

**MAYOR AND COUNCIL  
WORK SESSION AND  
AGENDA MEETING  
March 10, 2020  
7:00 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.

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

**ENGINEER'S REPORT**

Mayor Zdichocki invited Eric Keller, Borough Engineer, to come forward to present his report.

Sparta Road TAP Grant – Mr. Keller reported he has completed and submitted the plan and specification revisions requested by the DOT. He is hopeful this is the final review. Mr. Keller also reported that based upon the tax map information used to establish the right of way limits, small portions of the sidewalk to be replaced and roadway to be improved extend onto private property. Since this is a federally funded project, property owner consents are required even though we are not expanding the encroachment of public infrastructure on the four parcels. Mr. Keller sent the notice to the property owners to the Borough Attorney for review and today received word that it is fine to send. The notice and consent form will be sent by certified mail to the four property owners. Mayor Zdichocki noted two of the parcels are on Smith Street and she questioned why the gas station property is included. Mr. Keller responded the right of way extends into the roadway. The existing roadway is on their property. During discussion Mr. Keller realized that the milling and paving project is not the federal grant project, it is under the local aid grant. The sidewalk project is under the federal grant so the consent of the property owners is only needed for those parcels that the sidewalk affects. Administrator McNeilly noted the one parcel on the non-sidewalk side will fall off the list, being the gas station.

Port Morris Pump Station – Mr. Keller reported the work is complete and the bypass pumping has been disconnected and dismantled. The only remaining work is to repave the access area, permanently re-install the fence and install new landscaping.

Musconetcong Avenue – Mr. Keller reported he has reached out to Lakeside Construction and is awaiting their schedule for installing the speed humps that were delayed from last year. Once the speed humps have been installed, they will schedule striping of the roadway through the Morris County Cooperative.

Speed Humps – Mr. Keller stated he and the Administrator discussed the speed humps for Young Drive as well as Dell Road. Once they put a package together, they will go through the QPA process since the cost will be over the bid threshold.

Stormwater – Mr. Keller reported the audit date of March 26, 2020 has been confirmed. The audit with the NJDEP Bureau of Nonpoint Pollution Control is intended to be a collaborative effort to improve each municipalities programs and actions. It is not intended as being punitive or resulting in enforcement actions for activities that are not being done or being done in part. Mr. Keller outlined the information the Bureau has requested, which he will provide.

School Route Walk Assessment – Mr. Keller reported he provided the Borough and Police Chief with his proposal for these services. The proposal was amended based upon discussion at the February 11, 2020 Council meeting and correspondence from the Chief.

2020 Capital Program – Mr. Keller reported he provided proposals for design and construction services for the five capital projects which were budgeted for this year. The projects are: 1) Pavement reclamation of Highland Avenue (Baker to northern end) and Baker Place, resurfacing the northern portion of Baker Place and North Central Avenue; 2) Resurfacing of Roberts Place, Lakeview Terrace and Central Avenue; 3) Dell Road ADA Ramp Improvements, milling and resurfacing of Dell Road and replacement of speed humps (Local Aid project); 4) Brooklyn Road water service replacements and new water main in Baker Place; and 5) Sparta Road milling and resurfacing (Local Aid project). Administrator McNeilly noted the approving resolutions are on tonight's Agenda. Administrator McNeilly stated they are hoping for an early bid and he asked Mr. Keller when they will be ready to authorize going out to bid. Mr. Keller responded he will not have plans completed by the March 24<sup>th</sup> meeting. Administrator McNeilly said he would like these to be May projects. Mr. Keller stated a request has been put in to Tilcon for the Borough's paving needs, i.e. Roberts, Lakeview, Central. Dell Road will be a separate project. The water project on Highland needs to be done before the reclamation project. Mr. Keller will provide the Administrator with a schedule as soon as possible. Mayor Zdichocki asked if Sparta Road will be paved by the end of the summer. Mr. Keller responded in the negative, adding he is hopeful it will be done in the fall; however, it could be pushed to next year. He has no control over it as it is now all on the NJDOT.

Mayor Zdichocki asked if Council has any questions for Mr. Keller.

Councilwoman Kuncken asked to revisit the matter of speed humps on Musconetcong Avenue. At the last Gil Moscatello attended and asked that the speed humps not be put back. Councilwoman Kuncken asked Mr. Keller's opinion. Mr. Keller stated the plan is to put the speed humps back, but they will be properly designed. Mr. Keller noted the speed humps on Young Drive and Dell Road enable a vehicle to drive over them safely at 25mph. The speed humps that were on Musconetcong Drive was a project before he became Borough Engineer, but the conditions that existed at that time have not changed. There has been no major change in traffic. Mr. Keller noted speed humps are an accepted means of controlling speed. There is a park on Musconetcong Avenue, it is a more pedestrian volume area and it has been used as a cut-through when there is a problem on Brooklyn Road. Mr. Keller said you must control traffic and in his opinion the speed humps have been effective. He understands that the previous speed humps were not proper, but the new ones being installed are properly designed. Mayor Zdichocki stated they received a letter from a concerned resident who has children and she is anxious for the speed humps to be put back. Mayor Zdichocki noted Mr. Moscatello spoke about taking one of the speed humps and moving it to a different location. Mr. Keller stated the speed humps were properly spaced and they were not extended on the other end of Musconetcong Avenue because at that location there are two sharp curves and a downhill slope. Mr. Keller said between Towpath Lane and where the curve ends on Musconetcong Avenue is not an appropriate location for a speed hump. Councilman Thornton said Mr. Moscatello was concerned that cars travel at a high speed down that hill. Councilwoman Kuncken noted that at the time the original speed humps were installed, the park was not used as it is used now. Administrator McNeilly noted the Borough Engineer has a specific safety concern and possibility of someone in a vehicle "launching themselves" with the speed hump at a location with a sharp curve and hill. Mr. Keller stated there is a slope issue with placing a speed hump at the end of Towpath Lane. Councilman Thornton said, based on Councilwoman Kuncken's comment at the last meeting, it is his understanding the speed humps were more resident driven than engineer driven. There was a lengthy discussion on the speed humps and the safety concern with placing one at the end of a downhill slope with a curve. Councilman Thornton asked if there are other traffic calming means that can be used by the park. Administrator McNeilly noted the curve is about a 90-degree curve and should slow traffic coming down into it. Mr. Keller said, in

that particular area, the only thing he thinks is a possibility would be to install rumble strips; however, he does not recommend them in a residential area because residents will not like it and it becomes a noise issue. Mr. Keller will look at possible signage. Administrator McNeilly suggested, instead of rumble strips, using extra thick epoxy if funds are after the project with Denville Striping. Councilman Cipollini suggested placing signage stating “Park” or “Children at Play.” Council was satisfied that the speed humps should be put back, but additional things should be looked into for traffic calming at the park. Councilman Thornton asked the cost of the speed humps. Mr. Keller responded the cost is \$3,720.40 per speed hump and each roadway has four speed humps. Councilman Wronko asked if the speed humps on Dell Road have a slope issue because it is a downhill road. Mr. Keller responded the road is within the parameters of the slope of the road. Musconetcong Avenue has a slope and curve. Mr. Keller asked if there is any question on putting the speed humps back on Young Drive and Dell Road. Mayor Maio polled Council on if they had any objection to putting the speed humps on Dell Road, Musconetcong Avenue and Young Drive. The following is the result of the poll: Councilman Wronko – no; Councilman Cipollini – no; Councilman Thornton – no; Councilman Romano – no; Councilman Riccardi – no; Councilwoman Kuncken – no.

Administrator McNeilly noted the Borough Engineer provided a proposal for the crosswalks to school and asked if there were any questions relative to the proposal. Administrator McNeilly reminded the Governing Body that the cost was not discussed during budget discussions and is not a currently funded project. The original amount of the proposal was \$8,575, but due to certain revisions, the final proposal is \$8,857. The Governing Body currently budgets \$15,000 per year for general engineering services. In 2019 the charge for engineering services was \$11,530 and in 2018 the charge was \$7,138.75. The higher charge in 2019 was due to a number of drainage issues. Administrator McNeilly noted this project would be more than half of the general budget authorized. Mr. Keller explained the traffic counts that need to be done must be done by early June or not until mid-September because school must be in session in order to get an accurate count. Councilwoman Kuncken noted if the study shows they need additional cross guard, they cannot add the additional crossing guards until 2021 because it is not budgeted for this year. Mr. Keller said Council can revisit this matter in August and plan the study for September. After a brief discussion Council agreed to defer this matter to the fall and to include it in the 2021 budget after it is determined if additional crossing guards are needed.

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

### **ADMINISTRATOR’S REPORT**

Fire Department Brush Truck – Administrator McNeilly reported the transfer of ownership of the brush truck has been completed and the truck has been removed from the Borough’s insurance.

Municipal Pay – Administrator McNeilly reported the Borough went live last week. The pay screen has been added to the Borough web page. Administrator McNeilly noted it is a simple process for the residents.

NJ Natural Gas – Update – Administrator McNeilly reported he was contacted by NJ Gas for information regarding the Borough’s commercial properties. Administrator McNeilly said he provided a breakdown by location and business type. They will be programming this information into their system and will be able to give us an idea if providing gas to the Borough is feasible. Councilwoman Kuncken noted there are two pipes in the river under the bridge with one being put there in case of a gas line coming into the Borough.

NJ Transit Bus Shelter (Route 183) – Administrator McNeilly reported the shelter has been re-installed, adding the DPW did an outstanding job.

JCP&L – Administrator McNeilly informed the Governing Body that Jackie Espinoza of JCP&L will be at the March 24<sup>th</sup> meeting to discuss any concerns and to provide an update of the current projects they are working on in our area.

Clean-Up Day – Administrator McNeilly stated Dana has asked to confirm that the Borough will be having the Shred/Electronics Day on April 25<sup>th</sup>. If acceptable, she will confirm with the vendor and prepare a flyer. The Governing Body confirmed the date. Mayor Zdichocki stated she has been working with Dana about giving out bags to use instead of plastic bags. Last year backpacks were given out. The Environmental Commission is looking into the types of bags to use.

Borough OEM Coordinator – Administrator McNeilly informed the Governing Body that Wayne Anthony, the Borough's Emergency Management Coordinator, will attend the April 28<sup>th</sup> meeting. Councilwoman Kuncken stated she would like to have the Public Safety Committee meet prior to the April 28<sup>th</sup> meeting.

Elected Officials Training – Administrator McNeilly stated the annual training is scheduled for April 28<sup>th</sup> at 5:45 p.m.

Mayor Zdichocki asked if there were any questions for the Administrator.

Councilman Riccardi asked the Administrator to make sure the public is informed that on-line payments are now being accepted, i.e. a Nixle alert, the Borough's Facebook page. Administrator McNeilly stated it is on the website. Councilman Riccardi asked that they also put a "how to" on the website to explain the procedure.

Councilman Wronko asked if Wayne Anthony, in his role, is involved with the coronavirus responses. Administrator McNeilly responded in the affirmative noting the OEM is involved with the Department of Health. Any response the Borough receives will come from the county or state Health Department. Mayor Zdichocki stated she and Chief Pittigher attended a training class on the coronavirus at which they were told they would receive more updates every week. The topic of coronavirus will also be discussed at this month's SCLM meeting.

## **WORK SESSION**

School Board Election Date – Councilwoman Kuncken recused herself from discussion on this matter and stepped down from the dais. Mayor Zdichocki explained Councilwoman Kuncken has a family member on the School Board of Education which is why she recused herself. Mayor Zdichocki noted the Governing Body received a letter from Fredon Township asking our support in having the school elections moved from November back to April. Councilman Cipollini asked if there is a financial impact to the Borough. Mayor Zdichocki responded there possibly be a financial impact. Councilman Thornton noted it is his understanding that moving the election from April to November was to save the cost of the election and because of low voter turnout. Councilman Thornton is of the opinion that November is the time for our voices to be heard, and as long as the school stays within the 2% cap they do not have to go out to vote on the budget regardless of is the election was April or November. Councilman Thornton said he does not support the change. Mayor Zdichocki asked Council's opinion. Councilman Romano said he agreed with Councilman Thornton's comments. Councilman Riccardi agreed with Councilman Thornton's comments, adding he does not see any cost savings in moving the election. Councilman Wronko and Councilman Cipollini agreed with Councilman Thornton's comments. It was the consensus of Council not to take part in and not to support a change in the school election dates. Councilwoman Kuncken returned to the dais.

Senior Citizen Club Request – Councilman Cipollini and Mayor Zdichocki stepped down from the dais, as they are both members of the Stanhope Senior Citizen Club. Council President Romano took over the meeting. Council President Romano noted the Governing Body received a letter from Ann de Jongh, President of the Stanhope Senior Citizen Club, in which she requested a \$1,000 special needs donation this year and an increase in their line item to \$4,000 in next year's budget. Council President Romano said it is too late to do anything this year since budget discussion is done and he suggested they resubmit their request for an increase when discussing the budget for next year. Councilwoman Kuncken agreed they cannot do anything this year since the budget is done and they should come back next year and make the request. Council agreed. Councilman Cipollini and Mayor Zdichocki returned to the dais.

Construction Department Review of Extra 2 Hours – Administrator McNeilly noted this is the six-month review of the extra hours granted the construction secretary. Administrator McNeilly said she is using the hours sporadically and the additional hours are working and still needed. He is looking for the extra 2 hours to be continued. On motion by Councilman Romano, seconded by Councilman Riccardi and carried by unanimous voice vote, Council agreed to continue providing an extra two hours to the construction department secretary. This will be reviewed again in six months.

TAP Grant – Mayor Zdichocki noted this was discussed during the Engineer's Report.

## **NEW BUSINESS**

### **ORDINANCES**

Mayor Zdichocki offered the following ordinance for Introduction and First Reading which were read by title.

*Ordinance for Introduction and First Readings [Public Hearing on April 14, 2020]*

#### **Ordinance 2020-05**

#### **CAPITAL ORDINANCE APPROPRIATING \$20,550.00 FOR VARIOUS IMPROVEMENTS OR PURPOSES AUTHORIZED TO BE UNDERTAKEN BY THE BOROUGH OF STANHOPE, IN THE COUNTY OF SUSSEX, NEW JERSEY**

**BE IT ORDAINED** by the Borough Council of the Borough of Stanhope, in the County of Sussex, New Jersey, AS FOLLOWS;

Section 1. The several improvements described in Section 3 of this capital ordinance are hereby respectively authorized as general improvements to be made or acquired by the Borough of Stanhope, New Jersey. For the said several improvements or purposes stated in said Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriations made for said improvements or purposes, said sums being inclusive of all appropriations heretofore made therefore and amounting in the aggregate to \$20,550.00, which has heretofore been set aside for the improvement or purpose stated in Section 3 and now available therefore by virtue of provision in a previously adopted budget or budgets of the Borough for capital improvement purposes.

Section 2. For the financing of said improvements or purposes and to meet the part of said \$20,550.00 appropriations, the Borough will use \$17,450.00 from the General Capital Improvement Fund, \$1,550.00 from Water Capital Outlay, and \$1,550.00 from Sewer Capital Outlay, as described in Section 3.

Section 3. The improvements hereby authorized and the several purposes for the allocation of which said obligations are to be spent, the appropriation made for an estimated cost of each such purpose, and the estimated maximum amount of funds to be spent for each such purpose, are respectively as follows:

#### **General Capital Improvement Fund:**

General Capital share of cost of Tilt deck equipment trailer, and full  
funding for battery driven 18" PPV fans and scene lighting for Fire  
Department and Repeater for Police Department.....\$17,450.00

#### **Water Operating Budget – Capital Outlay**

Water Capital Outlay – share of cost of Tilt deck equipment trailer.....\$1,550.00

#### **Sewer Operating Budget – Capital Outlay**

Sewer Capital Outlay – share of cost of Tilt deck equipment trailer.....\$1,550.00

All the aforesated improvements or purposes where applicable, are in accordance with specifications on file in the office of the Borough Clerk, which specifications are hereby approved.

Section 4. The following additional matters are hereby determined, declared, recited and stated:

- (a) The said purposes described in Section 3 of this capital ordinance are capital expenses and are each a property or improvement that the Borough may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specifically assessed on property specially benefited thereby.

- (b) The average period of usefulness of said purposes within the limitations of said Local bond Law and taking into consideration the respective amounts of the said obligations authorized for the several purposes, according to the reasonable life thereof computed by this capital ordinance, is five (5) years.

Section 5. This capital ordinance shall take effect ten (10) days after the publication thereof after final adoption.

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

Roll Call:

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

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

## **RESOLUTIONS**

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

### **Resolution 064-20**

#### **RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF STANHOPE INTRODUCING THE 2020 MUNICIPAL BUDGET**

**BE IT RESOLVED** that the attached Statements of Revenues and Appropriations shall constitute the Municipal Budget for the 2020 calendar year; and

**BE IT FURTHER RESOLVED** that a Summary of said Budget shall be published in the *New Jersey Herald* and the public hearing and final adoption shall be held on April 14, 2020 at 7:00 p.m. at the Municipal Building at which time and place objections to the 2020 Municipal Budget may be presented by taxpayers or other persons of interest.

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

On motion by Councilman Romano, seconded by Councilwoman Kuncken, and unanimously carried by voice vote, the Mayor and Council instructed the Clerk to publish the budget.

### **Resolution 065-20**

#### **SELF-EXAMINATION OF BUDGET RESOLUTION [as required by DCA]**

**WHEREAS**, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

**WHEREAS**, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

**WHEREAS**, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the *Borough of Stanhope* has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2020 budget year.

**NOW THEREFORE BE IT RESOLVED** by the governing body of the *Borough of Stanhope* that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:

- a. Payment of interest and debt redemption charges
- b. Deferred charges and statutory expenditures
- c. Cash deficit of preceding year
- d. Reserve for uncollected taxes
- e. Other reserves and non-disbursement items
- f. Any inclusions of amounts required for school purposes.

2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).

3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.

4. That pursuant to the Local Budget Law:

- a. All estimates of revenue are reasonable, accurate and correctly stated,
- b. Items of appropriation are properly set forth
- c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.

5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

**BE IT FURTHER RESOLVED** that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

On motion by Councilman Riccardi, seconded by Councilman Wronko 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 066-20**

**AWARD OF CONTRACT TO BOWMAN CONSULTING GROUP, LTD. FOR ENGINEERING SERVICES FOR BAKER PLACE WATER MAIN REPLACEMENT & BROOKLYN ROAD WATER SERVICE REPLACEMENTS**

**WHEREAS**, the Borough of Stanhope is seeking to undertake the water main replacement for Baker Place and water service replacements for Brooklyn Road; and

**WHEREAS**, Bowman Consulting Group has submitted a Proposal to develop construction documents, and to supervise project administration and construction observation of the project, which proposal is attached hereto; and

**WHEREAS**, the Borough desires to retain Bowman Consulting Group for said services;

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

1. That the Borough Administrator is hereby authorized to execute a contract on the Borough's behalf with Bowman Consulting Group, 54 Horsehill Road Cedar Knolls, NJ 07927 to develop construction documents, and to supervise project administration and construction observation for the water main replacement for Baker Place and water service replacements for Brooklyn Road.
2. This contract is awarded without competitive bidding as a "professional service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law.
3. Award of this contract is contingent upon the certification as to the availability of funds by the Chief Financial Officer.
4. The term of service shall be from the date of acceptance of the Professional Services Agreement until its completion, in full accord with the terms and conditions thereof. The total fee for this service shall not exceed \$23,950.00
5. Notice of this action shall be published in the *New Jersey Herald* within ten (10) days of the passage thereof.

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

**Resolution 067-20**

**AWARD OF CONTRACT TO BOWMAN CONSULTING GROUP, LTD. FOR ENGINEERING SERVICES FOR PAVEMENT RECLAMATION AND ROAD RESURFACING OF HIGHLAND AVENUE, N. CENTRAL AVENUE & BAKER PLACE**

**WHEREAS**, the Borough of Stanhope is seeking to undertake the reclamation and resurfacing of Highland Avenue, N. Central Avenue, and Baker Place; and

**WHEREAS**, Bowman Consulting Group has submitted a Proposal to develop construction documents, and to supervise project administration and construction observation of the project, which proposal is attached hereto; and

**WHEREAS**, the Borough desires to retain Bowman Consulting Group for said services;

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

1. That the Borough Administrator is hereby authorized to execute a contract on the Borough's behalf with Bowman Consulting Group, 54 Horsehill Road Cedar Knolls, NJ 07927 to develop construction documents, and to supervise project administration and construction observation for Highland Avenue, N. Central Avenue, and Baker Place.
2. This contract is awarded without competitive bidding as a "professional service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law.
3. Award of this contract is contingent upon the certification as to the availability of funds by the Chief Financial Officer.
4. The term of service shall be from the date of acceptance of the Professional Services Agreement until its completion, in full accord with the terms and conditions thereof. The total fee for this service shall not exceed \$16,900.00
5. Notice of this action shall be published in the *New Jersey Herald* within ten (10) days of the passage thereof.

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:

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

**Resolution 068-20**

**AWARD OF CONTRACT TO BOWMAN CONSULTING GROUP, LTD. FOR ENGINEERING SERVICES FOR RESURFACING AND STRIPING OF ROBERTS PLACE, LAKEVIEW TERRACE AND CENTRAL AVENUE**

**WHEREAS**, the Borough of Stanhope is seeking to undertake the resurfacing and striping of Roberts Place, Lakeview Terrace and Central Avenue; and

**WHEREAS**, Bowman Consulting Group has submitted a Proposal to develop construction documents, and to supervise project administration and construction observation of the project, which proposal is attached hereto; and

**WHEREAS**, the Borough desires to retain Bowman Consulting Group for said services;

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

1. That the Borough Administrator is hereby authorized to execute a contract on the Borough's behalf with Bowman Consulting Group, 54 Horsehill Road Cedar Knolls, NJ 07927 to develop construction documents, and to supervise project administration and construction observation for Roberts Place, Lakeview Terrace and Central Avenue.
2. This contract is awarded without competitive bidding as a "professional service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law.
3. Award of this contract is contingent upon the certification as to the availability of funds by the Chief Financial Officer.
4. The term of service shall be from the date of acceptance of the Professional Services Agreement until its completion, in full accord with the terms and conditions thereof. The total fee for this service shall not exceed \$13,500.00
5. Notice of this action shall be published in the *New Jersey Herald* within ten (10) days of the passage thereof.

On motion by Councilwoman Kuncken, seconded by Councilman Cipollini 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 069-20**

**AWARD OF CONTRACT TO BOWMAN CONSULTING GROUP, LTD. FOR ENGINEERING SERVICES FOR MILLING, RESURFACING, AND STRIPING OF SPARTA ROAD LOCAL AID PROJECT**

**WHEREAS**, the Borough of Stanhope is seeking to undertake the milling, resurfacing, and striping of Sparta Road; and

**WHEREAS**, Bowman Consulting Group has submitted a Proposal to develop construction documents, and to supervise project administration and construction observation of the project, which proposal is attached hereto; and

**WHEREAS**, the Borough desires to retain Bowman Consulting Group for said services;

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

1. That the Borough Administrator is hereby authorized to execute a contract on the Borough's behalf with Bowman Consulting Group, 54 Horsehill Road Cedar Knolls, NJ 07927 to develop construction documents, and to supervise project administration and construction observation for Sparta Road.
2. This contract is awarded without competitive bidding as a "professional service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law.

3. Award of this contract is contingent upon the certification as to the availability of funds by the Chief Financial Officer.
4. The term of service shall be from the date of acceptance of the Professional Services Agreement until its completion, in full accord with the terms and conditions thereof. The total fee for this service shall not exceed \$10,350.00
5. Notice of this action shall be published in the *New Jersey Herald* within ten (10) days of the passage thereof.

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

**Resolution 070-20**

**AWARD OF CONTRACT TO BOWMAN CONSULTING GROUP, LTD. FOR ENGINEERING SERVICES FOR MILLING, RESURFACING, SPEED HUMP REPLACEMENT, SIDEWALK/CURB REPAIRS & ADA RAMPS FOR DELL ROAD LOCAL AID PROJECT**

**WHEREAS**, the Borough of Stanhope is seeking to undertake the milling, resurfacing, speed hump replacement, sidewalks and curb repairs and ADA ramps for Dell Road; and

**WHEREAS**, Bowman Consulting Group has submitted a Proposal to conduct surveying services, develop construction documents, and to supervise project administration and construction observation of the project, which proposal is attached hereto; and

**WHEREAS**, the Borough desires to retain Bowman Consulting Group for said services;

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

1. That the Borough Administrator is hereby authorized to execute a contract on the Borough's behalf with Bowman Consulting Group, 54 Horsehill Road Cedar Knolls, NJ 07927 to conduct surveying services, develop construction documents, and to supervise project administration and construction observation for Dell Road.
2. This contract is awarded without competitive bidding as a "professional service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law.
3. Award of this contract is contingent upon the certification as to the availability of funds by the Chief Financial Officer.
4. The term of service shall be from the date of acceptance of the Professional Services Agreement until its completion, in full accord with the terms and conditions thereof. The total fee for this service shall not exceed \$29,350.00
5. Notice of this action shall be published in the *New Jersey Herald* within ten (10) days of the passage thereof.

On motion by Councilman Romano, seconded by Councilman Wronko 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 071-20**

**AWARDING A CONTRACT TO REPLACE THE BOROUGH WATER SYSTEM'S EXISTING WELL MONITORING SYSTEM ON AN EMERGENCY BASIS**

**WHEREAS**, the Borough of Stanhope's DPW Superintendent informed the Borough Administrator and Chief Financial Officer, in writing (see attached), that an emergency exists in regard to the Borough's municipal water system, since the existing well monitoring system has

failed. In order to address this situation, the DPW Superintendent has determined that it is not cost effective to try to repair the outdated monitoring system. As such, in order to protect the Borough's water system, a new well monitoring system is needed on an emergent basis. This situation could not have reasonably been anticipated; and

**WHEREAS**, the award of the contract without bidding as an emergency purchase under the Local Public Contract Law, N.J.S.A. 40A:11-6, is an emergency that affects the public health, safety and/or welfare of the residents of the Borough of Stanhope; and

**WHEREAS**, it is recommended that a contract be awarded for the removal of the existing well monitoring system and replacement of that system with a system that is compatible with current standards; and

**WHEREAS**, the DPW Superintendent requested quotes from three (3) vendors and received two (2) proposals. He has recommended that the Borough Council award the contract to North Jersey Pump & Controls, LLC, who submitted the lowest cost proposal in the amount of \$33,200.00; and

**WHEREAS**, the Chief Financial Officer, has certified that funds are available for the contract.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that it hereby awards the contract on an emergency basis to North Jersey Pump & Controls, LLC, in the amount of \$33,200.00.

This Resolution shall take effect immediately.

On motion by Councilwoman Kuncken, seconded by Councilman Cipollini 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

**CONSENT AGENDA** (All items listed on the Consent Agenda are considered routine by the Borough Council and were enacted by one motion of the Borough Council with no separate discussion.)

**Resolution 072-20**

**RESOLUTION AUTHORIZING A REFUND OF  
DUPLICATE PAYMENT OF POLICE OUTSIDE DETAIL  
COSTS**

**WHEREAS**, on November 27, 2019 a Stanhope Borough police officer worked a traffic detail closing Bank Street, Jenni-Lind and Flanders Road through an outside detail arrangement with Netcong Borough for 34 Bank Street Urban Renewal LLC, and

**WHEREAS**, Stanhope Police Chief Steven Pittigher billed 34 Bank Street Urban Renewal LLC for the cost of the detail plus administrative fees, totaling \$676.00 in November 2019, and

**WHEREAS**, on February 7, 2020 the Borough of Stanhope received (2) payments of \$676.00 each, creating an overpayment in accounts receivable.

**THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Stanhope, that a warrant be drawn to the entity listed below in the designated amount representing a refund of a duplicate payment of Police Outside Detail costs.

Payee:	Amount
34 Bank Street Urban Renewal, LLC	\$676.00
One Gatehall Road, Suite 201	
Parsippany, New Jersey 070544	
Attn: Judy Milanaik	

**Resolution 073-20**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE  
BOROUGH OF STANHOPE APPROVING SOCIAL  
AFFAIR PERMIT**

**WHEREAS**, Stanhope Hose Company No. 1 has filed an application for a Social Affair Permit for an event to be held at the American Legion Post 278 on September 12, 2020; and

**WHEREAS**, the submitted application form is complete in all respects and the application has been properly reviewed and approved by the Chief of Police; and

**WHEREAS**, the Mayor and Council have no objection to the granting of the Social Affair Permit by the State of New Jersey Division of Alcoholic Beverage Control;

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Stanhope do hereby approve the Social Affair Permit for the Stanhope Hose Company No. 1 for their event to be held at the American Legion Post 278 on September 7, 2020.

On motion by Councilman Riccardi seconded by Councilman Wronko and unanimously carried by the following roll call vote, the foregoing resolutions were duly adopted.

Roll Call:

Councilman Cipollini – yes

Councilwoman Kuncken – yes

Councilman Riccardi – yes

Councilman Romano - yes

Councilman Thornton – yes

Councilman Wronko - yes

**Mayor's Acceptance of Resignation**

**Resolution 072-20**

**MAYOR'S ACCEPTANCE OF RESIGNATION OF  
KYLE BOYLAN AS DEPARTMENT OF PUBLIC  
WORKS LABORER WITH COUNCIL  
CONCURRENCE**

**THEREFORE, BE IT RESOLVED** by the Council of the Borough of Stanhope they do hereby concur with the Mayor's acceptance of Kyle Boylan's resignation as Department of Public Works Laborer for the Borough of Stanhope, effective March 23, 2020.

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

**Mayor's Appointments**

**Resolution 075-20**

**MAYOR'S APPOINTMENT OF CHARLOTTE ZAWACKI TO THE  
BOROUGH OF STANHOPE SHADE TREE COMMISSION WITH  
COUNCIL CONCURRENCE**

Mayor's appointment to the Shade Tree Commission as follows:

Charlotte Zawacki to fill the unexpired 5-year term, said term to expire 12/31/2023

**BE IT RESOLVED** by the Council of the Borough of Stanhope that they do hereby concur with the Mayor's appointment of Charlotte Zawacki to the Shade Tree Commission to fill an unexpired 5-year term, with said term to expire December 31, 2023.

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

**Resolution 076-20**

**MAYOR'S APPOINTMENT OF ROSEMARIE MAIO TO THE  
BOROUGH OF STANHOPE SHADE TREE COMMISSION WITH  
COUNCIL CONCURRENCE**

Mayor's appointment to the Shade Tree Commission as follows:

Rosemarie Maio to fill the unexpired 5-year term, said term to expire 12/31/2024

**BE IT RESOLVED** by the Council of the Borough of Stanhope that they do hereby concur with the Mayor's appointment of Rosemarie Maio to the Shade Tree Commission to fill an unexpired 5-year term, with said term to expire December 31, 2024.

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

### **PAYMENT OF BILLS**

#### **Resolution 058-20**

#### **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 March 10, 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

### **AGENDA ITEMS**

All items listed on the Agenda for March 24, 2020 were approved.

### **CITIZEN'S 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 from the public wishing to speak, Mayor Zdichocki closed the public portion of the meeting.

### **ADJOURNMENT**

On motion by Councilwoman Kuncken, seconded by Councilman Cipollini, and unanimously carried by voice vote the meeting was adjourned at 8:07 P.M.

Approved:

Ellen Horak, RMC  
Borough Clerk