strategic plan for the Lenape Valley Municipal Alliance grant for fiscal year 2019 in the amount of:

DEDR	\$11,304.00
Cash Match	\$ 2,826.00
In-Kind	\$ 8,478.00

2. The Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administration compliance and audit requirements.

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

**Resolution 150-18 RESOLUTION TO AMEND BUDGET TO INCLUDE 2018
CLICK IT OR TICKET GRANT**

WHEREAS, N.J.S. 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 a total of \$5,500.00 from the Division of Highway Traffic Safety for the 2018 Click It or Ticket Grant, and

WHEREAS, the Borough of Stanhope now wishes to amend its 2018 budget to include the additional grant funds approved of \$5,500.00 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 \$5,500.00, 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 Click It or Ticket Grants, and

BE IT FURTHER RESOLVED that a like sum of.....\$5,500.00 be and the same is hereby appropriated under the caption of:

- General Appropriations
 - (A) Public and Private Programs Offset by Revenues:
 - 2018 Click it or Ticket Grant, and

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

On motion by Councilwoman Kuncken, 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 - absent |
| Councilman Riccardi – yes | Councilman Thornton - yes |
| Councilman Romano - yes | Councilwoman Zdichocki – yes |

Resolution 151-18

RESOLUTION SUPPORTING AN INCREASE IN THE LOCAL PUBLIC CONTRACT LAW BID THRESHOLD

WHEREAS, pursuant to N.J.S.A. 40A:11-3(c), the public bid threshold for municipalities that do not employ a qualified purchasing agent ("QPA") is \$17,500.00; and

WHEREAS, former Governor Chris Christie determined not to exercise his statutory authority to increase the non-QPA municipal bid threshold in 2015, despite increasing the bid thresholds for those municipalities with a QPA (to \$40,000) and increasing the bid thresholds for public schools without a QPA (to \$29,000), with each receiving a \$4,000.00 increase; and

WHEREAS, the next potential statutory five-year review would not occur until 2020, effective July 1 of 2020; and

WHEREAS, effectively freezing the non-QPA municipal bid threshold for a decade at \$17,500 effectuates an unfair burden upon the numerous small municipalities throughout this state that are not able to employ a QPA, and compels the use of expensive, time-consuming public bid procedures for numerous purchases and projects to the detriment of the efficient operation of municipal government as funded by the municipal taxes paid by the taxpayers.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that it supports legislative action to amend N.J.S.A. 40A:11-3 for the purpose of increasing the non-QPA contract bid threshold from \$17,500.00 to \$30,000.00, together with proportional increases to the bid threshold applicable to municipalities with a QPA; and

BE IT FURTHER RESOLVED that certified copies of this Resolution be forwarded to the Governor and Lieutenant Governor of New Jersey, Stanhope Borough's elected

representatives in the New Jersey State Legislature, Sussex County League of Municipalities, Frankford Township and the New Jersey State League of Municipalities.

On motion by Councilman Thornton, seconded by Councilman Romano and carried by unanimous voice vote the foregoing resolution was duly adopted.

Mayor's Appointment

Resolution 152-18

RESOLUTION APPROVING THE MAYOR'S APPOINTMENT OF LILLIAN ANDERSON, AS A JUNIOR MEMBER OF THE STANHOPE FIRE DEPARTMENT

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

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

On motion by Councilwoman Kuncken, seconded by Councilwoman Zdichocki and carried by unanimous voice vote the foregoing resolution was duly adopted.

PAYMENT OF BILLS

Resolution 153-18

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 October 9, 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 - absent
Councilman Riccardi – yes	Councilman Thornton - yes
Councilman Romano - yes	Councilwoman Zdichocki – yes

AGENDA ITEMS

All items listed on the Agenda for October 23, 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.

Steven Hagemann, Superintendent of Stanhope School, informed the governing body that one of the school's initiatives is going to be to increase communication with residents not involved with the school. The school is doing great and innovative things and they feel it is important to share that with the community and to answer questions the residents may have. Mr. Hagemann asked for the governing body's guidance and support. They are planning to do quarterly newsletters, but the school does not have mailing addresses for all residents in town. Mr. Hagemann questioned the possibility of posting the newsletter on the town's website, noting residents not involved with the school do not view the school's website. Mayor Maio stated they may not have any more success for viewership with the town's website. Mr. Hagemann stated they have also made security upgrades to the school; however, most people do not know about the security

unless they are there on a daily basis. Mr. Hagemann asked the possibility of the newsletter being included in the Borough's quarterly water/sewer billing mailing, adding the Board of Education would be willing to pay or share the cost of the mailing. Administrator McNeilly stated the water/sewer billing envelopes are pre-stamped so they must be kept within a certain weight. Mayor Maio asked Mr. Hagemann to put his request in writing and submit it to the Administrator. Mayor Maio also suggested the school contact the Post Office about a bulk mailing to only residents of Stanhope which is done through the postal route. The Borough mails their annual calendar via postal route, which ensures it is delivered to Stanhope residents only. Mr. Hagemann stated they desire feedback from the community and with the newsletter they can show the residents where their tax dollars are going. Mayor Maio applauded the school's initiative to reach all residents of the town and the work the new administration has done.

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

ADJOURNMENT

On motion by Councilman Thornton, seconded by Councilwoman Kuncken, and unanimously carried by voice vote the meeting was adjourned at 7:45 P.M.

Approved:

Ellen Horak, RMC
Borough Clerk