

**STANHOPE BOROUGH
MAYOR AND COUNCIL
REORGANIZATION & WORK SESSION MEETING
JANUARY 12, 2021
6:30 PM**

SALUTE TO THE COLORS

Mayor Zdichocki led all those in attendance in a salute to the colors.

OPENING STATEMENT AS TO COMPLIANCE WITH P.L. 1975

Mayor Zdichocki called this meeting to order at 6:30 PM and read the following:

Adequate Notice of this Meeting has been provided according to the Open Public Meetings Act, Assembly Bill 1030. Notice of this Meeting was sent to the NJ Herald and the Daily Record on December 29, 2020 and was placed on the Official Website of the Borough of Stanhope. Please turn off all cell phones for the duration of this Meeting.

ELECTION RESULTS – STATEMENT OF DETERMINATION

Borough Clerk, Ellen Horak, read the *Statement of Determination* from the Board of County Canvassers certifying that at the November 3, 2020 election the following were duly elected to terms set forth:

Thomas Romano – Council 3-year term
Anthony Riccardi – Council 3-year term
Eugene Wronko – Council 1-year term

OATH OF OFFICE FOR COUNCIL MEMBERS

Borough Clerk, Ellen Horak, administered the Oath of Office to Thomas Romano, elected Councilman at the November 3, 2020 election and Anthony Riccardi, elected Councilman at the November 3, 2020 election.

ROLL CALL

Council Members

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

Others present: Mayor Zdichocki, Attorney Ursula Leo, Administrator Brian McNeilly

RESOLUTIONS

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

Resolution 001-21

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE
BOROUGH OF STANHOPE AUTHORIZING THE
REINSTATEMENT OF THE BY LAWS**

BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that the By-Laws and Rules of Order, as revised and adopted on January 7, 2014, be hereby reinstated and shall be effective for the Calendar Year 2021.

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

ELECTION OF COUNCIL PRESIDENT

On nomination by Councilman Cipollini, seconded by Councilman Thornton, Councilman Romano was elected Council President for 2021 on the following unanimous roll call vote.

Roll Call:

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

Resolution 002-21

RESOLUTION APPROVING THE MAYOR’S APPOINTMENTS OF BOROUGH OFFICERS WITH COUNCIL CONCURRENCE

BE IT RESOLVED by the Council that they do hereby concur with the Mayor's appointments to Municipal Officers for the year 2021 as follows.

Title	Name	Term	Term Expires
Chaplain	Rev. Lynn Zaremba	1 year	12.31.21
Administrator	Brian McNeilly	1 year	12.31.21
Municipal Clerk	Ellen Horak		tenure
Local Registrar	Ellen Horak		tenure
Deputy Municipal Clerk	Linda Chirip	1 year	12.31.21
Deputy Registrar	Linda Chirip	1 year	12.31.21
Web Content Manager	Linda Chirip	1 year	12.31.21
Chief Finance Officer	Dana Mooney		tenure
Tax Collector	Dana Mooney		tenure
Deputy Tax Collector	Maria Mascuch	1 year	12.31.21
Compliance Officer (PACO)	Brian McNeilly	1 year	12.31.21
Appointing Officer	Brian McNeilly	1 year	12.31.21
Alternate Appointing Officer	Steven Pittigher	1 year	12.31.21
Tax Assessor	Jason Laliker	1 year	tenure
Certifying Officer	Brian McNeilly	1 year	12.31.21
Assessment Searcher	Ellen Horak	1 year	12.31.21
Tax Search Officer	Dana Mooney	1 year	12.31.21
Assistant Treasurer	Brian McNeilly	1 year	12.31.21
Sewer Treasurer	Dana Mooney	1 year	12.31.21
Water Treasurer	Dana Mooney	1 year	12.31.21
Water/Sewer Cashier	Maria Mascuch	1 year	12.31.21
Deputy Water/Sewer Cashier	Tammy Minniti	1 year	12.31.21
Tax Cashier	Maria Mascuch	1 year	12.31.21
Accounts Payable	Tammy Minniti	1 year	12.31.21
Clean Communities Coordinator	Dana Mooney	1 year	12.31.21
Overseer of the Poor	Jeanne Schwartz	1 year	12.31.21
Housing Officer	Thomas Pershouse	1 year	12.31.21
Building Inspector	Thomas Pershouse	1 year	12.31.21
Electrical Inspector	Thomas Pershouse	1 year	12.31.21
Construction Secretary	Tammy Minniti	1 year	12.31.21
Code Enforcement Officer	Arlene Fisher	1 year	12.31.21
Zoning Officer	Arlene Fisher	1 year	12.31.21
Municipal Housing Liaison	Arlene Fisher	1 year	12.31.21
Water Operator	Jason Titsworth	1 year	12.31.21
Sewer Operator	Jason Titsworth	1 year	12.31.21
Court Administrator	Erin Flannary	1 year	12.31.21
Deputy Court Admin.	Shauna Tillotson	1 year	12.31.21
Fire Chief	Michael Donahue	1 year	12.31.21

Title	Name	Term	Term Expires
Deputy Emergency Management Coordinator	Steven Pittigher	1 year	12.31.21
Police Detective	Officer Joseph Johnson	1 year	12.31.21
Special Police Officers:	Vacant	Class I	1 year
			1 year

Matron	Virginia Citarella	1 year	12.31.21
Police Secretary	Virginia Citarella	1 year	12.31.21
Crossing Guards	John Castellucci	1 year	12.31.21
	Maureen Cerni	1 year	12.31.21
	Adrienne Hade	1 year	12.31.21
Alternate Crossing Guard	Patricia Poland	1 year	12.31.21

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey that they do hereby concur with the Mayor's appointments herein for the year 2021.

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

Resolution 003-21 **RESOLUTION APPROVING THE MAYOR'S APPOINTMENTS OF BOROUGH PROFESSIONALS WITH COUNCIL CONCURRENCE**

BE IT RESOLVED by the Council that they do hereby concur with the Mayor's appointments of the Borough Professionals for the year 2021 as follows.

Title	Name	Term	Term Expires
Borough Attorney	Ursula Leo	1 year	12-31-21
Borough Prosecutor	Anthony Arborre	1 year	12-31-21
Public Defender	Chris H. Colabella	1 year	12-31-21
Borough Engineer	Eric Keller	1 year	12-31-21
Borough Planner	William Hamilton	1 year	12-31-21
Borough Auditor	Nisivoccia & Company	1 year	12-31-21
Bond Counsel	Robert Beinfield	1 year	12-31-21
Labor Counsel	Ursula Leo	1 year	12-31-21
Conflict Counsel	Robert Morgenstern	1 year	12-31-21
Dr. of Psychological Testing	Matthew Guller, M.D.	1 year	12-31-21

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey that they do hereby concur with the Mayor's appointments herein for the year 2021.

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

Resolution 004-21 **MAYOR'S APPOINTMENTS TO COUNCIL COMMITTEES WITH COUNCIL CONCURRENCE**

BE IT RESOLVED by the Council that they do hereby concur with the Mayor's appointments to the Council Committees for the year 2021 as follows.

Committee	Chair	Member
Finance/Administration	Thomas Romano	Diana Kuncken
Public Safety	Diana Kuncken	William Thornton
Community Development	Eugene Wronko	Anthony Riccardi
Infrastructure	William Thornton	Eugene Wronko
Technology	Anthony Riccardi	Raymond Cipollini
Boards/Commissions	Raymond Cipollini	Thomas Romano

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey that they do hereby concur with the Mayor's appointments herein for the year 2021.

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

Resolution 005-21

RESOLUTION PROVIDING FOR THE PROFESSIONAL LEGAL, AUDITING, ENGINEERING, PLANNING AND MEDICAL SERVICES PURSUANT TO N.J.S.A. 40A:11-5

WHEREAS, the Borough of Stanhope is in need of legal, auditing, engineering and physician services in 2021; and

WHEREAS, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law.

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

1. Ursula Leo, of the Law firm Laddey, Clark & Ryan, is hereby retained as Attorney for the Borough of Stanhope with the understanding that Ursula Leo will be primarily responsible for the work done for the Borough;
2. Robert Beinfield, of the Law firm Hawkins, Delafield and Wood, is hereby appointed Bond Counsel for the Borough of Stanhope with the understanding that Mr. Beinfield will be primarily responsible for the work done for the Borough;
3. Robert Morgenstern, of the Law firm Dolan and Dolan, is hereby retained as the Conflict Counsel for the Borough of Stanhope with the understanding that Robert Morgenstern will be primarily responsible for the work done for the Borough;
4. Ursula Leo, of the Law firm Laddey, Clark & Ryan, is hereby retained as Labor Counsel for the Borough of Stanhope with the understanding that Ursula Leo will be primarily responsible for the work done for the Borough;
5. Raymond Sarinelli and Raymond Nisivoccia, of the Accountant firm Nisivoccia & Company, are hereby retained as Auditors for the Borough of Stanhope with the understanding that Mr. Sarinelli and Mr. Nisivoccia will be primarily responsible for the work done for the Borough;
6. Eric Keller, of the firm Bowman Consulting, is hereby appointed as Borough Engineer and Consultant Engineer for the Water and Sewer Utility for the Borough of Stanhope with the understanding that Eric Keller will be primarily responsible for the work done for the Borough;
7. William Hamilton, of the firm Bowman Consulting, is hereby appointed as Borough Planner for the Borough of Stanhope with the understanding that William Hamilton will be primarily responsible for the work done for the Borough;
8. Dr. Matthew Guller, of the Institute for Forensic Psychology, is hereby retained to provide psychological testing as may be required for employment with the Borough of Stanhope;

BE IT FURTHER RESOLVED, that this Resolution is contingent upon the receipt of a fully executed professional services contract detailing the scope of services and established fees for said professional services; and.

BE IT FURTHER RESOLVED, that this Resolution is contingent upon the receipt of a completed C.271 Political Disclosure Form pursuant to N.J.S.A. 19:44A-21.4 et seq., commonly known as the Pay-to-Play Law;

AND, BE IT FURTHER RESOLVED, that this Resolution is contingent upon the aforementioned professionals being members in good standing in their respective professions.

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

CONSENT AGENDA – Resolutions 006-21 through 026-21 (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.)

Mayor Zdichocki read the consent agenda resolutions by number.

BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey that the following banks are hereby designated depositories for the Borough of Stanhope for 2021:

- Bank of America, N.A.
- Capital One, N.A.
- Fulton Bank, N.A.
- HSBC Bank USA, N.A.
- JP Morgan Chase Bank, N.A.
- Lakeland Bank
- New Jersey Cash Management Fund
- PNC Bank, N.A.
- Santander Bank
- State of New Jersey Asset and Rebate Management Program
- TD Banknorth, N.A.
- Valley National Bank

**CASH MANAGEMENT PLAN OF THE
BOROUGH OF STANHOPE, NEW JERSEY**

I. STATEMENT OF PURPOSE

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-21 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain Public funds of the Borough of Stanhope (the Borough) pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments. All investments shall be made on a competitive basis insofar as practicable.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough:
- Current Fund
 - Water Operating Fund
 - Sewer Operating Fund
 - Capital Fund
 - Water Capital Fund
 - Sewer Capital Fund
 - POAA Funds
 - Animal Trust Fund
 - Developer’s Escrow Trust
 - Other Escrow Trust
 - Public Defender Trust Fund
 - Other Trust Fund
 - Recycle Trust Fund
 - SUI Trust Fund
 - Payroll Trust Fund
 - Any other accounts within the Borough’s name and any of its agencies

III. DESIGNATION OF OFFICIALS OF THE BOROUGH OF STANHOPE AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN

The Chief Financial Officer of the Borough the “Designated Official” is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan and shall thereafter be relieved of any liability for loss of such moneys due to insolvency or closing of any depository designated by, or the decrease in value of any investment authorized, by the Cash Management Plan.

IV. DESIGNATION OF DEPOSITORIES.

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

- Bank of America, N.A.
- Capital One Bank, N.A.
- Fulton Bank of New Jersey
- HSBC Bank USA, N.A.
- JP Morgan Chase Bank. N.A.
- Lakeland Bank
- New Jersey Cash Management Fund
- PNC Bank, N.A.
- Santander Bank
- State of New Jersey Asset and Rebate Management Program
- TD Banknorth, N.A.
- Valley National Bank

V. AUTHORIZED INVESTMENTS

- A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:
- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
 - (2) Government money market mutual funds;
 - (3) Any obligation that a federal agency or federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
 - (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
 - (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
 - (6) Local government investment pools;
 - (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
 - (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;

- (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed.
- B. Any investments not purchased and redeemed directly from the issuer, government money market mutual fund, local government investment pool, or the State of New Jersey Cash Management Fund, shall be purchased and redeemed through the use of a national or State bank located within this State or other financial intermediary through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1997, c.93 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund. An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- (b) the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec.270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; in which direct investment may be made pursuant to paragraphs (1) and (3) of subsection (a) of this section and
- (c) which has:
 - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940”, 5 U.S.C. sec.80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.
- (d) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value.

Local Government Investment Pool. An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities. Same as Money Market;
- (d) which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;

- (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

Any official involved in the designation of depositories or in the authorization for investments as permitted pursuant to section 8 of P.L. 1977, c.396 (C.40A:5-21.1), or any combination of the preceding, or the selection of an entity seeking to sell an investment to the local unit who has a material business or personal relationship with that organization shall disclose that relationship to the governing body of the local unit and to the Local Finance Board or a county or municipal ethics board, as appropriate.

VI. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough of Stanhope to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to insure that such Permitted Investments are either received by the Borough or by a third party custodian prior to or upon the release of the Borough’s funds.

To assure that all parties with whom the Borough deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official.

VII. REPORTING REQUIREMENTS

On the first day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Borough a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Borough as Deposit or Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.

H. All other information which may be deemed reasonable from time to time by the governing body of the Borough.

VIII. TERM OF PLAN

This Plan shall be in effect from January 12, 2021 to December 31, 2021. Attached to this Plan is a resolution of the governing body of the Borough approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Borough, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Resolution 007-21 RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS FOR THE 2021 CALENDAR YEAR

BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that *The New Jersey Herald* is hereby designated the official newspaper of the Borough of Stanhope for Calendar Year 2021; and

BE IT FURTHER RESOLVED that *The New Jersey Herald* and *The Daily Record* are hereby designated to receive all Notices of meetings of the Mayor and Council for the Calendar Year 2021 as required by the Open Public Meetings Act.

Resolution 008-21 RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF STANHOPE DESIGNATING MEETING DATES FOR THE 2021 CALENDAR YEAR

BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-1 et. seq., the Mayor and Council of the Borough of Stanhope hereby announces that it shall hold its scheduled Work Session/Agenda, and Regular Business Meetings in 2021 at the Stanhope Public School, 24 Valley Road, Stanhope, New Jersey at the dates listed below. All meetings shall convene at 7:00 p.m. Formal action may be taken at all Work Session/Agenda and Business meetings.

Work Session/Agenda Meetings		Regular Business Meetings	
January	12	January	26
February	9	February	23
March	9	March	23
April	13	April	27
May	11	May	25
June		June	22
July	13	July	27
August	10	August	24
September	14	September	28
October	12	October	26
November	9	November	23
		December	14

BE IT FURTHER RESOLVED, the Annual Reorganization Meeting shall be held on January 4, 2022, 7:00 p.m., at the Stanhope Public School, 24 Valley Road, Stanhope, NJ.

BE IT FURTHER RESOLVED that all meetings shall be opened to the public and public participation will be entertained at all meetings but limited to five minutes for each speaker to provide the Governing Body sufficient time to complete its work.

BE IT FURTHER RESOLVED that the newspapers to which all Notices required by the Open Public Meetings Act shall be published in *The New Jersey Herald* and *The Daily Record*.

BE IT FURTHER RESOLVED that the all meeting notices shall be posted on the bulletin board in the hallway of the Municipal Building.

BE IT FURTHER RESOLVED that any person requesting a public body to mail to them copies of any regular, special, or rescheduled meeting schedule shall be charged the sum of \$1.00 for each and every Notice to be so mailed. No Notice shall be mailed to said person unless prepayment of the aforementioned charge has been received. Notwithstanding the foregoing, any Notice requested by the news media shall be mailed, or electronically sent to such has news media free of charge.

Resolution 009-21

RESOLUTION AUTHORIZING APPROPRIATIONS FOR THE 2021 TEMPORARY BUDGET

WHEREAS, N.J.S.A. 40A:4-21, the Local Budget Act, provides that where any contracts, commitments or payments are to be made prior to the final adoption of the 2021 budget, temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of 2021; and

WHEREAS, the total appropriations in the 2020 Budget, less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) are as follows:

Current Fund	\$4,496,105.00
Water Utility	\$ 558,733.00
Sewer Utility	\$ 916,268.00

WHEREAS, 26.25 percent of the total appropriations in the 2020 Budget, less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) in the said 2020 Budget is as follows:

Current Fund	\$1,210,227.00
Water Utility	\$ 146,667.00
Sewer Utility	\$ 240,520.00

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Stanhope, County of Sussex, that the above temporary appropriations be made.

AND BE IT FURTHER RESOLVED that a certified copy of this resolution be placed on file with the records of the Borough's Chief Financial Officer.

Resolution 010-21

RESOLUTION ESTABLISHING INTEREST RATES FOR DELINQUENT WATER AND SEWER CHARGES

BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope per Resolution 167-20, adopted on November 24, 2020, charges and late fees for delinquent water and sewer fees shall be waived for all municipal water and sewer accounts that are delinquent during the COVID-19 pandemic emergency, through March 15, 2021; and

BE IT FURTHER RESOLVED that beginning on March 16, 2021, the rate of 8% shall be charged on all delinquent sewer and water charges less than \$1,500.00 and 18% on all delinquent sewer and water charges in excess of \$1,500.00, received after the due date.

Resolution 011-21

RESOLUTION ESTABLISHING INTEREST RATES FOR DELINQUENT PROPERTY TAXES AND ASSESSMENTS

WHEREAS, N.J.S.A. 54:4-67 permits the Governing Body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

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

1. Property taxes shall be due and payable quarterly on February 1st, May 1st, August 1st and November 1st of each year, with a ten-day grace period. If the last day of the ten-day grace period falls on a Saturday or Sunday, the following Monday will be the final date to pay property tax without interest charges. After such dates, if property taxes

become delinquent, interest will be charged as set forth below and will revert back to the due date on any quarterly installment of taxes.

2. The rate of interest for delinquent property taxes is fixed at 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount of taxes in excess of \$1,500.00.
3. A certified copy of this resolution shall be provided by the Borough Clerk to the Tax Collector, Utility Billing Clerk, Borough Attorney and the Borough Auditor for the Borough of Stanhope.

Resolution 012-21

RESOLUTION AUTHORIZING THE TAX COLLECTOR TO CANCEL CERTAIN TAX PAYMENTS

BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that the Tax Collector be and is hereby authorized to cancel any over or under payment in the amount of Ten Dollars (\$10.00) or less for the tax year 2021.

Resolution 013-21

RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO INVEST IDLE FUNDS

BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that the Chief Financial Officer and/or Treasurer be authorized to invest idle funds of the Borough of Stanhope in investment instruments so specified in New Jersey State Law of any bank or trust company having its place of business in the State of New Jersey and organized under the laws of any State in the United States, or the State of New Jersey Cash Management Fund in 2021.

Resolution 014-21

RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO SELL BOND ANTICIPATION NOTES AND BONDS

WHEREAS, N.J.S.A. 40A:2-28 requires that a Resolution be adopted authorizing a Financial Officer of the Borough to sell Bond Anticipation Notes and Bonds;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that the Chief Financial Officer is hereby authorized to sell Bond Anticipation Notes and Bonds; and

BE IT FURTHER RESOLVED that following each sale the Chief Financial Officer shall report to the Council the principal amount of the sale, interest rate, date of maturity and name of the purchaser.

Resolution 015-21

RESOLUTION AUTHORIZING THE TAX COLLECTOR, UTILITY COLLECTOR OR CHIEF FINANCIAL OFFICER TO IMPOSE A SERVICE CHARGE TO AN ACCOUNT FOR WHICH A CHECK OR OTHER WRITTEN INSTRUMENT WAS RETURNED FOR INSUFFICIENT FUNDS

WHEREAS, P.L. 1990, Chapter 105, supplementing Title 40 of the New Jersey State Revised Statutes has been enacted to allow a municipality the authority to impose a service charge to be added on an account which was by check or other written instrument returned for insufficient funds; and,

WHEREAS, whenever an account is owing a municipality for property tax, municipal utility charges or special assessment, the service charge authorized by this section shall be included on whatever list of delinquent accounts is prepared for the enforcement of the lien.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that the Tax Collector, Utility Collector or Chief Financial Officer be authorized to charge the aforementioned fee at a rate of \$20.00 per check or other written instrument for all checks returned for insufficient funds during the year; and,

BE IT FURTHER RESOLVED, that the Tax Collector, Utility Collector or Chief Financial Officer may require future payments to be tendered in cash or by certified or cashier's check; and,

BE IT FINALLY RESOLVED that a certified copy of this Resolution be forwarded to the Chief Financial Officer, Tax Collector, Utility Collector and the Borough Auditor.

Resolution 016-21 RESOLUTION ESTABLISHING MUNICIPAL FEES FOR 2021

BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that the fees as listed below be and are hereby established for 2021:

Water/Sewer/Tax Certification	\$ 15.00
Zoning Ordinance Book	\$ 25.00
Environmental Resource Inventory Book	\$ 25.00
Code Book of the Borough and Code Book updates	at cost
Street Map	\$ 0.75
Master Plan	\$ 25.00
Certified List of Property Owners	\$ 10.00
Tax Sale Redemption Certificate	\$ 10.00
Duplicate Tax Sale Certificate	\$100.00
Duplicate Tax Bill	\$ 5.00
Duplicate Tax Bill – Subsequent	\$ 25.00
Copy of Tax/Water/Sewer Records	\$.05 per page
Official Tax Search	\$ 10.00
Tax Search Continuation per year	\$ 2.00
Unofficial Tax Search	\$.05 per page
Municipal Assessment Search	\$ 10.00
Assessment Search Continuation per year	\$ 2.00
Tax Map Page Duplicate	at cost
Annual Dog Licensing, neutered/spayed	\$ 10.00
Annual Dog Licensing, Not neutered/spayed	\$ 13.00
Cat Licensing, neutered/spayed	\$ 10.00
Dog/Cat Licensing Late Fee imposed after April 30	\$ 5.00/month
Death Certificate (Certified Copy)	\$ 5.00
Birth Certificate (Certified Copy)	\$ 5.00
Marriage Certificate (Certified Copy)	\$ 5.00
Check Returned for Insufficient Funds	\$ 20.00
Registration – Public Utility (N.J.S.A. 40:55D-21.1)	\$ 10.00
Mental Health Records Search	\$ 15.00
Notary Public, non-residents	\$ 2.50 per signature
Tax Lien Redemption Calculation, 3 rd request	\$ 50.00
Copies of Government Documents	\$ 0.05 per letter size page \$ 0.07 per legal size page or actual cost (special charges/fees per statute delivery/postage fees additional)

**Resolution 017-21 RESOLUTION ESTABLISHING DPW FEES FOR THE 2021
CALENDAR YEAR**

WHEREAS, from time to time private individuals and/or businesses must be charged for services provided by the Stanhope Department of Public Works due to an emergency situation, vandalism, accident, neglect or other situations requiring the services of the Department; and

WHEREAS, said charges must be based upon the DPW Operator's hourly salary rate and an established rate for the various pieces of equipment utilized by the Department of Public Works in such instances;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, New Jersey, that charges for said services provided by the Stanhope Department of Public Works shall be as follows for the year 2021:

EQUIPMENT

Backhoe/loader	\$50.00 per hour
Vac-All/Sweeper	\$50.00 per hour
Sewer jet truck	\$50.00 per hour
5-yard dump truck	\$40.00 per hour
2-yard dump truck	\$25.00 per hour
Compressor	\$25.00 per hour
Generator	\$10.00 per hour
Mud pump	\$10.00 per hour
Concrete Cutter	\$150.00 per hour including the Operator

MANPOWER

DPW Operator’s Hourly Salary Rate times 1.35

Resolution 018-21

RESOLUTION ESTABLISHING PETTY CASH FUNDS FOR THE 2021 CALENDAR YEAR

BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that the following petty cash funds be re-established for 2021:

Chief Financial Officer	\$200.00
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Resolution 019-21

RESOLUTION DESIGNATING AMBULANCE AND FIRE SERVICE AGENCIES FOR THE 2021 CALENDAR YEAR

BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that the Stanhope-Netcong American Legion Ambulance Squad is hereby designated the Borough’s agency provider of ambulance, first aid and rescue services for 2021; and

BE IT FURTHER RESOLVED that the Stanhope Hose Company No. 1 is hereby designated the Borough’s agency provider for Emergency Fire Response services for 2021.

Resolution 020-21

RESOLUTION ESTABLISHING THE BOROUGH’S HOLIDAY SCHEDULE FOR 2021

WHEREAS, Chapter 32, Section 12 of the Code of the Borough of Stanhope establishes the Holiday schedule for Borough employees; and

WHEREAS, normal business operations, except for necessary services, are suspended and Borough offices are closed on said list of Holidays established;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey, in accordance with the Code of the Borough of Stanhope, the following dates be and are hereby determined to be the Borough Holiday schedule for the year 2021:

New Year’s Day:	Friday, January 1
Martin Luther King Day:	Monday, January 18
President’s Day:	Monday, February 15
Good Friday:	Friday, April 2
Memorial Day:	Monday, May 31
Independence Day:	Monday, July 5 (<i>Observed</i>)
Labor Day:	Monday, September 6
Columbus Day:	Monday, October 11
Veterans Day:	Thursday, November 11
Thanksgiving Day:	Thursday, November 25
Day after Thanksgiving:	Friday November 26
Christmas Eve:	Thursday, December 23 (<i>Observed</i>)
Christmas Day:	Friday, December 24 (<i>Observed</i>)
New Year’s Day (2022)	Friday, December 31 (<i>Observed</i>)

BE IT FURTHER RESOLVED this Resolution shall be posted in the Municipal Building and copies made available to Borough personnel.

Resolution 021-21

RESOLUTION AUTHORIZING THE BOROUGH'S TAX ASSESSOR AND BOROUGH ATTORNEY TO REPRESENT THE BOROUGH BEFORE THE SUSSEX COUNTY BOARD OF TAXATION AND NEW JERSEY TAX COURT

BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that the Municipal Tax Assessor and Municipal Attorney be and are hereby authorized to defend before the Sussex County Board of Taxation and Tax Court of the State of New Jersey all contested appeals and to initiate municipal appeals to correct the Borough of Stanhope's tax list including but not limited to rollback complaints, added and omitted assessment complaints, and such other appeals as are necessary to correct the assessments for the Borough of Stanhope;

AND BE IT FURTHER RESOLVED that the Municipal Tax Assessor and Municipal Attorney be and are hereby designated as the agents of the Borough of Stanhope for the purpose of signing settlements of the foregoing matters by stipulation.

Resolution 022-21

RESOLUTION AUTHORIZING THE BOROUGH ADMINISTRATOR TO EXECUTE HOLD HARMLESS AGREEMENTS ON BEHALF OF THE BOROUGH WITH ANY PERSON OR ENTITY UTILIZING BOROUGH OWNED LANDS OR BUILDINGS

WHEREAS, the Borough of Stanhope is a member of the Morris County Joint Insurance Fund which approved a standard form of hold harmless to be used by the member municipalities; and

WHEREAS, this standardized hold harmless must be executed by any person, entity, organization, or corporation wishing to use, rent, or otherwise temporarily occupy any land and/or structure owned by the Borough of Stanhope; and

WHEREAS, the process of executing this hold harmless would be greatly hampered if the Borough Council had to authorize the execution of each separate hold harmless agreement and instead the Borough Administrator should be authorized to execute those agreements on behalf of the Borough of Stanhope.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that the Borough Administrator is hereby authorized to execute on behalf of the Borough all hold harmless agreements made necessary by the use of Borough owned land and/or structures by any person, entity, organization, or corporation.

Resolution 023-21

RESOLUTION DESIGNATING THE BOROUGH ADMINISTRATOR, DEPARTMENT HEADS, AND TAX ASSESSOR AS DEPUTY CUSTODIANS OF PUBLIC RECORDS

BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that the Borough Administrator, all Department Heads, and the Tax Assessor be designated as Deputy Custodians of Public Records to assist the Custodian of Records in the performance of duties related to P.L. 2001, c404, commonly referred to as the Open Public Records Act (OPRA).

Resolution 024-21

RESOLUTION ESTABLISHING AN EXECUTIVE SAFETY COMMITTEE AS REQUIRED BY THE MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND

WHEREAS, the Borough of Stanhope is a member of the Morris County Municipal Joint Insurance Fund; and

WHEREAS, the Morris County Municipal Joint Insurance Fund requires the establishment of an Executive Safety Committee; and

WHEREAS, members of the Morris County Municipal Joint Insurance Fund participate in safety programs primarily designed to teach employees to perform in a safe and efficient manner;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that the following employees are hereby authorized to serve on the Executive Safety Committee:

Brian McNeilly, Administrator
Dana Mooney, CFO

JIF Commissioner
Alternate JIF Commissioner

Resolution 025-21

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE
BOROUGH OF STANHOPE APPOINTING WAYNE F. DIETZ
OF SKYLANDS RISK MANAGEMENT, INC. AS THE
BOROUGH'S RISK MANAGER**

WHEREAS, the Borough of Stanhope has resolved to join the Morris County Municipal Joint Insurance Fund, following a detailed analysis; and

WHEREAS, the bylaws of said Funds require that each Governing Body appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the bylaws; and

WHEREAS, the Board of Fund Commissioners established a fee equal to six percent (6%) of the Municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and

WHEREAS, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

NOW THEREFORE, be it resolved that the Mayor and Council of the Borough of Stanhope does hereby appoint Wayne F. Dietz of Skylands Risk Management, Inc. as its Risk Management Consultant in accordance with the Fund's bylaws; and

BE IT FURTHER resolved that the Governing Body is hereby authorized and directed to execute the Risk Management Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to N.J.S.A. 40A:11-5 (1) (a) (i).

Resolution 026-21

**RESOLUTION COMMERCIAL PROPERTIES SOLID WASTE
REIMBURSEMENT**

WHEREAS, the Borough of Stanhope has established a system for the collection and disposal of solid waste for residential properties throughout the Borough of Stanhope; and

WHEREAS, the Borough of Stanhope also collects and disposes of solid waste from commercial establishments which utilize ordinary trash cans for curbside pickup; and

WHEREAS, the Borough of Stanhope reimburses both the Stonegate Condominium Association and the Highpoint Condominium Association for the collection and disposal of solid waste, pursuant to the provisions of N.J.S.A. 40:67-23.3; and

WHEREAS, the provisions of N.J.S.A. 40:66-1(b) provides that a governing body may, in its sole discretion, choose to reimburse property owners who do not receive the municipal service, but such reimbursement shall not exceed the cost that would be incurred by the Borough in providing the collection or disposal service directly; and

WHEREAS, the Borough currently pays \$14.29 per month per household for the collection and disposal of solid waste; and

WHEREAS, the Borough wishes to reimburse those property owners who do not receive solid waste service from the Borough at the rate currently paid by the Borough per household.

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

1. The Borough of Stanhope shall reimburse those properties not currently receiving municipal solid waste service from the Borough at the same rate that the Borough pays for the collection and disposal of solid waste from individual households.
2. Any property owner wishing to be reimbursed by the Borough shall comply with all requirements of the CFO in processing requests for reimbursement including, but not limited to, executing vouchers and W-9 forms.
3. The Borough shall pay reimbursement twice per year in January and July. Prior to issuing payment, each property owner shall submit written proof to the Borough of their past six months' private solid waste service, including the invoice therefore.

On motion by Councilwoman Kuncken, seconded by Councilman Wronko and unanimously carried by the following roll call vote, the foregoing resolutions were 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 027-21

RESOLUTION APPROVING THE MAYOR'S APPOINTMENTS TO THE BOARD OF HEALTH WITH COUNCIL CONCURRENCE

Mayor's appointments to the Board of Health with Council concurrence as follows:

Paula Zeliff-Murphy, 3-year term to expire 12.31.23

Janett Gibbons, 3-year term to expire 12.31.23

BE IT RESOLVED by the Council of the Borough of Stanhope that they do hereby concur with the Mayor's appointments herein named to the Stanhope Board of Health.

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

Resolution 028-21

RESOLUTION APPROVING THE MAYOR'S APPOINTMENTS TO THE RECREATION COMMISSION WITH COUNCIL CONCURRENCE

Mayor's appointments to the Recreation Commission as follows:

Ann de Jongh, 5-year term, term to expire 12-31-25

BE IT RESOLVED by the Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that they do hereby concur with the Mayor's appointment herein named to the Recreation Commission.

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

Resolution 029-21

RESOLUTION APPROVING THE MAYOR’S APPOINTMENT OF THE BOROUGH REPRESENTATIVE TO SOLID WASTE ADVISORY COUNCIL WITH COUNCIL CONCURRENCE

Mayor’s appointment of Donald Drake as the Borough representative to the Solid Waste Advisory Council for 2021 with Council concurrence.

BE IT RESOLVED by the Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that they do hereby concur with the Mayor’s appointment herein named Borough representative to the Solid Waste Advisory Council for a one-year term to expire on December 31, 2021.

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

Resolution 030-21

RESOLUTION APPROVING THE MAYOR’S APPOINTMENTS TO THE LAKE MUSCONETCONG REGIONAL PLANNING BOARD WITH COUNCIL CONCURRENCE

Mayor’s appointments to the Lake Musconetcong Regional Planning Board as follows:

Rudolph Shlesinger, 4-year term, term to expire 12-31-24

BE IT RESOLVED by the Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that they do hereby concur with the Mayor’s appointment herein named to the Lake Musconetcong Regional Planning Board.

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

Resolution 031-21

RESOLUTION APPROVING THE MAYOR’S APPOINTMENTS TO THE SHADE TREE COMMISSION WITH COUNCIL CONCURRENCE

Mayor’s appointments to the Shade Tree Commission as follows:

Maria Grizzetti, 5-year term, term to expire 12-31-25
Paula Zelif-Murphy, 5-year term, term to expire 12-31-25

BE IT RESOLVED by the Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that they do hereby concur with the Mayor’s appointment herein named to the Shade Tree Commission.

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

Resolution 032-21

MAYOR’S APPOINTMENTS TO THE LAND USE BOARD

Mayor’s appointments to the Land Use Board as follows:

Class II: Thomas Pershouse – 1-year term, term to expire 12-31-21
Class IV: John Rogalo – 4-year term, term to expire 12-31-24
Class IV: Paula Zelif-Murphy – 4-year term to expire 12-31-24

Resolution 033-21

MAYOR’S APPOINTMENTS TO THE ENVIRONMENTAL COMMISSION

Mayor’s appointments to the Environmental Commission are as follows:

Owen Newson, 3-year term to expire 12-31-23

Rudolph Shlesinger, 3-year term to expire 12-31-23

Michael Balogh, Chairman, 1-year term to expire 12-31-21

ELECTION OF COUNCIL REPRESENTATIVE TO THE LAND USE BOARD

On motion by Councilman Romano, seconded by Councilwoman Kuncken and carried by the following unanimous roll call vote, Councilman Cipollini was elected as Council Representative to the Land Use Board for the year 2021.

Roll Call:

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

MAYOR’S HIGHLIGHTS OF 2020

Mayor Zdichocki stated, in January, the Mayor and Council received iPads to begin the journey to paperless meetings. This was a work in progress that only months later proved to be crucial to our ability to continue holding Council meetings. Online taxes, water and sewer payments were able to be paid online through Municipay in early February. This payment method has been well received and continues to expand. Then came the lockdown. Split staff, hand sanitizer, lots of hand sanitizer. Borough Hall received lots of plexiglass while making a safer work environment for the staff, and we continued to serve the public online, on the phone and through the door slot. With the lobby area unable to provide the proper social distancing, the office continues to be restricted to appointments only. The move to online Council meetings, the first of many, began taking place in April. In addition, we reached out on multiple occasions to restaurants to provide zoning waivers to allow greater outdoor dining and also waived the tent fees. We also shortened the approval timelines for the restaurants to better plan their re-openings. Our commitment to public safety was evident as we worked tirelessly to track down PPE (personal protective equipment) either by donations or personally making and providing them. I would like to personally thank our many residents for their work. This town came together unbelievably and I cannot thank all of our residents enough. Early spring brought on some much-needed commercial property growth. Ground was broken at the Delta/7th Heaven Gas Station and Convenience Store. This is Stanhope’s first new commercial property in many years. The DPW was kept busy with seasonal road work and spring beautification. Early summer brought much needed road resurfacing to Central Avenue, Lakeview Terrace and Roberts Place. The DPW also crack sealed and repaired numerous streets throughout the Borough. In July, Mayor and Council resumed in person meetings. Meetings for Council and Land Use Board continue in person to this day in a safe social distancing fashion. Enough cannot be said for all the assistance from the Stanhope School Board of Education, Administration and Staff in allowing us to use their gymnasium and we thank you very much! Late summer saw additional commercial property growth. Ground was broken on a 6,000 square foot building on Main Street. The retail space will be 3,000 square feet on the first floor and there will be two 1,500 square foot apartments on the second floor. This is a big boost to downtown revitalization. Although not opened by December 31st, we enthusiastically celebrate the reopening of the Waterloo Road/ Musconetcong River Bridge. The old bridge known by many names; the white bridge, the iron bridge, the orange bridge (reason for this unknown to me), but now can forever be called the New Bridge!

Looking forward to 2021, the Borough will be going out to bid on the Stanhope Pedestrian Loop. This one-million dollar plus project will light the pathways to the Stanhope School and Lenape Valley Regional High School, as well as provide street beautification, bike lane and an activated crosswalk will be installed at the Lakeland Little League Field. This project is anticipated to begin construction in the late spring/early summer. This has been a long time coming! There will be resurfacing and crosswalk improvements to Dell Road. Speed control humps will be replaced on Young Drive. Kelly Place and Furnace Street will be resurfaced and the crosswalks will be upgraded. The beautification of Lakeside Park will be done by the Stanhope Environmental Commission. Another long-discussed project that we are excited to see finally come to fruition. For 2021, we will look at this terrible time in the rearview mirror and start forth on a new journey. I wish the best for everyone and hope for the future. Definitely looking forward to better times. Thank you all.

ADMINISTRATOR’S REPORT

Administrator McNeilly stated he has no report this evening but he can address any questions or concerns the governing body may have. Mayor Zdichocki asked the governing body for any questions or concerns. There were none.

WORK SESSION

There were no issues to discuss.

NEW BUSINESS

RESOLUTIONS

Resolution 034-21

RESOLUTION AUTHORIZING THE EXECUTION OF THE COLLECTIVE BARGAINING AGREEMENT WITH PBA LOCAL 138

WHEREAS, the Collective Negotiations Agreement between the Borough of Stanhope (“Borough”) and the Policemen’s Benevolent Association Local No. 138 (“PBA”) expired on December 31, 2020; and

WHEREAS, the Borough and the PBA have been in negotiations for a new collective agreement since that time; and

WHEREAS, representatives of the Borough and the PBA involved in collective negotiations have reached an agreement on terms and conditions for a new collective negotiations agreement and have recommended those terms to the full membership of the PBA and the governing body of the Borough of Stanhope for approval; and

WHEREAS, it has been determined by the Mayor and Council that the terms agreed to by the parties, which are contained in a written memorandum of agreement, for the period from January 1, 2021 through December 31, 2024, will provide a fair and reasonable level of benefits and compensation for Borough employees who are members of the PBA bargaining unit for the next four (4) years; now therefore

IT IS HEREBY RESOLVED this 12th day of January, 2021, that the Mayor and Borough Council hereby approve the terms of the Memorandum of Agreement negotiated between the Borough and the PBA; and

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are hereby authorized and directed to sign any and all contracts, agreements or amendments necessary to effectuate these approved terms and conditions.

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

Roll Call:

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

Councilman Romano stated he would like to compliment the negotiating committee on both sides. This is a fair agreement and it was well done.

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 035-21

**RESOLUTION AUTHORIZING AWARD OF CONTRACT TO
MILLENNIUM STRATEGIES**

WHEREAS, the Borough of Stanhope is in need of the services of a grant consulting firm with knowledge of all aspects of the availability of applications for state and federal grants that may be available to the Borough of Stanhope on a competitive basis to assist the Borough in identifying and applying for such grants; and

WHEREAS, the services of a grant consultant constitute extraordinary unspecifiable services pursuant to the provisions of N.J.S.A. 40A:11-5(1)(a)(ii); and

WHEREAS, Millennium Strategies, LLC has the necessary experience and qualified staff to provide grant consulting services to the Borough on an ongoing basis; and

WHEREAS, Millennium Strategies, LLC has made a written proposal to the Borough of Stanhope to provide grant consultation services; and

WHEREAS, the proposed agreement between the Borough and Millennium Strategies, LLC provides for a retainer of \$1,250 per month, which amount is not in excess of the Borough's bid threshold; and

WHEREAS, said agreement with Millennium Strategies, LLC is terminable at will by the Borough.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope that the Borough does hereby award a contract for extraordinary unspecifiable services to Millennium Strategies, LLC, a copy of which agreement is attached hereto;

BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized to execute said agreement on behalf of the Borough.

Resolution 036-21

**RESOLUTION AUTHORIZING STANHOPE BOROUGH TO
ACCEPT A GRANT FROM THE STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY, OFFICE OF
THE ATTORNEY GENERAL, IN THE AMOUNT OF \$67,400
UNDER THE 2021 SAFE AND SECURE COMMUNITIES
PROGRAM, SUBAWARD GRANT NUMBER 21-1919**

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

1. The Borough of Stanhope is authorized to accept a subaward grant from the State of New Jersey, Department of Law and Safety, Office of the Attorney General, in the amount of \$16,200.00, under the Safe and Secure Communities Program, Grant No. 21-1919, with a Match-Fringe Benefits of \$51,200.00, for a total project cost of \$67,400.00.

2. Mayor Patricia Zdichocki and Chief Steve Pittigher are authorized to execute and the Borough Clerk to attest to a Subgrant Award in connection with this grant, and any and all documents in connection with this grant.

3. The Borough of Stanhope is accepting this grant of funds for the purpose described in the application.

4. Subaward Period: January 16, 2021 to January 15, 2022.

5. A certified copy of this resolution shall be provided by the Office of the Borough Clerk to each of the following:

- a) Mayor Patricia Zdichocki
- b) Borough Council
- c) Brian McNeilly, Borough Administrator
- d) Ursula H. Leo, Esq., Borough Attorney
- e) Dana Mooney, CFO
- f) Police Department: Chief Steve Pittigher
- g) State of New Jersey, Office of Attorney General

Resolution 37-21

RESOLUTION GRANTING ARLENE FISHER ADDITIONAL HOURS FOR CODE ENFORCEMENT AND ZONING

WHEREAS, the Borough Council has determined that additional work is required for code enforcement and zoning work within the Borough.

NOW, THEREFORE, BE IT RESOLVED that Arlene Fisher has been granted (4) extra hours per week which will be utilized on Thursday’s 9:00am to 1:00pm to perform her duties as the Borough’s Code Enforcement/Zoning Officer for a three month period ending March 31, 2021, ; and

BE IT FURTHER RESOLVED that Arlene Fisher shall be compensated \$46.00 per hour for the (4) extra hours per week beginning on January 11th, 2021.

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

Roll Call:

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

Mayor’s Acceptance of Resignation

Resolution 038-21

MAYOR’S ACCEPTANCE OF THE RESIGNATION OF ARLENE FISHER WITH COUNCIL CONCURRENCE

BE IT RESOLVED by the Council of the Borough of Stanhope that they do hereby concur with the Mayor’s acceptance of Arlene Fisher’s resignation as Code Enforcement Zoning Officer for the Borough of Stanhope, effective March 31, 2021.

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

PAYMENT OF BILLS

Resolution 039-21

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 January 12, 2021 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 adopted.

Roll Call:

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

AGENDA ITEMS

All items listed on the Agenda for January 26, 2021 were approved.

CITIZENS TO BE HEARD

Mayor Zdichocki opened the meeting to the public and invited anyone who wishes to speak to come forward to do so.

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

CLOSED SESSION

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231 P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently existing;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of 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 – Contract
3. It is anticipated at this time that the above stated subject matter(s) will be made public at the conclusion of each individual specified subject matter.
4. This resolution shall take effect immediately.

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

The Mayor and Council went into Closed Session at 6:55 P.M.

RETURN TO OPEN SESSION

At the conclusion of the Closed Session, the Mayor and Council reconvened the public meeting at 8:00 P.M. with all present.

ADJOURNMENT

On motion by Councilman Romano, seconded by Councilman Wronko, and unanimously carried by voice vote the meeting was adjourned at 8:00 P.M.

Approved:

Linda Chirip
Deputy Clerk for
Ellen Horak, RMC
Borough Clerk