

**MAYOR AND COUNCIL
REGULAR MEETING
February 25, 2020
6:00 P.M.**

CALL TO ORDER

SALUTE TO COLORS

Mayor Zdichocki 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 8, 2020 and was placed on the Official Bulletin Board in the Municipal Building.

Furthermore, notice of the meeting time change was forwarded to the New Jersey Herald and Daily Record on February 14, 2020 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 10:00 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. Please turn off all cell phones for the duration of this meeting.

ROLL CALL

Council Members:

Councilman Cipollini – present
Councilwoman Kuncken - present
Councilman Riccardi – present

Councilman Romano - present
Councilman Thornton - present
Councilman Wronko - present

Mayor Zdichocki – present

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 – Attorney-Client
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 Riccardi, seconded by Councilman Thornton, and unanimously carried by voice vote, the foregoing resolution was adopted.

The Mayor and Council went into Closed Session at 6:01 P.M.

RETURN TO OPEN SESSION

At the conclusion of the Closed Session, the Mayor and Council reconvened the public meeting at 6:55 P.M. with all present.

Rev. Hugh Matlack - Mayor Zdichocki took a moment to extend the Borough's thanks to Reverend Hugh Matlack from the First Presbyterian Church for his 23 years of dedicated service to our community as a volunteer and chaplain. Hugh was active in working with the public officials and the first responders in Stanhope and the neighboring towns. Reverend Matlack will be moving out of the state and he will be missed. Mayor Zdichocki and the Governing Body wish him well on his future endeavors.

CITIZENS TO BE HEARD

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

Gil Moscatello, 21 Towpath Lane, noted the speed humps on Musconetcong Avenue have not been installed yet and he asked why the governing body is considering putting them back. Mr. Moscatello said since the old speed humps have been removed, cars are not travelling at a fast speed and there is not much traffic on that road. Councilwoman Kuncken provided a brief background on the speed humps, noting they were installed due to an outcry from the residents of that neighborhood who wanted the speed humps installed. Councilwoman Kuncken noted the Governing Body has not heard anything to the contrary. Councilwoman Kuncken said that, to her knowledge, Mr. Moscatello is the only person who has asked that speed humps not be put back. There was discussion about the need for speed humps on Musconetcong for the safety of the residents. Councilwoman Zdichocki noted there is a playground on Musconetcong Avenue, which is a cause of concern and measures need to be put in place to keep cars travelling at a safe speed. Mr. Moscatello agreed speed humps should be installed near the playground and he suggested installing one right before and one right after the playground. Mr. Moscatello expressed his opinion that speed humps are not needed along the entire length of Musconetcong Avenue. Councilwoman Kuncken noted the original speed humps came as a request from the people who lived along Musconetcong Avenue. Mr. Moscatello stated there is a retention basin behind his house and he commented that for the last few months the water is constantly running.

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

Mayor Zdichocki revised the Agenda to discuss the 2020 Municipal Budget.

MUNICIPAL BUDGET DISCUSSION

Ray Sarinelli, Jr. and Ray Sarinelli, Sr. came forward. Ray Sarinelli, Jr. noted the Borough closed the year out with \$1,708,000 in fund balance, which was down slightly from the previous year, but everything looked good. They closed 2019 where it was projected. Mr. Sarinelli stated, with respect to capital, there were discussions about how much debt to pay down. The levy increase in the past six years has been under 1% and inflation has been higher than that. Mr. Sarinelli informed the Governing Body that they are now in a "catch-up-year." To have a catch-up-year, you could do it over time with a smaller increase of \$350,000; however, of the three proposals presented, he recommends a paydown of \$375,000 to \$400,000, which would put them in a better place. A debt paydown of \$400,000 would result in a 3.25% levy increase. Mayor Zdichocki acknowledged Mr. Sarinelli's recommendation of \$400,000 debt paydown, but expressed concern with a 3.25% increase to the residents. Mayor Zdichocki asked Mr. Sarinelli his comfort with an increase of 2% which would be a \$358,000 debt paydown and take \$42,000 as a one-time paydown and then to stay at a 2% paydown next year. Mr. Sarinelli responded that is an option. Councilman Thornton expressed concern with the high increase and the fact that they are just being informed of this so close to the date of introduction. Councilwoman Kuncken also expressed concern with the high percentage increase and the affect it will have on the residents, adding it does not include the county or the school budgets. Mr. Sarinelli, Sr. suggested a compromise solution to get a higher paydown. You could use \$358,000 as a base and use some of the one-time revenue to bring you to a \$348,000 - \$395,000 debt paydown and the percentage increase will remain at 2%. Mr. Sarinelli noted \$358,000 and the amount of \$25,000 of additional revenue that comes into the budget from

the sale of assets would bring the debt paydown to \$383,000. Mr. Sarinelli, Sr. stated he would be comfortable with that scenario. Councilwoman Kuncken stated she is more comfortable not going above the 2%. Mayor Zdichocki polled the Council on if they were in favor of the compromise presented by Mr. Sarinelli, Sr. All were in favor but all agreed it would not be fair to the residents to impose a 3.25% increase. They felt this was a better compromise to go with \$383,000 with 2%

Councilman Cipollini stated Mr. Sarinelli has eluded to the fact that the levys over the years have not kept pace with the inflation rate and he asked Mr. Sarinelli, as a broad philosophy, if going forward the Borough should be concerned of at least staying close to the inflation rate and as fluctuations occur with the operating budget should we take whatever is in our favor and put that into paying down debt? Mr. Sarinelli responded and said if he were able to do the last six years over he would have said to increase by \$10,000, \$15,000 or \$20,000 each year and go a little bit higher than you did. Mr. Sarinelli stated he knows the Borough has a tough circumstance due to the lack of commercial ratables. The Governing Body budgets as tightly as possible and in his opinion even tighter than other municipalities that he deals with as far as watching every penny. He understands the concern, the need, and the desire to keep taxes as minimally impactful as possible. The debt service needs to get to where it needs to be and if he had it to do over he would have put a little bit in each year. This recommendation will get the Borough to as close as possible to where you need to be and then the capital will have to be monitored. The next couple of years will not be too bad but three, four and five years out when certain vehicles are needed or a road project, one large capital need, will change the outlook. Councilman Cipollini stated maybe some money was left on the table in the past but this cannot be done in the future. Mr. Sarinelli stated fortunately the interest rates have been extraordinarily low for most of this period of time. If money was not so cheap it would be better to pay it off sooner but progress definitely needs to be made and \$310,000 is not enough. Councilwoman Kuncken stated over the past few years, when debt service was discussed, for a good period of time, maybe a year or so, we thought that maybe the next move would be to go to long-term bonding. Meetings were held with Mr. Sarinelli and the Bond Counsel regarding the long-term bonding. Within the last six months we have found that is not an option because we do not have enough debt that will last that long. That played into the philosophy of what we were paying down in debt. Councilman Romano stated we really have to think in ten-year cycles. Councilman Wronko asked if the Governing Body was not aware that there was such a high threshold in order to qualify. Administrator McNeilly stated it was the understanding that the dollar amount would be enough but the life cycles were not sufficient, even if we added in the improvements to the municipal building it only moved it to 11 or 12 years. We needed to be at the 15- and 18-year mark to make it worth it. Mayor Zdichocki asked Mr. Sarinelli for his suggestion if we choose 2.01% and \$358,000. Mr. Sarinelli replied he would go to \$357,000 so that it is under 2% and add \$25,000 of revenue from the one-time sale of asset funds for a total of \$382,000. This should be enough for this year and next year, assuming that you can take the \$25,000 in revenue away next year and still have a reasonable increase. Councilman Wronko stated he likes this idea and it is a responsible way to deal with the problem that needs to be fixed in a more creative way and we are making sure to be sensitive to the community. Looking forward even if it is \$25,000 he is of the opinion that it can be found next year if needed. Councilman Cipollini stated he is good with the compromise. As he said earlier, he has a problem with the big bite, it is not good for anyone in town who pays taxes but personally he is not in favor of debt. In this case, the note has to be paid but it is not fair to the residents. The 2% compromise is acceptable. Councilman Thornton stated this is a difficult situation to be dealt with two weeks before introduction or a month before and he is not happy with it. This compromise does take both problems into account and moves the Borough ahead in the right direction. Councilman Romano stated this is a good compromise. Councilman Riccardi stated he is not going to like the increase but he suggested that the \$25,000 not be taken away from next year and perhaps increase it even more to \$30,000 or \$40,000 or \$50,000. Councilman Riccardi is of the opinion more discussion needs to take place. Councilwoman Kuncken stated none of us are happy but she is satisfied with the compromise. The \$400,000 was too much even though our intentions are good as far as what we wanted to do with the money, but this would have hit people too hard and they would have had trouble coping with that and so would all of us. Councilwoman Kuncken stated she agrees with Councilman Wronko and Mayor Zdichocki that coupled with that we cannot assume that next year we are going to go back and take another \$25,000 from the asset money. We need to work instead to find \$25,000 some other way, either by spending less on capital or going back and taking another hard look at what we are spending. Additional discussion took place regarding the amount of funding to add to the \$357,000. Councilman Riccardi asked if the amount is increased to \$30,000, how will that help moving forward over the next few years. Mr. Sarinelli stated if the amount is increased to \$30,000 it only helps a little bit. The consensus was that \$25,000 should be added.

Councilman Thornton stated this conversation started out as a two-part issue with salary and debt paydown. The salary percentage has not been determined as yet but the paperwork scenarios all show a 3 ½% increase. Councilwoman Kuncken agreed that the salary decision has not been determined because they have gotten so caught up in the bigger number. Councilman Wronko asked what the dollar amount difference is between a 3% raise of a 3 ½% raise. Councilman Thornton asked for the total increase to the budget with a 3% raise and a 3 ½% raise. Ms. Mooney worked to calculate the figures. Councilman Wronko stated if the difference is \$7 and change, the estimated difference would be between \$8,000 to \$10,000. Ms. Mooney stated the difference between 3% and 3.5% would be approximately \$1,600. Mayor Zdichocki stated two decisions have to be made. The first is regarding the percentage for the raises. Will the increase be 3% or 3 ½% for the salaries? The second determination to be made concerns the amount of revenue to be brought in from the sale of assets to paydown the debt.

On motion by Councilwoman Kuncken, seconded by Councilman Romano and carried by a majority of the following roll call vote approval was granted for a salary increase of 3 ½%.

Roll Call:

Councilman Cipollini – yes	Councilman Romano - yes
Councilwoman Kuncken – yes	Councilman Thornton – no
Councilman Riccardi – yes	Councilman Wronko – no

Councilwoman Kuncken stated, having done this, we need to look forward to ways to find \$25,000 for debt paydown next year. Last year, when we were approached the first time regarding unrepresented employees, we gave a 3% increase, which was a higher percentage increase than other aspects of our employees. So now we are doing 3 ½%. That is a 6 ½% increase over two years. Councilwoman Kuncken stated in her opinion they need to be mindful that moving forward they cannot entertain this kind of discussion again next year. Councilman Riccardi stated this was to bring them into align with the all the other employees in the Borough. Councilman Romano stated that was the proposal. Mayor Zdichocki stated it may seem like a lot but the idea behind this was to bring them up to equal or close to the other employees in the Borough. Councilman Thornton stated the motion carried so he does not see the need for further discussion.

On motion by Councilman Wronko, seconded by Councilman Romano and carried by a majority of the following roll call vote, approval was granted to add \$25,000 of revenue from the one-time sale of asset funds to paydown the debt.

Roll Call:

Councilman Cipollini – yes	Councilman Romano - yes
Councilwoman Kuncken – yes	Councilman Thornton – yes
Councilman Riccardi – no	Councilman Wronko – yes

Councilwoman Kuncken asked how we account for the increase to 2%. Councilman Romano stated that was the number that was proposed. Councilman Kuncken stated the amount of \$357,000 was not stated along with the \$25,000. Councilman Thornton asked Attorney Leo for clarification that what was just voted on was for \$357,000 plus \$25,000 paydown. Councilman Thornton asked if a new motion has to be made. Attorney Leo stated that was not necessary. Mr. Sarinelli stated all the information necessary for the state has been determined and the CFO can now enter all the information into the form. The Borough can introduce the budget at the next scheduled meeting. Mayor Zdichocki and the Council thanked Ray Sarinelli, Sr. and Ray Sarinelli, Jr. for attending tonight's meeting and for the assistance they provided.

MINUTES FOR APPROVAL

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

January 7, 2020	Reorganization Meeting
January 14, 2020	Work Session/Agenda Meeting
January 28, 2020	Business Meeting

On motion by Councilwoman Kuncken, seconded by Councilman Romano and carried by voice vote, the above listed minutes were approved. Councilman Wronko abstained from the January minutes.

CORRESPONDENCE (List Attached)

On motion by Councilman Riccardi, 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 – Councilwoman Kuncken/Councilman Thornton

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

Councilwoman Kuncken stated the Fire Department for the month of January reported 5 calls answered with 21-man hours, 1 mutual aid call, 3 drills with 106-man hours and 1 meeting.

Councilwoman Kuncken stated the Sussex County Fire Marshal is now providing a more detailed report. The location is called out and the report describes what the inspection was for and whether or not there was a violation. This will solve the issues that the governing body had. For example: Making Waves, located at 30 Main Street, had no violations. Panel Components, no violations. Sal's Pizza, no violations. Stanhope House, no violations.

Councilwoman Kuncken stated the Police Department for the month of January reported 381 calls. Motor Vehicle Stops have the largest number of incidents with a total of 235.

Councilwoman Kuncken stated the Ambulance Squad did not provide a report but the new ambulance has arrived.

Councilwoman Kuncken stated a few weeks ago she, Mayor Zdichocki and Councilman Romano attended a workshop on Emergency Management at the County 911 Center. The program was informational and provided updates regarding how Emergency Management should work and does work. The Borough's OEM Coordinator, Wayne Anthony, also attended. Councilwoman Kuncken would like to schedule a Public Safety meeting to go over some of the information that they received at the meeting. In addition, due to the fact the Council has two new members, it might be beneficial to have Wayne Anthony, OEM Coordinator, attend a meeting to explain what he does and what he is responsible for.

Finance & Administration – Councilman Romano/Councilwoman Kuncken

Councilman Romano stated taxes as of January 31st are \$1,087,967.19. The year to date total is the same. Councilman Romano stated the year to date figure for last year is dated 1/31/19. The total collected is 35.839% of first quarter taxes.

Councilman Romano stated the water collections for January total \$36,595.31. The sewer collections for January total \$44,819.72.

Community Development – Councilman Wronko/Councilman Riccardi

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

Councilman Wronko stated he attended the Stanhope Chamber of Commerce meeting for the first time. They are a group of dedicated individuals who are working on Stanhope Day. Councilman Wronko stated he looks forward to the success that comes out of their efforts.

Councilman Wronko stated he also attended the Sussex County Chamber of Commerce meeting. The meeting was attended by 10-15 people. Discussions took place at that meeting regarding things going on in different communities and local businesses. Councilman Wronko did mention Stanhope Day at that meeting.

Municipal Infrastructure – Councilman Thornton/Councilman Wronko

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

Councilman Thornton stated the Port Morris Pump Station is online. The vendor is finishing up some site work and then the project will be complete. The DPW staff has been trained.

Councilman Thornton stated a Municipal Infrastructure meeting was held last Tuesday which he attended along with Mayor Zdichocki, Councilman Wronko, Administrator McNeilly and the DPW Superintendent. We were informed at this meeting that the 45-year-old water radio system has failed. The system is currently operating in manual mode meaning that the DPW staff is making sure that everything is in order and they are checking on the compressors. A replacement system was presented. The DPW Superintendent obtained competing bids. The new system will allow for an increase in monitoring points and will allow some level of control remotely so that the DPW Superintendent will not have to be on sight. The system operates on cellular which would allow for the removal of the hardwired phone lines. The system will also allow for the monitoring of the sewer pump stations in the future. We will hold off on that monitoring until the performance bond has expired. We do not want to have a problem at one of the pump stations and then have the vendor point the finger elsewhere. Councilman Thornton stated that the DPW Superintendent had said the cost for the system is in his budget. Administrator McNeilly stated this is not exactly included in the DPW budget, but there is capital money to be cobbled together to prevent using emergency capital. The cost is approximately \$34,000. The DPW water budget had to be adjusted. The five hardwired phone lines will be pulled offline. The systems operation frontend is through cellular and costs will be approximately \$1,000 per year. Currently, \$250 is budgeted in water for communications. This will have to be increased. Some of the initial cost of the controller unit can be shared between water and sewer because the system will be able to monitor the sewer side as well. The plectron system gave it's heart out and it is done. So, not fully understanding the process that is taking place right now which would then cause a rather wet detention basin in a particular neighborhood, they are turning wells on and off and pushing water up to the tower site. Normally the tower and the reservoir would squawk to the wells to say they are full but there is no easy way to do that right now. The water now goes up to the top of the water tower, overfills the water tower, comes down the pipe on the side of the tower and goes back to the reservoir which then has too much water which is then discharged to the catch basin on Crestview. The water then goes down the hill to the backside of the detention basin on Towpath and eventually to the lake. This is causing an amount of lost water at the moment but there is no other way to keep the system operating until a new system can be installed. The vendor is ready to go. The documents need to be put in place. Even though this is an emergency, Jason Titsworth, DPW Superintendent, did his due diligence and received two quotes. One company would not provide a quote because our system is too small. The new system will work well. Currently we can barely monitor if the door opens. There are two or three rudimentary test points that he can get notice of a failure by a phone call indicating something has gone wrong. The new system will provide 26 individual points of detection. Temperature sensors can be added for the different points on the motor and be alerted well in advance of a total failure. Room temperature can be monitored. There will be an infinite amount of information. There are systems that cost \$200,000 but the Borough does not require that type of system. The timeframe is two to three weeks for installation. Councilman Riccardi asked if the system is moving from hardwired phone lines to cellular because the information is all data based and not a manual phone call. Administrator McNeilly confirmed this and stated a line of sight antenna was placed at the reservoir with a ten-mile range. The testing will be done shortly.

Information Technology – Councilman Riccardi/Councilman Cipollini

Councilman Riccardi stated two projects are still outstanding. The document scanning project is at 50% completion with the building records. They are beginning to go through the older records. The project was put on hold in order to get through the finance issues for the beginning of the year. The project should start up again shortly.

Councilman Riccardi stated the Municipapay project is almost ready to go live. Final staff training is taking place. Once that is completed an announcement can be made to the public and we can move forward.

Boards/Commissions – Councilman Cipollini/Councilman Romano

Councilman Cipollini stated the Board of Health will be providing the free rabies clinic at the Firehouse on April 17th from 6pm to 8pm.

Councilman Cipollini stated he received an email today from Councilman Riccardi regarding the Environmental Commission and a recycling program to be presented to the local school.

Councilwoman Kuncken asked Councilman Cipollini for a report from the Land Use Board. Councilman Cipollini stated there was a meeting in the beginning of January but no meeting was held in February.

Mayor Zdichocki asked Councilman Cipollini to contact the Technology Committee to obtain an email address and phone extension for the Shade Tree Commission and the Environmental Commission to be posted on the website. Administrator McNeilly stated both commissions have emails and they will be added to the website.

Councilman Thornton asked if the Recreation Commission has been working on a summer program for the school children. Mayor Zdichocki replied that to her knowledge it has not been a discussion for the Recreation Commission and Netcong had provided a program. Councilman Thornton asked if this is a dead issue or is this being tabled for another year. Was a decision made last year to no longer provide a summer camp program for Stanhope residents. Councilman Thornton stated he is asked often as to whether or not a summer program will be offered. Councilwoman Kuncken stated if the summer program is ever going to happen again, work needs to be done now to be able to offer it in 2021. Councilman Thornton stated it has been two years without a summer camp program. Mayor Zdichocki stated it is her understanding that last year during the summer camp discussions it was determined that it would not be possible to provide summer camp without hiring a full-time Recreation employee on staff which is a shame because the previous program was great. Councilwoman Kuncken stated in her opinion the Borough needs to find someone who would be able to take charge of the summer program. Councilman Thornton stated at this point nothing can be done for this summer. The conversations about summer camp took place a year ago or longer and no one can state with any clarity what the conclusion was. Councilman Thornton asked the Borough Clerk for a copy of the minutes to be provided from those discussions. The Clerk will provide the copies to the governing body.

On motion by Councilwoman Kuncken, seconded by Councilman Romano, and unanimously carried by voice vote, the Council Committee Reports were closed.

ADMINISTRATOR'S REPORT

Environmental Commission Request – Administrator McNeilly stated the Environmental Commission is looking to apply for an ANJEC Grant to repair a serious erosion issue on the Tri-Community Trail at Valley Road School located along the paper section of Valley Road at the front edge of the school parking lot. The Commission received permission last year from the governing body but missed the deadline. Administrator McNeilly stated he will have the Environmental Commission work with Ian, at Millennium Strategies, to prepare the grant. Ian can also assist with the grant applications for the Open Space Plan.

Borough Crossing Location Assessment – Administrator McNeilly stated Eric Keller, Borough Engineer, has provided his proposal for the professional assessment of school crossing locations as they relate to the elementary school. This project was not envisioned in the 2020 budget and it is not currently funded. The general engineering line in the budget is currently \$15,000. The 2019 charged is \$11,520. The 2018 charged is \$7,138.75. Administrator McNeilly stated the Sparta Road crossing is included because there is a neighborhood located on the other side and it is a heavily travelled road. Administrator McNeilly stated if the governing body is in favor of moving forward with this project, a resolution would have to be adopted with the commitment to use 50% of the general engineering budget for this project. Councilwoman Kuncken stated she is of the opinion this is not coming from Mr. Keller and that someone else told Mr. Keller he had to do this. Administrator McNeilly stated no one told Mr. Keller he had to do this. The Police Chief attended a seminar and it calls out by State Sight Standards for crossings, the lead person in that process needs to be the professional engineer. Administrator McNeilly stated the current placement or non-placement needs to be based upon the professional engineer's assessment with the traffic study. The current placement has been based on community assignment. Mayor Zdichocki asked if completing a study like this would help with grants which are available. Administrator McNeilly confirmed this could help if it is relative to the crossing of the spots being checked. Mr. Keller will be attending the March 24th meeting and a follow up discussion take place then. This is the range of what these types of studies for roadways cost. Councilman Wronko asked Administrator McNeilly if he is aware of any other projects that would be in jeopardy of exceeding the other 50% for the year. Administrator McNeilly stated no because anything project related would be assigned as its own project like reconstruction of roads or pump stations. This line item is used mostly for

meeting attendance outside of the normal meeting attendance. An example of this occurred last year with the large amounts of rain. Mr. Keller was requested to be in the Borough to observe specific issues and then he submitted a report. Administrator McNeilly there is no way to plan for something like that but he is of the opinion that based on the historical expenses this would be a good project to move forward with. Administrator McNeilly suggested the governing body review the report and discuss this with Mr. Keller on the 24th. Councilman Riccardi asked if this is a new requirement and does it have to be done. Administrator McNeilly stated for example the report does not include the crossing at Route 183 and Linden Avenue because it is inconceivable that the crossing guard would ever be removed from that location. Knowing what is going on at Dell Road should be determined and maybe that position is no longer needed or justified based on traffic flows. There could be a request for a crossing at Lloyd Avenue. Mayor Zdichocki stated residents have questioned this. There should be some sort of fact-based document to make these determinations. Councilman Riccardi asked if the Borough does not have the study done, would that impact the designation for Safe Routes to School or any other programs. Administrator McNeilly replied no.

NJ Transit Bus Shelter (Route 183) – Administrator McNeilly stated the NJ Transit documents indicate the Borough is responsible for the shelter. NJ Transit provided copies of the 1983 and 2009 agreements which contain signatures and wording that makes the Borough responsible for the shelter. The Department of Public Works has received the replacement parts and they are reassembling the shelter. One of the glass panels was completely shattered but we did have replacement glass panels. The only items which had to be purchased were the aluminum mounts to anchor the shelter to the ground. The cost for the parts and labor was approximately \$250. The shelter should be reinstalled by the end of the week.

Property Donation Offer – Administrator McNeilly stated an email has been received from a property owner regarding a property donation located on the paper street section of Valley Road. The property is located back in the woods and is not useful for any purpose. It is far enough off the beaten path that it does not have to go through the environmental assessment. As property's change hands through the generations, the Borough may see more of these types of requests. Mayor Zdichocki stated the property is 40' x 180' vacant lot and the yearly taxes are approximately \$345.00. It is unknown if the property could be used for something in the future. Mayor Zdichocki stated in her opinion the Borough should accept the offer. The property owner is also going to make this offer to the school. Administrator McNeilly stated the area is wetland but there is the possibility for it to be used in some way in the future. Administrator McNeilly asked if the governing body would like him to work with the Borough Attorney to pursue obtaining the property. The governing body agreed to obtain the property. Attorney Leo stated it is more economical to obtain the unwanted property in this manner as opposed to a foreclosure.

2020 Capital Funds – Administrator McNeilly stated funds became available today for the 2020 capital funds. The departments have been notified. Eric Keller, Borough Engineer, will be sending over his formal engineering services memos. The resolutions will be prepared for the March 10th meeting. Mr. Keller will be attending the meeting of March 24th to provide updates.

COUNCIL DISCUSSION

Shade Tree Commission & Chamber of Commerce Request - Mayor Zdichocki stated the Shade Tree Commission is requesting permission to place a flyer in with the water/sewer billing. There have been other requests already approved by other groups. The Board of Health is sending information on Radon Kits. The Stanhope Chamber of Commerce flyer is for the garage sale. There is a flyer asking for volunteers for boards and commissions. The samples have all been weighed and the water bills will not be overweight. Mayor Zdichocki stated any group who wants to include a flyer in the water/sewer bills must get prior approval from the Mayor and Council. The governing body approved the Shade Tree Commission request.

2020 Municipal Budget – No further discussion needed at this time.

TAP Grant – No discussion needed at this time.

OLD BUSINESS

Mayor Zdichocki offered the following ordinances for public hearing and final adoption which were read by title.

Ordinances for Public Hearing and Final Adoption

Ordinance 2020-04

CALENDAR YEAR 2020 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 2020 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 \$35,873.49 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 2020 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 \$125,557.22, and that the CY 2020 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.

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

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

Roll Call:

Councilman Cipollini – yes
Councilwoman Kuncken – yes
Councilman Riccardi – yes

Councilman Romano - yes
Councilman Thornton – yes
Councilman Wronko - 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

RESOLUTIONS

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

Resolution 059-20

Resolution Authorizing Compliance with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Borough of Stanhope hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

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

Roll Call:

Councilman Cipollini – yes
Councilwoman Kuncken - yes
Councilman Riccardi - yes

Councilman Romano - yes
Councilman Thornton – yes
Councilman Wronko – yes

Ellen Horak, Borough Clerk, stated this resolution requires a group affidavit to be signed. Ms. Horak asked the governing body members to sign the affidavit prior to leaving this evening.

Resolution 060-20

RESOLUTION AUTHORIZING AN APPROPRIATION RESERVE TRANSFER FOR THE YEAR 2019

WHEREAS, various 2019 bills have been presented for payment this year, which bills were not covered by order number and/or recorded at the time of transfers between the 2019 Budget Appropriations in the last two months of 2019; and

WHEREAS, N.J.S. 40A:4-59 provides that all unexpended balances carried forward after the close of the year are available, until lapsed at the close of the succeeding year, to meet

specific claims, commitments or contracts incurred during the preceding fiscal year, and allows transfers to be made from unexpended balances which are expected to be insufficient during the first three months of the succeeding year;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Stanhope that transfers be made in the amount of \$141.00 in Current Fund between the 2019 Budget Appropriation Reserves as follows:

CURRENT FUND	From:	To:
	<hr/>	
	\$	
Bldg & Grounds - O/E	121.00	
Police - Other Expenses		\$ 121.00
	<hr/>	
	\$	
	121.00	\$ 121.00

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

Roll Call:

Councilman Cipollini – yes	Councilman Romano - yes
Councilwoman Kuncken - yes	Councilman Thornton – yes
Councilman Riccardi - yes	Councilman Wronko – yes

Resolution 061-20

RESOLUTION TO REFUND OVERPAYMENT OF TAXES

WHEREAS, the homeowner was approved to receive the property tax exemption of a totally disabled veteran as of the date of application, December 23, 2019, and is therefore exempt from property taxes from that date forward; and

WHEREAS, the homeowner's bank made payment of first quarter taxes for 2020; and

WHEREAS, the homeowner no longer as a tax liability and the payment made by the bank created an overpayment of taxes; and

WHEREAS, the bank has communicated with the homeowner and this office to say the refund is due to the homeowner.

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

Homeowner Information:

Block	Lot	Name & Address	Tax Year	Amount
10401	3	Rafael Flores-Lira & Cristina Flores 13 Lloyd Avenue Stanhope, New Jersey 07874	2020	\$1,841.55

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:

Councilman Cipollini – yes	Councilman Romano - yes
Councilwoman Kuncken - yes	Councilman Thornton – yes
Councilman Riccardi - yes	Councilman Wronko – yes

Mayor's Appointments
Resolution 062-20

**MAYOR'S APPOINTMENT OF PART-TIME HIRE FOR
THE DPW RECYCLE YARD WATCH WITH COUNCIL
CONCURRENCE**

BE IT RESOLVED by the Council of the Borough of Stanhope that they do hereby concur with the Mayor's appointment of Joseph Salerno as a Part-time Hire for the DPW Recycle Yard Watch for the Borough of Stanhope, effective, February 26, 2020 at the hourly salary rate of \$13.50 per hour.

BE IT FURTHER RESOLVED that said appointment and offer of employment shall be subject to the candidate passing a pre-employment physical examination, drug testing, criminal background check, and licensing verification, where appropriate.

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

PAYMENT OF BILLS
Resolution 063-20

**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 25, 2020 and on file and available for public inspection in the Office of the Chief Finance Officer and approved by the Chief Finance Officer for payment, be paid.

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

Roll Call:

Councilman Cipollini – yes
Councilwoman Kuncken - yes
Councilman Riccardi - yes

Councilman Romano - yes
Councilman Thornton – yes
Councilman Wronko – yes

ATTORNEY REPORT

There was no attorney report.

CITIZENS TO BE HEARD

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

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

ADJOURNMENT

On motion by Councilwoman Kuncken, seconded by Councilman Riccardi, and unanimously carried by voice vote the meeting was adjourned at 8:55 P.M.

Approved:

Linda Chirip
Deputy Clerk for
Ellen Horak, RMC
Borough Clerk